

Administrative Services

About Department 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.



2014 Budget Priorities

- Conduct biennial citizen survey
- Implement second year of Pay-for-Performance Plan
- Prepare for Healthcare Reform Act
- Upgrade financial fund management system to web-enabled

*Reaching out
With Quality Service and Support
Reaching Forward
With Innovative Solutions*



Heather Geyer
Administrative Services Director



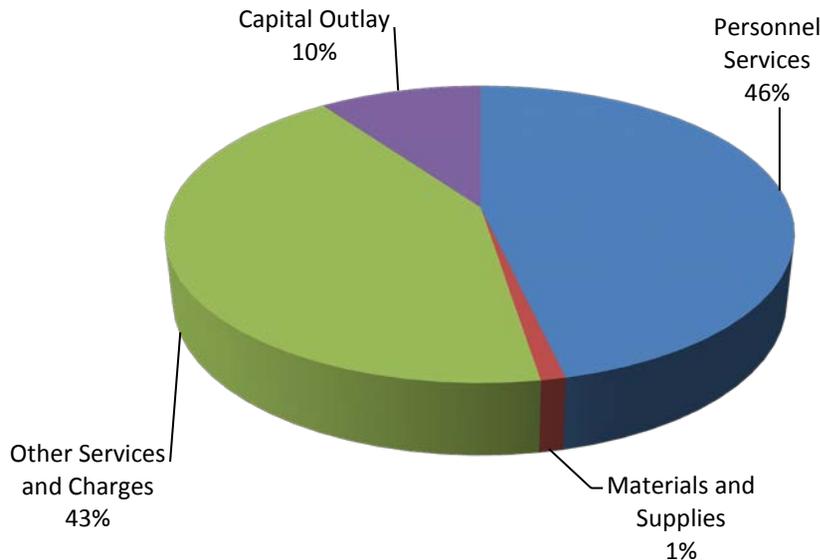
Administrative Services

Staffing and Financial Summary

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Authorized
Finance	2.75	2.75	2.75	3
Administrative Services	4	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
	20.25	20.25	20.25	20.5

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Adopted
Personnel Services	\$1,499,102	\$1,522,547	\$1,486,910	\$1,515,104
Materials and Supplies	\$37,941	\$38,440	\$34,063	\$35,114
Other Services and Charges	\$1,223,777	\$1,370,148	\$1,360,186	\$1,393,379
Capital Outlay	\$499,657	\$330,470	\$324,916	\$323,320
	\$3,260,477	\$3,261,605	\$3,206,075	\$3,266,917

Total 2014 Budget by Object

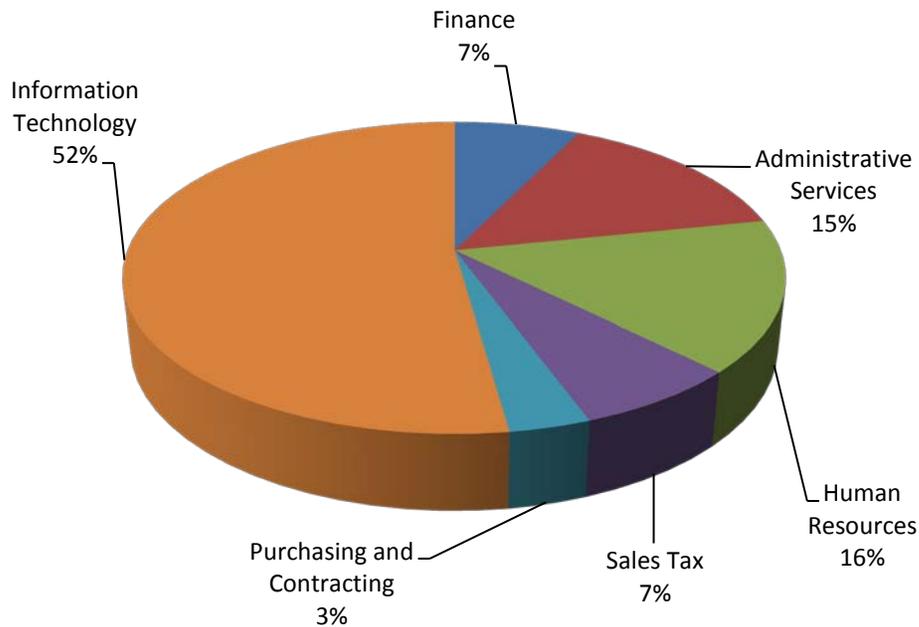


Administrative Services

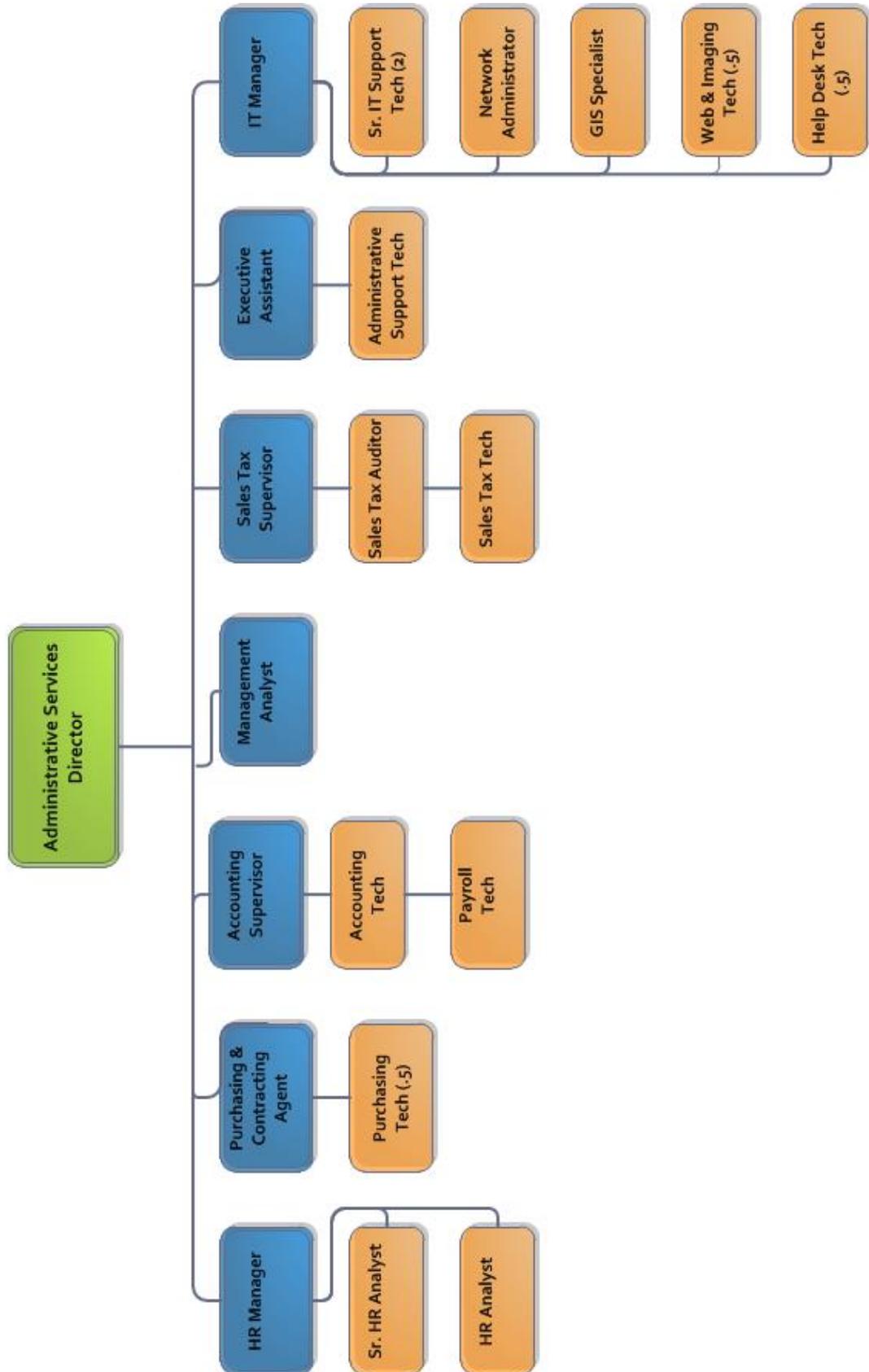
Total Budget by Program

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Adopted
Finance	\$224,592	\$248,946	\$248,176	\$236,196
Administrative Services	\$420,217	\$413,951	\$412,874	\$474,992
Human Resources	\$486,050	\$567,712	\$527,268	\$513,070
Sales Tax	\$211,909	\$223,356	\$223,352	\$226,879
Purchasing and Contracting	\$99,652	\$103,187	\$100,898	\$110,217
Information Technology	\$1,818,057	\$1,704,453	\$1,693,507	\$1,705,563
Total	\$3,260,477	\$3,261,605	\$3,206,075	\$3,266,917

Total 2014 Budget by Object



Administrative Services





Administrative Services

01-111

Core Business

- Perform complex administrative and supervisory work in managing, planning, coordinating, and directing operations of the department including office support, public information, marketing and branding, and 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
- Manage and schedule WRTV8 programming; assist in the production of original programming including the award winning Top of the Hour
- Publish and distribute quarterly community newsletter
- Coordinate City Council meeting agendas and packets
- Provide internal support for general City operations to include mail, supplies and phones

2013 Strategic Accomplishments

- Received Silver Circle 3CMA Award for the A.C.T.I.O.N! employee recognition video
- Received GFOA Distinguished Budget Award
- Presented at the annual Priority Based Budgeting Conference "City of Wheat Ridge, Colorado: Ideal Implementation of the Entire Fiscal Health and Wellness through Priority Based Budgeting Model"
- Implemented the 2013 Pay-for-Performance Compensation Plan and Part-time Pay Plan
- Implemented the new Performance Management Program (PMP) system aligned with the City's core values
- Created a monthly team leader group consisting of managers and supervisors throughout the organization to provide leadership development
- Completed the Aging Needs Assessment Plan
- Completed the second year of Priority Based Budgeting (PBB) which included integrating PBB into the annual budget process

2014 Strategic Priorities

- Conduct biennial citizen survey
- Negotiate the Comcast franchise renewal agreement
- Implement second year of Pay-for-Performance Plan
- Research biennial budget process for possible implementation in 2015

Administrative Services

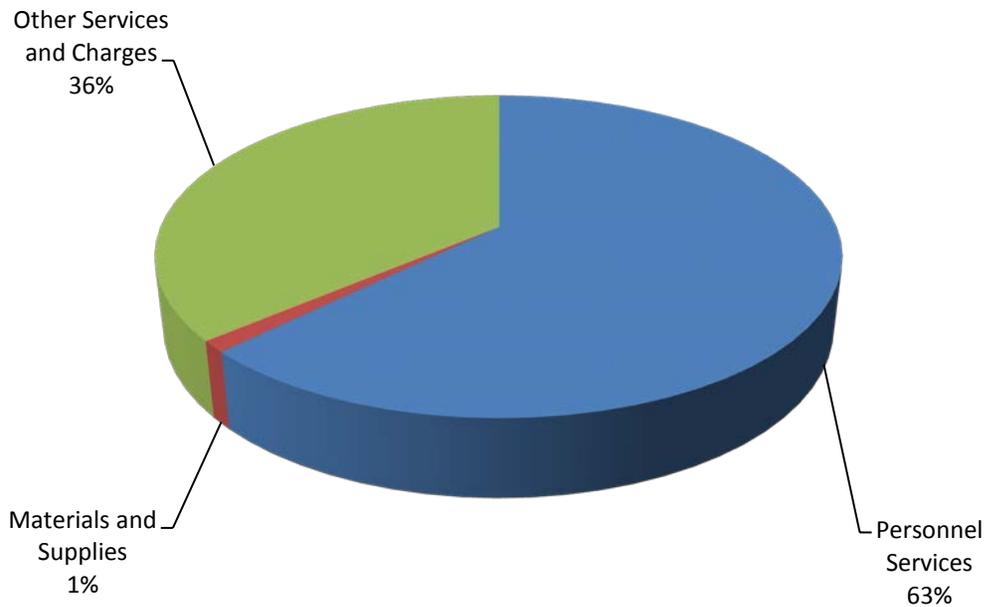
Staffing and Financial Summary

01-111

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Authorized
Deputy City Manager	1	0	0	0
Administrative Services Director	0	1	1	1
Executive Assistant	1	1	1	1
Assistant to the City Manager	1	0	0	0
Management Analyst	0	1	1	1
Operations Support Technician II	0	0	1	1
Receptionist	1	1	0	0
Total	4	4	4	4

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Adopted
Personnel Services	\$272,827	\$284,710	\$284,560	\$297,612
Materials and Supplies	\$6,775	\$5,670	\$5,073	\$5,500
Other Services and Charges	\$140,615	\$123,241	\$123,241	\$171,880
Capital Outlay	\$0	\$330	\$0	\$0
Total	\$420,217	\$413,951	\$412,874	\$474,992

Total 2014 Budget by Object



Administrative Services

Finance

01-103

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 purchase 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

2013 Strategic Accomplishments

- Began development of new grant tracking process
- Partnered with Code Enforcement to improve property information/identification on billing notifications for violations
- Implemented new Governmental Accounting Standards Board Statement (GASB 63)

2014 Strategic Priorities

- Upgrade Finance Fund Management System to a web-enabled product
- Partner with outside auditors to complete 2013 Single Audit
- Continue preparation for Health Care Reform Act for 2014 compliance
- Implement new grant tracking process

Finance

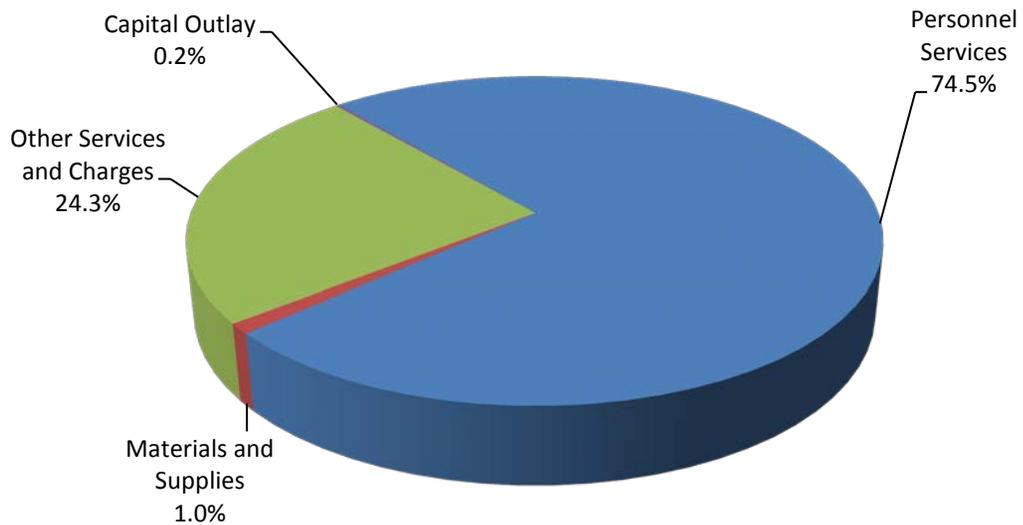
Staffing and Financial Summary

01-103

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Authorized
Accounting Supervisor	1	1	1	1
Accounting Technician	1	1	1	1
Payroll Technician	0.75	0.75	0.75	1
	2.75	2.75	2.75	3

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Adopted
Personnel Services	\$182,527	\$182,846	\$182,076	\$175,932
Materials and Supplies	\$1,211	\$2,400	\$2,400	\$2,400
Other Services and Charges	\$40,854	\$63,700	\$63,700	\$57,314
Capital Outlay	\$0	\$0	\$0	\$550
	\$224,592	\$248,946	\$248,176	\$236,196

Total 2014 Budget by Object



Administrative Services Human Resources

01-112

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
- 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 cultural development, workforce and succession planning, training, performance and change management

2013 Strategic Accomplishments

- Rolled out the new Performance Management Program (PMP) with an electronic performance appraisal system
- Conducted compensation study and developed 2013 Pay-for-Performance plan
- Prepared for Health Care Reform Act for 2014 compliance
- Enhanced Wellness Program provisions and incentives

2014 Strategic Priorities

- Implement new strategies to maximize employee engagement in wellness initiatives
- Focus on leadership development by enhancing our team leader mid-managers training program
- Continue development of the Performance Management Program
- Conduct 2014 market analysis for Pay-for-Performance Plan

Human Resources

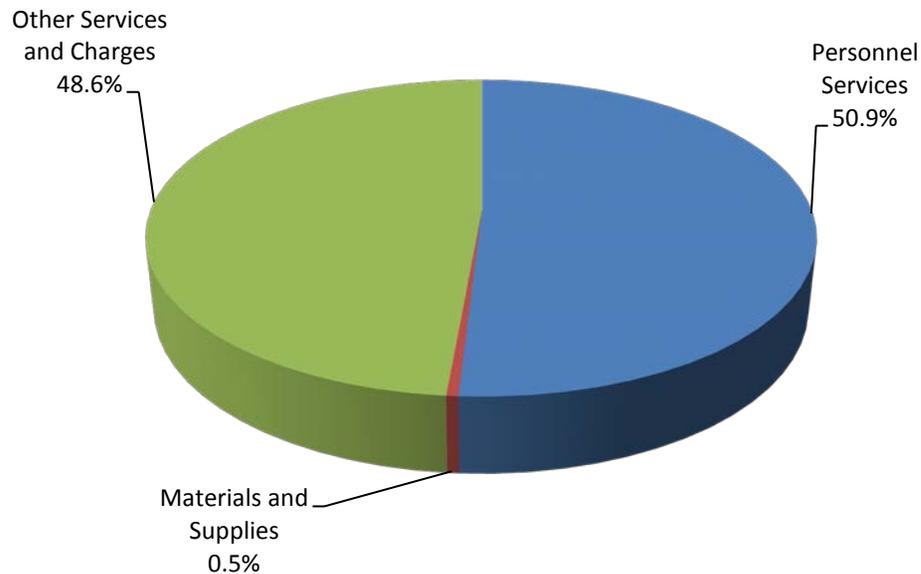
Staffing and Financial Summary

01-112

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Authorized
Human Resources Manager	1	1	1	1
Senior HR Analyst	1	1	1	1
Human Resources Analyst	1	1	1	1
Total	3	3	3	3

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Adopted
Personnel Services	\$286,763	\$285,648	\$254,166	\$261,338
Materials and Supplies	\$3,108	\$2,450	\$2,450	\$2,450
Other Services and Charges	\$196,179	\$278,654	\$269,692	\$249,282
Capital Outlay	\$0	\$960	\$960	\$0
Total	\$486,050	\$567,712	\$527,268	\$513,070

Total 2014 Budget by Object



Administrative Services

Sales Tax

01-115

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, individual assistance and a comprehensive website
- Administers processes and collects sales, use, admissions, lodging, liquor and telecommunications occupation taxes, and advises on pertinent code and regulations
- Enforces requirements of the law regarding delinquent taxes and licenses
- Verifies and remedies tax compliance through audits
- Monitors and reports on revenues of the Enhanced Sales Tax Incentive program

2013 Strategic Accomplishments

- Expanded the FAQ section of the City's online tax filing and information portal and updated the web-based assistance
- Launched an informative webinar about the requirements of opening and operating a business in Wheat Ridge
- Collected more than \$250,000 in audit revenues
- Implemented a call tree to help ensure callers are able to speak directly to a staff person on the first call
- Hosted a nationally-advertised training course for auditors and tax professionals in association with the Multistate Tax Commission

2014 Strategic Priorities

- Improve service by collaborating with Information Technology and Community Development to implement an electronic licensing application and approvals process
- Streamline the online tax filing to a single site
- Expand the availability and reduce the cost of accepting credit cards for tax and licensing payments

Sales Tax

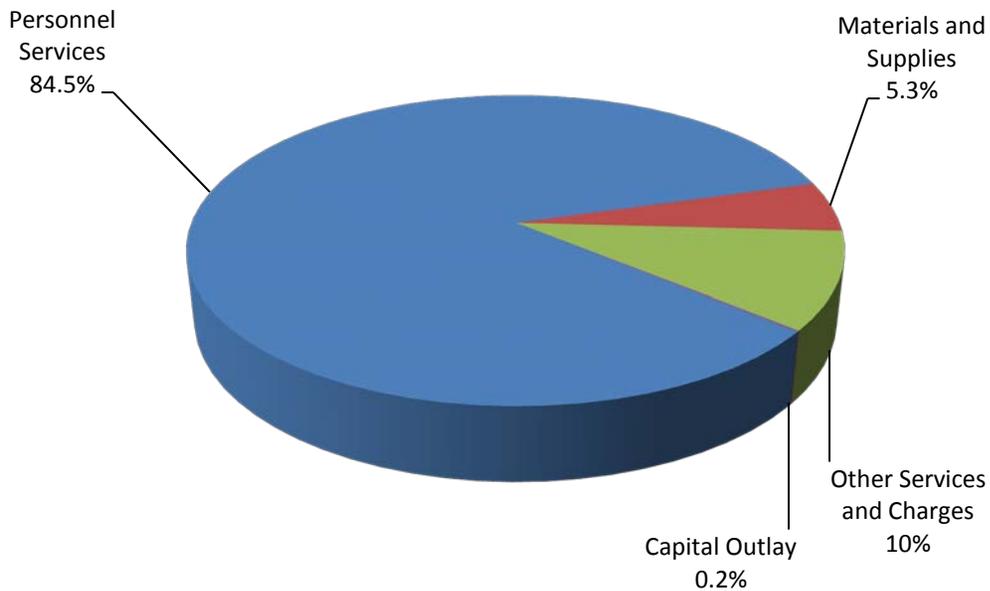
Staffing and Financial Summary

01-115

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Authorized
Sales Tax Supervisor	1	1	1	1
Sales Tax Auditor	1	1	1	1
Sales Tax Technician	1	1	1	1
	3	3	3	3

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Adopted
Personnel Services	\$189,706	\$189,856	\$189,856	\$191,655
Materials and Supplies	\$11,253	\$11,490	\$11,490	\$11,914
Other Services and Charges	\$10,557	\$21,585	\$21,585	\$22,885
Capital Outlay	\$393	\$425	\$421	\$425
	\$211,909	\$223,356	\$223,352	\$226,879

Total 2014 Budget by Object



Administrative Services Purchasing and Contracting

01-116

Core Business

- Manage procurement transactions: supplier sourcing, contract and purchase order content, purchasing card program, tele-communication program, custodial services, and surplus disposal
- Determine appropriate procurement method for purchase of goods, professional services, and construction services
- Work with departments to develop technical bid specifications or statement of work for bids and proposals, scheduling, interviews, negotiations, cost analysis, and delivery
- Comply with purchasing and competitive bid proposal guidelines, payment methods and signature approval levels and assist departments in attaining compliance
- Foster effective relationships with internal and external customers to facilitate sound business transactions and enhance future acquisitions
- Oversee renewal of consultant and supplier services for on-call and other multi-year agreements

2013 Strategic Accomplishments

- Worked with other departments and divisions on grant-funded projects, including updates to procurement documents and strategic planning for grant procedures
- Updated the purchasing card user training manual
- Hosted a professional development session for the Rocky Mountain Governmental Purchasing Association offering a National Institute of Governmental Purchasing accredited class
- Tested acceptance of electronic bid submission
- Upgraded staff managers and police officers to smart phone technology improving field access to City email and general web accessibility
- Increased detail and support documentation requirements required with purchasing requisition submittals

2014 Strategic Priorities

- Improve consistency of access to the online ControlPay purchasing card system

Purchasing and Contracting

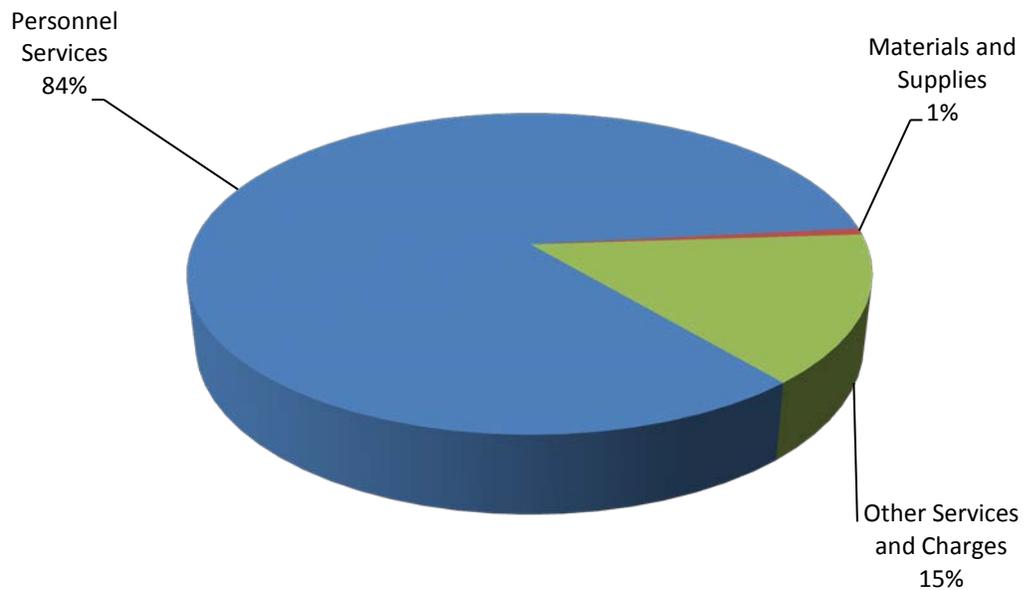
Staffing and Financial Summary

01-116

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Authorized
Purchasing and Contracting Agent	1	1	1	1
Purchasing Technician	0.5	0.5	0.5	0.5
	1.5	1.5	1.5	1.5

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Adopted
Personnel Services	\$84,241	\$86,987	\$85,198	\$93,067
Materials and Supplies	\$1,170	\$1,000	\$500	\$700
Other Services and Charges	\$14,241	\$15,200	\$15,200	\$16,450
Capital Outlay	\$0	\$0	\$0	\$0
	\$99,652	\$103,187	\$100,898	\$110,217

Total 2014 Budget by Object



Administrative Services Information Technology

01-117

Core Business

- Responsible for information technology to support the City's Strategic Plan
- Procure, install, and maintain City computers
- Select and test software for City computers
- Maintain inventory of computers and software
- Install hardware/software on the City server computers
- Assist departments with special software projects
- Provide backup and disaster recovery for server and telephone
- Ensure security of the City's technology system

2013 Strategic Accomplishments

- Developed Geographical Information Systems (GIS) web application
- Installed computer room air conditioning system
- Updated software licensing to required status
- Installed two new central network infrastructure switches
- Updated the Information Technology Strategic Plan
- Upgraded City-wide phone system
- Replaced aging desktop and laptop systems
- Upgraded Police Department Computer Aided Dispatch, records management and fingerprint systems
- Replaced servers at City facilities

2014 Strategic Priorities

- Upgrade Finance Fund Management System to a web-enabled product
- Research and develop electronic time sheets and payroll automation
- Implement Municipal Court collections module
- Installation of phase 1 of 2 fiber project to Jefferson County
- Installation of electronic citation system for Police Department

Information Technology

Staffing and Financial Summary

01-117

	2011 Authorized	2012 Authorized	2013 Authorized	2014 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

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Adopted
Personnel Services	\$483,038	\$492,500	\$491,054	\$495,500
Materials and Supplies	\$14,424	\$15,430	\$12,150	\$12,150
Other Services and Charges	\$821,331	\$867,768	\$866,768	\$875,568
Capital Outlay	\$499,264	\$328,755	\$323,535	\$322,345
Total	\$1,818,057	\$1,704,453	\$1,693,507	\$1,705,563

Total 2014 Budget by Object

