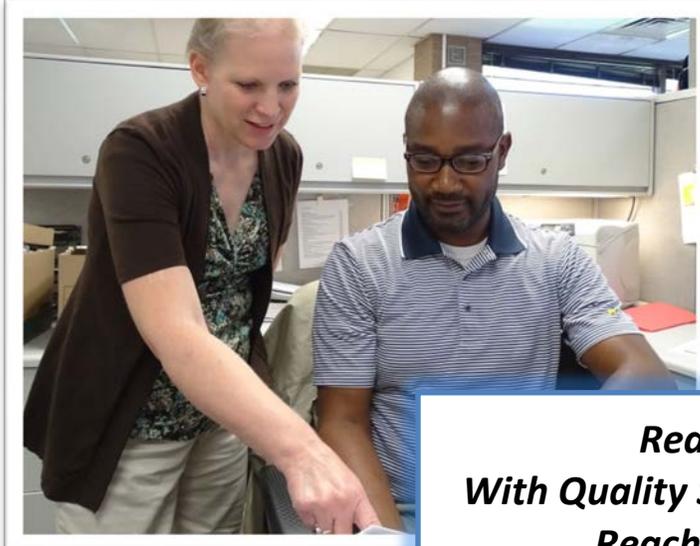


Administrative Services

About Administrative Services

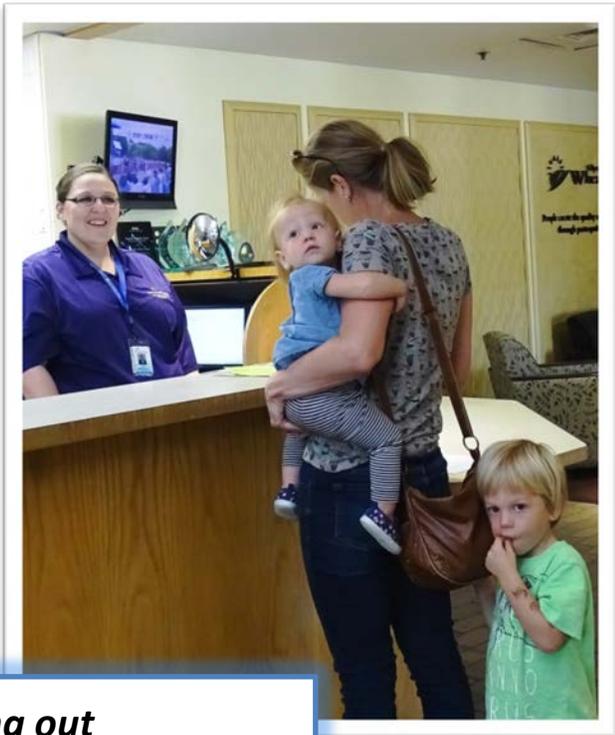
The Administrative Services Department oversees and directs the operations of Finance, Human Resources, Sales Tax, Purchasing, Information Technology, Risk Management, Budget, the Public Information Office, Front Desk Reception, and the Safety/Wellness Programs.



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

**2016
Budget Priorities**

- Implement fourth year of Pay-for-Performance Plan
- Recruit and hire a Finance Manager
- Host Ward Road Gold Line Station Opening Celebration
- Implement online scheduling and software



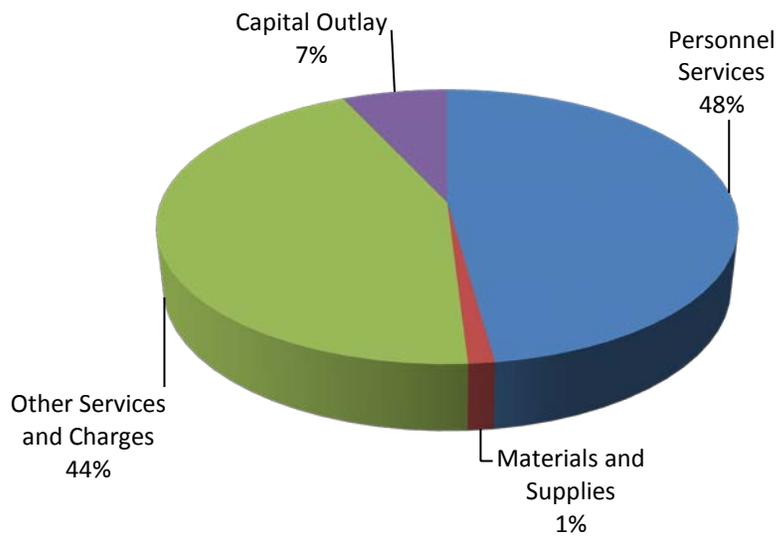
Administrative Services

Staffing and Financial Summary

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Proposed
Finance	2.75	3	3	3
Public Information	0	0	1	1
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	20.5	21.5	21.5

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Proposed
Personnel Services	\$1,596,437	\$1,599,372	\$1,595,576	\$1,714,574
Materials and Supplies	\$40,039	\$37,300	\$34,477	\$44,300
Other Services and Charges	\$1,257,406	\$1,342,709	\$1,295,156	\$1,579,006
Capital Outlay	\$353,963	\$257,025	\$228,945	\$248,735
	\$3,247,846	\$3,236,406	\$3,154,154	\$3,586,615

Total 2016 Budget by Object

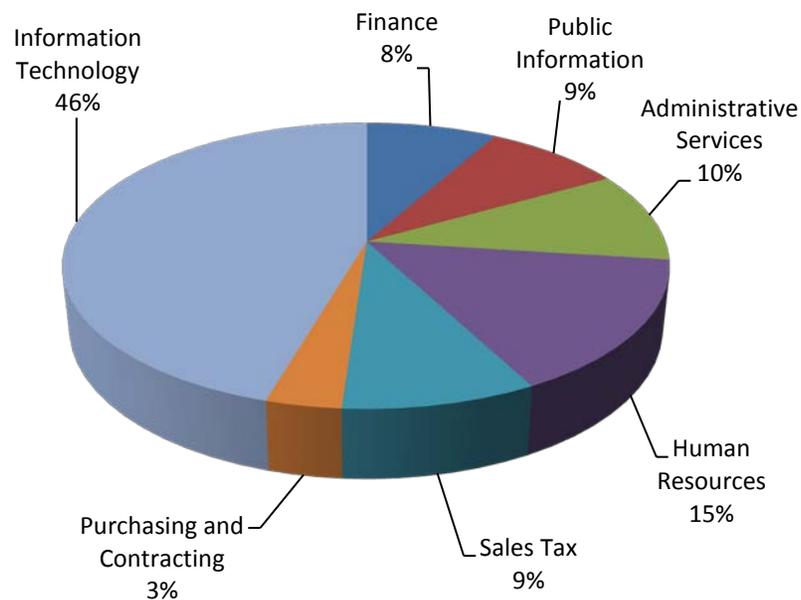


Administrative Services

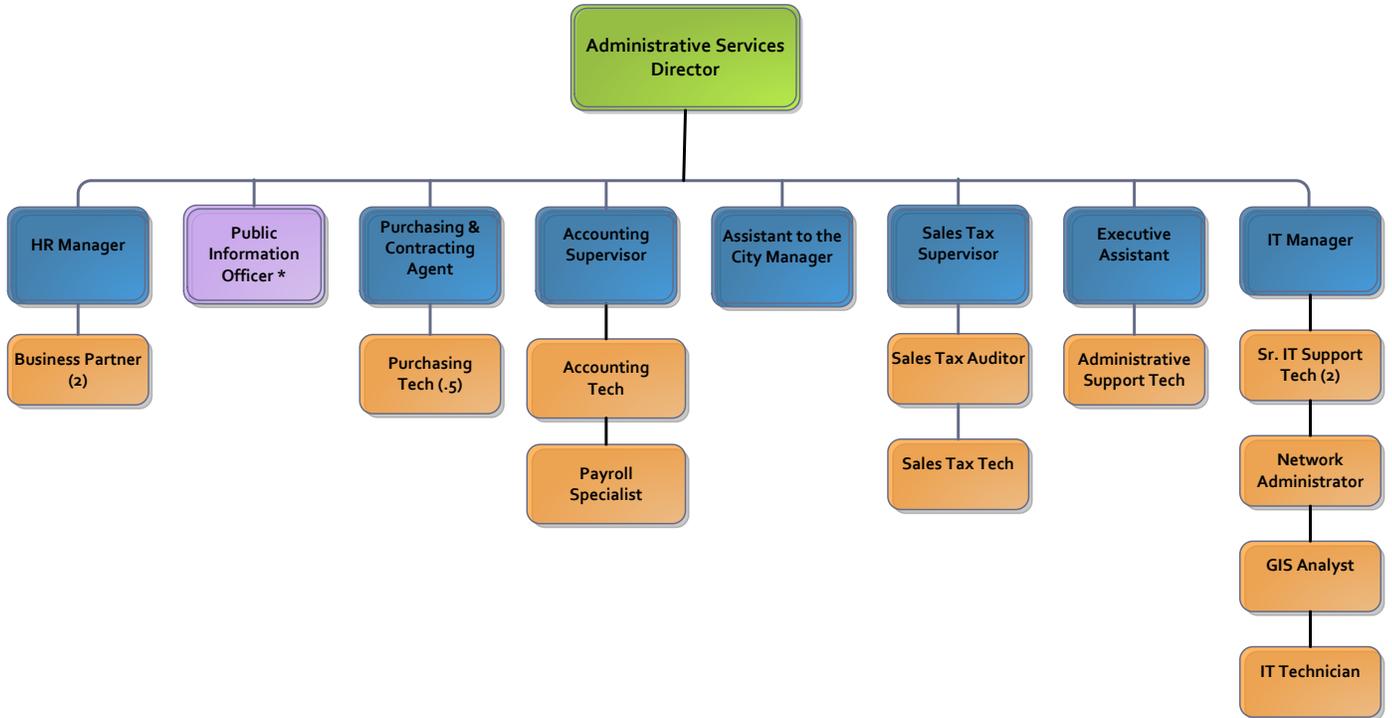
Total Budget by Program

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Proposed
Finance	\$237,677	\$250,385	\$248,078	\$293,249
Public Information	\$0	\$153,217	\$147,158	\$309,656
Administrative Services	\$509,914	\$404,466	\$383,394	\$366,636
Human Resources	\$529,139	\$449,473	\$449,333	\$546,058
Sales Tax	\$221,288	\$233,673	\$233,817	\$317,416
Purchasing and Contracting	\$106,557	\$120,052	\$119,427	\$123,176
Information Technology	\$1,643,270	\$1,625,140	\$1,572,947	\$1,630,424
Total	\$3,247,846	\$3,236,406	\$3,154,154	\$3,586,615

Total 2016 Budget by Program



Administrative Services



**This position is accounted for under the Administrative Services Department. It supports the entire City, including the Police Department.*



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 and support of the divisions of Finance, Human Resources, Sales Tax, Purchasing and Contracting, Information Technology, and Public Information
- Perform all duties related to budget preparation and administration
- Organize and direct the City's risk management program
- Coordinate City Council meeting agendas and packets
- Provide internal support for general City operations to include mail, supplies and phones

2015 Strategic Accomplishments

- Administered biennial citizen survey to measure resident satisfaction with City services
- Researched online scheduling software systems for implementation in 2016
- Implemented year three of the Pay-for-Performance Plan
- Updated City personnel policies
- Recruited and hired a City-wide Public Information Officer
- Managed the implementation of the City Treasurer's budget transparency project
- Received two 3CMA Awards for excellence in video marketing and promotions

2016 Strategic Priorities

- Recruit and hire a Finance Manager
- Implement online scheduling software
- Implement online time and labor system and shift payroll to arrears
- Implement enhanced audit program to increase audit revenues in 2016

Administrative Services

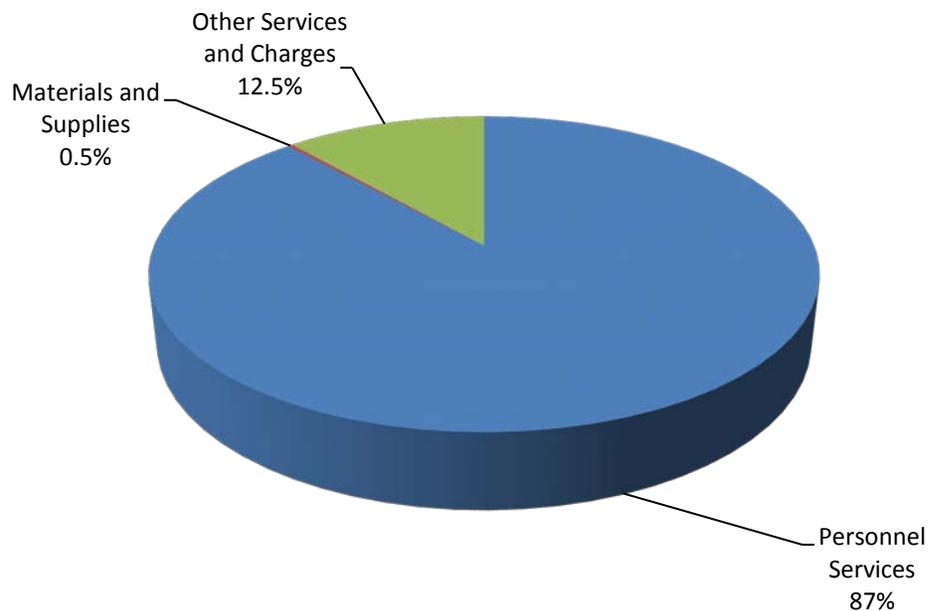
Staffing and Financial Summary

01-111

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Proposed
Administrative Services Director	1	1	1	1
Executive Assistant	1	1	1	1
Assistant to the City Manager	0	0	1	1
Management Analyst	1	1	0	0
Operations Support Technician II	1	1	1	1
	4	4	4	4

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Proposed
Personnel Services	\$337,277	\$321,480	\$318,812	\$323,541
Materials and Supplies	\$6,189	\$5,330	\$4,277	\$1,000
Other Services and Charges	\$144,995	\$77,396	\$60,045	\$42,095
Capital Outlay	\$21,454	\$260	\$260	\$0
	\$509,914	\$404,466	\$383,394	\$366,636

Total 2016 Budget by Object



Administrative Services

Finance

01-103

Core Business

- Receive, process, and deposit daily revenue from all City sources
- Process accounts payable functions
- 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 fines and place and release appropriate liens with Jefferson County for same
- Process, create, reconcile and deliver bi-weekly payroll
- Prepare quarterly and annual payroll reports
- Track, record and prepare statements for acquisitions and dispositions of fixed assets
- Prepare audit work papers and work with outside auditors on comprehensive annual financial report
- Monitor, enforce and recommend adjustments to financial accounting controls
- Provide accurate and timely monthly financial information

2015 Strategic Accomplishments

- Converted payroll system software to web-enabled version
- Partnered with auditors to complete 2014 single audit
- Worked with Purchasing and Contracting Division to implement new grant management system
- Partnered with Human Resources to be compliant for reporting requirements for Health Care Reform Act for 2015

2016 Strategic Priorities

- Partner with Human Resource to enhance the HR and payroll functions in web version of FMS system to meet benefits and reporting requirements
- Recruit, hire and train finance supervisor

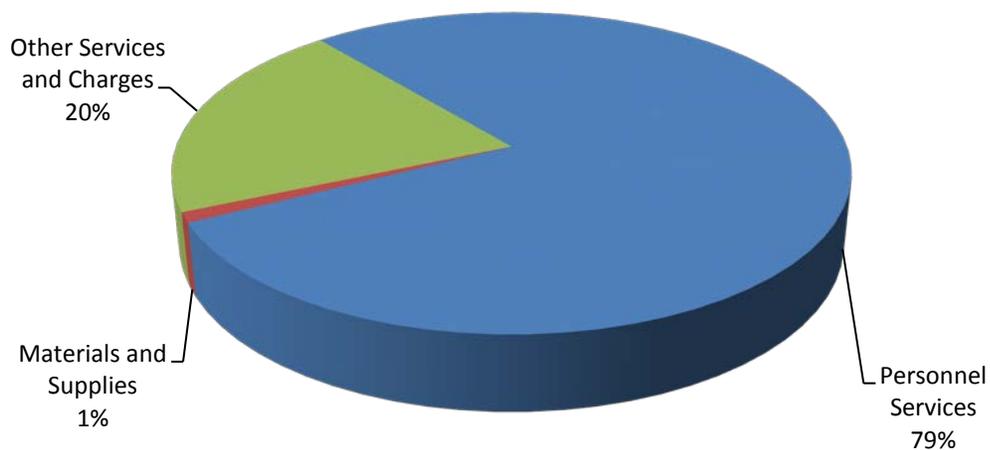
Finance

Staffing and Financial Summary 01-103

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Proposed
Finance Manager	0	0	0	1
Accounting Supervisor	1	1	1	0
Accounting Technician	1	1	1	1
Payroll Specialist	0	0	1	1
Payroll Technician	0.75	1	0	0
	2.75	3	3	3

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Proposed
Personnel Services	\$183,541	\$187,838	\$187,838	\$230,652
Materials and Supplies	\$2,226	\$2,400	\$2,400	\$3,000
Other Services and Charges	\$51,610	\$59,597	\$57,290	\$59,597
Capital Outlay	\$300	\$550	\$550	\$0
	\$237,677	\$250,385	\$248,078	\$293,249

Total 2016 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

2015 Strategic Accomplishments

- Realigned the Human Resources Division by implementing the Human Resources business partner model to encourage a more strategic, proactive and collaborative approach to service delivery
- Enhanced wellness initiatives to focus on employee total well-being – physical, financial, personal and professional
- Enhanced leadership development by expanding focus on in-house training and development opportunities

2016 Strategic Priorities

- Research, recommend and implement an online time and labor system to coincide with a conversion to a bi-weekly payroll
- Ensure sustainable organizational leadership by developing a strategic succession planning program
- Enhance usage of the City's Learning Management System to support compliance and professional development

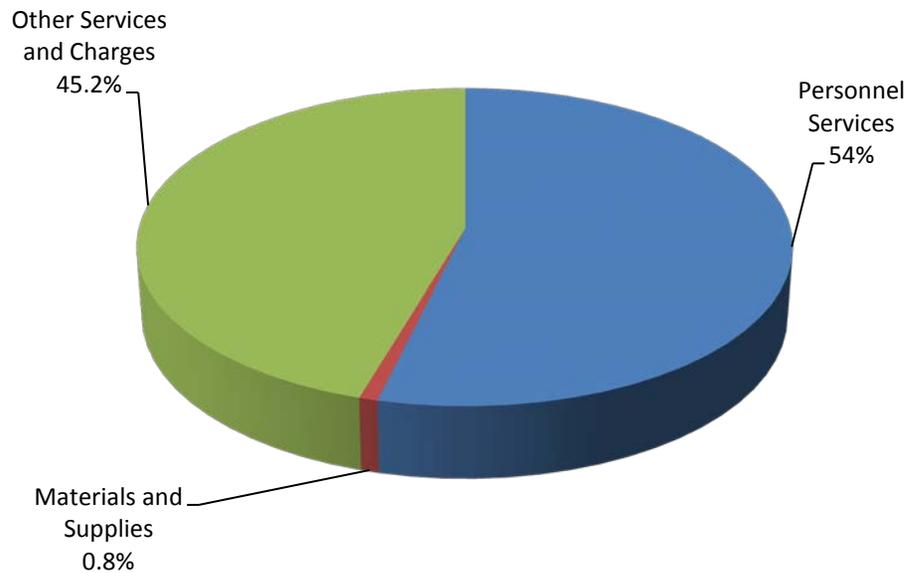
Human Resources

Staffing and Financial Summary
01-112

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Proposed
Human Resources Manager	1	1	1	1
Human Resources Business Partner	0	0	2	2
Senior HR Analyst	1	1	0	0
Human Resources Analyst	1	1	0	0
	3	3	3	3

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Proposed
Personnel Services	\$290,574	\$260,709	\$260,709	\$293,969
Materials and Supplies	\$3,645	\$3,400	\$3,400	\$4,500
Other Services and Charges	\$234,920	\$184,764	\$184,764	\$247,589
Capital Outlay	\$0	\$600	\$460	\$0
	\$529,139	\$449,473	\$449,333	\$546,058

Total 2016 Budget by Object



Administrative Services

Sales Tax

01-115

Core Business

- Advises on, administers and maintains licensing of all business activity, marijuana businesses, kennels, and exempt institutions
- Assists citizens with form completion and 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

2015 Strategic Accomplishments

- Created and implemented a limited-license vacancy program in accordance with Ordinance 1563
- Provided updated materials and taxpayer notifications about a change in the lock box address resulting from the provider's service upgrade
- Developed and implemented a periodic report on significant changes in the local marijuana industry
- Sourced and adapted an audit efficiency monitoring program for implementation in 2016

2016 Strategic Priorities

- Update the procedure and process materials to improve service sustainability
- Restructure and simplify the tax web pages for improved service
- Implement the audit efficiency monitoring program that was adapted in 2015 to improve resource utilization
- Support voluntary revenue collections by expanding and updating industry-specific educational materials

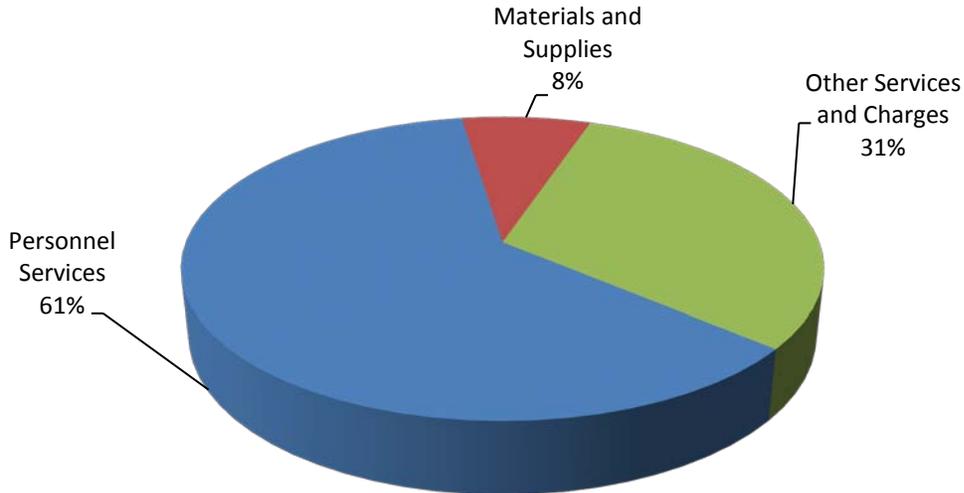
Sales Tax

Staffing and Financial Summary
01-115

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Proposed
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

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Proposed
Personnel Services	\$196,091	\$200,248	\$200,773	\$195,109
Materials and Supplies	\$11,891	\$13,150	\$13,030	\$24,310
Other Services and Charges	\$13,306	\$20,275	\$19,364	\$97,997
Capital Outlay	\$0	\$0	\$650	\$0
	\$221,288	\$233,673	\$233,817	\$317,416

Total 2016 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 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
- Uphold the Universal Public Procurement Certification Council (UPPCC) code of ethics

2015 Strategic Accomplishments

- Updated contractual language to relevant bid documents and confirming agreements
- Increased flexibility, integrity and transparency of the bid process through improved communications with vendors
- Conducted over 30 formal procurements (up from 25 in 2014), representing award savings of over \$350,000

2016 Strategic Priorities

- Research use of the ADG electronic requisition feature and prepare for implementation
- Increase visibility of the City and this division by providing leadership services to the MAPO community (Multiple Assemble of Procurement Officers – a cooperative bid entity representing communities across Colorado)

Purchasing and Contracting

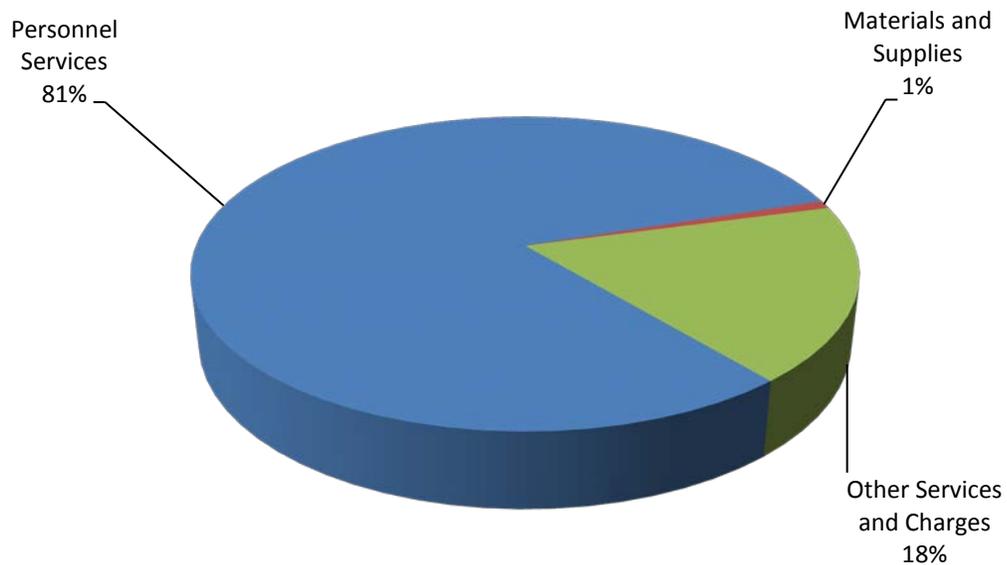
Staffing and Financial Summary

01-116

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Proposed
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

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Proposed
Personnel Services	\$90,439	\$97,857	\$97,857	\$99,916
Materials and Supplies	\$117	\$870	\$870	\$990
Other Services and Charges	\$16,001	\$20,325	\$19,700	\$22,270
Capital Outlay	\$0	\$1,000	\$1,000	\$0
	\$106,557	\$120,052	\$119,427	\$123,176

Total 2016 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
- Negotiate technology contracts and service level agreements with providers
- Assist departments with special software projects
- Provide backup and disaster recovery for servers and telephone system
- Insure security of the technology system

2015 Strategic Accomplishments

- Upgraded the payroll and HR systems to a web-enabled product
- Implemented and managed a regional records management system and computer-aided dispatch
- Researched an asset, fleet and service request system and prepared RFP
- Executed a five-year software licensing agreement with Microsoft
- Upgraded site-to-site connectivity and internet access speeds with Century Link
- Deployed new smartphones to staff
- Converted eight servers from physical to virtual environments
- Deployed Microsoft Surface Pro 3 devices to staff
- Upgraded E911 phone system for Police Emergency Services

2016 Strategic Priorities

- Install fiber to connect the City to Jefferson County fiber optic public safety network
- Begin implementation of regional records management system
- Plan for implementation of regional computer-aided dispatch system
- Move existing software applications to web interface system
- Implement electronic time sheets and payroll automation via a web interface
- Upgrade firewall and infrastructure to increase security
- Upgrade video camera system to work from remote locations
- Upgrade the Enterprise email system with new hardware and software

Information Technology

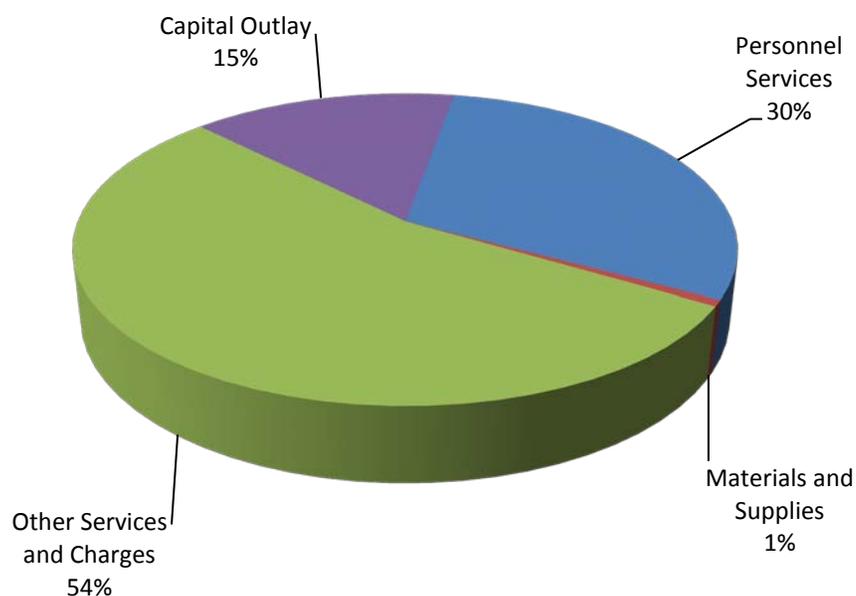
Staffing and Financial Summary

01-117

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Proposed
IT Manager	1	1	1	1
Network Administrator	1	1	1	1
Sr. IT Support Technician	2	2	2	2
GIS Analyst	0	0	1	1
GIS Specialist	1	1	0	0
IT Technician	0	0	1	1
Web & Imaging Technician	0.5	0.5	0	0
Help Desk Technician	0.5	0.5	0	0
Total	6	6	6	6

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Proposed
Personnel Services	\$498,515	\$506,507	\$504,854	\$490,999
Materials and Supplies	\$15,971	\$12,150	\$10,500	\$10,000
Other Services and Charges	\$796,575	\$851,868	\$831,568	\$880,690
Capital Outlay	\$332,209	\$254,615	\$226,025	\$248,735
Total	\$1,643,270	\$1,625,140	\$1,572,947	\$1,630,424

Total 2016 Budget by Object



Administrative Services

Public Information Officer (PIO)

01-113

Core Business

- Serve as the liaison between the City and the news media to coordinate the release of information to the public
- Promote the City in a positive manner through social, written and verbal communications to include websites, press releases, Facebook, newsletter, video promotions, interviews, etc.
- Monitor and release information about public safety issues and criminal activity
- Monitor website pages, community newsletter and social media sites for City departments
- Publicize, coordinate and promote events within the community
- Publicize, coordinate and promote City promotions, recognitions and events
- Manage WRTV, channel 8 equipment and content and related video projects
- Manage media partnerships, contractors and franchise agreements
- Monitor and update branding for the City and provide guidance on general style and usage of logo and images
- Support and advise Mayor, Council and elected officials on media communications

2015 Strategic Accomplishments

- Created the Public Information division
- Hired a City-wide Public Information Officer (PIO)

2016 Strategic Priorities

- Develop a formal communications plan representative of the increasing demand for citizen engagement
- Develop an internal employee newsletter
- Increase the City's social media presence
- Partner with RTD FastTracks to celebrate the completion of the Gold Line and open the Ward Road Commuter Rail station

Public Information

Staffing and Financial Summary
01-113

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Proposed
Public Information Officer	0	0	1	1
	0	0	1	1

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Proposed
Personnel Services	\$0	\$24,733	\$24,733	\$80,388
Materials and Supplies	\$0	\$0	\$0	\$500
Other Services and Charges	\$0	\$128,484	\$122,425	\$228,768
Capital Outlay	\$0	\$0	\$0	\$0
	\$0	\$153,217	\$147,158	\$309,656

Total 2016 Budget by Object

