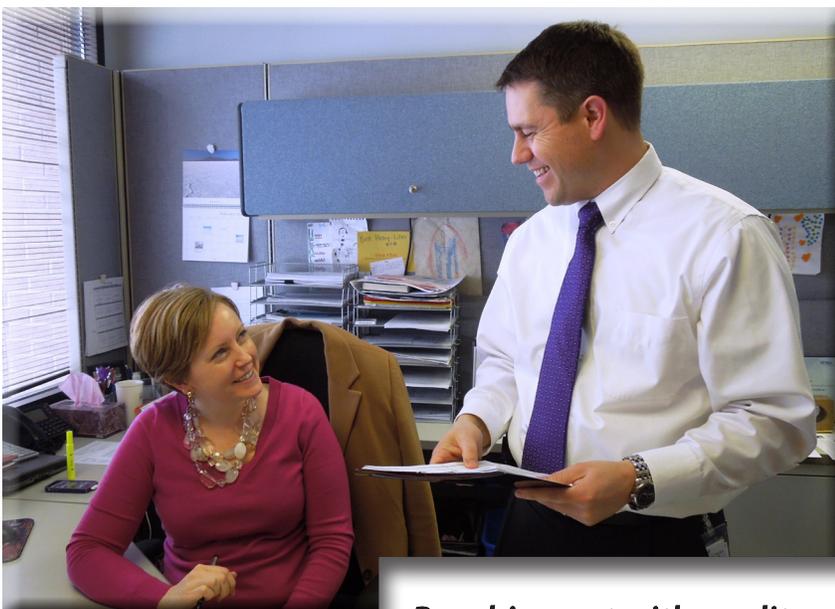


Administrative Services

About Administrative Services

The Administrative Services Department oversees and directs the operations of Finance, Human Resources, Sales Tax, Purchasing, Information Technology, Risk Management, Budget, the Public Information Office, Front Desk Reception, and the Safety/Wellness Programs.



*Reaching out with quality service and support
Reaching forward with innovative solutions*



2013 Budget Priorities

- Roll out the new Performance Management Program appraisal system
- Implement the new Compensation Plan
- Introduce online licensing application and electronic approvals
- Implement Municipal Court Collections Module
- Convert Financial Management System software to Web version

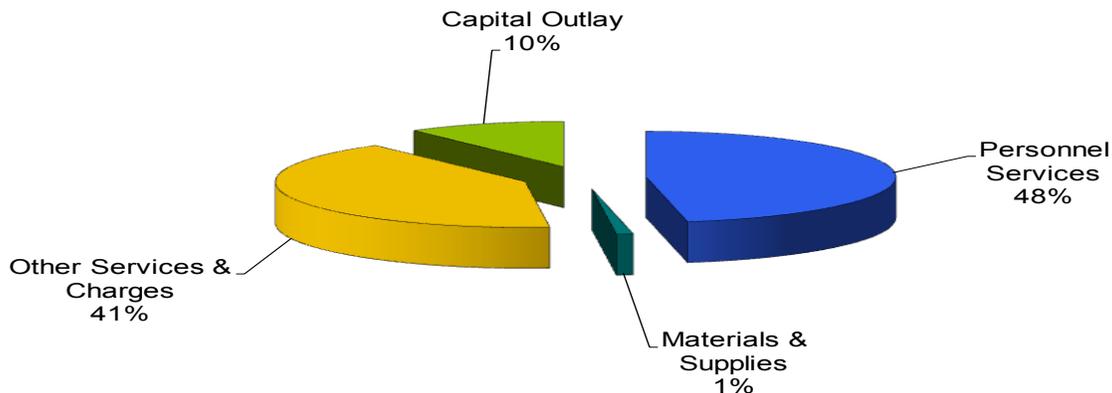
Administrative Services

Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Finance	2.75	2.75	2.75	2.75
Administrative Services	4.125	4	4	4
Human Resources	3	3	3	3
Sales Tax	3	3	3	3
Purchasing and Contracting	1.5	1.5	1.5	1.5
Information Technology	6	6	6	6
TOTAL	20.375	20.25	20.25	20.25

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$1,450,819	\$1,510,440	\$1,493,877	\$1,504,637
Materials & Supplies	\$27,981	\$40,790	\$40,390	\$34,370
Other Services & Charges	\$852,552	\$1,311,846	\$1,303,452	\$1,312,956
Capital Outlay	\$212,773	\$559,875	\$524,875	\$325,460
TOTAL	\$2,544,125	\$3,422,951	\$3,362,594	\$3,177,423

Total 2013 Budget by Object

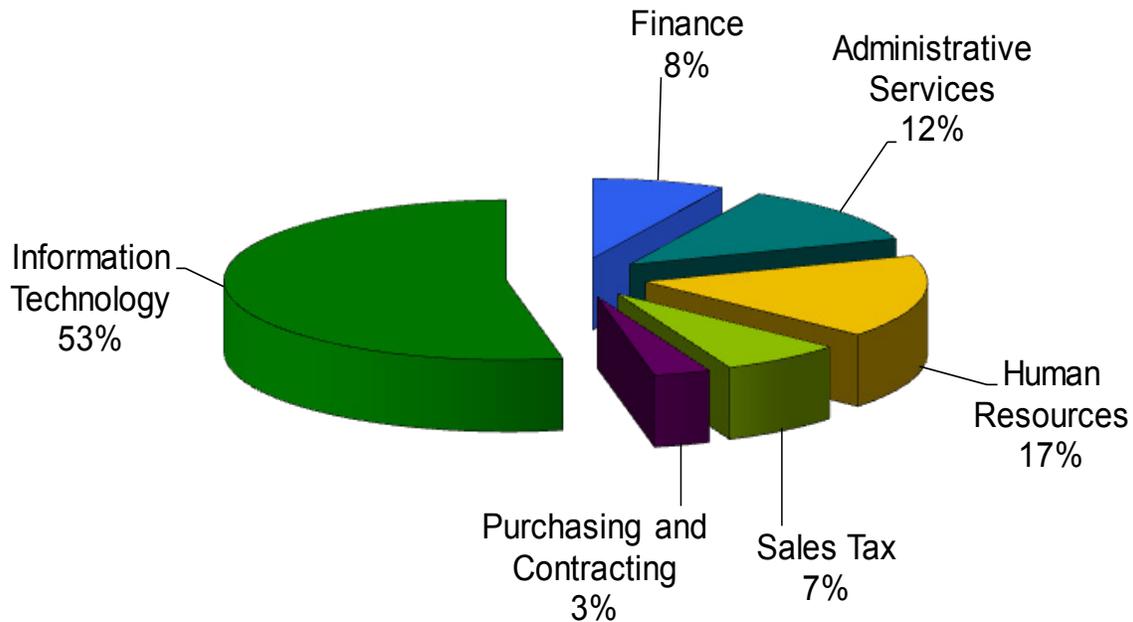


Administrative Services

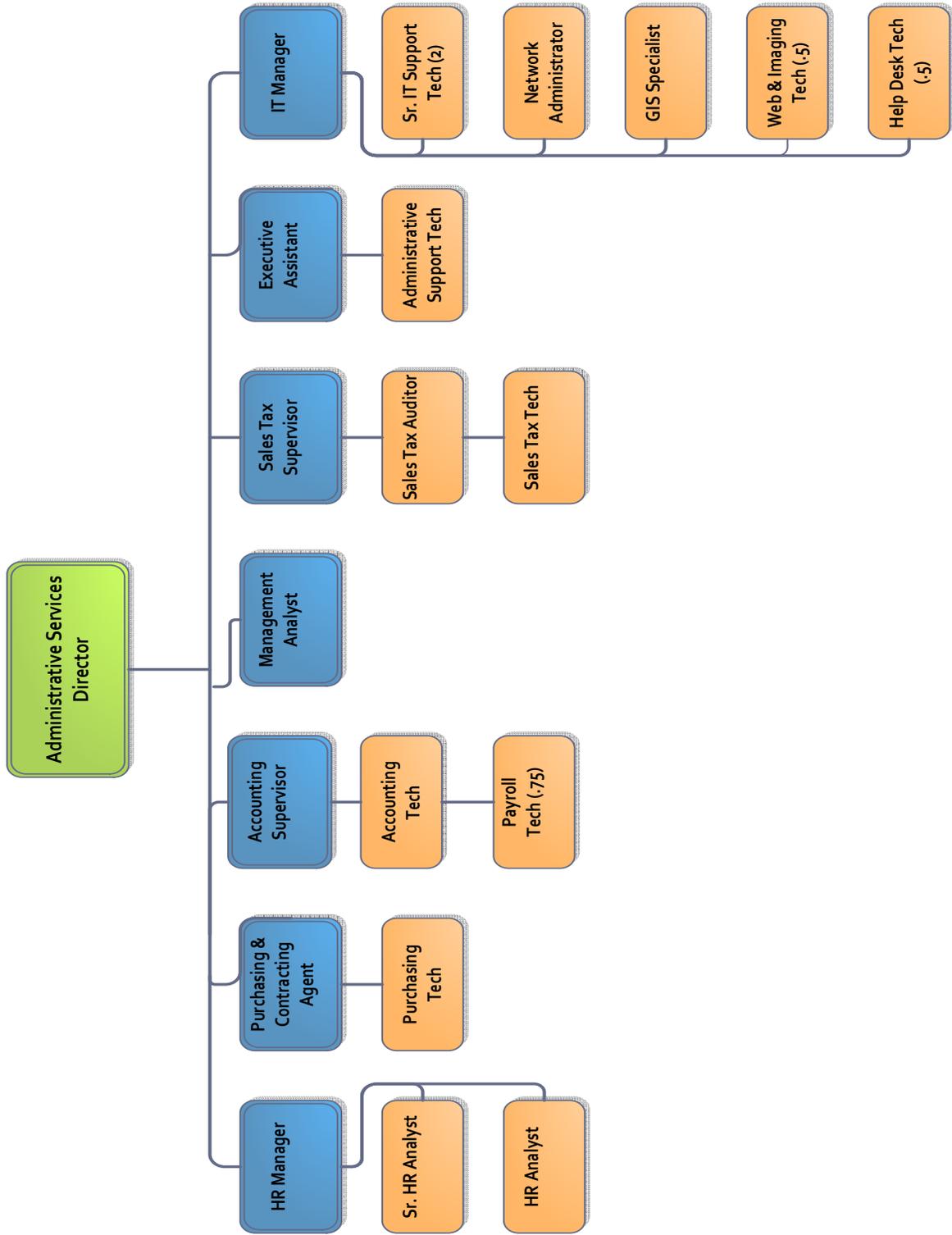
Total Budget by Program

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Finance	\$225,133	\$238,328	\$238,328	\$240,946
Administrative Services	\$347,638	\$421,934	\$421,434	\$385,960
Human Resources	\$409,434	\$508,806	\$508,807	\$532,805
Sales Tax	\$218,324	\$233,051	\$225,327	\$223,072
Purchasing and Contracting	\$107,513	\$121,817	\$104,683	\$103,187
Information Technology	\$1,236,083	\$1,899,015	\$1,864,015	\$1,691,453
TOTAL	\$2,544,125	\$3,422,951	\$3,362,594	\$3,177,423

Total 2013 Budget by Program



Administrative Services





**ADMINISTRATIVE
SERVICES
PROGRAMS**

Administrative Services

Finance

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Administrative Services

Core Business

- Perform administrative, supervisory, and professional work in planning, coordinating, and directing operations of the department to include assigned office support, public information activities, and the divisions of: Finance, Human Resources, Sales Tax, Purchasing & Contracting, and Information Technology
- Organize and direct the City's Risk Management Program
- Perform all duties related to budget preparation and administration

2012 Strategic Accomplishments

- Continued development of the Performance Management Project (PMP)
- Launched the Aging Needs Assessment Plan Project with the formation of a stakeholder group
- Launched a City-wide Priority Based Budgeting System
- Partnered with Human Resources and the Executive Management Team on the Compensation Plan Project
- Received a second place 3CMA Award for the Mission Rollout Video
- Received first place 3CMA Award for the Connections Newsletter design and cost saving changes
- Received recognition by the First Lady Michelle Obama for the "Let's Move" Video Challenge produced in partnership with LiveWell Wheat Ridge
- Partnered with the Police Department and Local Agencies in promoting the Summer Food Program

2013 Strategic Priorities

- Implement the Performance Management Project (PMP) to include training of all staff and launch an electronic appraisal system
- Continue development of the Aging Needs Assessment Plan
- Implement the new Compensation Plan

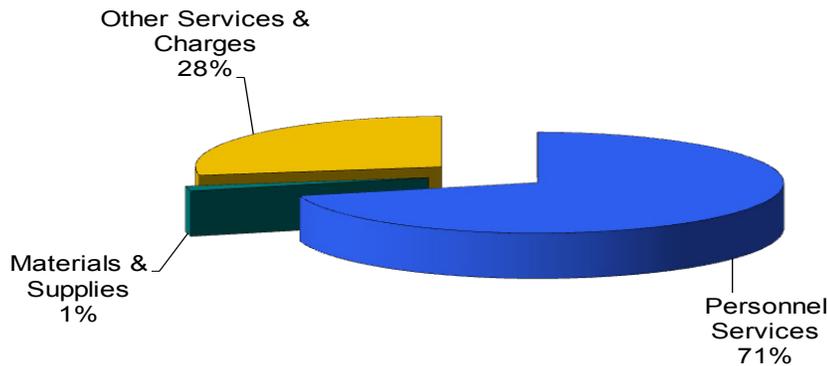
Administrative Services

Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Deputy City Manager	1	1	0	0
Administrative Services Director	0	0	1	1
Executive Assistant	1	1	1	1
Assistant to the City Manager	1	1	0	0
Management Analyst	0	0	1	1
Administrative Support Technician	0	0	0	1
Receptionist	1.125	1	1	0
TOTAL	4.125	4	4	4

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$245,739	\$264,105	\$264,105	\$273,084
Materials & Supplies	\$4,776	\$6,000	\$6,000	\$6,000
Other Services & Charges	\$97,123	\$151,829	\$151,329	\$106,876
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL	\$347,638	\$421,934	\$421,434	\$385,960

Total 2013 Budget by Object



**ADMINISTRATIVE
SERVICES
PROGRAMS**

Administrative Services

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Finance

Core Business

- Receive, process, and deposit daily revenue from all City sources
- Process all purchase requisitions for City
- Use purchase encumbrance system to enter expenditures
- Process semi-monthly accounts payable checks
- Respond to vendor and internal inquiries for accounts payable
- Manage the general ledger accounting system
- Reconcile the City's monthly purchasing card statement
- Process billing and receipts for code enforcement imposed fines ; place and release appropriate liens with Jefferson County for same
- Process, create, reconcile and deliver payroll including manual and electronic disposition of all pension, medical and tax withholding
- Prepare quarterly and annual payroll reports
- Track, record, and prepare statements for acquisitions and dispositions of City's fixed assets
- Prepare year-end audit work papers
- Partner with outside auditors on comprehensive annual financial report
- Monitor, enforce and recommend adjustments to financial accounting controls
- Provide accurate and timely monthly financial information

2012 Strategic Accomplishments

- Assisted Building Division with implementation of online permit payments
- Completed software conversion to Web version for Code Enforcement
- Partnered with outside auditors and completed 2011 Single Audit
- Began preparation for Health Care Reform Act
- Implemented Government Accounting Standards Board Statement 62

2013 Strategic Priorities

- Continue preparation for Health Care Reform Act for 2013 compliance
- Conversion of Financial Management System software to Web version
- Implement new grant tracking process
- Implement new Governmental Accounting Standards Board statements (GASB 63)
- Educate and apprise staff on accounting and payroll requirement changes



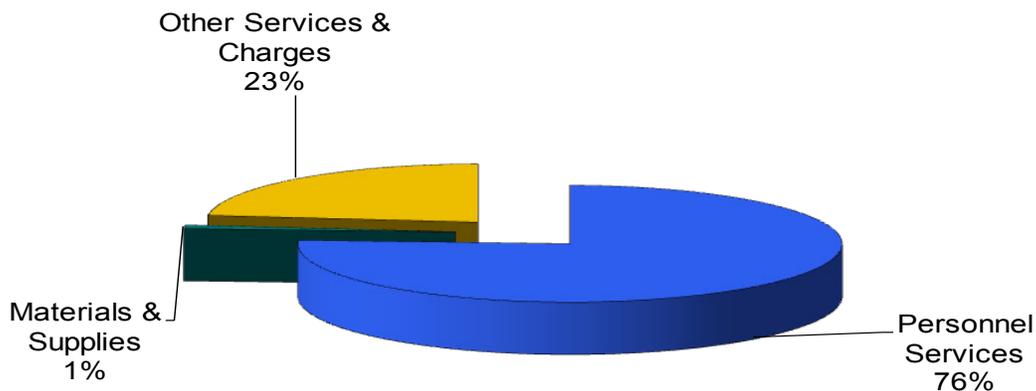
Finance

Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Accounting Supervisor	1	1	1	1
Accounting Technician	1	1	1	1
Payroll Technician	0.75	0.75	0.75	0.75
TOTAL	2.75	2.75	2.75	2.75

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$175,410	\$180,228	\$180,228	\$182,846
Materials & Supplies	\$1,847	\$2,400	\$2,400	\$2,400
Other Services & Charges	\$47,876	\$55,700	\$55,700	\$55,700
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL	\$225,133	\$238,328	\$238,328	\$240,946

Total 2013 Budget by Object



**ADMINISTRATIVE
SERVICES
PROGRAMS**

Administrative Services

Finance

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Human Resources

Core Business

- Oversee personnel functions such as resource administration, job classification and compensation, employee relations, recruitment, selection, and retention
- Provide personnel policy development, administration, direction, and guidance to the organization
- Provide program development, administration, direction and guidance for performance systems, employee benefits and training
- Oversee retirement plans, health, wellness, safety, educational, and recognition programs, Employee Assistance programs, Worker's Compensation, and Unemployment
- Serve as strategic partner in organizational development planning, leadership and culture development, workforce and succession planning, training, performance and change management

2012 Strategic Accomplishments

- Continued development of a new Performance Management Program (PMP)
- Rolled out the new recognition program supporting the City's culture and core values
- Continued organizational development and training through the supervisory training program
- Revised and implemented Personnel Policies to reflect ongoing change in the City workplace and ensure compliance with regulatory agencies
- Performed analysis on health benefits package identifying potential modifications for cost-effectiveness and commenced preparation for Health Care Reform Act
- Partnered with Police Department to develop a succession plan

2013 Strategic Priorities

- Roll out the new Performance Management Program with an electronic performance appraisal system
- Implement new Compensation Plan and incorporate pay for performance system
- Prepare for Health Care Reform Act for 2014 compliance
- Enhance Wellness Program provisions and incentives



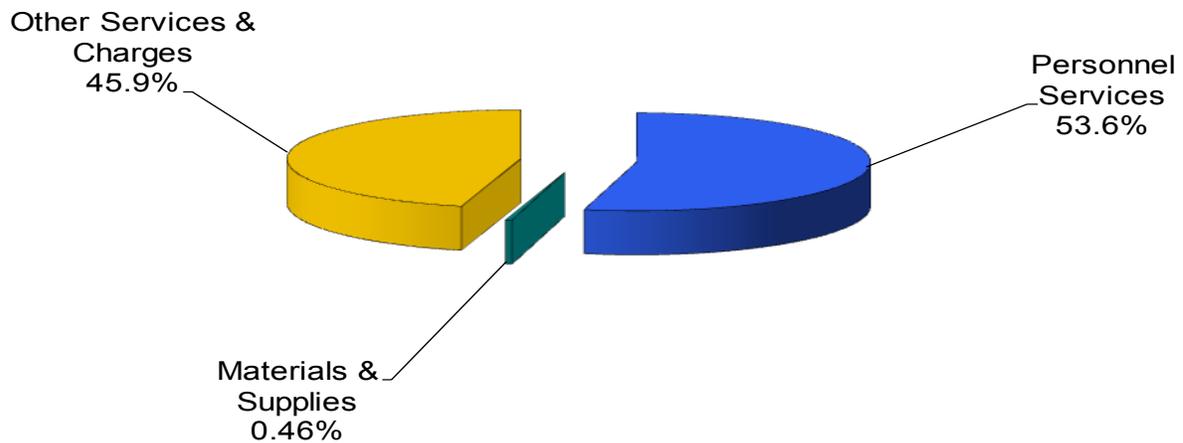
Human Resources

Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
HR Manager	1	1	1	1
HR Senior Analyst	1	1	1	1
HR Analyst	1	1	1	1
TOTAL	3	3	3	3

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$281,866	\$285,648	\$285,649	\$285,648
Materials & Supplies	\$2,902	\$2,450	\$2,450	\$2,450
Other Services & Charges	\$124,666	\$220,708	\$220,708	\$244,707
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL	\$409,434	\$508,806	\$508,807	\$532,805

Total 2013 Budget by Object



**ADMINISTRATIVE
SERVICES
PROGRAMS**

Administrative Services

Finance

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Sales Tax

Core Business

- Advises on, administers and maintains licensing of all business activity, liquor occupations, kennels and exempt institutions
- Instructs and informs about form completion, compliance methods and remedies
- Educates via publications, seminars and a comprehensive, highly-maintained website
- Administers processes and collects sales, use, admissions, lodging, liquor occupation and telecommunications occupation taxes, advising on pertinent code and regulations
- Enforces upon delinquent taxes and licenses
- Verifies and remedies tax compliance through audits
- Monitors and reports on revenues of the Enhanced Sales Tax Incentive program

2012 Strategic Accomplishments

- Established an online renewal program to improve business licensing and provide convenience to customers
- Developed and implemented an electronic business license application and instructions
- Initiated a sales tax educational webinar program with an initial tutorial about using online filing
- Implemented online sales tax filing through eGov Systems

2013 Strategic Priorities

- Introduce online licensing application and electronic approvals
- Expand on-demand learning resources for City tax customers with new webinars and static web documents
- Make City tax compliance more convenient by adding more tax types to eGov online filing



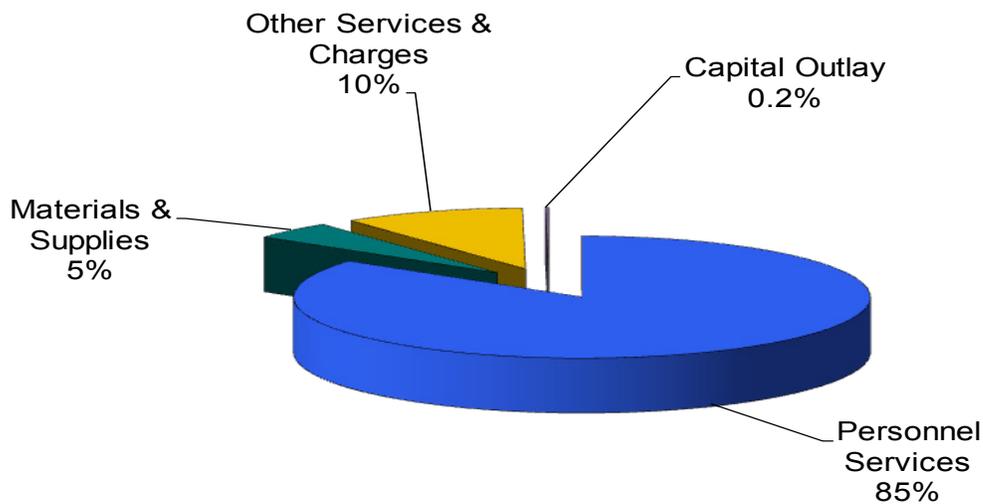
Sales Tax

Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Sales Tax Supervisor	1	1	1	1
Sales Tax Auditor	1	1	1	1
Sales Tax Technician	1	1	1	1
TOTAL	3	3	3	3

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$184,395	\$189,572	\$189,572	\$189,572
Materials & Supplies	\$7,970	\$11,490	\$11,490	\$10,370
Other Services & Charges	\$25,959	\$31,589	\$23,865	\$22,705
Capital Outlay	\$0	\$400	\$400	\$425
TOTAL	\$218,324	\$233,051	\$225,327	\$223,072

Total 2013 Budget by Object



**ADMINISTRATIVE
SERVICES
PROGRAM**

Administrative Services

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**Purchasing and
Contracting**

Information Technology



Purchasing and Contracting

Core Business

- Manage all procurement transactions: supplier sourcing, contract administration, purchasing card program, communication program, custodial services requirements, surplus disposal, establish, and revise purchasing policies and procedures
- Develop and maintain effective relationships with suppliers to facilitate sound business transactions and enhance future acquisitions
- Determine appropriate procurement method for purchase of supplies, equipment, and professional services
- Work with departments to develop technical bid specifications or statement of work for Request for Bids/Proposals, scheduling, interviews, negotiations, cost analysis, and delivery
- Ensure compliance with procedures and contract requirements including documentation, change orders, performance, review of claims, payments, and final contract closeouts
- Oversee consultant and supplier related activities for on-call and other multi-year agreements

2012 Strategic Accomplishments

- Processed more than thirty formal bids and proposal solicitations
- Provided support and education to staff regarding increased procurement limits
- Updated procurement files, procedures and policies. Reviewed and corrected forms and standardized documents
- Adopted and implemented Mayoral Order and Contract Addendum
- Updated construction bid documents to reflect state and municipal code changes
- Administered the new consolidated VISA System which allows for greater efficiency and customization of functions
- Collaborated with the Police Department on an RFP for Jefferson County Emergency Communications Authority (JCECA)

2013 Strategic Priorities

- Enhance the effectiveness of the Purchasing & Contracting Division by collaborating with other divisions on special projects (i.e. a grant administration policy)
- Research implementation of electronic Purchase Requisition use in ADG
- Test acceptance of electronic bid submissions

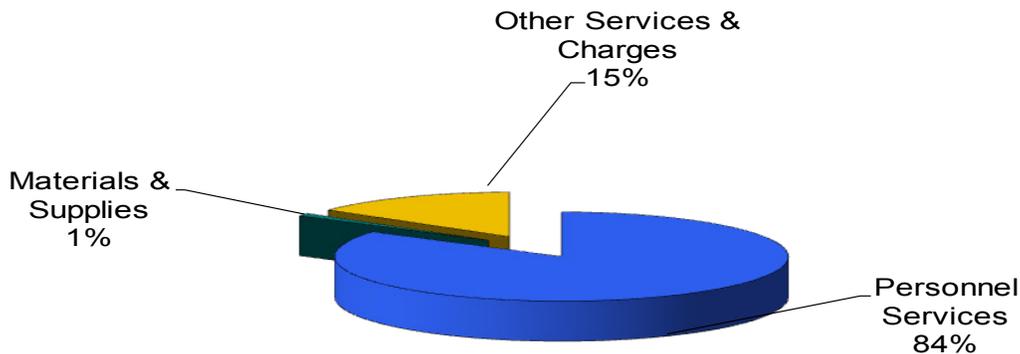
Purchasing and Contracting

Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Purchasing & Contracting Agent	1	1	1	1
Senior Staff Assistant	0	0	0	0
Purchasing Technician	0.5	0.5	0.5	0.5
TOTAL	1.5	1.5	1.5	1.5

	2010 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$93,655	\$105,887	\$89,323	\$86,987
Materials & Supplies	\$459	\$1,500	\$1,100	\$1,000
Other Services & Charges	\$13,398	\$14,430	\$14,260	\$15,200
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL	\$107,513	\$121,817	\$104,683	\$103,187

Total 2013 Budget by Object



**ADMINISTRATIVE
SERVICES
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Purchasing and Contracting

Information Technology



Information Technology

Core Business

- Responsible for strategic information technology planning to support City's strategic plan
- Procure, install, maintain, and provide security for City computers
- Make decisions on software running on City computers
- Responsible for inventories of computers and their software
- Install hardware/software on the City server computers
- Assist departments with special software project requests
- Provide backup and disaster recovery for server and phone systems

2012 Strategic Accomplishments

- Continued development of Geographical Information Systems (GIS)
- Updated several programs to ensure Windows 7 compatibility
- Coordinated installation of computer room air conditioner system
- Implemented two new central network infrastructure switches
- Maintained all software licensing to current updated legal status
- Updated the Information Technology Strategic Plan
- Updated Building Permits system to a web-based system
- Upgraded ShoreTel phone system
- Upgraded Computer Aided Dispatch and Records Management System for PD
- Replaced aging desktop and laptop systems based on five-year cycle

2013 Strategic Priorities

- Continue to install ESRI GIS web application for public access
- Pursue electronic time sheets and payroll automation for the enterprise
- Complete deployment of Office 2010 and Windows 7 for all City employees

Information Technology

Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
IT Manager	1	1	1	1
Network Administrator	1	1	1	1
Sr. IT Support Technician	2	2	2	2
GIS Specialist	1	1	1	1
Web & Imaging Technician	0.5	0.5	0.5	0.5
Help Desk Technician	0.5	0.5	0.5	0.5
TOTAL	6	6	6	6

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$469,754	\$485,000	\$485,000	\$486,500
Materials & Supplies	\$10,026	\$16,950	\$16,950	\$12,150
Other Services & Charges	\$543,530	\$837,590	\$837,590	\$867,768
Capital Outlay	\$212,773	\$559,475	\$524,475	\$325,035
TOTAL	\$1,236,083	\$1,899,015	\$1,864,015	\$1,691,453

