

2021 OPERATING BUDGET (DRAFT)

Budget	Element	Line	Description	2020	2021		To Be Updated	Notes
				Budget	Budget Text Amount	Requested Budget		
485	1	137	STAFF TRAINING/ CONFERENCE	2,500		1,500	2,000	Reduced for less travel
			<i>Training</i>		1,500		500	
485	1	142	FOOD ALLOWANCE	150		150		
			<i>Food</i>		150			
485	1	210	SUPPLIES	5,000		3,800	4,700	Removed giveaways 500
			<i>Office Supplies</i>		1,100		1500	Reduced 400
			<i>Clean and Green</i>		500			Reduced 100
			<i>Meeting supplies and food</i>		700			Reduced 200
			<i>Misc</i>		500		1000	
			<i>Flowers for Planters</i>		1,000			
485	1	217	DUES AND SUBSCRIPTIONS	1,550		1,550		
			<i>International Downtown Assoc Dues</i>		425			
			<i>Downtown Colorado Inc</i>		400			
			<i>Misc</i>		100			
			<i>International Economic Development Council</i>		425			
			<i>Times Call Subscription</i>		200			
485	1	218	NON-CAPITAL EQUIP/FURN	2,500		0		Reduced 2500
485	1	229	MATERIALS/MISC. SUPPLIES	0		0		
485	1	240	REPAIR AND MAINTENANCE	5,000		5,000		
			<i>Cleaning Services</i>		3,900			
			<i>Windows</i>		400			
			<i>Misc Building Repair</i>		700			
485	1	245	MILEAGE ALLOWANCE	250		250		
			<i>Travel to meetings</i>		250			
485	1	246	LIABILITY INSURANCE	8,910		9,600		2020 actual was \$9134
			<i>2020</i>		8,910			
485	1	249	OPERATING LEASES/RENTALS	34,220		39,200		Increased for lease
			<i>Office Lease</i>		36,200			
			<i>Copier Lease / copies</i>		2,000			
			<i>Other expense</i>		1,000			
485	1	250	PROF/CONTRACTED SERVICES	33,750		28,950	34,625	
			<i>Maintenance Services</i>		10,500			Annual Increase 5%
			<i>Cleaning contract</i>		3,750		4125	Reduced 10%
			<i>Legal & misc expenses</i>		2,000			
			<i>Pressure Washing - Spot Clean Quarterly</i>		2,700		3000	Reduced 10%
			<i>Safety Services</i>		10,000		15000	Reduced 5,000
485	1	252	ADS AND LEGAL NOTICES	500		0		Reduced 500
485	1	260	UTILITIES	1,750		750		
			<i>Utilities</i>		250			
			<i>Internet</i>		500			
485	1	261	TELEPHONE CHARGES	1,500		1,500		
			<i>Cell usage</i>		1,500			

Budget	Element	Line	Description	2020		2021		Notes
				Budget		Budget Text Amount	Requested Budget	
485	1	263	POSTAGE	250		250		Reduced 100
			<i>postage increase</i>			250		
485	1	264	PRINTING/COPYING/BINDING	1,500		750		
			<i>Printing, copying and binding</i>			750		
485	1	269	OTHER SERVICES/CHARGES	2,500		2,200	2,650	Decrease by 1 parking pass (staff share)
			<i>STAFF PARKING</i>			2,200	450	
485	1	970	TRANSFERS TO OTHER FUNDS	0		0		
485	1	971	CONTINGENCY	0		0		
				101,830		95,450	102,975	-6.27%

2021 A&E Budget

Budget	Element	Line	Description	2020		2021		Notes
				Budget		Budget Text Amount	Requested Budget	
485	8	137	STAFF TRAINING/CONFERENCE	500		500		
			<i>CCI meetings</i>			500		
485	8	142	FOOD ALLOWANCE	250		100		Reduced 150
			<i>Food Allowance for functions</i>			100		
485	8	210	SUPPLIES	17,750		11,750	14,750	3000
			<i>misc office and event supplies</i>			500	1000	Reduced 500
			<i>Signage</i>			1,000		Reduced 1500
			<i>Giveaways</i>			2,000		Reduced 500
			<i>Misc Event Supplies</i>			1,500	3000	Reduced 1500
			<i>Gift Card Supplies</i>			750		
			<i>Concert Supplies</i>			6,000	7000	Reduced 2,000
485	8	217	DUES AND SUBSCRIPTIONS	4,570		5,920		
			<i>survey monkey</i>			400		Increased 150
			<i>EML (gift card)</i>			1,200		
			<i>email / outreach</i>			1,500		
			<i>Go Daddy</i>			300		
			<i>Adobe Suites</i>			2,400		Increased 1200 - 2nd subscription
			<i>Canva</i>			120		
485	8	218	NON-CAPITAL EQUIP/FURN	0		0		
485	8	229	MATERIALS/MISC. SUPPLIES	0		0		
485	8	245	MILEAGE ALLOWANCE	200		200		
			<i>mileage</i>			200		
485	8	246	LIABILITY INSURANCE	1,000		1,000		
			<i>2020</i>			1,000		
485	8	250	PROF/CONTRACTED SERVICES	138,600		130,600	135,100	4500
			<i>Web site</i>			6,000		
			<i>VISTA</i>			15,000		
			<i>Graphic design support</i>			8,000		Reduced 2000

Budget	Element	Line	Description	2020	2021		Notes	
				Budget	Budget Text Amount	Requested Budget		
			<i>Downtown Concert Series/Walkabout/Events</i>		38,000			
			<i>Tree Lighting Ceremony & holiday promotions</i>		10,000	12000	Reduced 2000	
			<i>Artwalk & other sponsorships</i>		10,000	12500	Reduced 2500	
			<i>Holiday Lights</i>		35,000			
			<i>Concert Security / Police</i>		5,600			
			<i>Writing - freelance</i>		1,000		Reduced 500	
			<i>Outreach/Promo Delivery</i>		2,000			
485	8	252	ADS AND LEGAL NOTICES	30,000		24,000	31,500	7500
			<i>Social Media</i>		3,000			
			<i>Street Concerts/Walkabout</i>		8,000			
			<i>Holidays and tree lighting</i>		3,000			
			<i>Downtown Awareness Ads</i>		2,500	7500		Reduced 5000
			<i>Creative District / Shop Local</i>		3,500	5000		Reduced 2000
			<i>General Marketing / Promo (GC)</i>		4,000	5000		Reduced 1000
485	8	260	UTILITIES	5,500		7,000	8,500	Increased due to actual
			<i>Metered electrical expenses in DDA</i>		7,000			
485	8	263	POSTAGE	3,000		3,000		
			<i>Postage for direct mail pieces</i>		3,000			
485	8	264	PRINTING/COPYING/BINDING	12,500		11,500		
			<i>EDDM</i>		3,500			
			<i>Downtown Guides</i>		2,000			
			<i>Kiosk Updates</i>		1,000			
			<i>Concert Series</i>		2,000			
			<i>Marketing/Creative District season cards</i>		1,500			Reduced 1000
			<i>Banners</i>		1,500			
485	8	269	OTHER SERVICES/CHARGES	5,000		3,000	4,000	Reduced 2000
			<i>Gift Card Fees</i>		3,000			
				218870		198570	216070	-9.27%
								17500

2021 GENERAL IMPROVEMENT DISTRICT BUDGET (DRAFT)

Budget	Element	Line	Description	2020	2021		Notes	
				Budget	Budget Text Amount	Requested Budget		
431	2	210	SUPPLIES	7,250		6,700	7,200	500
			<i>Office supplies</i>		200			Reduced 50
			<i>Maintenance Supplies</i>		1,500	2000		Reduced 500
			<i>Flowers for pots</i>		5,000			
431	2	229	MATERIALS/MISC. SUPPLIES	0		0		
431	2	240	REPAIR AND MAINTENANCE	5,500		5,000		Reduced 500
			<i>Other maintenance</i>		500			
			<i>Irrigation Repair & Materials</i>		4,500			
431	2	246	LIABILITY INSURANCE	4900		5200		Increased 2020 actual \$4,917
431	2	249	OPERATING LEASES/RENTALS	1,920		2,350		Increased - new lease

Budget	Element	Line	Description	2020	2021		Notes	
				Budget	Budget Text Amount	Requested Budget		
							To Be Updated	
			<i>5% of building lease</i>		2,200			
			<i>Copier Lease</i>		150			
431	2	250	PROF/CONTRACTED SERVICES	63,000		59,500	62,250	Removed 1500 placerr
			<i>Pressure Wash / Clean</i>		15,000		17000	Reduced 2000
			<i>Landscape Contractor</i>		36,750			Increased 5%
			<i>Cleaning Contract</i>		6,750		7500	Reduced 10%
			<i>Tree Maintenance</i>		1,000			Reduced 1000
431	2	260	UTILITIES	550		150		Reduced 350
			<i>Utility costs</i>		100			
			<i>Use of Fiber</i>		50			
431	2	263	POSTAGE	50		0		Reduced 50
431	2	264	PRINTING/COPYING/BINDING	1,000		250	500	Reduced 750
			<i>Copies/Printing</i>		250			
431	2	269	OTHER SERVICES/CHARGES	1,000		250		Reduced 750
			<i>Other</i>		250			
431	2	270	ADMIN/MANAGEMENT SERVICES	11,242		11,242		
			<i>ATF</i>		10033			
431	2	970	TRANSFERS TO OTHER FUNDS	131		131		
			<i>hats transfer</i>		131			
431	2	971	CONTINGENCY	0		0		
				96,543		90,773	94,273	
								-5.98%
								3500

2021 PARKING BUDGET (DRAFT)

Budget	Element	Line	Description	2020	2021		Notes	
				Budget	Budget Text Amount	Requested Budget		
485	1	210	SUPPLIES	2,600		2,000	Reduced 600 (permit costs)	
			<i>Office Supplies</i>		100			
			<i>Permit cost, Temp Permits, Hangers</i>		1,550			
			<i>Update Quick Books</i>		350			
485	1	240	REPAIR AND MAINTENANCE	200		100	200	Reduced 100
			<i>misc repair and maintenance</i>		100			
485	1	246	LIABILITY INSURANCE	0		4200		
485	1	249	OPERATING LEASES/RENTALS	6,135		6,975		Increased
			<i>15% of lease rental</i>		6,600			
			<i>Copier Lease</i>		375			
485	1	250	PROF/CONTRACTED SERVICES	21,250		15,475	16,150	
			<i>Cleaning Contract</i>		3,875		4300	Reduced 10%
			<i>Maintenance Services</i>		7,350			Increased 5%
			<i>Infrastructure Updates</i>		2,250		2500	Reduced 10%

Budget	Element	Line	Description	2020	2021		To Be Updated	Notes
				Budget	Budget Text Amount	Requested Budget		
			<i>Parking Consultant Resources</i>		<i>2,000</i>			
485	1	252	ADS AND LEGAL NOTICES	500		0		Reduced 5,500
485	1	260	UTILITIES	2,800		1,600		Reduced 500 Reduced base on usage
			<i>Parking Lot Lights Electric</i>		<i>1,600</i>			
485	1	263	POSTAGE	200		100		
			<i>Postage</i>		<i>100</i>			
485	1	264	PRINTING/COPYING/BINDING	1,500		1,000	1,500	Reduced 500
			<i>Parking Resources</i>		<i>1,000</i>			500
485	1	269	OTHER SERVICES/CHARGES	400		400		
			<i>Credit card processing expenses</i>	<i>600</i>	<i>400</i>			
				35,585		31,850	33,125	-10.50% 1275

Construction Fund Projects 2021

Project	Cost	
Marketing Collaboration	\$30,000	
Redevelopment	\$25,000	
Plaza Rehab	\$100,000	CIP request
Employment Incentives	\$100,000	
Parking Lights Update	\$30,000	Use parking fund
Economic Vitality / E for All	\$10,000	
Infrastructure allocation	\$43,438	
	\$338,438	

Amend CIP to \$40,000 Incentives for lights?

Project Management Fees

Project	
Marketing Collaboration	\$1,200
Redevelopment	\$1,000
Plaza Rehab	\$4,000
Employment Incentives	\$4,000
Parking Lights Update	\$1,200
Economic Vitality / E for All	\$800
Coffman St.	\$25,000
Connectivity	\$1,000
Placemaking	\$2,000
TOTAL	\$40,200