



**Proposed**

# Annual Budget

## Fiscal Year 2025

**Commissioner Marie A. Mornis**  
District 1

**Commissioner Susan Berumen**  
District 2

**Commissioner Sandy Hollingsworth**  
District 3

**Ray Rears**  
County Manager

**Joe Allaire**  
Finance Director

# Table of Contents

<u>Budget Summary</u>	2
<u>Historical Fund Balance Summary</u>	3
<u>Gaming Funds</u>	4
<u>Property Tax Revenue &amp; Mill Levy Summary</u>	5
<u>Full-Time Equivalent (FTE) Summary</u>	6
<u>New Positions Summary</u>	7
<u>Grant Funded Positions</u>	8
<u>Grant Revenue</u>	9
<u>Grant Expense</u>	10
<u>Capital Projects</u>	11
<u>Capital Vehicles</u>	12
<u>Professional Services</u>	13
<u>General Fund Summary</u>	14
<u>Department Code Guide</u>	15
<u>Transfers</u>	16
<u>Commissioners</u>	17
<u>County Manager</u>	19
<u>County Attorney</u>	21
<u>Informational Technology</u>	23
<u>Finance</u>	25
<u>Human Resources</u>	27
<u>Colorado State University (CSU) Extension</u>	29
<u>Surveyor</u>	31
<u>Clerk &amp; Recorder</u>	33
<u>Elections</u>	35
<u>Treasurer</u>	37
<u>Public Trustee</u>	39
<u>Assessor</u>	41
<u>Facilities</u>	43
<u>District Attorney</u>	45
<u>Sheriff's Office Summary</u>	47
<u>Patrol</u>	50
<u>Detentions</u>	52
<u>Victim Services</u>	54
<u>Office of Emergency Management (OEM)</u>	56
<u>Dispatch</u>	58
<u>Coroner</u>	60
<u>Community Development</u>	62
<u>Parks &amp; Recreation</u>	64
<u>Human Services</u>	66
<u>Senior Program</u>	68
<u>Veterans' Services</u>	70
<u>Public Health</u>	72
<u>Public Works</u>	74
<u>Solid Waste</u>	76
<u>Library</u>	78
<u>Community Funding</u>	80
<u>Parks &amp; Recreation Fund</u>	81
<u>Conservation Trust Fund</u>	82
<u>Lodging Tax</u>	84
<u>Frei Bond</u>	86





### Budget Summary of Revenues, Expenditures, Transfers & Fund Balances

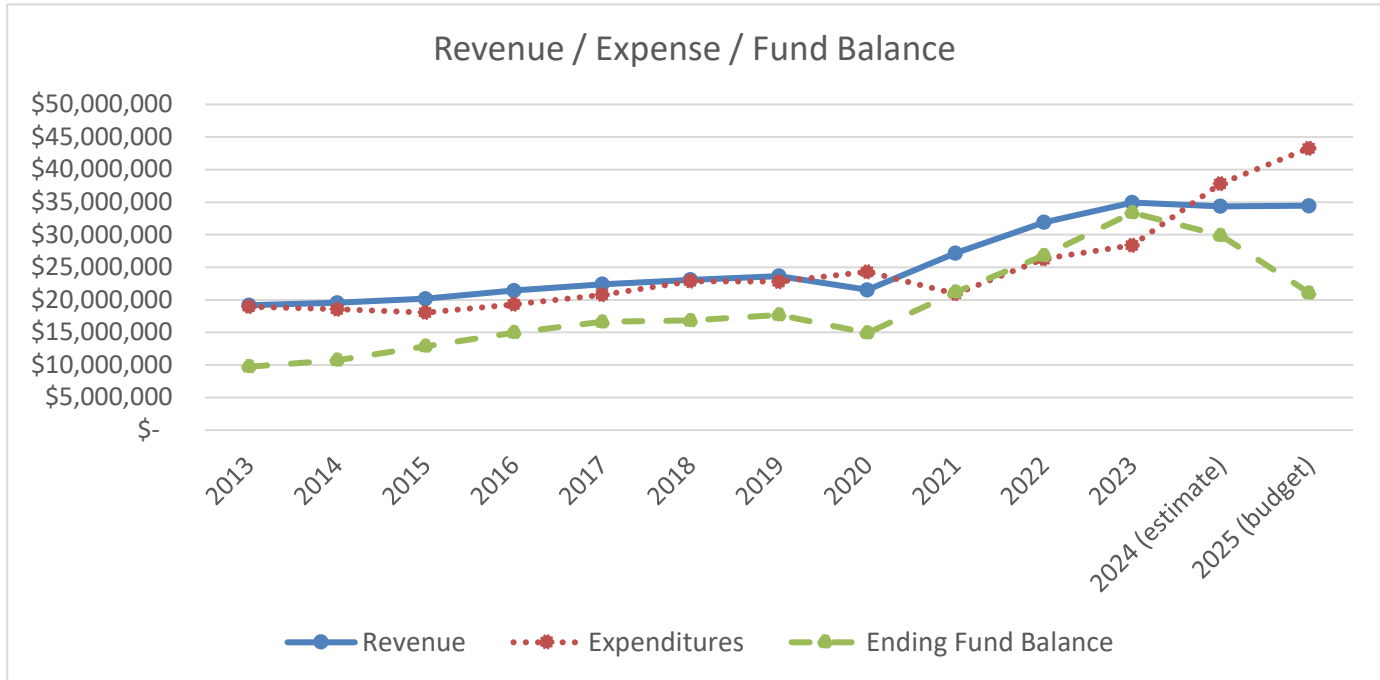
	<u>General</u>	<u>Public Works</u>	<u>Library</u>	<u>Human Services</u>	<u>Public Health</u>	<u>Solid Waste</u>	<u>Conservation Trust</u>	<u>Parks &amp; Recreation</u>	<u>Lodging Tax</u>	<u>Capital Improvement</u>	<u>Total</u>
<b>2023 Actual</b>											
Fund Balance - 1/1	20,774,380	2,778,560	424,856	1,210,232	474,616	565,821	43,362	540,666	-		<b>26,812,494</b>
Plus Revenue:	27,605,607	1,348,047	635,532	2,610,865	233,461	473,439	73,296	1,835,536	116,896		<b>34,932,678</b>
Plus Transfers In:	1,193,194	2,071,923	-	394,883	-	-	-	-	-	1,348,649	<b>5,008,649</b>
Less Expenditures:	19,443,082	3,277,965	501,483	2,601,003	364,075	478,362	700	1,702,685	6,580		<b>28,375,935</b>
Less Transfers Out:	3,660,000	-	-	-	-	-	-	-	-	1,348,649	<b>5,008,649</b>
Fund Balance - 12/31	<u>26,470,099</u>	<u>2,920,565</u>	<u>558,905</u>	<u>1,614,977</u>	<u>344,002</u>	<u>560,898</u>	<u>115,958</u>	<u>673,517</u>	<u>110,316</u>		<b>33,369,237</b>
Audit											
Fund Bal on this sheet vs audit											
Check, must be zero	-	-	-	-	-	-	-	-	-	-	-
<b>2024 Budget</b>											
Fund Balance - 1/1	26,470,099	2,920,565	558,905	1,614,977	344,002	560,898	115,958	673,517	110,316	600,000	<b>33,969,237</b>
Plus Revenue:	24,833,299	1,560,515	649,143	2,395,775	340,569	442,369	34,510	466,064	158,432		<b>30,880,676</b>
Plus Transfers In:	600,000	2,000,000	-	350,000	-	-	-	1,568,355	-		<b>4,518,355</b>
Less Expenditures:	27,520,088	4,775,303	609,779	2,589,294	389,981	605,975	15,700	2,709,001	197,050	-	<b>39,412,171</b>
Less Transfers Out:	3,918,355	-	-	-	-	-	-	-	-	600,000	<b>4,518,355</b>
Fund Balance - 12/31	<u>20,464,955</u>	<u>1,705,777</u>	<u>598,269</u>	<u>1,771,458</u>	<u>294,590</u>	<u>397,292</u>	<u>134,768</u>	<u>(1,065)</u>	<u>71,698</u>	-	<b>25,437,742</b>
Check, must be zero	-	-	-	-	-	-	-	-	-	-	<b>0</b>
<b>2024 Estimates</b>											
Fund Balance- 1/1	26,470,099	2,920,565	558,905	1,614,977	344,002	560,898	115,958	673,517	110,316	-	<b>33,369,237</b>
Plus Revenue:	28,157,838	1,512,387	643,273	2,416,021	412,341	442,569	34,510	567,953	173,000	-	<b>34,359,892</b>
Plus Transfers In:	127,661	2,000,000	-	350,000	-	-	-	1,568,355	-	-	<b>4,046,016</b>
Less Expenditures:	26,569,746	4,335,210	603,107	2,579,255	390,121	606,033	15,700	2,682,164	54,500	-	<b>37,835,836</b>
Less Transfers Out:	3,918,355	-	-	-	-	-	-	127,661	-	-	<b>4,046,016</b>
Fund Balance - 12/31	<u>24,267,497</u>	<u>2,097,742</u>	<u>599,071</u>	<u>1,801,743</u>	<u>366,222</u>	<u>397,434</u>	<u>134,768</u>	<u>(0)</u>	<u>228,816</u>	-	<b>29,893,292</b>
Check, must be zero	-	-	-	-	-	-	-	-	-	-	<b>0</b>
<b>2025 Proposed</b>											
Fund Balance - 1/1	24,267,497	2,097,742	599,071	1,801,743	366,222	397,434	134,768	(0)	228,816	-	<b>29,893,292</b>
Plus Revenue:	28,296,125	1,469,119	685,884	2,678,814	534,110	565,825	34,808	-	174,000	-	<b>34,438,685</b>
Plus Transfers In:	-	2,000,000	-	350,000	-	187,440	-	-	-	-	<b>2,537,440</b>
Less Expenditures:	33,498,255	4,711,150	613,971	2,916,829	479,720	863,373	700	-	196,000	-	<b>43,279,997</b>
Less Transfers Out:	2,537,440	-	-	-	-	-	-	-	-	-	<b>2,537,440</b>
Fund Balance - 12/31	<u>16,527,927</u>	<u>855,712</u>	<u>670,984</u>	<u>1,913,728</u>	<u>420,613</u>	<u>287,326</u>	<u>168,876</u>	<u>(0)</u>	<u>206,816</u>	-	<b>21,051,981</b>

\*FREI BOND NOT DISPLAYED

## Historical Fund Balance Summary

Year	Revenue	Expenditures	Ending Fund Balance
2013	\$ 19,176,470	\$ 18,942,661	\$ 9,734,755
2014	\$ 19,553,080	\$ 18,548,341	\$ 10,739,492
2015	\$ 20,177,938	\$ 18,041,627	\$ 12,875,803
2016	\$ 21,424,004	\$ 19,315,679	\$ 14,984,127
2017	\$ 22,406,595	\$ 20,780,938	\$ 16,609,785
2018	\$ 23,064,535	\$ 22,851,471	\$ 16,823,212
2019	\$ 23,661,406	\$ 22,790,718	\$ 17,693,901
2020	\$ 21,537,995	\$ 24,299,889	\$ 14,932,011
2021	\$ 27,176,518	\$ 20,930,066	\$ 21,178,464
2022	\$ 31,917,738	\$ 26,283,710	\$ 26,812,492
2023	\$ 34,932,678	\$ 28,375,935	\$ 33,369,235
2024 (estimate)	\$ 34,359,892	\$ 37,835,836	\$ 29,893,290
2025 (budget)	\$ 34,438,685	\$ 43,279,997	\$ 21,051,979

\* = Years Tax Anticipation Notes were issued



## State Gaming Funds - Gilpin County Distributions 2013-2025

Year	Gilpin County	Increase/Decrease Prior Year
2013	\$ 9,262,517	\$ 128,086
2014	\$ 9,290,136	\$ 27,619
2015	\$ 9,859,168	\$ 569,031
2016	\$ 10,535,315	\$ 676,147
2017	\$ 10,549,910	\$ 14,595
2018	\$ 11,351,012	\$ 801,102
2019	\$ 11,668,400	\$ 317,388
2020	\$ 6,711,856	\$ (4,956,544)
2021	\$ 10,693,824	\$ 3,981,968
2022	\$ 15,251,005	\$ 4,557,181
2023	\$ 16,102,591	\$ 851,586
2024	\$ 16,200,000	\$ 97,409
2025 (Estimate)	\$ 15,456,000	\$ (744,000)



### Property Tax Revenue & Mill Levy Summary

	<u>Prior Year</u>		<u>Current Year</u>		<u>Budget Year</u>	
	<u>2023</u>		<u>2024</u>		<u>2025</u>	
<b>Assessed Valuation:</b>	<b>448,913,080</b>		<b>557,179,250</b>		<b>550,302,590</b>	
	<u>Levy</u>	<u>Amount</u>	<u>Levy</u>	<u>Amount</u>	<u>Levy</u>	<u>Amount</u>
General Fund	8.029	\$ 3,604,323	8.029	\$ 4,389,455	8.029	\$ 4,418,379
Public Works Fund	.847	\$ 380,229	.847	\$ 463,055	0.847	\$ 466,106
Library Fund	0.239	\$ 107,290	.239	\$ 130,661	0.239	\$ 131,522
Human Services Fund	.441	\$ 197,971	.441	\$ 241,095	0.441	\$ 242,683
Solid Waste Fund	.282	\$ 126,593	.282	\$ 154,169	0.282	\$ 155,185
<b>Sub-Total</b>	<b>9.838</b>	<b>\$ 4,416,406</b>	<b>9.838</b>	<b>\$ 5,378,435</b>	<b>9.838</b>	<b>\$ 5,413,877</b>
Temporary Tax Credit	.000	\$ -	(1.253)	\$ (685,188)	(.934)	\$ (514,000)
Abatements	.006	\$ 2,693	.000	\$ 547	0.000	\$ -
Library District Fund	.999	\$ 448,464	.837	\$ 453,598	0.856	\$ 471,059
P&R Fund	2.570	\$ 1,153,707	.000	\$ -	0	\$ -
<b>Total</b>	<b>13.413</b>	<b>\$ 6,021,270</b>	<b>9.422</b>	<b>\$ 5,147,392</b>	<b>9.760</b>	<b>\$ 5,370,936</b>

### Below Excludes Abatements & Includes Temporary Tax Credits

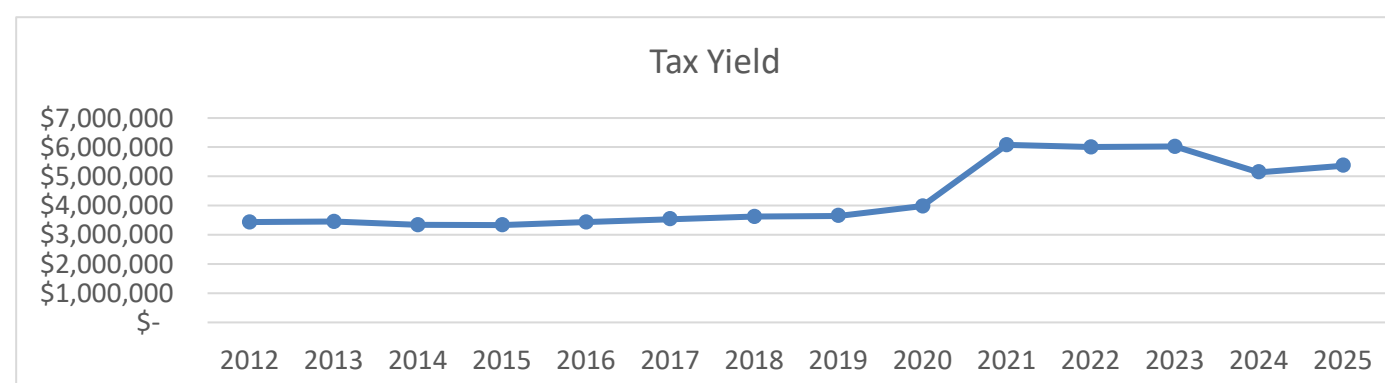
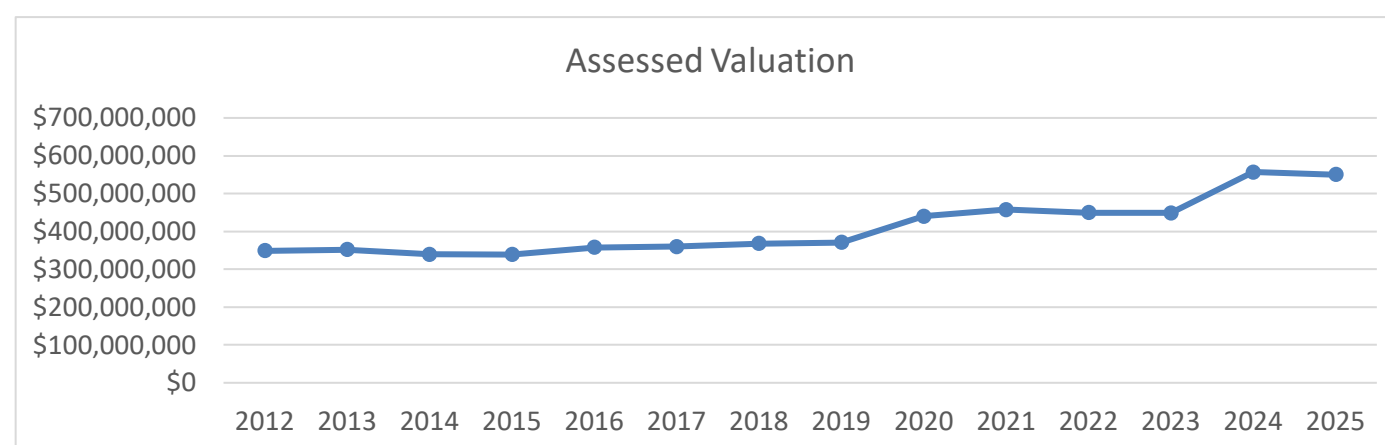
#### 2012-2025

<u>Year</u>	<u>Assessed Valuation</u>	<u>Mill Levy</u>	<u>Library Dist. Levy</u>	<u>P&amp;R Levy</u>	<u>Tax Yield</u>	<u>% Increase/Decrease Prior Year</u>
2012	\$ 349,037,330	9.838	0.000	0.000	\$ 3,433,830	-9.0%
2013	\$ 351,747,060	9.838	0.000	0.000	\$ 3,460,488	0.8%
2014	\$ 339,353,590	9.838	0.000	0.000	\$ 3,338,561	-3.5%
2015	\$ 338,843,560	9.838	0.000	0.000	\$ 3,333,543	-0.2%
2016	\$ 357,601,820	9.615	0.000	0.000	\$ 3,438,342	3.1% **
2017	\$ 359,874,900	9.838	0.000	0.000	\$ 3,540,450	3.0%
2018	\$ 367,824,500	9.838	0.000	0.000	\$ 3,618,658	2.2%
2019	\$ 371,092,320	9.838	0.000	0.000	\$ 3,650,806	0.9%
2020	\$ 440,433,520	9.045	0.000	0.000	\$ 3,983,721	9.1% **
2021	\$ 457,501,290	9.838	0.867	0.000	\$ 6,080,650	52.6%
2022	\$ 449,861,207	9.838	0.950	2.570	\$ 6,009,246	-1.2%
2023	\$ 448,913,080	9.838	0.999	2.570	\$ 6,021,270	0.2%
2024	\$ 557,129,250	9.838	0.837	0.000	\$ 5,147,392	-14.3%
2025	\$ 550,302,590	9.838	0.856	0.000	\$ 5,370,936	-10.8%

\*\*Note: Temporary Tax Credit Used in 2016, 2020 and 2024

Note: Assessor Changed Assessed Value for 2017 From \$359,945,030 To \$359,874,900 After the 2017 Budget was Adopted

### Property Tax & Mill Levy Summary



## Full-Time Equivalent (FTE) Position Summary

<u>Department Name</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>Notes</u>
Assessor*	4.00	4.00	4.00	Note 1
Attorney	2.00	2.00	0.00	
Information Technology (IT)	0.00	1.00	1.00	
Clerk & Recorder*	5.00	4.50	5.00	Note 1 includes PT to FT position
Elections	0.00	0.00	0.00	
Commissioners***	0.00	0.00	0.00	Note 1
Coroner*	0.60	0.60	0.75	Note 1
County Manager	3.25	4.28	5.50	
Community Development	4.00	4.00	4.00	
District Attorney	0.00	0.00	0.00	
CSU Extension	0.50	0.50	0.50	
Facilities Maintenance	7.00	7.00	8.23	includes new PT position
Finance	4.00	4.50	4.73	
Human Services (Combined FTE, figures in 2023)	10.50	10.50	10.73	
Senior Program	3.00	2.50	2.50	
Veterans' Services	0.39	0.39	0.50	
Library	4.35	4.30	4.95	
Parks & Recreation	14.40	16.09	15.08	Note 2 includes new PT position
Human Resources	3.00	3.00	3.00	
Public Health	1.75	3.75	3.00	Note 2
Public Works (Combined FTE Figures in 2023)	21.00	21.00	22.00	
Solid Waste	3.44	3.44	4.50	includes new position
Dispatch	9.00	10.00	10.00	
Jail/Detentions	23.40	24.30	25.40	Note 2
Emergency Management	1.50	1.50	1.50	Note 2
Administration (Now in Patrol)	6.00			
Patrol* (Administrative Justice employees reflected here)	20.00	26.00	26.00	Note 1 includes 2 new positions
Victim Services	3.00	3.00	3.00	Note 2
Surveyor*	0.00	0.00	0.00	Note 1
Treasurer*	2.60	2.50	2.73	Note 1
Public Trustee (Elected Treasurer acts as Public Trustee)	0.00	0.00	0.00	Note 1
<b>Total Full-Time Equivalents</b>	<b>157.68</b>	<b>164.64</b>	<b>168.58</b>	
<b>% Dif from prior year</b>	<b>27.0%</b>	<b>4.2%</b>	<b>2.3%</b>	

\* = number of Elected Officials in Department

Note 1) Above includes Positions paid by Gilpin County Payroll except (9) Elected Officials, contracted services and personnel, election judges and independent contractors

Note 2) Above includes Grant paid employee positions.



## New and Adjusted Positions Summary

### New Positions

Departments	Status	Title	Date Approved
Sheriff's Office	Proposed	Sergeant	
Sheriff's Office	Proposed	Deputy	
Solid Waste	Proposed	Solid Waste Operator	
Facilities	Proposed	Part-Time Office Assistant	
Parks & Recreation	Proposed	Fairgrounds Maintenance Technician	

### Reduced Positions

Departments	Status	Title	Date Approved
-------------	--------	-------	---------------

### Increased Positions

<u>Departments</u>	<u>Status</u>	<u>Title</u>	<u>Date Approved</u>
Clerk & Recorder	Proposed	Part-Time Motor Vehicle Technician to Full-Time	





## Grant Funded Positions

<u>Position/Program</u>	<u>Department</u>	<u>Grant Funded FTEs</u>	<u>Details</u>	<u>End Date</u>
Youth Camp	Parks & Rec	2.7	Partially Grant Funded	6/30/2026
Deputy Court Security	Sheriff's Office	1	Partially Grant Funded	2023-renewed annually
Victim Service Coordinator	Sheriff's Office	0.28	Partially Grant Funded	2023-renewed annually
Victim Sevices Advocate	Sheriff's Office	1.46	Partially Grant Funded	2023-renewed annually
Public Health Director	Public Health	0.13	Partially Grant Funded	6/30/2025-renewed annually
Community Health Specialist	Public Health	1	Grant Funded	12/31/2025
<b><u>Total Full-Time Equivalents</u></b>		<b><u>6.57</u></b>		



## Grant Revenue 2025

Fund	Department	Grant Name	Grant Amount
1	19	Weed Grant	\$2,500
1	26	DOLA Energy/Mineral Impact Assistance Fund (EIAF) Grant for Community Center Annex Construction	\$650,000
1	31	Court Security Grant	\$48,800
1	31	Jail-Based Behavioral Services Grant (JBBS)	\$75,600
1	31	Bullet-Proof Vest Grant	\$7,000
1	34	State Victim Assistance Law Enforcement (VALE) Funding	\$625
1	34	Victims of Crime Act (VOCA) Funding	\$2,015
1	35	Healthy Forests & Vibrant Communities (HFVC)	\$100,000
1	35	Denver Urban Area Security Initiative (UASI) Grant for N5 Sensors	\$291,120
1	35	Emergency Management Performance Grant (EMPG)	\$30,602
1	37	DOLA Proposition 123 Local Planning and Capacity Grant	\$30,000
1	37	Colorado Energy Office (CEO) APPS Solar Grant	\$40,000
1	44	Substance Abuse Block Grant	\$187,500
1	44	Alan Green Foundation Grant - Parks & Recreation	\$3,000
3	0	Library Miscellaneous Grants	\$5,500
4	0	Alan Green Foundation Grant - Human Services	\$2,000
5	0	Public Health Emergency Preparedness (PHEP) Funding Program Grant	\$38,995
5	0	Colorado / Cities Readiness Initiative Program (CRI)	\$25,000
5	0	CDC Infrastructure Development Grant	\$96,040
5	0	State Tobacco Education and Prevention Partnership (STEPP) Grant	\$50,000
5	0	Proposition EE Grant	\$30,000
5	0	Public Health Master Task Order	\$82,903
5	0	MCH Grant	\$3,794
5	0	Covid Immunization Grant Round 3 (IMM 3) Grant	\$56,596
5	0	National Environmental Health Agency (NEHA) Retail Flexible Funding Model (RFFM) Program	\$9,164
5	0	Hazardous Materials and Waste Management Division (HMWMD) Indoor Radon Grant Program	\$5,000
<b>TOTAL</b>			<b>\$1,716,297</b>

\*Note: A portion of the grant revenue received goes towards salaries, so Grant Revenue & Grant Expense are not equal



## Grant Expense 2025

Fund	Department	Grant Name	Grant Amount
1	19	Weed Grant	\$ 2,500
1	22	Electronic Recording Technology Board (ERTB) Grant	\$ 21,390
1	26	DOLA Energy/Mineral Impact Assistance Fund (EIAF) Grant for Community Center Annex Construction	\$ 650,000
1	31	Court Security Grant	\$ 48,800
1	31	Jail-Based Behavioral Services Grant (JBBS)	\$ 75,600
1	31	Bullet-Proof Vest Grant	\$ 7,000
1	34	State Victim Assistance Law Enforcement (VALE) Funding	\$ 625
1	34	Victims of Crime Act (VOCA) Funding	\$ 2,015
1	35	Healthy Forests & Vibrant Communities (HFVC)	\$ 200,954
1	35	Denver Urban Area Security Initiative (UASI) Grant for N5 Sensors	\$ 291,120
1	35	Emergency Management Performance Grant (EMPG)	\$ 30,602
1	37	DOLA Proposition 123 Local Planning & Capacity Grant	\$ 34,000
1	37	Colorado Energy Office (CEO) APPS Solar Grant	\$ 40,000
1	44	Substance Abuse Block Grant	\$ 24,495
1	44	Alan Green Foundation Grant - Parks & Recreation	\$ 3,000
3	0	Library Miscellaneous Grants	\$ 5,500
4	0	Alan Green Foundation Grant - Human Services	\$ 3,925
5	0	Public Health Emergency Preparedness (PHEP) Funding Program Grant	\$ 3,625
5	0	Covid Immunization Grant Round 3 (IMM 3) Grant	\$ 42,234
5	0	National Environmental Health Agency (NEHA) Retail Flexible Funding Model (RFFM) Program	\$ 9,164
5	0	Hazardous Materials and Waste Management Division (HMWMD) Indoor Radon Grant Program	\$ 5,000
5	0	Proposition EE Grant	\$ 5,000
5	0	Colorado / Cities Readiness Initiative Program (CRI)	\$ 9,244
5	0	CDC Infrastructure Development Grant	\$ 17,969
5	0	State Tobacco Education and Prevention Partnership (STEPP) Grant	\$ 5,655
<b>TOTAL</b>			<b>\$ 1,531,262</b>

\*Note: A portion of the grant revenue received goes towards salaries, so Grant Revenue & Grant Expense are not equal



## Capital Projects 2025

Fund	Department	Project Name	Project Cost
1	12	Courthouse Parking Lots - Pavement, Asphalt, Seal & Stripe	\$ 7,753
1	12	Exterior Door - Wood, Solid-Core Historic w/ Hardware, Refinish/Restore	\$ 12,922
1	12	Ceiling Finishes - Wood Paneling, Replace	\$ 9,691
1	12	Signage - Building-Mounted Individual Letters Brass Finish, Refinish/Restore	\$ 5,384
1	24	Treasurer Server	\$ 5,000
1	26	Community Center Annex (Food Pantry)	\$ 1,850,000
1	26	Rollinsville Satelite Building - Pump, Well Water, 1.5 HP, Replace	\$ 13,383
1	30	Parking Lots, Pavement, Asphalt, Overlay	\$ 323,044
1	30	Parking Lots, Stripe and Seal, Seal & Stripe	\$ 31,151
1	30	Impound Lot - Pavement, Elec Gate with Cover & Refence	\$ 225,622
1	30	Evidence Drug Storage - Add Ventilation System	\$ 114,696
1	30	Justice Center - HyperV Workstation	\$ 5,000
1	31	Plumbing System, Supply - Recirculation Lines, Replace	\$ 494,777
1	31	Plumbing System - Drain & Vent, Replace	\$ 559,943
1	31	Surge Suppressor - Closed Circuit, Replace	\$ 11,537
1	31	Automatic Transfer Switch, ATS, 600 AMP, Replace	\$ 38,458
1	31	Electrical System, Renovation/Upgrade Generator Supply Distribution, Replace	\$ 239,976
1	31	Secondary Transformer, Dry, Stepdown, Replace	\$ 18,460
1	31	Secondary Transformer, Dry, Stepdown, Replace	\$ 55,379
1	31	Generator - Emergency Power Backup, Diesel, Replace	\$ 1,307,559
1	31	Server Camera Cooling System	\$ 25,000
1	31	Fire Pump Controller, Includes ATS 200 AMP - Test and Manual Control, Replace	\$ 45,841
1	44	Athletic Surfaces & Courts, Basketball/General, Asphalt Pavement, Mill & Overlay & Stripe	\$ 8,077
1	44	Sidewalk - Concrete, Replace	\$ 209,209
1	44	Sidewalk - Brick/Masonry Pavers, Replace	\$ 203,056
1	44	Parking Lots, Pavement, Asphalt, Seal & Stripe	\$ 31,151
1	44	Parking Lots, Pavement, Asphalt, Mill & Overlay	\$ 242,283
1	44	Plumbing System, Supply - Recirc Lines, Replace	\$ 481,145
1	44	Waterproofing Foundation - Water Intrusion Mitigation, Install	\$ 917,679
1	44	Sewer Lift Station Transfer Pumps & Controls & Valves - Replace	\$ 50,764
1	44	Pool Access Lift, Accessible Transfer Device - Replace	\$ 18,460
1	44	Sports Apparatus, Baseball, Backstop Chain-Link - Replace	\$ 15,383
1	44	Signage, Property, Pylon Standard - Replace/Install	\$ 14,614
2	0	Unit Heater, Natural Gas - Replace	\$ 10,460
2	0	Public Works Server	\$ 5,000
2	0	Excavator	\$ 182,200
2	0	Water Pump	\$ 65,000
3	0	Library Parking Lot - Pavement, Asphalt, Seal & Stripe	\$ 11,630
4	0	Human Services Parking Lot - Aggregate/Stone, Surface Gravel, Replenish	\$ 53,841
4	0	Generator - Replace	\$ 30,766
6	0	Roll-Off Container	\$ 10,000
12	0	Thorn Lake School	\$ 50,000
12	0	East Portal Cabins	\$ 50,000
12	0	Historic Preservation	\$ 35,000
<b>TOTAL</b>			<b>\$ 8,096,294</b>





# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: **Facilities – Capital Projects**

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes – Some, Not all, Projects – JC Impound Lot, Evidence Drug Storage Ventilation, Fuel System etc.  
 No

Summary of increase request: \$ 7,958,786.56

Capital See addenda.

**Grand Totals:** \$ 7,958,786.56

**TOTAL DOLLAR AMOUNT PROPOSED:** \$ 7,958,786.56

**TOTAL FTE IMPACT:** 0.0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

Lifecycle / Deferred Maintenance Recovery as discussed – See addenda

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

The county can't provide services if buildings are operational. Issues with facilities directly impact health, safety and wellbeing. Fixing these items supports the mission.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

The lifecycle replacement plan is our long-term planning roadmap to recovering from deferred maintenance and creating sustainable practices to maintain our buildings.

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

It doesn't. This isn't impactful on soft skills. It's just what we need to keep our buildings running.

### STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

The lifecycle replacement plan is our long-term planning roadmap to recovering from deferred maintenance and creating sustainable practices to maintain our buildings.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET:**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED:**

**TOTAL DEPARTMENT FTE IF APPROVED: 3**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY: Ryan Keenan	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

Capital Projects

\$7.9 million total estimated

Consider political climate

Parking lots Repaving

Mainly to correct drainage issues at JC, P&R, and HHS

Library, Courthouse, b-ball courts for lifecycle and since we are doing the others

~\$770k total for all paving projects

Plumbing System component replacements at JC and P&R

~\$1,535,865 total

Must-do due to pipe corrosion

Justice Center

Generator

6 items associated with the generator replacement totaling: \$1,671,369

CDS Grant applied for \$948k with \$250k match.

Award TBD July-September 2025, and the end date would be about 2 years after that; likely going to be on a reimbursement basis

Will include in the 2025 budget

Evidence Drug Storage Ventilation - \$115k

Community Center

HVAC Dehumidifier for pool - \$730,695

Sewer Lift Station Pump & Controls

\$51k to replace

RK to find out age of pump

Waterproofing Foundation

\$917,679 amount estimated and discussed

Awaiting results from engineering study

RK to follow up with remediation costs after study is complete

Pete Gones Park

Replace backstops, dugouts, and sign - ~\$34,600

Transfer Station/PW

Fuel Tanks Relocate

\$718,600 estimated to bury tanks

Discussed whether they need to be buried vs. relocated/enclosed - RK to check with John C/State for requirements

Courthouse

Front door replacement, signage, wood panel finishing, windows - \$708,543 total

Human Services (HHS)

Generator replacement, does not work - \$31k

ID Card Printer

\$9,305 for 2nd printer to be housed in HR

Discussed likely not getting a 2nd printer

How can process be adjusted for 1 printer?

See if the Salamander access can be done by SO remotely and card printed by HR, since badges are also building access keys

Printer is large - is there space at Apex?

RK to discuss process with HR and SO to see how 1 printer can work

RK to start releasing RFP's for those items with no questions

Vehicles

1 more for Courthouse - EV preferred

Possibly 5 vehicles total





## Capital Vehicles 2025

Fund	Department	Vehicle Name	Cost
1	12	Courthouse Shared Vehicle	\$ 50,000
1	30	Patrol Trucks (Two)	\$ 188,100
2	0	Service Truck	\$ 160,000
2	0	F150 Work Truck	\$ 58,000
6	0	Roll Off Truck	\$ 263,603
<b>TOTAL</b>			<b>\$ 719,703</b>



## Professional Services 2025

Fund	Department	Service Name	Service Cost
1	11	Lobbyist - Bowditch & Cassel	\$ 30,000
1	12	Water Consultants	\$ 100,000
1	12	Document/Web Content	\$ 53,000
1	12	Site Improve (possible SEBITA)	\$ 7,000
1	12	Proforma/Campus Plan	\$ 150,000
1	15	Auditor	\$ 32,650
1	15	Cost Allocation Plan	\$ 5,300
1	16	Manager Employee Training Resources	\$ 20,000
1	16	Employee Investigations	\$ 12,500
1	16	Health & Wellness Committee	\$ 3,500
1	16	Safety Committee	\$ 2,500
1	16	Volunteer Insurance for County Departments	\$ 7,500
1	16	Employee Recruitment Video	\$ 10,000
1	22	Clerk & Recorder - Shredding Services	\$ 300
1	22	IDS Motor Vehicle Printing Services	\$ 1,500
1	23	Elections - District Attorney	\$ 1,500
1	23	Elections - Shredding Services	\$ 300
1	23	Voting Support Services	\$ 4,448
1	26	Engineering	\$ 15,000
1	31	Jail Contract	\$ 1,000
1	36	Dispatch Contract	\$ 1,500
1	37	Building Plan Review and Inspection	\$ 225,000
1	37	Geographic Information Systems (GIS)	\$ 100,000
1	37	DRCOG Arial Imagery	\$ 4,000
1	37	Rollinsville Engineering and Planning Study	\$ 160,000
1	37	Impact Fee Study for Public Works and Parks & Recreation	\$ 40,000
1	44	Consulting for Gym Equipment Replacement	\$ 1,790
2	0	Locate Service & Surveyor	\$ 1,750
5	0	Public Health - Medical Director	\$ 10,000
6	0	Solid Waste - Shred-a-thon; shredding services	\$ 1,000
<b>TOTAL</b>			<b>\$ 1,003,038</b>



### General Fund Summary by Department/Office

<u>Department / Office</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 Estimate</u>	<u>2025 Adopted</u>
Beginning Fund Balance	20,774,380	26,470,099	26,470,099	24,267,497
County Manager's Office	21,873,402	18,648,341	21,836,944	20,569,406
Colorado State University (CSU) Extension	11,619	5,450	5,450	7,950
Public Trustee	6,916	14,645	14,645	14,645
Clerk & Recorder	516,772	440,970	548,999	440,550
Elections	39,717	4,000	9,826	2,000
Treasurer	565,935	508,000	595,000	520,500
Assessor	2,760	3,800	3,100	3,100
Facilities Maintenance	2,004	2,000	2,000	652,000
District Attorney	537,935	579,728	579,728	820,953
Patrol	1,184,814	1,183,168	1,368,141	1,322,808
Detentions	470,734	875,192	752,966	807,850
Victim Services	184,278	201,845	188,779	81,295
Office of Emergency Management (OEM)	109,726	321,186	281,286	421,722
Dispatch	211,688	207,338	207,338	207,338
Community Development	500,816	704,000	638,000	523,000
Parks & Recreation * moved to General Fund 2025	-	-	-	522,050
Senior Program	84,773	97,000	97,000	93,000
Community Service Agencies	1,287,987	1,023,636	1,023,636	1,279,958
Veterans' Services	13,730	13,000	5,000	6,000
General Transfers In	1,193,194	600,000	127,661	-
<b>Total Revenues</b>	<b>28,798,801</b>	<b>25,433,299</b>	<b>28,285,499</b>	<b>28,296,125</b>
Commissioners	362,009	391,752	398,736	435,906
County Manager's Office	1,465,935	3,756,833	3,349,625	2,030,444
County Attorney	291,372	368,598	409,894	370,250
Information Technology (IT)	198,110	389,216	260,801	415,737
Finance	457,108	667,147	619,684	658,476
Human Resources	450,908	504,941	621,553	845,647
Colorado State University (CSU) Extension	53,751	59,025	59,807	63,262
Public Trustee	5,090	14,645	14,645	14,645
Surveyor	20,138	26,184	26,345	26,420
Clerk & Recorder	517,284	525,858	578,958	640,351
Elections	74,525	134,717	135,357	68,559
Treasurer	317,448	415,528	415,844	425,282
Assessor	568,871	664,734	663,176	690,283
Facilities	1,828,564	2,635,226	2,344,337	3,963,936
District Attorney	931,675	882,235	882,235	820,953
Patrol	4,056,809	7,060,602	6,967,297	5,349,455
Detentions	3,285,721	3,963,150	4,193,993	6,970,467
Coroner	176,554	206,345	193,199	241,612
Victim Services	237,080	256,056	249,569	292,455
Office of Emergency Management (OEM)	307,978	527,311	436,741	811,588
Dispatch	918,820	1,136,941	836,519	1,158,096
Community Development	653,286	945,212	1,050,887	1,100,576
Parks & Recreation * moved to General Fund 2025	-	-	-	3,874,419
Senior Program	246,993	242,026	147,500	257,311
Community Service Agencies	1,995,954	1,718,489	1,688,489	1,937,580
Veterans' Services	21,100	27,317	24,555	34,544
Transfers to Other Funds	3,660,000	3,918,355	3,918,355	2,537,440
<b>Total Expenditures</b>	<b>23,103,082</b>	<b>31,438,443</b>	<b>30,488,101</b>	<b>36,035,695</b>
<b>Ending Fund Balance</b>	<b>26,470,099</b>	<b>20,464,955</b>	<b>24,267,497</b>	<b>16,527,927</b>
		27,520,088		33,498,255



## Department Code Guide

<u>Fund Number</u>	<u>Fund Name</u>	<u>Department Number</u>	<u>Department Name</u>
1	General Fund	11	Commissioners
1	General Fund	12	Administration
1	General Fund	13	Attorney
1	General Fund	14	Information Technology
1	General Fund	15	Finance
1	General Fund	16	Human Resources
1	General Fund	19	Extension Agent
1	General Fund	20	Public Trustee
1	General Fund	21	Surveyor
1	General Fund	22	Clerk and Recorder
1	General Fund	23	Elections
1	General Fund	24	County Treasurer
1	General Fund	25	County Assessor
1	General Fund	26	Facilities
1	General Fund	30	Patrol
1	General Fund	31	Jail
1	General Fund	32	County Coroner
1	General Fund	34	Victim Advocate
1	General Fund	35	Emergency Management
1	General Fund	36	Dispatch
1	General Fund	37	Community Development
1	General Fund	41	Senior Aide
1	General Fund	43	District Attorney
1	General Fund	44	Parks and Recreation
1	General Fund	50	Veterans Office
2	Public Works	0	N/A
3	Library	0	N/A
4	Human Services	0	N/A
5	Public Health	0	N/A
6	Solid Waste	0	N/A
7	Conservation Trust	0	N/A
8	Parks & Recreation - moved to General Fund 2025	0	N/A
12	Lodging Tax	0	N/A







## Commissioners

Fund: 01 (General Fund)

Department: 11

Revenue

0

Expense

435,906

FTE

0.00

Percentage Change  
(Budget)

11.27%

\*Excluding Elected Official

Salary and Benefits  
Cost

356,475

Operational Costs

79,431





# County Manager

Fund: 1 (General Fund)

Department: 12

Revenue

20,569,406

Expense

2,030,444

FTE

5.50

Percentage Change  
(Budget)

-45.95%

\*Excluding Elected Official

Salary and Benefits  
Cost

730,008

Operational Costs

1,300,435





## County Manager

General Fund  
Department Code

1  
12

<u>Account</u>	<u>Description</u>	<u>2023</u> <u>Actual</u>	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Estimate</u>	<u>2025</u> <u>Proposed</u>	<u>Notes</u>
4112	Current Taxes	3,607,788	3,704,267	3,704,267	3,904,379	
4122	Delinquent Tax	595	-	-	-	
4132	Interest & Penalties	2,542	-	-	2,000	
4152	Insurance Income	1,500	-	-	1,500	
4412	Gaming Revenue	16,102,591	13,400,000	16,300,000	15,456,000	
4413	State Severance	517,942	100,000	275,732	50,000	
4414	Federal Mineral Lease Royalty	10,084	1,000	1,000	1,000	
4522	Interest Income	1,013,855	887,129	1,000,000	975,842	
4552	Sale of Assets/Equipment	8,690	-	-	-	
4582	Cigarette Taxes	4,682	1,500	1,500	1,500	
4604	Cost Allocation Plan	109,902	88,044	88,044	57,571	
4649	PILT Income/Wildlife Rev	4,238	-	-	-	
4651	Grant Revenue	894	62,500	62,500	-	
4652	Miscellaneous Income primarily amendment 20/64	22,180	3,000	3,000	3,000	
4655	Misc Intergovernmental Income	183,545	349,013	349,013	62,714	
4854	Lease/Rent Agreements	52,005	51,888	51,888	53,900	
4935	ARPA Funds -employee	162,772	-	-	-	
4936	REDI Grant	67,598	-	-	-	
<b>Total Revenues</b>		<b>21,873,402</b>	<b>18,648,341</b>	<b>21,836,944</b>	<b>20,569,406</b>	
5110	Salary Accrual - <u>All General Fund Depts</u>	54,294	30,000	30,000	40,000	
5112	Salaries	329,597	475,266	475,266	497,918	
5113	Overtime	438	-	-	-	
6999	Benefits	115,539	183,357	183,357	192,090	
<b>Total Salaries &amp; Benefits</b>		<b>499,869</b>	<b>688,623</b>	<b>688,623</b>	<b>730,008</b>	
5172	Office Supplies	6,024	3,600	3,600	4,000	
5173	Employee Recognition	676	200	1,350	275	
5182	Operating Supplies	1,459	5,100	5,100	2,000	
5183	Grant Expense	894	225,000	225,000	-	
5195	Professional Services	237,454	647,000	132,680	310,000	
5201	Meetings/Conferences/Training/Meals	2,879	6,000	6,000	8,000	
5203	Working Meal Budget	307	500	500	600	
5212	Telephone	484	500	900	1,000	
5222	Postage - including Newsletters	655	500	500	500	
5232	Travel/Transportation/Mileage/Parking	68	1,000	1,000	1,000	
5242	Ad/Legal Notices	-	1,500	1,500	1,500	
5253	Liability Insurance	213,472	240,700	339,463	400,000	
5281	Computer h/w & s/w - Manager & Support Staff	2,832	1,000	4,400	3,500	
5282	Repair and Maintenance	275	-	2,900	-	
5286	Website	-	-	-	25,000	
5292	Maintenance Contracts	37,701	55,000	55,000	60,000	
5333	Volunteer Boards	-	900	900	900	
5382	Dues & Subscriptions	6,139	5,800	5,800	6,400	
5514	CO State Sales Tax	-	-	-	-	
5544	Water Storage	45,539	54,821	54,821	60,000	
5583	EMS Grant Exp (FRETAC)	-	5,000	5,000	5,000	
5902	Capital Outlay	65,162	1,462,078	1,462,078	35,750	
5913	Rent Payment	-	10	10	10	
5543	Late Fees (non-compliance for website ADA)	-	-	-	20,000	
5945	Treasurer's Fees	301,174	300,000	300,000	300,000	
5956	Animal Shelter IGA w/ Clear Creek	42,871	52,000	52,500	55,000	
<b>Total Operational Spend</b>		<b>966,065</b>	<b>3,068,209</b>	<b>2,661,002</b>	<b>1,300,435</b>	
<b>Total Expenditures</b>		<b>1,465,935</b>	<b>3,756,833</b>	<b>3,349,625</b>	<b>2,030,444</b>	



# Attorney

Fund: 01 (General Fund)

Department: 13

Revenue

-

Total Expense

370,250

FTE

0.00

Percentage Change  
(Budget)

0.45%

\*Excluding Elected Official

Salary and Benefits Cost

-

Operational Costs

370,250





# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: County Attorney

### ADJUSTMENT PROPOSAL SUMMARY #1

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request:

Request for FTE (if yes how many) 0.0

Request for additional funds (How much) \$

**Grand Totals:** Total adjustment of \$2,250.00

**TOTAL DOLLAR AMOUNT PROPOSED:** \$2,250.00

**TOTAL FTE IMPACT:** 0.0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

Due to a reduction of staff in this department, specifically the County Attorney, the following line items should be reduced for a total of \$2,250.00:

5172 – Office Supplies should be reduced from \$500 to \$300. (-\$200)

5173 Employee Recognition should be reduced from \$100 to \$50. (-\$50)

5201 Meetings/Conferences/Training/Meals should be reduced from \$2,000 to \$1,000. (-\$1,000)

5203 – Working Meal Budget should be reduced from \$400 to \$50. (-\$350)

5232 – Travel/Transport/Mileage/Parking should be reduced from \$300 to \$50. (-\$250)

5382 – Dues and Subscriptions should be reduced from \$2,900 to \$2,500 (-\$400)

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

This request supports the mission of Gilpin County by ensuring effective use of public resources. With this department being reduced by 50% of its employees, there is no need to budget so much for the various line items itemized above.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

This request supports the focus of Gilpin County again by ensuring financial sustainability by reducing allocations that are unnecessary with the adjustment to staffing levels in this department.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

This request supports the values of Gilpin County by being responsive and trustworthy by making reasonable reductions to allocations with the change in staffing.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

This request supports strategic priority #3 of Gilpin County again by ensuring financial sustainability by reducing allocations that are unnecessary with the adjustment to staffing levels in this department

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY: Paralegal	NAME: Sarah Baciak	DATE: 8/13/24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: County Attorney

### INCREASE PROPOSAL SUMMARY #2

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request:

- Request for FTE (if yes how many) 0.0  
 Request for additional funds (How much) \$314,800.00

**Grand Totals: \$314,800.00**

**TOTAL DOLLAR AMOUNT PROPOSED: \$314,800.00**

**TOTAL FTE IMPACT: 0.0**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

As a result of outsourcing the County Attorney legal services, we need to allocate a total of \$350,000.00 to the professional services line item. The previous budget for this line item was \$35,200.00, which would mean we would need to increase professional services by \$314,800.00. This is a rough estimate on what we anticipate the cost will be have an outside firm handle all County Attorney legal services.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

This request supports Gilpin County's mission by ensuring responsive services, we believe that the workload of the County Attorney is too much for one individual attorney to handle. Additionally, by hiring a firm to handle the County Attorney legal services we get the benefit of multiple attorneys that specialize in the various types of law that we encounter on a daily basis while carrying out county business.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement



This request supports Gilpin County's Focus, specifically workforce optimization, by ensuring we will have a diverse team of lawyers to assist the county in whatever capacity is needed.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

This request supports the values of Gilpin County, specifically relative to being responsive. Outsourcing the County Attorney legal services will provide more support to county employees and handle a larger work load than one in house attorney.

**STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)**

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

This request supports Gilpin County's strategic priorities, specifically strategic priority #1 workforce optimization, by ensuring we will have a diverse team of lawyers to assist the county in whatever capacity is needed.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY: Paralegal	NAME: Sarah Baciak	DATE: 8/13/24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: County Attorney

### INCREASE PROPOSAL SUMMARY #3

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request:

- Request for FTE (if yes how many) 0.0  
 Request for additional funds (How much) \$10,000.00

**Grand Totals: \$10,000.00**

**TOTAL DOLLAR AMOUNT PROPOSED: \$ 10,000.00**

**TOTAL FTE IMPACT: 0.0**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

A new line item should be added to the County Attorney Department specifically reserved for any payments that need to be made relative to any liability settlements. We estimate \$10,000 is a good amount to allocate for this line item. Settlement payments are rare, but when they occur can be costly if not properly budgeted for.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

This request supports Gilpin County's mission by ensuring health, safety, and well being of employees, residents, and guests of Gilpin County. If the County is legally liable for any reason, it should be prepared to remedy the issue, which is typically done via monetary compensation.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

This request supports Gilpin County's Focus, specifically long-range planning. Settlement payments are rare but can be costly if not budgeted for. In order to be responsible fiscal stewards, it is important that we plan accordingly for any and all possible situations.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

This request supports the values of Gilpin County, specifically respectful. If the County is legally liable for any reason, it should be prepared to remedy the issue, which is typically done via monetary compensation.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

This request supports Gilpin County’s strategic priorities, specifically strategic priority #2 long-range planning. Settlement payments are rare but can be costly if not budgeted for. In order to be responsible fiscal stewards, it is important that we plan accordingly for any and all possible situations.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY: Paralegal	NAME: Sarah Baciak	DATE: 8/13/24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# Information Technology (IT)

Fund: 01 (General Fund)

Department: 14

Revenue

-

Expense

415,737

FTE

1.00

Percentage Change  
(Budget)

6.81%

\*Excluding Elected Official

Salary and Benefits  
Cost

113,337

Operational Costs

302,400



## Information Technology (IT)

General Fund                    1  
 Department Code            14

<u>Account</u>	<u>Description</u>	<u>2023</u> <u>Actual</u>	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Estimate</u>	<u>2025</u> <u>Proposed</u>	<u>Notes</u>
5112	Salaries	-	120,000	30,000	82,951	
6999	Benefits	-	41,915	3,500	30,386	
<b>Total Salaries and Benefits</b>		<b>-</b>	<b>161,915</b>	<b>33,500</b>	<b>113,337</b>	
5116	Contract Labor	108,000	160,000	160,000	159,000	
5292	Maintenance Contracts	-	-	-	52,000	PBB Sheet #1
5280	PC h/w & s/w - County-wide	81,910	67,301	67,301	91,400	PBB Sheet #1
5902	Capital Outlay	8,200	-	-	-	
<b>Total Operational Spend</b>		<b>198,110</b>	<b>227,301</b>	<b>227,301</b>	<b>302,400</b>	
<b>Total Expenditures</b>		<b>198,110</b>	<b>389,216</b>	<b>260,801</b>	<b>415,737</b>	



# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: **County Manager / IT**

### INCREASE PROPOSAL SUMMARY #1

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_
- Request for additional funds (How much) \$101,500

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$ 101500

**TOTAL FTE IMPACT:** \_\_\_\_\_

### EFFICIENCIES AND JUSTIFICATION SUMMARY

**Digital Accessibility Budget.** These monies will be used to improve efficiencies in meeting digital accessibility as required by law. It includes software to support document accessibility and website accessibility, associated accessibility training, accessibility certificates, and accessibility consulting. This also includes \$20K towards potential fines for non-compliance.

**Software: Document Accessibility, Equidox - \$14,000**

Equidox is a tool for remediating any type of document in its PDF format. We are currently using Allyant's CommonLook software for remediation that we received through a grant which expires in April 2025. CommonLook requires individual licenses with a renewal rate of just under \$1K per user and requires extensive training. On the other hand, Equidox is much more intuitive and easier to learn and allows for concurrent licenses. We can share 3 licenses with the entire county rather than having one per user. The only limitation is that only 3 users can be using the software at a time. The cost is \$5,000 for the first license, and \$3,000 for each additional license. There is also a template add-in for \$1,000 per license. Total is \$14,000 for 3 licenses with the add-in.

**Software: Website optimization, SiteImprove or Monsido, \$7,000**

SiteImprove and Monsido are tools for our Digital Accessibility Coordinators (DACs) and anyone who would like to monitor our website for accessibility, readability, analytics, and more. Both solutions cost about the same and

provide tools to monitor the accessibility of our web pages including broken links, misspellings, and more. This will be an invaluable tool for our DACs to prioritize remediation and clean-up of our website.

**Professional Services: Document or Web Content Remediation - \$10,000**

To get our current website up to accessible standards, we may need to enlist outside help. We have received quotes for remediating our website as well as for remediating about 350 pages worth of documents.

**Training: Accessibility training & certifications- \$9,500**

This is for the DACs and other staff to be fully trained in accessibility

**Professional Services: Digital Accessibility Consulting - \$40,000**

This is to review our efforts towards reaching accessibility and to perform another audit. We need an audit in order to receive a VPAT.

**Professional Services: VPAT- \$3,000**

This certifies our website is accessible.

**Non-compliance fines - \$20,000 as needed**

This is in case we do get sued and have to pay fines for non-compliance.

**MISSION (Please describe how the request supports the mission of Gilpin County)**

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

This supports the community engagement portion of our mission as it increases the ability for all our residents to access our digital content, regardless of disability.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

Community Engagement: residents cannot engage with the county if they are unable to access our digital content due to a disability. This budget will go towards ensuring access to our content.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

This supports our value of being Respectful as it acknowledges residents with disabilities and supports them.

**STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)**

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

Community Engagement: residents cannot engage with the county if they are unable to access our digital content due to a disability. This budget will go towards ensuring access to our content.



**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

TOTAL DEPARTMENT BUDGET: \$

TOTAL DEPARTMENT FTE:

TOTAL DEPARTMENT BUDGET IF APPROVED: \$

TOTAL DEPARTMENT FTE IF APPROVED:

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# Finance

Fund: 01 (General Fund)

Department: 15

Revenue

0

Expense

658,476

FTE

4.73

Percentage Change  
(Budget)

-1.30%

\*Excluding Elected Official

Salary and Benefits  
Cost

544,862

Operational Costs

113,614





# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: Finance

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #1

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request: \$ 16,520 Of Operational Spend

**Grand Totals:** \$ 16,520

**TOTAL DOLLAR AMOUNT PROPOSED:** \$ 16,520

**TOTAL FTE IMPACT:** 0.0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

In 2024 due to a critical need identified by the third party staffing study conducted a full time team member was added to finance. This team member allowed the finance department to meet a level of staffing that allows us to perform our current duties adequately while maintaining some bandwidth to allow professional development. Most costs associated with this form are due to the expansion of the department.

5172 [Office Supplies] – We are requesting a \$200.00 increase in office supplies so we can provide supplies for our staff.

5182 [Operating Supplies] – We are reducing this balance by \$950.00 This amount is not needed as we tend to be careful and reuse items. However, in 2025 we will be purchasing new chairs and a desk.

5195 [Professional Services] – This amount is increasing by \$10,450 to cover the rising cost of services the county needs such as the audit and the cost allocation plan.

5201 [Meetings/conf./training] – Before our staff was the correct size these were nearly impossible for finance to attend. However, with an adequate level of staffing I believe it is imperative that our team start to attend trainings. Finance is a department that can stagnate without training. It is also important that the information we find be vetted due to GASB and GAAP standards. Attending training will allow us to infuse new and safe ideas into the county.

5203 [Working meal Budget] – We are increasing this by \$50 to reflect the additional staff.

5212 [Telephone] – The internet at APEX is completely unreliable and oftentimes it interferes with business operations. Because we are an onsite company with no remote options we need reliable internet. Starlink has proven successful at the HHS building and HR and finance would like to split the cost of the system.

5222 [Postage] – The cost of postage continues to rise and we continue to mail checks. This expense needs to continue so we can continue to make payments.

5232 [Travel/Trans./Miles/Parking] – In order to reflect the increased amount of training with our department we are asking to increase the budget by \$150 to \$400

5281 [PC hardware/Software] – Finance runs a lot of complicated spreadsheets and has high demands when it comes to equipment. I believe that the \$250 bump in 2025 to \$500 will allow to fill these needs for the year.

5382 [Dues and Subs] – We would like to increase the budget by \$270 so we can ensure that the analyst, director and accountant are all members of GFOA.

**MISSION (Please describe how the request supports the mission of Gilpin County)**

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

The county counts on the finance department to book and run things properly. Our role is to ensure the booking and tracking of non-grant expense and revenue. The ensures the effective use of public resources.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

Ensuring the finance staff is at adequate staffing levels and training on how to run a modern finance department helps us optimize our workforce and is a key to ensuring the county has financial sustainability, as we are the backbone for that.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

It is vitally important that the public trusts us. The more we understand about how finance is being run in the larger world the more we can speak intelligently to what is being done locally. Also, none of this is possible without the proper level of staffing. The added FTE has allowed finance to work at a more sustainable pace which is key. This budget simply supports the added FTE.

**STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)**

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

The finance budget is key to all four priorities.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$667,141**

**TOTAL DEPARTMENT FTE: 4.5 FTE**

**TOTAL DEPARTMENT BUDGET IF APPROVED:\$658,476 (Looks lower due to Salary savings from midpoint to actual salary)**

**TOTAL DEPARTMENT FTE IF APPROVED: 4.5 FTE (unchanged)**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY: Joe Allaire	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# Human Resources

Fund: 01 (General Fund)

Department: 16

Revenue

0

Expense

845,647

FTE

3.00

Percentage Change  
(Budget)

67.47%

\*Excluding Elected Official

Salary and Benefits  
Cost

398,593

Operational Costs

447,054



## Human Resources

General Fund 1  
 Department Code 16

<u>Account</u>	<u>Description</u>	<u>2023</u> <u>Actual</u>	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Estimate</u>	<u>2025</u> <u>Proposed</u>	<u>Notes</u>
5112	Salaries	216,015	268,248	268,248	272,618	PBB Sheet #1**
5113	Overtime	56	-	-	-	
6999	Benefits	99,678	113,989	113,989	125,975	
<b>Total Salaries &amp; Benefits</b>		<b>315,749</b>	<b>382,237</b>	<b>382,237</b>	<b>398,593</b>	
5153	Employment Testing	11,083	9,438	11,750	10,815	PBB Sheet #2
5172	Office Supplies	429	400	500	1,005	PBB Sheet #3
5173	Employee Recognition	13,521	15,500	15,500	30,000	PBB Sheet #4
5182	Operating Supplies	4,441	2,000	2,000	1,500	PBB Sheet #5
5195	Professional Services	3,410	45,500	45,500	56,000	PBB Sheet #6
5201	Meetings/Conferences/Training/Meals	2,497	5,500	5,500	6,000	PBB Sheet #7
5203	Working Meal Budget	33	200	200	200	
5212	Telephone	-	800	-	3,000	
5222	Postage	126	200	200	250	PBB Sheet #8
5232	Travel/Transportation/Mileage/Parking	666	600	600	600	
5242	Ad/Legal Notices	1,006	1,500	1,500	4,000	PBB Sheet #9
5281	Computer Hardware/Software	49	200	200	200	
5292	Maintenance Contracts	90,788	32,841	32,841	36,584	PBB Sheet #10
5382	Dues & Subscriptions	7,110	8,025	8,025	9,600	PBB Sheet #11
5902	Capital Outlay	-	-	-	-	
5121	Retention Incentive	-	-	115,000	230,000	PBB Sheet #12
5122	Referral Incentive	-	-	-	15,300	PBB Sheet #13
5123	Hiring Incentive	-	-	-	42,000	PBB Sheet #14
<b>Total Operational Spend</b>		<b>135,159</b>	<b>122,704</b>	<b>239,316</b>	<b>447,054</b>	
<b>Total Expenditures</b>		<b>450,908</b>	<b>504,941</b>	<b>621,553</b>	<b>845,647</b>	

\*\* = request not reflected in budget





# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: HR (Staffing)

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #1

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) .5
- Request for additional funds (How much) \$37,697

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$37,697

**TOTAL FTE IMPACT:** .5

### EFFICIENCIES AND JUSTIFICATION SUMMARY

HR is requesting an additional part-time FTE and / or possible restricting of department functions. It is imperative that our staff be able to keep up with demand of the county business needs and legislative changes.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

This will allow us more resources to dedicate to critical projects and recruitment.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

Our workforce optimization and long-range planning will be increased with added staffing and or changes to the HR structure. Allowing proactive planning and additional administrative support to carry out workforce initiatives.

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

By increasing our staffing and or restructuring the department, we can better support our workforce, which ultimately benefits our residents. With our current staffing levels, we struggle to respond promptly and maintain trust as we manage multiple initiatives simultaneously.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

Human Resources (HR) plays a crucial role in workforce optimization by ensuring that the organization has the right people, with the right skills, in the right roles. With additional staff we are able to dedicate more time to recruitment, engagement and retention initiatives.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$854784.55**

**TOTAL DEPARTMENT FTE: 3**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$892481.55**

**TOTAL DEPARTMENT FTE IF APPROVED: 3.5**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Chanda Johnson	DATE: 8/1/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: HR – Employment Testing / Compliance

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #2

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_
- Request for additional funds (How much) \$1,377

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$10815

**TOTAL FTE IMPACT:** 0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

HR is requesting a total of \$10,815 for employment testing next year, an increase of \$1,377 from the \$9,483 currently budgeted for in 2024. This is due to our average current spend.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

While not all testing is statutorily required employment testing is vital to the health, safety and well-being of our staff and residents.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

Employment testing and compliance increases financial sustainability in reducing legal liability and supports workforce optimization by providing a safe working environment.

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

Our goal is to provide a trustworthy environment to our fellow employees and to those we serve.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

By following our policies and compliance with drug testing regulations we support workforce optimization and financial sustainability.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$881666.55**

**TOTAL DEPARTMENT FTE: 3**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$892481.55**

**TOTAL DEPARTMENT FTE IF APPROVED: 3**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Chanda Johnson	DATE: 8/1/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: HR – Office Supplies / Administration

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #3

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_  
 Request for additional funds (How much) \$ 605

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$ 1005

**TOTAL FTE IMPACT:** 0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

HR is requesting a total of \$1,005 for office supplies next year, an increase of \$605 from the \$400 currently budgeted for in 2024. This is due to our average current spend and overage this year in this area. Some office supplies are split with Finance and we are simply consuming more materials in the course of performing our positions.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

To effectively serve the county and make use of our resources we must have the materials needed to perform our positions.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

Having the proper supplies to perform our positions allows us to better perform our duties around workforce optimization.

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

Our goal is to provide a responsible, sustainable, trustworthy environment to our fellow employees and to those we serve.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

Having the tools to perform our positions allows us to support workforce optimization and the other priorities of the county.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$891476.55**

**TOTAL DEPARTMENT FTE: 3**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$892481.55**

**TOTAL DEPARTMENT FTE IF APPROVED: 3**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Chanda Johnson	DATE: 8/1/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: HR – Employee Recognition / Retention and Engagement

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #4

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_  
 Request for additional funds (How much) \$14,500

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$30,000

**TOTAL FTE IMPACT:** 0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

HR is requesting a total of \$30,000 for employee recognition next year, an increase of \$14,500 from the \$15,500 currently budgeted for in 2024. This is due to continued costs increases around employee celebrations as well as other recognition items the department supports throughout the year. Additional employee swag items are also highly desirable among employees and are being requested at a high frequency. This would allow for additional items to be purchased and aid in employees being easily identifiable to the public.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Recognition is crucial for fostering a culture where employees feel valued and motivated to stay. By maintaining consistent staffing and preserving organizational knowledge, we can better serve our residents.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

Employee recognition and engagement impacts every goal, how we treat each other and how we serve our community.



**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

We strive to meet these values, providing a positive work environment is critical to this.

**STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)**

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

Recognition not only immediately enhances workforce optimization but also positively influences every strategic priority set by the county.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$867,481.55**

**TOTAL DEPARTMENT FTE: 3**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$892481.55**

**TOTAL DEPARTMENT FTE IF APPROVED: 3**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Chanda Johnson	DATE: 8/1/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: HR – Operating Supplies

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #5

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request:

Request for FTE (if yes how many) \_\_\_\_\_

Request for additional funds (How much) \$1,500

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$1,500

**TOTAL FTE IMPACT:** .0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

HR is seeking \$1,500 for operating supplies for the upcoming year, which is \$500 less than the \$2,000 allocated for 2024. We plan to buy branded 'welcome' items for new hires, such as water bottles and lunch boxes, along with supplies for badges, lanyards, and other essentials.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Basic operating supplies are needed in the course of our duties. Additional resources help build partnerships with individuals and foster a welcoming environment.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

As most of this request is regarding onboarding, it supports organizational goals of workforce optimization.

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

We strive to meet these values, providing a positive work environment is critical to this.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

Essential supplies are necessary for the HR department. Offering extra onboarding materials to enrich the employee experience can quickly enhance workforce efficiency during the onboarding process

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$890,981.55**

**TOTAL DEPARTMENT FTE: 3**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$892,481.55**

**TOTAL DEPARTMENT FTE IF APPROVED: 3**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Chanda Johnson	DATE: 8/2/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: HR – Professional Services

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #6

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_
- Request for additional funds (How much) \$10,500

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$56000

**TOTAL FTE IMPACT:** .0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

HR is requesting an additional \$500, increasing the budget from \$45,500 in 2024 to \$46,000 for 2025. This increase is mainly due to higher costs associated with employment investigations and volunteer insurance. Overall, this budget line will support employee and manager training initiatives, employee investigations, health and wellness programs, the safety committee, and volunteer insurance initiatives. Due to current project demands \$10,000 budgeted for this year to create a recruitment video is being requested next year.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

This budget line item strengthens all aspects of the Gilpin County mission by promoting employee health, safety, and well-being, fostering partnerships, engaging the community, and ensuring the efficient use of public resources.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

This line item is essential for workforce optimization. Additionally, these items significantly impact all county functions and have indirect benefits in various other areas.

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

We are committed to upholding these values, and creating a positive work environment is crucial to this goal. These initiatives support our efforts to become an employer of choice.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

These initiatives are vital for workforce optimization and contribute to advancing other strategic priorities set by the county, creating positive downstream effects

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$846,481.55**

**TOTAL DEPARTMENT FTE: 3**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$892,481.55**

**TOTAL DEPARTMENT FTE IF APPROVED: 3**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Chanda Johnson	DATE: 8/2/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: HR – Meetings/Conferences/Training/Meals

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #7

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_
- Request for additional funds (How much) \$ 500

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$6000

**TOTAL FTE IMPACT:** 0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

HR is seeking an additional \$500, raising the budget from \$5,500 in 2024 to \$6,000 for 2025. This increase is necessary to address ongoing training needs for numerous legal updates, obtain additional HR certifications for non-exempt staff, and provide resources for attending the benefits conference and other industry-specific training sessions.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

This budget line item supports the Gilpin County mission by ensuring HR professionals receive the essential and ongoing training needed to stay current in the ever-evolving field.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

This line item is essential for workforce optimization. Additionally, these items significantly impact all county functions and have indirect benefits in various other areas.

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

We are committed to upholding these values, and creating a positive work environment is crucial to this goal. These initiatives support our efforts to become an employer of choice.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

These initiatives are vital for workforce optimization and contribute to advancing other strategic priorities set by the county, creating positive downstream effects

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$891,881.55**

**TOTAL DEPARTMENT FTE: 3**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$892,481.55**

**TOTAL DEPARTMENT FTE IF APPROVED: 3**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Chanda Johnson	DATE: 8/2/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: HR – Postage

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #8

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_
- Request for additional funds (How much) \$50

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$250

**TOTAL FTE IMPACT:** 0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

HR is seeking an additional \$48, raising the budget from \$200 in 2024 to \$248 for 2025. This increase is based on current spend in this area and anticipated overage. While not all postage utilized is statutorily required some items are.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

This budget line item supports the Gilpin County mission by ensuring HR team is making good use of public resources.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

This line item is essential for workforce optimization. Additionally, these items significantly impact all county functions and have indirect benefits in various other areas.

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

We are dedicated to upholding these values, and the fundamental need for postage in our department supports Gilpin County's commitment to responsiveness.



**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

This line item supports workforce optimization.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$892,233.55**

**TOTAL DEPARTMENT FTE: 3**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$892,481.55**

**TOTAL DEPARTMENT FTE IF APPROVED: 3**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Chanda Johnson	DATE: 8/2/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: HR – Ad/Legal Notices
<b>ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #9</b>
<p>Adjustment or Increase:</p> <p><input type="checkbox"/> Adjustment</p> <p><input checked="" type="checkbox"/> Increase</p> <p>Statutory Requirement:</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>Summary of increase request:</p> <p><input type="checkbox"/> Request for FTE (if yes how many) _____</p> <p><input checked="" type="checkbox"/> Request for additional funds (How much) <u>\$1,500</u></p> <p><b>Grand Totals:</b></p> <p><b>TOTAL DOLLAR AMOUNT PROPOSED:</b> <u>\$4000</u></p> <p><b>TOTAL FTE IMPACT:</b> <u>.0</u></p>
<b>EFFICIENCIES AND JUSTIFICATION SUMMARY</b>
HR is requesting an additional \$2,500, increasing the budget from \$1,500 in 2024 to \$4,000 for 2025. This increase is necessary to enhance our recruitment efforts and attract talent. Our unique geographic location presents specific challenges in attracting candidates. While we utilize several free resources, a larger budget would allow us to cast a wider net for hard-to-fill positions. Compared to other large employers in the area, this remains a lean recruiting budget.
<b>MISSION (Please describe how the request supports the mission of Gilpin County)</b>
<p><b>Mission:</b> of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.</p> <p>This budget line item addresses multiple priorities by allocating resources to recruit additional staff, particularly for hard-to-fill positions that are often safety-sensitive.</p>
<b>FOCUS (Please describe how the request supports the Focus of Gilpin County)</b>
<p><b>Focus:</b> Financial Sustainability, Long Range Planning, Workforce Optimization &amp; Community Engagement</p> <p>This line item is crucial for optimizing our workforce and achieving appropriate staffing levels. However, attracting and retaining talent influences every aspect of Gilpin County’s operations.</p>
<b>VALUES (Please describe how the request supports the values of Gilpin County)</b>
<b>Values:</b> Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

We are dedicated to upholding these values, and the fundamental need to attract talent supports each of these values.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

Recruitment and retention are among our top priorities. By supporting these efforts, we enhance the county's ability to achieve all its strategic goals

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$882,421.55**

**TOTAL DEPARTMENT FTE: 3**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$892,481.55**

**TOTAL DEPARTMENT FTE IF APPROVED: 3**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Chanda Johnson	DATE: 8/2/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: HR – Maintenance Contracts
<b>ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #10</b>
<p>Adjustment or Increase:</p> <p><input type="checkbox"/> Adjustment</p> <p><input checked="" type="checkbox"/> Increase</p> <p>Statutory Requirement:</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>Summary of increase request:</p> <p><input type="checkbox"/> Request for FTE (if yes how many) _____</p> <p><input checked="" type="checkbox"/> Request for additional funds (How much) <u>\$4,013</u></p> <p><b>Grand Totals:</b></p> <p><b>TOTAL DOLLAR AMOUNT PROPOSED:</b> <u>\$36854</u></p> <p><b>TOTAL FTE IMPACT:</b> <u>0</u></p>
<b>EFFICIENCIES AND JUSTIFICATION SUMMARY</b>
<p>HR is requesting an additional \$4,013, raising the budget from \$32,841 in 2024 to \$36,854 for 2025. HR and Finance share the costs for UKG. This estimate is based on current spending for the UKG contract and copier fees. When we signed the UKG contract, we purchased 195 licenses, with any overage billed at the contract rate per employee. Due to successful recruitment efforts, our license usage has increased (e.g., 29 new hires in 2024 YTD, excluding volunteers and Election Judges). This request accounts for our anticipated growth and the need for additional UKG users.</p>
<b>MISSION (Please describe how the request supports the mission of Gilpin County)</b>
<p><b>Mission:</b> of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.</p> <p>We initially committed to 195 user fees to effectively utilize our resources. As our staff grows, we incur additional costs per user without penalties, these overages need to be budgeted for.</p>
<b>FOCUS (Please describe how the request supports the Focus of Gilpin County)</b>
<p><b>Focus:</b> Financial Sustainability, Long Range Planning, Workforce Optimization &amp; Community Engagement</p> <p>This request aligns with our goals of Financial Sustainability, Long Range Planning, and Workforce Optimization, ensuring we make the best use of county resources.</p>
<b>VALUES (Please describe how the request supports the values of Gilpin County)</b>
<p><b>Values:</b> Collaborative, Responsive, Innovative, Respectful, Sustainable &amp; Trustworthy</p>

We are dedicated to upholding these values, and the fundamental need to have the correct tools in place supports each of these values.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

A functional HRIS/Payroll system streamlines payroll processes and employee self-service, while enhancing data functionality. This supports workforce optimization, long-range planning, and financial sustainability initiatives

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$855,627.55**

**TOTAL DEPARTMENT FTE: 3**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$892,481.55**

**TOTAL DEPARTMENT FTE IF APPROVED: 3**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Chanda Johnson	DATE: 8/5/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: HR – Dues & Subscriptions

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #11

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request:

Request for FTE (if yes how many) \_\_\_\_\_

Request for additional funds (How much) \$1,575

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$9600

**TOTAL FTE IMPACT:** 0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

HR is requesting an additional \$1,575, raising the budget from \$8,025 in 2024 to \$9,600 for 2025. This is for Employers Council consulting membership dues (currently \$7,100) and for employment poster legal updates membership (currently \$411). These are anticipated cost increases as the Employers Council board does not vote on increases until later in the year.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

This industry-specific organization helps us stay compliant with legal requirements and provide subject matter legal experts, ensuring the county utilizes public resources effectively.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

This request aligns with our goals of Financial Sustainability, Long Range Planning, and Workforce Optimization, ensuring we make the best use of county resources.

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

We are dedicated to upholding these values, and the fundamental need to have the correct tools in place supports each of these values.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

These consulting services provide us with tools to ensure workforce optimization, long-range planning, and financial sustainability initiatives

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$882,881.55**

**TOTAL DEPARTMENT FTE: 3**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$892,481.55**

**TOTAL DEPARTMENT FTE IF APPROVED: 3**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Chanda Johnson	DATE: 8/5/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: HR – Retention Incentive (Patrol, Jail, Dispatch and Facilities)

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #12

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_
- Request for additional funds (How much) \$230,000

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$230,000

**TOTAL FTE IMPACT:** 0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

HR is requesting additional funds in the amount of \$220,000 to support retention incentives for hard to fill positions in the areas of patrol, jail, dispatch and facilities. This is an estimated cost as several external factors may influence the final amount.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Filling safety-sensitive positions are crucial as they significantly impact all our key focus areas.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

This request aligns with our goals of Financial Sustainability, Long Range Planning, Workforce Optimization and Community Engagement, ensuring we make the best use of county resources and are able to provide critical services for our residents and staff.

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy



We are dedicated to upholding these values, retaining the right employees for every position helps us in doing so.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

The retention incentive aims to reward those managing the challenges of short staffing in safety-sensitive roles. Retaining individuals in these positions is crucial as it affects all strategic priorities.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$672,481.55**

**TOTAL DEPARTMENT FTE: 3**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$892,481.55**

**TOTAL DEPARTMENT FTE IF APPROVED: 3**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Chanda Johnson	DATE: 8/5/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: HR – Referral Incentive

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #13

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_
- Request for additional funds (How much) \$15,300

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$15,300

**TOTAL FTE IMPACT:** 0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

HR is requesting additional funds in the amount of \$18,000 to support employee referral initiatives in 2025. \$15,300 being allocated from the general fund.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Employee referral programs can have a significant impact on various aspects of an organization, including health, safety, well-being, partnerships, community engagement, and the effective use of public resources. Referred employees often have a better understanding of the company culture and expectations, which can lead to a smoother transition and quicker adaptation to safety protocols and health initiatives. Employee referrals can strengthen internal and external partnerships. Internally, they foster a sense of community and trust among employees. Referral programs often encourage employees to engage with their networks and communities to find potential candidates.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

This request aligns with our goals of Financial Sustainability, Long Range Planning, Workforce Optimization and Community Engagement, ensuring we make the best use of county resources.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

We are dedicated to upholding these values, finding the right employees for every position helps us in doing so.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

A successful employee referral program supports each strategic priority the county has set.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$874,481.55**

**TOTAL DEPARTMENT FTE: 3**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$892,481.55**

**TOTAL DEPARTMENT FTE IF APPROVED: 3**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Chanda Johnson	DATE: 8/5/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: HR – Hiring Incentive (Patrol, Jail, Dispatch and Facilities)

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #14

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_
- Request for additional funds (How much) \$42,000

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$42000

**TOTAL FTE IMPACT:** 0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

HR is requesting additional funds in the amount of \$42,000 to support hiring incentives for hard to fill positions in the areas of patrol, jail, dispatch and facilities. This is an estimated cost as several external factors may influence the final amount including any additional positions added during the budgeting process.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Attracting candidates and filling safety-sensitive positions are crucial as these positions significantly impact all our key focus areas.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

This request aligns with our goals of Financial Sustainability, Long Range Planning, Workforce Optimization and Community Engagement, ensuring we make the best use of county resources and are able to provide critical services for our residents and staff.

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

We are dedicated to upholding these values, attracting the right employees for every position helps us in doing so.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

The hiring incentive is designed to attract individuals to hard-to-fill positions and address the challenges of short staffing in safety-sensitive roles. Securing talent for these positions is essential as it impacts all strategic priorities.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$850,481.55**

**TOTAL DEPARTMENT FTE: 3**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$892,481.55**

**TOTAL DEPARTMENT FTE IF APPROVED: 3**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Chanda Johnson	DATE: 8/5/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# Colorado State University (CSU) Extension

Fund: 01 (General Fund)

Department: 19

Revenue

7,950

Expense

63,262

FTE

0.50

Percentage Change  
(Budget)

7.18%

\*Excluding Elected Official

Salary and Benefits  
Cost

43,572

Operational Costs

19,690





# Surveyor

Fund: 01 (General Fund)

Department: 21

Revenue

-

Expense

26,420

FTE

0.00

Percentage Change  
(Budget)

0.90%

\*Excluding Elected Official

Salary and Benefits  
Cost

5,270

Operational Costs

21,150







# Clerk & Recorder

Fund: 01 (General Fund)

Department: 22

Revenue

440,550

Expense

640,351

FTE

5.00

Percentage Change  
(Budget)

21.77%

\*Excluding Elected Official

Salary and Benefits  
Cost

559,641

Operational Costs

80,710





# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Clerk & Recording/Motor Vehicles

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #1

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) 1 (PT to FT)
- Request for additional funds (How much) \$20,000 + benefits

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$ 20000+benefits

**TOTAL FTE IMPACT:** +1 (-1PT)

### EFFICIENCIES AND JUSTIFICATION SUMMARY

The Motor Vehicles Dept has 1 FT and 2 PT employees. One PTE position has been vacant since April and applicants are few. Due to a medical leave, we currently only have 1 FTE staffing the office. This places a tremendous strain on staff. Other staff are cross trained to a degree, but they also need to prioritize their specific roles in the department, especially with a huge election pending.

We handle appx 20,000+ renewals a year, in addition to all other possible MV transactions. Having 1 FTE and 2 PTE is not sufficient to handle all these transactions. Residents are upset that we still maintain appointments 4 years post-Covid, however it is absolutely necessary to maintain a flow and not overwhelm staff with lines of customers coming at once.

Staff only have time to handle the in-house transactions due to volume. On-line transactions, and things such as inventory control, stocking license plates and other paperwork, tend to fall behind.

Having 2 FTE and 1 PTE would allow us to open up many more appointment times, as well as allow for staff to focus on MV specialties (dealer deals, inventory, stocking license plates) and to stay current and up-to-date on the state's 26-week initial training program and additional on-going training. This would also allow coverage for vacations, sick time, and allow for difficult transactions to be handled while regular transactions are being conducted. MV training is intensive and on-going.

Each month the county receives Clerk Hire fees from each transaction.

2024 Jan: \$3460 Feb: \$3188 Mar: \$3052 Apr: \$3736 May: \$3784 June: \$3796 July \$4732 (thru July total: \$25,928) In 2023 we collected: \$44,212. The Clerk Hire fee provides a significant amount towards staff's salary and would cover 1 FTE salary annually.

**MISSION (Please describe how the request supports the mission of Gilpin County)**

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Motor Vehicle staff provide a required service by law on behalf of the state. Every resident who owns a vehicle in this county is required to have registered said vehicle within the county. With specific deadlines for each transaction, it is imperative that we get customers into the office in a reasonable time so they are compliant with state law. Having 1 FTE makes this challenging to achieve. 2 FTE with 1 PTE will allow for the flow of customers to be maintained, to remain current on all transactions, to allow coverage for absences, to allow for staff to become and remain fully trained, and for different staff members to focus on special, difficult, time-consuming transactions. In addition, the state holds many trainings and informational meetings/discussions that the county is expected to attend, but have been unable to due to staffing.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

Being fully staffed in Motor Vehicles demonstrates to our community that we care about them and their requirement to be street legal with their vehicles. Having a sufficient number of staff on hand is imperative to this end and to ensuring that we provide this required and necessary service to the public. Not having to hire and train, then hire and train again, would be fiscally responsible also.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

We need to value our residents time and their revenue by ensuring that we can complete their MV transaction in a timely and educated manner, while having the skills and the necessary tools to do so.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

1: Having a strong team in MV builds workforce optimization and encourages teamwork, unity and confidence amongst county employees. A strong team is likely to stay in the department when they don't feel overwhelmed or overworked and have a shared sense of duty among themselves.

2: A team that is unified and appreciated in MV will assist with long range planning so that we are not constantly stopping to hire and train, then hire and train again. Cohesiveness is required in this department and having enough personnel is imperative to this end.

3: Financially it makes sense since the state has built in clerk fees that we retain, so that we can hire appropriately. In the long run, it will save us money as turnover has been high and with the right team in place, we won't need to hire and train, hire and train again. More applicants are interested in FT than PT and we have had difficulty staffing the PT position or getting qualified applicants.

4: The overwhelming number of applicants to MV are Gilpin residents. It is a huge community service to have a fully staffed MV department and to have local faces in that department to demonstrate that we're your friends

and neighbors and are here to help. Having a friendly, recognizable face will go far to quell any upset that some customers bring to the department.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Sahari McCormick	DATE: 8/5/24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

## Elections

Fund: 01 (General Fund)

Department: 23

### Revenue

2,000

### Expense

68,559

### FTE

0.00

### Percentage Change (Budget)

-49.11%

\*Excluding Elected Official

### Salary and Benefits Cost

11,418

### Operational Costs

57,141



## Elections

General Fund  
Department Code

1  
23

<u>Account</u>	<u>Description</u>	<u>2023</u> <u>Actual</u>	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Estimate</u>	<u>2025</u> <u>Proposed</u>	<u>Notes</u>
4264	Election Fees	22,442	4,000	1,897	2,000	
4651	Grant Revenue	17,275	-	7,929	-	
<b>Total Revenues</b>		<b>39,717</b>	<b>4,000</b>	<b>9,826</b>	<b>2,000</b>	
5111	Election Judges	9,225	43,000	43,000	11,000	
5113	Overtime wages	383	-	-	-	
6999	Benefits	368	3,555	3,555	418	
<b>Total Salaries &amp; Benefits</b>		<b>9,976</b>	<b>46,555</b>	<b>46,555</b>	<b>11,418</b>	
5153	Employment Testing	88	693	693	241	
5172	Office Supplies	271	1,000	1,000	400	
5182	Operating Supplies	2,452	2,500	2,500	1,000	
5183	Grant Expense	17,374	-	-	-	
5195	Professional Services	9,482	18,144	18,144	6,248	
5201	Meetings/Conferences/Training/Meals	532	1,680	1,680	1,680	
5203	Working Meal Budget	83	360	1,000	360	
5210	Printing	4,303	24,000	24,000	15,000	PBB Sheet #1
5212	Telephone	510	516	516	516	
5222	Postage	1,493	4,810	4,810	1,875	
5232	Travel/Transportation/Mileage/Parking	40	480	480	480	
5242	Ad/Legal Notices	53	3,000	3,000	750	
5281	Computer Hardware/Software	1,349	3,929	3,929	1,000	
5292	Maintenance Contracts	26,520	27,050	27,050	27,591	
5902	Capital Outlay	-	-	-	-	
<b>Total Operational Spend</b>		<b>64,549</b>	<b>88,162</b>	<b>88,802</b>	<b>57,141</b>	
<b>Total Expenditures</b>		<b>74,525</b>	<b>134,717</b>	<b>135,357</b>	<b>68,559</b>	





# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Elections

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #1

Adjustment or Increase:

- Adjustment
- Increase (**line item 5210 Printing**)

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_
- Request for additional funds (How much) \$15000

**Grand Totals: 15000**

**TOTAL DOLLAR AMOUNT PROPOSED: \$ 15000**

**TOTAL FTE IMPACT: \_\_\_\_\_**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

In 2025, we need to procure a new vendor to print and mail our ballots. Current ballot vendor costs appx \$8,000 per election. We can no longer use their services as the contract will expire and cannot be renewed. A new ballot vendor might cost upwards of \$15,000 per election, perhaps more. Bids will be solicited in Q1 2025.

There is only 1 election in 2025, so there is a reduction in overall budget costs as 2024 budget was based on 3 elections.

45% of November election costs will be reimbursed by the State.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Gilpin County provides free, fair and secure elections to all of its residents of age to cast a vote. Issuing a ballot to each of these electors is an unfunded mandate and provides a voice to all voters.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

Elections are the backbone of our democracy and help determine who some of our leaders are.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

Elections are the backbone of our democracy and provide a voice to Gilpin residents.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

Elections provide our residents with a voice in how their county is governed. All priorities are met when elections are secure and fair for all.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Sahari McCormick	DATE: 8/5/24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# Treasurer

Fund: 01 (General Fund)

Department: 24

## Revenue

520,500

## Expense

425,282

## FTE

2.73

## Percentage Change (Budget)

2.35%

\*Excluding Elected Official

## Salary and Benefits Cost

372,332

## Operational Costs

52,950





# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Treasury

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request: **Over Time Salary**

- Request for FTE (if yes how many) \_\_\_\_\_
- Request for additional funds (How much) \$1,500

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$2,500

**TOTAL FTE IMPACT:** \_\_\_\_\_

### EFFICIENCIES AND JUSTIFICATION SUMMARY

In 2024 I have \$1,000 in my budget for overtime pay. It has been taken out in the proposed 2025 budget. Through June of 2024 we have used \$559.68 of this money. With the new Treasurer Deed process, I believe I will use the majority of this \$1,000 this year (2024) and will possibly use more than \$1,000 in 2025. By having this overtime money in my budget, I could possibly get away with not having to request my part-time employee to become full time – thus saving dollars on salary and benefits. Until I know for sure how much more work this new process is going to take, I would like to keep this in my budget and increase it. If this request is granted, I will not make a request for a full-time employee vs – my current part time employee.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources. **To be able to have funds available to pay staff when extra work needs to get accomplished instead of having a third full time employee – who might not be busy 40 hours a week.**

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement **Having funds available when extra work exists vs a full time employee who might not be busy 40 hours every week will keep the county financial sustainable and help with workforce optimization.**

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy **All of these values support my request.**

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$396,662**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$398,162**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Mary Lorenz	DATE: 7/22/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: **Treasurer's Office**

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request: **I am asking to increase printing costs. 2024 we budgeted \$4,000 and it actually costs us \$4,293.24 to print tax notices and W-9's. I am asking for an increase of \$1,000 over what was budgeted last year and \$706.16 over actual costs for 2024.**

- Request for FTE (if yes how many) \_\_\_\_\_  
 Request for additional funds (How much) **\$1,000.00**

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED: **\$5,000****

**TOTAL FTE IMPACT: \_\_\_\_\_**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

**Endpoint printers are very efficient in printing and mailing our tax notices. They are easy to work with and capable of making any necessary changes we need made to our notices.**

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources. **. It is statutorily required that we mail out tax notices. There are too many to print in house.**

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement **Treasurer's office must have tax notices out in a timely manner to collect taxes in order for the county to function. This proposal supports the Focus of the county.**

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy  
**This proposal supports the counties Values**

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

**Notices must be mailed in order to collect taxes. This proposal supports the counties Strategic Priorities**

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$395,662**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$396,662**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Mary Lorenz	DATE: 7/16/24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:



# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: **Treasurer's Office**

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request: **I am asking to increase postage costs. 2024 we budgeted \$6,000 and I am expecting to use all of this money. The US Postal Service is increasing postage costs in July and then again in December or January.**

- Request for FTE (if yes how many) \_\_\_\_\_  
 Request for additional funds (How much) **\$1,100.00**

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED: **\$7,100****

**TOTAL FTE IMPACT: \_\_\_\_\_**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

**The Treasurer's office must follow statutes and mail out tax notices to those who do not want them emailed, delinquent tax notices and notices to those in jeopardy of losing their property. It is imperative that the County collect tax payments in a timely manner so that the county can operate.**

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources. **It is statutorily required that we mail out tax notices, delinquent tax notices and notices to property owners in jeopardy of losing their property.**

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement **The Treasurer's office must collect taxes in a timely manner in order for the count to function.**

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy  
**This proposal supports the counties Values**

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

**Notices must be mailed in order to collect taxes. This proposal supports the counties strategic priorities**

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$395,562**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$396,662**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Mary Lorenz	DATE: 7/16/24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: **Treasurer's Office**

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request: **The cost of publication depends on which newspaper the BOCC chooses to use for publications. My proposal is based on one newspaper of record and that newspaper being The Mountain-Ear.**

Request for FTE (if yes how many) \_\_\_\_\_

Request for additional funds (How much) **\$1,500.00**

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED: **\$5,500.****

**TOTAL FTE IMPACT: \_\_\_\_\_**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

**In 2023 The Mountain-Ear charged the county \$1,291.68 to publish the delinquent notice in the paper. In 2022 the Mountain Ear charged the county \$1,600.56 and the Weekly Register Call charged the county \$7,280.00. In 2021 the Weekly Register Call charged the county \$7,840. The Mountain-Ear charges .44 per line for the first publication and .32 per line for the other two publications. I am estimating the number of lines on the outstanding tax properties to come up with this decrease. As of 7/16 we have 681**

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources. **The ultimate cost of the advertising for the delinquent notices falls to the tax payers who are delinquent. The majority of them are financially strapped to begin with and I feel the astronomical difference in the amount the newspapers charge is detrimental to our citizens.**

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement **To do what is financially best for our citizens builds good will.**

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy  
**This proposal supports all of our values.**

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**  
**This proposal supports the counties strategic priorities**

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$396,662**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$399,162**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Mary Lorenz	DATE: 7/16/24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: **Treasurer's Office**

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request: **(2) two new check scanners. Flat Bed scanner**

Request for FTE (if yes how many) \_\_\_\_\_

Request for additional funds (How much) **\$4,400**

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED: \$4,400**

**TOTAL FTE IMPACT: \_\_\_\_\_**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

We scan and electronically send all checks deposited with us to the bank on the day they are received. This means funds are deposited immediately into the county checking account. This gives us immediate access to the money to either spend or invest. We have two scanners so that more than one employee can perform this function as they are hooked up to a specific computer. Our check scanners are approximately 10 years old and do not always work well. I am asking to upgrade them. The cost of each scanner is approximately \$1,200.

I am working on a project to scan all our old documents that must be kept permanently. This will ensure they are kept safely forever. We have the possibility of fire or flood that would ruin these documents. I would like to purchase a flat bed scanner so that this project can be done in house – instead of shipping the documents somewhere to have then scanned and saved. I am still in the research phase on this project so some or all of this could change. \$2,000 for a scanner is a very rough estimate.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

**It is important that county funds get to the bank as quickly as possible to be available for any needs of the county.**

Gilpin County is a very unique county and has a lot of history that is often searched by locals, previous citizens and visitors. To have these documents available electronically makes it easier to be viewed and ensures they are safe for the future.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement **Having the money in the bank immediately makes us more financially sound. Having documents available electronically helps with community engagement.**

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy  
**Both of these proposals support all of our values.**

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

**This proposal supports the counties strategic priorities**

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$392,262**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$396,662**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Mary Lorenz	DATE: 7/16/24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: **Treasurer's Office**

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request: **We are no longer using a carrier service to transport money to the bank. The Brinks contract was up and we did not renew it. We put out an RFP and received no bids. Office staff will transport the money as needed using a county vehicle.**

Request for FTE (if yes how many) \_\_\_\_\_

Request for additional funds (How much) \$-3,300.00

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$-3,300.00

**TOTAL FTE IMPACT:** \_\_\_\_\_

### EFFICIENCIES AND JUSTIFICATION SUMMARY

**Brnks was charging an average of \$87.50 a week to pick up the cash we have and take it to the bank. Some weeks we do not have a lot of cash. Even with Brinks picking up we need to make at least one trip to the bank a month – sometimes two to get change, deposit slips and envelopes. We can incorporate these trips with depositing the cash we have.**

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources. **Getting the money to the bank as efficiently and responsibly as possible.**

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement  
**Getting the money to the bank as efficiently and responsibly as possible.**

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy  
**Getting the money to the bank as efficiently and responsibly as possible.**

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

**Getting the money to the bank as efficiently and responsibly as possible.**

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$399,962.00**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$396,662.00**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Mary Lorenz	DATE 7/16/24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:



# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: **Treasurer's Office**

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request: **The Treasurer's Office did an upgrade in 2024 and switched our Treasurer software backup from an in house server to the Tyler Technologies SaaS (cloud) system. This money was in our 2024 budget and will not need to be budgeted for in 2025**

Request for FTE (if yes how many) \_\_\_\_\_

Request for additional funds (How much) **-\$9,000**

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED: **-\$9,000****

**TOTAL FTE IMPACT: \_\_\_\_\_**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

**This is money was budgeted for the Treasurer to upgrade our Tyler Technology software and data from in house server to SaaS (cloud). We will now be budgeting only for our annual software maintenance agreement with Tyler Techonology.**

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

Strategic Priority #1: Workforce Optimization  
Strategic Priority #2: Long Range Planning  
Strategic Priority #3: Financial Sustainability  
Strategic Priority #4: Community Engagement

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

TOTAL DEPARTMENT BUDGET: **\$405,662**

TOTAL DEPARTMENT FTE:

TOTAL DEPARTMENT BUDGET IF APPROVED: **\$396,662**

TOTAL DEPARTMENT FTE IF APPROVED:

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Mary Lorenz	DATE 7/16/24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: **Treasurer's Office**

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request: **The Treasurer's Association Dues changed in 2024 due to the move to calendar vs fiscal year. We paid more in 2024 to get caught up.**

Request for FTE (if yes how many) \_\_\_\_\_

Request for additional funds (How much) \_\_\$-150

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED: \_\_\$-150**

**TOTAL FTE IMPACT: \_\_\_\_\_**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

**In 2024 the Treasurer Association dues were higher as we switched from a fiscal year July – June to a calendar year January – December. In 2024 we were playing catch up and so will not need this money in 2025. It is important for this office to be associated with these associations. It is important to keep up to date on the changes happening and working with the other Treasurer's.**

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement **I am very involved with the Treasurer Associations being on the executive committee and the legislative committee. This is important to me to be involved with possible changes and keeping the county sustainable amidst the changes.**

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy **Working together with other county treasurers helps me to do my job better and to know what the future might hold for us.**

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$396,812**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$396,662**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Mary Lorenz	DATE 7/16/24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

## Public Trustee

Fund: 01 (General Fund)

Department: 20

### Revenue

14,645

### Expense

14,645

### FTE

0.00

### Percentage Change (Budget)

0.00%

\*Excluding Elected Official

### Salary and Benefits Cost

14,095

### Operational Costs

550





# Assessor

Fund: 01 (General Fund)

Department: 25

Revenue

3,100

Expense

690,283

FTE

4.00

Percentage Change  
(Budget)

3.84%

\*Excluding Elected Official

Salary and Benefits  
Cost

634,699

Operational Costs

55,584







# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Assessor

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_
- Request for additional funds (How much) \$300

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$1400

**TOTAL FTE IMPACT:** 0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

Our department is requesting an additional \$300 for supplies. We have already utilized our entire budget for this fiscal year, and we still have 5 more months to go. The additional funds will allow us to maintain our current level of service without interruption. It is essential to continue our operations smoothly and efficiently for the remainder of the year.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

The additional funds will support our mission by ensuring we have the necessary supplies to continue providing high-quality services to our residents and visitors. This will help us maintain our commitment to responsiveness and effective use of resources.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement  
By securing these additional funds, we will ensure financial sustainability and optimize our workforce by preventing any disruptions in our operations. This will enable us to engage more effectively with the community and plan long-term without the constraint of inadequate resources.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy  
The additional \$300 for supplies will help us maintain our collaborative and responsive nature by ensuring that our team has the necessary materials to continue working efficiently. It demonstrates our commitment to being sustainable and trustworthy stewards of public resources.

**STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)**

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**  
This increase proposal supports our strategic priorities by ensuring that our workforce remains optimized with the necessary supplies, which aids in long-range planning and financial sustainability. It also allows us to continue our community engagement efforts without disruption

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**  
  
**TOTAL DEPARTMENT FTE:**  
  
**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**  
  
**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Assessor

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_  
 Request for additional funds (How much) \$862

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$1500

**TOTAL FTE IMPACT:** 0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

The Assessor's Office is requesting an additional \$862 for printing, bringing the total budget for printing to \$1500. Last year, we budgeted \$638 for printing as it was an intervening year and we only sent out notices of value for value changes. However, next year is a reappraisal year, requiring us to send notices to the entire county. The increase is necessary to cover the expanded scope of printing needs to ensure all property owners receive their notices timely and accurately.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

The additional funds for printing will support our mission by ensuring that all property owners are informed of their property values, which is crucial for transparency and community engagement. This aligns with our commitment to responsive services and effective resource use.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement  
Securing these additional funds will enhance our financial sustainability by preventing unforeseen costs and ensuring our operations run smoothly. It will also support long-range planning by facilitating accurate and comprehensive communication with all property owners in the county.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

The additional \$862 for printing reflects our values by ensuring we can collaborate effectively with the community through timely communication, respond to the needs of property owners, and maintain a trustworthy and transparent operation.

**STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)**

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

This increase proposal supports our strategic priorities by ensuring our workforce is equipped with the necessary resources to handle the increased workload during the reappraisal year. It supports long-range planning by facilitating accurate communication, financial sustainability by preventing budget shortfalls, and community engagement through timely dissemination of property value notices.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

## Facilities

Fund: 01 (General Fund)

Department: 26

### Revenue

652,000

### Expense

3,963,936

### FTE

8.23

### Percentage Change (Budget)

50.42%

\*Excluding Elected Official

### Salary and Benefits Cost

804,302

### Operational Costs

3,159,633

## Facilities

General Fund  
Department Code

1  
26

<u>Account</u>	<u>Description</u>	<u>2023</u> <u>Actual</u>	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Estimate</u>	<u>2025</u> <u>Proposed</u>	<u>Notes</u>
4321	Facility Fees	2,004	2,000	2,000	2,000	
4651	Grant Revenue	-	-	-	650,000	
<b>Total Revenues</b>		<b>2,004</b>	<b>2,000</b>	<b>2,000</b>	<b>652,000</b>	
5112	Salaries	336,878	479,525	375,250	510,237	
5113	Overtime	5,045	7,200	5,200	5,800	
5117	On Call pay	8,256	106,000	35,000	50,000	
5116	Custodial Contracts	106,000	116,000	55,000	35,000	
6999	Benefits	125,839	183,074	146,350	203,265	
<b>Total Salaries &amp; Benefits</b>		<b>582,017</b>	<b>891,799</b>	<b>616,800</b>	<b>804,302</b>	
5172	Office Supplies	528	400	750	600	
5173	Employee Recognition	-	300	300	300	
5181	Operating Supplies - one-time	-	5,000	5,000	5,000	
5182	Operating Supplies	47,832	44,000	32,000	44,000	
5183	Grant Expense	-	-	-	650,000	
5195	Professional Services	60,946	30,000	13,260	15,000	
5201	Meetings/Conferences/Training	-	3,000	3,000	3,000	
5203	Working Meal Budget	-	300	300	300	
5212	Telephone/Internet/alarms	62,083	63,000	63,000	66,150	
5222	Postage	-	100	50	100	
5232	Travel/Transportation/Mileage/Parking/GAS	8,881	13,150	11,000	13,150	
5242	Ads legal notice	-	-	-	-	
5249	Utilities Hughesville (Quonset Hut)	425	350	350	500	
5250	Utilities SO Annex	3,749	2,800	3,000	3,400	
5251	Utilities Courthouse	20,580	24,500	24,500	25,500	
5254	Utilities Maint Cold Storage	10,840	10,000	10,000	11,200	
5256	Utilities Justice Center	142,716	160,000	160,000	166,500	
5258	Utilities Apex	24,903	28,000	47,000	39,500	
5259	Utilities Exhibit Barn & Fairgrounds	20,634	23,000	22,000	23,750	
5260	Utilities 15193 Hwy 119	8,432	8,500	8,500	8,850	
5281	computer items	248	250	250	250	
5282	Repair & Maintenance	144,149	150,000	150,000	152,500	
5292	Maintenance Contracts	67,651	50,000	50,000	50,000	PBB Sheet #1**
5382	Dues & Subscriptions / Licenses & Fees	760	5,100	5,100	5,100	
5392	Uniforms-Employee	1,886	3,600	1,900	3,600	
5543	late fee	10	-	-	-	
5902	Capital Outlay	612,597	1,110,077	1,110,077	1,863,383	
5911	Safety	1,599	3,000	1,200	3,000	
5928	Equipment Rental	5,098	5,000	5,000	5,000	
<b>Total Operational Spend</b>		<b>1,246,547</b>	<b>1,743,427</b>	<b>1,727,537</b>	<b>3,159,633</b>	PBB Sheet #1
<b>Total Expenditures</b>		<b>1,828,564</b>	<b>2,635,226</b>	<b>2,344,337</b>	<b>3,963,936</b>	

\*\* = request not reflected in budget

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: Facilities

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

Net change from 2024 proposed to 2025 = Savings of \$78,250 among these items – See Chart.

01.26.5116 – Custodial Contracts -Decrease from \$116,000 to \$35,000. This was due to hiring a Custodian I and being able to move Omnipro to the Justice Center only. Save \$81,000

01.26.5195 Professional Services – Reduce from \$30,000 to \$10,000. For as needed Eng Consulting. **Per Ray – increase to \$15,000 for more cushion**

01.26.5172 Increase to \$600 form \$400 – Inflationary

01.26.5249 Hughesville Rd Quonset Hut Utilities – 10% increase in Elec Est \$500 **\*\* ALL United Power utility bills will be increasing by ~\$10k overall due to Green Power Partners Program increasing from \$.10/block to \$.55/block**

01.26.5250 Sheriffs Annex Utilities – 10% Increase to Elec Est \$3,400

01.26.5251 Courthouse Utilities – Increased use/staff in building

01.26.5254 Cold Storage Utilities – 10% increase to Elec Est \$11,200

01.26.5256 Justice Center Utilities – 10% Increase to Elec Est \$166,500

01.26.5258 Apex Utilities – 10% increase to Elec Est \$29,000

01.26.5258 Eagles Nest Utilities – Within Apex line item Est \$8,500 – increase APEX line by \$8500

01.26.5259 Barn Utilities - 10% Increase to Elec Est \$23,750

01.26.5260 HHS Utilities – 10% increase to Elec Est \$8,850

01.26.5282 – Repair and Maintenance – Increase to \$152,500 from \$150,000- Inflationary

	A	B	C	D	E	F	G
1	Expenditures						
2	Account Number	Description		2024 Budget		2025 Request	
3	01.26.5116	Custodial Contracts		\$ 116,000.00		\$ 35,000.00	C D
4	01.26.5172	Office Supplies		\$ 400.00		\$ 600.00	C U
5	01.26.5173	Employee Recognition		\$ 300.00		\$ 300.00	NC
6	01.26.5181	Operating Supplies one Time		\$ 5,000.00		\$ 5,000.00	NC
7	01.26.5182	Operating Supplies - Recurring		\$ 44,000.00		\$ 44,000.00	NC
8	01.26.5183	Grant Expense		\$ -			NC
9	01.26.5195	Professional Services		\$ 30,000.00		\$ 10,000.00	C D
0	01.26.5201	Meetings/Conferences/Training/Meals		\$ 3,000.00		\$ 3,000.00	NC
1	01.26.5203	Working Meal Budget		\$ 300.00		\$ 300.00	NC
2	01.26.5212	Telephone & Internet		\$ 63,000.00		\$ 63,000.00	NC
3	01.26.5222	Postage		\$ 100.00		\$ 100.00	NC
4	01.26.5232	Travel & Subsistence		\$ 13,150.00		\$ 13,150.00	NC
5	01.26.5242	Ads/Legal Notices		\$ -			NC
6	01.26.5249	Utilities - Hughesville Rd		\$ 350.00		\$ 500.00	C U
7	01.26.5250	Utilities -Sheriff's Annex		\$ 2,800.00		\$ 3,400.00	C U
8	01.26.5251	Utilities -Courthouse		\$ 24,500.00		\$ 25,500.00	C U
9	01.26.5254	Utilities - Jankowski		\$ 10,000.00		\$ 11,200.00	C U
10	01.26.5256	Utilities - Justice Center		\$ 160,000.00		\$ 166,500.00	C U
11	01.26.5258	Utilities - Apex		\$ 28,000.00		\$ 29,000.00	C U
12	01.26.5258	Utilities - Eagles' Nest		\$ -		\$ 8,500	C U
13	01.26.5259	Utilities/Exhibit Barn		\$ 23,000.00		\$ 23,750.00	C U
14	01.26.5260	Utilities 15193 Highway 119		\$ 8,500.00		\$ 8,850.00	C U
15	01.26.5281	Computer Hardware/Software		\$ 250.00		\$ 250.00	NC
16	01.26.5282	Repair & Maintenance - Facilities		\$ 150,000.00		\$ 152,500.00	C U
17	01.26.5282	Repair & Maintenance - Vehicles		\$ -			
18	01.26.5292	Maintenance Contracts		\$ 50,000.00		\$ 50,000.00	NC
19	01.26.5382	Prof. Development/ Dues/Subscriptions		\$ 5,100.00		\$ 5,100.00	NC
20	01.26.5392	Uniforms		\$ 3,600.00		\$ 3,600.00	NC
21	01.26.5911	Safety		\$ 3,000.00		\$ 3,000.00	NC
22	01.26.5928	Equipment Rental		\$ 5,000.00		\$ 5,000.00	NC
23							
24							
25				\$ 749,350.00		\$ 671,100.00	
26							
27					\$78,250		
28							

Note: These are preliminary numbers. We have received notice from Zayo, our phone provider, that we may see increases. Without more information from them, it is difficult to estimate at this time. We are investigating.

Additionally, if we continue to face challenges in hiring maintenance staff, we will likely need to pursue a vendor for snow removal this coming winter. As highlighted through custodial, we will likely spend much more for a poorer result with a vendor compared to having quality staff, even if the technician positions' wages were adjusted appropriately, enabling us the opportunity to hire quality individuals.

**Grand Totals: \$671,100.00 under Operating Expenses (Not including Wage Benefits and Capital)**

**TOTAL DOLLAR AMOUNT PROPOSED: \$671,100      **\$689,483 = \$5000 additional to Prof Services and \$13,383 for Capital Projects****

**TOTAL FTE IMPACT: 0.0**

**EFFICIENCIES AND JUSTIFICATION SUMMARY**

United Power has announced increases. These are accounted for in Utilities. We have seen cost savings by hiring appropriate staff and removing reliance on vendors. We will be close to actualizing our budget for salaries (which we do not when we are understaffed) as we hire of course, but salaries are always budgeted for in full.

**MISSION (Please describe how the request supports the mission of Gilpin County)**



**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Paying utilities bills are simply a necessity. Hiring staff supports the mission clearly as by having staff my department can most effectively provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment as well as focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

By being able to pay our utility bills, we can continue to operate. Hiring Staff allows us to be finically sustainable as it is almost always considerably less expensive for a better product, as well as optimize our workforce and engage the community needs most effectively.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy  
Hiring quality staff allows us to be more responsive, sustainable, and trustworthy.

**STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)**

**Strategic Priority #1: Workforce Optimization**

Hiring quality staff is a core function of optimizing the workforce. Even if it may come at a salary cost, the over cost is almost always lower for a better result.

**Strategic Priority #2: Long Range Planning**

Hiring quality staff is a core function of optimizing the workforce. Even if it may come at a salary cost, the over cost is almost always lower for a better end result.  
As well, continuing to adjust to utility bill changes allows us to operate today and into the future.

**Strategic Priority #3: Financial Sustainability**

Hiring quality staff is a core function of optimizing the workforce. Even if it may come at a salary cost, the over cost is almost always lower for a better end result.

**Strategic Priority #4: Community Engagement**

Hiring quality staff is a core function of optimizing the workforce. Even if it may come at a salary cost, the over cost is almost always lower for a better end result in ways which the community can appreciate. A well we can have the human resources to actively engage with the community and their needs through maintenance

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET:**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED:**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY: Ryan Keenan	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:

VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:
-------------------------------	------------	-------

## District Attorney

Fund: 01 (General Fund)

Department: 43

Revenue

820,953

Expense

820,953

FTE

0.00

Percentage Change  
(Budget)

-6.95%

\*Excluding Elected Official

Salary and Benefits  
Cost

Operational Costs

820,953

### District Attorney

General Fund  
Department Code

1  
43

<u>Account</u>	<u>Description</u>	<u>2023</u> <u>Actual</u>	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Estimate</u>	<u>2025</u> <u>Proposed</u>	<u>Notes</u>
4837	DOLA - Jeffco District Attorney	537,935	579,728	579,728	820,953	
	<b>Total Revenues</b>	<b>537,935</b>	<b>579,728</b>	<b>579,728</b>	<b>820,953</b>	
5001	DA Contribution	25,000	-	-	-	
5116	District Attorney-Statutory	368,740	302,510	302,510	-	
5037	DOLA - Jeffco District Attorney	537,935	579,725	579,725	820,953	
	<b>Total Expenditures</b>	<b>931,675</b>	<b>882,235</b>	<b>882,235</b>	<b>820,953</b>	



## Sheriff's Office Summary

Fund: 01 (General Fund)

Department:

Revenue

\$2,841,013

Expense

\$14,582,062

FTE

65.90

Percentage Change  
(Budget)

-6.95%

\*Excluding Elected Official

Salary and Benefits  
Cost

\$8,679,569

Operational Costs

\$5,902,493



# Sheriff's Office Summary

## Revenue

<u>Account Number</u>	<u>Description</u>	<u>2024</u> <u>Adopted</u>	<u>2025</u> <u>Proposed</u>
4152	Insurance	\$0	\$0
4250	Coroner Fees	\$0	\$0
4272	Courts - Fines - DUI/Dog/Etc	\$12,000	\$12,000
4278	Victim Services - Black Hawk	\$20,000	\$20,000
4285	OT - LEAF/DUI/CDOT GRANTS	\$10,000	\$10,000
4286	Forest Services- Sheriff OT	\$8,100	\$8,100
4321	Facility Fees	\$0	\$0
4327	Laundry Services	\$2,400	\$0
4329	Booking Fees	\$8,000	\$8,000
4331	Fingerprints	\$3,000	\$3,000
4333	Inmate Housing	\$5,000	\$5,000
4334	Medical	\$182,000	\$1,200
4336	Work Release	\$8,000	\$8,000
4337	Phone Income (E-Rate Refund)	\$10,000	\$1,000
4338	Meal Tickets	\$0	\$0
4339	Bonding Fees	\$750	\$250
4340	Public Works Fees	\$7,000	\$7,000
4341	P.O.S.T. Fees	\$400	\$400
4344	Gilpin School - School Resource Officer (SRO)	\$44,068	\$44,068
4345	Concealed Handgun Permits	\$15,000	\$15,000
4346	Donations/Contributions	\$800	\$800
4350	Victim Services - Central Ceity	\$4,000	\$4,000
4351	Victim Advocate - Misc. Income	\$0	\$0
4352	Victim Services - VALE Grant	\$42,300	\$2,015
4354	VOCA Grant / OVP(BEG 1/2011)	\$85,545	\$2,640
4360	Parking Violations	\$3,000	\$3,000
4552	Sale of Assets/Equipment	\$0	\$0
4651	Grants	\$369,686	\$555,762
4652	Miscellaneous Income	\$100	\$100
4654	Central City Patrolling	\$949,735	\$1,018,290
4655	Miscellaneous Intergovernmental Payments	\$150	\$150
4752	FRETAC Grant	\$0	\$0
4753	Search & Rescue	\$0	\$0
4755	Emergency Management Grant	\$55,000	\$0
4756	EMPG-SDGA	\$0	\$0
4762	Special Programs	\$1,500	\$1,500
4829	DOLA - Gilpin Connect	\$746,115	\$914,658
4851	Division of Gaming Dispatch	\$10,000	\$10,000
4853	Central City Dispatch	\$30,000	\$30,000
4854	Lease Agreement(s)	\$5,680	\$5,680
4855	911 Authority Contribution	\$147,000	\$147,000
4857	JeffCo Capital Contribution	\$2,400	\$2,400
4930	CESF Grant	\$0	\$0
4931	CVRF DOLA CARES Grant	\$0	\$0
4933	OPHP Workforce	\$0	\$0
4936	REDDI Grant	\$0	\$0
<b>Total Revenues</b>		<b><u>\$2,788,729</u></b>	<b><u>\$2,841,013</u></b>



## Sheriff's Office Summary

### Expense

<u>Account Number</u>	<u>Description</u>	<u>2024 Adopted</u>	<u>2025 Proposed</u>
5001	Elected Officials	\$105,834	\$105,834
5112	Salaries & Wages	\$4,237,493	\$5,387,470
5113	Overtime Wages	\$210,000	\$331,000
5114	Special Events Patrolling	\$20,000	\$0
5116	Janitorial Contracts	\$0	\$0
5117	On Call Wages	\$15,704	\$23,704
5118	Overtime LEAF/DUI/CDOT	\$10,000	\$15,000
5119	Overtime Forest	\$8,100	\$18,100
5120	Bonus	\$0	\$0
5123	Holiday Pay	\$184,068	\$202,053
6999	Benefits	\$2,231,464	\$2,596,408
5143	RETIREMENT EXPENSE	\$0	\$0
	<b>Total Salaries &amp; Benefits</b>	<b>\$7,022,663</b>	<b>\$8,679,569</b>
5153	Employment Testing	\$8,900	\$8,900
5165	Intoxilyzer Supplies	\$1,220	\$1,220
5169	Toxicology/Forensic Investig	\$0	\$0
5172	Office Supplies	\$8,610	\$13,967
5173	Employee Recognition	\$3,250	\$3,350
5181	Operating Supplies	\$0	\$0
5182	Operating Supplies	\$64,000	\$76,990
5183	Grant Expense	\$300,058	\$656,716
5184	Donation Expense	\$0	\$0
5185	Autopsies	\$42,300	\$0
5194	Medcal	\$642,545	\$446,700
5195	Professional Services	\$4,500	\$6,105
5201	Meeting/Conference/Trng/Meals	\$65,200	\$78,000
5203	Working Meal Budget	\$266,386	\$1,000
5211	Forest Service/Fire Fund	\$0	\$6,500
5212	Telephone	\$19,400	\$55,149
5222	Postage	\$1,935	\$1,935
5232	Travel/Transp/Mileage/Parking	\$48,000	\$51,500
5242	Ad/Legal Notices	\$150	\$150
5253	Liability Insurance	\$223,200	\$168,200
5255	Utilities	\$0	\$5,253
5262	Disposal-Tires,Electronics,Etc.	\$31,175	\$31,175
5281	Computes Purchases/Repairs	\$84,408	\$24,750
5282	Repair & Maintenance	\$107,800	\$99,000
5284	Multi-Agency Exercise	\$30,000	\$2,000
5286	Website	\$6,030	\$350
5292	Maint & Copier Contracts	\$327,805	\$210,979
5373	Fire Mitigation Assistance	\$5,000	\$15,770
5374	Morgue Facility	\$0	\$0
5376	COVID-19/Vaccination	\$0	\$0
5378	EMPG-SDGA	\$0	\$0
5379	Chipping Grant	\$0	\$0
5381	Investigative	\$2,300	\$2,300
5382	Dues/Subscriptions	\$18,505	\$45,991
5384	Prisoner Meals	\$260,200	\$275,000
5391	Extraditions	\$8,000	\$12,000
5392	Uniforms	\$50,800	\$52,700
5502	FICA - COUNTY SHARE	\$0	\$0
5504	MEDICARE - COUNTY SHARE	\$0	\$0
5512	SUTA EXPENSE	\$0	\$0
5522	WORKERS COMPENSATION	\$0	\$0
5542	Bad Debt Expense	\$0	\$0
5543	Late Fees/ Finance Charges	\$0	\$0
5582	Communication	\$9,400	\$44,400
5583	EMS Grant (FRETAC)	\$0	\$0
5901	Equipment (under \$5k)	\$5,000	\$5,000
5902	Capital Outlay	\$2,413,587	\$3,496,443
5912	Lease Payments	\$10,000	\$3,000
	<b>Total Operational Spend</b>	<b>\$5,069,664</b>	<b>\$5,902,493</b>
	<b>Total Expenditures</b>	<b>\$12,092,325</b>	<b>\$14,582,062</b>



# Patrol

Fund: 01 (General Fund)

Department: 30

Revenue

1,322,808

Expense

5,349,455

FTE

26.00

Percentage Change  
(Budget)

-24.24%

\*Excluding Elected Official

Salary and Benefits  
Cost

4,057,150

Operational Costs

1,292,305





**Patrol**

General Fund 1  
Department Code 30

Account	Description	2023	2024	2024	2025	Notes
		Actual	Budget	Estimate	Proposed	
4152	Insurance	12,685	-	-	-	
4272	Combined Court fines (DUI/Dog/etc.)	10,612	12,000	10,000	12,000	
4285	LEAF/DUI/CDOT/etc - Sheriff OT grants	7,525	10,000	10,000	10,000	
4286	Forest Service - Sheriff OT Charges	14,988	8,100	8,100	8,100	
4340	Sheriff Fees	11,030	7,000	7,000	7,000	
4341	POST Fees	416	400	400	400	
4344	Gilpin School SRO	70,000	44,068	44,068	44,068	
4345	Concealed Handgun Permits	12,454	15,000	13,500	15,000	
4346	Donations	-	800	-	800	
4360	Parking Violation	3,566	3,000	1,500	3,000	
4552	Sale of Assets/Equipment	6,615	-	23,340	-	
4651	Grant Revenue	74,637	103,500	267,033	-	
4652	Miscellaneous	7,143	100	4,000	100	
4654	Central City Patrolling	933,133	949,735	949,735	1,018,290	PBB Sheet #1
4655	Misc Intergovernmental Pmts	-	150	150	150	
4762	Special Events Patrolling	-	1,500	1,500	1,500	
4829	Limited Gaming Grant (LGLGI)	20,012	25,415	25,415	200,000	
4857	Contributions	-	2,400	2,400	2,400	
<b>Total Revenues</b>		<b>1,184,814</b>	<b>1,183,168</b>	<b>1,368,141</b>	<b>1,322,808</b>	
5001	Elected Official Salary	105,453	105,834	105,834	105,834	
5112	Salaries	1,978,592	2,355,481	2,200,000	2,415,547	
5113	Overtime	140,199	120,000	120,000	120,000	
5114	Special Events Patrolling	-	-	-	-	
5117	On Call Pay	11,676	15,704	15,704	15,704	
5118	Overtime LEAF/DUI/CDOT (via grants)	543	10,000	-	15,000	
5119	Overtime Forest Service (not grant)	-	8,100	-	18,100	
5123	Holiday Pay	79,671	87,810	87,810	87,810	
6999	Benefits	898,461	1,063,507	1,116,111	1,279,155	
<b>Total Salaries &amp; Benefits</b>		<b>3,214,594</b>	<b>3,766,436</b>	<b>3,645,459</b>	<b>4,057,150</b>	
5153	Employment Testing	1,485	3,500	1,000	8,900	
5165	Intoxilyzer Supplies	1,108	1,220	500	1,220	
5172	Office Supplies	11,703	5,050	5,500	5,202	
5173	Employee Recognition	-	3,250	2,000	3,350	
5182	Operating Supplies	6,608	7,000	3,500	7,000	
5183	Grant Expense	28,657	296,058	296,058	-	
5195	Professional Services	3,714	3,500	3,500	3,605	
5201	Meetings/Conferences/Training	14,767	18,200	17,000	18,200	
5203	Working Meal Budget	167	200	1,000	200	
5212	Telephone	13,614	17,650	17,650	28,000	
5222	Postage	1,770	1,935	1,400	1,935	
5232	Travel/Transportation/Mileage/Parking	59,747	44,000	44,000	44,000	
5242	Ad/Legal Notices	-	150	-	150	
5253	Liability Insurance	148,435	168,200	226,027	168,200	
5262	Ammunition / Range / Taser Supplies	23,575	31,175	31,175	31,175	
5281	Computer Hardware/Software	10,711	13,000	3,000	13,000	
5282	Repair & Maintenance-Vehicle	72,007	65,000	63,000	65,000	
5286	Website	-	350	-	350	
5292	Maintenance Contracts	95,736	148,405	151,110	106,000	
5373	Search & Rescue	5,000	5,000	-	5,000	
5381	Investigative	3,620	2,300	2,300	2,300	
5382	Dues & Subscriptions	27,913	17,805	15,000	27,905	
5392	Uniforms-Employee	15,831	34,700	30,000	34,700	
5543	Late Fees / Finance Charges	5	-	-	-	
5582	Communications-Portable/Auto Radios	4,565	9,400	11,000	9,400	
5901	Vehicle Accessories	3,335	5,000	4,000	5,000	
5902	Capital Outlay	276,267	2,382,118	2,382,118	699,513	
5912	Lease Payments	11,877	10,000	10,000	3,000	
<b>Total Operational Spend</b>		<b>842,215</b>	<b>3,294,166</b>	<b>3,321,838</b>	<b>1,292,305</b>	
<b>Total Expenditures</b>		<b>4,056,809</b>	<b>7,060,602</b>	<b>6,967,297</b>	<b>5,349,455</b>	



# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Sheriff's Office, Patrol Division, REVENUE

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request:

Request for FTE (if yes how many) NA

Request for additional funds (How much) \$68,555.47

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED: \$1,018,290.51**

**TOTAL FTE IMPACT: None**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

The Gilpin County Sheriff's Office provides law enforcement services to Central City. Due to increased costs of this agreement, it is requested the cost to Central City be increased to \$1,018,290.51, for patrol budget line 30.4654. This represents a \$68,555.47 increase over the previous year.

The Sheriff's Office provides, and the city pays for, 1 Sergeant, 1 Investigator, 5 Deputies, .5 Records Specialist, and 4 patrol vehicles. Individual employees are not assigned specifically to this position, they rotate into "city coverage" on a daily basis. There has been a traditional formula to calculate these costs, as follows:

- Average yearly base salary for each position, multiplied by the number of positions
- Average holiday pay costs for those positions, that are eligible for holiday pay
- Average cost of benefits for patrol, currently 50.73% of pay, for each position
- Average vehicle maintenance for each vehicle, to include routine oil, brakes, and one set of tires each
- Average fuel cost per vehicle, for the 4 vehicles
- Other costs, to include uniform replacement, ammunition, taser, and training

To date, this has been an agreeable cost between both entities.

Due to hiring and retention issues in law enforcement, and the County's new retention bonus program, this cost was also part of this year's calculation. Calculated at the actual cost for the 6 eligible positions that received the bonus.

Attached is the cost breakdown.

**MISSION (Please describe how the request supports the mission of Gilpin County)**

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

This agreement aligns with the County's mission, as it is a partnership with Central City, and provides for the safety of both residents and visitors.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

The agreement with Central City is sustainable, as it provides a reasonable cost for a reasonable service, which can be negotiated on a yearly basis.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

The Gilpin County Sheriff's is engaged with the city to ensure we are meeting their needs, this is done through regular communication during or work days, and more formally, with a presence and availability at most all city council meetings.

**STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)**

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

The agreement optimizes our workforce, giving our deputies unique duties in a gaming district not normally seen in our rural setting, making for more well-rounded peace officers. This agreement allows us to plan and budget for law enforcement services in a city that is within our County's boundaries, where we have jurisdiction, and would be the default agency should the city not be able to fund any police services.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

**EXHIBIT B  
SCHEDULE OF COSTS (2025)**

Annual Operating Expenses (FY2022)				
Salaries and Benefits	Rate	Hours	Units	Salary Ammount
1. Sergeant	\$53.20	40	52	\$110,656.00
2. Investigator	\$49.60	40	52	\$103,168.00
3. Deputy	\$36.10	40	52	\$75,088.00
4. Deputy	\$36.10	40	52	\$75,088.00
5. Deputy	\$36.10	40	52	\$75,088.00
6. Deputy	\$36.10	40	52	\$75,088.00
7. Deputy	\$36.10	40	52	\$75,088.00
Holiday Pay (13 holidays for 7 members)	\$283.30	8	13	\$29,463.20
Office Assistant	\$21.43	20	52	\$22,287.20
Retention Bonus, 1 Sgt & 5 Deputies Eligible, \$2,500 each.	\$2,500.00	NA	6	\$15,000.00
<b>Total Wages</b>				<b>\$656,014.40</b>
Patrol Division Average for Benefits (50.73%)				1.5073
<b>Total Salaries &amp; Benefits</b>				<b>\$988,810.51</b>
<b>Other Costs</b>				
Uniforms	\$600.00		7	\$4,200.00
Ammunition & Taser Cartridges	\$600.00		7	\$4,200.00
Training	\$500.00		7	\$3,500.00
<b>Total Other Costs</b>				<b>\$11,900.00</b>
<b>Vehicle Costs (maintenance/insurance/fuel)</b>				<b>\$17,580.00</b>
				<b>\$17,580.00</b>
<b>Annual Total Costs</b>				<b>\$1,018,290.51</b>

City Rate for Special Services (Special events, etc.)	\$60 per hour for a deputy/\$80 per hour for a sergeant, or portion of hour
---	---

County Attorney Rate for Special Legal Services	\$155 per hour (to be billed in tenth of an hour increments)
---	--

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Sheriff's Office, Patrol Division

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_  
 Request for additional funds (How much) \$50,633

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$50,633

**TOTAL FTE IMPACT:** None

### EFFICIENCIES AND JUSTIFICATION SUMMARY

The Sheriff's Office request to adjust the pay step for our six sergeants, to bring them a range consistent with their experience and performance, and to adjust from a previous budgetary decision. The additional funding amounts to budget lines in jail 31.5112 Salaries and Wages of \$1,004, and patrol 31.5112 Salaries and Wages of \$49,659.

In November 2021, for the initial transition to our first step program in January 2022, we placed those eligible team members on the new steps according to their experience. This resulted in a total cost of \$816,358.40. The reason for the step program was of us to be more competitive with other organizations. We received feedback from our former HR Director/County Manager/BoCC to adjust the total cost down to \$450,000 due to a budgetary decision, which we understand was clearly within their scope and authority. As a result, the pay raises for our higher paid members, our most experienced sergeants, were appreciated, but were significantly reduced.

This reduction transitioned to our new and improved step program, again, a program that was appreciated, but resulted in a disparity/inequity between our sergeants' training and experience and their pay rates. This has resulted in the current situation with our current sergeants:

Joel Anderle has 35 years total LE experience, 32 at GCSO, **15** as a GCSO sergeant, currently step **3**  
Wes Jones has 15 years total LE experience, 13 at GCSO, **8** as a GCSO sergeant, currently step **2**  
Keith Priest has 22 years total LE experience, 7 at GCSO, **5** as a GCSO sergeant, currently step **2**

We can foresee challenges with the current situation, the first of which is retention. Turnover has increased in law enforcement in the last 5 years, with numerous new hires joining our ranks nationwide, resulting in a challenge in many agencies where new hires are supervising newer hires, or “kids supervising kids.” We are fortunate to have these three veteran sergeants leading a very young patrol division, “adults supervising kids.” This reduces our risk of injury and liability in the patrol division. Secondly is succession planning. Our more senior members of command staff will soon age out of our profession. As we prepare and train our replacements, it would be beneficial to our future leadership to have our sergeants progress through their pay scales at the appropriate timing to make for a smooth transition into their possible next rank.

A suggested solution for patrol:

Joel, current step 3, \$113,934, move to step 8 \$136,522, cost \$22,588  
Wes, current step 2, \$109,027, move to step 7 \$130,643, cost \$21,616  
Keith, current step 2, \$109,027, move to step 4 \$114,482, cost \$5,455  
Total cost \$49,659

And for equity/fairness, adjust jail sergeants as follows:

Stephen Mathews, current entry level, 29 total years law enforcement, 8 at GCSO, but less than a year experience as a sergeant, remain at entry, no cost  
Mike Nevin, current step 1, \$104,332.80, 12 total years’ experience all at GCSO, 2 years as a sergeant, move to step 2 \$104,834, cost \$502  
Zakary Adami, current step 1, \$104,332.80, 11 total years’ experience all at GCSO, 2 years as a sergeant, move to step 2 \$104,834, cost \$502  
Total cost \$1,004

**Total cost for both patrol and detentions: \$50,663**

We respectfully put forward this suggested solution, understanding this is a re-occurring increase to our budget and revenue is not limitless. This solution is a step in solving retention of senior members, the equity issue, and will assist in our succession planning, in retaining these three valuable sergeants in patrol, and our valuable younger detention sergeants, and grow their career for the future of our office.

Obviously, the senior command staff is older than all but one of the listed sergeants, we need their long-term commitment as our replacements, for the benefit of our organization and community, and this suggestion is part of that solution.

**MISSION (Please describe how the request supports the mission of Gilpin County)**

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

This proposal will ensure the sheriff’s office remains best equipped with its personnel to meet the County’s mission.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

This step will help ensure long range succession planning, and experienced leadership within the sheriff’s office.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

This suggestion is respectful of our team members’ training and experience, and will assist in sustaining quality leadership.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**

This suggestion optimizes our current workforce, as we are fortunate to have current, seasoned, leadership.

**Strategic Priority #2: Long Range Planning**

Succession planning as current senior members age out of the profession.

**Strategic Priority #3: Financial Sustainability**

Retention of quality leadership can benefit our finances, as it's generally accepted keeping employees is less expensive than hiring and training, and in this situation having seasoned leadership reduces the risk of liability.

**Strategic Priority #4: Community Engagement**

Provides the community with an experienced sheriff's office.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:



# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Sheriff's Office, Patrol Division

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_  
 Request for additional funds (How much)   \$

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED: \$285,000**

**TOTAL FTE IMPACT:     0**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

The Sheriff's Office requests an increase to its vehicle fleet, by three vehicles, at a total cost of budget line 30.5902 Capital Outlay of \$285,000.

Sheriff's Office currently has twelve patrol deputy positions, with 10 vehicles assigned for these twelve deputies to use for routine patrolling, responding to routine and emergency calls. With the current situation, four deputies will share two vehicles. In addition, we understand the possibility of adding a sergeant's position to patrol. We are asking for an increase of the patrol fleet by three fully marked and upfitted vehicles. Each patrol vehicle will cost approximately \$95,000 when the cost of the vehicle, decals, emergency equipment, dual-band radios, and computer equipment is added.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

These vehicles will allow patrol deputies and sergeants to efficiently, and quickly respond to calls for service and perform routine patrol. Having deputies in the field supports the mission of Gilpin County by allowing deputies to provide the level of service that is expected by our citizens. This also increases the visibility of law

enforcement which not only deters crime but helps with creating relationships between law enforcement and the community they serve.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

Having a vehicle assigned to each patrol deputy optimizes the ability of these employees to quickly respond to emergencies. Also, an assigned vehicle allows deputies to be familiar with the necessary equipment carried in these patrol vehicles as each employee can set up their vehicle the best suits their needs. In law enforcement, a patrol vehicle is commonly referred to as their "office".

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

These vehicles will allow employees to be responsive to the needs of the citizens by efficiently responding to calls for help and other duties.

The upfitting and computer equipment installed in these vehicles conforms to the value of "innovative" based on the fact that we are using technology to improve patrol deputies efficiently. The more work that can be done from the field, the less time spent in the office.

This request meets the value of sustainable because when each deputy has their own vehicle, fewer miles are driven on each vehicle, reducing maintenance costs and allowing vehicles to remain in service longer.

**STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)**

**Strategic Priority #1: Workforce Optimization** – Allows deputies to complete more tasks from the field and spend less time completing tasks at the office.

**Strategic Priority #2: Long Range Planning** – With the addition of these three vehicles, the vehicles already in service will be driven fewer miles since only one deputy will be assigned to each.

**Strategic Priority #3: Financial Sustainability** – With each vehicle being driven less, the maintenance costs will be less and vehicle will be serviceable for longer.

**Strategic Priority #4: Community Engagement** – Having deputies in the field will allow for the deputies to have more interaction with the public.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:

VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:
-------------------------------	------------	-------

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Sheriff's Office, Patrol Division

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_  
 Request for additional funds (How much) \$5,595

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$5,595

**TOTAL FTE IMPACT:** None

### EFFICIENCIES AND JUSTIFICATION SUMMARY

The sheriff's Office request funding to increase the capacity, accuracy, and efficiency for our investigation section through the subscription of two software programs. Cell Hawk for digital data downloads, and Lumen for ease of information sharing with other law enforcement agencies. This request involves budget line 30.5382 Dues & Subscriptions, and if approved, would be increased by \$4,995 for Cell Hawk and \$600 for Lumen, for a total amount of \$5,595.

[It's worth noting that costs for Cell Hawk could be reduced to \$1,249 for the first year due to a standard free trial period. Also, depending on the current state of a grant provided by the state of Colorado, the cost for Lumen could increase significantly to \$11,000. At this writing we are awaiting official word on the Lumen Grant. Lumen is a well-known program, but is now known as the Colorado Information Sharing Consortium (CISC), an organization of 85 Colorado law enforcement agencies, ranging in size from Denver and Aurora PD to Custer County and Columbine Valley PD.]

These two programs would benefit for the following reasons:

Our investigators routinely encounter felony cases, ranging from burglary and criminal mischief, sex crimes and assaults, to homicide, where we request judicial approval of search warrants for digital evidence. These are known as Production of Records search warrants and are considered a basic first step in any major investigation.

Individuals frequently communicate with each other and/or other individuals before, during, and after criminal events and that such communication usually occurs via cellular phones. Analysis of the data contained in a cellphone or other mobile/electronic device assists investigators with determining the general location of the device before, during, or after the target offense. Data contained from cellphones has been vital in establishing the who, what, why, where and when related to criminal activity.

These warrants subsequently result in thousands of lines of data being returned to the investigators in Comma Separated Value (CSV) format that must be painstakingly translated into a useable format to allow for analysis and mapping. We estimate, on average, it takes twenty hours of work per search warrant.

It has become a law enforcement standard to use programs such as Cell Hawk. The use of this cellular extraction software reduces the time of processing a single search warrant from twenty hours to about ten minutes, with no chance of human error creeping into the end product. The procurement of this software would allow us to extract meaningful answers from location and communications records, use unique analysis modes to spot patterns in the evidence, find investigative leads, create simple, and accurate visuals of the data for our prosecutors and maintain the integrity of this evidence for adjudication.

It is important to note this data extraction is subject to a series of checks and balances, beginning with a Request for Search Warrant affidavit written by a trained investigator, which is often reviewed by an investigator at the district attorney's office, is always reviewed by an attorney at the district attorney's office, and the data extracted only after approval by a judge in the 1<sup>st</sup> judicial district. Judicial approval includes strict restrictions on the amount of data analyzed, including data within certain date ranges, among other restrictions. Once analyzed and reported, the reports are subject to preliminary hearings for admittance into a court proceeding, and open to judicial review by higher courts.

Our investigators would use this software at least one to two times per month.

#### LUMEN

Our investigators routinely encounter felony and misdemeanor cases where leads are developed through police reports from other jurisdictions. These are currently found by checking our available NCIC/CCIC database to check which agency has had contact with a suspect. We then request records from those agencies, and their returns can take one to four weeks.

It has become a law enforcement standard to use a program such as LexisNexis' Lumen to make this process much more efficient. Lumen is a shared database, where most Colorado Law Enforcement agencies are members, and make available their publicly available police reports. Member agencies can access this information through a desktop application. This process takes minutes rather than weeks, saving a tremendous amount of investigator time. This information is useful in providing contact information for suspects and witnesses, associates of suspects, past methods of criminal activity or Modus Operandi, backgrounds needed for prosecution, and other useful information.

Our investigators would use Lumen daily.

We find programs such as Lumen and Cell Hawk allow for more timely investigations, allowing us to clear our cases with greater detail and accuracy, ensuring a higher degree of justice for our local citizens who fall victim to crime. These two databases would be used only by our trained investigators.

**MISSION (Please describe how the request supports the mission of Gilpin County)**

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

These two products would increase the efficiency and accuracy of our investigators, allowing us to meet the community's expectation to solve cases, and find a level of justice for our local residents and visitors alike.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

The two software programs moves the cost from employee work hours, upwards of 20 hours per search warrant, to the cost of the programs. Over the long run this will improve outcomes for our customers on individual cases, as it allows our investigators to obtain more detailed information per case, through the use of technology.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

This is an innovative approach to investigations, the use of technology to gather more information, reduces human error, and brings more trustworthy information to the judicial process for our community members who have fallen victim to crime.

**STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)**

**Strategic Priority #1: Workforce Optimization**

Increase teammate efficiency in their work.

**Strategic Priority #2: Long Range Planning**

Allows us to keep up with modern technology, and the expected robust information brought forward through our investigations as expected by our community.

**Strategic Priority #3: Financial Sustainability**

A known yearly cost to accomplish these tasks.

**Strategic Priority #4: Community Engagement**

Increased efficiency for better outcomes for those in our community who expect us to bring a level of justice for the crimes committed against them.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Sean Wheeler	DATE: 8/21/24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Sheriff's Office, Patrol Division

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_
- Request for additional funds (How much) \$4,500

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$ 4500

**TOTAL FTE IMPACT:** None

### EFFICIENCIES AND JUSTIFICATION SUMMARY

The Sheriff's Office request funding to maintain compliance with the state mandate of data collection and reporting all our citizen contacts. We request budget line 30.5382 Dues & Subscriptions be increased by \$4,500, for the following reasons.

Colorado state legislature has mandated state reporting, for every law enforcement "in person interaction" where the purpose was to enforce the law or investigate a violation of law. These are known as "contacts".

There are upwards of 56 mandated data points to collect for each contact depending on the circumstances.

A standard traffic stop, where no drug or alcohol impairment is suspected, and the driver is given a verbal warning involves collecting approximately 30 data points.

Should there be an arrest, where a use of force was necessary, and property seized as evidence, is when we use all 56 data points.

Each month the state mandates all data be put in one report for each law enforcement agency, in the form of a JSON file, and uploaded to the state's Crime Insight portal.

The Sheriff's Office does not have the capacity to manually collect this information in the field, organize it into the JSON file, and report it monthly to the state.



Since March of 2022 we have used a free application called Citizen Contact, from Smart Force Technologies, a Greenwood Village, Colorado based company. This application has allowed us to efficiently collect this data through a phone application, as it organizes the data collection process depending on information entered. Essentially it only asks for the needed data points as information entered. Each month the necessary JSON file is provided, and our records section uploads it to the state portal. We have accurately reported on time, each month, since the inception of this state mandate.

Beginning October of this year the service will no longer be free. For the budget year 2025 the estimated charge is \$100 per user, per year. With 45 users the total cost is \$4,500. We request budget line 30.5382 Dues & Subscriptions be increased by \$4,500 for this purpose.

**MISSION (Please describe how the request supports the mission of Gilpin County)**

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

The application will maintain current efficiencies, to allow data collection in the shortest period of time currently possible, alleviate the employee's stress of this reporting as other community needs are pending, and allow our deputies to tend to those pending needs whether in the patrol or detention divisions. It allows our records staff to quickly and efficiently report the data and return to other pending needs.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

The application moves the cost from employee work hours for collecting and organizing the data to the subscription (\$4,500). This allows Gilpin County to comply with the state mandate now and into the future. It allows our workforce to efficiently complete this administrative task and re-engage our community.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

This is an innovative approach to data reporting. Data is collected in the field, accurately at the conclusion of each contact, via a smart phone application, whether the user has service or not, and then the employee is immediately back in service for the next need of the community. Each month the vendor checks the data, notifies the sheriff's office of any errors, and after errors are corrected the date is provided in the necessary JSON format. Once the JSON file is provided it is as simple as a download, and then an upload to the state's Crime Insight database. This is a much more sustainable and accurate method when compared to the alternative, where a deputy would manually enter the data into a spreadsheet, at the office, and our records section later double check and convert this data into the proper format for reporting.

**STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)**

**Strategic Priority #1: Workforce Optimization**

Increase employee efficiencies, and alleviate the stress of this reporting/administrative task when community needs are pending.

**Strategic Priority #2: Long Range Planning**

Allows us to sustain this administrative task for the foreseeable future.

**Strategic Priority #3: Financial Sustainability**

A known yearly cost to accomplish this task

**Strategic Priority #4: Community Engagement**

Increased efficiencies, to allow our team members to be more available to serve the community.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Sean Wheeler	DATE: 8/21/24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Sheriff's Office, Patrol Division

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_
- Request for additional funds (How much) \$13,000

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$13,000

**TOTAL FTE IMPACT:** None

### EFFICIENCIES AND JUSTIFICATION SUMMARY

The Sheriff's Office requests funding to stay current with best practices in public safety and provide the citizens of Gilpin County with our best capability while keeping deputies safe. We request funding for the purchase of 3 drones and associated equipment, in the amount of \$13,000, in budget line 30.5181 Operating – Non-Recurring.

There are several situations that occur where a drone would not only have the potential to save citizens lives, but also keep deputies safe during their duties. Some examples are suicidal party calls, lost hikers, hostage situations, armed suspect calls, felony vehicle stops, fleeing suspects, burglaries, open door calls, SWAT callouts, wildland fires, active shooters, etc. The drone would be able to allow a remote pilot to get eyes on the situation before sending deputies into a potentially deadly scene.

The capabilities of one drone we are requesting, DJI Mavic 3T, will not only work during daylight hours, but is also equipped with thermal imaging, which allows it to be effective during night operations. It also has the capability to communicate with suspects or victims by use of a speaker. This can be used for negotiations or simply to notify someone that help is on the way. This drone, the DJI Mavic 3T, would be utilized for situations outdoors.

The 2<sup>nd</sup> type of drone we are requesting is two DJI Avata 2. These drones have a very reasonable price point for what it offers. There are other drones on the market specifically designed for law enforcement; however, the price point is significantly higher--\$20,000. I'm requesting funding for two of these drones to provide a backup in the event one is damaged and needs to be shipped off for repair, and it would also allow us the ability to have multiple pilots equipped when deployment is needed. This drone would give us the capability to fly indoors for operations, which is essential for not only SWAT operations, but also everyday calls our deputy's encounter.

If this program is approved, maintenance of the program would come out of budget line 30.5282 Repair and Maintenance.

Following are recent examples where the sheriff's office could have used a drone:

December 1, 2023: Deputies were dispatched to a call at the Gold Mountain Village Apartments involving a report of someone shooting a firearm from his balcony. Deputies and Black Hawk Officers arrived on scene and set up a perimeter. The suspect was located on his balcony of his second story apartment. Because of the suspects elevation, it was impossible to see if the individual was still armed with a weapon. While the perimeter team talked with the suspect an entry team had to enter the apartment and apprehend the suspect. Unfortunately, there were no other options available, and our number one priority was protecting the citizens in the area.

If a drone had been available, we would have been able to fly it near the suspects balcony and confirm if he had a weapon. We could have also flown a drone throughout the interior of the apartment for clearance purposes, since we didn't know if anyone else was inside. Many citizens, deputies and officers were put in jeopardy that day, which could be solved with some additional tools (drones).

July 5, 2024: Deputies received a call regarding a burglary at a residence in Dory Lakes. A deputy had to clear the house for potential suspects to ensure the house was safe. A drone could have been deployed to conduct a sweep of the house before the deputy had to make entry.

July 1, 2024: Deputies received a report of a burglary in progress in Central City. There was a report of glass breaking and voices being heard in a nearby building. Deputies arrived on scene and were forced to cut locks off a fence and search around buildings at night. A drone could have flown up quickly and determined whether the building had been burglarized, without causing damage to property.

June 26, 2024: The Sheriff's Office received a call of a wildland fire in the Missouri Lakes subdivision. This call and similar calls could be benefited if a drone was accessible. Once that drone is in the air, many personnel could gather around a monitor and obtain great information regarding the magnitude of what they are dealing with and get the appropriate resources on scene to remedy the situation quickly.

June 22, 2024: Deputies received a call regarding an unstable individual, camping illegally in the Aspen Meadow Campground. There were many families camping in the area that were concerned about the erratic behavior of the suspect. Deputies were forced to enter the woods on foot to locate the party. The suspect was eventually located after an hour of hiking and taken into custody for a weapons violation warrant. This situation could have been resolved much quicker and safer if a drone had been available to search and communicate with the individual.

June 15, 2024: Deputies received a report of a bomb threat at the Z-stop gas station. Deputies had to enter the building, exposing themselves to a possible explosion. A drone could have been deployed in this situation to conduct an interior check of the building, making entry much less risky for deputies.

June 14<sup>th</sup>, 2024: Deputies received a call regarding an 11-year-old missing child that had wandered off from a campsite. She had been missing for approximately 1.5 hours. The only option deputies had was to enter the heavily wooded area with steep inclines and attempt to locate the child. If a drone would have been available, it could have been deployed within minutes to assist in the search.

July 24, 2024: Deputies, served a high-risk search warrant, reference a homicide investigation, on a residence in the Carter's subdivision. The residence was in a wooded area, with a clearing around the house, and the house sat up on a hill. There were upwards of 7 vehicles on property and outbuildings. Black Hawk Police Department provided a drone and two operators. They were able to see all four sides of the residence and the surrounding property, giving a level of assurance it was safe to approach. The drone allowed deputies from patrol and SWAT to approach, as the drone operators communicated with Incident Command. As a result of the search and other investigative leads, probable cause was developed, and an arrest warrant was issued in this case. A drone could have assisted in the arrest of the suspect, for surveillance of this residence, during the decision-making process to proceed with a SWAT team to make the arrest. We were unable to develop enough information to proceed with an attempt to arrest at the residence. The suspect was arrested four days later, on July 28, 2024, in Arapahoe County, after a chance encounter with a patrol deputy.

These are just a handful of examples where the Sheriff's Office would benefit from the use of a drone. Obviously, some calls require a more substantial drone that can be flown in inclement weather/outdoors, while other calls require a more maneuverable drone for indoor use. We've been fortunate in this county and haven't lost any deputies or suspects during our duties; however, it could happen during any call for service. The Sheriff's Office would use this program to keep our citizens, deputies and suspects safe.

**MISSION (Please describe how the request supports the mission of Gilpin County)**

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

This program would allow for better protection and safety of our residence, visitors, and team members. It would prove beneficial in our mountain environment, rough terrain, and rural residential areas.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

The drone program would allow us to keep up with latest best practices without relying on neighboring agencies, and increase the safety of our deputies.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

This is an innovative program to increase efficiency and safety of our deputies and community, and if approved, transparency will be paramount in all drone operations to maintain public trust.

**STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)**

**Strategic Priority #1: Workforce Optimization**

Safety of our deputies, and increased efficiency in patrol operations for both crime related and rescue calls for service.

**Strategic Priority #2: Long Range Planning**

Maintain the level of service by the sheriff's office with current best practice.

**Strategic Priority #3: Financial Sustainability**

Reduce risk of injury to our deputies and associated costs.

**Strategic Priority #4: Community Engagement**

An opportunity to build upon the community's trust already earned, with transparency to the public on drone operations.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Sheriff's Office, Patrol Division

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_  
 Request for additional funds (How much) \_\_\$\_\_

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED: \$** \_\_\_\_\_

**TOTAL FTE IMPACT:** \_\_\_\_\_

### EFFICIENCIES AND JUSTIFICATION SUMMARY

Request made due to inflation, and to maintain current level of services

30.5172 Office Supplies request an increase of \$152, for a total of \$5,202, to keep up with inflation.

30.5195 Professional Services request an increase of \$105, for a total of \$3,605, to keep up with inflation.

30.5212 Telephone request an increase of \$10,350, for a total of \$28,000. With the advent of issued cell phones to our uniformed members costs have increased. This is an important piece of equipment that allows our deputies to communicate at work with suspects, victims, and co-workers from the field, and they are used extensively for crime scene photos.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

The increases will allow us to keep up with inflationary costs and maintain current services. Cell phones allow our deputies to be responsive to our citizens and partners from the field.

<b>FOCUS (Please describe how the request supports the Focus of Gilpin County)</b>		
<p><b>Focus:</b> Financial Sustainability, Long Range Planning, Workforce Optimization &amp; Community Engagement  Satisfies long range planning as increases keep pace with inflation. Cell phones optimizes our workforce with flexible communication and crime scene documentation, without fear of a personal cell phone being subpoenaed into court.</p>		
<b>VALUES (Please describe how the request supports the values of Gilpin County)</b>		
<p><b>Values:</b> Collaborative, Responsive, Innovative, Respectful, Sustainable &amp; Trustworthy  Increases would sustain current services as costs have increased with inflation.</p>		
<b>STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)</b>		
<p><b>Strategic Priority #1: Workforce Optimization</b>  <b>Strategic Priority #2: Long Range Planning</b>  <b>Strategic Priority #3: Financial Sustainability</b>  <b>Strategic Priority #4: Community Engagement</b></p> <p>Requested increase allows our workforce to maintain current level of community service, and plan for the long range of keeping up with inflations, adding financial sustainability again keeping up with inflation.</p>		
<b>BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)</b>		
<p><b>TOTAL DEPARTMENT BUDGET: \$</b></p> <p><b>TOTAL DEPARTMENT FTE:</b></p> <p><b>TOTAL DEPARTMENT BUDGET IF APPROVED: \$</b></p> <p><b>TOTAL DEPARTMENT FTE IF APPROVED:</b></p>		
<b>ORIGINATOR AND REVIEWERS</b>		
SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Sheriff's Office, Patrol Division

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_  
 Request for additional funds (How much) \$1,500

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$1,500

**TOTAL FTE IMPACT:** None

### EFFICIENCIES AND JUSTIFICATION SUMMARY

Sheriff's Office request funding to increase the accuracy, efficiency, and public safety in regards to Sex Offender Registry, through a subscription to Sex Offender Tracking and Registration (SOTAR), at a yearly cost of \$1,500. This would affect budget line 30.5382 Dues and Subscriptions.

SOTAR is a consortium of approximately 83 agencies that share sex offender registration information, and tracks an agency's mandated sex offender checks to ensure these checks are completed on time. The sharing of information as entire sex offender packets are shared between one agency to another when an offender moves to a new jurisdiction. This service used to be free, hosted by Douglas County Sheriff's Office, but due to increased membership they now charge \$1,500 yearly for agencies serving small communities. We did not use this service in 2024 due to the increased cost, and noticed inefficiencies in our work product.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

SOTAR would increase the efficiency and accuracy of our sex offender tracking, allowing us to meet the community's expectations of public safety.



**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

SOTAR will save our records section time as sex offender packets of information are shared between agencies, alleviating the need to build new files when a new offender moves to our jurisdiction. There is a tracking component that ques us up when "house checks" are due.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

SOTAR is an innovative technology and sharing system to increase efficiencies in government.

**STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)**

**Strategic Priority #1: Workforce Optimization**

Increase teammate efficiency in their work.

**Strategic Priority #2: Long Range Planning**

Allows us to keep up with modern technology, and the expected information sharing and efficiencies expected by our community.

**Strategic Priority #3: Financial Sustainability**

A known yearly cost to accomplish these tasks.

**Strategic Priority #4: Community Engagement**

On time engagement with our sex offender community, to keep residents and visitors safe.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

## Detentions

Fund: 01 (General Fund)

Department: 31

### Revenue

807,850

### Expense

6,970,467

### FTE

25.40

### Percentage Change (Budget)

75.88%

\*Excluding Elected Official

### Salary and Benefits Cost

3,083,537

### Operational Costs

3,886,930

## Detentions

General Fund  
Department Code

1  
31

<u>Account</u>	<u>Description</u>	<u>2023</u> <u>Actual</u>	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Estimate</u>	<u>2025</u> <u>Proposed</u>	<u>Notes</u>
4152	Insurance	-	-	-	-	
4327	Laundry Services	2,100	2,400	2,400	-	
4329	Booking Fees	7,577	8,000	7,000	8,000	
4331	Fingerprints	2,717	3,000	3,000	3,000	
4333	Inmate Housing	21,778	5,000	-	5,000	
4334	Medical	12,077	182,000	1,400	1,200	
4336	Work Release	10,950	8,000	12,000	8,000	
4337	Phones Income	14,243	10,000	7,500	1,000	
4339	Bonding Fees	593	750	450	250	
4651	Grant Revenue	51,924	-	63,174	131,400	
4829	Limited Gaming Grant (LGLGI)	346,775	656,042	656,042	650,000	
<b>Total Revenues</b>		<b>470,734</b>	<b>875,192</b>	<b>752,966</b>	<b>807,850</b>	PBB Sheet #1
5112	Salaries	1,474,618	1,882,012	1,882,012	1,966,302	
5113	Overtime	139,964	90,000	135,000	160,000	PBB Sheet #2
5123	Holiday Pay	60,032	96,258	96,258	96,285	
6999	Benefits	649,602	829,752	829,752	860,950	
<b>Total Salaries &amp; Benefits</b>		<b>2,324,215</b>	<b>2,898,022</b>	<b>2,943,022</b>	<b>3,083,537</b>	
5153	Employment Testing	3,871	5,400	1,600	-	
5172	Office Supplies	-	3,560	3,560	4,700	
5182	Operating Supplies	47,977	57,000	50,000	58,750	
5183	Grant Expense	-	-	-	131,400	
5194	Medical	416,481	557,000	540,000	446,700	
5195	Professional Services	-	1,000	-	1,000	
5201	Meeting/Conference/training	24,588	47,000	47,000	50,000	
5203	Working Meal Budget	27	-	100	-	
5212	Telephone	1,688	1,750	6,000	14,000	
5232	Travel/Transportation/Mileage/Parking	4,244	4,000	4,000	4,000	
5242	Ad/Legal notice	-	-	-	-	
5281	Computer Hardware/Software	2,084	6,750	-	6,750	
5282	Repair & Maintenance	9,824	32,800	22,000	34,000	
5292	Maintenance Contracts	10,117	32,400	32,400	33,500	
5382	Dues / Subscriptions	411	700	700	700	
5384	Prisoners Meals	234,031	260,200	260,200	275,000	
5391	Extraditions	-	8,000	8,000	12,000	
5392	Uniforms-Employee	20,654	16,100	19,000	17,500	
5543	Late fees	34	-	-	-	
5902	Capital Outlay	179,598	31,469	253,451	2,796,930	
5912	Lease Payment	5,877	-	2,960	-	
<b>Total Operational Spend</b>		<b>961,506</b>	<b>1,065,129</b>	<b>1,250,971</b>	<b>3,886,930</b>	PBB Sheet #3
<b>Total Expenditures</b>		<b>3,285,721</b>	<b>3,963,150</b>	<b>4,193,993</b>	<b>6,970,467</b>	



# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM



Department Name: **Sheriff's Office Detentions, Jail Budget - Revenues**

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #1

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request:

- Request for FTE (if yes how many) 0.0  
 Request for additional funds (How much) \$.00

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** Total projected Revenues for detentions 2025 is = \$810,000.00

Total projected Revenues for Detentions 2024 was = \$875,192.00

Revenue budget has decreased over all by \$65,192.00

**TOTAL FTE IMPACT:** 0.0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

**Revenues:**

#### **31-4327: Laundry Services**

In 2024 the jail re-negotiated the laundry services contract with the Colorado State Parks and Wildlife is working well and I don't see any reason to change the rates. The \$200.00. per month equals \$2,400.00 yearly.

#### **31-4329: Booking fees**

Since the pandemic our arrest numbers have been significantly lower. Lastly Colorado legislation restricts and prohibits the jail from collecting fees for processes related to a person's release from

custody. This explains the reduction of income currently experienced by Detentions. We are predicting a no more than \$8,000.00 to be collected for booking fees in 2025.

**31-4331: Fingerprints**

Since the pandemic our arrest numbers have been significantly lower. Colorado legislation restricts and prohibits the jail from collecting fees for processes related to a person's release from custody. This explains the reduction of income currently experienced by Detentions. We are predicting no increase or the predicted \$3,000.00 collection for fingerprinting fees in 2025.

**31-4333 Inmate Housing:**

This is the second year that we have seen an increase in billing for Parole and DOC backlog. The increased rate for housing billing to \$75.00 per prisoner per day has helped which is why we are comfortable keeping the yearly revenue at \$5,000.00 for 2025.

**31-4334: Medical**

The addition of the legislative funded JBBS program to the jail has seen a significant increase in revenue for medical however its listed under miscellaneous grants and not the medical line item. We are going to return the medical line item to co-pay monies only. The monthly general revenue for medical is on average at \$100.00. We speculate our revenues for 2025 to be \$1,200.00.

**31-4336: Work Release**

Jail numbers for low level offense continue to be low. This is why we need to leave the annual revenue predictions at \$8,000.00 for 2025.

**31-4337: Phones**

The jail monthly revenue for telephone profit share has decreased with our lower ADP but by the end of the year 2024 we should not be too far off the estimates of \$10,000.00. However, because of recent legislation with fair treatment to persons experiencing incarceration the payment of profits for jail phone use seems to be going away and the county will no longer be able to collect those fees. We plan on having very little profit for this line item since the law should take effect no later than April of 2025. We wish to have it reduced to \$1,000 for 2025.

**31-4338: Meal Tickets**

Summit Food Services has taken over Kitchen operations and has not reported any meal sales to staff. According to staff there are no future changes in sales planned. We believe this line item is no longer needed and an expectation for meal revenue in 2025 unpractical.

**31-4339: Bonding Fees**

Since the pandemic our arrest numbers have been significantly lower. Colorado legislation restricts and prohibits the jail from collecting fees for processes related to a person's release from custody. This explains the reduction of income currently experienced by Detentions. We are predicting a decrease of \$500.00 collected for Bonding fees bringing our anticipated collection in 2025 at \$250.00.

**31-4651: Miscellaneous grants**

Court Security Grant for the state split FY year of 2025 vs. the county calendar year \$48,800.00

JBBS/MAT for the state split FY year of 2025/2026 vs. the county calendar year \$75,600.00

The department of Justice bullet proof vests grants will bring the jail additionally \$7,000.00 in 2025.

Grand Total = \$131,400.00

**31-4829: DOLA grants**

The return of the jail ADP to 35-40 prisoners possibly for the year 2025 and the increase in billable housing rates should keep our revenue from DOLA at least \$650,000 in 2025.

Total projected Revenues for detentions 2025 is = \$819,000.00

Total projected Revenues for Detentions 2024 was = \$875,192.00

The change of revenue projection for 2025 has decreased over all by \$56,192.00 because of the significant decrease from the JBBS/MAT programs grant of \$100,000.00. We were able to recoup some revenue from the Court Security grant.

**MISSION (Please describe how the request supports the mission of Gilpin County)**

**Mission:** The mission of the Gilpin County Sheriff’s Office Detentions Division is to provide a safe and secure facility for all persons experiencing incarceration, staff and visitors. We obtain this vision by maintaining the highest level of professional standards for our operations while supporting our team with adequate equipment, training and supervision.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Every County is required to provide a Jail in accordance to Colorado Revised Statute 17-26-101. The law dictates the jail shall be maintained, at the expense of the county, for the detention, safekeeping, and confinement of persons and prisoners lawfully committed. The Sheriff’s Office current administration is committed to financial accountability and transparency while operating the facility within Gilpin County. We are committed to realistic long-term planning and financial sustainability while serving the citizens, within the restrictions of unfunded legislative mandates and legal standards adopted by the State of Colorado.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** The Gilpin County Sheriff’s Office Detentions Division takes pride in its yearly accomplishments and endless self-sacrifice to service for the citizens of Gilpin County, who may be short-term or long-term residents depending upon the circumstances. The commitments to the values required to operate a successful Detentions facility is also some of the same values stated by Gilpin County. Our commitment to perform or work functions within a high level of morals and values is only sustainable with the yearly financial commitments to our staff, and facility needs.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

The Gilpin County Sheriff’s Office Detentions Division Administration continuously supports and sets its short-term and long-term planning in accordance to the strategic priorities of Gilpin County. All the budget requests for the detentions division (Gilpin County Jail) made by Undersheriff Greg Demo, for the budget year 2025, are made with a sincere awareness which he feels best suits the needs for Gilpin County’s strategic priorities while successfully maintaining the workforce necessary to operate a clean, safe, secure, and healthy jail.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET:**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED:**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM



Department Name: **Sheriff's Office Detentions, Jail Budget**

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #2

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) 0.0
- Request for additional funds (How much) \$.00

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** total jail budget \$6,970,467.00

**TOTAL FTE IMPACT:** 0.0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

#### **31-5172: Office Supplies**

Last years approved amount was \$3,560.00. This was to cover specialized Jail office supplies since we have non - funded legislative mandates. The jail is required to be compliant with regulations and laws that require certain notifications for public records and receipts for persons experiencing incarcerations. There are materials such as copier ink and paper for the computer printer needed for our prisoner legal library. I am not sure why last year's decision to move all spring water invoices to the Sheriff's Office line item was not implemented but it needs to be corrected or additional funding will be necessary for this line item since the jail is showing 75% spent as of July 31, 2024. If we exclude the water bills, the jail is only asking for an inflation cost increase to the line item plus \$1,000.00 for next year's budget. Our budget request for 2025 is \$4,700.00.



**31-5153: Employment Testing**

Last years approved amount was \$5,400.00 for new hire recruitment testing. This includes the cost and fees to conduct Colorado State mandated background checks and psychological evaluations for the Colorado Police Officer Standards and Training board, (P.O.S.T.) hiring standards. The current year trends of recruitment and retention has seen much improvement for now with our present strategies during the 2024 budget year. We are not requesting any increase for this line item but we are going to request that we make this amount a combined line item with the existing approved amount in Sheriff Patrol (**30- 5153**) line item and make the testing funding budget combined for the whole office in one place to be more efficient.

**31-5181: Operating non-recurring**

Last years approved amount was \$0.00 for operating non-recurring. We do not see any reason for change to this line item in 2025.

**31-5182: Operating**

Last years approved amount was \$57,000.00 for the operating budget line item. The expenditure report through June 30th shows current spending at 35%. We continue to be cautious and frugal with this line item when possible and hold back spending until the fourth quarter as a safe guard knowing that the jail will to replace broken and worn-out equipment for its persons experiencing incarceration. After review of the office supply line item, it's possible that some of the invoices coded could be considered as operating cost which could explain the current percentages in these items. We are going to request an inflation increase of 3.0% of the 2024 budget bringing our increase request in the amount of \$1,750.00 for a total of \$58,750.00 for the 2025 budget.

**31-5183: Grant expense**

Last years approved amount was \$0.00 for grant expenses. This was mainly because of me not understanding the line item. The expected grant income for Gilpin County is expected to be \$131,400.00. This is a result of the efforts of the Detentions staff being awarded grants after submission. Court security grant is expected to be \$48,800.00; JBBS/MAT is expected to apply \$75,600.00 and the Department of Justice bullet proof vest grant \$7,000.00. bringing the total expected grant revenue to \$131,400.00 in 2025.

**31-5194: Medical**

Last years approved amount was \$557,000.00 for the detentions medical line item. The expenditure report through June 30<sup>th</sup> shows current spending at 44%. We expect that number to continue climbing from the current bills being paid and the expenditures from the JBBS/MAT program. The good news is the upgrades made to our medical department has been at the expense of the JBBS/MAT programs.

After completing our first year of the JBBS/MAT programs we discovered the needs for Gilpin County were not what we thought they would be therefore our State FY 2024/2025 funding was reduced from \$204,000.00 to \$75,660.00. This is still a significant amount of revenue to offset medical costs for persons experiencing mental health and substance abuse symptoms while in custody. I have received the new contract price of 2025 from Southern Health Partners Medical (SHP) which is \$360,000.00. This covers the daily medication and jail sick call while leaving little money left over for emergency

room visits, medical clearances, or unplanned medical expenses incurred by the jail. We are suggesting \$11,000.00 increase (3 percent for inflation) for our general medical services to the jail for the total amount of \$371,000.00 and a decrease of \$128,340.00 for JBBS/MAT program to \$75,700.00. This will overall decrease the 2025 budget by \$110,300.00 which brings our suggested line-item total for 2025 to \$446,700.00.

**31-5195: Professional services**

Last years approved amount was \$1,000.00 for professional services. This line item is a safeguard for detentions in the event the facility encounters a bio hazard spill or intentional acts within the jail housing areas which involves bio hazard fluids and solids. If the incident creates a significant hazard to staff or facility residents which cannot be cleaned up by regular means, this line item is available to hire specialists to remove the hazards and return the facility to normal operating capabilities. Bio hazards include but are not limited to blood, saliva, urine, and feces. We are not seeking any change in this line item for the 2025 budget.

**31-5201: Meetings/Conf/Training/Meals**

Last years approved amount was \$47,000.00 for detentions meetings and training. Training and professional networking are two crucial components to the success of our division. Properly training and informing the staff of current practices in accordance to the law and Colorado jail standards is how we reduce liability within the facility while dealing with the persons experiencing incarceration. The hiring incentive program put into action of sending two persons a year to the Lakewood/Jefferson County Combined Police Academy was extended to five persons for the year 2024 which was very hard on the staff. This program has shown positive dividends with our recruitment and hiring percentages and must be continued to ensure the survival of Gilpin County Public Safety. The academy tuition and supplies costs are \$8,000.00 per attendee. The cost to send four persons is \$32,000.00 in 2025 which would leave an additional \$15,000.00 for regular training and career growth if left as is. I would like to add an additional \$3,000.00 to the overall budget to cover unfunded legislatively mandated for our Deputies to maintain their POST certifications and with new supervision in the division, specialized supervisor and critical incident training can become expensive but necessary. Our request for 2025 will increase to \$50,000.00.

**31-5203: Working Meal Budget**

In 2024 this line item was added for meals purchased while working in the office through lunches such as, a team work session, I am negative \$50.00 because I never had an amount for this item. I did some research with finance and was told for the detentions division of 25 persons when fully staffed it would be fair and balanced to request a dollar amount for this line item using a \$50.00 per person ratio. I am asking for \$1,000.00 in the 2025-year budget.

**31-5212: Telephone**

Last years approved budget for detentions telephone was \$1,750.00. This line item is where we not only pay for phone line usage, but our interpreter line for compliance with ADA regulations. Our Deputies who need to complete their duties with persons who do not speak the language of the staff on duty rely on this service to get the job done and ensure persons experiencing incarceration are being treated in accordance to their individual needs. Looking at expenditures report from June 30,

2024 the jail is already over spent because of the AT&T cell phone bills by \$2,000.00. We will need an increase of \$12,000.00 to cover the detentions staff cell phones for the 2025 budget year. We will be requesting \$14,000.00 for this line item in 2025.

**31- 5232: Travel/Trans/Mileage/Parking**

Last years approved amount was \$4,000.00 for detentions travel, transport, mileage, and parking. Detentions uses this line item quite often for the transport of prisoners across the state when more than one tank of fuel is needed to complete the trip. We have noticed an increase in warrant transfers since reducing the jail intake standards in May. As of June 30, 2024 we are showing 31% spent but this does not reflect the June transport costs. We are not requesting an increase for this line item in 2025 with the costs of fuel appearing to level out. The request remains at \$4,000.00 for 2025.

**31- 5242: Ad/legal notices**

Last years approved amount was \$0.00 for Ad/legal notices. We do not see any reason for change to this line item in 2025.

**31-5281: Computer purchases and Repairs**

Last years approved amount for computer purchases and repairs was \$6,750.00. As of June 30, 2024 our line item is 72% spent because of equipment upgrades and necessary repairs. The Sheriff's Office has implemented "PowerDMS" by NEOGOV. Scheduling software which has increased scheduling efficiency throughout the Sheriff's Office. In order to keep our technology systems functioning to better enhance the detentions division abilities we are requesting the same amount of funding for the 2025 budget which is \$6,750.00.

**31-5282: Repair and Maintenance**

Last years approved amount for repair and maintenance was \$32,800.00. The jail equipment has been holding up for the most part however the jail laundry facilities has been recently getting repairs for breakdowns. Our jail door lock replacement program at a cost of \$12,000.00 to \$15,000.00 will replace approximately three to four locks in 2025. We are seeing a slight increase in costs for contractors coming to the facility to make repairs to our equipment so we are requesting a slight increase to this line item. Total request for 2025 is \$34,000.00.

**31-5292: Maintenance & Copier Contracts**

The 2024 budget allotted for \$32,400.00 for this line item. Jail has contracts with Corvinus for jail locks and the control room electronics, which includes the close circuit video/camera system. We have a fingerprint machine contract with Idemia which the sheriff office has to ensure we meet the demands of fingerprinting new arrests and keeping within statute for SXO and Carry concealed weapons permits. We added ECOLAB monthly dishwasher lease in 2023 which replaced aging kitchen equipment and saved the county money for all intents and purposes. We are continuing to see copier cost rise unfortunately because of law mandates and record retentions we are not allowed to streamline a paperless process for jail operations so we will continue to be subjected to copier contracts and costs. We are asking for a standard 3 % inflation cost to this line item of \$1,100.00 bringing our requested budget line item to \$33,500.00 for the 2025 budget year.

**31-5382: Dues & Subs & Lic & Permits**

Last years approved amount was \$700.00 for Dues & Subs & Lic & Permits. We do not see any reason for change to this line item in 2025.

**31-5384: Prisoner meals**

Last years approved amount for prisoner meals was \$260,200.00. The Jail average daily population remains steady at 30 to 40 prisoners even after removing restrictions for our intake standards. Our June expenditures report shows 45% of our budget spent. When I asked what would be the meal cost increases per meal for 2025, I was told that the standard increase for contracts going into 2025 has been set at 5 percent which is 2.1 percent less from the increase of 2024. This has resulted in an estimated increase of our overall line item of \$13,000.00 which brings our new total to the 2025 budget year to an estimated \$273,200.00. We are requesting to bring the line item to \$275,000.00 which will cover inflation and potential increases to the average daily population.

**31-5391: Extraditions**

Last years approved amount was \$8,000.00 for extraditions. This is an unpredictable line item because of our current judicial processes. It's important that we have it because we never know when we will have to hire a private company for an out of state extradition. As of June 2024, we have exhausted our funds in this line item with 2 extraditions. We would like to provide a little cushion for this line item especially with reducing our intake standards for detentions in May of this year. We are now requesting an increase of \$4,000.00 which will cover the expenses of 1 additional extradition yearly. For budget year 2025 we are requesting \$12,000.00 which would cover the expenses of 3 extraditions.

**31-5392: Uniforms**

Last years approved amount was \$16,100.00 for uniforms. As of the expenditures report dated June 30, we have spent 37%. There was a billing error from Galls which was corrected in July so the actual percentage spent is much higher. We anticipate the hiring of at least three more Deputies before the end of the year and we anticipate exhausting all funds in this line item in 2024. We are seeking a standard inflation increase of 3% which amounts to \$1,500.00 after rounding up bringing our line-item request to \$17,500.00 for the 2025 budget year.

**31-5543: Late fees / finance charges**

Last years approved amount was \$0.00 for Late fees / finance charges. We do not see any reason for change to this line item in 2025.

**31- 5582: Communications**

Last years approved amount was \$0.00 for communications. We do not see any reason for change to this line item in 2025.

**31-5902: Capital outlay**

Last years approved amount was \$31,469.00 for jail capital outlay. In 2024 so far, the jail capital line item is 805% over budget dramatically affecting the overall budget for detentions. I believe this is for the cost of the body scanner and other maintenance projects placed in this line item. We are going to request an amount of \$2,796,930.00. In addition to recommended projects from facilities and County Manager Rears I am requesting we replace the cooling system in our jail server room which houses our camera and phone computer systems. We spent a lot of money for these systems and I do not want to take any chances having them fail because of environmental conditions. I have spoken to Facilities Manager Ryan Keenan and he has not placed this project in his budget but approved of the needs and suggested I have it in the detention's capital outlay so it's covered in 2025. We request \$25,000.00 to be placed in the detention's capital outlay in 2025 specifically for this project bringing the total for the Justice Center plumbing and heating repairs replacement project, plus the Generator upgrade to \$2,796,930.00.

**MISSION (Please describe how the request supports the mission of Gilpin County)**

**Mission:** The mission of the Gilpin County Sheriff's Office Detentions Division is to provide a safe and secure facility for all persons experiencing incarceration, staff and visitors. We obtain this vision by maintaining the highest level of professional standards for our operations while supporting our team with adequate equipment, training and supervision.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Every County is required to provide a Jail in accordance to Colorado Revised Statute 17-26-101. The law dictates the jail shall be maintained, at the expense of the county, for the detention, safekeeping, and confinement of persons and prisoners lawfully committed. The Sheriff's Office current administration is committed to financial accountability and transparency while operating the facility within Gilpin County. We are committed to realistic long-term planning and financial sustainability while serving the citizens, within the restrictions of unfunded legislative mandates and legal standards adopted by the State of Colorado.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** The Gilpin County Sheriff's Office Detentions Division takes pride in its yearly accomplishments and endless self-sacrifice to service for the citizens of Gilpin County, who may be short-term or long-term residents depending upon the circumstances. The commitments to the values required to operate a successful Detentions facility is also some of the same values stated by Gilpin County. Our commitment to perform or work functions within a high level of morals and values is only sustainable with the yearly financial commitments to our staff, and facility needs.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

The Gilpin County Sheriff’s Office Detentions Division Administration continuously supports and sets its short-term and long-term planning in accordance to the strategic priorities of Gilpin County. All the budget requests for the detentions division (Gilpin County Jail) made by Undersheriff Greg Demo, for the budget year 2025, are made with a sincere awareness which he feels best suits the needs for Gilpin County’s strategic priorities while successfully maintaining the workforce necessary to operate a clean, safe, secure, and healthy jail.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET:**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED:**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM



Department Name: **Sheriff's Office Detentions, Jail Budget**

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #3

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request:

- Request for FTE (if yes how many) 0.0  
 Request for additional funds (How much) \$70,000.00

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$ 160,000.00

**TOTAL FTE IMPACT:** 0.0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

#### **31-5113: Overtime wages**

Colorado Revised Statute 17-26-102 and 30-10-511 states;

The sheriff of the county, in person or by deputy appointed for that purpose, shall be the keeper of the county jail. He shall be responsible for the manner in which the same is kept. He shall see that the same is kept clean, safe, and wholesome. The expenses of keeping the jail in good order and repair and of lighting and warming that part thereof wherein prisoners are confined and the office in the jail shall be paid by the county wherein the jail is situated.

The sheriff shall have charge and custody of the jails of the county, and of the prisoners in the jails, and shall supervise them himself or herself or through a deputy or jailer.

I reference these statutes because sometimes we forget those out of sight and just assume everything is fine because they are not making any noise which would cause us to take immediate action or intervention. We are able to go about our daily activities because of the decisions and performances

of a few who perform a critical function for our organization to keep our citizens safe from lawlessness created by a few.

Last years approved amount was \$90,000.00 for overtime wages and I have to admit, I felt that was a large amount and I was very grateful for the Board of County Commissioners generous approval of the line item. Unfortunately, efforts to keep the Sheriff's Office staffed and operating efficiently during these critical times when recruitment and retention seem to be an everyday challenge so far in 2024, are showing this amount was not enough.

The expenditures report from July 31<sup>st</sup> shows the jail is 106% spent which is obviously a lot higher than we would like. I believe since our same report shows our Salaries and Wages is sitting at 59% spent which appears that there will be no cost savings in salaries and wages makes up for the difference at the end of the year. I believe we need to increase our overtime line item by 44% in 2025 making our request \$170,000.00.

There are a couple of reasons and explanations for this request. The jail staffing at a minimum requires a person in the main control room at all times 24 hours a day 7 days per week. This specialist manually controls all jail entry and exit along with all prisoner movement. Two deputies are required to be present at all times to ensure deputy safety is maintained and that the facility is safe, while all person's needs are attended too and emergencies answered immediately. This being said there are a lot of functions covered by the staffing of detentions.

Court security is a requirement Monday through Friday excluding holidays for not only the staff members working in the courts and justice center but for the citizens of Gilpin County entering and conducting business within the Justice Center. Often times proper staffing and response to different court security situations requires more than one deputy to resolve and quell threats, disruptive visitors, and or medical situations to mention a few.

Transportation of prisoners across the State of Colorado. More often than not because of the distances traveled and severity of dangerous persons being transported for warrants, medical emergencies, and required court appearances, two deputies are required to complete these tasks.

The hiring incentive program put into action of sending persons to the Lakewood/Jefferson County Combined Police Academy being extended to five persons for the year 2024 has been a challenge to maintain the detentions staffing requirements without the use of the overtime budget. This program has shown positive dividends with our recruitment and hiring percentages and must be continued to ensure the survival of Gilpin County Public Safety. The patrol division is currently on pace to receive another two deputies from the detentions division this year making the total of five (5) but as a result those deputies while in training remain on the jails salary and overtime budget line items.

The detentions division certified deputies are also covering for the patrol division in their time of need by working vacant shift openings, and providing emergent assistance when needed. Recently because of the needs for "Gilpin County School Resource Officer" coverage at the school, detentions deputies have volunteered to ensure the mission of providing the school with adequate security by working overtime covering the open shifts. This will result in a serious overspending amount affecting the line items in detentions.



The relief factor still remains unbalanced in detentions with untrained detentions officers completing the field training program, persons out on FMLA, normal sick call, and employee's vacations. The only way we can perform adequately and responsibly, the daily requirements and main functions of detentions while we rebuild and maintain satisfactory levels of staffing, is by providing overtime to our fully trained and accessible work force.

**MISSION (Please describe how the request supports the mission of Gilpin County)**

**Mission:** The mission of the Gilpin County Sheriff's Office Detentions Division is to provide a safe and secure facility for all persons experiencing incarceration, staff and visitors. We obtain this vision by maintaining the highest level of professional standards for our operations while supporting our team with adequate equipment, training and supervision.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Every County is required to provide a Jail in accordance to Colorado Revised Statute 17-26-101. The law dictates the jail shall be maintained, at the expense of the county, for the detention, safekeeping, and confinement of persons and prisoners lawfully committed. The Sheriff's Office current administration is committed to financial accountability and transparency while operating the facility within Gilpin County. We are committed to realistic long-term planning and financial sustainability while serving the citizens, within the restrictions of unfunded legislative mandates and legal standards adopted by the State of Colorado.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** The Gilpin County Sheriff's Office Detentions Division takes pride in its yearly accomplishments and endless self-sacrifice to service for the citizens of Gilpin County, who may be short-term or long-term residents depending upon the circumstances. The commitments to the values required to operate a successful Detentions facility is also some of the same values stated by Gilpin County. Our commitment to perform or work functions within a high level of morals and values is only sustainable with the yearly financial commitments to our staff, and facility needs.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

The Gilpin County Sheriff's Office Detentions Division Administration continuously supports and sets its short-term and long-term planning in accordance to the strategic priorities of Gilpin County. All the budget requests for the detentions division (Gilpin County Jail) made by Undersheriff Greg Demo, for the budget year 2025, are made with a sincere awareness which he feels best suits the needs for Gilpin County's strategic priorities while successfully maintaining the workforce necessary to operate a clean, safe, secure, and healthy jail.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET:**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED:**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Sheriff's Office, Patrol and Detentions Divisions

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request:

- Request for FTE (if yes how many) 2  
 Request for additional funds (How much) \$297,087.00

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED: \$297,087.00**

**TOTAL FTE IMPACT: 2**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

The Sheriff's Office request is to add a Sergeant and Deputy to our overall authorized FTE as suggested by the recent staffing analysis from COREFLECTIONS. The overall cost to implement these two positions is \$297,087.00 according to the finance department. This will cover the cost of bringing in these positions at midpoint level as a maximum and providing employee benefits.

In November 2023, the county received it's Gilpin County Staffing Assessment report. In that report it was recommended the Sheriff's Office receive the following department staffing increases.

Area

Area	Headcount Change
Patrol	+2 Sergeants
Detentions	+1 Sergeant +.05 Program Coordinator
Overall Supervision	+1 Administrative Sergeant
Dispatch	Unfreeze Supervisor Position
Emergency Management	+.05 Emergency Management Specialist
Relief Factor	between +2 thru 4 Deputies

The Sheriff and his administration understood after receiving the report that the financial impact to the County overall budget to implement the staffing increases was tremendous. The Sheriff's Office administration team prioritized its needs for these positions at the request of Manager Ray Rears and the following top two positions are being presented.

A Patrol Sergeant is necessary for gap coverage in direct supervision to reduce the "Risk Liability Factor" for the County and the Sheriff's Office. Currently the division has three direct supervisors for the daily supervision of deputies in the field. The three current Sergeants have to share the administrative duties as well as cover the shift which creates a situation where training, records, report audits, and equipment inspections are not given the attention required to be successful. The addition of this sergeant will improve the Risk Liability Factor for the county and bring some balance to the supervisory duties performed by the Division Chief on Tuesdays, Wednesdays, and Thursdays when he should be performing his administration duties and helping the Sheriff and Undersheriff. This Sergeant position added in the patrol division while bring much needed relief to a division that has been stretched to the limit for a long time.

A Detentions Deputy will assist the relief factor in detentions while the Sheriff's Office builds its ranks and fills the farm team for the Patrol Division. The recruitment incentive program where we send non-certified detentions deputies to the P.O.S.T academy has been instrumental for the success of Gilpin County Public Safety. I am afraid without the continued success of this program; the Gilpin County Sheriff's Office will have to cut services in the future for its citizens. In the meantime, we are going to continue sending Detentions Deputies to the Lakewood/Jefferson Combined Police Academy to keep our POST Certified Deputy ranks in the positive. The addition of this FTE will assist the detentions division with safety concerns brought forward while we sent three deputies to the academy in January of 2024. Burnout and overtime expenses was also a concern and this additional Deputy can only assist in a positive way.

The Sheriff's Office Administration respectfully asks that the Board approve the recommendations of the staffing study and grant the requests to increase the Sheriff's Office FTE with two positions as listed and explained previously on this Priority Based Budgeting Form. The Sheriff's Office Administration appreciates the continued support received from the Board and strives to be good stewards of the resources and monies being provided to the office in order to better serve the citizens of Gilpin County.

Sincerely,

Undersheriff Demo

**MISSION (Please describe how the request supports the mission of Gilpin County)**

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

This proposal will ensure the sheriff's office remains best equipped with its personnel to meet the County's mission.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

This step will help ensure long range succession planning, and experienced leadership within the sheriff's office.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

This suggestion is respectful of our team members' training and experience, and will assist in sustaining quality leadership.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**

This suggestion optimizes our current workforce, as we are fortunate to have current, seasoned, leadership.

**Strategic Priority #2: Long Range Planning**

Succession planning as current senior members age out of the profession.

**Strategic Priority #3: Financial Sustainability**

Retention of quality leadership can benefit our finances, as it's generally accepted keeping employees is less expensive than hiring and training, and in this situation having seasoned leadership reduces the risk of liability.

**Strategic Priority #4: Community Engagement**

Provides the community with an experienced sheriff's office.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

## Victim Services

Fund: 01 (General Fund)

Department: 34

Revenue

81,295

Expense

292,455

FTE

3.00

Percentage Change  
(Budget)

14.22%

\*Excluding Elected Official

Salary and Benefits  
Cost

277,858

Operational Costs

14,597



# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Victim Services

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #1

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request: Increase is due to the VOCA Funding cuts. Victim Services was cut by \$23097. It is also due to the anticipated 3% inflation increase.

- Request for FTE (if yes how many) \_\_\_\_\_
- Request for additional funds (How much) \$33,974

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$ 290,081

**TOTAL FTE IMPACT:** \_\_\_\_\_

### EFFICIENCIES AND JUSTIFICATION SUMMARY

If this request is filled, describe the positive impacts it will have on the citizens of Gilpin County, the employees of Gilpin County and any efficiencies that can possibly be gained from said activities.

**Statutory requirement was selected due to our division being mandated to uphold the rights of crime victims.**

#### **34.5113 Overtime:**

This the request reflects the changes in pay due to the proposed pay increases for hourly victim services staff. We are currently on track to use all of the \$800 that was budgeted for 2024.

Total amount requested for 2025 is \$1000

#### **34.5117 On-Call Pay:**

Current year was budgeted for \$8,000, on track to utilize this amount for the current year so no increase or decrease is being requested as there has been no mention of changing the amounts received for on-call pay.



Total amount requested for 2025 is \$8000

**34.5172 Office Supplies:**

Current year was budgeted for \$730 which was a decrease from previous years where we were budgeted for \$800. It is anticipated that for 2024, we will be over on the current budget for this line item and will be closer to the \$800 amount.

Total amount requested for 2025 is \$850

**34.5182 Operating Expense:**

With an estimated 3 percent estimated increase due to inflation, we are requesting an increase of \$10 over 2024's approved budget.

Total amount requested for 2025 is \$240

**34.5183 Grant Expense** This line-item accounts for approved expenditures from grant funds. For CY2025 the approved amount will be will be \$2640

**Breakdown of funds:**

**VOCA Grant**

In-State registration cost for two positions to attend the annual COVA Conference to acquire knowledge that will enhance the program. Requesting registration costs for 2025 for the conference. Registration cost (625) x 2 positions = \$1250 total request.

Lodging cost for two advocates to attend COVA Conference in 2025. This conference allows GVS the opportunity to attend many specialized trainings over one time period. Due to the approximately two hour-long round-trip commute it takes to attend trainings in the metro and the fact we only have three advocates. It is difficult to find the time to accommodate an advocate being out of the office almost all day to even attend a half day training when you factor in drive times. Attending the COVA Conference enables advocates to attend many specialized trainings at one time when it would otherwise be challenging. COVA also provides the opportunity to network with other victim services providers. Since GVS often has victims that are visiting from other areas, partnering with advocates around the state is very helpful.

Estimated cost for 2 nights of lodging for two advocates.  $\$156.25/\text{night} \times 2 \text{ nights} = \$312.5 \times 2 \text{ advocates} = \$625$ .

Estimated per diem to include 2 lunches and 1 dinner per advocate during the conference. Lunch rate = \$20, dinner rate = \$30.  $\$20 \times 2 + \$30 \times 1 = \$70 \times 2 \text{ advocates} = \$140$ .

Total travel expense: \$625 lodging + \$140 per diem = \$765.

$\$1250 + \$765 = \$2015$

**VALE Grant**

We are typically able to secure one scholarship from the VALE Board each year for one advocate's registration to attend the COVA Conference each year. It is not a guarantee that we will receive the scholarship however we have been granted one for several years in a row. This scholarship does not include lodging, travel expenses, or per diem costs.

Estimated registration cost = \$625

$\$2015 + \$625 = \$2640$

**34.5195 Professional Services:** I would like to move the funds held by this line item to line item 34.5201 Meetings/Conferences/Training/Meals. Previously the \$1500 on this line item was used for Victim Services contribution to Porchlight Family Justice Center. Starting in 2023, funds attributed to PorchLight were considered to be more of a charitable contribution. For 2024, Porchlight funds were in the draft budget out of the community service budget.

Requesting the \$1500 from this line item be moved to 34.5201 for 2025.

**34.5201 Meeting/Conferences/Trainings/Meals:**

Our grant funding requires that we stay up to date on training in the field of victim services.

Would like to request funds for lodging costs for one advocate to attend the annual COVA Conference. Lodging costs are an estimate based on previous year's conference.  $\$156.25/\text{night} \times 2 \text{ nights} = \$312.50$

Per diem to include 2 lunches and 1 dinner for one advocate during the conference. Lunch rate = \$20, dinner rate = \$30.  $\$20 \times 2 + \$30 \times 1 = \$70$   
 $\$312.50 + \$70 = \$382.50$

Registration costs for the coordinator and one advocate to attend the COVA Advanced Academy. The purpose of COVA's Advanced Victim Assistance Academy is to provide specialized training on advanced topics to professionals with two or more years of direct victim services experience. The training is appropriate for individuals working with crime victims in law enforcement, prosecutor's offices, probation, corrections, and community-based agencies (e.g., a domestic violence or sex assault victim services non-profit). The Advanced Academy is limited to 40 people and preference will be given to applicants who are in a supervisory position. This training was cancelled in 2024 due to the need to have two basic training academies' instead, it is anticipated to be held again in 2025. This is typically a week-long training held at a location in the state of Colorado. The location for 2025 has not yet been determined.

Estimated Registration cost for Cova Advanced Academy:  $\$600 \times 2 = \$1200$

Estimated lodging costs for COVA Advanced Academy: Lodging costs for COVA Advanced Academy is an estimate based off the hotel rates for the advanced academy in previous years. Four nights lodging  $\$600 \times 2 = \$1200$

Per diem costs for 5 lunches at \$20, 4 dinners at \$30 =  $\$220 \times 2 = \$440$ . Breakfast is typically included in the hotel cost.

$\$382.50 + \$1200 + \$1200 + \$440 = \$3,222.5$

Approved amount for 2024 \$1675

Total amount requested for 2025 is \$3300

**34.5203 Working Meal:**

Total amount requested for 2025 is \$100

This amount is the same as CY2024 and was established by human resources.

**34.5212 Telephone:**

Our projected cell phone expense for CY2024 will be \$1585.

Victim Services use of Language Line (LL) which is the provider used to translate correspondence with victims with limited English proficiency has increased over previous years. Language Line's estimated expense for 2024 is \$3022

Total amount requested for 2025 is \$4700.

**34.5232 Travel/Transportation/Mileage/Parking:**

With allowing the on-call vehicle to be taken home while being on-call per the Gilpin County Employee Handbook, we have seen an increase in the amount of fuel used over previous years.

Total amount requested for 2025 is \$1400.

**34.5292 Maintenance and Copier Contracts:**

The Advocate Advantage (database) contract will have an increase of 3% in 2025 going from \$1327 to \$1367 annually. This is the confirmed amount of the contract @ of 7/23/24.

**MISSION (Please describe how the request supports the mission of Gilpin County)**

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Please outline how this request matches up with the Mission for the Board of County Commissioners.

Requested amounts reflect anticipated inflationary increase, and will allow us to maintain our current level of service to crime victims in Gilpin County. Gilpin Victim Services provides services that are designed to meet the unique needs of victims by diligently being mindful of cultural responsiveness and having an awareness of the communities impacted by inequity. Advocates are required to complete two trainings annually that focus on cultural responsiveness to enhance advocates' ability to better assist all victims. We partner with multiple agencies within the county as well as having partners in Jefferson County. We work in collaboration with these partners to engage with the community and provide training on various topics including human trafficking and domestic violence.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

Financial Sustainability: This request supports this focus by allowing Gilpin Victim Services to be able to continue to provide critical services to our local and non-local crime victims. It will also allow us to have the staffing we need to continue to provide the services that are mandated by state statute.

Supports long range planning as there are portions of the increases that keep track with inflation. Also allows for additional training opportunities for employees so they can better serve the community as it continues to grow and be developed.

Increase for meetings/conferences/trainings/meals will allow advocates to better serve crime victims of Gilpin County by gaining knowledge that will enhance our responses to crime victims. Networking with other professionals in the victim services field allows advocates opportunity of shared understanding which promotes retention. Spending money on professional development will help to retain employees and enhance workforce engagement.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

Our division works in collaboration with multiple agencies throughout the county as well as agencies with in the 1st JD, the proposed budget will allow us to continue to do so. The proposed budget will allow victim services to continue to respond to the needs of crime victims we serve within Gilpin County. Victim Services continues to be innovative while streamlining our administrative process to save valuable time, resources, and costs.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

The request supports the four priorities and allows our continued service to the community. For many years this budget has been as streamlined as possible, there are years there are increases that we have maintained at those levels for many years.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$290,031**

**TOTAL DEPARTMENT FTE: 3**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$290,031**

**TOTAL DEPARTMENT FTE IF APPROVED: 3**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Kristina Mahoney	DATE: 8/21/24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# Emergency Management

Fund: 01 (General Fund)

Department: 34

Revenue

421,722

Expense

812,588

FTE

1.50

Percentage Change  
(Budget)

54.10%

\*Excluding Elected Official

Salary and Benefits  
Cost

233,884

Operational Costs

578,704





# Dispatch

Fund: 01 - (General Fund)

Department: 36

Revenue

207,338

Expense

1,158,096

FTE

10.00

Percentage Change  
(Budget)

1.86%

\*Excluding Elected Official

Salary and Benefits Cost

1,027,139

Operational Costs

130,957







# Coroner

Fund: 01 (General Fund)

Department: 32

Revenue

-

Expense

241,612

FTE

0.75

Percentage Change  
(Budget)

17.09%

\*Excluding Elected Official

Salary and Benefits  
Cost

179,122

Operational Costs

62,490





# Community Development

Fund: 01: (General Fund)

Department: 37

Revenue

523,000

Expense

1,100,576

FTE

4.00

Percentage Change  
(Budget)

16.44%

\*Excluding Elected Official

Salary and Benefits  
Cost

458,201

Operational Costs

642,375





# Parks & Recreation

Fund: 01 - (General Fund)

Department: 44

Revenue

522,050

Expense

3,874,419

FTE

15.08

Percentage Change  
(Budget)

42.94%

\*Excluding Elected Official

Salary and Benefits  
Cost

1,107,329

Operational Costs

2,767,090





# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: Parks & Recreation

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #1

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) .20
- Request for additional funds (How much) \$7,065

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$7,065

**TOTAL FTE IMPACT:** .20

### EFFICIENCIES AND JUSTIFICATION SUMMARY

For fiscal year 2024, the fairgrounds maintenance contractor was cut from the budget. We need a part-time employee to keep up with the maintenance requirements of the fairgrounds – such as dragging arenas, fixing fence/gates, weeding, mulching, trash cleanup, event and rental prep. This is for the health and safety of the patrons and animals that use the facilities.

PT, seasonal, no benefits, 16 weeks/year

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

In order to adequately meet the needs of the community and protect our facility assets, we need to maintain them properly.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

Our financial stability will be increased by being able to have more events, rentals and users at the fairgrounds.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

The fairgrounds are also used as an evacuation site for animals and the reunification center. Having a staff member to be able to set things up, do preventative maintenance will keep things in working order.

**STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)**

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

This increase proposal touches on all four of the Strategic Priorities of the County. It optimizes our workforce for properly taking care of our facilities, reducing risk and safety issues. This was identified as a needed position in the HRQ staffing study. It allows long range planning through ongoing maintenance and events. Financially, we will have more rentals and events, therefore increasing our community engagement.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$4,529,589**

**TOTAL DEPARTMENT FTE: 14.90**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$4,536,654**

**TOTAL DEPARTMENT FTE IF APPROVED: 15.08**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY: Parks & Recreation Director	NAME: Gabrielle Chisholm	DATE: 7/23/24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:



# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: Parks & Recreation

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #2

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_
- Request for additional funds (How much) \$3,350 from 2024 budget

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED: \$7,350**

**TOTAL FTE IMPACT: \_\_\_\_\_**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

2025 P&R Meetings/Trainings/Conferences Details 5201

5,500	CPRA Conference 5 employees, 4 days/3nights; registration/hotel/meals
0	Playground Inspection Certification (done in 2024)
850	Active net annual training checkup and optimization
	Misc. Staff Training such as CPR / First Aid (Youth+Aquatics+Front Desk)
1,000	Current employee can teach this class and/or free from Gilpin Ambulance- just have to pay for cert.
7,350	TOTAL

The Meetings/Trainings/Conferences actual in 2024 was \$4,445. Conference costs have gone up and we would like to send as many full time staff as possible. We want to make sure CPR/1<sup>st</sup> Aid/AED certifications stay current. We need to start annual training for recreation software to make sure we are using it in the most effective and efficient way. We do not need a playground inspection certification this year, it will be done in 2024.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Being able to provide professional development opportunities for staff keeps them engaged, happy, learning new things and able to meet and network with others in the industry.  
 An annual optimizing training with our software will ensure we using it to the best of the abilities and keep our processes clear and efficient.  
 Our job duties require we are all CPR/AED and 1<sup>st</sup> Aid certified.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

Keeping up with trainings ensures we are using our time to the best of our ability and able to interact with our community the best we can too. The P&R team needs to be able to respond in emergencies, attend program trainings, try new things that are trends in the industry; these all are aspects that support the Gilpin focus.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

We collaborate with other departments and agencies for programming and events – the CPRA conference always gives great new ideas on how to do this. Being innovative and trying new things/trends is always beneficial in P&R. Trainings ensures staff are comfortable with customer service issues and responding to emergencies.

**STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)**

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

This is described in the focus section

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET:**  
  
**TOTAL DEPARTMENT FTE:**  
  
**TOTAL DEPARTMENT BUDGET IF APPROVED**  
  
**TOTAL DEPARTMENT FTE IF APPROVED**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY: Parks & Recreation Director	NAME: Gabrielle Chisholm	DATE: 8/2/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: Parks & Recreation

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #3

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_
- Request for additional funds (How much) \$18,010 from the 2024 budget

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$23,010

**TOTAL FTE IMPACT:** \_\_\_\_\_

### EFFICIENCIES AND JUSTIFICATION SUMMARY

2025 P&R Repair and Maintenance 5282

3,000	Fitness Equipment Repairs (\$325*4 times a year = 1,300/yr) + add'l parts/labor
0	Seal Pool Deck (done in 2024)
6,000	Seal Gym Floor (2025)
6,000	Water Bottle Filler/Fountains (2)
2,500	Other Building Maintenance, replacement
895	Outdoor Basketball Court Striping
4,615	Replace Baseball Dugout Benches
23,010	Total

The Repair and Maintenance actual in 2024 was \$12,720. In 2025 we would like to replace two broken drinking fountains with water bottle fillers and fountains. This style of fountain is more common than ever and helps keep germs from spreading and plastic bottles from being used.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Keeping up with repair and maintenance of the facility makes people want to come back. The water bottle filler fountains have been a request of the Friends of Gilpin County Community Center survey twice.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET:**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED**

**TOTAL DEPARTMENT FTE IF APPROVED**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY: Parks & Recreation Director	NAME: Gabrielle Chisholm	DATE: 8/2/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: Parks & Recreation

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #4

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_
- Request for additional funds (How much) \$19,040 from 2024 budget

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED: \$23,040**

**TOTAL FTE IMPACT: \_\_\_\_\_**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

2025 P&R Operating 5182 Details

**FITNESS**

3,000 Class and drop-in equipment  
 4,000 Replace one treadmill  
 4,000 Replace two ellipticals  
 4,000 Storage solutions for fitness studio  
 1,790 Consulting for Equipment Replacement

**POTTERY**

2,000 Replace one wheel, tools, supplies

**BUILDING**

750 Cleaning Supplies - general building  
 2,000 Broken Furniture  
 1,500 General Building Operating

23,040 TOTAL

The operating actuals in 2023 were \$15,746, for 2024 this line item was cut significantly do to cost savings and not knowing the future of Parks & Recreation. For 2025 we would like to get back to normal operations and plan to replace some 20 year old equipment like a treadmill and 2 ellipticals. We would also like a more commercial grade storage solution for the fitness studio. One pottery wheel is also in need of replacing.

**MISSION (Please describe how the request supports the mission of Gilpin County)**

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Replacing old fitness equipment makes sure we are focused on the health and safety of our guests at the Community Center. Old equipment can break and a lot of times is not able to be fixed when parts are obsolete. We are working on a more detailed replacement plan for the fitness equipment that a lines with the capital improvement plan.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

When we have a long range plan established for replacing equipment and other materials, it is better for financial sustainability; we know when to anticipate replacement, have time to get bids and can do multiple projects at once if needed which is more favorable for vendors and Gilpin County. Keeping up with trends and industry standards makes guests feel more comfortable and that they are getting a better value for their taxes and fees. This also helps with less incidents and complaints from guest, therefore less stress on our employees. Community wants to visit more when our atmosphere is inviting, fresh, nice, safe and clean.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

These replacements will let us better serve our guests.

**STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)**

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

This is described in the focus section

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET:**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED**

**TOTAL DEPARTMENT FTE IF APPROVED**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY: Parks & Recreation Director	NAME: Gabrielle Chisholm	DATE: 8/2/2024
---	--------------------------	-------------------

REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# Human Services

Fund: 04 - (Human Services)

Department: 0

Revenue

3,028,814

Expense

2,916,829

FTE

10.73

Percentage Change  
(Budget)

12.65%

\*Excluding Elected Official

Salary and Benefits  
Cost

937,250

Operational Costs

1,979,579





### Human Services

Human Services Func                    4  
 Department Code                        0

<u>Account</u>	<u>Description</u>	<u>2023</u> <u>Actual</u>	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Estimate</u>	<u>2025</u> <u>Proposed</u>	<u>Notes</u>
	Beginning Fund Balance	1,210,232	1,614,977	1,614,977	1,801,743	
4112	Current Taxes	198,080	241,095	241,095	242,683	
4122	Delinquent Taxes	22	-	-	-	
4132	Interest & Penalties	-	-	-	-	
4346	Donations	43,388	10,000	10,000	-	
4512	Specific Ownership	13,903	10,000	10,000	10,000	
4522	Interest Income	66,091	55,152	71,000	60,667	
4552	Sale of Assets/Equipment	2,600	-	-	-	
4602	CW - Administration 100%	9,350	29,058	29,058	28,150	
4604	Administration	198,310	125,602	130,000	133,604	
4610	Child Care Allocation	124,113	111,968	111,968	145,312	
4611	Adult Protection	26,550	25,600	25,600	25,600	
4612	TANF/CO Works	43,988	86,525	86,525	81,458	
4629	LEAP Outreach	29,406	20,000	20,000	21,412	
4630	LEAP Admin	-	-	-	5,000	
4633	CW - Allocation 80/20	330,407	288,712	288,712	340,515	
4633	CW - Allocation 90/10	52,623	58,513	58,513	60,272	
4635	State Incentives	898	500	500	500	
4637	Federal Incentives	1,286	100	100	100	
4639	AF - Aid to Needy, Disabled & Blind	19,526	24,000	24,000	24,000	
4648	AF - Home Care Allowance / HCBS	4,850	5,000	5,000	5,000	
4651	Grant Revenue	-	-	-	2,000	
4652	Miscellaneous	2,032	-	-	-	
4661	CSBG Grant(s)	-	5,205	5,205	5,205	
4664	AF - Old Age Pension	54,845	55,000	55,000	55,000	
4665	Food Assistance	1,210,221	1,000,000	1,000,000	1,200,000	
4666	Food Commodities/TEFAP	60,175	50,000	50,000	50,000	
4671	Child Support Services-(IGA Clear Creek)	32,256	25,000	25,000	20,000	
4672	CW - Core Services	7,470	75,147	75,147	82,336	
4675	Medical Assistance Grant	15,662	13,598	13,598	-	
4812	Fund Transfer	394,883	350,000	350,000	350,000	
4999	LEAP Benefits	62,813	80,000	80,000	80,000	
	<b>Total Revenues</b>	<b>3,005,748</b>	<b>2,745,775</b>	<b>2,766,021</b>	<b>3,028,814</b>	
5110	Salary Accrual	2,661	-	-	-	
5112	Salaries	534,055	645,234	640,000	655,010	PBB Sheet #1**
5113	Overtime	412	5,000	1,700	5,000	
5117	On Call Wages	15,601	15,600	13,000	15,600	
6999	Benefits	194,423	223,190	223,190	261,640	
	<b>Total Salaries &amp; Benefits</b>	<b>747,151</b>	<b>889,024</b>	<b>877,890</b>	<b>937,250</b>	
5173	Employee Recognition	800	750	750	800	
5182	Operating Expense	2,311	1,000	1,000	1,000	
5183	Grant Expense	-	375	375	3,925	
5184	Donation Expense (use beg. 1/1/2016)	22,008	10,000	9,500	10,000	
5253	Liability Insurance	22,584	25,400	26,995	29,275	
5281	Computer Hardware/Software	222	500	500	500	
5543	Late Fees / Finance Charges (0%)	-	-	-	-	
5902	Capital Outlay	44,883	23,374	23,374	84,607	
5945	Treasurer Fees	-	7,100	7,100	-	
7000	Administration (non-employee costs)	12,389	15,000	15,000	15,000	
7001	CW - CORE Svcs (mixed=approx 96%)	6,296	54,278	54,278	45,767	
7003	Child Care (mixed but close to 90%)	101,786	60,000	60,000	100,000	
7006	TANF (100%, except for MOE)	33,342	40,000	40,000	40,000	
7008	CSBG (100%)	-	5,205	5,205	5,205	
7010	AF - Aid to Needy, Disabled & Blind (80%)	24,407	30,000	30,000	30,000	
7014	AF - Old Age Pension (100%)	51,510	50,000	50,000	50,000	
7015	Food Assistance (100%)	1,214,868	1,000,000	1,000,000	1,200,000	
7016	Food Commodities/TEFAP (100%)	60,175	50,000	50,000	50,000	
7018	LEAP Benefits (100%)	62,813	80,000	80,000	80,000	
7020	Emergency Assistance (0%)	13,490	20,000	20,000	20,000	
7031	Adult Protection (80%)	9,539	16,000	16,000	16,000	
7032	Housing Authority Voucher Pgm (IGA 0%)	6,356	6,690	6,690	6,500	
7033	Child Support Svcs (0% but as of 7/2021 66%)	32,793	35,000	35,000	35,000	
7035	CW - 80/20 (80%)	126,055	150,000	150,000	150,000	
7048	AF - Home Care Allowance / HCBS (95%)	5,105	6,000	6,000	6,000	
7050	Medical Assistance Grant (100%)	120	13,598	13,598	-	
	<b>Total Operational Spend</b>	<b>1,853,852</b>	<b>1,700,270</b>	<b>1,701,365</b>	<b>1,979,579</b>	
	<b>Total Expenditures</b>	<b>2,601,003</b>	<b>2,589,294</b>	<b>2,579,255</b>	<b>2,916,829</b>	
	Ending Fund Balance	1,614,977	1,771,458	1,801,743	1,913,728	

\*\* = request not reflected in budget



# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Human Services/Food Pantry

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #1

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request:

Request for FTE (if yes how many) 0.5

Request for additional funds (How much) \$21565

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$           

**TOTAL FTE IMPACT:** 05

### EFFICIENCIES AND JUSTIFICATION SUMMARY

Human Services is requesting an increase in the FTE for the Food Pantry Volunteer Coordinator to 1 full time FTE at 30 hours per week. If this request is fulfilled it will have a positive impact on the residents of Gilpin County by allowing the food pantry to be open longer hours and allow the food pantry coordinator to be available for special requests and deliveries. Having the pantry open additional hours will allow for the pantry to be more efficient in helping customers get in and out without long lines, as well as increasing accessibility for those that cannot make it to the current available hours. The food pantry coordinator will also be able to get more food available for client shopping by partnering with Loaves and Fishes in Clear Creek for the grocery rescue program at Walmart and Safeway, among other programs, which is currently done by another Human Services employee as no volunteers are available to do this. Finally, having more hours available would allow the food pantry coordinator to work the open food pantry hours on Monday. This is also currently done by another Human Services employee as Human Resources has requested an employee be present any time the food pantry is open.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

The Gilpin County Food Pantry is part of the mission of Gilpin County by providing food to our food insecure residents and visitors. We provide items that cannot be purchased with SNAP (Supplemental Nutrition Assistance Program) dollars such as diapers, feminine hygiene items, cleaners, toiletries and so much more. We allow people to shop for the items that they need/want. We have strong partnerships with other local pantries, as well as community support organizations such as Ermel's Emporium, Holistic Homestead, and Canyon Cares of Coal Creek Canyon. We also work closely with Human Services, Public Health, the Community Center, Emergency Services, Gilpin County School district, and other Gilpin County departments.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

The Gilpin County Food Pantry works hard to apply for grants and raise donations to keep it financially responsible. We have an incredible group of volunteers to help with the running of the pantry. We have seen unprecedented growth. In planning for the future, we do not foresee the needs of the community to diminish but continue to increase.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

The Gilpin County Food Pantry is in line with the values of Gilpin County by being collaborative with Gilpin County entities including the Community Center, Human Services, emergency services, and Gilpin County Schools. We are responsive to the changing needs to the community by providing food that is healthy and requested. We have instituted a beeper system and data base system to try to be innovative. We are respectful to all and allow everyone in the community to shop without judgement and regardless of background. We have a group of dedicated volunteers that are Master Gardeners growing produce for the pantry which allows us to provide sustainable produce for the community. Our Food Pantry Coordinator is trustworthy and keeps confidentiality with customers' needs and information.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

The Gilpin County Food Pantry works hard to apply for grants and raise donations to keep it financially responsible. We have an incredible group of volunteers to help with the running of the pantry. We have seen unprecedented growth. In planning for the future, we do not foresee the needs of the community to diminish but continue to increase.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

<b>ORIGINATOR AND REVIEWERS</b>		
SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

## Senior Program

Fund: 01: (General Fund)

Department: 41

Revenue

93,000

Expense

257,311

FTE

2.50

Percentage Change  
(Budget)

6.32%

\*Excluding Elected Official

Salary and Benefits Cost

180,401

Operational Costs

76,910





# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM



Department Name: Senior Program

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #1

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request:

This request is to increase the Senior Program budget for the telephone line items by \$100. The Senior Program needs to help pay for the internet service, Starlink, for the HHS building. It will cost approximately \$8/month.

Request for FTE (if yes how many) \_\_\_

Request for additional funds (How much) \_\_\$100\_\_\_\_\_

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \_\_\_\_\_

**TOTAL FTE IMPACT:** N/A

If this request is filled, describe the positive impacts it will have on the citizens of Gilpin County, the employees of Gilpin County and any efficiencies that can possibly be gained from said activities.

This request is to change the expenses in the Senior Services budget. This will allow the internet in the building to be more stable, especially for Zoom calls. The Senior department is dependent on the phone for serving our seniors.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Please outline how this request matches up with the Mission for the Board of County Commissioners

The Gilpin County Senior Services department is aligned with the Mission of Gilpin County by serving its older residents by providing nutritious Meals on Wheels & Congregate lunches; and giving rides to seniors to medical appointments. A stable internet system is a key factor in providing these services.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

Please outline how this request matches up with the focus for the Board of County Commissioners

The Gilpin County Senior Services is willing to provide the best services for our older citizens and a stable internet helps us do that.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

Please outline how this request matches up with the values for the Board of County Commissioners

The Gilpin County Senior Services Office works hard to be inline with the values of Gilpin County by being collaborative with Gilpin County entities including Human Services, and the Gilpin County Community Center.

**STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)**

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

Please outline how this request matches up with the strategic priorities for the Board of County Commissioners

The Gilpin County Senior Program is working to see the workforce optimization, long range planning and financial sustainability priorities of the Board of County Commissioners by giving the county's seniors the service they need. The office will continue to engage the community at events at the Gilpin County Community Center.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED:**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:



# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Senior Program

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #2

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) 0.5
- Request for additional funds (How much) \$

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$ \_\_\_\_\_

**TOTAL FTE IMPACT:** 0.5

### EFFICIENCIES AND JUSTIFICATION SUMMARY

Human Services is requesting an increase in the FTE for the part time Senior Services and Transportation Driver I to full time. This position was decreased from 1 FTE to .5 FTE on January 1, 2024. The employee in that position was not able to continue with the decreased hours and loss of benefits. Human Services posted for the part time position immediately and engaged in several interviews over 6 months. A few qualified candidates were identified who would be a good fit for the position; however, each time we offered them the position they reported finding a different position with better pay and/or benefits offered to them. We were finally able to secure a new employee who started employment in July 2024.

When the decision was made to decrease the FTE for the position, program leadership met and determined some changes would need to be made to the program to accommodate for the loss of available staff hours. It was also known the employee would not be continuing in the position and therefore the loss of available hours was even greater and for an undetermined amount of time. At that time, it was decided to stop doing the monthly field trips as well as decrease the number of senior lunches provided from 3 per week, back to 2 per week. It was also decided that other staff members within Human Services (Child & Adult Protection, Community Benefits) would help with medical transports as available until a new part-time person could be hired.

Over the 6-month period of time from January 2024 to July 2024 Community Benefits staff completed 6 medical transports and Child and Adult Protection staff completed 9 medical transports. 38 requested medical trips were not able to be completed.

Now that the part time position has been filled, other staff members of Human Services will no longer be helping with medical transports as this was intended to be a limited time fix. The program will re-evaluate the feasibility of re-instating previous services once the new employee has completed training.

Having this position as a full FTE is invaluable for not only sustaining this program but continuing to develop and grow it. Without the additional hours the Senior program will likely stagnate at what it is now. Human Services has explored other funding options; however, these have been unsuccessful for various reasons.

It is also important to note the recent staffing study that was completed in 2023 did not recommend decreasing any of the positions within the Senior Program.

**MISSION (Please describe how the request supports the mission of Gilpin County)**

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

The Gilpin County Senior Program aligns well with the mission set forth by the Board of County Commissioners. A number of responsive services for residents are offered to help protect some of our most vulnerable population. The Senior Program helps ensure Seniors can remain in their homes as long as possible by providing nutritious food options as well as transportation to and from non-emergent medical appointments. Increasing the hours available for staff to work would help expand the food offerings, transportation options and engagement of seniors in activities to enhance their cognition as well as social skills.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

- The Senior Program receives funding from the Volunteers of America (VOA), donations and from grants. These monies do not cover all staffing and program expenses so the remainder is left to the county. The program understands this can become a burden to the county and strives to use its resources wisely. The Senior Program will continue to negotiate contracts and apply for grants to ensure the program is sustainable well into the future.
- One of the long-range goals is to grow this program to serve more seniors and to offer more services and resources. In order to do this, more staff hours are needed.
- Over the 6-month period of time we did not have this position filled, more workload fell to the other two people working in the program. As stated earlier, some transportation tasks were even shared with other Human Services staff. There were also requested transportation services that were not able to be completed. This had a major impact on the remaining staff in regards to their satisfaction in their job. In order to optimize our workforce, we need to have the appropriate number of staff working an appropriate number of hours so that extra work does not fall to other staff, causing them to feel overwhelmed. Increasing the hours available for this position will help to avoid that scenario.
- The Senior Program is very engaged with the community offering Senior Lunch twice a week and having community members come share their talents and/or crafts with seniors.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

This request supports the Gilpin County values in the following ways:

- The Senior Program strives to collaborate with the community and other organizations serving seniors. The increase in hours would allow more time to continue these collaborations and develop new ones.
- The Senior Program aims to be responsive to its clients, who are residents of Gilpin County. As stated previously we were unable to serve a number of clients due to a lack of staffing. Having a full-time staff member would allow us to be more responsive to Gilpin County's residents.
- The Senior Program would like to implement some innovative and creative ideas; however, with the current staffing levels this is not possible. Having more staff hours would allow the program to focus more on these ideas.
- The Senior Program respects their clients and the vast knowledge and experience they have. Clients are treated courteously at all times.
- The Senior Program in Gilpin County has been in existence for over 27 years. It has shown itself to be sustainable and has a reputation of trustworthiness among Gilpin County's residents. Approving more hours for the Senior Services and Transportation Driver 1 would help us to continue this long-standing program.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

- The Senior Program receives funding from the Volunteers of America (VOA), donations and from grants. These monies do not cover all staffing and program expenses so the remainder is left to the county. The program understands this can become a burden to the county and strives to use its resources wisely. The Senior Program will continue to negotiate contracts and apply for grants to ensure the program is sustainable well into the future.
- One of the long-range goals is to grow this program to serve more seniors and to offer more services and resources. In order to do this, more staff hours are needed.
- Over the 6-month period to time we did not have this position filled, more workload fell to the other two people working in the program. As stated earlier, some transportation tasks were even shared with other Human Services staff. This had a major impact on the remaining staff in regards to their satisfaction in their job. In order to optimize our workforce, we need to have the appropriate number of staff working an appropriate number of hours so that extra work does not fall to other staff, causing them to feel overwhelmed. Increasing the hours available for this position will help to avoid that scenario.
- The Senior Program is very engaged with the community offering Senior Lunch twice a week and having community members come share their talents and/or crafts with seniors.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# Veterans Services

Fund: 01: (General Fund)

Department: 50

Revenue

6,000

Expense

34,544

FTE

0.50

Percentage Change  
(Budget)

26.45%

\*Excluding Elected Official

Salary and Benefits  
Cost

32,519

Operational Costs

2,025





# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM



Department Name: Veterans' Services

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #1

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

This request is to increase Veteran Service Office budget for the telephone line items by \$100. The Veterans Office needs to help pay for the internet service, Starlink, for the HHS building. It will cost approximately \$8/month.

- Request for FTE (if yes how many) \_\_\_
- Request for additional funds (How much) \_\_\_\_\_

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \_\_\_\_\_ 100 \_\_\_\_\_

**TOTAL FTE IMPACT:** N/A

If this request is filled, describe the positive impacts it will have on the citizens of Gilpin County, the employees of Gilpin County and any efficiencies that can possibly be gained from said activities.

This request is to change the expenses in the Veteran's budget. This will allow the internet in the building to be more stable, therefore allowing better service for our county veterans.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Please outline how this request matches up with the Mission for the Board of County Commissioners

The Gilpin County Veterans Office is vital to the Mission of Gilpin County by providing those who chose to serve our county with somewhere they can receive help unique to them.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

Please outline how this request matches up with the focus for the Board of County Commissioners

The Gilpin County Veterans Office is willing to provide the best services for the county and needs stable internet to be able to submit claims and other documents to Veteran Affairs.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

Please outline how this request matches up with the values for the Board of County Commissioners

The Gilpin County Veterans Office works hard to be inline with the values of Gilpin County by being collaborative with Gilpin County entities including Human Services, and Gilpin County Schools. Our veterans service officer works hard to be responsive, respectful, and trustworthy with all the veterans' he serves.

**STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)**

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

Please outline how this request matches up with the strategic priorities for the Board of County Commissioners

The Gilpin County Veterans Office is working to see the workforce optimization, long range planning and financial sustainability priorities of the Board of County Commissioners by giving the county's veterans the service they need. The office will continue to engage the community at events at the Gilpin County School and the Gilpin County Fair.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED:**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# Public Health

Fund: 05 - (Public Health)

Department: 0

Revenue

534,110

Expense

479,720

FTE

3.00

Percentage Change  
(Budget)

23.01%

\*Excluding Elected Official

Salary and Benefits  
Cost

347,693

Operational Costs

132,027





## Public Health

Public Health Fund                    5  
 Department Code                    0

<u>Account</u>	<u>Description</u>	<u>2023</u> <u>Actual</u>	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Estimate</u>	<u>2025</u> <u>Proposed</u>	<u>Notes</u>
	Beginning Fund Balance	474,616	344,002	344,002	366,222	
4522	Interest Income	21,078	15,744	15,744	17,318	
4619	Septic Provider/Installer List	2,400	2,700	2,800	2,800	
4622	Septic Permits	55,615	47,000	59,500	59,500	PBB Sheet #1
4623	Water Testing	2,375	2,500	3,000	3,000	
4626	Facility Inspection License Fees	23,790	30,000	31,320	32,000	
4628	Radon Testing	-	-	-	-	
4651	Grants	32,986	209,047	261,399	397,492	
4722	Public Health Contracts	44,872	10,000	15,000	22,000	PBB Sheet #2
4932	ELC part 1	26,776	-	-	-	
4933	OPHP Workforce	23,579	23,578	23,578	-	
4934	Immunization "IZ" Funds 125k	(10)	-	-	-	
<b>Total Revenues</b>		<b>233,461</b>	<b>340,569</b>	<b>412,341</b>	<b>534,110</b>	
5110	Salary accrual	5,779	-	-	-	
5112	Salaries	120,969	274,019	274,019	250,713	PBB Sheet #4
5113	Overtime wages	80	-	-	-	
No Account - Expense	Jeffco Public Health	127,820	-	-	-	
6999	Benefits	44,613	85,782	85,782	96,980	
<b>Total Salaries &amp; Benefits</b>		<b>299,261</b>	<b>359,801</b>	<b>359,801</b>	<b>347,693</b>	
5172	Office Supplies	1,283	1,000	2,300	3,000	
5173	Employee Recognition	63	200	150	200	
5182	Operating Supplies	11,152	2,500	2,300	2,300	
5183	Grant Expense	23,479	4,000	4,000	97,891	
No Account - Expense	Radon Grants	2,248	-	-	-	
5195	Professional Services	350	8,000	2,000	10,000	
5201	Meetings/Conferences/Training	4,991	4,500	2,000	-	
5203	Working Meal Budget	936	600	600	600	
5212	Telephone	971	1,100	1,211	2,436	
5222	Postage	666	150	150	200	
5232	Travel/Transportation/Mileage/Parking	1,983	480	350	350	
5242	Ads / Legal Notices	106	150	150	150	
5253	Liability Insurance	3,097	3,500	9,474	9,600	
5255	Utilities	-	-	-	-	
5281	Computer Hardware/Software	8,780	2,500	200	200	
5292	Maintenance Contracts	-	-	-	-	
5377	Immunization "IZ" Funds 125k	4	-	-	-	
5382	Dues/Subscriptions	322	400	550	-	
5402	Retail food expense	2,580	-	3,785	4,000	PBB Sheet #5
5543	Late Fees / Finance Charges	-	-	-	-	
5902	Capital Outlay	-	-	-	-	
5945	Treasurer's Fees	1,802	1,100	1,100	1,100	
<b>Total Operational Spend</b>		<b>64,814</b>	<b>30,180</b>	<b>30,320</b>	<b>132,027</b>	PBB Sheet #3
<b>Total Expenditures</b>		<b>364,075</b>	<b>389,981</b>	<b>390,121</b>	<b>479,720</b>	
Ending Fund Balance		344,002	294,590	366,222	420,613	



# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Public Health
<b>ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #1</b>
<p>Adjustment or Increase:</p> <p><input checked="" type="checkbox"/> Adjustment</p> <p><input type="checkbox"/> Increase</p> <p>Statutory Requirement:</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>Summary of increase request:</p> <p><input type="checkbox"/> Request for FTE (if yes how many) _____</p> <p><input type="checkbox"/> Request for additional funds (How much) ___\$___</p> <p><b>Grand Totals:</b></p> <p><b>TOTAL DOLLAR AMOUNT PROPOSED:</b> \$ ___\$12500___ additional revenue projected based on actuals for 2024</p> <p><b>TOTAL FTE IMPACT:</b> NONE</p>
<b>EFFICIENCIES AND JUSTIFICATION SUMMARY</b>
<p>OWTS permit fees had a BOCC inflation adjustment of 7% at the end of 2023 and there was a slight increase in the number of permits applied for. We also plan to instill more violation fees if the BOH approves at the end of 2024. Statue allows permit fees to cover the cost of the program with justification.</p>
<b>MISSION (Please describe how the request supports the mission of Gilpin County)</b>
<p><b>Mission:</b> of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.</p>
<b>FOCUS (Please describe how the request supports the Focus of Gilpin County)</b>
<p><b>Focus:</b> Financial Sustainability, Long Range Planning, Workforce Optimization &amp; Community Engagement</p>
<b>VALUES (Please describe how the request supports the values of Gilpin County)</b>
<p><b>Values:</b> Collaborative, Responsive, Innovative, Respectful, Sustainable &amp; Trustworthy</p>

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability** This request supports financial sustainability.  
**Strategic Priority #4: Community Engagement**

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY: Public Health Director	NAME: Alisa Witt	DATE: 8-21-24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Public Health

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #2

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request:

Request for FTE (if yes how many) \_\_\_\_\_

Request for additional funds (How much) \$ \$12,000 additional revenue will be received from CDPHE

to support our retail food program per state legislature.

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$ \$12,000 additional revenue will be received from CDPHE

**TOTAL FTE IMPACT:** NONE

### EFFICIENCIES AND JUSTIFICATION SUMMARY

This money was allocated through the state legislature.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability** **This adjustment supports this priority**  
**Strategic Priority #4: Community Engagement**

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**  
  
**TOTAL DEPARTMENT FTE:**  
  
**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**  
  
**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY: Public Health Director	NAME: Alisa Witt	DATE: 8-21-24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Public Health

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #3

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_
- Request for additional funds (How much) \$ 5,386.00

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED: \$ 5,386.00**

**TOTAL FTE IMPACT: NONE**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

This increase is for office supplies, telephone charges (including new internet provider) and postage which are operating expenses based on actuals for 2024. The medical director position may require a new contract and the amount in the budget represents that possibility

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Public Health hired a Community Health Specialist in November 2023, this has increased the services to our residents.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization** – Public Health required a minimum of 3 FTE to provide the services we currently offer.  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY: Public Health Director	NAME: Alisa Witt	DATE: 8-21-24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Public Health

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #4

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request:

Request for FTE (if yes how many) \_\_\_\_\_

Request for additional funds (How much)   \$  

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED: Decrease of \$2630.00**

**TOTAL FTE IMPACT: NONE**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

**These decreases were because grant funding became newly available for 2025 to cover these costs which are related to specific programs.**

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

Using grant money contributes to financial sustainability

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy



**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization** – Public Health required a minimum of 3 FTE to provide the services we currently offer.  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY: Public Health Director	NAME: Alisa Witt	DATE: 8-21-24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Public Health

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #5

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_  
 Request for additional funds (How much) \$ 4,000

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED: Increase of \$4,000- monies remitted to CDPHE are a portion of the retail food license fees and are set by state statute.**

**TOTAL FTE IMPACT: NONE**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

**This is money we collect from retail food licenses and then pass a required portion to CDPHE- it is budget neutral**

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization –**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$**

**TOTAL DEPARTMENT FTE:**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$**

**TOTAL DEPARTMENT FTE IF APPROVED:**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY: Public Health Director	NAME: Alisa Witt	DATE: 8-21-24
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# Public Works

Fund: 02 - (Public Works)

Department: 0

Revenue

3,469,119

Expense

4,711,150

FTE

22.00

Percentage Change  
(Budget)

-1.34%

\*Excluding Elected Official

Salary and Benefits  
Cost

2,307,061

Operational Costs

2,404,088



### Public Works

Public Works Fund  
Department Code

2  
0

Account	Description	2023 Actual	2024 Budget	2024 Estimate	2025 Proposed	Notes
	Beginning Fund Balance	2,778,560	2,920,565	2,920,565	2,097,742	
4112	Current Taxes	380,440	463,055	463,055	466,106	
4122	Delinquent Taxes	12	-	22	-	
4132	Interest & Penalties	262	-	192	-	
4152	Insurance Revenue	1,778	-	28,162	-	
4212	Clerk & Recorder	30,695	30,000	30,000	30,000	
4340	Public Works Fees	3,628	1,000	1,000	1,000	
4512	Specific Ownership Tax	26,702	20,000	20,000	20,000	
4522	Interest Income	123,786	107,964	10,700	118,760	
4552	Sale of Assets	58,278	191,000	212,070	27,000	
4651	Grant Revenue	-	-	-	-	
4652	Miscellaneous	3,269	300	300	300	
4800	SRS	8,106	8,106	7,796	-	
4812	Fund Transfer <c/b considered gaming tax>	2,071,923	2,000,000	2,000,000	2,000,000	
4833	Taylor Grazing -federal stipend	30	-	-	-	
4834	Public Works Permits	8,017	5,000	5,000	8,000	
4852	Highway Users Tax	681,025	714,090	714,090	775,953	
4872	Fuel Sales-I(outside fuel sales)	22,019	20,000	20,000	22,000	
	<b>Total Revenues</b>	<b>3,419,970</b>	<b>3,560,515</b>	<b>3,512,387</b>	<b>3,469,119</b>	
5110	Salary Accrual	5,682	-	5,500	-	
5112	Salaries	1,121,329	1,359,955	1,290,000	1,446,365	PBB Sheet #1/2**
5113	Overtime	41,464	45,000	90,000	90,000	
5117	On Call Pay	32,469	50,000	50,000	55,000	PBB Sheet #3
6999	Benefits	477,671	565,577	565,577	715,696	
	<b>Total Salaries &amp; Benefits</b>	<b>1,678,615</b>	<b>2,020,532</b>	<b>2,001,077</b>	<b>2,307,061</b>	
5172	Office Supplies	3,455	3,200	3,200	3,500	
5173	Employee Recognition	576	1,050	1,050	1,100	
5182	Operating Supplies	15,971	16,500	16,500	16,500	
5183	Grant Expense	-	-	-	-	
5195	Professional Services	68	1,750	1,750	1,750	
5201	Meetings/Conferences/Training	11,097	17,900	17,900	17,900	
5202	Engineering	-	120,000	300,000	20,000	
5203	Working Meal Budget	-	200	200	200	
5212	Telephone	6,369	7,500	7,500	7,500	
5222	Postage	43	100	100	100	
5223	Remittance To Black Hawk	124,595	124,413	124,413	148,034	
5224	Remittance To Central City	11,017	10,927	10,927	12,874	
5232	Travel/Transportation/Mileage/Parking	-	200	200	200	
5242	Ads/Legal Notices	-	-	-	-	
5253	Liability Insurance	74,010	83,400	33,435	37,000	
5255	Utilities	44,159	68,000	68,000	68,000	
5281	Computer Hardware/Software	781	1,000	1,884	2,000	
5282	R&M - PW vehicles	148,507	175,000	175,000	192,500	
5283	R&M - non PW vehicles	7,193	10,000	10,000	10,000	
5287	R&M - Building/Equipment	905	2,000	2,000	2,000	
5292	Maintenance/Copier/Software Contracts	4,182	9,750	9,750	25,760	
5382	Dues/Subscriptions	1,923	2,760	2,760	2,760	
5392	Uniforms	12,707	15,000	15,000	18,000	
5543	Late Fees / Finance Charges	-	-	-	-	
5582	Communications	650	1,500	1,500	1,500	
5901	Equipment/Vehicle Accessories (under 5k)	4,457	6,450	6,971	4,750	
5902	Capital Outlay (equipment over 5k)	608,208	791,935	793,753	480,660	PBB Sheet #4
5904	Traffic Materials (Signs) traffic control devices	10,808	15,000	15,000	16,500	
5905	Tools	6,569	7,000	7,000	7,000	
5906	Steel (was Iron)	2,955	3,000	3,000	3,000	
5907	Drainage Materials (Culverts)	-	12,500	12,500	12,500	
5908	Diesel/Fuel	167,479	280,000	280,000	280,000	
5909	Blades	24,027	24,000	24,000	28,000	
5910	Tires	44,002	45,000	45,000	50,000	
5911	Safety-equipment training	10,529	10,500	10,500	10,500	
5920	R&M - Asphalt	-	5,000	5,000	5,000	
5921	Road Prjct Mtls (ex. 3"minus, recyc asphalt)	6,580	565,435	-	565,000	
5922	Road Base	77,021	75,000	75,000	75,000	
5924	Dust Suppressant	129,075	135,000	135,000	155,000	
5928	Equipment Rental-(emergency rentals)	638	30,000	30,000	30,000	
5933	Geotextiles	-	13,300	13,300	13,300	
5934	Contracted Construction (projects over 5k)	-	10,000	10,000	10,000	
5935	Snow/Ice Control Material-Ice Slicer	17,452	30,000	30,000	30,000	
5945	Treasurer Fees	21,341	23,500	35,040	36,000	
5122	Referral Incentive	-	-	-	2,700	
5123	Hiring Incentive	-	-	-	7,000	
5121	Retention Incentive	-	-	-	27,500	
	<b>Total Operational Spend</b>	<b>1,599,349</b>	<b>2,754,770</b>	<b>2,334,133</b>	<b>2,404,088</b>	PBB Sheet #5
	<b>Total Expenditures</b>	<b>3,277,965</b>	<b>4,775,303</b>	<b>4,335,210</b>	<b>4,711,150</b>	
	Ending Fund Balance	2,920,565	1,705,777	2,097,742	855,712	

\*\* = request not reflected in budget

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Public Works request for 1 FTE for 1 Road & Bridge Operator 2

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #1

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request:

Request for FTE (if yes how many) 1

Request for additional funds (How much) \$90,430.08 Salary + Benefits

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$ 90430.08

**TOTAL FTE IMPACT:**           

### EFFICIENCIES AND JUSTIFICATION SUMMARY

**The Public Works Department is requesting 1 additional Operator 2 staff. This request for additional staffing will allow the department to function at its highest level.**

An additional Road & Bridge Operator 2 would allow the department to:

- Operate 3 full crews that could deliver improved services to the residents of our county throughout the year. (The dept has not run 2 full crews consistently since 2020 due to staffing shortages. For several years now the Road & Bridge staff has been drawn down by the need to support staffing shortages in the Solid Waste Dept.)
- Alleviate the need to pull our mechanics out of the repair shop to plow snow. (These fleet mechanics provide maintenance support for all of the county vehicles and should only be pulled out of the shop in urgent situations).
- Alleviate frequent staffing shortages that occur when the departments 5 long tenured employees (who have accrued large volumes of vacation and PTO time) are out on PTO and vacation time.
- Support long range planning to retain qualified CDL drivers/operators. Moving towards the future, the department can succeed at long term retention by offering wages that are competitive with other local municipalities.
- Utilize staff to the highest level of their abilities and plan for upward movement of staff within the team.

<p>We are seeing an increase in damage to county roads due to spontaneous spring and summer weather events, increased traffic and speeding vehicles. Efforts to hire two seasonal culvert crew Road &amp; Bridge workers to assist with summer work projects were unsuccessful this year and resulted in no applicants. The department has not been able to perform routine culvert maintenance for about 8 years now, which is leading to preventable drainage and erosion issues on many county roads. Long range planning for staffing levels that can support the changing demands of this department is crucial to being able to maintain the roadways throughout the county into the foreseeable future.</p>		
<p><b>MISSION (Please describe how the request supports the mission of Gilpin County)</b></p>		
<p><b>Mission:</b> of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.</p> <p><b>This request supports the departments task of maintaining the county roads in a difficult mountain environment.</b></p>		
<p><b>FOCUS (Please describe how the request supports the Focus of Gilpin County)</b></p>		
<p><b>Focus:</b> Financial Sustainability, Long Range Planning, Workforce Optimization &amp; Community Engagement</p> <p><b>Workforce optimization is crucial for this department's delivery of services to the traveling public.</b></p>		
<p><b>VALUES (Please describe how the request supports the values of Gilpin County)</b></p>		
<p><b>Values:</b> Collaborative, Responsive, Innovative, Respectful, Sustainable &amp; Trustworthy</p> <p><b>This request supports the Public Works departments mission to provide the traveling public with a safe traveling experience and the values of Gilpin County by being responsive to the ongoing repair and maintenance of the county roads.</b></p>		
<p><b>STRATEGIC PRIORITIES-</b> (Please describe how the request supports the strategic priorities of Gilpin County)</p>		
<p><b>Strategic Priority #1: Workforce Optimization</b>  <b>Strategic Priority #2: Long Range Planning</b>  <b>Strategic Priority #3: Financial Sustainability</b>  <b>Strategic Priority #4: Community Engagement</b></p> <p><b>Successful Long-range planning for this department will depend heavily on our ability to recruit, hire and retain qualified personnel.</b></p>		
<p><b>BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)</b></p>		
<p><b>TOTAL DEPARTMENT BUDGET: \$</b></p> <p><b>TOTAL DEPARTMENT FTE:</b></p> <p><b>TOTAL DEPARTMENT BUDGET IF APPROVED: \$</b></p> <p><b>TOTAL DEPARTMENT FTE IF APPROVED:</b></p>		
<p><b>ORIGINATOR AND REVIEWERS</b></p>		
SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Public Works request for 1 FTE for 1 Road & Bridge Team Leader

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #2

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request:

Request for FTE (if yes how many) 1 FTE for Road & Bridge Team Leader

Request for additional funds (How much) \$99,415.12 Salary + Benefits

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$ 99,415.12

**TOTAL FTE IMPACT:** 1

### EFFICIENCIES AND JUSTIFICATION SUMMARY

**The Gilpin County Public Works Department is requesting 1 FTE for a Road & Bridge Team Leader.**

This request would support the department's ability to respond to the ever-changing road conditions and resident concerns throughout the county. Our sole Team Leader currently has a span of control of 13 personnel (In addition to Team Leader responsibilities, the team leader is a day to day working member of the team). Prior to the pandemic, the department had 2 team leaders. We are asking to get this 2<sup>nd</sup> Team Leader position reinstated.

**A second Team Leader would allow the department to:**

- Operate 3 full crews that could deliver improved services to the residents of our county throughout the year. The department has not run 2 full crews consistently since 2020 due to staffing shortages.
- The Team leader would be able to fully carry out his day-to-day responsibilities. The large number of personnel the Team Leader is currently managing and providing coverage for when staff is out is hindering him from addressing crew concerns, resident complaints and daily road inspections from one end of the county to the other.
- Lessen staffing voids. The Team Leader would be able to provide ongoing training to staff. Cross training would support senior staff members when they are out for vacation, personal time and sick time.
- Planning for the future by training personnel upward in anticipation of filling the positions of 5 long tenured staff members who could retire in the next couple of years.
- Respond to resident requests in a timelier manner.
- A back log of past years projects and larger projects could be planned for and addressed.



<p>Throughout the last several years the department has struggled to complete regular summer maintenance projects. Application of dust suppressant on major arterial roads (each artery requires a full crew for an entire week) takes precedence over the routine application of road base. Routine culvert cleaning, repairs and ditch maintenance have not happened now for 8 years. Because of this, we are seeing an increase in the normal wearing down of the roadways that could be avoided. It is imperative that the Team Leader be able plan for and execute routine road maintenance.</p>		
<p><b>MISSION (Please describe how the request supports the mission of Gilpin County)</b></p>		
<p><b>Mission:</b> of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.</p> <p><b>This request supports the mission of Gilpin County by continuing to provide safe and well-maintained roadways for our residents to travel on.</b></p>		
<p><b>FOCUS (Please describe how the request supports the Focus of Gilpin County)</b></p>		
<p><b>Focus:</b> Financial Sustainability, Long Range Planning, Workforce Optimization &amp; Community Engagement</p> <p><b>Long range planning for this department requires that we plan for 5 senior staff members to potentially retire within the next couple of years.</b></p>		
<p><b>VALUES (Please describe how the request supports the values of Gilpin County)</b></p>		
<p><b>Values:</b> Collaborative, Responsive, Innovative, Respectful, Sustainable &amp; Trustworthy</p> <p><b>This request for additional FTE is responsive to sustaining the essential service that this department provides to the residents of our county.</b></p>		
<p><b>STRATEGIC PRIORITIES-</b> (Please describe how the request supports the strategic priorities of Gilpin County)</p>		
<p><b>Strategic Priority #1: Workforce Optimization</b>  <b>Strategic Priority #2: Long Range Planning</b>  <b>Strategic Priority #3: Financial Sustainability</b>  <b>Strategic Priority #4: Community Engagement</b></p> <p><b>Workforce optimization for this department requires that the team leader be able carry out a wide range of duties including training personnel to move up in the department.</b></p>		
<p><b>BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)</b></p>		
<p><b>TOTAL DEPARTMENT BUDGET: \$</b></p> <p><b>TOTAL DEPARTMENT FTE:</b></p> <p><b>TOTAL DEPARTMENT BUDGET IF APPROVED: \$</b></p> <p><b>TOTAL DEPARTMENT FTE IF APPROVED:</b></p>		
<p><b>ORIGINATOR AND REVIEWERS</b></p>		
SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Public Works request for additional OT funds

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #3

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request:

Request for FTE (if yes how many) \_\_\_\_\_

Request for additional funds (How much) \$45,000.00 for Overtime Pay

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$450000

**TOTAL FTE IMPACT:** \_\_\_\_\_

### EFFICIENCIES AND JUSTIFICATION SUMMARY

**The Public Works Department is requesting an additional \$45,000.00 for Overtime funds.**

The current \$45,000.00 Overtime Budget for this Department was exhausted early in the year for 2024.

Contributing factors were:

- Weekend storms throughout January and February resulted in large numbers of Overtime hours accruing on Friday, Saturday and Sundays.
- The March snow storm produced higher-than-normal precipitation levels. This depleted the remainder of the Overtime funds.
- There was a May wind storm that created a large volume of trees that needed to be removed from the county roadways.
- The department is understaffed. In order to keep routine maintenance projects going, staff is doing smaller projects and hauling material and chips on Fridays, which is accruing Overtime hours.

The current allocated Overtime fund is not covering the department's needs

Understaffing, unpredictable weather patterns and spring snow storms that are bringing higher volumes of snow than normal are dictating the need for an increase. Additionally, the department needs to be able to enter into

the second half of the year's busy winter months (September, October, November and December) with remaining Overtime funds.		
<b>Mission: of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.</b>		
This request is necessary to carry out the operations of this department.		
<b>FOCUS (Please describe how the request supports the Focus of Gilpin County)</b>		
<b>Focus:</b> Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement  Long range planning for overtime requires an increase in the fund.		
<b>VALUES (Please describe how the request supports the values of Gilpin County)</b>		
<b>Values:</b> Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy  This request is responsive to the unpredictable nature of weather events in our county.		
<b>STRATEGIC PRIORITIES- (Please describe how the request supports the strategic priorities of Gilpin County)</b>		
<b>Strategic Priority #1: Workforce Optimization</b> <b>Strategic Priority #2: Long Range Planning</b> <b>Strategic Priority #3: Financial Sustainability</b> <b>Strategic Priority #4: Community Engagement</b>  Workforce optimization dictates that this department be able to provide services 365 days a year.		
<b>BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)</b>		
<b>TOTAL DEPARTMENT BUDGET: \$</b>  <b>TOTAL DEPARTMENT FTE:</b>  <b>TOTAL DEPARTMENT BUDGET IF APPROVED: \$</b>  <b>TOTAL DEPARTMENT FTE IF APPROVED:</b>		
<b>ORIGINATOR AND REVIEWERS</b>		
SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Public Works – Capital Expenses

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #4

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request:

Request for FTE (if yes how many) \_\_\_\_\_

Request for additional funds (How much)

<b>Grand Totals: Capital:</b>	<b>Excavator:</b>	<b>\$182,200</b>
	<b>Service Truck:</b>	<b>\$200,000</b>
	<b>Water Pump:</b>	<b>\$ 65,000</b>
<b>Equip under \$5k</b>	<b>AC evacuator:</b>	<b>\$ 4,750</b>
<b>Mtnc Contracts</b>	<b>Plow Software</b>	<b>\$16,000</b>
<b>Less Sale of Assets</b>		<b>\$-19,000</b>

**TOTAL DOLLAR AMOUNT PROPOSED: \$ \$448,950**

**TOTAL FTE IMPACT: 0**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

1. **Replace 20-year-old Mini Excavator**, 2005 Komatsu PC78 with a new, larger mid-size excavator.

The main uses for the excavator are for replacing culverts, cleaning out ditches, and any job that requires digging. It is also used with a grapple to move logs for the biomass heat system, picking up boulders, rocks and debris while operating in the field. The current mini-excavator is too small for many of our uses which ends up causing additional labor and time on the jobs. It has reached the end of its useful life expectancy. Rentals are expensive and not always available when needed.

We plan to trade in the current mini excavator for an anticipated trade in of \$19,000

<b>\$182,200</b>	<b>02.00.5902</b>	<b>Capital</b>
<b>-\$ 19,000</b>	<b>02.00.4552</b>	<b>Sale of Assets</b>
<b>\$163,000</b>		<b>Net cost</b>

**2. Replace Mechanics' Service Truck**

In 2023, a driver ran a red light and crashed into our Service Truck, #202. It is a 2002 Chevrolet 3500. Over the course of the next year, CTSI chose to total this vehicle and has reimbursed us \$27,258 for its value. We now need to replace this truck.

The mechanics truck is a highly specialized, heavy-duty vehicle with a truck mounted crane, welder, plasma cutter to cut grader bits, air compressor, tool boxes, spare parts everything needed to respond to roadside maintenance repairs for all County vehicles. These repairs can include blown hydraulic hoses on graders, changing plow and grader blades, repairing and replacing flat tires on everything from a Sheriff Patrol Car to a motor grader. It frequently is used to respond to repairs on trash trucks at the landfill. It is a very critical part of our fleet maintenance. Due to the damage from the accident, the truck is compromised and we do NOT have a backup truck.

<b>\$200,000</b>	<b>02.00.5902</b>	<b>2025 Capital</b>
<b>-\$ 1,778</b>	<b>02.00.4152</b>	<b>2023 Insurance Proceeds received</b>
<b>-\$25,480.</b>	<b>02.00.4552</b>	<b>2024 Insurance Proceeds received</b>
<b>\$172,742</b>		<b>Net cost</b>

(Please note, since the Insurance proceeds were received in 2023 and 2024, the impact to the 2025 budget will be \$200,000)



The 2002 Chevy Service Truck is still functioning, but note the “2x4 and ratchet strap band-aid” used to keep the doors closed.

3. Replace 1997 water pump

Public Works uses 2 large water pumps to fill water trucks at remote locations (Chase Reservoir, South Boulder Creek, etc.). The water is used in road grading, dust control and road repairs. We entered 2024 with 2 1997 pumps, both on their last legs. We had to replace one on an emergency basis this spring when the engine went out. When the first pump went down it forced us to stop grading operations for half of the County until it could be replaced. The second pump is identical to the one we replaced and it is also at the end of its useful life. The new pump will be trailer mounted. The trailer is included in the cost.

**\$65,000 02.00.5902 Capital**

4. Air Conditioning evac unit. Equipment under \$5000

The Airtek Automatic Recovery and Recharge machine will allow our inhouse mechanics to evacuate, recover and reuse refrigerants from County vehicles, as required by Federal Law. Air conditioning units are in a pressurized system, and can be tricky, if not dangerous to service. This machine will allow us to safely and efficiently maintain these units, recover the refrigerants and reuse them.

**\$4,750 02.00.5901 Equipment Under \$5000**

5. Plow Tracking software.

This software would allow the Public Works management, County officials and the general public to find where plow trucks are currently and what routes they have already completed. It tracks miles and times. It improves driver safety by making it easier to locate them in an emergency. Cost to outfit 11 trucks with equipment and software: Software license \$7920. Purchase of dash cams and other equipment. \$7207. Miscellaneous installation hardware \$873.

**\$16,000 02.00.5292 Maintenance Contracts**

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Public Works can be most responsive to our residents and visitors when we have all equipment functioning. In prior years, we were forced to run equipment well beyond its recommended useful life. This resulted in a decreased ability to keep roads repaired, and remove snow and ice from the road. Keeping this old equipment functioning caused repair budgets to spike (a \$30,000 repair bill for one piece of equipment was not uncommon) Replacing equipment near the industry standard is more cost effective and allows us to keep the roads safe.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement  
The Capital items in this budget match the focus of Financial Sustainability and Long Range Planning. Replacing aging equipment and vehicles improves operator efficiency and reduces maintenance and repair costs.

**VALUES (Please describe how the request supports the values of Gilpin County)**

<b>Values:</b> Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy		
<b>STRATEGIC PRIORITIES-</b> (Please describe how the request supports the strategic priorities of Gilpin County)		
Strategic Priority #1: Workforce Optimization Strategic Priority #2: Long Range Planning Strategic Priority #3: Financial Sustainability Strategic Priority #4: Community Engagement		
<b>BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)</b>		
TOTAL DEPARTMENT BUDGET: \$		
TOTAL DEPARTMENT FTE:		
TOTAL DEPARTMENT BUDGET IF APPROVED: \$		
TOTAL DEPARTMENT FTE IF APPROVED:		
<b>ORIGINATOR AND REVIEWERS</b>		
SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Public Works – Miscellaneous accounts cost increases

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #5

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request:

Request for FTE (if yes how many) \_\_\_\_\_

Request for additional funds (How much) \$52,300 Office Supplies, Uniforms, Repair & Maintenance, Computer Hardware/Software, Blades, Tires, Dust Suppressant, Traffic Control Devices

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$ 52,300

**TOTAL FTE IMPACT:** \_\_\_\_\_

### EFFICIENCIES AND JUSTIFICATION SUMMARY

1. Office Supplies 02.00.5172. Increase in drinking water costs.	<b>Budget request for increase</b> \$ <b>300</b>
2. Uniforms 02.00.5392 Increase in cost for supplier.	<b>Budget request for increase</b> \$ <b>3,000</b>
3. Repair & Maintenance 02.00.5282 Anticipated %10 increase in parts.	<b>Budget request for increase</b> \$ <b>17,500</b>
4. Computer Hardware/Software 02.00.5281 General Hardware needs. 1 laptop in 2024 billed out at \$1,800. We were under budgeted for this.	<b>Budget request for increase</b> \$ <b>1,000</b>
5. Blades 02.00.5909 Anticipated increase in the cost of metal.	<b>Budget request for increase</b> \$ <b>4,000</b>
6. Tires 02.00.5910 Increasing costs. (1 set of tires for a grader are now running \$15,000)	<b>Budget request for increase</b> \$ <b>5,000</b>



<p>7. Traffic Control Devices (signs) Increase in cost of materials.</p>	<p><b>Budget request for increase \$ 1,500</b></p>	
<p>8. Dust Suppressant 02.00.5924 In the last 4 years we have seen a 10cent per gallon increase each year.</p>	<p><b>Budget request for increase \$20,000</b></p>	
<b>MISSION (Please describe how the request supports the mission of Gilpin County)</b>		
<p><b>Mission:</b> of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.</p> <p>These are general operating expenses for the Public Works Department and fall in line with the Counties Mission of providing responsive services to our residents.</p>		
<b>FOCUS (Please describe how the request supports the Focus of Gilpin County)</b>		
<p><b>Focus:</b> Financial Sustainability, Long Range Planning, Workforce Optimization &amp; Community Engagement</p> <p>The request for these general operating supplies will benefit the workforce and support the Public Works Department in long range planning to deliver services to our residents.</p>		
<b>VALUES (Please describe how the request supports the values of Gilpin County)</b>		
<p><b>Values:</b> Collaborative, Responsive, Innovative, Respectful, Sustainable &amp; Trustworthy</p> <p>The Public Works Department can remain sustainable into the future by planning for and anticipating cost increases within its budget.</p>		
<b>STRATEGIC PRIORITIES-</b> (Please describe how the request supports the strategic priorities of Gilpin County)		
<p><b>Strategic Priority #1: Workforce Optimization</b>  <b>Strategic Priority #2: Long Range Planning</b>  <b>Strategic Priority #3: Financial Sustainability</b>  <b>Strategic Priority #4: Community Engagement</b></p> <p>Long range planning for anticipated cost increased.</p>		
<b>BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)</b>		
<p><b>TOTAL DEPARTMENT BUDGET: \$</b></p> <p><b>TOTAL DEPARTMENT FTE:</b></p> <p><b>TOTAL DEPARTMENT BUDGET IF APPROVED: \$</b></p> <p><b>TOTAL DEPARTMENT FTE IF APPROVED:</b></p>		
<b>ORIGINATOR AND REVIEWERS</b>		
SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: HR – Retention Incentive Public Works

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment
- Increase

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_
- Request for additional funds (How much) \$27,500

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED: \$27,500**

**TOTAL FTE IMPACT: .0**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

HR is requesting additional funds in the amount of \$27,500 to support retention incentives for hard to fill positions in the area of Public Works. This is an estimated cost as several external factors may influence the final amount.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Filling safety-sensitive positions are crucial as they significantly impact all our key focus areas.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

This request aligns with our goals of Financial Sustainability, Long Range Planning, Workforce Optimization and Community Engagement, ensuring we make the best use of county resources and are able to provide critical services for our residents and staff.

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

We are dedicated to upholding these values, retaining the right employees for every position helps us in doing so.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

The retention incentive aims to reward those managing the challenges of short staffing in safety-sensitive roles. Retaining individuals in these positions is crucial as it affects all strategic priorities.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$864,981.55**

**TOTAL DEPARTMENT FTE: 3**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$892,481.55**

**TOTAL DEPARTMENT FTE IF APPROVED: 3**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Chanda Johnson	DATE: 8/5/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: HR – Referral Incentive

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_  
 Request for additional funds (How much) \$2,700

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$2,700

**TOTAL FTE IMPACT:** .0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

HR is requesting additional funds in the amount of \$18,000 to support employee referral initiatives in 2025. Of that \$2,700 is estimated to be a Public Works employee referral that must be paid from a separate Public Works fund.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Employee referral programs can have a significant impact on various aspects of an organization, including health, safety, well-being, partnerships, community engagement, and the effective use of public resources. Referred employees often have a better understanding of the company culture and expectations, which can lead to a smoother transition and quicker adaptation to safety protocols and health initiatives. Employee referrals can strengthen internal and external partnerships. Internally, they foster a sense of community and trust among employees. Referral programs often encourage employees to engage with their networks and communities to find potential candidates.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

This request aligns with our goals of Financial Sustainability, Long Range Planning, Workforce Optimization and Community Engagement, ensuring we make the best use of county resources.

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

We are dedicated to upholding these values, finding the right employees for every position helps us in doing so.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

**Strategic Priority #1: Workforce Optimization**  
**Strategic Priority #2: Long Range Planning**  
**Strategic Priority #3: Financial Sustainability**  
**Strategic Priority #4: Community Engagement**

A successful employee referral program supports each strategic priority the county has set.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$874,481.55**

**TOTAL DEPARTMENT FTE: 3**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$892,481.55**

**TOTAL DEPARTMENT FTE IF APPROVED: 3**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Chanda Johnson	DATE: 8/5/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 ADJUSTMENT REQUEST FORM

Department Name: HR – Hiring Incentive (Public Works)

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY

Adjustment or Increase:

- Adjustment  
 Increase

Statutory Requirement:

- Yes  
 No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_  
 Request for additional funds (How much) \$7,000

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$7,000

**TOTAL FTE IMPACT:** .0

### EFFICIENCIES AND JUSTIFICATION SUMMARY

HR is requesting additional funds in the amount of \$7,000 to support hiring incentives for hard to fill positions in the areas of Public Works. This is an estimated cost as several external factors may influence the final amount including any additional positions added during the budgeting process.

### MISSION (Please describe how the request supports the mission of Gilpin County)

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

Attracting candidates and filling safety-sensitive positions are crucial as these positions significantly impact all our key focus areas.

### FOCUS (Please describe how the request supports the Focus of Gilpin County)

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

This request aligns with our goals of Financial Sustainability, Long Range Planning, Workforce Optimization and Community Engagement, ensuring we make the best use of county resources and are able to provide critical services for our residents and staff.

### VALUES (Please describe how the request supports the values of Gilpin County)

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

We are dedicated to upholding these values, attracting the right employees for every position helps us in doing so.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

The hiring incentive is designed to attract individuals to hard-to-fill positions and address the challenges of short staffing in safety-sensitive roles. Securing talent for these positions is essential as it impacts all strategic priorities.

**BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)**

**TOTAL DEPARTMENT BUDGET: \$885,481.55**

**TOTAL DEPARTMENT FTE: 3**

**TOTAL DEPARTMENT BUDGET IF APPROVED: \$892,481.55**

**TOTAL DEPARTMENT FTE IF APPROVED: 3**

**ORIGINATOR AND REVIEWERS**

SUBMITTED BY:	NAME: Chanda Johnson	DATE: 8/6/2024
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# Solid Waste

Fund: 06 - Solid Waste

Department: 0

Revenue

753,265

Expense

863,373

FTE

4.50

Percentage Change  
(Budget)

42.48%

\*Excluding Elected Official

Salary and Benefits  
Cost

365,640

Operational Costs

497,733







# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Solid Waste – Rate Increases

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #1

Adjustment or Increase:

- Adjustment  
 Increase Revenue

Statutory Requirement:

- Yes  
 No

Summary of increase request:

- Request for FTE (if yes how many) \_\_\_\_\_  
 Request for additional funds (How much) \$79,350 Increased revenue

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED: \$ 79,350**

**TOTAL FTE IMPACT: \_\_\_\_\_**

### EFFICIENCIES AND JUSTIFICATION SUMMARY

Gilpin County Solid Waste Department is proposing a rate increase for the price of trash bags and debris collected at the transfer station.

The last rate increase was 2021. This rate increase would better align us with pricing in the neighboring counties. The increased revenue would support the request for 1 additional FTE, contribute to the funding of a new Roll-off Truck and help to offset the annual increases in landfill fees.

2023 estimated number of 33 & 35-gallon bags collected was **60,000 bags**

- proposed increase of \$1 per 33-gallon bag = \$4 per bag (current price is \$3)
- proposed increase of \$1 per 35-gallon bag = \$5 per bag (current price is \$4)

This would generate a proposed increase in Revenue of **\$60,000.00**

2023 estimated cubic yards of debris brought to the Transfer Station that generated money was **1,935 Cubic Yards**. (This total does not include cubic yards of debris that were generated from the Free Trash Token program)

- proposed increase of \$10 per 1 cubic yard of debris = \$40 per yard (current price is \$30)

This would generate a proposed increase in Revenue of **\$19,350.00**

**Total proposed increase in Revenue \$79,350.00**

Landfill disposal rates:

- **2020** per ton \$28.29 including taxes and fees
- **2024** per ton \$36.37 including taxes and fees

<ul style="list-style-type: none"> <li>YTD 2024 Landfill fees <b>\$39,613.08</b></li> </ul>		
Current Nederland prices \$4 per 33-gallon bag	Current Clear Creek prices \$4 per 40-gallon bag	
(Neither take construction debris which is sending more out of county residents and small contractors to us.)		
<b>MISSION (Please describe how the request supports the mission of Gilpin County)</b>		
<p><b>Mission:</b> of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.</p> <p>This request will allow the county to continue providing this essential service to its residents into the future.</p>		
<b>FOCUS (Please describe how the request supports the Focus of Gilpin County)</b>		
<p><b>Focus:</b> Financial Sustainability, Long Range Planning, Workforce Optimization &amp; Community Engagement</p> <p>Long range planning for the cost of disposing of debris and trash dictates an increase in the fees charged to our residents.</p>		
<b>VALUES (Please describe how the request supports the values of Gilpin County)</b>		
<p><b>Values:</b> Collaborative, Responsive, Innovative, Respectful, Sustainable &amp; Trustworthy</p> <p>The Solid Waste Department is respectful of the impact on its residents when prices are increased. Price increases have not happened in 4 years. Landfill fees and the need for additional staffing are driving to the need to increase fees.</p>		
<b>STRATEGIC PRIORITIES-</b> (Please describe how the request supports the strategic priorities of Gilpin County)		
<p><b>Strategic Priority #1: Workforce Optimization</b>  <b>Strategic Priority #2: Long Range Planning</b>  <b>Strategic Priority #3: Financial Sustainability</b>  <b>Strategic Priority #4: Community Engagement</b></p>		
<b>BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)</b>		
TOTAL DEPARTMENT BUDGET: \$		
TOTAL DEPARTMENT FTE:		
TOTAL DEPARTMENT BUDGET IF APPROVED: \$		
TOTAL DEPARTMENT FTE IF APPROVED:		
<b>ORIGINATOR AND REVIEWERS</b>		
SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Solid Waste Fund Transfer for Free Trash Day, Slash Disposal

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #2

Adjustment or Increase:

- Adjustment
- Increase (Fund Transfer to cover special programs)

Statutory Requirement:

- Yes
- No

Summary of increase request:

- Request for FTE (if yes how many) 0
- Request for additional funds (How much) \$ 187,440 06.00.4812

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$ 187,440

**TOTAL FTE IMPACT:** \_\_\_\_\_

### EFFICIENCIES AND JUSTIFICATION SUMMARY

We are asking for a fund transfer to reimburse the Solid Waste Department for lost revenue from the Free Trash Day program and the Free Slash program.

We are asking that the lost revenue from these 2 programs be reimbursed to the department through a Fund Transfer from the General Fund. The Solid Waste Department provides these services at no charge to the community. The costs for these 2 programs are covered through the Solid Waste budget. In previous years, a bulk Fund Transfer was budgeted (\$225,000 in 2019) but was not always needed.

This fund transfer will more accurately reflect the true costs of operating the Transfer Station.

2023 Free Trash Day numbers:

- 840 tokens for Free Trash Day program were redeemed by county residents and property owners.
- We estimate that this equates to 4,200 cubic yards of debris that were delivered to the transfer station at no charge.
- At the normal rate of \$30 per cubic yard, this equates to \$126,000 in lost revenue.

**Request for reimbursement \$126,000.00**

<p>2023 Slash Site numbers:</p> <ul style="list-style-type: none"> <li>3,072 loads of slash received into the slash yard.</li> <li>\$20 per load (fee rate in neighboring Jefferson County per pick-up truck load of slash). This equates to \$61,440 in lost revenue.</li> </ul> <p style="text-align: right;"><b>Request for reimbursement <u>\$61,440.00</u></b></p> <p style="text-align: right;"><b>Total request for reimbursement      \$187,440.00</b></p>		
<b>\$</b>		
<p><b>Mission:</b> of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.</p> <p>These two programs are highly valued in the community. The Free Trash Day program is designed to encourage residents to keep up their properties. The Slash Site is a very important program allowing residents to perform fire mitigation on their properties.</p>		
<b>FOCUS (Please describe how the request supports the Focus of Gilpin County)</b>		
<b>Focus:</b> Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement		
<b>VALUES (Please describe how the request supports the values of Gilpin County)</b>		
<b>Values:</b> Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy		
<b>STRATEGIC PRIORITIES-</b> (Please describe how the request supports the strategic priorities of Gilpin County)		
<p><b>Strategic Priority #1: Workforce Optimization</b>  <b>Strategic Priority #2: Long Range Planning</b>  <b>Strategic Priority #3: Financial Sustainability</b>  <b>Strategic Priority #4: Community Engagement</b></p>		
<b>BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)</b>		
<b>TOTAL DEPARTMENT BUDGET: \$</b>		
<b>TOTAL DEPARTMENT FTE:</b>		
<b>TOTAL DEPARTMENT BUDGET IF APPROVED: \$</b>		
<b>TOTAL DEPARTMENT FTE IF APPROVED:</b>		
<b>ORIGINATOR AND REVIEWERS</b>		
SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# Priority Based Budgeting

## 2025 REQUEST FORM

Department Name: Solid Waste request for 1 FTE for a Transfer Station Operator 1

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #3

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request:

Request for FTE (if yes how many) 1 Transfer Station Operator 1

Request for additional funds (How much) \$ 78,717.72 (Benefits calculation total hourly rate with benefits)

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$ 78,717.72

**TOTAL FTE IMPACT:** 1

### EFFICIENCIES AND JUSTIFICATION SUMMARY

We are asking for 1 additional FTE for this essential service department. This FTE request was supported in the 2023 Core-Reflection Gilpin County Organizational Staffing Analysis.

Adding an additional driver to the Solid Waste team would allow:

- The Solid Waste Department to function independently.
- Recruiting and offering competitive wages for an experienced CDL driver will help in our efforts to retain staff into the future (The 3 person staff at the Transfer Station has had a turnover of 14 employees in the last 6 year).
- Allow schedule flexibility for the drivers, reduce driver burnout and allow staff unrestricted use of their vacation, sick and personal time off (Currently, the transfer station staff must schedule any time off only when additional Road & Bridge personnel are available to cover).
- Mulch would be hauled on a regular basis and not accumulate to an unmanageable volume (only a small percentage of the mulch pile got hauled out in 2023).
- Improve staff morale for both, Solid Waste AND Road & Bridge departments.
- The Free Slash and Resident Trash Token programs could continue into the future.

Currently:

- The Solid Waste Department has struggled for years to maintain staffing levels leading to the need for ongoing support from Road & Bridge personnel on a daily basis.
- Most importantly this staffing schematic of borrowing staff from Road & Bridge takes 1.5 FTE personnel (.5 FTE to chip slash 2 days a week) out of an already understaffed Road & Bridge Dept. which is contributing to delays to road projects.
- Road & Bridge personnel currently do all of the hauling of trash, recycling and mulch (496 loads were hauled in 2023). Road & Bridge personnel also chip slash and grind logs at the Slash Site yard.

We anticipate volumes in all three categories of hauling to continue to increase into the future. A combined total of 496 loads of trash, recycle and mulch were hauled in 2023. YTD 2024 we are at an 13% increase in loads hauled.

We are also seeing increasing numbers of residents from neighboring counties utilize our waste facility as Clear Creek County struggles to staff their facility and Boulder County restructures their Nederland facility.

**MISSION (Please describe how the request supports the mission of Gilpin County)**

**Mission:** of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.

The residents of Gilpin County have come to rely on the convenience of having a Transfer Station and Slash Site. In order to continue to provide these services to our residents, the staffing levels in the Solid Waste Department need to be increased.

**FOCUS (Please describe how the request supports the Focus of Gilpin County)**

**Focus:** Financial Sustainability, Long Range Planning, Workforce Optimization & Community Engagement

The Transfer Station is an essential service that the county provides to its residents. Long range planning and support for this department will keep it a viable resource for our residents into the future.

**VALUES (Please describe how the request supports the values of Gilpin County)**

**Values:** Collaborative, Responsive, Innovative, Respectful, Sustainable & Trustworthy

Long range planning for staffing levels in this department will help retain the current staff into the future.

**STRATEGIC PRIORITIES-** (Please describe how the request supports the strategic priorities of Gilpin County)

- Strategic Priority #1: Workforce Optimization**
- Strategic Priority #2: Long Range Planning**
- Strategic Priority #3: Financial Sustainability**
- Strategic Priority #4: Community Engagement**

The Transfer Station employees face day to day difficulties in carrying out their jobs. The staff works outdoors in all kinds of elements, they have a challenging work week with a Wednesday – Sunday schedule and have been chronically understaffed. All of this is leading to a trying work environment.

Request for 1 FTE  
Solid Waste 2025 Budget

<b>BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)</b>		
<b>TOTAL DEPARTMENT BUDGET: \$</b>		
<b>TOTAL DEPARTMENT FTE:</b>		
<b>TOTAL DEPARTMENT BUDGET IF APPROVED: \$</b>		
<b>TOTAL DEPARTMENT FTE IF APPROVED:</b>		
<b>ORIGINATOR AND REVIEWERS</b>		
SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:



# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Solid Waste – Replace 2014 Rolloff Truck

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #4

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request:

Request for FTE (if yes how many) \_\_\_\_\_

Request for additional funds (How much) \$263,603 New Rolloff Truck This reflects current bid of \$239,639 + 10% increase for anticipated next year pricing.

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$263,603

**TOTAL FTE IMPACT:** \_\_\_\_\_

### EFFICIENCIES AND JUSTIFICATION SUMMARY

It is imperative to the operations of the Solid Waste Department to have 2 reliable Rolloff Trucks to haul trash, recyclables and mulch. We are asking for a new Rolloff Truck.

SW1 (2014) Rolloff truck was wrecked and rebuilt in 2020. The frame on this truck is bent from the accident, and is not repairable. This truck is approaching the end of its useful service life. As this truck ages we anticipate more downtime and expenses for maintenance and repairs.

SW1 functions as a back up to our SW 2 (2020) Rolloff truck, picking up containers at other county facilities. When our SW2 truck goes in for maintenance SW1 is our only back up truck. This leads to multiple trips up and down the mountain in an aging truck.

We would anticipate a revenue of \$35,000 from the sale or trade in of SW1.

**In 2023 we hauled 496 loads up and down the mountain.**

- 360 loads to the landfill
- 70 loads to recycling centers in Denver
- 66 loads of mulch. We disposed of only a small percentage of the mulch that had accumulated at the slash pile (Mount Chip).

<p>YTD 2024 we are at an 13% increase in the number of overall loads hauled compared to 2023. County residents are facing increasing pressure from their homeowner’s insurance companies to mitigate their property for fire safety. As a result of this, we anticipate the volume of mulch hauling to steadily increase in the coming years.</p> <p>The Transfer Station in neighboring Clear Creek County has reduced their hours of operation to 2 days a week. As a result of this, we are seeing an increase in the number of Clear Creek County residents coming to our Transfer Station.</p>		
<p><b>MISSION (Please describe how the request supports the mission of Gilpin County)</b></p>		
<p><b>Mission:</b> of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.</p> <p>An additional Rolloff truck will support The Solid Waste Department in continuing to provide this essential service to our county residents.</p>		
<p><b>FOCUS (Please describe how the request supports the Focus of Gilpin County)</b></p>		
<p><b>Focus:</b> Financial Sustainability, Long Range Planning, Workforce Optimization &amp; Community Engagement</p> <p>Having two reliable trucks to haul trash, recycle and mulch is imperative to workforce optimization as we move into the future. This would allow the staff to haul Trash, Recycling and Mulch continuously without down time.</p>		
<p><b>VALUES (Please describe how the request supports the values of Gilpin County)</b></p>		
<p><b>Values:</b> Collaborative, Responsive, Innovative, Respectful, Sustainable &amp; Trustworthy</p> <p>We are being responsive to the increasing volume of materials coming into our transfer station from the residents of our community.</p>		
<p><b>STRATEGIC PRIORITIES-</b> (Please describe how the request supports the strategic priorities of Gilpin County)</p>		
<p><b>Strategic Priority #1: Workforce Optimization</b>  <b>Strategic Priority #2: Long Range Planning</b>  <b>Strategic Priority #3: Financial Sustainability</b>  <b>Strategic Priority #4: Community Engagement</b></p> <p>The trucks in the Solid Waste Department that haul this large volume of material down the mountain from our county need to be a priority to support long range planning and workforce optimization.</p>		
<p><b>BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)</b></p>		
<p><b>TOTAL DEPARTMENT BUDGET: \$</b></p>		
<p><b>TOTAL DEPARTMENT FTE:</b></p>		
<p><b>TOTAL DEPARTMENT BUDGET IF APPROVED: \$</b></p>		
<p><b>TOTAL DEPARTMENT FTE IF APPROVED:</b></p>		
<p><b>ORIGINATOR AND REVIEWERS</b></p>		
<p>SUBMITTED BY:</p>	<p>NAME: John Combs, Public Works Director</p>	<p>DATE:</p>
<p>REVIEWED BY COUNTY MANAGER:</p>	<p>SIGNATURE:</p>	<p>DATE:</p>
<p>VERIFIED BY FINANCE DIRECTOR:</p>	<p>SIGNATURE:</p>	<p>DATE:</p>

# PRIORITY BASED BUDGETING

## 2025 REQUEST FORM

Department Name: Solid Waste miscellaneous accounts cost increases

### ADJUSTMENT OR INCREASE PROPOSAL SUMMARY #5

Adjustment or Increase:

Adjustment

Increase

Statutory Requirement:

Yes

No

Summary of increase request:

Request for FTE (if yes how many) \_\_\_\_\_

Request for additional funds (How much) \$11,600 Utilities, Employee Recognition, Landfill Fees,

Capital Outlay

**Grand Totals:**

**TOTAL DOLLAR AMOUNT PROPOSED:** \$ 11,600

**TOTAL FTE IMPACT:** \_\_\_\_\_

### EFFICIENCIES AND JUSTIFICATION SUMMARY

1. Utilities: 06.00.5255.

**Budget increase request of \$ 200**

United Power rates continue to increase annually. We are estimating a 12% increase based on previous years and to include Green Energy Program.

2. Employee Recognition: 06.00.5173.

**Budget increase request of \$ 200**

In the past this has been included in the Public Works Budget. We would like to move this to the Solid Waste Budget (\$50 per employee).

3. Landfill fees: 06.00.5264.

**Budget increase request of \$ 9,200**

BFI Landfill fees and state disposal fees increase annually. This year (2024) our volumes of trash and recycle are trending higher. We are anticipating volumes for 2025 to be at the same level or higher than 2024.

- Current volume 1,850 Tons at an increase of \$2 \$ 3,700
  - Additional volume of 150 tons at current rate + \$2 increase \$ 5,500
- Total \$ 9,200

4. Capital Outlay: 06.00.5902. <span style="float: right;"><b>Budget increase request of \$ 2,000</b></span> Ongoing cost of Roll Off Containers. Increase in metal materials to manufacture this product.		
<b>MISSION (Please describe how the request supports the mission of Gilpin County)</b>		
<p><b>Mission:</b> of Gilpin County is to provide responsive services for our residents and visitors to protect, maintain and enhance our unique community, our historic and cultural heritage and our mountain environment. We focus on health, safety and well-being, partnerships, community engagement, and effective use of public resources.</p> <p>This request for general operating expenses of the Transfer Station meets the counties mission statement because this department provides an essential service to its residents.</p>		
<b>FOCUS (Please describe how the request supports the Focus of Gilpin County)</b>		
<p><b>Focus:</b> Financial Sustainability, Long Range Planning, Workforce Optimization &amp; Community Engagement</p> <p>Long range planning dictates that we anticipate price increases in predictable areas of our budget.</p>		
<b>VALUES (Please describe how the request supports the values of Gilpin County)</b>		
<p><b>Values:</b> Collaborative, Responsive, Innovative, Respectful, Sustainable &amp; Trustworthy</p> <p>Sustainability of the Transfer Station into the future is imperative.</p>		
<b>STRATEGIC PRIORITIES-</b> (Please describe how the request supports the strategic priorities of Gilpin County)		
<p><b>Strategic Priority #1: Workforce Optimization</b>  <b>Strategic Priority #2: Long Range Planning</b>  <b>Strategic Priority #3: Financial Sustainability</b>  <b>Strategic Priority #4: Community Engagement</b></p> <p>Anticipating and planning for cost increases in this department is necessary in order for these priorities to be met.</p>		
<b>BUDGET SUMMARY (DEPARTMENT OF FINANCE USE)</b>		
<b>TOTAL DEPARTMENT BUDGET: \$</b>  <b>TOTAL DEPARTMENT FTE:</b>  <b>TOTAL DEPARTMENT BUDGET IF APPROVED: \$</b>  <b>TOTAL DEPARTMENT FTE IF APPROVED:</b>		
<b>ORIGINATOR AND REVIEWERS</b>		
SUBMITTED BY:	NAME:	DATE:
REVIEWED BY COUNTY MANAGER:	SIGNATURE:	DATE:
VERIFIED BY FINANCE DIRECTOR:	SIGNATURE:	DATE:

# Library

Fund: 03 - (Library)

Department: 0

## Revenue

685,884

## Expense

613,971

## FTE

4.95

## Percentage Change (Budget)

0.69%

\*Excluding Elected Official

## Salary and Benefits Cost

383,312

## Operational Costs

230,659



## Library

Library Fund 3  
 Department Code 0

<u>Account</u>	<u>Description</u>	<u>2023</u> <u>Actual</u>	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Estimate</u>	<u>2025</u> <u>Proposed</u>	<u>Notes</u>
	Beginning Fund Balance	424,856	558,905	558,905	599,071	
4112	Current Taxes	555,780	584,259	598,015	620,000	
4122	Delinquent Taxes	59	-	8	-	
4132	Interest & Penalties	391	-	250	-	
4340	Library Fees	2,437	1,000	1,000	2,000	
4346	Donations	400	-	-	-	
4512	Specific Ownership	35,605	35,000	35,000	35,000	
4522	Interest Income	31,235	19,884	-	19,884	
4651	Grant Revenue	8,457	-	5,500	5,500	
4652	Misc & Cash Drawer Over/Under	250	5,500	-	-	
4812	Fund Transfer <c/b considered gaming tax>	-	-	-	-	
4855	Friends of the Library Contribution	919	3,500	3,500	3,500	
	<b>Total Revenues</b>	<b>635,532</b>	<b>649,143</b>	<b>643,273</b>	<b>685,884</b>	
5110	Salary Accrual	763	-	-	-	
5112	Salaries	232,460	260,730	264,896	292,662	
6999	Benefits	68,640	102,210	90,000	90,650	
	<b>Total Salaries &amp; Benefits</b>	<b>301,863</b>	<b>362,940</b>	<b>354,896</b>	<b>383,312</b>	
5153	Employment Testing	-	-	-	-	
5172	Office Supplies	6,674	2,500	3,000	3,000	
5173	Employee Recognition	349	400	-	400	
5182	Operating Supplies	503	1,000	-	800	
5183	Grant Expense	8,507	5,500	5,500	5,500	
5184	Donation Expense	300	-	-	-	
5195	Professional Services	2,356	61,594	61,594	62,714	
No Account - Expense	Gilpin County General Fund Svcs	54,090	-	-	-	
5201	Meetings/Conferences/Training	1,442	3,000	3,000	3,000	
5203	Working Meal Budget	130	500	500	500	
5212	Telephone	2,933	3,000	3,000	3,000	
5222	Postage	53	200	200	200	
5232	Travel/Transportation/Mileage/Parking	900	2,000	2,000	2,000	
5242	Ads/Legal Notices	25	1,000	1,000	1,000	
5253	Liability Insurance	7,807	8,900	9,372	9,500	
5255	Utilities	24,215	27,500	27,500	27,500	
5257	Building Maintenance	9,673	9,700	9,700	9,700	
5266	Programming	5,729	8,500	8,500	8,500	
5272	Operating Mt'ls (circulation items)	18,391	25,000	25,000	25,000	
5281	Computer Hardware/Software	278	500	500	500	
5282	Repairs & Maintenance	9,072	3,000	3,000	3,000	
5286	Website	171	200	200	200	
5292	Maintenance Contracts	8,846	10,000	10,000	10,000	
5382	Dues & Subscriptions	1,967	3,200	3,200	3,200	
5543	Late Fees / Finance Charges	0	-	-	-	
5902	Capital Outlay	16,680	50,000	50,000	30,000	
5912	Lease Payments	1,445	1,445	1,445	1,445	
5945	Treasurer's Fees	17,085	18,200	20,000	20,000	
	<b>Total Operational Spend</b>	<b>199,620</b>	<b>246,839</b>	<b>248,211</b>	<b>230,659</b>	
	<b>Total Expenditures</b>	<b>501,483</b>	<b>609,779</b>	<b>603,107</b>	<b>613,971</b>	
	Ending Fund Balance	558,905	598,269	599,071	670,984	



## Community Funding

General Fund 1  
 Department Code 43

Account	Description	2023 Actual	2024 Budget	2024 Estimate	2025 Proposed	Notes
4649	PILT INCOME	115,697	115,697	115,697	115,697	
4651	Grant Revenue		-		-	
4849	DOLA - Eagles' Nest Early Learning Center	127,224	-	-	-	
4850	DOLA - RE-1 School Based Counseling Prgm	25,972	16,298	16,298	37,845	
4860	DOLA - Ambulance Authority	811,888	891,641	891,641	1,126,416	
4865	RESILIENCE 1220	3,398	-	-	-	
4870	ARPA Funding-outside organizations	203,808	-	-	-	
4880	Local Assistance Funding (LATCF)	-	-	-	-	
<b>Total Revenues</b>		<b>1,287,987</b>	<b>1,023,636</b>	<b>1,023,636</b>	<b>1,279,958</b>	
5049	DOLA - Eagles' Nest Early Learning Center	127,224	-	-	-	
5050	DOLA - RE-1 School Based Counseling Prgm	25,972	16,298	16,298	37,845	
5069	DOLA - Ambulance Authority	811,888	891,641	891,641	1,126,416	
5070	DOLA-Resilience 1220	3,398	-	-	-	
5183	Grant Expense	-	-	-	-	
5364	GCART (county's contribution)*in OEM	-	-	-	-	
5373	IGA - Ambulance	655,092	623,577	623,577	591,719	
5902	Capital Outlay	-	-	-	-	
5925	Jefferson Center	10,000	10,000	10,000	10,000	
5936	Peak to Peak Chorale	-	1,000	1,000	1,000	
5940	Teens, Inc - Nederland	-	1,000	1,000	-	
5941	Child Care	120,000	100,000	70,000	100,000	
5942	Gilpin Arts Association	-	-	-	-	
5943	Community Prgms / One-Time Donations	-	5,000	5,000	5,000	\$2,500 CCEDC county snapshot & X
5946	Mount Evans Hospice Care	10,000	10,000	10,000	10,000	
5947	Ned Middle Senior High	-	-	-	-	
5948	Gilpin Historical Society	-	-	-		
5952	Timberline Fire Protection District (Egress Routes)/mitigation	18,600	50,000	50,000	50,000	
5953	After Prom Parties	2,000	2,000	2,000	2,000	
5959	Gilpin Education Foundation	-	-	-		
5962	Ned RINK	-	-	-	-	
5970	High Country Auxilary	600	600	600	600	
5984	Canyon Cares of Coal Creek Canyon	3,000	3,000	3,000	3,000	
5986	Nederland Food Pantry	-	-	-	-	
5987	Boy Scouts of CO - Gilpin County Unit	-	-	-	-	
5xxx	Always Choose Adventures	-	-	-		
5xxx	Belvidere Foundation	-	-	-		
5xxx	Friends of the Community Center	-	-	-		
5xxx	Friends of CAIC	-	-	-		
5xxx	Holistic Homestead	-	-	-		
5xxx	Main Street Central City	-	-	-		
5988	ARPA funding-outside agencies	203,808	-	-	-	
5989	Porchlight	4,373	4,373	4,373	-	
<b>Total Expenditures</b>		<b>1,995,954</b>	<b>1,718,489</b>	<b>1,688,489</b>	<b>1,937,580</b>	

Note: All funding changed to 2024 levels. New funding requests were eliminated for pending BoCC consideration during a future work session. BoCC will receive all sheets requesting additional funding and why to inform their decision.





**Parks and Recreation Fund**

Parks and Recreation  
Fund 8  
Department Code 0

Account	Description	2023	2024	2024	2025	Notes
		Actual	Budget	Estimate	Proposed	
	Beginning Fund Balance	540,666	673,517	673,517		(0) Parks & Rec
4112	Current Taxes	1,153,618	-	-	-	moved to General
4122	Delinquent Taxes	128	-	10	-	Fund for 2025
4132	Interest & Penalties	814	-	2	-	
4321	Facility Fees	6,377	5,000	6,000	-	
4346	Donations / Fundraisers	356	150	1,400	-	
4512	Specific Ownership	81,020	-	-	-	
4522	Interest Income	38,677	26,664	-	-	
4552	Sale of Assets/Equipment	8,690	-	1,500	-	
4651	Grants	84,702	22,000	-	-	
4652	Misc & Cash Drawer Over/Under	476	-	-	-	
4653	User Fees	100,546	85,000	85,000	-	
4656	Towel Fees	290	250	300	-	
4657	League Fees	15,726	14,000	18,000	-	
4658	Class Fees	8,887	5,000	8,000	-	
4659	Contract Class Fees	32,364	18,000	22,000	-	
4674	OBH Youth Grant	122,371	150,000	249,718	-	
4675	childcare Stimulus	14,327	-	7,023	-	
4676	IGA/Black Hawk Residents	25,000	25,000	25,000	-	
4761	Fair	11,105	-	19,000	-	
4762	Special Programs	10,328	4,000	4,000	-	
4766	Youth Fees	117,501	110,000	120,000	-	
4772	Merchandise Sales	2,233	1,000	1,000	-	
4812	Fund Transfer	-	1,568,355	1,568,355	-	
	<b>Total Revenues</b>	<b>1,835,536</b>	<b>2,034,419</b>	<b>2,136,308</b>	-	
5110	Salary Accrual	3,065	-	-	-	
5112	Salaries	716,430	678,895	670,000	-	
5113	Overtime	5,241	-	2,000	-	
5142	Benefits	186,237	268,534	200,000	-	
	<b>Total Salary &amp; Benefits</b>	<b>910,974</b>	<b>947,429</b>	<b>872,000</b>	-	
5153	Employment Testing	-	-	-	-	
5172	Office Supplies	1,406	700	1,100	-	
5173	Employee Recognition	1,123	550	550	-	
5182	Operating Supplies	15,746	4,000	4,000	-	
5183	Grant Expense	-	4,000	-	-	
5184	Donation Expense	365	150	150	-	
5195	Professional Services	129,455	287,420	287,420	-	
5201	Meetings/Conferences/Trg	4,445	2,500	4,000	-	
5203	Working Meal Budget	392	200	216	-	
5212	Telephone	3,325	3,100	3,100	-	
5222	Postage	12	-	-	-	
5232	Travel/Transport/Mileage/Parking	1,246	1,200	1,200	-	
5242	Ads/Legal Notices	1,175	-	500	-	
5253	Liability Insurance	104,667	104,667	130,123	-	
5255	Utilities	211,789	223,600	223,600	-	
5263	Contract Instructors	30,046	14,400	20,000	-	
5265	Aquatic Expenditures	32,958	18,000	18,000	-	
5266	Special Programs	11,982	4,000	5,000	-	
5269	League Expenditures	8,545	5,000	6,000	-	
5271	Ballfield / Trail / Port-a-pots	13,082	6,420	6,420	-	
5277	Fair	29,479	-	11,060	-	
5281	Computer Hardware/Software	898	250	200	-	
5282	Repairs & Maintenance	12,720	5,000	5,000	-	
5292	Maintenance Contracts	19,489	22,000	20,000	-	
5382	Dues & Subscription	1,629	1,500	1,600	-	
5392	Uniforms	777	-	-	-	
5514	Sales Tax expense	(10)	-	-	-	
5543	Late Fees / Finance Charges	-	-	-	-	
5902	Capital Outlay	79,513	1,026,330	1,026,330	-	
5911	Safety	226	100	100	-	
5943	donations to outside organizations	-	-	-	-	
5945	Treasurer Fees	39,454	1,990	3,000	-	
5999	Fund Transfer	-	-	127,661	-	
7049	OBH Youth Grant (100%)	19,944	24,495	24,495	-	
7050	Childcare Relief Grant	15,835	-	7,000	-	
	<b>Total Operational Spend</b>	<b>791,711</b>	<b>1,761,572</b>	<b>1,937,825</b>	-	
	<b>Total Expenditures</b>	<b>1,702,685</b>	<b>2,709,001</b>	<b>2,682,164</b>	-	
	Ending Fund Balance	673,517	(1,065)	(0)	(0)	





# Conservation Trust

Fund: 07 - (Conservation Trust)

Department: 0

## Revenue

34,808

## Expense

700

## FTE

\*Excluding Elected Official

## Percentage Change (Budget)

-95.54%

## Salary and Benefits Cost

## Operational Costs

700

## Conservation Trust

Conservation Trust Fund                   7  
 Department Code                           0

<u>Account</u>	<u>Description</u>	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2024 Estimate</u>	<u>2025 Proposed</u>	<u>Notes</u>
	Beginning Fund Balance	43,362	115,958	115,958	134,768	
4522	Interest Income	3,328	2,976	2,976	3,274	
4650	State Lottery Funds	69,968	31,534	31,534	31,534	
4651	Grant Revenue	-	-	-	-	
4812	Fund Transfer	-	-	-	-	
	<b>Total Revenues</b>	<b>73,296</b>	<b>34,510</b>	<b>34,510</b>	<b>34,808</b>	
5195	Professional Services	-	15,000	15,000	-	
5902	Capital Outlay	-	-	-	-	
5945	Treasurer's Fees	700	700	700	700	
5999	Fund Transfer	-	-	-	-	
	<b>Total Expenditures</b>	<b>700</b>	<b>15,700</b>	<b>15,700</b>	<b>700</b>	
	Ending Fund Balance	115,958	134,768	134,768	168,876	



# Lodging Tax

Fund: 12 - (Lodging Tax)

Department: 0

Revenue

174,000

Expense

196,000

FTE

Percentage Change  
(Budget)

-0.53%

\*Excluding Elected Official

Salary and Benefits  
Cost

Operational Costs

196,000





## Frei Cash Bond

Frei Cash Bond                    9  
 Department Code                0

<u>Account</u>	<u>Description</u>	<u>2023</u> <u>Actual</u>	<u>2024</u> <u>Budget</u>	<u>2024</u> <u>Estimate</u>	<u>2025</u> <u>Proposed</u>
	Beginning Fund Balance	138,314	144,541	144,541	150,041
4320	Cash Bond	-	-	-	-
4522	Interest Income	6,227	-	5,500	6,000
	<b>Total Revenues</b>	<b>6,227</b>	<b>-</b>	<b>5,500</b>	<b>6,000</b>
		-	-	-	-
		-	-	-	-
		-	-	-	-
	<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	Ending Fund Balance	144,541	144,541	150,041	156,041

