



**City of Wheat Ridge, Colorado  
Adopted Annual Budget  
January 1 - December 31  
Fiscal Year 2013**



**City Council**

**Jerry DiTullio, Mayor**

**William "Bud" Starker, Council Member, District I**

**Davis Reinhart, Council Member, District I**

**Joyce Jay, Council Member, District II**

**Kristi Davis, Council Member, District II**

**George Pond, Council Member, District III**

**Mike Stites, Council Member, District III**

**Joseph DeMott, Council Member, District IV**

**Tracy Langworthy, Council Member, District IV**

**Janelle Shaver, City Clerk**

**Larry Schulz, City Treasurer**

**City of Wheat Ridge, Colorado  
Adopted Annual Budget  
Prepared by the Budget Staff**

**Executive Management Team**

**Patrick Goff, City Manager**

**Heather Geyer, Administrative Services Director**

**Dan Brennan, Police Chief**

**Joyce Manwaring, Director of Parks and Recreation**

**Tim Paranto, Director of Public Works**

**Ken Johnstone, Director of Community Development**

**Judge Christopher Randall**

**Contents and Production**

**Patrick Goff, Heather Geyer, Karen Van Ert, Nathan Mosley, Carly Lorentz**

**Department Budget Contacts**

**City Treasurer - Larry Schulz**

**City Clerk's Office, Legislative - Janelle Shaver, Bruce Roome and Janice Smothers**

**Municipal Court - Kersten Armstrong and Judge Randall**

**Community Development - Kathy Field and Ken Johnstone**

**Police Department - Chief Dan Brennan, Joe Cassa, Michelle Stodden and Cheryl Keller**

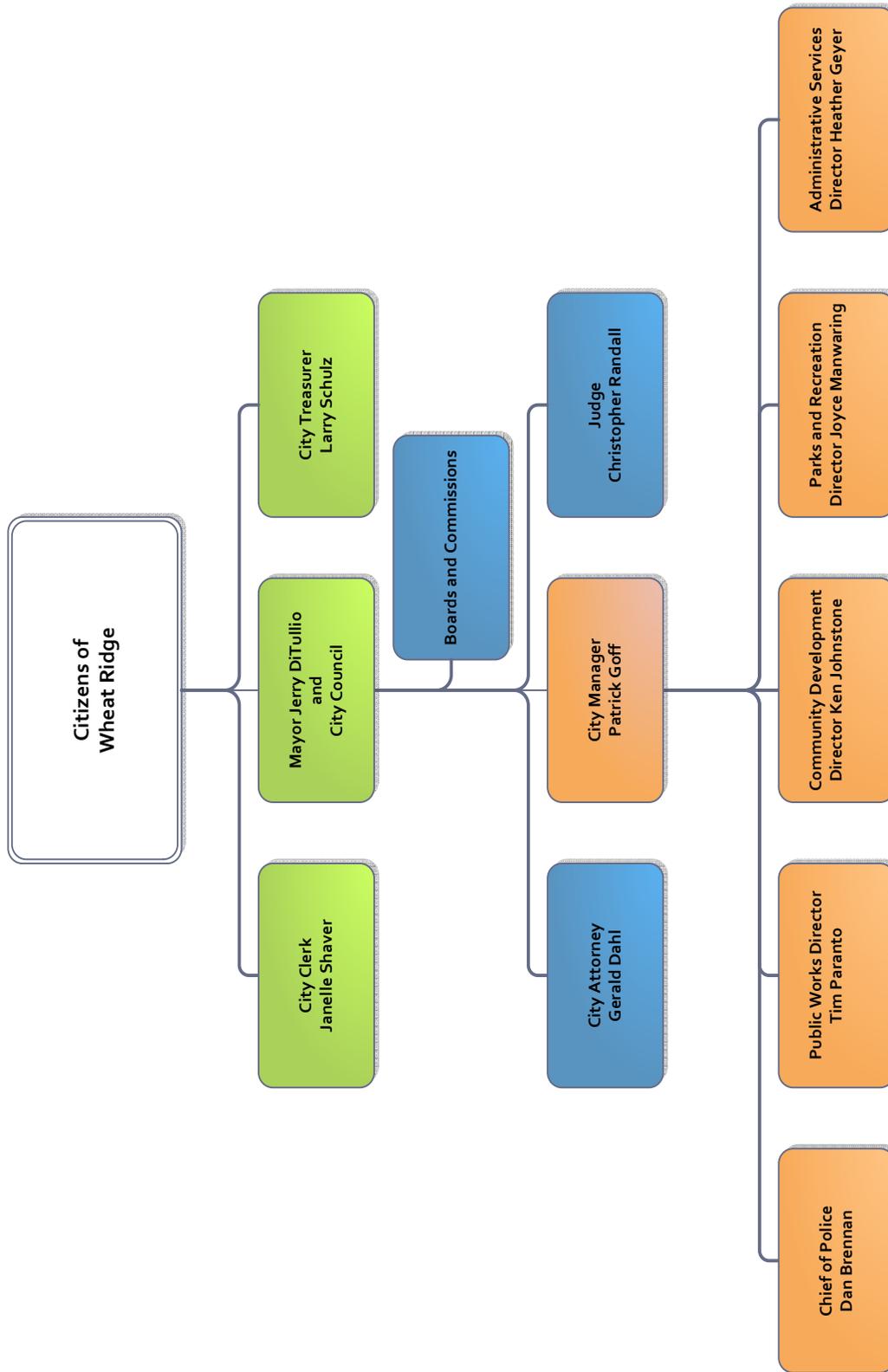
**Public Works Department - Tim Paranto, Steve Nguyen and Greg Knudson**

**Parks and Recreation Department - Joyce Manwaring, Julie Brisson, Toni Crocker and Debbie Rainguet**

**Administrative Services, City Manager's Office, City Attorney - Patrick Goff, Heather Geyer,**

**Karen Van Ert, Nathan Mosley and Carly Lorentz**

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# Budget Message

November 26, 2012

Dear Mayor DiTullio and Council Members:

I present to the Mayor and City Council the 2013 Adopted Budget. This Budget provides the framework for providing services and programs to the citizens of Wheat Ridge for the year 2013 based on the delivery of core services and priorities identified in the City Council Strategic Plan. This Budget document includes the General Fund, Capital Investment Program (CIP) Fund and all Special Revenue Funds.

## OVERALL SUMMARY

Wheat Ridge's total adopted General Fund operating budget for 2013 is \$27,746,549, excluding transfers. The City's total 2013 operating budget represents a 0.3% increase compared to the adjusted 2012 Budget. The projected 2013 General Fund ending fund balance is \$7,667,017 or 27% of expenditures. The total City Budget for 2013, which includes the General Fund, CIP and Special Revenue Funds is \$45,735,304.

Sales tax, the City's largest revenue source, is projected to increase in 2012 by 2.4% compared to 2011 actual revenue, and decrease by 1.5% compared to 2012 projected revenue. Total General Fund revenues for 2012 are projected to increase by 2.4% compared to 2011 actual revenue, and decrease by .06% compared to 2012 projected revenue. Sales tax is expected to increase by 3.0% in 2013 and total General Fund revenues should experience about a 2.8% increase.

The estimated 2012 Budget ending fund balance is \$8,627,017 or 30% of operating expenditures. The adopted 2013 Budget ending fund balance is projected to decrease to \$7,667,017, or 27% of operating expenditures, to allow for an \$860,000 transfer to the CIP Budget and a \$100,000 transfer to the Capital Equipment Replacement Fund. The fund balance will not be used to balance the General Fund operating budget in 2013.

## WHEAT RIDGE GOALS 2017

The Mayor, City Council and staff work together annually to develop and update a strategic plan including a vision, goals and action agenda. Staff used these goals as a guide to develop strategies and priority projects for the 2013 Budget.

The Mayor and Council identified four key strategic prioritized goals for the next five years:

1. Financially Sound City Providing Quality Services
2. Economically Viable Activity Centers
3. Choice of Desirable Neighborhoods
4. More Attractive Wheat Ridge

In addition, at the May 2012 retreat, the Mayor and City Council agreed to continue the 2011/2012 Action Agenda for another year as many of the agenda items are large multi-year projects that require additional staff time or council direction to complete. The adopted 2013 Budget includes the following expenditures to address the 2017 Goals and the 2012/2013 Action Agenda:

### Goal 1: Financially Sound City Providing Quality Services

- Employee Compensation
- Implementation of new Compensation Plan \$450,000 (610)
- Implementation of the new Performance Management Program (PMP) \$28,500 (112 & 117)

- Service Priorities and Funding
- Priority Based Budgeting (Year 2) \$15,000 (106)
- Paid Time Off (PTO) Cash-Out \$50,000 (112)
- Fleet Replacement \$385,000 - \$2 million in fleet replacement needs are being deferred for 2013 (303)
- Preventative street maintenance \$1,600,000 (CIP)
- Lakewood Crime Lab services \$68,900 (212)
- Transfer to Equipment Replacement Fund for future equipment replacement \$100,000 (610)
- Employee safety and wellness programs \$13,100 (112)

### **Goal 2: Economically Viable Activity Centers**

- Clear Creek Crossing Development Agreement
- 32nd and Youngfield interchange improvements \$5,517,000 (CIP) - Partially Grant funded
- 38th Avenue Corridor Plan
- 38th Avenue marketing plan implementation \$120,000 (120 and 105 to WR2020)
- 38th Avenue events \$67,000 (105)
- 38th Avenue street improvements \$100,000 (CIP)
- 38th Avenue Corridor marketing map and directory \$7,000 (105)
- Brownfields EPA Grant \$350,000 (123) - Grant funded
- Live Local Events \$20,000 (105 to WR2020)
- Wheat Ridge Business District (WRBD) loan program \$90,000 (105 to WRBD)
- Building up Business Loan Program (BUBL) \$100,000 (105 to WR2020)
- Wadsworth Planning Environmental Linkage (PEL) project \$1,200,000 (CIP) - Partially Grant funded
- Urban renewal funding for Renewal Wheat Ridge (RWR) projects \$400,000 (105 to RWR)

### **Goal 3: Choice of Desirable Neighborhoods**

- Aging population needs assessment and plan \$3,000 (111)
- Block parties \$2,500 (105 to WR2020)
- CDBG Energy Efficiency grant program administration \$6,000 (105 to WR2020)
- Home Investment Loan Program (HIP) \$50,000 (105 to WR2020)
- 29th Avenue storm sewer improvements \$850,000 (CIP)
- Installation of 39 new bus benches \$250,000 (CIP) - Partially Grant funded
- District 2 neighborhood park \$875,000 (CTF and OS) - Partially Grant funded
- Police Department community oriented neighborhood programs \$17,655 (211)
- Police Department greenbelt patrol \$17,280 (211)

### **Goal 4: More Attractive Wheat Ridge**

- Bus shelter and bench maintenance and cleaning \$36,000 (303)
- 38th Avenue annual plantings \$2,000 (604)
- Dumpster days \$5,000 (105 to WR2020)
- East Wheat Ridge targeted maintenance and upgrades \$20,000 (105 to WR2020)
- Kipling Street multi-use path and lighting \$2,835,000 (CIP) - Partially Grant funded
- Gateway signage program \$100,000 (CIP)
- City Hall plaza improvements \$200,000 (CIP)
- Parks maintenance projects \$50,000 (CTF)
- Large-item pickup program \$5,000 (303)
- 50th Avenue median improvements \$10,000 (604)

Additionally, the following budget expenditures, that are not directly related to any one of the City Council goals but are worthy of noting, are also included in the adopted 2013 Budget:

- Zoppe Family Circus \$105,376 (102)
- Outside Agency Requests \$10,000 (102)
- ADA compliance consultants and upgrades for new ADA regulations \$42,300 (602 and 605)
- Carnation Festival cash contribution \$12,500 and in-kind assistance \$28,000 (102)
- City Council table sponsorships \$3,000 (102)

### **PRIORITY BASED BUDGETING**

The City has engaged the Center for Priority Based Budgeting to facilitate the transition from a more traditional incremental budgeting process to a priority-driven budgeting process. The Center's mission is to "lead communities to Fiscal Health and Wellness." Priority Based Budgeting is another tool that will allow department staff and the City's management team to improve the programs and services provided by aligning resource allocation with the results the City is working to achieve.

Although the Priority Based Budgeting process was not been fully ingrained into the 2013 Budget process, the goal is to continue developing this model for a more direct integration into the 2014 budget process. However, the data collected during this year's process has provided valuable information to enable staff and policy makers to look at the budget data through a different lens.

One aspect of the Priority Based Budgeting process we did incorporate into the 2013 Budget process was the focus on annual budget variances. Budget variances generally occur because certain line-items must be budgeted based on projected use such as staffing, fuel, and utilities. However, circumstances such as employee turnover, the weather or the economy dictate what those true expenditures will be on an annual basis. We made approximately \$300,000 in reductions to those line-items where budget variances generally occur. However, if we experience an unusually bad winter or fuel prices skyrocket, for example, mid-year supplemental budget appropriations may be required.

### **REVENUES AND EXPENDITURES**

The total 2013 Adopted Budget is \$45,735,304. The Budget is based on projected revenues of \$40,486,276. In addition, the beginning fund balance for 2013 is projected at \$14,822,762 which brings the total available funds to \$55,309,038. This will provide for a projected ending fund balance of \$9,573,734 which is a 3% decrease compared to the 2012 Budget. Detailed revenue and expenditure tables are presented in the Revenue and Expenditure Summary section of this Budget.

### **GENERAL FUND**

General Fund revenue is projected at \$27,746,549 which is a 2.8% increase compared to 2012 estimated revenues. In addition, the beginning fund balance for 2013 is projected at \$8,627,017 which brings the total available funds for the General Fund to \$36,373,566.

General fund expenditures total \$27,746,549, excluding transfers. General Fund expenditures represent a 0.3% increase compared to the adjusted 2012 Budget and a 3.1% increase compared to the estimated 2012 Budget. This will provide for a projected ending fund balance of \$7,667,017 or 27% of expenditures which is an 11% decrease compared to the 2012 estimated Budget.

### **CAPITAL INVESTMENT PROGRAM FUND**

CIP Fund revenue is projected at \$9,637,000 (\$860,000 transferred from the General Fund) which is a 289% increase compared to the 2012 estimated revenue of \$2,477,500. The CIP Fund will receive a significant amount of grant revenue in 2013. In addition, the beginning fund balance for 2013 is projected at \$3,479,917 which brings the total available funds for the CIP Fund to \$13,116,917.

The adopted 2013 CIP includes the following major projects:

- \$5.5 million for the 32nd and Youngfield interchange improvements - Partially Grant funded
- \$2.8 million for Kipling Street Pedestrian improvements - Partially Grant funded
- \$1.2 million for Wadsworth Planning Environmental Linkage project - Partially Grant funded
- \$1.6 million for preventative street maintenance projects
- \$850,000 for major drainage projects to address the drainage issues at 29th and Chase Streets
- \$340,000 City Hall Improvements – Courtyard and remodel of Police Crime Lab
- \$250,000 for bus bench installation - Partially Grant funded
- \$150,000 for Public Improvement Projects
- \$100,000 for Revitalization Projects on 38th Avenue Corridor
- \$100,000 for the Gateway Signage Program
- \$150,000 Police Radio Repeater Site

CIP expenditures total \$13,092,000 which is a 26% increase compared to the adjusted 2012 Budget and a 258% increase compared to the estimated 2012 Budget. This will provide for a projected ending fund balance of \$24,917.

Typically the CIP Budget is funded primarily with General Fund undesignated reserves. The City Council adopted a General Fund reserve policy in 2011 setting the minimum reserve level at 17%. In order to maintain this minimum reserve balance in the General Fund in 2013 and beyond, the General Fund will no longer be able to fund the CIP Budget after 2013. To continue funding CIP projects, City Council will need to consider substantial cuts in the City's operating budget or new revenue sources.

Without additional funding, the proposed CIP Budget for 2014 to 2022 will be limited to the following projects:

- \$740,000 for Tabor Street improvements associated TOD site in 2015 (100% Grant funded)
- \$1,700,000 between 2016 and 2022 for preventative street maintenance

### **OPEN SPACE FUND**

Open Space revenue is projected at \$1,148,720 which is a 14% increase compared to the 2012 estimated revenue of \$1,008,000. In addition, the beginning fund balance for 2013 is projected at \$473,558 which brings the total available funds for the Open Space Fund to \$1,622,278.

Open Space projects for 2013 include parks and open space sign fabrication; open space improvements; funding for the construction of a District II park; parks equipment storage facility; Anderson Park master plan; City contribution towards the Jefferson County Open Space River Corridor project; and improvements to Happiness Gardens. Funding is also appropriated for five Parks employees. Open Space expenditures total \$1,574,782 which is a 2.6% decrease compared to the adjusted 2012 Budget and a 12% decrease compared to the estimated 2012 Budget. This will provide for a projected ending fund balance of \$47,496.

The future five-year Open Space Budget proposes the continuation of miscellaneous open space improvements, park maintenance projects, trail replacement and repair, a new soccer field, public works and parks operations facility and funding for five Parks employees.

### **CONSERVATION TRUST FUND**

Conservation Trust revenue is projected at \$281,000, which is a 3.5% decrease compared to the 2012 estimated revenue of \$291,100. In addition, the beginning fund balance for 2013 is projected at \$291,973 which brings the total available funds for the Conservation Trust Fund to \$572,973.

Conservation Trust projects for 2013 include Recreation Center maintenance projects; District II park site development; park maintenance projects; resurfacing of tennis/basketball courts; and initial funding for the replacement of the Anderson Building. Conservation Trust expenditures total \$524,600, which is a 2.1% decrease compared to the adjusted 2012 Budget and a 72% increase compared to the estimated 2012 Budget. This will provide for a projected ending fund balance of \$48,373.

The future Five-Year Conservation Trust Budget proposes to provide funds for Recreation Center maintenance needs; park maintenance projects; resurfacing of tennis/basketball courts; and Boyds Crossing and Prospect Park playgrounds.

#### **RECREATION CENTER OPERATIONS FUND**

Recreation Center Operations revenue for 2013 is projected at \$2,140,357, which is a 0.2% increase compared to the 2012 estimated revenue of \$2,135,544. In addition, the beginning fund balance for 2013 is projected at \$1,379,639 which brings the total available funds for the Recreation Center Operations Fund to \$3,519,996.

Recreation Center expenditures total \$2,395,076, which is a 2.4% decrease compared to the adjusted 2012 Budget and a 4.1% increase compared to the estimated 2012 Budget. This will provide for a projected ending fund balance of \$1,124,920.

#### **MISCELLANEOUS SPECIAL REVENUE FUNDS**

Several other miscellaneous Special Revenue Funds are also included in this Budget to track revenues and expenditures that are legally restricted for specific purposes or to simplify the budgeting process. Those funds include Police Investigation, Municipal Court, Capital Equipment Replacement, Crime Prevention, and Public Art Fund. Detailed revenue and expenditure information for these funds can be found in the Special Revenue Funds and the Line Item Accounts sections of the Budget.

#### **COMPENSATION, BENEFITS AND STAFFING**

Personnel-related expenses account for the largest portion of the City's Budget; therefore, maintaining this investment is a high priority. Unfortunately, due to the economic recession, the City's existing pay plan, consisting of market adjustments and step increases, has been deferred for the past three years. In the current pay plan as approved by City Council, the City strives to remain at the 70th percentile of the market for law enforcement (sworn) positions and 55th percentile for all civilian positions.

In 2009 staff did not receive market adjustments and two mandatory furlough days were instituted. In 2010 staff did not receive market adjustments or step increases. In 2011, staff received a one-time stipend of approximately \$700 in-lieu of market adjustments and step increases. In 2012 civilian staff received a 3% increase with sworn officers receiving a step adjustment of 2 to 5.8%, depending on rank.

In 2012, staff conducted a compensation review process and a survey of the 2012 pay scales for City positions was conducted. The survey indicated that for the City to maintain the 70th and 55th percentiles and to remain competitive, our compensation plans required upward adjustments of, on average, 1.6% for civilian positions and 1.5% for police officer positions. However, I felt it was prudent to forgo any mid-year adjustments to the compensation plan while we were in the middle of an extensive compensation plan review and analysis.

To remain competitive and to retain and attract the best employees, it will be crucial to adopt a new compensation plan that provides competitive pay and merit incentives as finances allow. Staff is continuing development of a 2013 Compensation Plan that will be presented to Council by the end of 2012. The new compensation plan will include pay-for-performance for certain positions within the City. Staff has budgeted \$450,000 in the 2013 Central Charges budget to implement the new plan once approved by City Council.

The City continues to provide a competitive benefit package to employees to include medical, dental, life and disability benefits. Staff works closely with the City's benefit broker, IMA, throughout the year to ensure that the City is controlling benefit costs while providing a competitive benefit package to its employees. Medical premiums will experience no increase for 2013 while dental premiums will increase 3%. Life and short-term disability premiums will also remain constant; however long-term disability is quoted to increase 8% and the City has experienced service issues with the carrier so we have asked IMA to obtain quotes for these services from other carriers.

The City currently provides Kaiser Permanente for employee medical benefits. In 2013 the City will be moving towards a consumer model of health care paired with a Health Savings Account (HSA). A High Deductible Health Plan (HDHP) will be added to the plan as an option along with the traditional HMO and Deductible HMO. The premiums for both the employee and the City are lower for a HDHP but the out-of-pocket costs to the employee are higher. The goal of the consumer driven HDHP is to encourage employees to manage costs through effective use of health care.

To incentivize employees to transition from the HMO with no deductible to a HDHP with a \$1,500 deductible, the City will provide one-time seed money in the amount of \$1,000 for employees in the family and employee + 1 plans, and \$700 for employees in the single plan. The seed money will be deposited into a HSA to be used for medical expenses not covered by the insurance plan such as deductibles and coinsurance.

In addition, the City will also be providing incentives to encourage employees to participate in the City's Wellness program to improve employee health and to reduce the risk of long-term health issues that have a significant impact on the City's premiums. Although the City will not realize significant premium reductions at the outset of the transition to a HDHP, the goal of this Integrated Wellness and Health Plan strategy is to control and reduce employee benefit costs over time.

The 2013 staffing level will remain the same at 226.015 FTE's in all funds. Staffing levels continue to remain well below the 233.755 FTE's authorized in 2002 before the budget reduction program and elimination of positions in 2003 and 2004.



Patrick Goff  
City Manager

# Vision, Goals and Priorities

## Wheat Ridge Vision 2025

**WHEAT RIDGE is a BEAUTIFUL CITY  
And a COMMUNITY FOR FAMILIES.**

**WHEAT RIDGE has GREAT NEIGHBORHOODS,  
VIBRANT ACTIVITY CENTERS and MULTI-MODAL TRANSPORTATION.**

**WHEAT RIDGE RESIDENTS enjoy an ACTIVE, HEALTHY LIFE STYLE, and HOME-  
TOWN FEELING AND PRIDE.**

***WHEAT RIDGE -  
A GREAT PLACE TO LIVE!***



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# City of Wheat Ridge Goals 2017

Financially Sound City Providing Quality Services



Economically Viable Activity Centers



Choice of Desirable Neighborhoods



More Attractive Wheat Ridge



## Targets for Action

### Top Priorities

Storm Water Utility (*Ongoing*)  
Ten-Year Infrastructure Plan (*Ongoing*)  
City Sustainability Policy and Plan (*Ongoing*)  
Clear Creek Crossing Development Agreement (*Ongoing*)  
38th and Wadsworth Redevelopment (*Ongoing*)  
TOD/Ward Road Station Plan (*Ongoing*)

### High Priorities

WR2020—Relationship to City (*Ongoing*)  
Employee Compensation (*Ongoing*)  
Service Priorities and Funding (*Ongoing*)  
Diverse Housing Plan (*Ongoing*)  
Aging Population Needs Assessment and Plan (*Ongoing*)  
Targeted Housing/Business Incentive Package (*Ongoing*)

### Priorities

Street Utility (*Ongoing*)  
38th Avenue Corridor Plan (*Ongoing*)  
Applewood Shopping Center Revitalization (*Ongoing*)  
Multi-Family Rental Property Maintenance Code (*Ongoing*)  
Commerical Center Property Maintenance Code (*Ongoing*)

## Budgeting for Priorities

The City of Wheat Ridge is in the process of incorporating a priority-based approach in the annual budget process. Priority Based Budgeting is a resource alignment tool and prioritization methodology that the City has adopted to measure the City's financial health and wellness. Based on the City Council Strategic Plan, and the priority-based budgeting work underway, each department highlights the following information tied to the strategic vision of the City:

*2013 Budget Priorities*  
*Core Businesses*  
*2012 Strategic Accomplishments*  
*2013 Strategic Priorities*

## Priority-Based Budgeting Process

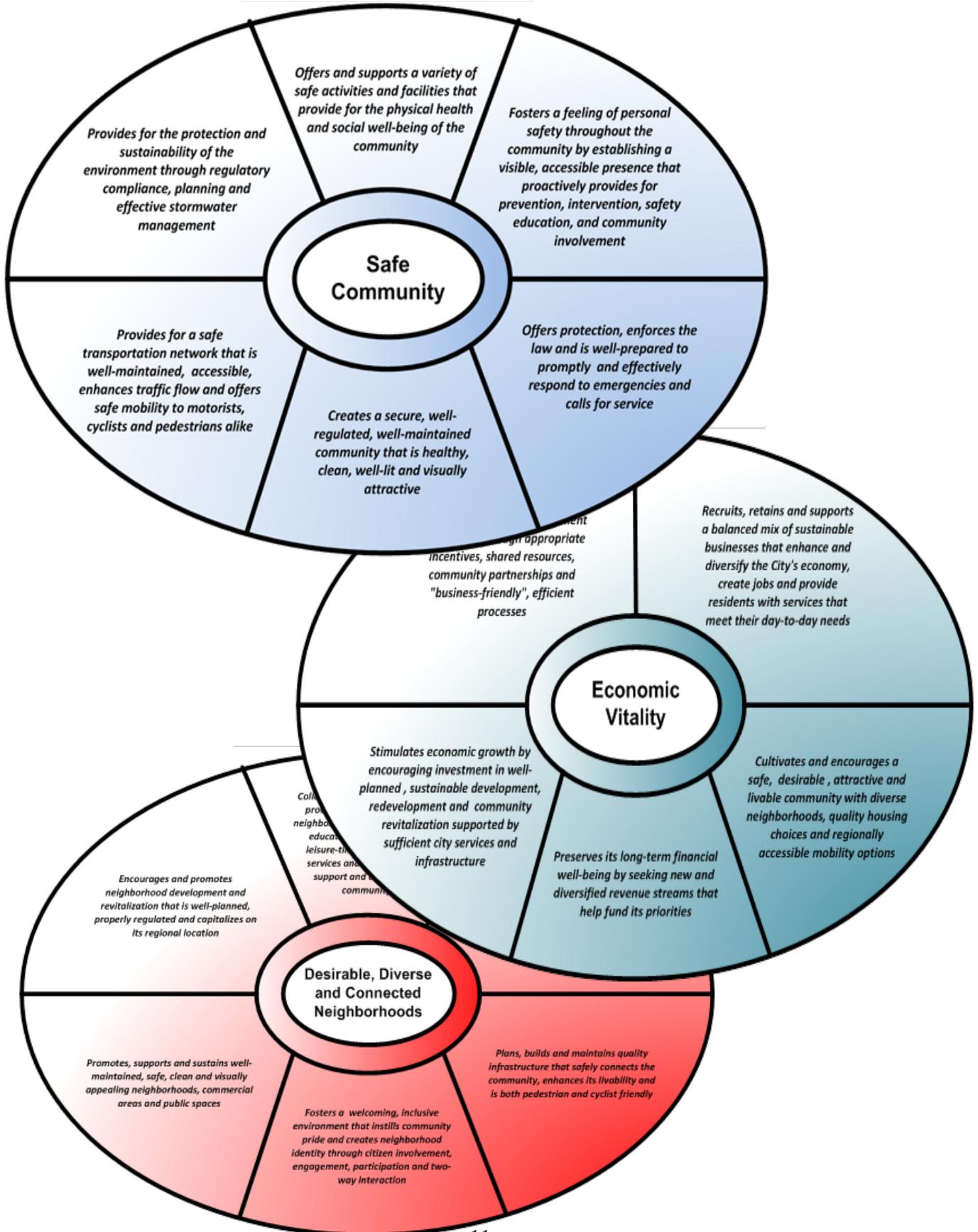
Employees from throughout the organization participate in the Priority Based Budgeting process to further align City resources with the results desired. The steps in this process include:

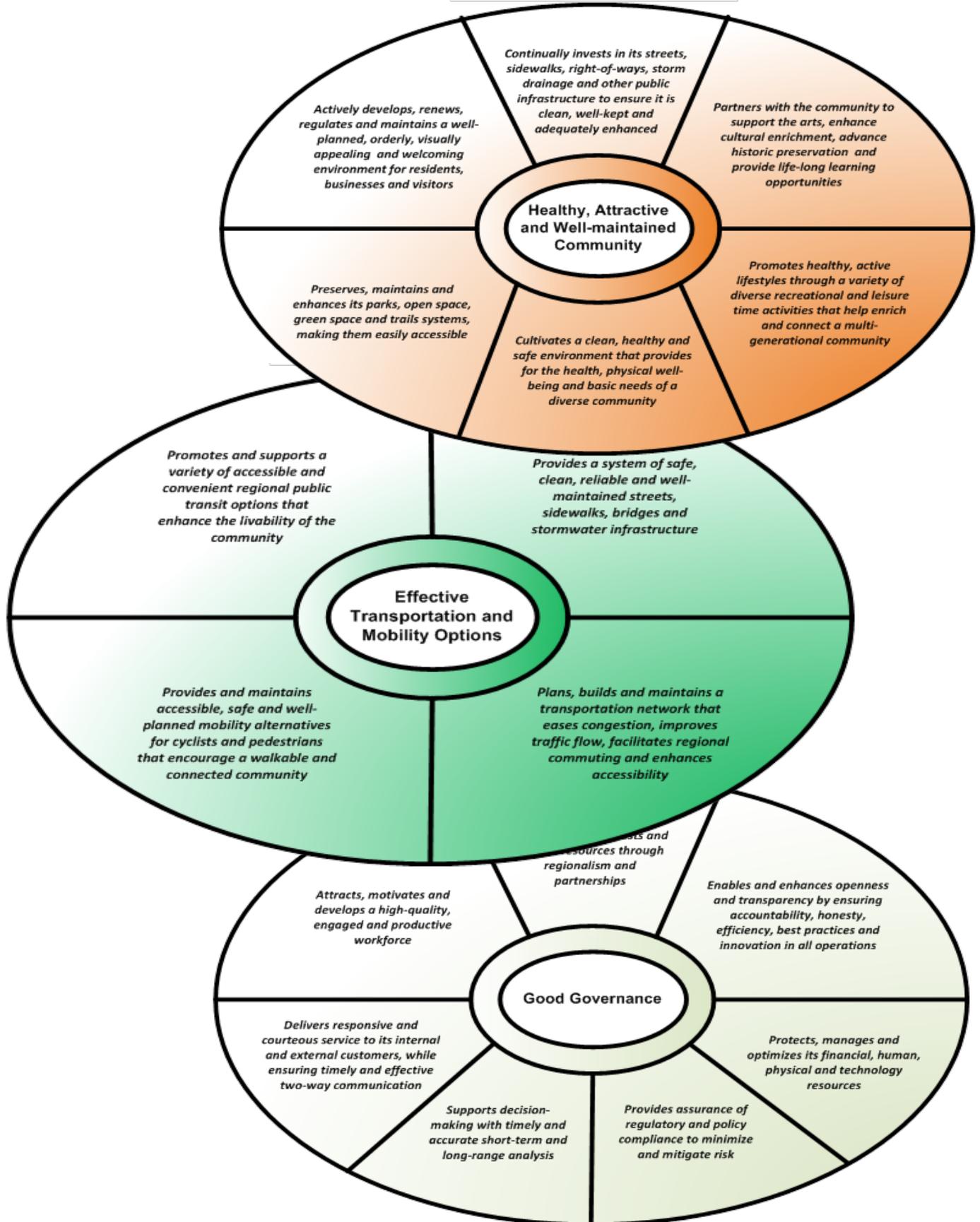
*Determine Results*  
*Define Results*  
*Identify Programs and Services*  
*Score Programs Based on their Influence on Achieving Results*  
*Prioritize Programs*

## Priority Results

The results identified in the City's Priority Based Budget process are directly related to the City Council 2017 goals. They are:

*Safe Community*  
*Economic Vitality*  
*Desirable, Diverse and Connected Neighborhoods*  
*Healthy, Attractive and Well-Maintained Community*  
*Effective Transportation and Mobility Options*  
*Good Governance*







## 2013 ADOPTED BUDGET IN BRIEF

*Financially Sound City  
Providing Quality Services*

*Choice of Desirable  
Neighborhoods*

*Economically Viable  
Activity Centers*

*More Attractive  
Wheat Ridge*

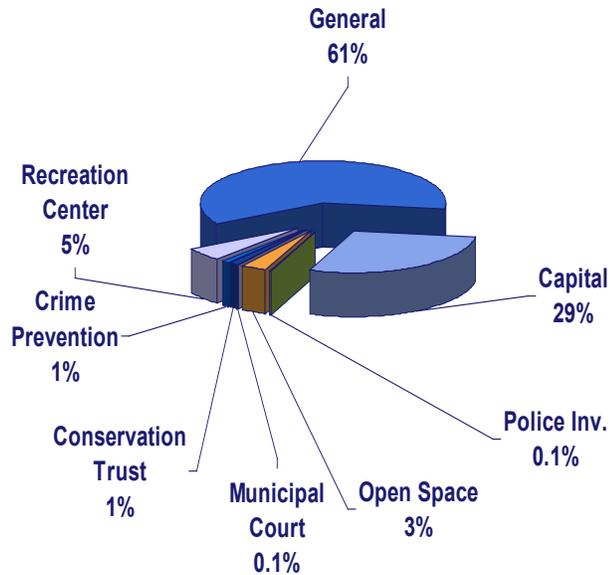


**ADOPTED BUDGET IN BRIEF**

**2013 Total Expenditures**

**\$45,735,304 (excluding transfers)**

General	\$27,746,549
Capital Investment Program	\$13,092,000
Recreation Center	\$2,395,076
Open Space	\$1,574,782
Conservation Trust	\$524,600
Crime Prevention/ Code Enforcement	\$348,297
Municipal Court	\$24,000
Police Investigation	\$30,000



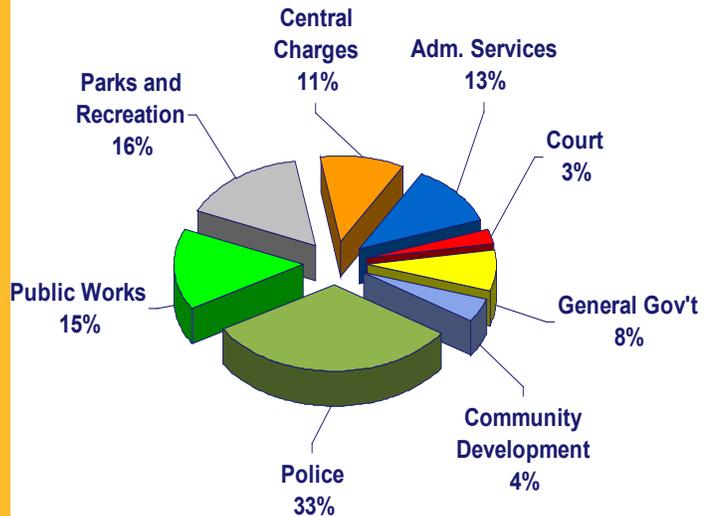
**2013 General Fund Expenditures**

**\$27,746,549**

**(excluding transfers)**

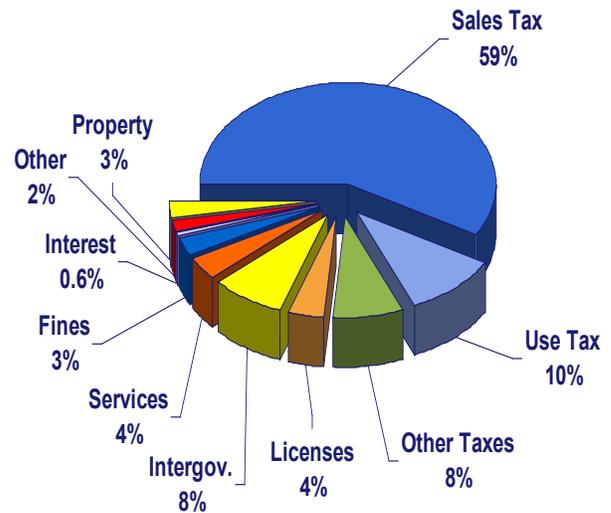
Police	\$8,845,952
Public Works	\$4,261,591
Parks and Recreation	\$4,336,403
Administrative Services	\$3,177,423
Central Charges	\$2,961,660
General Government	\$2,203,069
Community Development	\$1,205,909
Municipal Court	\$754,542

*Ending Fund Balance*      \$7,667,017

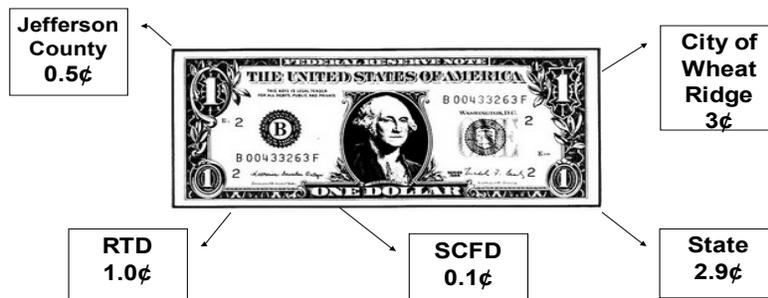


## General Fund Revenues

2013 General Fund Revenues	
\$27,746,549	
Beginning Fund Balance	\$8,627,017
Sales Tax	\$16,152,000
Use Tax	\$2,875,000
Other Taxes	\$2,179,000
Intergovernmental	\$2,266,794
Licenses	\$1,039,729
Services	\$996,143
Fines	\$830,800
Property Tax	\$765,000
Other	\$482,083
Interest	\$160,000
Total Available Funds	\$36,373,566

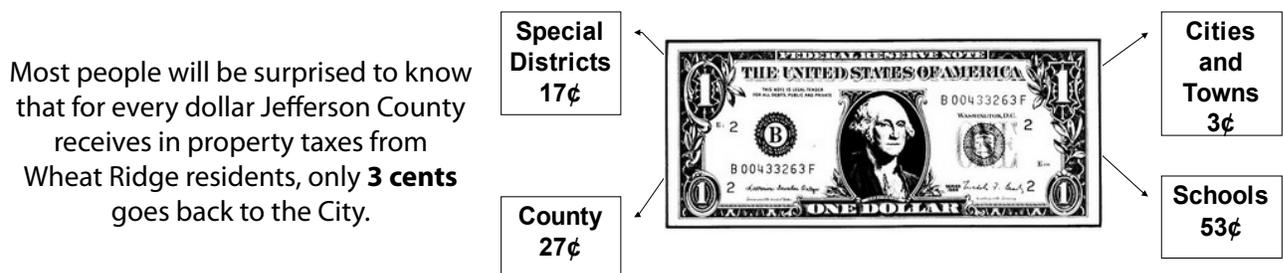


### Sales Tax Distribution



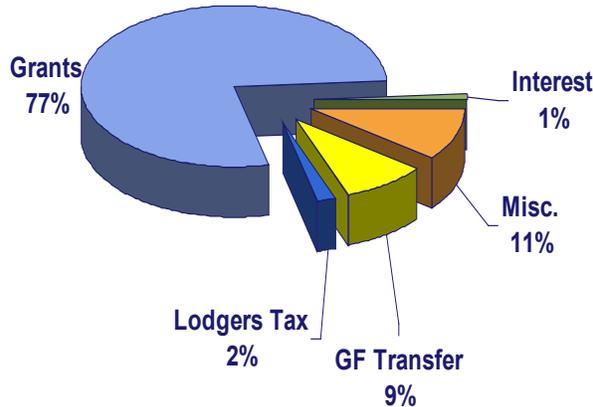
The total sales tax rate in the City of Wheat Ridge is 7.5%. For every dollar you spend on retail purchases, you pay 7.5 cents in sales tax. Only **3 cents** of this goes back to the City.

### Property Tax Distribution



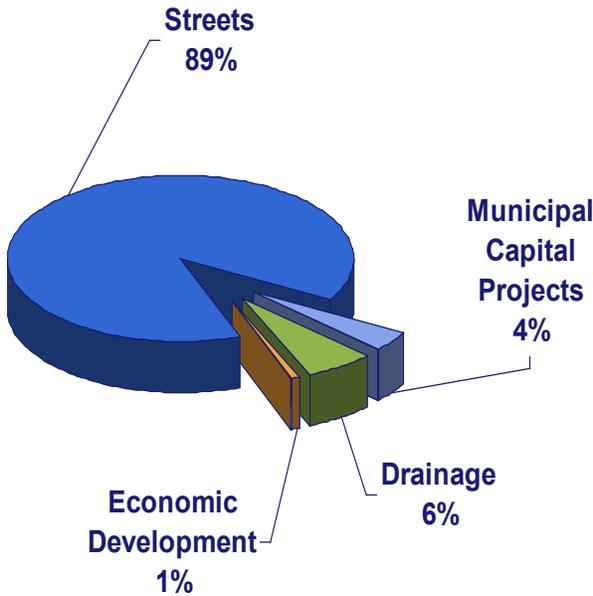
Most people will be surprised to know that for every dollar Jefferson County receives in property taxes from Wheat Ridge residents, only **3 cents** goes back to the City.

### Capital Investment Program (CIP) Fund



#### 2013 CIP Revenues \$9,637,000

<i>Beginning Fund Balance</i>	\$3,479,917
Grants	\$7,483,000
Sales Tax (transfer)	\$860,000
Miscellaneous	\$1,014,000
Lodger's Tax	\$180,000
Interest	\$100,000
<i>Total Available Funds</i>	\$13,116,917



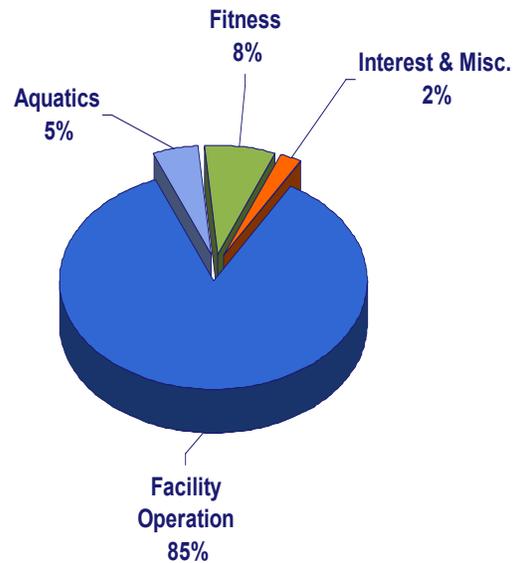
#### 2013 CIP Expenditures \$13,092,000

32nd & Youngfield Improvements	\$5,517,000
Kipling Pedestrian Improvements	\$2,835,000
Street Preventative Maintenance Projects	\$1,600,000
Wadsworth Planning Environmental Linkage Project	\$1,200,000
29th Ave Storm Sewer	\$850,000
City Hall Entry Plaza Improvements	\$200,000
Bus Benches	\$250,000
Public Improvement Projects/ Development Driven	\$150,000
Police Radio Cell Upgrade	\$150,000
Police Department Office Remodel	\$140,000
Revitalization Projects	\$100,000
Gateway Signage Program	\$100,000
<i>Ending Fund Balance</i>	\$24,917

## Recreation Center Operations Fund

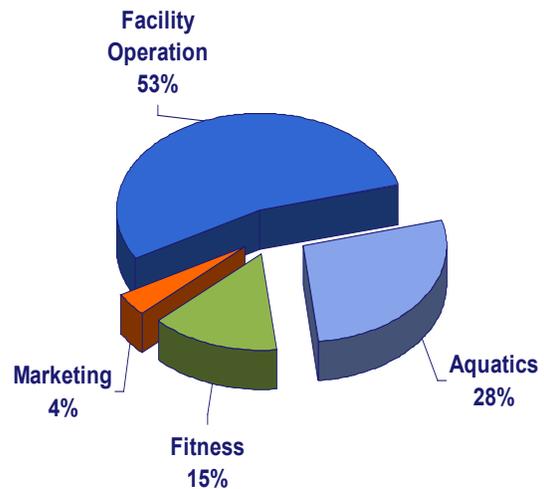
### 2013 Recreation Center Operations Revenues \$2,140,357

<i>Beginning Fund Balance</i>	\$1,379,639
Facility Operation	\$1,832,300
Fitness	\$165,057
Aquatics	\$98,000
Interest	\$45,000
<i>Total Available Funds</i>	\$3,519,996



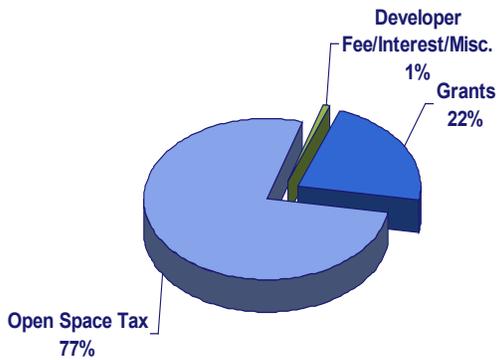
### 2013 Recreation Center Operations Expenditures \$2,395,076

Facility Operation	\$1,295,711
Aquatics	\$659,572
Fitness	\$348,256
Marketing	\$91,537
<i>Ending Fund Balance</i>	\$1,124,920



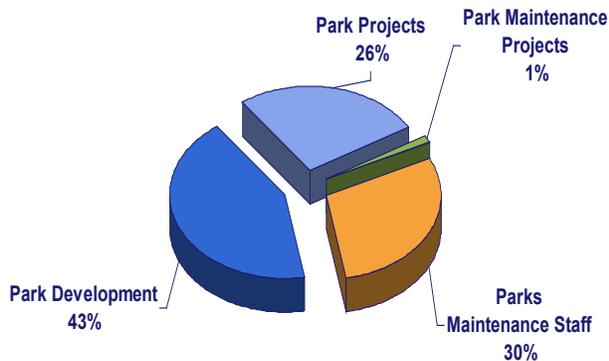
The Wheat Ridge Recreation Center (at left) is a state-of-the-art facility located in the heart of Wheat Ridge. The Center was established through a voter approved, temporary increase in the sales and use tax rate to pay for the construction of the Center which opened in February 2000.

## Open Space Fund



### 2013 Open Space Revenues \$1,148,720

<i>Beginning Fund Balance</i>	<i>\$473,558</i>
Open Space Tax	\$885,000
Grants	\$255,720
Developer Fee/Interest/ Misc.	\$8,000
<i>Total Available Funds</i>	<i>\$1,622,278</i>



### 2013 Open Space Expenditures \$1,574,782

Park Development - Kendall	\$675,000
Personnel	\$464,782
PW/Parks Operations Facility	\$150,000
Sign Fabrication	\$110,000
Anderson Master Plan	\$80,000
Happiness Gardens Improvements	\$50,000
Jeffco River Corridor Match	\$25,000
Open Sapce Improvements	\$10,000
Trail Replacement/Repair	\$10,000
<i>Ending Fund Balance</i>	<i>\$47,496</i>

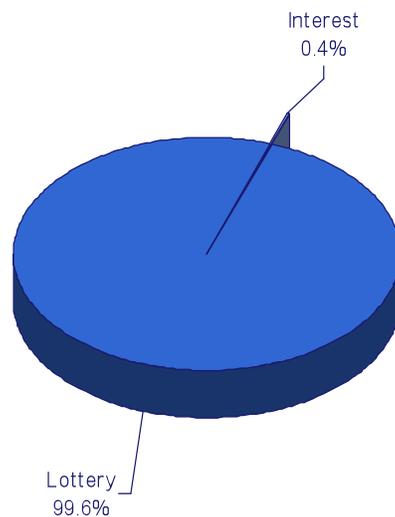
*Discovery Park (at right), Wheat Ridge's newest park, opened in October of 2010 featuring playground equipment, shade shelters, a skate park, climbing wall, and additional shade shelters. The park also features the Kevin Robb "Discovering the Stars" sculpture.*



## Conservation Trust Fund

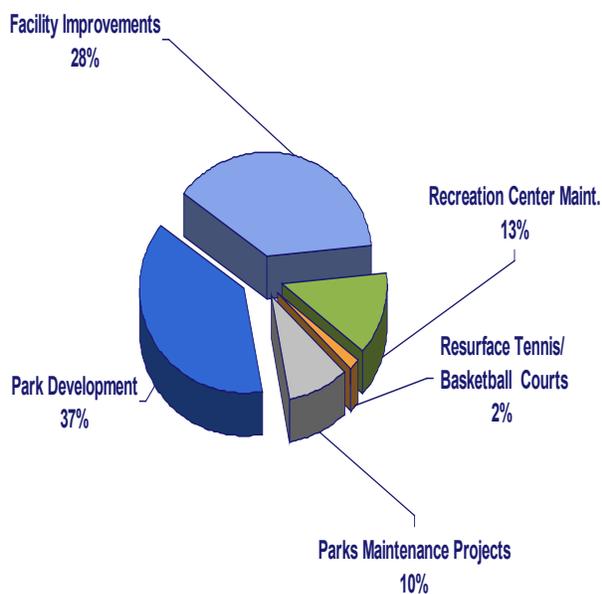
### 2013 Conservation Trust Revenues **\$281,000**

<i>Beginning Fund Balance</i>	\$291,973
Colorado Lottery	\$280,000
Interest	\$1,000
<i>Total Available Funds</i>	\$572,973



### 2013 Conservation Trust Expenditures **\$524,600**

Facility Improvements	\$200,000
Park Development (Kendall)	\$200,000
Recreation Center Maintenance	\$66,500
Park Maintenance Projects	\$50,000
Resurface Tennis/Basketball Courts	\$8,100
<i>Ending Fund Balance</i>	\$48,373

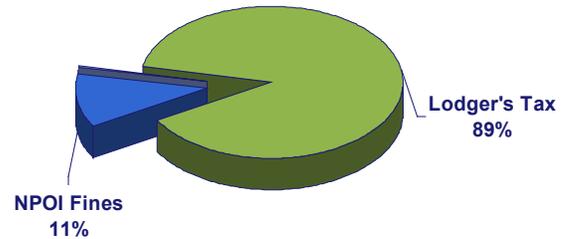


*The City of Wheat Ridge has received over \$3 million in revenue from the Colorado Lottery since 1992 which has been used for park and recreation construction and maintenance projects such as the Discovery Park Playground (at left).*

## Crime Prevention/Code Enforcement Fund

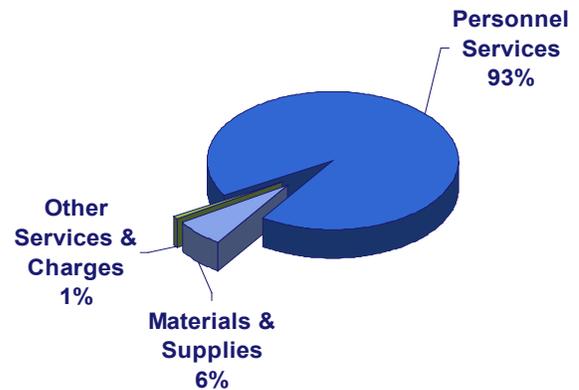
### 2013 Crime Prevention/Code Enforcement Revenues **\$307,800**

<i>Beginning Fund Balance</i>	\$211,701
Lodger's Tax	\$271,800
No Proof of Insurance Fines	\$35,000
Interest	\$1,000
<i>Total Available Funds</i>	<i>\$519,501</i>



### 2013 Crime Prevention/Code Enforcement Expenditures **\$348,297**

Personnel Services	\$322,997
Materials & Supplies	\$22,000
Other Services & Charges	\$3,300
<i>Ending Fund Balance</i>	<i>\$171,204</i>



Voters approved a 5% increase in the lodger's tax in November 1998. Sixty percent of this tax is used for police and code enforcement activities within the City.

## Other Special Revenue Funds

### Police Investigation

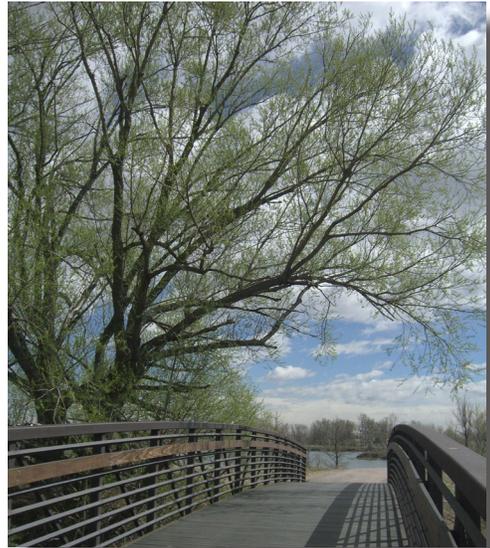
Beginning Balance	\$42,276
Revenues	\$ 25
Expenses	\$30,000
Ending Balance	\$12,301



*Police Department Evidence Room*

### Municipal Court

Beginning Balance	\$33,078
Revenues	\$30,550
Expenses	\$24,000
Ending Balance	\$39,268



*Clear Creek Trail*

### Equipment Replacement

Beginning Balance	\$270,069
Revenues	\$101,000
Expenses	\$ 0
Ending Balance	\$371,069

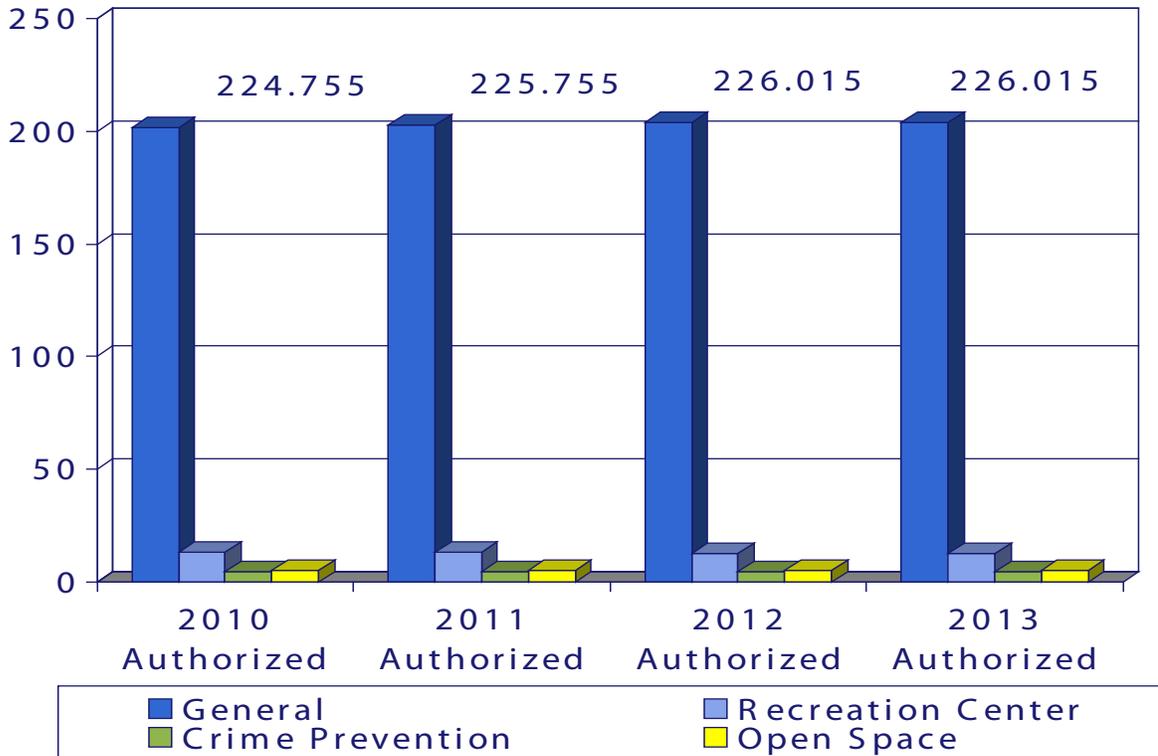


*Discovery Park Functional Art*

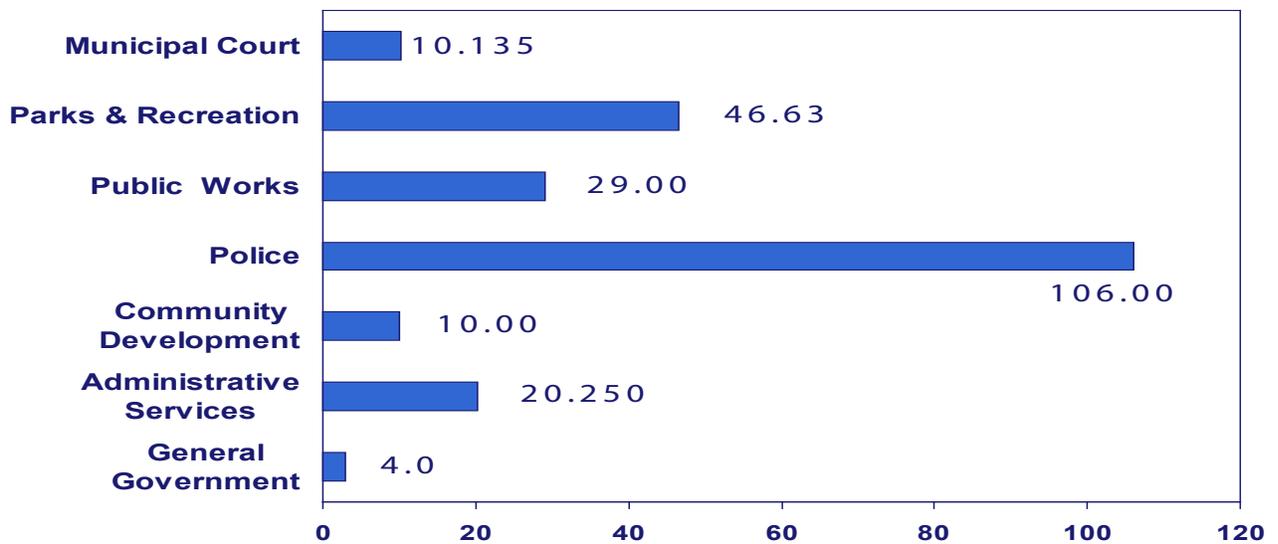
### Public Art Fund

Beginning Balance	\$13,534
Revenues	\$53,275
Expenses	\$0
Ending Balance	\$66,809

### Staffing 2010-2013



### 2013 Staffing by Department



General Government includes: City Manager's Office, City Clerk's Office and Legislative Services

City of Wheat Ridge  
**Statistics**  
 June 30, 2012

Date of Incorporation	August 20, 1969
Form of Government	Council-Manager
City Area	9.5 Square Miles
Population	31,000
Median Household Income	\$45,000
<b>RESOURCES</b>	
Number of Employees	
Full-time/Part-time Benefited	226.015
Part-time	278
Seasonal	130
<b>FACILITIES:</b>	
Public Works Shops	1
Recreation Center	1 (70,000 square feet)
Anderson Building	1
Active Adult Center	1
Pools	2
Parks	23
Lakes	5
Open Space	274 acres
Multi-use Trails	5+ miles
Sports Fields	46
Baugh House	1
Richards Hart Estate	1
<b>POLICE PROTECTION</b>	
Number of Uniformed Officers	
Full-time	77
Number of Patrol Units	24
<b>FACILITIES and SERVICES NOT Under City Jurisdiction</b>	
Fire Districts	4
Water Districts	6
Sanitation Districts	7
Cable Television	1
Education	
Public Elementary Schools	7
Public Secondary Schools	3
Public High Schools	1
Major Employers	Exempla Lutheran Health Care Rocky Mountain Bottling Company LifeLoc Technologies SGB USA, Inc. AppleJacks Liquor Qdoba Restaurants Source Office Products

### **2013 Budget Process**

The annual budget process includes considerable staff participation from all departments and City Council direction concerning key policy areas. The public has the opportunity to participate with comments, concerns or budget requests during two public meetings and a public hearing prior to adoption of the budget. The budget process spans a great portion of the year. The following summarizes the 2013 budget schedule:

#### **May**

- City Council Strategic Planning Retreat

#### **June**

- Distribute budget packet instructions to departments

#### **July**

- First public input opportunity on 2013 budget

#### **August**

- 2012 revenue estimates and 2013 revenue projections
- Deadline for submittal of 2013 department budget requests and 2012 budget estimates
- City Manager/Budget Officer review budget
- Second public input opportunity on 2013 Budget

#### **September**

- Distribute proposed budget to City Council

#### **October**

- Budget Retreat
- Public Hearing on the 2013 Budget

#### **November**

- 2013 Budget/Appropriation Resolution Adoption
- Property Tax Mill Levy Certification

#### **December**

- Finalize budget document for printing

#### **January**

- Distribute Budget to City Council, et. al.

The City Council and staff adheres to the following legal requirements pursuant to the City Charter (Chapter 10).

Section 10.1: The fiscal year of the City and all its agencies shall begin on the first day of January and end on the thirty-first day of December of each year.

Section 10.2: Prior to the beginning of each fiscal year, the City administration shall prepare and submit to the Council a recommended budget for the next fiscal year and an accompanying message.

Section 10.3: The City administration message shall explain

the budget both in fiscal terms and in terms of the work programs.

Section 10.4: The budget shall provide a complete financial plan of all municipal funds and activities for the next fiscal year and, except as required by ordinance or this charter, shall be in such form as the City administration deems desirable or the Council may require.

Section 10.5: The total of the proposed expenditures shall not exceed the total of estimated revenue.

Section 10.6: The City administration, with such assistance as the Council may direct, shall prepare and submit to the Council a long-range capital program, simultaneously with the recommended budget.

Section 10.7: A public hearing on the proposed budget and proposed capital program shall be held before its final adoption at such time and place as the Council may direct.

Section 10.8: After the public hearing, the Council may adopt the budget with or without amendment.

Section 10.9: The Council shall adopt the budget by resolution on or before the final day established by the statute for the certification of the next year's tax levy to the county.

Section 10.10: Adoption of the budget by Council shall constitute appropriations of the amounts specified therein as expenditures from the funds indicated and shall constitute a levy of the property tax therein proposed.

Section 10.11: During the month of July, and as often as the Council may require, the administration shall present a budget status and forecast report to the City Council with any recommendations for remedial action.

Section 10.12: Amendments after adoption

Section 10.13: Every appropriation, except an appropriation for a capital expenditure fund or special fund, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered.

Section 10.14: Copies of the budget and capital program as adopted shall be public records and shall be made available to the public in the City Clerk's office.

Section 10.15: An independent certified audit shall be made of all City accounts annually, and more frequently if deemed necessary by the Council.

## Budget Summary by Fund

	Beginning Balance (1/1/13)	+	Revenues	=	Funds Available	-	Expenses	=	Fund Balance (12/31/13)	
<b>Operating Funds</b>										
General	\$8,627,017	+	\$27,746,549	=	\$36,373,566	-	\$28,706,549	=	\$7,667,017	
<b>Total Operating Funds</b>	<b>\$8,627,017</b>	<b>+</b>	<b>\$27,746,549</b>	<b>=</b>	<b>\$36,373,566</b>	<b>-</b>	<b>\$28,706,549</b>	<b>=</b>	<b>\$7,667,017</b>	
<i>Fund Balance Percentage</i>									26.7%	
<b>Capital Funds</b>										
Capital Investment Program	\$3,479,917	+	\$9,637,000	=	\$13,116,917	-	\$13,092,000	=	\$24,917	
<b>Total Capital Funds</b>	<b>\$3,479,917</b>	<b>+</b>	<b>\$9,637,000</b>	<b>=</b>	<b>\$13,116,917</b>	<b>-</b>	<b>\$13,092,000</b>	<b>=</b>	<b>\$24,917</b>	
<b>Special Revenue Funds</b>										
Police Investigation	\$42,276	+	\$25	=	\$42,301	-	\$30,000	=	\$12,301	
Open Space	\$473,558	+	\$1,148,720	=	\$1,622,278	-	\$1,574,782	=	\$47,496	
Municipal Court	\$33,078	+	\$30,550	=	\$63,628	-	\$24,000	=	\$39,628	
Conservation Trust	\$291,973	+	\$281,000	=	\$572,973	-	\$524,600	=	\$48,373	
Equipment Replacement	\$270,069	+	\$101,000	=	\$371,069	-	\$0	=	\$371,069	
Crime Prevention/Code	\$211,701	+	\$307,800	=	\$519,501	-	\$348,297	=	\$171,204	
Public Art Fund	\$13,534	+	\$53,275	=	\$66,809	-	\$0	=	\$66,809	
Recreation Center	\$1,379,639	+	\$2,140,357	=	\$3,519,996	-	\$2,395,076	=	\$1,124,920	
<b>Total Special Revenue Funds</b>	<b>\$2,715,828</b>	<b>+</b>	<b>\$4,062,727</b>	<b>=</b>	<b>\$6,778,555</b>	<b>-</b>	<b>\$4,896,755</b>	<b>=</b>	<b>\$1,881,800</b>	
Total Operating Funds	\$8,627,017	+	\$27,746,549	=	\$36,373,566	-	\$28,706,549	=	\$7,667,017	
Total Capital Funds	\$3,479,917	+	\$9,637,000	=	\$13,116,917	-	\$13,092,000	=	\$24,917	
Total Special Revenue Funds	\$2,715,828	+	\$4,062,727	=	\$6,778,555	-	\$4,896,755	=	\$1,881,800	
(Less Transfers)		+	(\$960,000)	=	(\$960,000)	-	(\$960,000)	=		
<b>GRAND TOTAL</b>	<b>\$14,822,762</b>	<b>+</b>	<b>\$40,486,276</b>	<b>=</b>	<b>\$55,309,038</b>	<b>-</b>	<b>\$45,735,304</b>	<b>=</b>	<b>\$9,573,734</b>	

## General Fund Revenues

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
<b>SALES TAXES</b>				
Sales Tax	\$14,643,189	\$15,225,130	\$15,000,000	\$15,450,000
Sales Tax Audit Revenue	\$152,250	\$325,000	\$225,000	\$250,000
URA - Wheat Ridge Cyclery	\$47,429	\$25,000	\$52,000	\$52,000
URA - Town Center	\$376,358	\$210,000	\$393,000	\$400,000
URA - Walgreens	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL SALES TAXES</b>	<b>\$15,219,226</b>	<b>\$15,785,130</b>	<b>\$15,670,000</b>	<b>\$16,152,000</b>
<b>OTHER TAXES</b>				
Real Property Tax	\$765,892	\$775,000	\$760,000	\$765,000
Liquor Occupational Tax	\$49,200	\$55,000	\$55,000	\$55,000
Auto Ownership Tax	\$49,542	\$51,000	\$53,000	\$53,000
Xcel Franchise Tax	\$1,274,962	\$1,200,000	\$1,225,000	\$1,250,000
Telephone Occupation Tax	\$329,265	\$300,000	\$325,000	\$325,000
Lodgers Tax	\$471,257	\$450,000	\$453,000	\$453,000
Admissions Amusement Tax	<u>\$45,842</u>	<u>\$45,000</u>	<u>\$43,000</u>	<u>\$43,000</u>
<b>TOTAL OTHER TAXES</b>	<b>\$2,985,960</b>	<b>\$2,876,000</b>	<b>\$2,914,000</b>	<b>\$2,944,000</b>
<b>USE TAXES</b>				
Use Tax - Retail/Professional	\$945,747	\$1,069,000	\$1,000,000	\$1,000,000
Use Tax - Building	\$561,566	\$659,000	\$675,000	\$675,000
Use Tax - Auto	<u>\$1,006,334</u>	<u>\$1,019,000</u>	<u>\$1,200,000</u>	<u>\$1,200,000</u>
<b>TOTAL USE TAXES</b>	<b>\$2,513,647</b>	<b>\$2,747,000</b>	<b>\$2,875,000</b>	<b>\$2,875,000</b>
<b>LICENSE</b>				
Amusement Machine License	\$6,720	\$8,500	\$8,500	\$8,500
Arborist License	\$1,665	\$1,700	\$1,760	\$1,800
Contractors License	\$110,845	\$100,000	\$90,000	\$90,000
Liquor License Fee	\$12,502	\$10,000	\$10,000	\$10,000
Building Permits	\$356,692	\$450,000	\$400,000	\$400,000
Street Cut Permits	\$59,760	\$80,000	\$70,000	\$70,000
Cable TV Permits	\$350,631	\$345,000	\$350,000	\$350,000
Elevator Inspection Fees	\$26,040	\$26,880	\$25,000	\$25,000
Pawn Shop License Fees	\$10,000	\$10,000	\$10,000	\$10,000
Business License Fees	<u>\$72,878</u>	<u>\$77,584</u>	<u>\$72,261</u>	<u>\$74,429</u>
<b>TOTAL LICENSE</b>	<b>\$1,007,733</b>	<b>\$1,109,664</b>	<b>\$1,037,521</b>	<b>\$1,039,729</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
<b>INTERGOVERNMENTAL</b>				
Cigarette Tax	\$98,327	\$100,000	\$92,000	\$90,000
County Road and Bridge	\$309,225	\$350,000	\$350,000	\$300,000
Arvada Ridge Redevelopment	\$100,000	\$100,000	\$100,000	\$100,000
Highway Users Tax	\$995,811	\$1,024,645	\$980,000	\$988,346
Motor Vehicle Registration	\$107,509	\$100,000	\$115,000	\$115,000
Wheat Ridge Fire Radio	\$24,394	\$29,529	\$32,500	\$34,000
E911 Reimbursements	\$46,489	\$40,000	\$36,000	\$35,000
EPA Brownfields Grant	\$0	\$0	\$0	\$350,000
Adm. Servcs. IT - SIPA	\$5,000	\$0	\$0	\$0
P&R - Xcel Tree Grant	\$4,000	\$0	\$0	\$0
Police - CATPA Auto Theft Grant	\$90,644	\$51,131	\$51,131	\$51,131
Police - Seat Belt Safety Grant	\$6,588	\$2,500	\$2,500	\$2,500
Police - Drug Overtime Grant	\$18,130	\$15,000	\$15,000	\$7,500
Police - COPS Grant	\$100,301	\$128,137	\$128,137	\$128,137
Police - Bryne Grant	\$30,022	\$51,089	\$45,885	\$35,580
Police - Child Safety Grant	\$4,902	\$0	\$0	\$5,000
Police - Ballistic Vest Grant	\$6,291	\$5,250	\$5,500	\$5,200
Police - LEAP Energy Grant	\$67,170	\$0	\$62,880	\$0
Police - LEAF Grant	\$4,999	\$12,000	\$5,000	\$5,000
Scientific & Cultural Grant	\$2,205	\$2,100	\$2,400	\$2,400
Police-Metro Denver DUI	\$2,200	\$0	\$0	\$0
Police-Checkpoint Colorado	\$0	\$7,000	\$7,000	\$0
Police-HVIDE	\$0	\$0	\$10,460	\$12,000
CDBG Grant	\$84,798	\$0	\$12,892	\$0
Live Well Colorado Grant	\$12,250	\$0	\$0	\$0
JCHD Bicycle Count	\$0	\$2,000	\$2,000	\$0
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$2,121,255</b>	<b>\$2,020,381</b>	<b>\$2,056,285</b>	<b>\$2,266,794</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
<b>SERVICES</b>				
Zoning Applications	\$92,840	\$40,200	\$30,000	\$37,400
Planning Reimbursement Fees	\$4,395	\$3,000	\$4,000	\$4,000
Engineering Fees	\$9,118	\$6,500	\$4,000	\$4,000
Misc. Zoning Fees	\$771	\$2,000	\$1,000	\$1,000
Plan Review Fees	\$157,070	\$135,000	\$120,000	\$120,000
Pavilion/Park Rental Revenue	\$22,812	\$29,000	\$28,000	\$27,500
Athletics Revenue	\$132,473	\$142,945	\$126,810	\$144,650
Active Adult Center Revenue	\$211,581	\$210,500	\$204,210	\$210,590
Parks Historic Facilities	\$0	\$25,000	\$22,500	\$24,000
Gen. Prog. Revenue	\$173,864	\$171,556	\$175,000	\$177,352
Anderson Building Revenue	\$13,343	\$14,000	\$8,000	\$10,000
P&R Security Deposits	\$0	\$0	\$0	\$0
Outdoor Swimming Fees	\$171,696	\$160,000	\$165,751	\$165,751
Police Report Fees	\$11,721	\$8,700	\$11,800	\$11,000
Pawn Shop Ticket Fees	\$24,386	\$22,000	\$24,000	\$22,000
Sex Offender Registration	\$8,772	\$7,000	\$7,200	\$7,000
Police Drug Destruction Fees	\$740	\$400	\$400	\$400
Police Fees	\$4,075	\$4,150	\$4,700	\$4,500
Police Duty Reimbursement	\$17,510	\$25,000	\$25,000	\$25,000
<b>TOTAL SERVICES</b>	<b>\$1,057,167</b>	<b>\$1,006,951</b>	<b>\$962,371</b>	<b>\$996,143</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
<b>FINES &amp; FORFEITURES</b>				
Municipal Court Fines	\$133,178	\$130,000	\$134,000	\$135,000
Nuisance Violations Fees	\$66,517	\$68,000	\$52,000	\$52,000
Handicap Parking Fees	\$660	\$900	\$400	\$800
Traffic	\$530,544	\$495,000	\$486,000	\$510,000
General	\$79,151	\$70,000	\$85,000	\$85,000
Other	\$23,251	\$15,000	\$16,000	\$19,000
Parking	\$2,715	\$1,500	\$3,420	\$4,000
No Proof of Insurance	\$24,356	\$25,000	\$22,000	\$25,000
<b>TOTAL FINE &amp; FORFEITURES</b>	<b>\$860,372</b>	<b>\$805,400</b>	<b>\$798,820</b>	<b>\$830,800</b>
<b>INTEREST</b>				
Interest Earnings	\$163,408	\$150,000	\$150,000	\$160,000
<b>TOTAL INTEREST</b>	<b>\$163,408</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$160,000</b>
<b>OTHER</b>				
Cable Peg Fees	\$41,725	\$44,200	\$44,200	\$44,200
Passport Processing Fee	\$6,150	\$6,000	\$6,000	\$5,000
Zoppe Family Circus	\$0	\$0	\$60,000	\$60,000
Miscellaneous Income	\$339,123	\$364,405	\$325,000	\$372,883
<b>TOTAL OTHER</b>	<b>\$386,998</b>	<b>\$414,605</b>	<b>\$435,200</b>	<b>\$482,083</b>
<b>Total General Fund</b>	<b>\$26,315,766</b>	<b>\$26,915,131</b>	<b>\$26,899,197</b>	<b>\$27,746,549</b>
<b>Transfers In</b>	<b>\$55,774</b>	<b>\$98,520</b>	<b>\$98,520</b>	<b>\$0</b>
<b>Fund Balance Carryover</b>	<b>\$11,084,074</b>	<b>\$10,631,489</b>	<b>\$10,631,479</b>	<b>\$8,627,017</b>
<b>Total Funds Available</b>	<b>\$37,455,614</b>	<b>\$37,645,140</b>	<b>\$37,629,196</b>	<b>\$36,373,566</b>

## General Fund Expenditures

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
<b>Legislative</b>				
Legislative Services	<u>\$263,498</u>	<u>\$420,489</u>	<u>\$412,202</u>	<u>\$415,717</u>
<b>Total</b>	<b>\$263,498</b>	<b>\$420,489</b>	<b>\$412,202</b>	<b>\$415,717</b>
<b>City Manager's Office</b>				
City Manager	\$259,330	\$253,552	\$252,052	\$252,672
Economic Development	<u>\$803,140</u>	<u>\$774,227</u>	<u>\$764,796</u>	<u>\$1,104,832</u>
<b>Total</b>	<b>\$1,062,470</b>	<b>\$1,027,779</b>	<b>\$1,016,848</b>	<b>\$1,357,504</b>
<b>City Attorney</b>				
City Attorney	<u>\$284,298</u>	<u>\$258,000</u>	<u>\$258,000</u>	<u>\$262,000</u>
<b>Total</b>	<b>\$284,298</b>	<b>\$258,000</b>	<b>\$258,000</b>	<b>\$262,000</b>
<b>City Clerk's Office</b>				
City Clerk	<u>\$155,907</u>	<u>\$132,070</u>	<u>\$132,070</u>	<u>\$132,070</u>
<b>Total</b>	<b>\$155,907</b>	<b>\$132,070</b>	<b>\$132,070</b>	<b>\$132,070</b>
<b>City Treasurer</b>				
City Treasurer	<u>\$36,059</u>	<u>\$35,278</u>	<u>\$34,778</u>	<u>\$35,778</u>
<b>Total</b>	<b>\$36,059</b>	<b>\$35,278</b>	<b>\$34,778</b>	<b>\$35,778</b>
<b>Central Charges</b>				
Central Charges	<u>\$2,427,542</u>	<u>\$2,666,700</u>	<u>\$2,483,220</u>	<u>\$2,961,660</u>
<b>Total</b>	<b>\$2,427,542</b>	<b>\$2,666,700</b>	<b>\$2,483,220</b>	<b>\$2,961,660</b>
<b>Municipal Court</b>				
Municipal Court	<u>\$692,730</u>	<u>\$751,241</u>	<u>\$742,556</u>	<u>\$754,542</u>
<b>Total</b>	<b>\$692,730</b>	<b>\$751,241</b>	<b>\$742,556</b>	<b>\$754,542</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
<b>Administrative Services</b>				
Administration	\$347,638	\$421,934	\$421,434	\$385,960
Finance	\$225,133	\$238,328	\$238,328	\$240,946
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	<u>\$1,236,083</u>	<u>\$1,899,015</u>	<u>\$1,864,015</u>	<u>\$1,691,453</u>
<b>Total</b>	<b>\$2,544,125</b>	<b>\$3,422,951</b>	<b>\$3,362,594</b>	<b>\$3,177,423</b>
<b>Community Development</b>				
Administration	\$189,894	\$217,812	\$194,985	\$207,345
Planning	\$208,445	\$223,831	\$220,584	\$224,416
Building	\$287,370	\$370,335	\$316,927	\$337,542
Long Range Planning	<u>\$152,182</u>	<u>\$102,856</u>	<u>\$86,712</u>	<u>\$436,606</u>
<b>Total</b>	<b>\$837,891</b>	<b>\$914,834</b>	<b>\$819,208</b>	<b>\$1,205,909</b>
<b>Police</b>				
Administration	\$664,578	\$743,185	\$736,310	\$721,346
Grants	\$301,875	\$333,490	\$314,665	\$249,247
Community Services Team	\$279,343	\$260,019	\$260,019	\$241,613
Communications Center	\$703,206	\$771,577	\$765,822	\$753,475
Crime Prevention Team	\$246,215	\$297,647	\$292,387	\$298,269
Records Team	\$259,076	\$271,758	\$271,758	\$226,471
Training and Public Information	\$221,027	\$241,371	\$241,084	\$263,200
Patrol	\$3,863,326	\$3,907,771	\$3,905,671	\$3,831,573
Investigations Bureau	\$1,620,003	\$1,895,178	\$1,895,178	\$1,842,550
Crime & Traffic Team	\$345,005	\$363,901	\$349,261	\$407,263
Special Investigations	\$63	\$0	\$0	\$0
Emergency Operations	<u>\$13,561</u>	<u>\$14,195</u>	<u>\$14,195</u>	<u>\$10,945</u>
<b>Total</b>	<b>\$8,517,278</b>	<b>\$9,100,092</b>	<b>\$9,046,350</b>	<b>\$8,845,952</b>

	<b>2011 Actual</b>	<b>2012 Adjusted</b>	<b>2012 Estimated</b>	<b>2013 Adopted</b>
<b>Public Works</b>				
Administration	\$152,268	\$156,848	\$155,848	\$157,966
Engineering	\$963,338	\$1,093,103	\$1,092,896	\$998,340
Operations	<u>\$2,846,117</u>	<u>\$3,281,133</u>	<u>\$3,138,123</u>	<u>\$3,105,285</u>
<b>Total</b>	<b>\$3,961,723</b>	<b>\$4,531,084</b>	<b>\$4,386,867</b>	<b>\$4,261,591</b>
<b>Parks and Recreation</b>				
Administration	\$205,268	\$232,270	\$232,270	\$227,848
Recreation	\$188,019	\$200,480	\$197,579	\$233,173
Parks Maintenance	\$1,245,331	\$1,364,381	\$1,350,058	\$1,350,983
Forestry	\$286,812	\$328,433	\$327,328	\$370,749
Natural Resources	\$235,961	\$269,351	\$261,369	\$284,695
Anderson Building	\$65,798	\$84,510	\$70,386	\$79,498
Athletics	\$171,942	\$229,423	\$185,310	\$189,091
General Programs	\$228,070	\$237,326	\$234,982	\$254,236
Outdoor Pool	\$145,403	\$257,814	\$220,229	\$252,006
Active Adult Center	\$596,456	\$577,113	\$516,107	\$558,373
Historic Buildings	\$0	\$69,151	\$67,818	\$62,855
Facility Maintenance	<u>\$406,542</u>	<u>\$548,116</u>	<u>\$544,114</u>	<u>\$472,896</u>
<b>Total</b>	<b>\$3,775,602</b>	<b>\$4,398,368</b>	<b>\$4,207,550</b>	<b>\$4,336,403</b>
<b>Total General Fund</b>	<b>\$24,559,123</b>	<b>\$27,658,886</b>	<b>\$26,902,243</b>	<b>\$27,746,549</b>
<b>Transfers</b>	<b>\$2,265,000</b>	<b>\$2,100,000</b>	<b>\$2,100,000</b>	<b>\$960,000</b>
<b>Total With Transfers</b>	<b>\$26,824,123</b>	<b>\$29,758,886</b>	<b>\$29,002,243</b>	<b>\$28,706,549</b>

# General Government

## About General Government

General Government includes charges for Legislative Services (Mayor and City Council), City Attorney services and Central Charges. Central Charges encompasses overall City expenses including medical, dental, life and disability insurance for General Fund employees, Property/Casualty and Workers Compensation premiums and expenditures of Citywide general operations.

The City of Wheat Ridge operates under a Council-Manager form of government. This form of home-rule City operates with a City Council as a policy body and a City Manager as the chief executive-administrative officer of City government. In the Council-Manager form of government, the Council is the governing body of the City elected by the public, and the Manager is hired by Council to carry out the policies it establishes. The Council consists of eight members and an elected Mayor. The Council provides legislative direction while the Manager is responsible for day-to-day administrative operation of the City based on the Council's recommendations. The Mayor and Council as a collegial body are responsible for setting policy and approving the budget. The Manager serves as the Council's chief advisor. Managers also serve at the pleasure of the Council and are responsible for preparing the budget, directing day-to-day operations, and hiring and firing personnel.

### 2013 Budget Priorities

To focus on the Mayor and City Council's key strategic prioritized goals of:

1. Financially Sound City Providing Quality Services
2. Choice of Desirable Neighborhoods
3. Economically Viable Activity Centers
4. More Attractive Wheat Ridge



**GENERAL  
GOVERNMENT**

**Legislative Services**

City Attorney

Central Charges



## Legislative Services

### Core Business

- Comprised of the Mayor and eight Council Members; two representing each geographic Council District
- Serves as the legislative and policy-making body of the City in a Council-Manager form of government
- Adopts laws, ordinances and resolutions
- Appoints City Manager, City Attorney and Municipal Court Judge
- Appoints members of the community to City Boards and Commissions and encourages community involvement
- Conducts regular public Council meetings, study sessions and special meetings
- Signs official documents and agreements on behalf of the City

### 2012 Strategic Accomplishments

- Focused on redevelopment projects for growth and opportunity for the City including 38th Avenue Corridor, 44th and Wadsworth urban renewal project, Ward TOD site, and Clear Creek Crossing
- Increased presence in the community throughout the year to encourage a strong relationship between City and Community
- Participated in training, professional development, and networking opportunities
- Received more than \$10.0 million in grants for City projects
- Continued to develop an "Open for Business" relationship with the business community
- Maintained a City vision and strategic plan process by focusing on the City's strategic goals

### 2013 Strategic Priorities

- Maintain focus on redevelopment projects including Clear Creek Crossing, 38th and Wadsworth, Ward Station TOD site, 38th Avenue Corridor and the Applewood Shopping Center
- Develop policies and strategies to address the lack of diverse housing options in the community
- Maintain focus on creating a sustainable city government through responsible allocation of revenues
- Implement a multi-family registration and inspection program to protect property values and ensure the safety of City residents
- Evaluate and plan for the needs of the City's aging population and changing demographics
- Update and prioritize the Strategic Plan goals and objectives

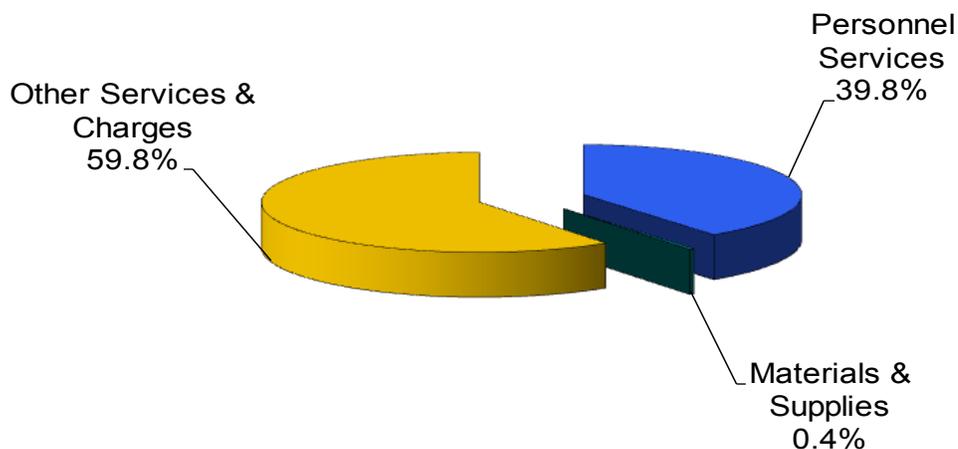
# Legislative Services

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Mayor - 1 position	Elected	Elected	Elected	Elected
Council Member - 8 positions	Elected	Elected	Elected	Elected
Administrative Assistant	1	1	1	1
	0	1	1	1

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$155,264	\$161,645	\$161,645	\$161,645
Materials & Supplies	\$1,350	\$1,550	\$1,550	\$1,550
Other Services & Charges	\$106,883	\$257,294	\$249,007	\$252,522
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$263,498</b>	<b>\$420,489</b>	<b>\$412,202</b>	<b>\$415,717</b>

**Total 2013 Budget by Object**



**GENERAL  
GOVERNMENT**

Legislative Services

**City Attorney**

Central Charges



## City Attorney

### Core Business

- Counsel and advise the City Council, City Manager, Boards and Commissions and Department Directors on the legal implications of contemplated policy and administrative decisions
- Prepare and review City ordinances, contracts, and intergovernmental agreements
- Provide legal advice to all City Departments on contracting issues, to Human Resources on personal matters, and to the Police Department on intergovernmental agreements and new legislation
- Represent the City in litigation in state and federal courts and before local and state administrative agencies
- Conduct legal training and other education programs related to compliance with the Charter and Code of Law
- Prosecute City Code violations in Municipal Court
- Prosecute enforcement of sales tax and Liquor Authority cases
- Facilitate Council review of work performance of City Manager and Municipal Judge

### 2012 Strategic Accomplishments

- Guided Council and senior City staff through policy debate on difficult issues, including regulation of group homes and amplified sound ordinance
- Created numerous ordinances and legal memoranda, including compliance with new state legislative mandates
- Advised City officials and staff on requirements of election laws relating to proposed Charter amendments
- Facilitated Council's regular annual review of the City Manager
- Assisted in achieving Council goals for redevelopment projects

### 2013 Strategic Priorities

- Assist City Council in achieving its policy goals for the City
- Conduct Council training on key legal issues affecting Council actions, including quasi-judicial actions, ex-parte contacts, and conflicts of interest
- Facilitate annual review of the City Manager
- Supervise the work of the Municipal Court Prosecutor and facilitate biannual review of the Municipal Judge
- Provide legal services within budget without increase

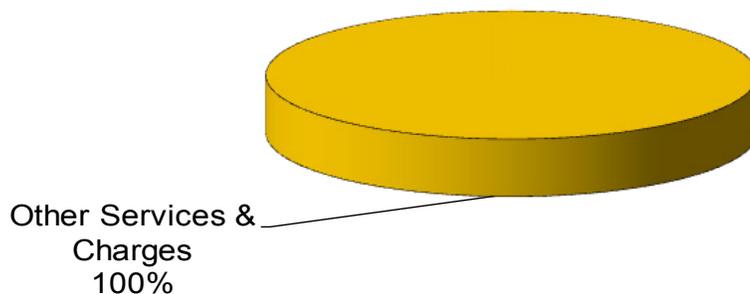
# City Attorney

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
City Attorney	Contracted	Contracted	Contracted	Contracted
	Contracted	Contracted	Contracted	Contracted

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$0	\$0	\$0	\$0
Materials & Supplies	\$0	\$0	\$0	\$0
Other Services & Charges	\$284,298	\$258,000	\$258,000	\$262,000
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$284,298</b>	<b>\$258,000</b>	<b>\$258,000</b>	<b>\$262,000</b>

**Total 2013 Budget by Object**



**GENERAL  
GOVERNMENT**

Legislative Services

City Attorney

**Central Charges**

## Central Charges

### Core Business

- Reflects medical, dental, life and disability insurance benefits for employees budgeted in the General Fund
- Oversees expenditures of Citywide general operational items including postage and delivery services, photocopy and printing expenses, telephone expenses and office equipment maintenance
- Oversees the Worker's Compensation, Property, Casualty and Liability and overall risk management expenses for the City



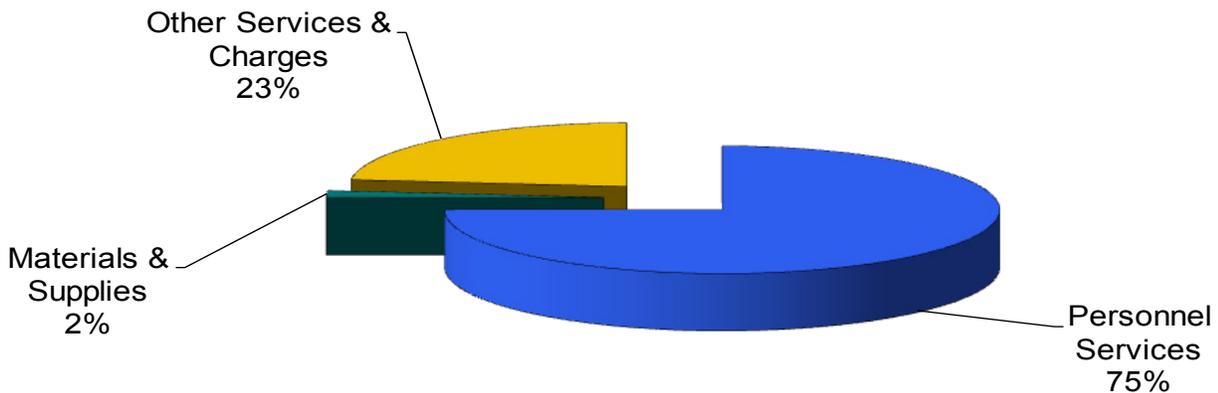
# Central Charges

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
No Positions Authorized	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$1,901,949	\$2,384,330	\$2,202,510	\$2,220,510
Materials & Supplies	\$41,590	\$47,072	\$47,072	\$52,000
Other Services & Charges	\$484,003	\$234,020	\$232,360	\$689,150
Capital Outlay	\$0	\$1,278	\$1,278	\$0
<b>TOTAL</b>	<b>\$2,427,542</b>	<b>\$2,666,700</b>	<b>\$2,483,220</b>	<b>\$2,961,660</b>

**Total 2013 Budget by Object**





# City Treasurer

## About City Treasurer

The Treasurer shall be elected by a majority vote of the electors of the City of Wheat Ridge at each general municipal election, and shall have the same qualifications as members of the City Council.

It shall be the Treasurer's responsibility to establish a system of accounting and auditing for the City which shall reflect, in accordance with generally accepted accounting principles, the financial condition and operation of the City.

The Treasurer shall be custodian of all public monies belonging to or under the control of the City, or any office, department, or agency of the City, and shall deposit or invest all monies as directed by the Council.

### 2013 Budget Priorities

- Study potential savings/revenue enhancing opportunities
- Pursue policies to move toward financial sustainability
- Place investments to maintain cash flow as needed
- Continue promoting electronic tax collection methods



Larry Schulz, City Treasurer

**CITY  
TREASURER**

City Treasurer



## City Treasurer

### Core Business

- Invest all City funds
- Monitor City's available cash on a daily basis
- Sign all City checks
- Serve as City's Internal Auditor

### 2012 Strategic Accomplishments

- Maintained competitive yields on investments in a very weak market and scheduled investments to accommodate City's cash requirements
- Sought and identified additional legal, safe, and FDIC guaranteed investments
- Revised City's Investment Policy to be effective January 1, 2013

### 2013 Strategic Priorities

- Continue researching investment opportunities to maximize investment income
- Further refine investment schedules and monitor cash needs to streamline overall cash flow
- Monitor legislative and regulatory changes that would affect the City

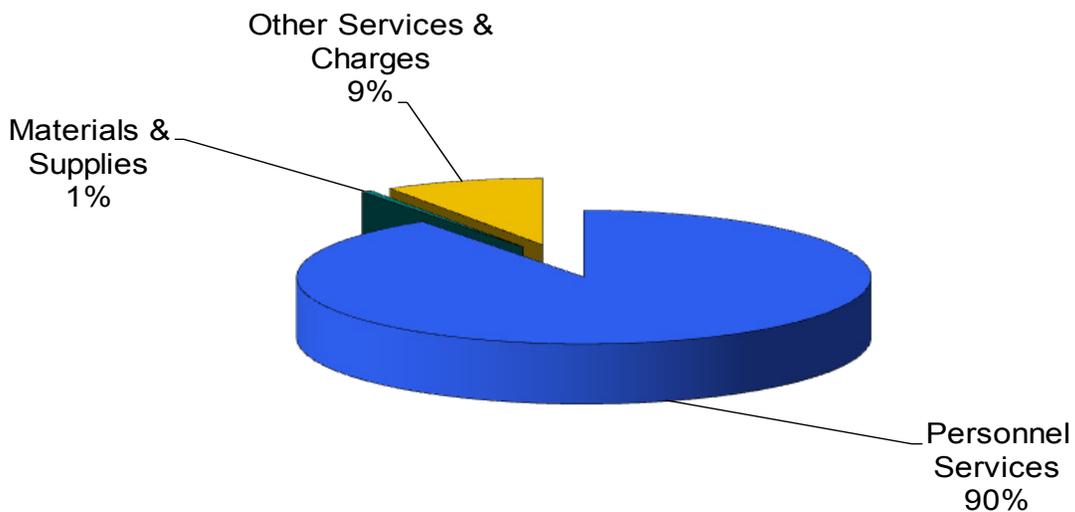
# City Treasurer

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
City Treasurer	Elected	Elected	Elected	Elected
	Elected	Elected	Elected	Elected

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$32,378	\$32,378	\$32,378	\$32,378
Materials & Supplies	\$300	\$200	\$200	\$200
Other Services & Charges	\$3,381	\$2,700	\$2,200	\$3,200
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$36,059</b>	<b>\$35,278</b>	<b>\$34,778</b>	<b>\$35,778</b>

### Total 2013 Budget by Object





# City Clerk's Office

## About City Clerk's Office

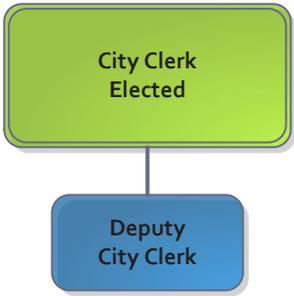
The City Clerk's Office maintains and certifies records of all City business, including resolutions, meeting minutes, official deeds, leases, contracts and agreements. In addition, it is the duty of the City Clerk to administer all municipal elections, to act as chairperson of the election commission, and to provide and manage all petition forms for any purpose under the provisions of the City's Charter. The City Clerk's Office also handles the posting of all public notices, the administration and maintenance of liquor licenses, records and applications for volunteer Boards and Commissions, and the Clerk's Office is currently a certified U.S. Passport application acceptance agency.

**2013  
Budget  
Priorities**

- Implement paperless agenda management system
- Completion of International Clerk Certification program for Deputy City Clerk
- Develop updated records management strategy



## City Clerk's Office



**CITY CLERK'S  
OFFICE**

**City Clerk's Office**



## City Clerk's Office

### Core Business

- Maintain records of City ordinances, resolutions, deeds, easements and official documents, including management of Municipal Code supplements
- Administer fees, licenses and requirements of the City's liquor establishments, to include serving the Wheat Ridge Liquor License Authority
- Coordinate with Jefferson County for all municipal, primary, and general elections
- Attend and maintain permanent record of City Council proceedings
- Oversee the publication of all notices, proceedings, and matters of public record
- Process new passport applications as acceptance agents for the Department of State
- Administer the amusement license policies, procedures, and fees
- Serve as Clerk to the Police Pension Board
- Manage the application and appointment process for the City's eleven Boards and Commissions

### 2012 Strategic Accomplishments

- Initiated a ballot question to reform the City Charter to provide for a uniform election process
- Streamlined license renewal process for liquor licensees within the City
- Developed a digital archive data base for City Liquor Licensing Establishments which enables permanent file backup and research
- Initiated a cost-effective change in production of establishment notification
- Restructured the license renewal process for amusement licenses within the City
- Continuation of both Colorado and International Clerk Certification programs for Deputy City Clerk

### 2013 Strategic Priorities

- Implement paperless agenda management system for Council, staff and for community access on the City website
- Continue to develop Laserfiche
- Completion of International Clerk Certification for Deputy City Clerk
- Develop an updated strategy for records management

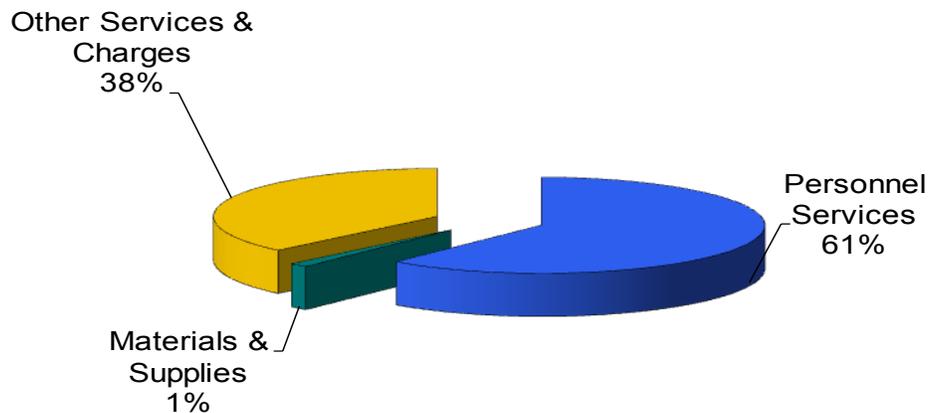
# City Clerk's Office

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
City Clerk	Elected	Elected	Elected	Elected
Deputy City Clerk	1	1	1	1
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$81,590	\$80,972	\$80,972	\$80,820
Materials & Supplies	\$1,360	\$1,800	\$1,800	\$1,800
Other Services & Charges	\$72,956	\$49,298	\$49,298	\$49,450
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$155,907</b>	<b>\$132,070</b>	<b>\$132,070</b>	<b>\$132,070</b>

### Total 2013 Budget by Object





# City Manager's Office

## About City Manager's Office

The City of Wheat Ridge functions within a Council-Manager form of government. The Council-Manager form of government promotes citizen representation. This method of government supports the political direction by elected officials in the framework of a Council, along with the administrative practice of an appointed City Manager. The Council hires a professional City Manager to supervise the delivery of public services and implement public policy approved by the Council. The Economic Development Manager reports to the City Manager and serves as the Executive Director to Renewal Wheat Ridge. The City Manager, Director of Community Development and Economic Development Manager work collectively to promote and market Wheat Ridge, retain and attract retail activity, rehabilitate underutilized commercial corridors, and increase primary job opportunities.

**2013  
Budget  
Priorities**

- Facilitate major economic development activities along the City's major commercial corridors
- Continue working with City Council to identify strategies for the long-term financial sustainability of the community
- Implement the full-extent of Priority Based Budgeting into the 2014 Budget

## City Manager's Office



*City Manager Patrick Goff*



**City Manager's  
Office**

**City Manager**

Economic Development



## City Manager's Office

### Core Business

- Provide overall administration for City in accordance with City Council policies and issues
- Manage and supervise departments, agencies, and offices to achieve goals with available resources
- Provide oversight in preparation and execution of budget
- Manage and direct economic development programs within the City of Wheat Ridge
- Provide effective communication with City Council and citizens
- Ensure organizational expectations are incorporated into daily work processes

### 2012 Strategic Accomplishments

- Initiated implementation of 38th Avenue Redevelopment Plan
- Received the 2012 International City and County Management Association (ICMA) Program Excellence Award in the category of Strategic Leadership and Governance
- Transitioned the City's budgeting process from the traditional incremental budgeting to the ICMA best-practice Priority Based Budgeting
- Negotiated the Renewal Wheat Ridge property sale to Wazee Partners at 44th and Wadsworth for an 88-unit, aged-restricted apartment building
- Received more than \$10.0 million in grant funding for street, trail, and park projects

### 2013 Strategic Priorities

- Facilitate development of Clear Creek Crossing
- Continue working with Applewood Shopping Center to assist in the revitalization of the Center
- Coordinate the redevelopment of 38th and Wadsworth into a quality mixed-used development
- Monitor and build on the success of the 38th Avenue Main Street initiative
- Market and sell remaining Renewal Wheat Ridge property at 44th and Wadsworth to quality end-users to complete the revitalization of Town Center North
- Implement the full extent of the Priority Based Budgeting system into the 2014 Budget process
- Continue working with City Council to identify strategies for the long-term financial sustainability of the community

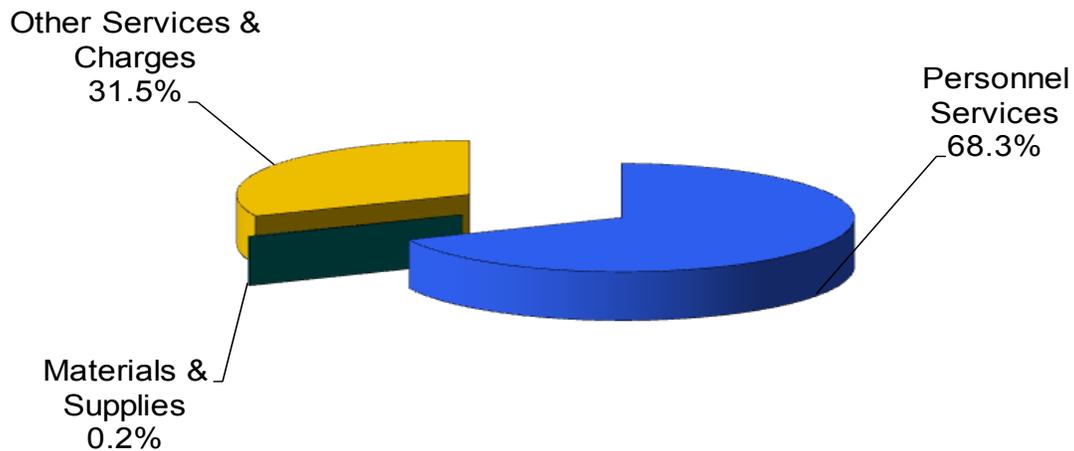
# City Manager's Office

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
City Manager	1	1	1	1
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$168,479	\$172,337	\$172,337	\$172,457
Materials & Supplies	-\$58	\$600	\$600	\$600
Other Services & Charges	\$88,214	\$80,615	\$79,115	\$79,615
Capital Outlay	\$2,696	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$259,330</b>	<b>\$253,552</b>	<b>\$252,052</b>	<b>\$252,672</b>

**Total 2013 Budget by Object**



**City Manager's  
Office**

City Manager

**Economic Development**



## Economic Development

### Core Business

- Assist new and existing business with development, expansion and retention
- Manage business retention, expansion and attraction
- Serve as the City's business information resource
- Partner with Wheat Ridge 2020, Wheat Ridge Business Association and other county and state agencies to recruit new business and promote existing business
- Administer incentive programs such as ESTIP and BDZ

### 2012 Strategic Accomplishments

- Managed the development of the Town Center North Project
- Hosted Annual City Business Appreciation Awards Ceremony
- Conducted the first-ever City of Wheat Ridge Business Walk
- Worked extensively on the 38th Avenue Corridor Plan and all the subcommittees
- Recruited and assisted new business development that enhanced sales tax revenues
- Improved internal services offered by the City through a 'team approach' to development
- Negotiated a development incentive with King Soopers and worked with the property owners to enhance the center
- Served on the boards of the Economic Development Council, Jeffco EDC, and volunteered as on the Strategic Planning Committee
- Marketed and assembled available properties
- Completed BDZ programs for Reglera and Walrus 5560
- Developed a New Business Guide for small business start-up

### 2013 Strategic Priorities

- Expand the Business Retention Walk
- Implement packages for ESTIP, BDZ and other business related incentives
- Continue to make 38th Avenue the destination location for Wheat Ridge by recruiting new businesses and creating incentives
- Develop housing incentive programs to improve housing stock
- Continue working with WR2020, the WRBD and the WRBA to promote Wheat Ridge as 'Open for Business'
- Develop a key economic development messaging program to include website, social media, messaging, and advertising materials
- Market available sites in Wheat Ridge and help create the bonds between land owners and developers

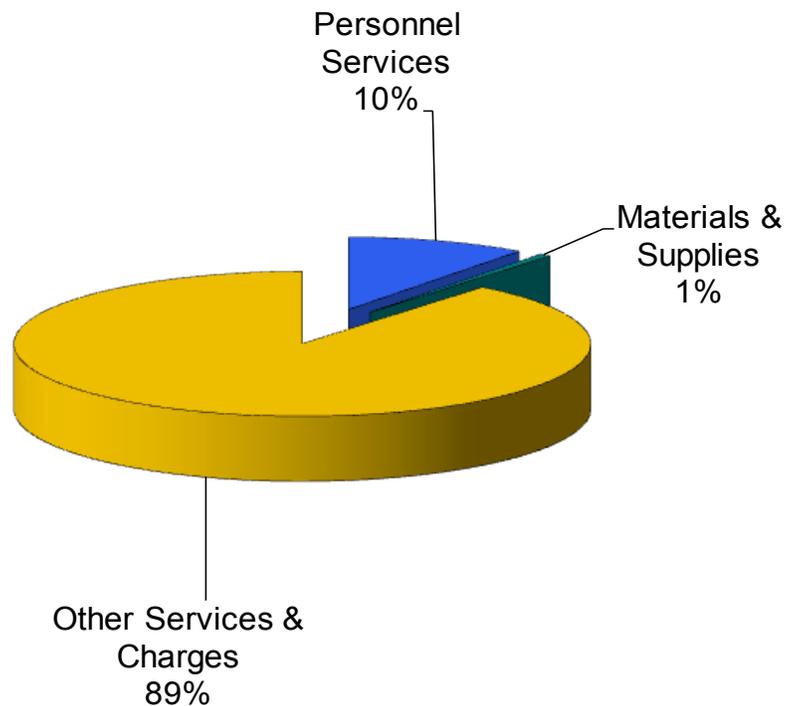
# Economic Development

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
ED Manager	0	1	1	1
ED Specialist	1	0	0	0
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$97,332	\$111,486	\$111,447	\$111,447
Materials & Supplies	\$5,069	\$8,850	\$8,100	\$7,350
Other Services & Charges	\$700,739	\$653,891	\$645,249	\$986,035
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$803,140</b>	<b>\$774,227</b>	<b>\$764,796</b>	<b>\$1,104,832</b>

**Total 2013 Budget by Object**





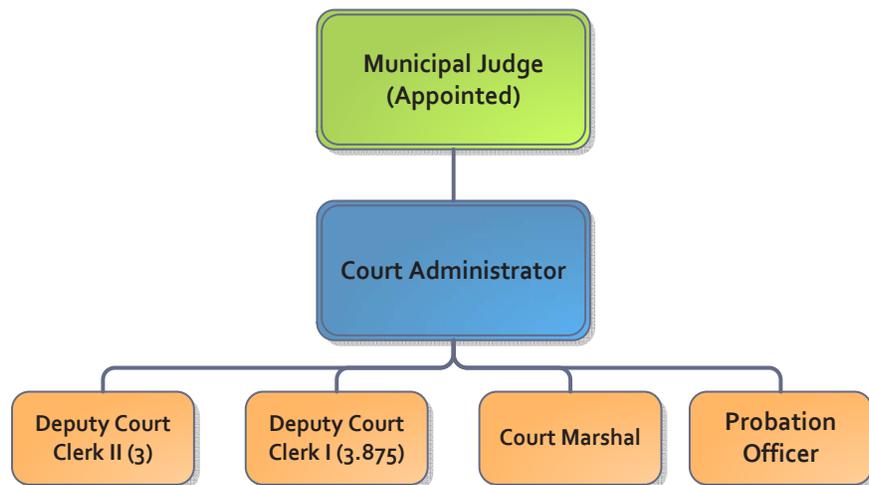
# Municipal Court

## About Municipal Court

The Municipal Court is a limited jurisdiction court of record established to hear and resolve City Charter and ordinance violations for the City of Wheat Ridge. The Court has jurisdiction over traffic violations and local ordinances that include theft, assault, damage to property, harassment, code and animal violations, and domestic violence matters. Most criminal matters carry up to a \$1000 fine and up to one year in jail. The Court Clerk’s Office is open full-time Monday through Friday. Court is in session three days per week, and trials to jury are in addition to regular Court days. The Court acts as a check and balance on the legislative and executive branches of government. The Court’s sentencing philosophy is to rehabilitate the defendant, to protect the public, and to provide restitution to victims.

**2013  
Budget  
Priorities**

- Implement technology upgrades
- Improve efficiency and ergonomics for office work stations
- Improve Courtroom work-space functionality



**MUNICIPAL  
COURT**

**Municipal Court**



## Municipal Court

### Core Business

- Adjudicate criminal, traffic, juvenile, domestic violence, nuisance, code, abatement, animal control, and sales tax case
- Conduct 146 Court sessions annually for various hearings; arraignments, pre-trials, trials by judge, trials by jury, probation, compliance, restitution, and sentencing
- Process domestic violence violations on a fast-track basis, and monitor state-mandated counseling program
- Monitor compliance with probation and sentencing conditions
- Collect revenues for fines, costs, outstanding judgments, defaults, direct services
- Collect and process escrow funds for restitution, jury demands, and bonds
- Create, maintain, and adjudicate approximately 6000 annual filings
- Process arrested defendants by video or in Court
- Monitor number of prisoners and length of prison sentences
- Issue bench warrants and outstanding judgment warrants
- Operate diversion program for first time juvenile drug and alcohol offenders

### 2012 Strategic Accomplishments

- Conducted Deputy Court Clerk I recruitment
- Enhanced audio-visual communication system for prisoner hearings between Municipal Court and Jefferson County Detention Facility
- Implemented IGA for access to the Department of Labor data base to assess actual income of parties requesting waiver of fees, court appointed attorneys, and/or extension of payments
- Developed and implemented uniform sentencing sheet to improve efficiency, accuracy, and consistency

### 2013 Strategic Priorities

- Upgrade web-based Court Management System, on-line payments, and flexibility of computerized form
- Improve the ergonomics and efficiency of office work areas
- Research and implement scanning of case files directly into Court Management Program
- Upgrade Courtroom to implement improvements regarding safety, lighting, and equipment

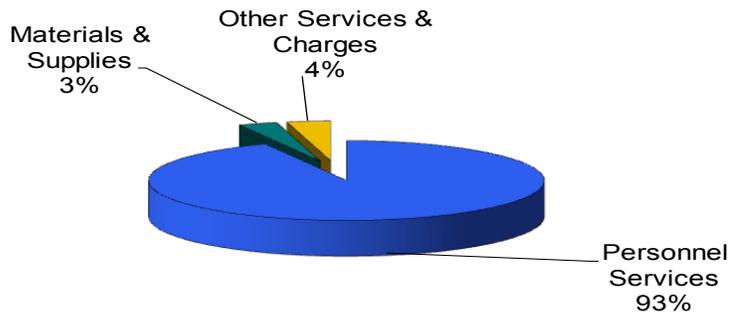
# Municipal Court

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Municipal Judge	Contracted	Contracted	Contracted	Contracted
Court Administrator	1	1	1	1
Deputy Court Clerk II	2.875	2.875	3	3
Deputy Court Clerk I	4	4	3.875	3.875
Probation Officer	1	1	1	1
Court Marshal	1	1	1.26	1.26
<b>TOTAL</b>	<b>9.875</b>	<b>9.875</b>	<b>10.135</b>	<b>10.135</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$658,068	\$694,491	\$687,806	\$703,742
Materials & Supplies	\$18,521	\$26,350	\$25,850	\$23,950
Other Services & Charges	\$16,141	\$30,400	\$28,900	\$26,850
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$692,730</b>	<b>\$751,241</b>	<b>\$742,556</b>	<b>\$754,542</b>

**Total 2013 Budget by Object**



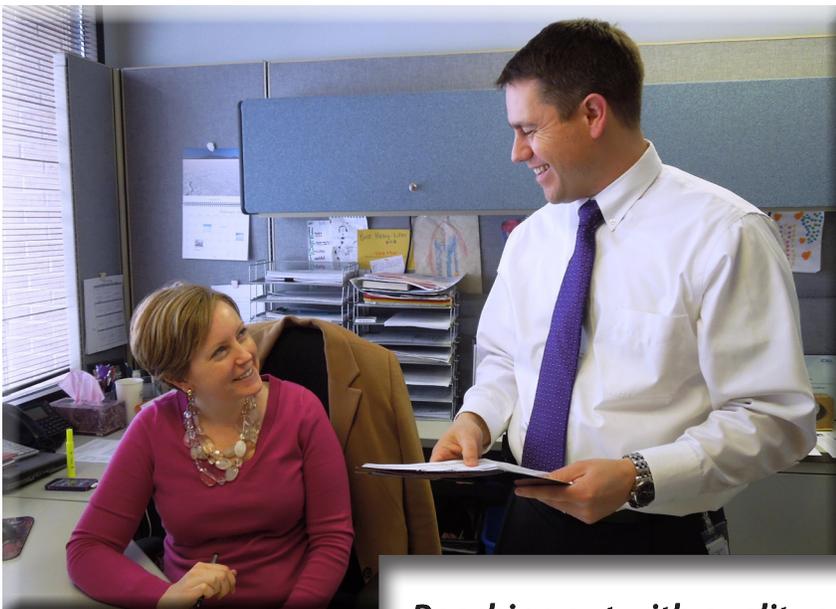


# Administrative Services

## 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.

- 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



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



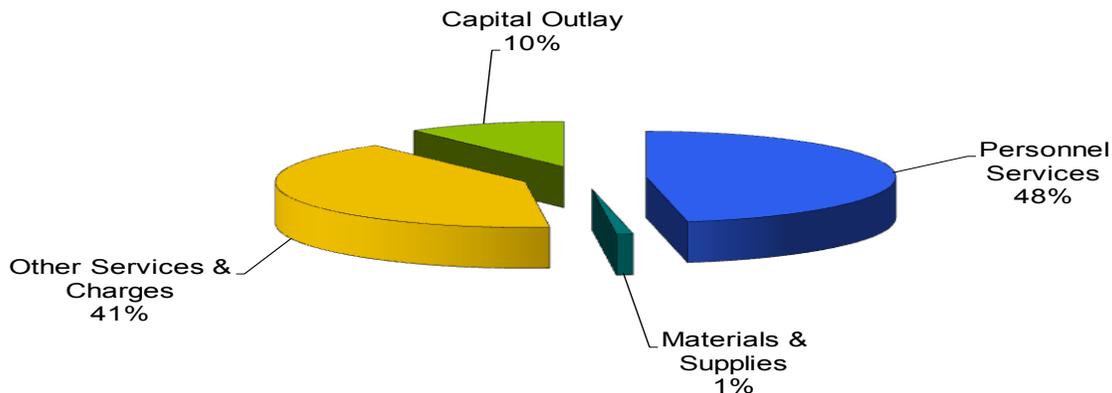
# Administrative Services

## 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
<b>TOTAL</b>	<b>20.375</b>	<b>20.25</b>	<b>20.25</b>	<b>20.25</b>

	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
<b>TOTAL</b>	<b>\$2,544,125</b>	<b>\$3,422,951</b>	<b>\$3,362,594</b>	<b>\$3,177,423</b>

**Total 2013 Budget by Object**

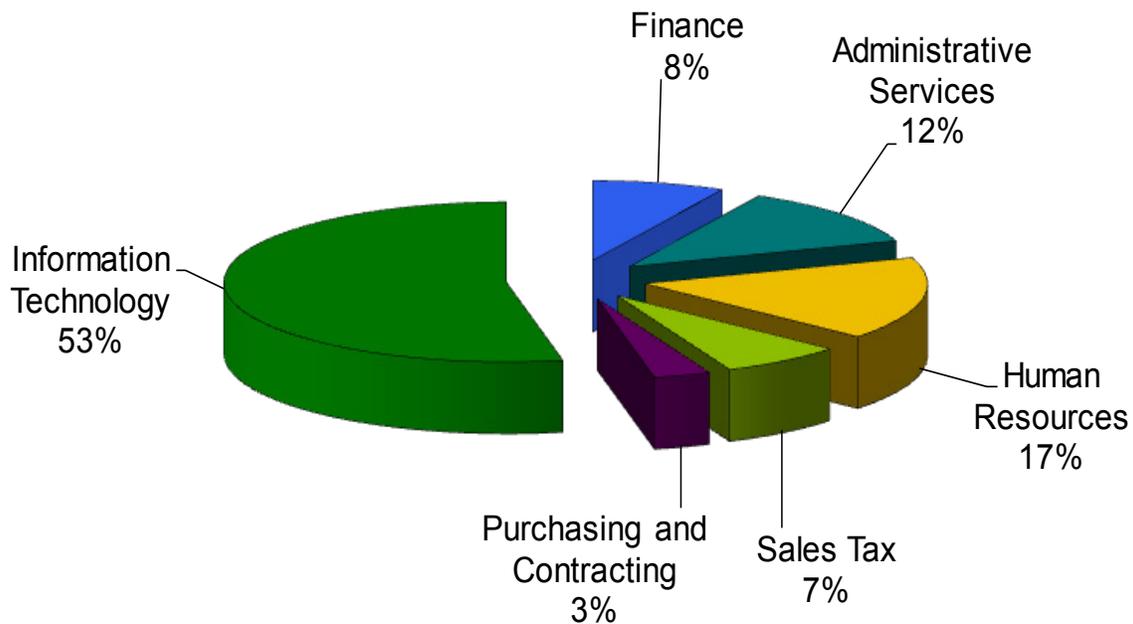


# Administrative Services

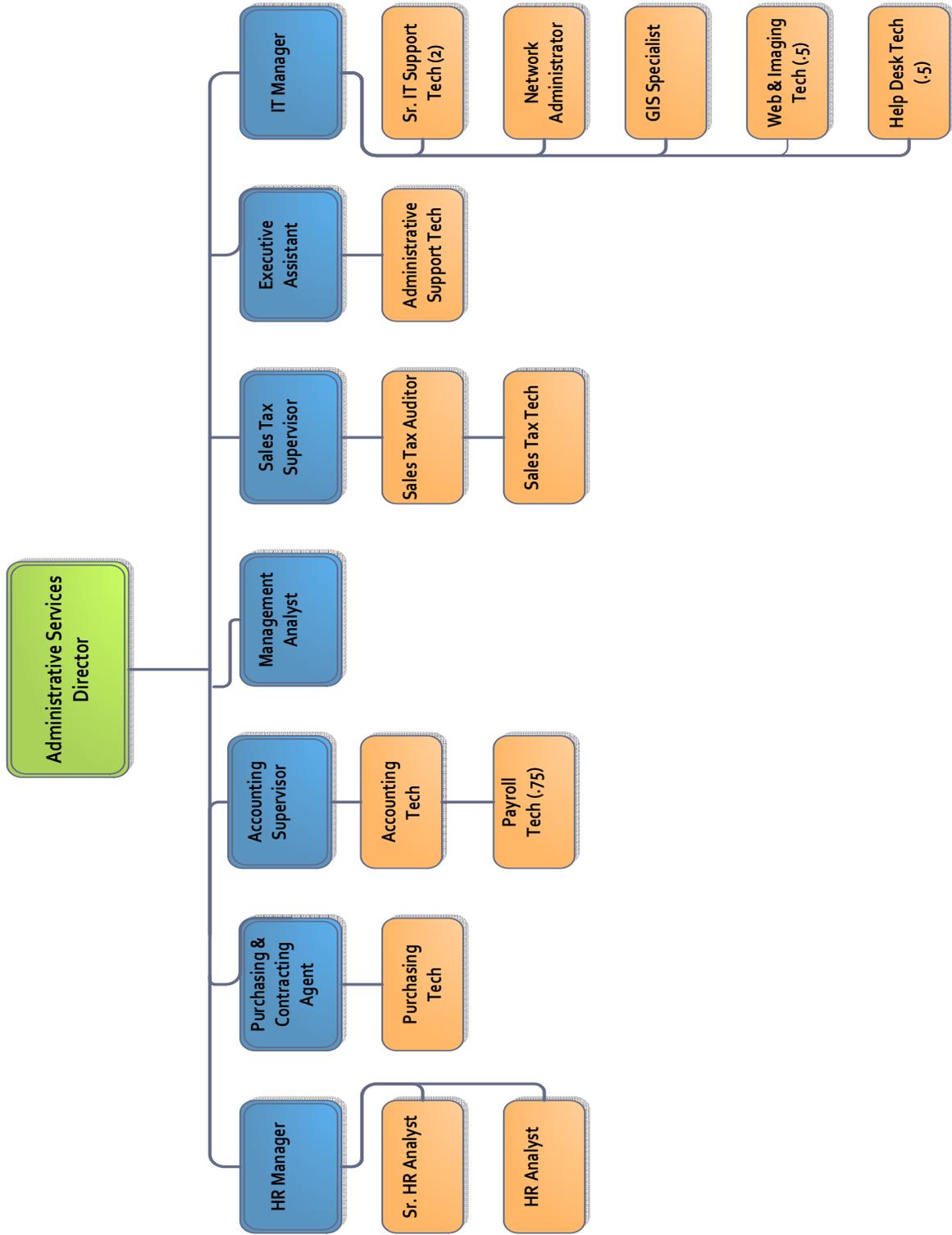
## Total Budget by Program

	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
<b>TOTAL</b>	<b>\$2,544,125</b>	<b>\$3,422,951</b>	<b>\$3,362,594</b>	<b>\$3,177,423</b>

## Total 2013 Budget by Program



# Administrative Services





**ADMINISTRATIVE  
SERVICES  
PROGRAMS**

**Administrative Services**

Finance

Human Resources

Sales Tax

Purchasing and Contracting

Information Technology



## 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

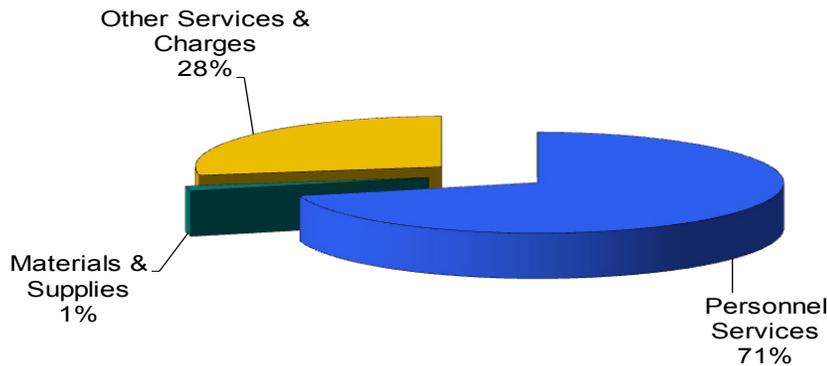
# Administrative Services

## 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
<b>TOTAL</b>	<b>4.125</b>	<b>4</b>	<b>4</b>	<b>4</b>

	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
<b>TOTAL</b>	<b>\$347,638</b>	<b>\$421,934</b>	<b>\$421,434</b>	<b>\$385,960</b>

**Total 2013 Budget by Object**



**ADMINISTRATIVE  
SERVICES  
PROGRAMS**

Administrative Services

**Finance**

Human Resources

Sales Tax

Purchasing and Contracting

Information Technology

## 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



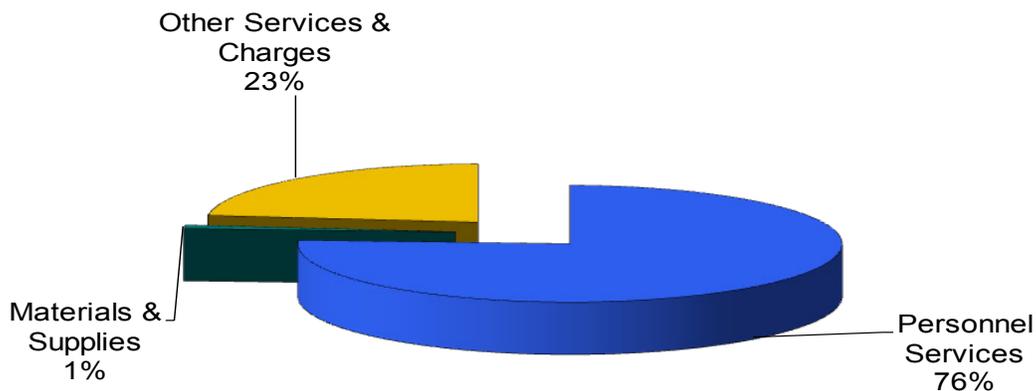
# Finance

## 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
<b>TOTAL</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>

	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
<b>TOTAL</b>	<b>\$225,133</b>	<b>\$238,328</b>	<b>\$238,328</b>	<b>\$240,946</b>

### Total 2013 Budget by Object



**ADMINISTRATIVE  
SERVICES  
PROGRAMS**

Administrative Services

Finance

**Human Resources**

Sales Tax

Purchasing and Contracting

Information Technology

## 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



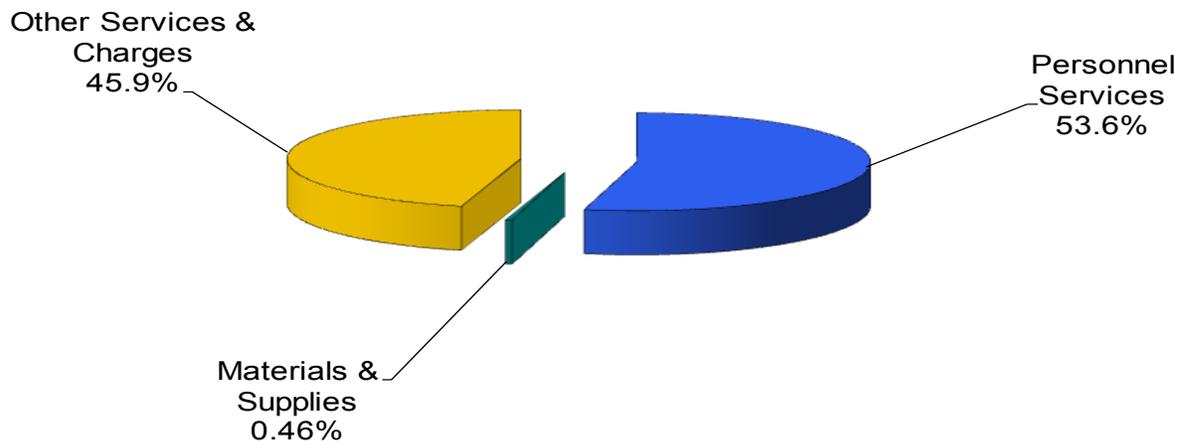
# Human Resources

## 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
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

	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
<b>TOTAL</b>	<b>\$409,434</b>	<b>\$508,806</b>	<b>\$508,807</b>	<b>\$532,805</b>

**Total 2013 Budget by Object**



**ADMINISTRATIVE  
SERVICES  
PROGRAMS**

Administrative Services

Finance

Human Resources

**Sales Tax**

Purchasing and Contracting

Information Technology

## 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



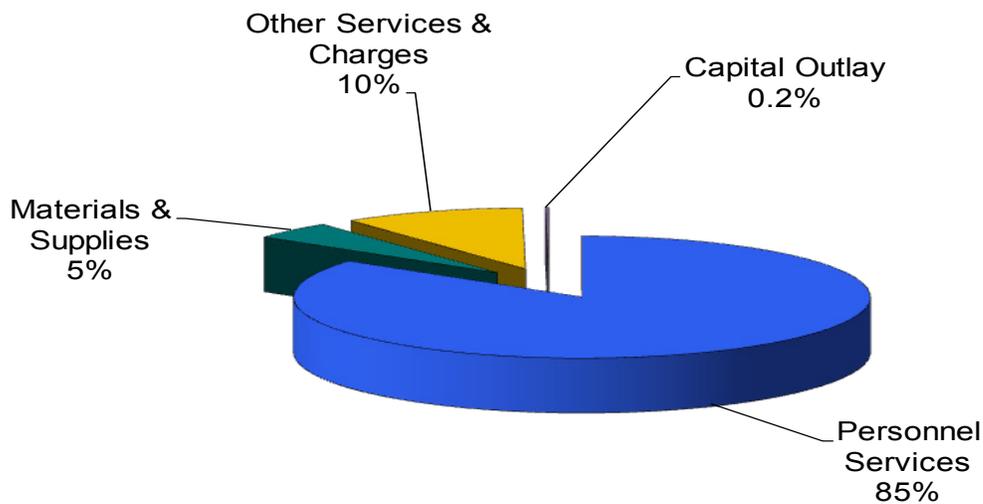
# Sales Tax

## 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
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

	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
<b>TOTAL</b>	<b>\$218,324</b>	<b>\$233,051</b>	<b>\$225,327</b>	<b>\$223,072</b>

### Total 2013 Budget by Object



**ADMINISTRATIVE  
SERVICES  
PROGRAM**

Administrative Services

Finance

Human Resources

Sales Tax

**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

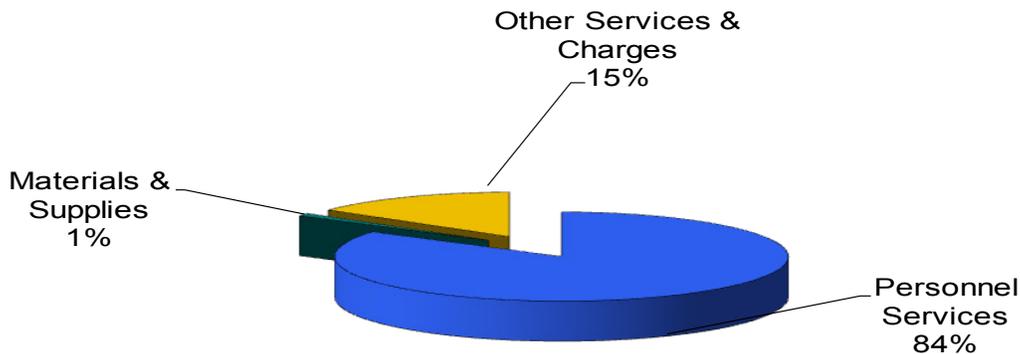
# Purchasing and Contracting

## 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
<b>TOTAL</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

	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
<b>TOTAL</b>	<b>\$107,513</b>	<b>\$121,817</b>	<b>\$104,683</b>	<b>\$103,187</b>

**Total 2013 Budget by Object**



**ADMINISTRATIVE  
SERVICES  
PROGRAMS**

Administrative Services

Finance

Human Resources

Sales Tax

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

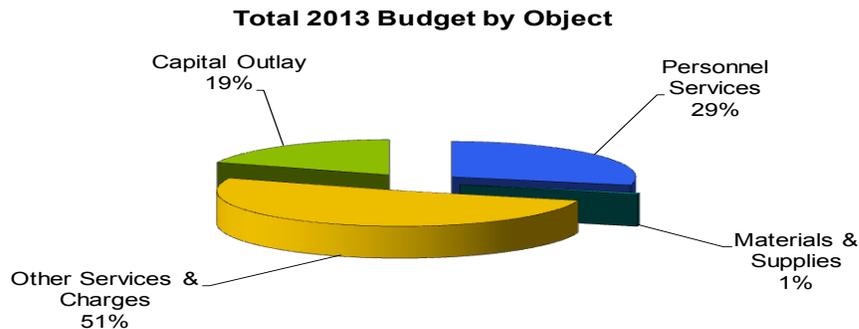
- Continue to install ESRI GIS web application for public access
- Pursue electronic time sheets and payroll automation for the enterprise
- Complete deployment of Office 2010 and Windows 7 for all City employees

# 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
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

	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
<b>TOTAL</b>	<b>\$1,236,083</b>	<b>\$1,899,015</b>	<b>\$1,864,015</b>	<b>\$1,691,453</b>





# Community Development

## About Community Development

The Community Development Department guides the physical development of the City with the goal of creating safe, attractive neighborhoods and strong commercial and mixed use corridors. Our work is done in partnership with citizens and the business community and includes long range planning, current planning and zoning services, building permits/inspections, hotel/motel and housing inspections.



**2013  
Budget  
Priorities**

- Facilitate the revitalization of the 38th Avenue corridor
- Update the Northwest Subarea Plan to facilitate transit-oriented development adjacent to the future Ward Road station
- Develop and implement a Housing Diversification Strategy to maintain and strengthen the City's competitive position in the market



*Above: Citizens enjoy the ambiance of a 38th Avenue "popup cafe."*

*Left: locals help celebrate **Ridge at 38** as the new main street in Wheat Ridge.*

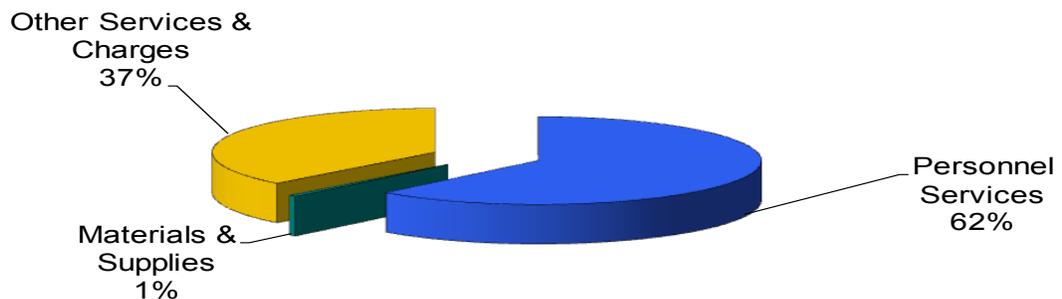
# Community Development

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Administration	2	2	2	2
Planning	4	4	3	3
Building	4	4	4	4
Long Range Planning	0	0	1	1
<b>TOTAL</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$703,075	\$777,070	\$750,179	\$746,995
Materials & Supplies	\$4,683	\$8,915	\$6,363	\$7,015
Other Services & Charges	\$129,730	\$128,049	\$61,266	\$451,899
Capital Outlay	\$403	\$800	\$1,400	\$0
<b>TOTAL</b>	<b>\$837,892</b>	<b>\$914,834</b>	<b>\$819,208</b>	<b>\$1,205,909</b>

**Total 2013 Budget by Object**

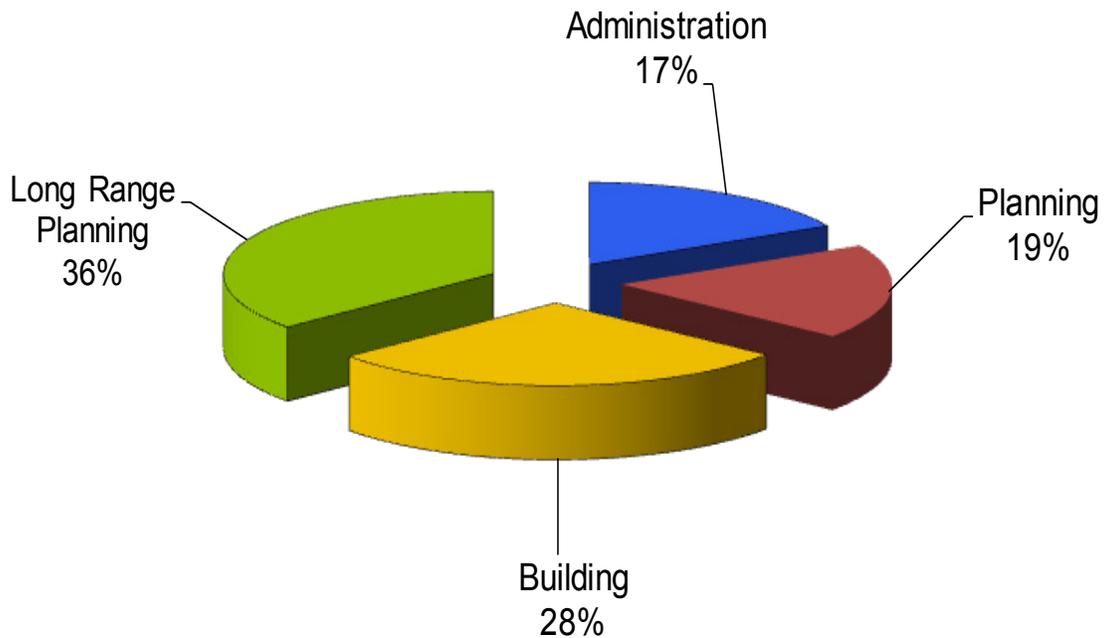


# Community Development

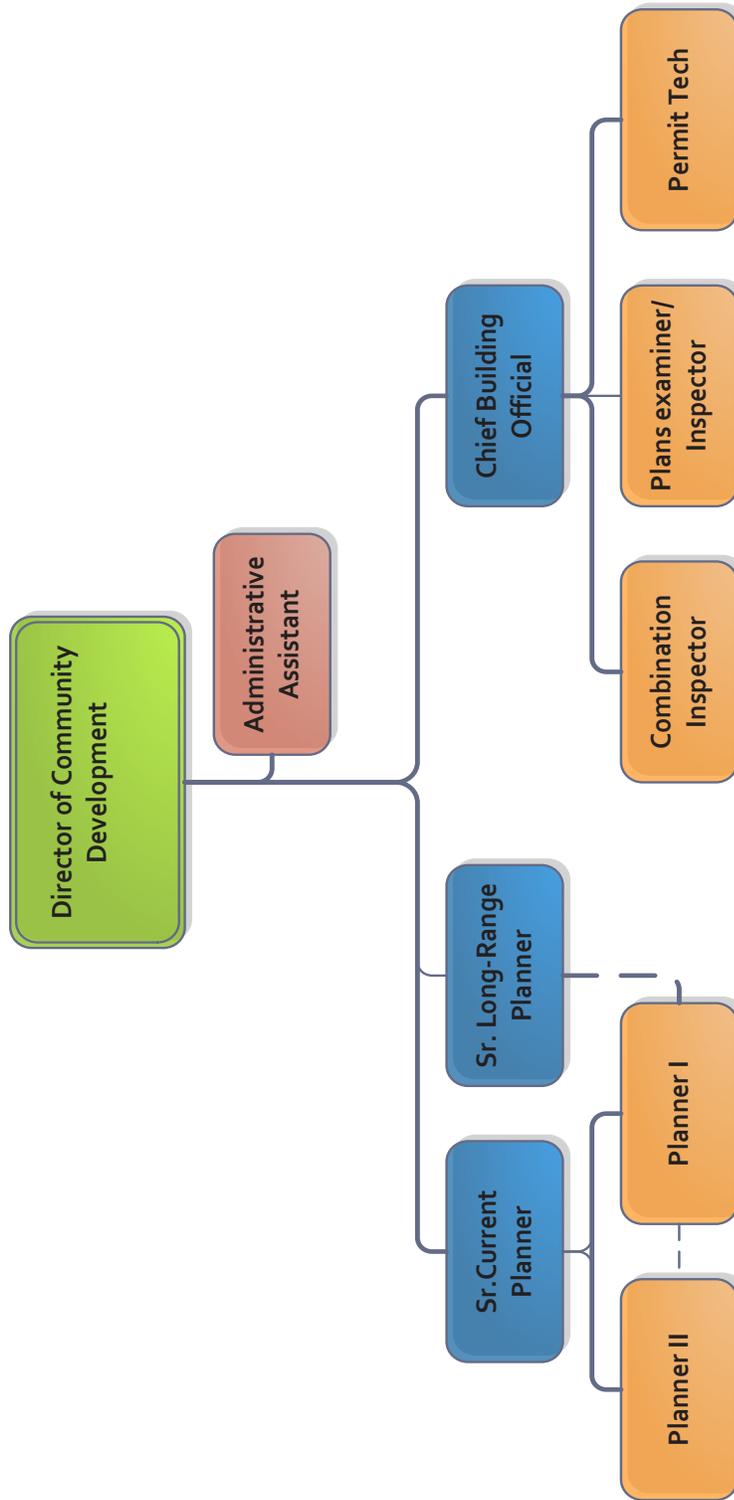
## Total Budget by Program

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Administration	\$189,894	\$217,812	\$194,985	\$207,345
Planning	\$208,445	\$223,831	\$220,584	\$224,416
Building	\$287,370	\$370,335	\$316,927	\$337,542
Long Range Planning	\$152,182	\$102,856	\$86,712	\$436,606
<b>TOTAL</b>	<b>\$837,892</b>	<b>\$914,834</b>	<b>\$819,208</b>	<b>\$1,205,909</b>

## Total 2013 Budget by Program



# Community Development





**COMMUNITY  
DEVELOPMENT  
PROGRAMS**

**Administration**

Planning

Building

Long Range Planning



## Administration

### Core Business

- Lead program activities of Administration, Long Range Planning, Current Planning and Zoning and Building Permits and Inspections
- Manage budget, purchasing, record retention and public notices
- Maintain department website
- Direct preparation of special plans/studies and oversee consultants
- Provide staff support to City Council, Boards and Commissions
- Empower division managers to successfully manage and lead
- Represent the City in public outreach events and at regional forums
- Collaborate and coordinate with other departments, outside service providers, adjacent municipalities and regional and state agencies

### 2012 Strategic Accomplishments

- Facilitated the adoption of mixed use zoning on 38th Avenue and adjacent to the future Ward Road transit station
- Supported the implementation of the 38th Avenue Corridor Plan, including participation on the leadership committee
- Managed the development of various code amendments to foster an "open for business" and predictable regulatory environment
- Oversaw the Environmental Protection Agency Smart Growth Implementation Assistance Grant Award
- Presented at seminars and conferences for the Denver Regional Council of Governments, the Urban Land Use Institute and other community groups

### 2013 Strategic Priorities

- Present at local, regional and national forums to "get the word out" on redevelopment and investment opportunities in Wheat Ridge
- Continue to implement 38th Avenue Corridor Plan
- Facilitate additional land use approvals and building permit approval for vertical development at Clear Creek Crossing
- In partnership with City Manager and Economic Development Manager, foster an organizational culture that encourages economic development
- Develop recommendations for expanded commercial corridor property maintenance program and multi-family rental inspection program

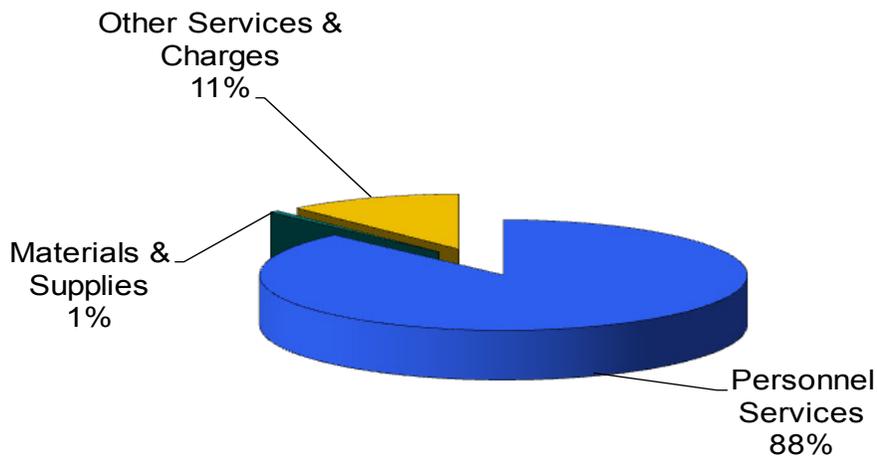
# Administration

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Community Dev Director	1	1	1	1
Administrative Assistant	1	1	1	1
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$184,972	\$190,012	\$185,015	\$182,095
Materials & Supplies	\$1,134	\$1,600	\$1,250	\$1,250
Other Services & Charges	\$3,385	\$26,200	\$8,720	\$24,000
Capital Outlay	\$403	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$189,894</b>	<b>\$217,812</b>	<b>\$194,985</b>	<b>\$207,345</b>

### Total 2013 Budget by Object



**COMMUNITY  
DEVELOPMENT  
PROGRAMS**

Administration

**Planning**

Building

Long Range Planning



## Planning

### Core Business

- Perform professional planning work in all aspects of current land use planning and zoning
- Provide research, analysis and reports on land use applications to achieve implementation of the Comprehensive Plan and other adopted land use policies
- Provide direct assistance to citizens, businesses, developers and other departments and agencies in all aspects of land development and zoning
- Develop zoning code amendments that implement the City's adopted comprehensive plans and policies
- Serve as staff liaison to City Council, Planning Commission and Board of Adjustment
- Review and approve building permits for compliance with the zoning and development code and applicable design manuals

### 2012 Strategic Accomplishments

- Initiated implementation of the 38th Avenue Corridor Plan; installation of streetscape elements with road diet features and a large rezoning of the corridor from Sheridan to Wadsworth
- Completed revisions to the Architectural and Site Design Manual to be more user-friendly and include standards for heavy commercial and industrial development
- Created an Industrial/Employment zone district
- Processed over 45 formal land use applications ranging from variances to special use permits and zone changes
- Attended more than 70 public hearings, neighborhood meetings, study sessions and open houses
- Researched, prepared and processed zoning code amendments, including modifications to the planned development provisions to streamline the process and increase predictability for applicants
- Created a flowchart and guide that explains and clarifies the various triggers for installation of public improvements

### 2013 Strategic Priorities

- Continue implementation steps for 38th Avenue Corridor Plan
- Draft revisions to the Subdivision Regulations
- Initiate proposed changes to the sign code
- Assist in refinement of the City's GIS land use case data base

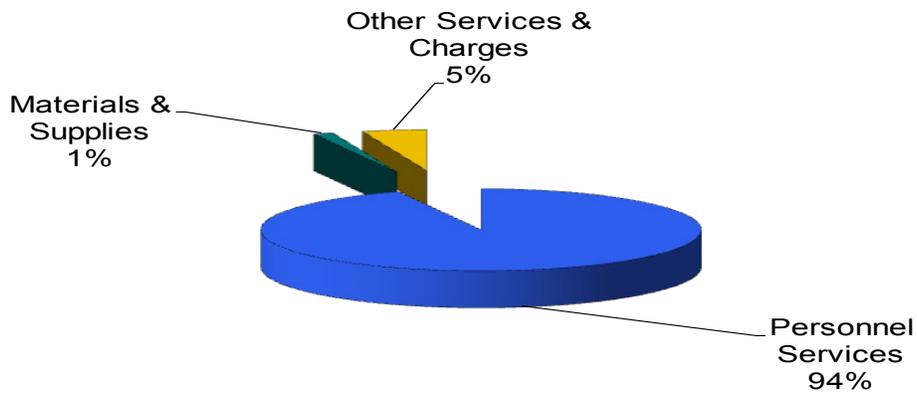
# Planning

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Senior Planner	1	1	1	1
Planner II	1	1	1	1
Planner I	1	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$201,357	\$210,641	\$210,641	\$210,641
Materials & Supplies	\$1,287	\$4,065	\$2,677	\$3,215
Other Services & Charges	\$5,801	\$8,325	\$6,466	\$10,560
Capital Outlay	\$0	\$800	\$800	\$0
<b>TOTAL</b>	<b>\$208,445</b>	<b>\$223,831</b>	<b>\$220,584</b>	<b>\$224,416</b>

**Total 2013 Budget by Object**



**COMMUNITY  
DEVELOPMENT  
PROGRAMS**

Administration

Planning

**Building**

Long Range Planning

## Building

### Core Business

- Issue building permits for construction and improvement projects
- Perform plan reviews of proposed construction to ensure compliance with applicable building codes
- Perform field inspections of permitted construction projects to ensure compliance with applicable codes
- Manage and administer the City's elevator safety inspection program to ensure compliance with state safety and operations standards
- Perform annual safety inspections of City hotels and motels

### 2012 Strategic Accomplishments

- Created and published a series of permit submittal checklists to provide more clarity and ease to the building permit process
- Implemented the use of a web-based version of the building permitting system, the first step in providing internet access to the general public
- Established an over-the-counter, walk-through plan review process to allow customers to receive permits while they wait
- Developed a proposed multi-family rental property registration inspection program for Council consideration

### 2013 Strategic Priorities

- Present an ordinance for the adoption of the 2012 versions of the International Codes, ensuring that the City is enforcing the most current versions of the codes consistent with neighboring municipalities
- Implement enhancements to the web-based version of the building permitting system to allow improved use and access to features and functions by the general public
- Reduce the need for contract inspections through increased training and education of existing staff



# Building

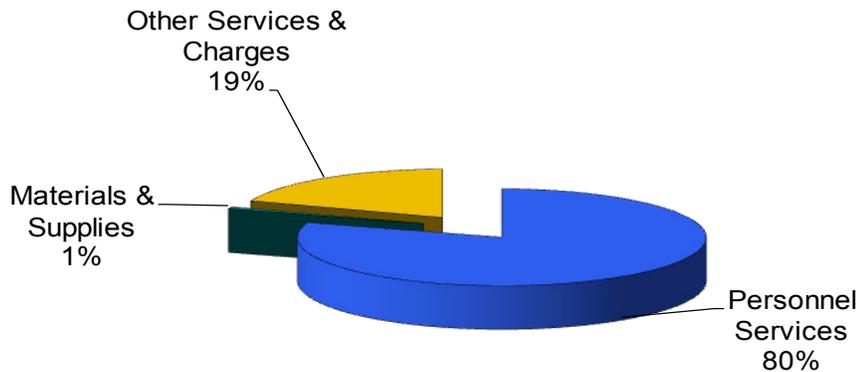
## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Chief Building Official	1	1	1	1
Combination Inspector	1	1	1	1
Plans Examiner/Inspector	0	1	1	1
Property Inspector	1	1	0	0
Permit Technician	1	1	1	1
<b>TOTAL</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>4</b>

Property Inspector was funded out of the Crime Prevention Fund

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$234,034	\$291,861	\$269,967	\$269,703
Materials & Supplies	\$2,118	\$2,500	\$2,300	\$2,450
Other Services & Charges	\$51,218	\$75,974	\$44,660	\$65,389
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$287,370</b>	<b>\$370,335</b>	<b>\$316,927</b>	<b>\$337,542</b>

### Total 2013 Budget by Object



**COMMUNITY  
DEVELOPMENT  
PROGRAMS**

Administration

Planning

Building

**Long Range Planning**



## Long Range Planning

### Core Business

- Manage updates to and implementation of City's Comprehensive Plan and various subarea plans and special studies
- Prepare and oversee preparation of subarea plans
- Oversee application for and expenditure of Community Development Block Grant funds and other targeted grant funds
- Participate in special projects related to transportation planning, regional planning and Brownfields
- Serve as staff liaison to Wheat Ridge Housing Authority and Jefferson County Community Development Advisory Board

### 2012 Strategic Accomplishments

- Continued rehabilitation on seven single family homes purchased by the WRHA from JCHA to be rehabbed for affordable home ownership with three homes being sold and rehabbed
- Worked with Colorado Preservation Inc. and Historic Denver to obtain a State Historic Fund grant to undertake a structure assessment of Fruitdale School to be completed in the fall of 2012
- Received a \$400,000 EPA Brownfields Assessment grant to undertake Phase I and II assessments of potentially contaminated properties along Wadsworth Blvd. as well as other City locations
- Developed scope of work for a Citywide Housing Diversification Strategy
- Participated on the technical team for development of the I-70/ Kipling Interchange Planning and Environmental Linkages (PEL) study being undertaken by CDOT

### 2013 Strategic Priorities

- Oversee the EPA Brownfields Assessment project, managing work of environmental consultant and property owner and community outreach
- Continue rehabilitation and sale of remaining single family homes through the Wheat Ridge Housing Authority
- Continue process of determining future use for the Fruitdale School building
- Manage the preparation of a Citywide Housing Diversification Strategy
- Continue participation on the I-70 and Kipling PEL study
- Undertake update of the Northwest Subarea Plan

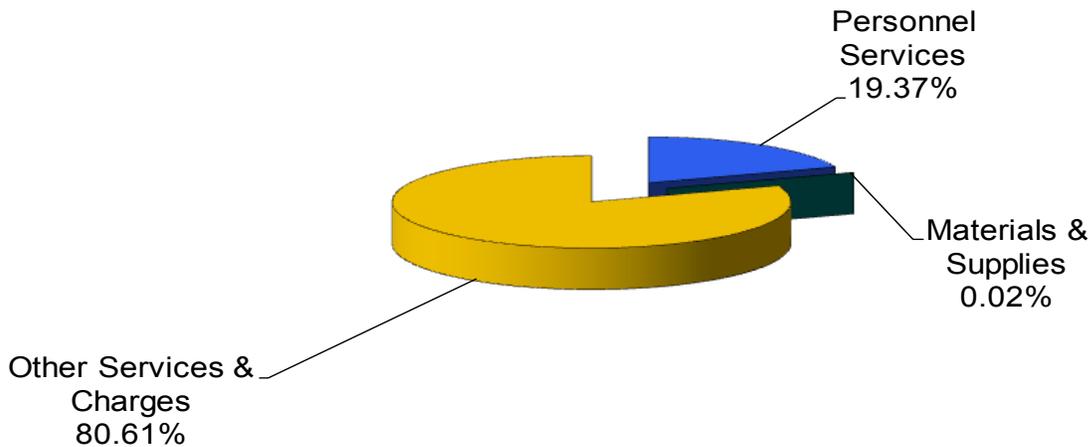
# Long Range Planning

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Senior Planner	0	1	1	1
<b>TOTAL</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$82,712	\$84,556	\$84,556	\$84,556
Materials & Supplies	\$143	\$750	\$136	\$100
Other Services & Charges	\$69,326	\$17,550	\$1,420	\$351,950
Capital Outlay	\$0	\$0	\$600	\$0
<b>TOTAL</b>	<b>\$152,182</b>	<b>\$102,856</b>	<b>\$86,712</b>	<b>\$436,606</b>

**Total 2013 Budget by Object**





# Police Department

## About Wheat Ridge Police Department

The Wheat Ridge Police Department is a full service suburban police department organized under two major divisions: Patrol Operations and Support Services. The key public safety services provided to citizens and visitors to our community include emergency and non-emergency response, criminal investigations, traffic safety, nuisance code, animal control, parks enforcement, crime prevention, school resource officers, and establishment of community partnerships to enhance problem-solving efforts.

### Vision

Exceptional people providing exceptional service

### Mission Statement

The Wheat Ridge Police Department is committed to providing the highest standards of service in partnership with the community.

### 2013 Budget Priorities

- Maintain the priorities of effective law enforcement responses for emergency and non-emergency assistance
- Address quality of life issues through education and directed enforcement efforts
- Maintain directed responses to reduce crime and make roadways safer
- Improve service delivery and efficiency through regional partnerships
- Develop and implement comprehensive and coordinated disaster preparedness responses
- Implement innovative technology for delivery of public safety services



Chief Dan Brennan

Police Staff Accreditation Team Receives Award



# Police Department

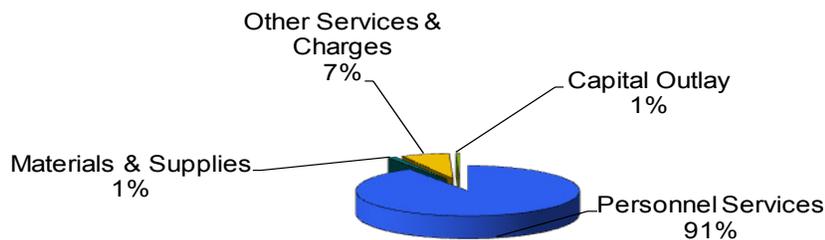
## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Administration	4.5	4.5	4.5	4.5
Grants	1	3	3	3
Community Services Team	5	5	6	6
Communications Center	11	11	11	11
Crime Prevention Team	6	5	5	5
Records Team	5	5	5	4
Training & Public Information	1	1	1	1
Patrol Operations	45.5	45.5	45.5	46.5
Investigations Bureau	17	19	20	20
Crime & Traffic Team	5	5	5	5
Special Investigations	2	0	0	0
<b>TOTAL</b>	<b>103</b>	<b>104</b>	<b>106</b>	<b>106</b>

3.0 Community Service Officers; 1.0 Crime Prevention Officer and 0.5 Police Sergeant funded out of the Crime Prevention Fund

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$7,777,777	\$8,168,678	\$8,152,381	\$8,058,354
Materials & Supplies	\$88,950	\$130,347	\$127,247	\$117,233
Other Services & Charges	\$620,700	\$686,434	\$653,476	\$642,835
Capital Outlay	\$29,852	\$114,633	\$113,246	\$27,530
<b>TOTAL</b>	<b>\$8,517,279</b>	<b>\$9,100,092</b>	<b>\$9,046,350</b>	<b>\$8,845,952</b>

### Total 2013 Budget by Object

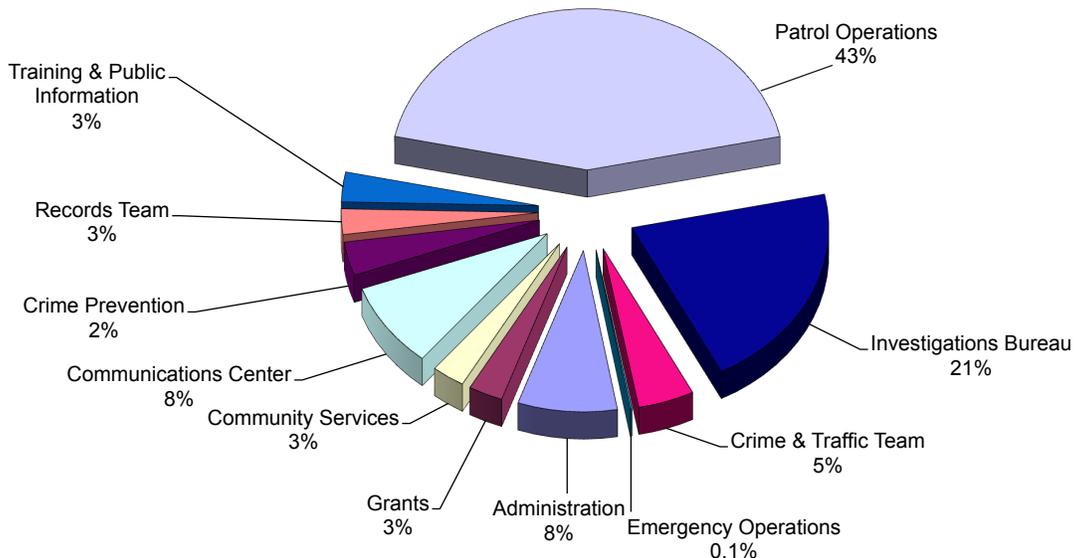


# Police Department

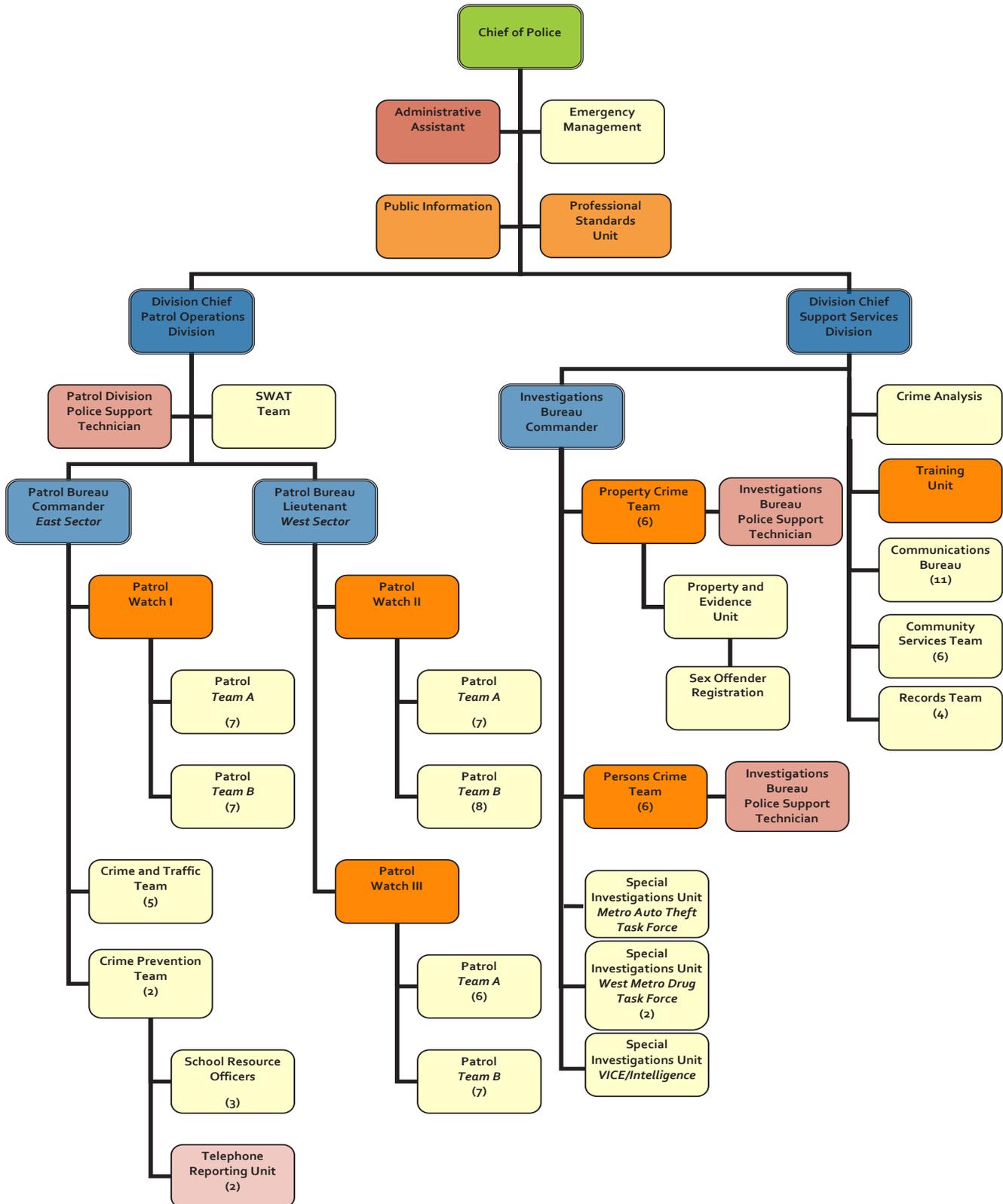
## Total Budget by Program

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Administration	\$664,578	\$743,185	\$736,310	\$721,346
Grants	\$301,875	\$333,490	\$314,665	\$249,247
Community Services Team	\$279,343	\$260,019	\$260,019	\$241,613
Communications Center	\$703,206	\$771,577	\$765,822	\$753,475
Crime Prevention Team	\$246,216	\$297,647	\$292,387	\$298,269
Records Team	\$259,076	\$271,758	\$271,758	\$226,471
Training & Public Information	\$221,027	\$241,371	\$241,084	\$263,200
Patrol Operations	\$3,863,326	\$3,907,771	\$3,905,671	\$3,831,573
Investigations Bureau	\$1,620,003	\$1,895,178	\$1,895,178	\$1,842,550
Crime & Traffic Team	\$345,005	\$363,901	\$349,261	\$407,263
Special Investigations	\$63	\$0	\$0	\$0
Emergency Operations	\$13,561	\$14,195	\$14,195	\$10,945
<b>TOTAL</b>	<b>\$8,517,279</b>	<b>\$9,100,092</b>	<b>\$9,046,350</b>	<b>\$8,845,952</b>

Total 2013 Budget by Program



# Police Department





**POLICE  
DEPARTMENT  
PROGRAMS**

**Administration**

Grants

Community Services Team

Communications Center

Crime Prevention Team

Records Team

Training & Public Info

Patrol Operations

Investigations Bureau

Crime & Traffic Team

Emergency Operations



## Administration

### Core Business

- Responsible for functions tied to the overall operation of the Department relating to the delivery of public safety services including priorities such as policy, procedure and rules development; state and national accreditation; the recruitment, selection and training of employees; professional standard investigations; extra-duty employment requests; public information and media relations; community outreach and emergency management services for major incidents.

### 2012 Strategic Accomplishments

- Provided police and public safety services to citizens and visitors
- Participated in the East Wheat Ridge Community Policing Project and the Boyd's Crossing Community Policing Project
- Maintained accreditation through the Commission on Accreditation for Law Enforcement Agencies, Inc.
- Utilized federal and state grants to fund police positions and to upgrade or enhance department equipment and technology
- Continued crime prevention and community outreach events through a Citizen Police Academy, National Night Out, Child Safety Day, Shred-A-Thon and Safety Fair
- Participated in local, county and regional emergency preparedness planning and exercises
- Participated in regional meetings to explore opportunities for regionalization, consolidation or sharing of public safety services

### 2013 Strategic Priorities

- Employ a blended approach to providing police services, combining traditional policing values with philosophies of community policing, problem solving and analysis of crime data
- Implement strategies that reduce crime and criminal victimization and hold offenders accountable
- Work collaboratively with other City Departments, Elected Officials and community members on strategies that improve the quality of life in Wheat Ridge
- Work collaboratively with other law enforcement stakeholders to regionalize, consolidate and share resources
- Ensure compliance with CALEA professional accreditation standards
- Work with federal, state and local emergency preparedness entities on developing and implementing comprehensive disaster preparedness responses

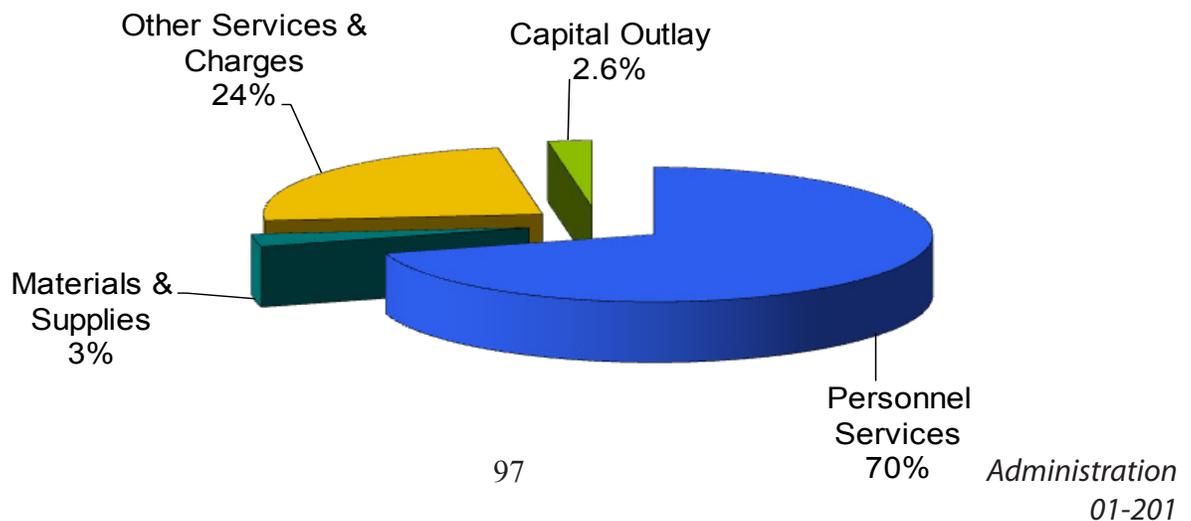
# Administration

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Chief of Police	1	1	1	1
Division Chief	0	0	0	1
Police Commander	1	1	1	0
Police Sergeant	1	1	1	1
Administrative Assistant	1	1	1	1
Police Support Technician	0.5	0.5	0.5	0.5
<b>TOTAL</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$481,380	\$503,775	\$503,775	\$508,151
Materials & Supplies	\$18,116	\$20,800	\$20,800	\$21,700
Other Services & Charges	\$156,507	\$186,610	\$179,735	\$173,045
Capital Outlay	\$8,575	\$32,000	\$32,000	\$18,450
<b>TOTAL</b>	<b>\$664,578</b>	<b>\$743,185</b>	<b>\$736,310</b>	<b>\$721,346</b>

### Total 2013 Budget by Object



**POLICE  
DEPARTMENT  
PROGRAMS**

Administration

**Grants**

Community Services Team

Communications Center

Crime Prevention Team

Records Team

Training & Public Info

Patrol Operations

Investigations Bureau

Crime & Traffic Team

Emergency Operations



## Grants

### Core Business

- The Department participates in a variety of federal and state grant programs that support a broad range of activities to prevent and control crime, provide police training and resources, improve the criminal justice system, and officer increased service to the community

### 2012 Strategic Accomplishments

- Finalized the City of Wheat Ridge's Local Energy Assurance Plan (LEAP) through a Department of Energy grant
- Upgraded the Command Van with computers and interactive Smart Board using grant funding
- Utilized funding to install traffic signal portable generators
- Utilized federal funding for the East Wheat Ridge Neighborhood Project to target crime and quality of life issues in the community
- Utilized funding to assist in the purchase of ballistic protective vests for police officers
- Partially funded a detective to participate in the Metro Auto Theft Task Force to assist in investigations of auto thefts
- Selected police personnel for the School Resource Officer and Vice/Intelligence Officer positions relating to the Community Oriented Policing Services (COPS) grant funding

### 2013 Strategic Priorities

- Explore opportunities for continued federal and state grant funding to enhance police services
- Apply for the 2013 Edward Byrne Justice Assistance Grant
- Utilize funding from the 2011 Edward Byrne Justice Assistance Grant to assess the physical abilities testing for recruit police officers and crime prevention efforts in East Wheat Ridge
- Utilize funding from the 2012 Edward Byrne Justice Assistance Grant to enhance police department equipment and upgrade SWAT weapons
- Conduct DUI and seatbelt enforcement projects through Department of Transportation funding

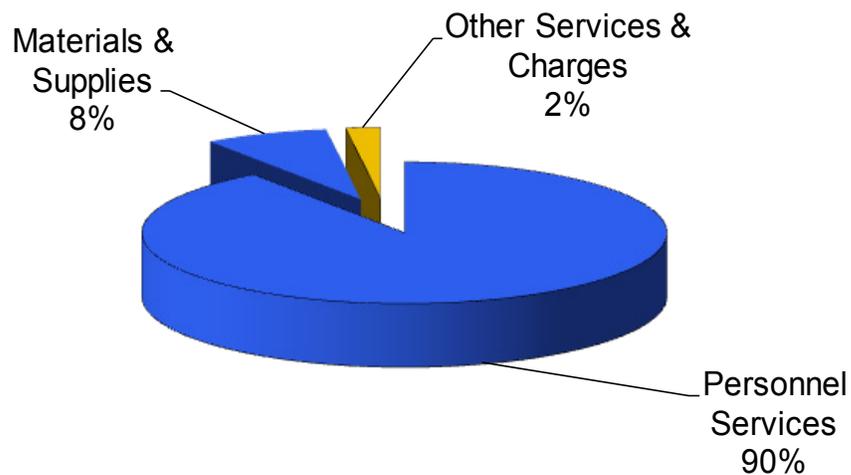
# Grants

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Police Officer	1	3	3	3
<b>TOTAL</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$203,227	\$205,694	\$205,998	\$224,938
Materials & Supplies	\$0	\$0	\$0	\$19,059
Other Services & Charges	\$91,367	\$74,163	\$55,141	\$5,250
Capital Outlay	\$7,281	\$53,633	\$53,526	\$0
<b>TOTAL</b>	<b>\$301,875</b>	<b>\$333,490</b>	<b>\$314,665</b>	<b>\$249,247</b>

**Total 2013 Budget by Object**



**POLICE  
DEPARTMENT  
PROGRAMS**

Administration

Grants

**Community Services Team**

Communications Center

Crime Prevention Team

Records Team

Training & Public Info

Patrol Operations

Investigations Bureau

Crime & Traffic Team

Emergency Operations



## Community Services Team

### Core Business

- Proactive enforcement and response to citizen calls for nuisance code violations such as junk, weeds and abandoned vehicles; for exterior property code violations such as, screening of outside storage, sight triangles and garage sales; and for exterior commercial property maintenance code violations such as, parking lot requirements and conditions, the sign code and exterior lighting standards
- Abate properties failing to comply with court orders to meet City code requirements
- Evaluate animal-related ordinances and state laws related to domestic animals, dog licensing and wildlife management and provide citizen education on related issues
- Enforce ordinances and state laws and provide citizen education regarding City parks and open spaces
- Developing and implementing urban wildlife management programs in collaboration with the Colorado Parks and Wildlife
- Impounding, sheltering, and providing emergency care for domestic and wildlife animals at the Foothills Animal Shelter

### 2012 Strategic Accomplishments

- Transitioned property inspector duties from the Community Development Department to the Community Services Team (CST)
- Provided information on the website to assist citizens with feral cats
- Produced an educational video for Channel 8 on Urban Wildlife
- Recruited and trained a volunteer to assist CST
- Develop a multi-family property maintenance code program
- Responded to 2,118 calls for service, including 1,126 nuisance code calls; issued 49 administrative citations on nuisance code violations and attended seven administrative hearings through June of 2012

### 2013 Strategic Priorities

- Proactive education and enforcement of nuisance code issues at residential and commercial properties
- Gain compliance on the public safety issues and code violations at hotel/motels
- Design and implement coyote management plan
- Increase dog licensing compliance
- Continue East Wheat Ridge Community project to address quality of life issues
- Develop International Property Maintenance Code program to address exterior residential and commercial violations

# Community Services Team

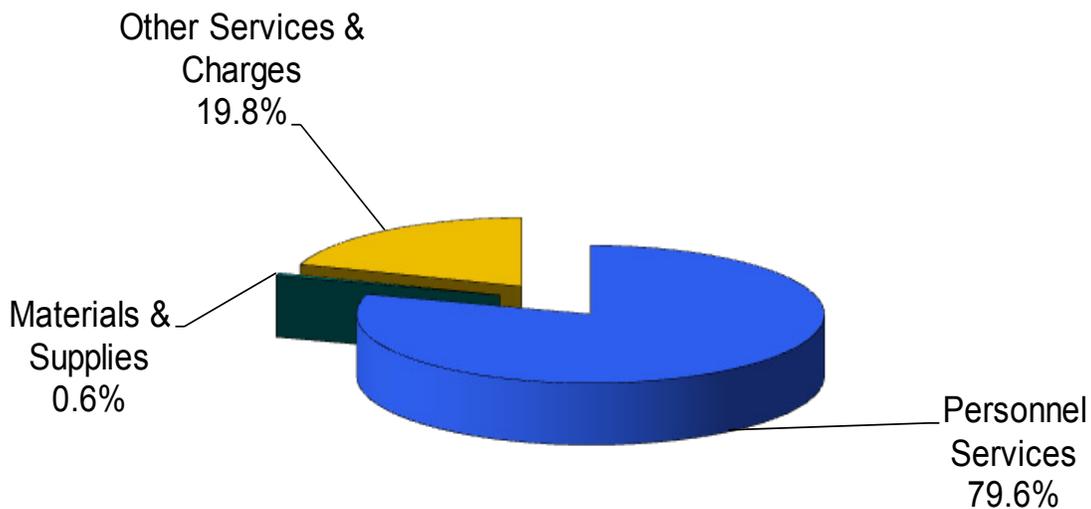
## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Community Service Supervisor	1	1	1	1
Community Service Officer	4	4	5	5
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>

Three (3) Community Service Officers are funded out of the Crime Prevention Fund

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$220,044	\$210,844	\$210,844	\$192,438
Materials & Supplies	\$1,202	\$1,375	\$1,375	\$1,375
Other Services & Charges	\$58,098	\$47,800	\$47,800	\$47,800
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$279,343</b>	<b>\$260,019</b>	<b>\$260,019</b>	<b>\$241,613</b>

### Total 2013 Budget by Object



**POLICE  
DEPARTMENT  
PROGRAMS**

Administration

Grants

Community Services Team

**Communications Center**

Crime Prevention Team

Records Team

Training & Public Info

Patrol Operations

Investigations Bureau

Crime & Traffic Team

Emergency Operations



## Communications Center

### Core Business

- Receive emergency and non-emergency calls for service for police, fire and EMS response
- Dispatch police and community service personnel to emergency and non-emergency calls for service
- Provide direction and referrals to citizens requiring information or resources that are normally not provided through police or City departments
- Perform computer inquiries and entries for department personnel
- Monitor and update data in the Computer Aided Dispatch system
- Increase the overall efficiency of the Communications Center through automation and mechanization
- Promote and maintain effective working relationships within the Police Department and other public safety agencies

### 2012 Strategic Accomplishments

- Dispatched 757 in-progress calls for service involving an immediate threat to life or property in an average of two minutes and 30 seconds after receiving the call
- Procured new citizen notification system to update the community concerning incidents involving severe weather, hazards and public safety using landlines, wireless phones, SMS, e-mail and hearing impaired devices
- Received 36,875 non-emergency telephone calls and 11,821 E-911 calls through June 30, 2012
- Dispatched 2059 priority 1 and 14,643 lower priority calls for service through June 30, 2012

### 2013 Strategic Priorities

- Input validated data into the Computer Aided Dispatch (CAD) system to insure that correct information can be obtained through the databased used by the department and community
- Dispatch high-priority calls presenting a threat to life or property within four minutes
- Work with the Jefferson County Public Safety Communications Centers on the feasibility of consolidating dispatch services
- Ongoing assessment of radio system and technology which improves service delivery for customers
- Ensure compliance with CALEA professional accreditation standards

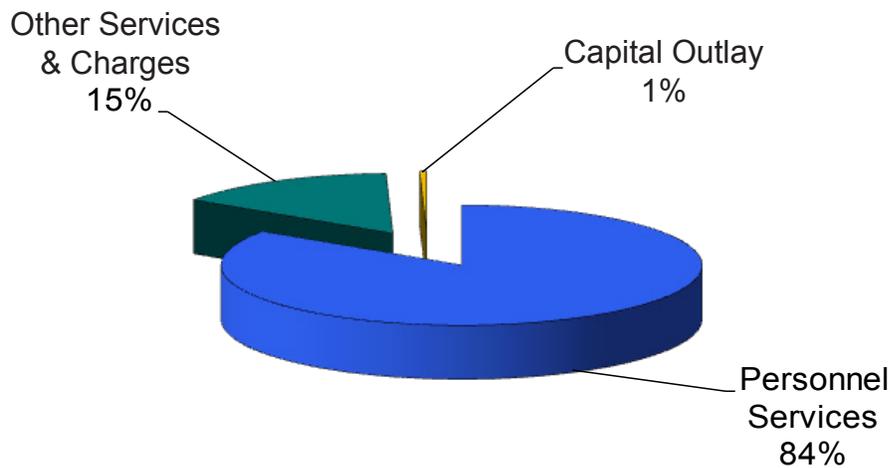
# Communications Center

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Communications Manager	1	1	1	1
Lead Emer Services Specialist	1	1	1	1
Emergency Services Specialist	9	9	9	9
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$621,904	\$653,277	\$653,077	\$636,190
Materials & Supplies	\$6	\$450	\$350	\$0
Other Services & Charges	\$79,061	\$115,850	\$110,475	\$113,785
Capital Outlay	\$2,235	\$2,000	\$1,920	\$3,500
<b>TOTAL</b>	<b>\$703,206</b>	<b>\$771,577</b>	<b>\$765,822</b>	<b>\$753,475</b>

### Total 2013 Budget by Object



**POLICE  
DEPARTMENT  
PROGRAMS**

- Administration
- Grants
- Community Services Team
- Communications Center
- Crime Prevention Team**
- Records Team
- Training & Public Info
- Patrol Operations
- Investigations Bureau
- Crime & Traffic Team
- Emergency Operations



## Crime Prevention Team

### Core Business

- Responds to calls-for-service in public and private schools located within the City. The School Resource Officers provide law enforcement classes and special programs to students at the schools
- Develops and maintains community partnerships to include programs that deter and prevent crime, address quality of life issues, order maintenance and enhance safety in our community

### 2012 Strategic Accomplishments

- Selected and trained a third School Resource Officer (SRO)
- Met with school administrators to collaboratively discuss matters of mutual interest
- Handled 85% of all calls for service in public and private schools
- Increased Neighborhood Watch programs from 19 to 22
- Expanded the Lock-Box program from 113 to 125 participants
- Expanded the Coffee with a Cop program to include the Active Adult Center
- Monitored citizens participating in the Colorado Life-Trak Program
- Implemented the citizen e-mail notification system P.O.W.R. Network informing citizens of neighborhood crime trends
- Promoted programs at the Carnation Festival and several safety fairs
- Trained five officers in Crime Prevention Through Environmental Design and established a team to respond to community requests

### 2013 Strategic Priorities

- Reduce thefts at the high school by 10% through education/enforcement
- Develop and implement new middle school programs (Crime Watch, Stop School Violence, Crime Scene class, Internet Safety, Constitution and Bill of Rights class, Drug Awareness, and fingerprint class)
- Increase time in classrooms to a minimum of two hours per week for informal instruction and problem specific presentations
- Evolve the HOLD UP program into a Police Department Business Watch Information group
- Expand the Lock-Box Program through education and awareness
- Increase Neighborhood Watch programs by 10%
- Maintain and grow the Colorado Life-Trak Program
- Establish a citizen Volunteer Traffic Safety Program
- Collaborate with local stakeholders to promote and enhance existing crime prevention programs in the community

# Crime Prevention Team

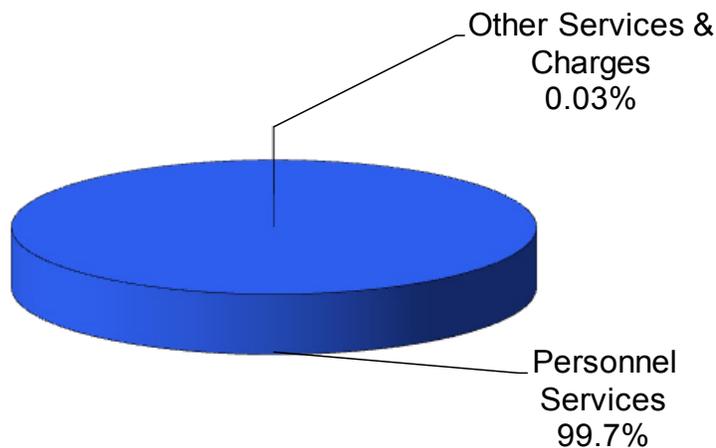
## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Police Sergeant	1	1	1	1
Crime Prevention Officer	3	1	2	2
School Resource Officer	2	3	2	2
<b>TOTAL</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>5</b>

1.5 Officers funded out of the Crime Prevention Fund

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$246,216	\$296,547	\$292,287	\$298,169
Materials & Supplies	\$0	\$1,000	\$0	\$0
Other Services & Charges	\$0	\$100	\$100	\$100
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$246,216</b>	<b>\$297,647</b>	<b>\$292,387</b>	<b>\$298,269</b>

### Total 2013 Budget by Object



**POLICE  
DEPARTMENT  
PROGRAMS**

Administration

Grants

Community Services Team

Communications Center

Crime Prevention Team

**Records Team**

Training & Public Info

Patrol Operations

Investigations Bureau

Crime & Traffic Team

Emergency Operations



## Records Team

### Core Business

- Collect, store, preserve and disseminate official actions and criminal justice records using automated and manual processes to provide timely, accurate and complete records for police operations
- Complete technical and statistical data entry from police reports into department and state computer systems in accordance with department policy and state statutes
- Establish security control measures to ensure the security and safe-keeping of police records to include auditing criminal justice records on a regular and on-going basis

### 2012 Strategic Accomplishments

- Received 2,600 requests for Police Records and services
- Introduced on-line release of accident reports
- Forwarded 6,300 police records to the Courts that include case reports, accidents, traffic citations, and administrative hearing cases
- Sold 350 dog licenses for Jefferson County
- Processed 22,500 police reports
- Entered all new Wheat Ridge warrants into Colorado Crime Information Center (CCIC) and National Crime Information Center (NCIC) and arranged for prisoner transports between detention facilities

### 2013 Strategic Priorities

- Maintain paper case reports for three years plus the current year
- Develop audit procedure for previous years' paper documents
- Evaluate and provide alternative methods for citizen to obtain criminal justice records
- Increase the number of criminal justice records that are available for release at time of request
- Develop procedure for validating data entered into CCIC/NCIC system
- Ensure entry of data is completed within 24 hours of receipt in Records so that all users of the data have timely access to it
- Ensure entry of new warrants into CCIC/NCIC within 24 hours of receipt from the Courts
- Confirmed arrests made by other jurisdictions and remove warrants from CCIC/NCIC system on the same business day as notification is received
- Actively participate in combined/regionalized efforts to evaluate RMS Systems

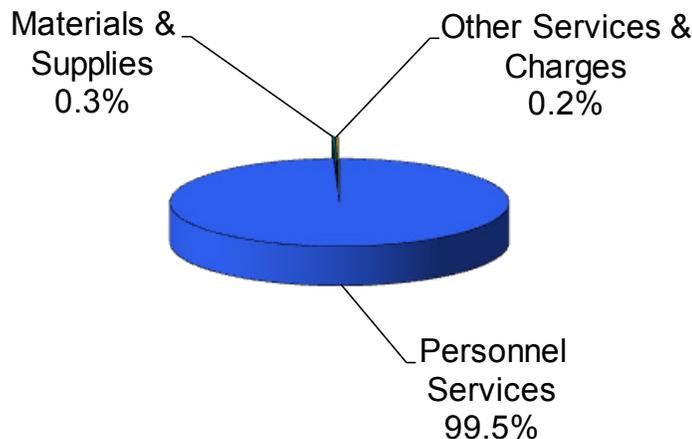
# Records Team

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Records Supervisor	1	1	1	1
Records Management Specialist	4	4	4	3
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$258,281	\$270,528	\$270,528	\$225,241
Materials & Supplies	\$558	\$730	\$730	\$730
Other Services & Charges	\$237	\$500	\$500	\$500
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$259,076</b>	<b>\$271,758</b>	<b>\$271,758</b>	<b>\$226,471</b>

**Total 2013 Budget by Object**



**POLICE  
DEPARTMENT  
PROGRAMS**

Administration

Grants

Community Services Team

Communications Center

Crime Prevention Team

Records Team

**Training & Public Info**

Patrol Operations

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Emergency Operations



## Training and Public Information

### Core Business

- Coordinates and records mandated and professional development training for Police Department, including locating specialized at-need training courses, developing and facilitating new employee orientation programs and the annual in-service training
- Manage the purchase and distribution of uniforms, equipment and resource materials
- Maintains department reference materials, visual training materials and the department website
- Supervises the police recruits and serves as the liaison between the police department and the police academy
- Serves as the Department's Public Information Officer (PIO), managing media and citizen requests

### 2012 Strategic Accomplishments

- Completed training room remodel/upgrade
- Purchased and implemented a training history tracking database
- Began the process of scanning employee training certificates into the new system

### 2013 Strategic Priorities

- Reduce budgetary needs an additional 5% by maximizing no-cost training opportunities
- Respond to 100% of media inquiries on an active case within 30 minutes
- Scan 20% of archived hard-copy training records
- Integrate simulator training into firearms training program
- Increase arrest control training to three times per year
- Conduct employee survey to determine what training needs are being met by the training unit and remedy 50% of deficiencies determined by the survey

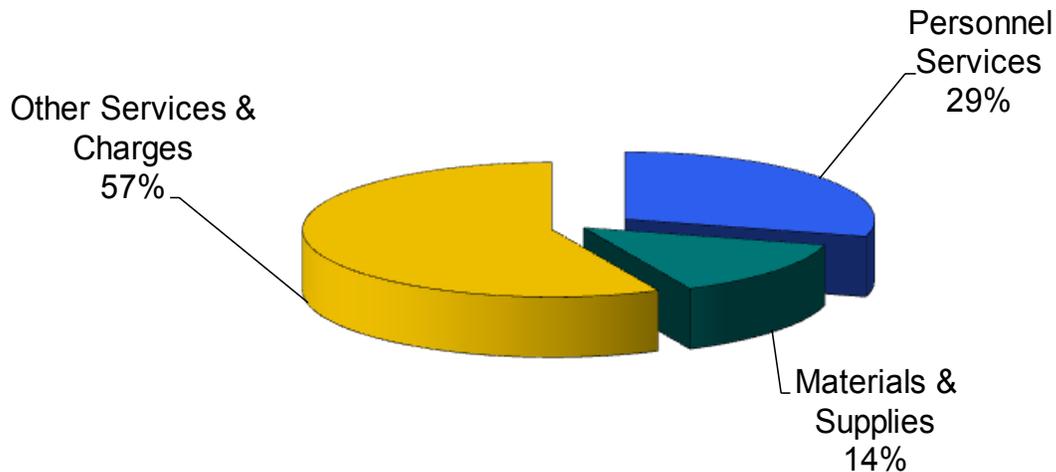
# Training and Public Information

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Training & Public Information Officer	1	1	1	1
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$75,481	\$76,796	\$76,796	\$76,796
Materials & Supplies	\$34,758	\$47,575	\$47,575	\$36,404
Other Services & Charges	\$110,788	\$117,000	\$116,713	\$150,000
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$221,027</b>	<b>\$241,371</b>	<b>\$241,084</b>	<b>\$263,200</b>

**Total 2013 Budget by Object**



**POLICE  
DEPARTMENT  
PROGRAMS**

Administration

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Community Services Team

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Records Team

Training & Public Info

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## Patrol Operations

### Core Business

- Respond to citizen emergency and non-emergency requests regarding public safety issues
- Partner with community groups and citizens to resolve crime and safety problems
- Conduct directed patrol and targeted enforcement utilizing crime analysis software and available statistical information to respond efficiently to issues of crime and traffic
- Enforce the laws of the City, State, and Federal Governments

### 2012 Strategic Accomplishments

- Through July of 2012 the patrol bureau responded to 18,709 calls for service, including 804 traffic accidents, issued 2,087 traffic citations and completed 1,235 arrests
- Participated in SAFER Wheat Ridge (COMPSTAT) Program as part of the Department's "community policing" philosophy
- Provided eight hours of briefing training per month to patrol officers
- Conducted a community-oriented policing project between Sheridan and Harlan
- Initiated a problem-oriented policing project in the area of I-70 and Kipling
- Conducted 300 bicycle and greenbelt patrols
- Responded to emergency calls in less than five minutes
- Conducted 220 hours of in-house SWAT training and conducted training for officers on active shooter response
- Initiated Boyd's Crossing Policing Project in the I-70 corridor area
- Continued the regionalization efforts of the West Metro SWAT Team

### 2013 Strategic Priorities

- Seek solutions with neighborhood groups to identify criminal activity, traffic issues, quality of life issues and neighborhood disputes
- Engage in 20 community oriented policing projects
- Refine the SAFER Wheat Ridge Program, supporting "community policing" philosophy
- Reduce the number of traffic accidents
- Provide directed patrols to address and mitigate citizen reported traffic issues within 72 hours 95% of the time
- Maintain emergency response time of five minutes from dispatch
- Conduct greenbelt patrols
- Continue development of West Metro SWAT Team

# Patrol Operations

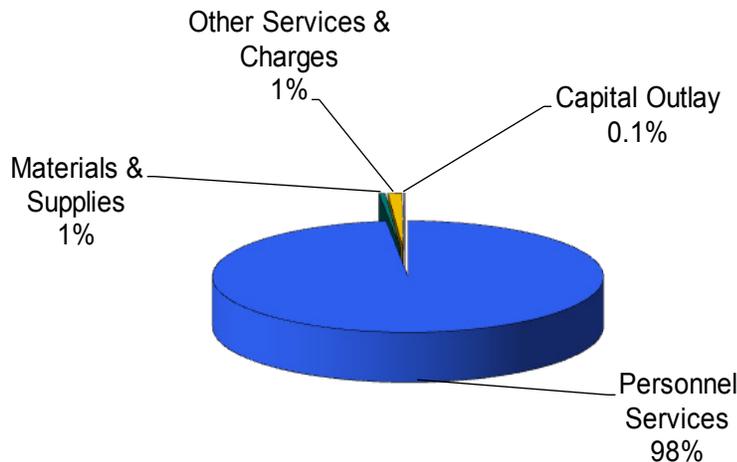
## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Police Division Chief	0	0	0	1
Police Commander	1	1	1	2
Police Lieutenant	2	2	2	0
Police Sergeant	6	6	6	6
Police Officer	34	34	34	35
Police Support Technician	0.5	0.5	0.5	0.5
Police Support Clerk	2	2	2	2
<b>TOTAL</b>	<b>45.5</b>	<b>45.5</b>	<b>45.5</b>	<b>46.5</b>

1.5 positions funded out of Crime Prevention Fund

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$3,819,767	\$3,823,753	\$3,823,753	\$3,763,373
Materials & Supplies	\$19,926	\$32,721	\$30,721	\$20,060
Other Services & Charges	\$23,633	\$39,297	\$39,197	\$44,640
Capital Outlay	\$0	\$12,000	\$12,000	\$3,500
<b>TOTAL</b>	<b>\$3,863,326</b>	<b>\$3,907,771</b>	<b>\$3,905,671</b>	<b>\$3,831,573</b>

**Total 2013 Budget by Object**



**POLICE  
DEPARTMENT  
PROGRAMS**

Administration

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Community Services Team

Communications Center

Crime Prevention Team

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**Investigations Bureau**

Crime & Traffic Team

Emergency Operations



## Investigations Bureau

### Core Business

- Investigate felony crimes against persons and property
- Investigate felony drug crimes through West Metro Drug Task Force
- Investigate auto thefts and related crimes as part of the Metropolitan Auto Theft Task Force
- Investigate vice crimes and gather relevant criminal intelligence
- Provide advanced training on criminal investigation and procedure to police personnel
- Provide crime trend information to department and community
- Analyze crime scenes and collect relevant evidence
- Store and maintain property and evidence
- Register and monitor sexual offenders in the community

### 2012 Strategic Accomplishments

- Maintained an 88% success rate of cases files with the District Court
- Integrated vice investigations into the bureau
- Maintained an 88% success rate of cases files with the District Court
- Integrated vice investigations into the bureau
- Developed a suspect in a cold homicide case
- Received 699 cases for evaluation in the first half of 2012; 302 cases were assigned for further investigation
- Cleared 156 cases in this same time period

### 2013 Strategic Priorities

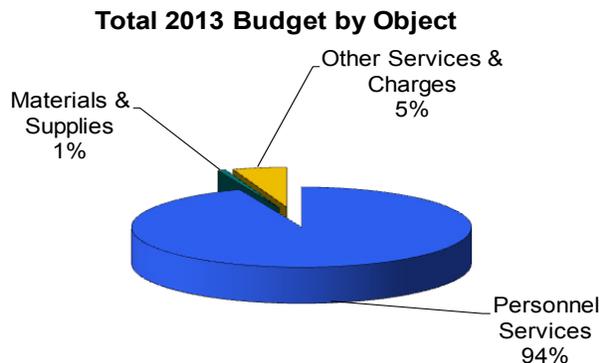
- Maintain an 80% or higher conviction rate on cases files with the District Court
- Use additional techniques such as undercover operations to recover stolen property
- Integrate additional grant funded investigative technology into criminal investigation
- Ensure compliance with CALEA professional accreditation standards
- Reduce case backlog using overtime money to reduce case backlog
- Hire a crime analyst to identify crime patterns and direct Patrol and Investigations Bureau resources
- Partner with other department bureaus and teams to address regional crime and quality of life issues

# Investigations Bureau

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Police Commander	0	0	0	1
Police Lieutenant	1	1	1	0
Police Sergeant	2	2	2	2
Police Officer	10	12	13	12
Police Support Technician	2	2	2	2
Sr. Evidence Technician	1	1	1	1
Evidence Technician	1	1	1	1
Crime Analyst	0	0	0	1
<b>TOTAL</b>	<b>17</b>	<b>19</b>	<b>20</b>	<b>20</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$1,513,194	\$1,781,912	\$1,781,912	\$1,733,865
Materials & Supplies	\$14,100	\$18,546	\$18,546	\$14,005
Other Services & Charges	\$92,709	\$94,720	\$94,720	\$94,680
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$1,620,003</b>	<b>\$1,895,178</b>	<b>\$1,895,178</b>	<b>\$1,842,550</b>



**POLICE  
DEPARTMENT  
PROGRAMS**

- Administration
- Grants
- Community Services Team
- Communications Center
- Crime Prevention Team
- Records Team
- Training & Public Info
- Patrol Operations
- Investigations Bureau
- Crime & Traffic Team**
- Emergency Operations



## Crime and Traffic Team

### Core Business

- Provide public education to community members on traffic enforcement areas and problems
- Analyze accident data and implement appropriate response
- Conduct school zone traffic enforcement
- Reduce the number of abandoned automobiles and overweight tractor/trailers on City streets and highways
- Identify crime trends and quality of life issues
- Reduce accidents and aggressive driving on Interstate 70
- Conduct drug enforcement efforts as part of a regional Highway Interdiction Team
- Conduct education and enforcement of liquor licensing laws
- Conduct impaired driving and seatbelt enforcement activities

### 2012 Strategic Accomplishments

- Conducted education and directed enforcement efforts toward addressing driving behaviors, high accident locations, and violations
- Participated in local and multi-jurisdictional efforts that targeted wanted offenders
- Conducted education and enforcement efforts to address issues related to liquor licenses and laws
- Presented a second Child Safety Fair event
- Participated in multiple AMP prostitution enforcement operations
- Participated in multiple Highway Interdiction Team enforcement operations
- Issued over 1,200 traffic citations and investigated two fatal and three serious injury accidents

### 2013 Strategic Priorities

- Create accountability by assigning officers to geographic areas to reduce traffic-related problems in specific neighborhoods
- Participate in statewide and metro-area traffic safety and enforcement
- Continue work with the multi-jurisdictional drug interdiction unit
- Commit a minimum of 40 hours per month to high intensity enforcement at the City's five most dangerous accident locations, and reduce total accidents at those locations by 3%
- Ensure compliance with CALEA professional accreditation standards

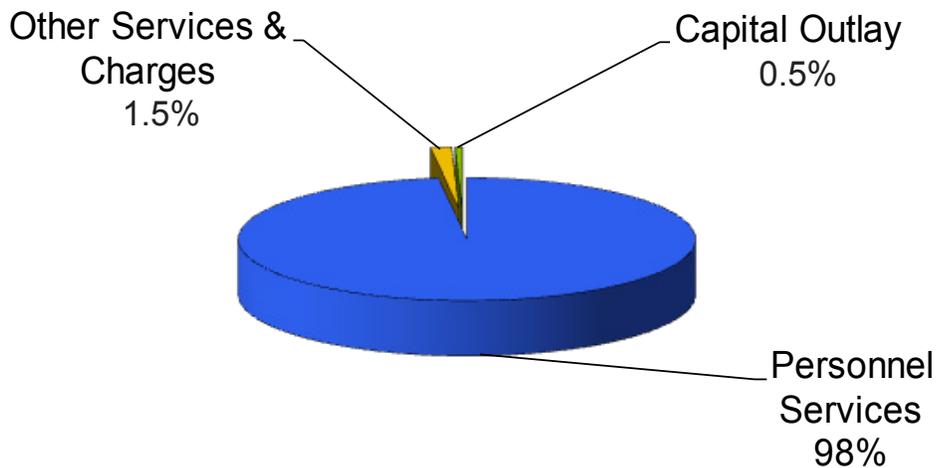
# Crime & Traffic Team

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Police Sergeant	1	1	1	1
Police Officer	4	4	4	4
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$338,283	\$345,551	\$333,411	\$399,193
Materials & Supplies	\$0	\$0	\$0	\$0
Other Services & Charges	\$1,097	\$3,350	\$2,050	\$5,990
Capital Outlay	\$5,625	\$15,000	\$13,800	\$2,080
<b>TOTAL</b>	<b>\$345,005</b>	<b>\$363,901</b>	<b>\$349,261</b>	<b>\$407,263</b>

### Total 2013 Budget by Object



**POLICE  
DEPARTMENT  
PROGRAMS**

Administration  
Grants  
Community Services Team  
Communications Center  
Crime Prevention Team  
Records Team  
Training & Public Info  
Patrol Operations  
Investigations Bureau  
Crime & Traffic Team

**Emergency Operations**



## Emergency Operations

### Core Business

- The Police Department oversees Emergency Preparedness, Emergency Management and Hazardous Materials Response for the City of Wheat Ridge. The Emergency Operations program covers expenses for equipment for the Emergency Operations Center (EOC), the outdoor siren system, the Jefferson/Adams County Hazmat Team affiliation, exercise design and implementation, and hazardous waste facility costs.

### 2012 Strategic Accomplishments

- Participated in two county and two metro exercises
- Coordinated an emergency preparedness committee comprised of City staff and Fire Department and held meetings every two months to discuss emergency preparedness
- Completed testing of the Emergency Warning System and involved HAM operators to test their communication capabilities
- Participated in training, meetings, and exercises with the State and County Offices of Emergency Management, the Health Department and local hospitals
- Receive State Certification from the State Division of Emergency Management Managers
- Developed a "Top of the Hour" video on Citizen Preparedness
- Participated in a county-wide effort to address access and functional needs individuals and establish a disaster plan
- Coordinated two Drug Take Back days to dispose of outdated prescription drugs
- Conducted First Responder training on hazmat to sworn personnel

### 2013 Strategic Priorities

- Participate in at least two county-wide exercises
- Continue development of City Emergency Management Committee
- Continue outreach efforts to faith-based and assisted living communities to enhance citizen preparation for emergencies
- Improve hazardous material incident coordination and response with fire departments and Police technicians
- Complete annual testing of the Emergency Warning System
- Plan and participate in emergency exercises at the local, county, and regional level
- Update Emergency Operations and Continuity of Operations Plans

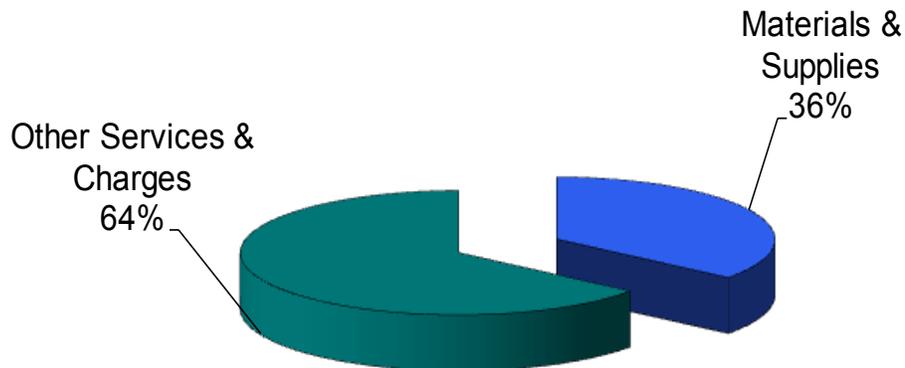
# Emergency Operations

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
No Staff Authorized	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$0	\$0	\$0	\$0
Materials & Supplies	\$221	\$7,150	\$7,150	\$3,900
Other Services & Charges	\$7,205	\$7,045	\$7,045	\$7,045
Capital Outlay	\$6,136	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$13,561</b>	<b>\$14,195</b>	<b>\$14,195</b>	<b>\$10,945</b>

### Total 2013 Budget by Object





## Public Works

### About Public Works

The Public Works Department is responsible for maintenance and improvements to the City's infrastructure, which includes 133 miles of streets and 36 miles of storm sewers throughout the City.

Public Works administers and polices all construction activities within the street rights-of-way. In addition, the City's fleet vehicles and equipment are managed and maintained by Public Works.

Public Works also assists the Community Development Department in review of commercial and residential development projects and building permit applications as related to engineering matters.

#### 2013 Budget Priorities

- Complete the 32nd Avenue widening project
- Build the Kipling multi-use trail project
- Implement an asset management system for the City's streets and sidewalks



The City was awarded state funding to install 38 new bus benches and trash receptacles throughout the community.



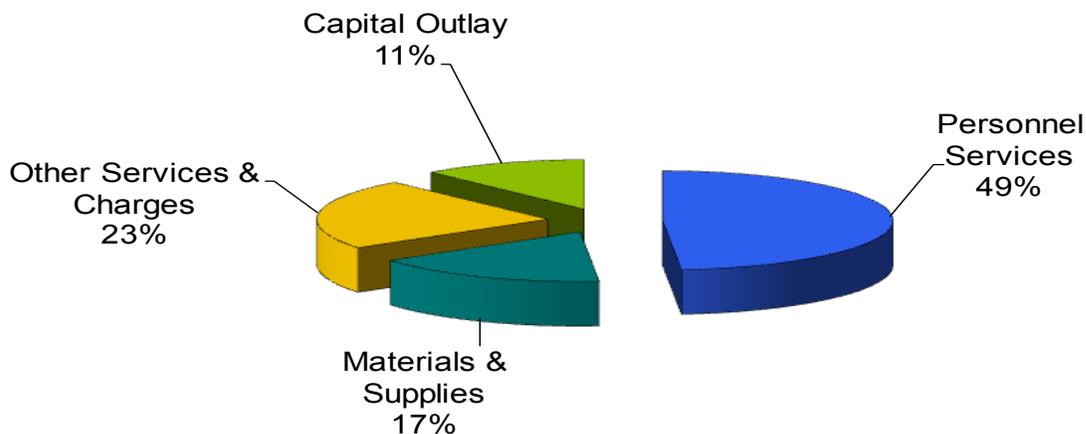
# Public Works

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Administration	1	1	1	1
Engineering	12	12	12	12
Operations	16	16	16	16
<b>TOTAL</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$2,027,906	\$2,078,272	\$2,078,262	\$2,074,991
Materials & Supplies	\$656,681	\$780,180	\$780,180	\$707,350
Other Services & Charges	\$669,860	\$1,105,232	\$979,232	\$986,650
Capital Outlay	\$607,277	\$567,400	\$549,193	\$492,600
<b>TOTAL</b>	<b>\$3,961,723</b>	<b>\$4,531,084</b>	<b>\$4,386,867</b>	<b>\$4,261,591</b>

**Total 2013 Budget by Object**

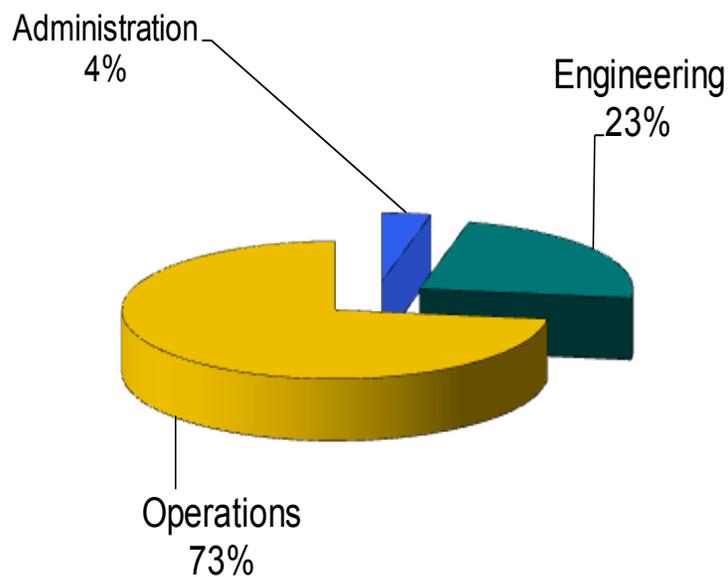


# Public Works

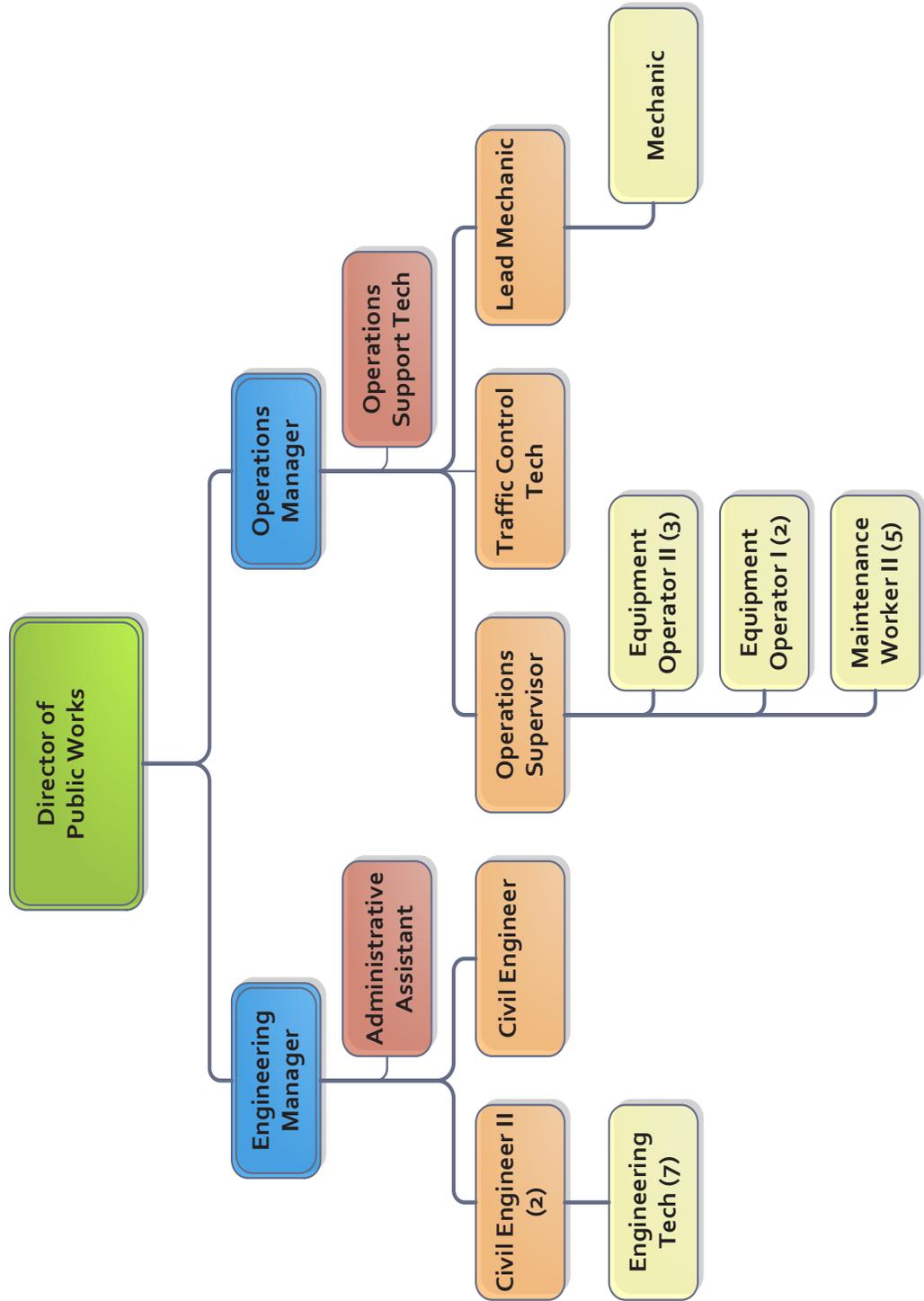
## Total Budget by Program

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Administration	\$152,268	\$156,848	\$155,848	\$157,966
Engineering	\$963,338	\$1,093,103	\$1,092,896	\$998,340
Operations	\$2,846,117	\$3,281,133	\$3,138,123	\$3,105,285
<b>TOTAL</b>	<b>\$3,961,723</b>	<b>\$4,531,084</b>	<b>\$4,386,867</b>	<b>\$4,261,591</b>

**Total 2013 Budget by Program**



# Public Works





**PUBLIC WORKS  
PROGRAMS**

**Administration**

Engineering

Operations



## Administration

### Core Business

- Maintain and manage improvements for 133 miles of streets and 36 miles of storm sewers throughout the City
- Assist the Community Development Department in review of commercial and residential development projects and building permit applications
- Administer and police construction activities in street rights-of-way
- Manage and maintain the City's fleet vehicles and equipment

### 2012 Strategic Accomplishments

- 38th Avenue street modifications
- Negotiated an intergovernmental agreement with Denver Water for reconstruction of the Ashland Reservoir

### 2013 Strategic Priorities

- Widen 32nd Avenue
- Build the Kipling Multi-use Trail
- Develop new infrastructure revenue sources

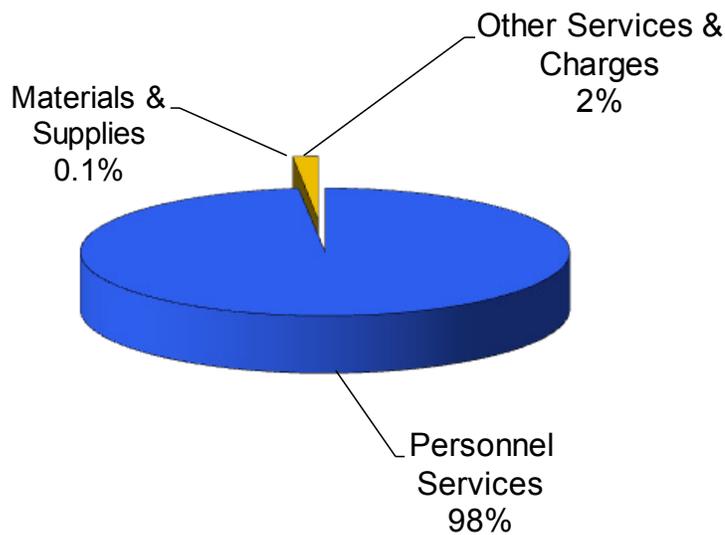
# Administration

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Public Works Director	1	1	1	1
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$150,227	\$154,098	\$154,098	\$155,216
Materials & Supplies	\$0	\$100	\$100	\$100
Other Services & Charges	\$2,040	\$2,650	\$1,650	\$2,650
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$152,268</b>	<b>\$156,848</b>	<b>\$155,848</b>	<b>\$157,966</b>

**Total 2013 Budget by Object**



**PUBLIC WORKS  
PROGRAMS**

Administration

**Engineering**

Operations

## Engineering

### Core Business

- Plan and administer the design and construction of street, drainage and traffic improvement projects and preventive street maintenance projects identified in the Capital Investment Program
- Review proposed development construction documents such as: roadway design plans, grading and drainage plans, along with final drainage reports, for compliance with City specifications
- Process right-of-way construction permits and approve traffic control plans
- Respond to service requests as required
- Support the Community Development Department on proposed development matters related to engineering

### 2012 Strategic Accomplishments

- Installed new bus stop shelters
- Developed and implemented the 38th Avenue street improvement project

### 2013 Strategic Priorities

- Complete the 32nd Avenue widening project
- Build the Kipling multi-use trail project
- Implement an asset management system for the City's streets and sidewalks



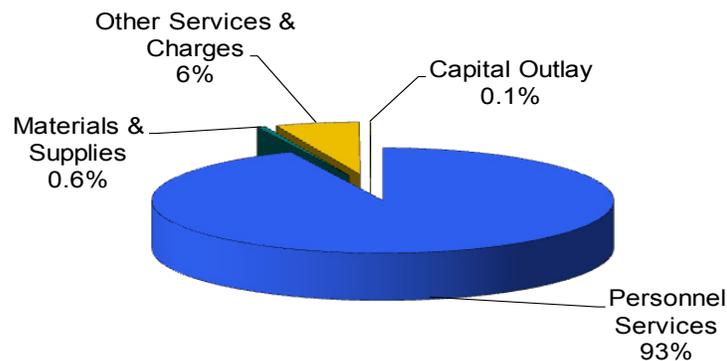
# Engineering

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Engineering Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Civil Engineer II	2	2	2	2
Civil Engineer	1	1	1	1
Engineering Technician	7	7	7	7
<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$906,350	\$933,241	\$933,241	\$933,240
Materials & Supplies	\$2,677	\$5,880	\$5,880	\$5,850
Other Services & Charges	\$51,775	\$151,582	\$151,582	\$58,650
Capital Outlay	\$2,537	\$2,400	\$2,193	\$600
<b>TOTAL</b>	<b>\$963,338</b>	<b>\$1,093,103</b>	<b>\$1,092,896</b>	<b>\$998,340</b>

**Total 2013 Budget by Object**



**PUBLIC WORKS  
PROGRAMS**

Administration

Engineering

**Operations**



## Operations

### Core Business

- Provide routine and preventive maintenance services for streets, alleys, storm sewers and walkways within the public rights-of-way
- Manage the City's automotive fleet and power equipment of more than 230 pieces
- Provide snow removal and ice control on City streets

### 2012 Strategic Accomplishments

- Upgraded nine traffic signal controllers with emergency generator switches
- Prepared the Municipal Maintenance Facility expansion site for a proposed Parks Division building
- Maintained the City's infrastructure with a limited budget

### 2013 Strategic Priorities

- Continue to enhance traffic signal communications capabilities
- Update traffic signal installations
- Replace equipment and vehicles according to schedule:

- 1 Police SUV, Unit 23
- 2 Police special investigation pickups, Units 2, 4
- 1 Police cargo van, Unit 77
- 1 Parks large 4X4 pickup with plow, Unit 302
- 1 Parks small 4X4 pickup, Unit 100
- 1 Parks 1-ton dump truck 4X4, Unit 315
- 1 Public Works asphalt patch truck, Unit 290

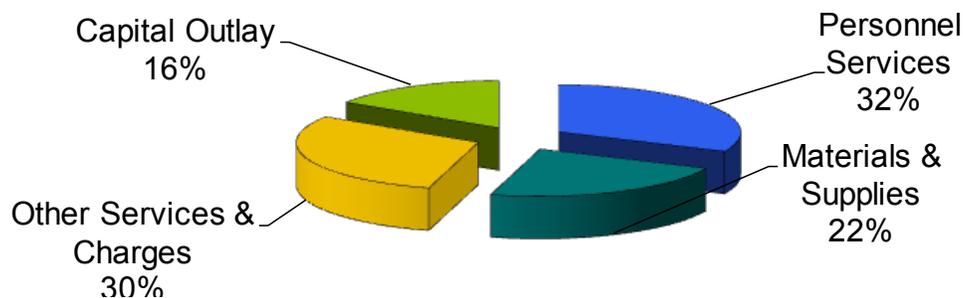
# Operations

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Operations Manager	1	1	1	1
Operations Supervisor	1	1	1	1
Administrative Assistant	1	0	0	0
Operations Support Technician	0	1	1	1
Equipment Operator II	3	3	3	3
Equipment Operator I	2	2	2	2
Maintenance Worker II	5	5	5	5
Traffic Control Technician	1	1	1	1
Lead Mechanic	1	1	1	1
Mechanic	1	1	1	1
<b>TOTAL</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$971,329	\$990,933	\$990,923	\$986,535
Materials & Supplies	\$654,003	\$774,200	\$774,200	\$701,400
Other Services & Charges	\$616,045	\$951,000	\$826,000	\$925,350
Capital Outlay	\$604,740	\$565,000	\$547,000	\$492,000
<b>TOTAL</b>	<b>\$2,846,117</b>	<b>\$3,281,133</b>	<b>\$3,138,123</b>	<b>\$3,105,285</b>

### Total 2013 Budget by Object





# Parks and Recreation

## About Parks and Recreation

The Wheat Ridge Parks and Recreation Department oversees the operations of the Parks, Forestry and Open Space Division, the Recreation Division and Administration. The mission of the Department is to create and offer services, as well as to partner with the community, to provide exceptional programs, parks, open space and facilities that enhance opportunities for personal growth, well being and healthy lifestyles.

The Parks and Recreation Department is committed to promoting and supporting healthy lifestyles to enhance quality of life by providing the following core activities and service delivery values:

- Excellent parks and open space system
- Active social engagement opportunities
- Preservation of cultural and historical assets
- Exceptional recreation centers and facilities
- Comprehensive and innovative programming
- Stewardship of the urban tree canopy

**2013  
Budget  
Priorities**

- Greenbelt Revegetation Project
- Happiness Community Gardens Improvements
- District II neighborhood park development
- Energy Audits of City facilities
- ADA compliance plan for City facilities and parks



# Parks and Recreation

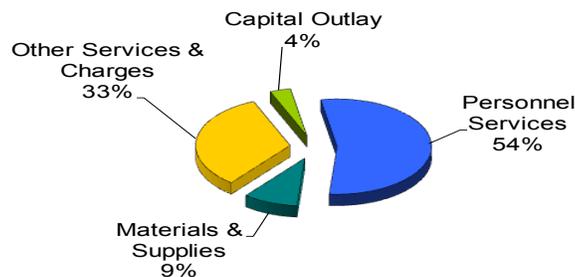
## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Administration	2	2	2	2
Recreation	1.5	1.5	1.5	1.5
Parks Maintenance	16	16	16	16
Forestry	3	3	3	3
Natural Resources	3	3	3	3
Athletics	2	2	2	2
General Programs	1.5	1.5	1.5	1.5
Active Adult Center	4.13	4.13	4.13	4.13
Historic Buildings	0	0	0	0
Facilities Maintenance	1	1	1	1
<b>TOTAL</b>	<b>34.13</b>	<b>34.13</b>	<b>34.13</b>	<b>34.13</b>

Five (5) Parks Maintenance positions funded out of the Open Space Fund

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$2,230,062	\$2,398,688	\$2,311,005	\$2,345,612
Materials & Supplies	\$333,117	\$399,553	\$367,327	\$407,222
Other Services & Charges	\$1,042,805	\$1,338,240	\$1,269,158	\$1,430,143
Capital Outlay	\$169,618	\$261,887	\$260,060	\$153,426
<b>TOTAL</b>	<b>\$3,775,602</b>	<b>\$4,398,368</b>	<b>\$4,207,550</b>	<b>\$4,336,403</b>

**Total 2013 Budget by Object**

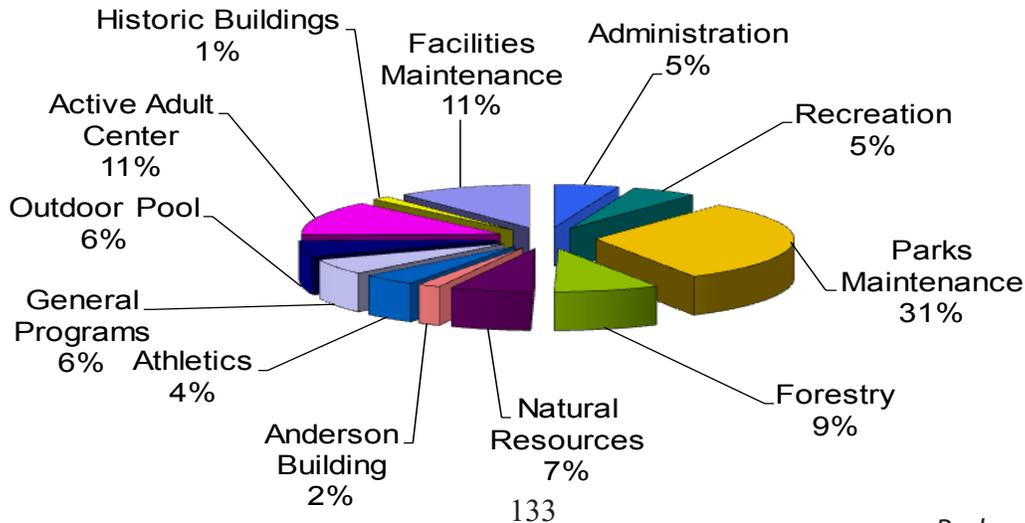


# Parks and Recreation

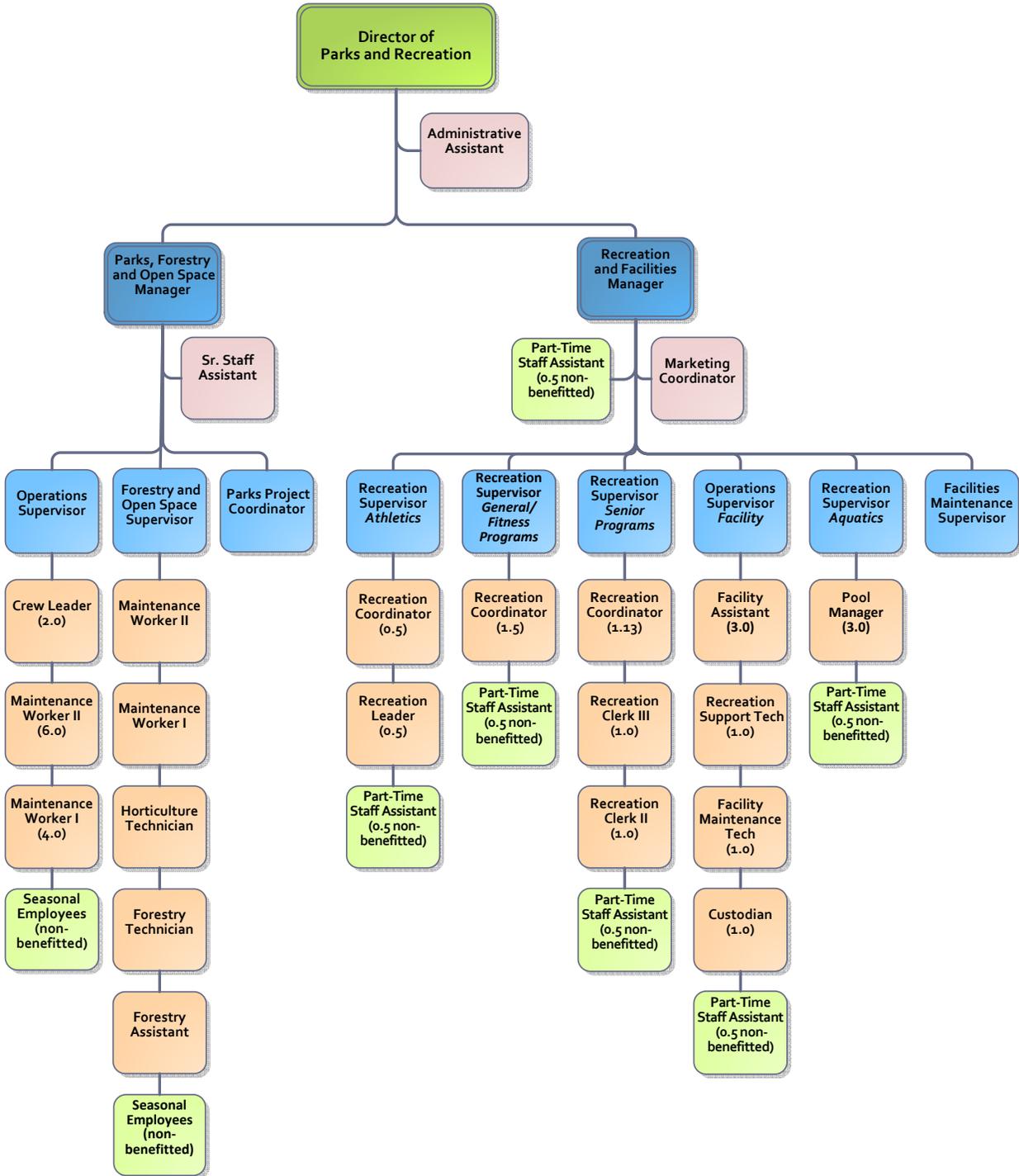
## Total Budget by Program

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Administration	\$205,268	\$232,270	\$232,270	\$227,848
Recreation	\$188,019	\$200,480	\$197,579	\$233,173
Parks Maintenance	\$1,245,331	\$1,364,381	\$1,350,058	\$1,350,983
Forestry	\$286,812	\$328,433	\$327,328	\$370,749
Natural Resources	\$235,961	\$269,351	\$261,369	\$284,695
Anderson Building	\$65,798	\$84,510	\$70,386	\$79,498
Athletics	\$171,942	\$229,423	\$185,310	\$189,091
General Programs	\$228,070	\$237,326	\$234,982	\$254,236
Outdoor Pool	\$145,403	\$257,814	\$220,229	\$252,006
Active Adult Center	\$596,456	\$577,113	\$516,107	\$558,373
Historic Buildings	\$0	\$69,151	\$67,818	\$62,855
Facilities Maintenance	\$406,542	\$548,116	\$544,114	\$472,896
<b>TOTAL</b>	<b>\$3,775,602</b>	<b>\$4,398,368</b>	<b>\$4,207,550</b>	<b>\$4,336,403</b>

**Total 2013 Budget by Program**



# Parks and Recreation Department





**PARKS AND  
RECREATION  
PROGRAMS**

**Administration**

Recreation

Parks Maintenance

Forestry

Natural Resources

Anderson Building

Athletics

General Programs

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## Administration

### Core Business

- Serve as the leisure, recreational, and informational resource for the residents of Wheat Ridge
- Strive to meet physical, social and cultural needs of the community
- Acquire, design and construct parks, trails and open space areas
- Maintain parks, trails and open space sites and recreation facilities
- Implement Parks and Recreation Master Plan
- Manage recreation facilities, including the Wheat Ridge Recreation Center, Wheat Ridge Active Adult Center, Anderson Building and outdoor pool, and Richards Hart Estate
- Develop departmental policy to ensure a positive and safe experience for all users
- Supervise Parks, Forestry, Open Space and Recreation Divisions

### 2012 Strategic Accomplishments

- Replaced five park and open space signs
- Implemented City Council Strategic Plan action items; developed Citywide Sustainability Plan, and Martensen School site acquisition
- Received Jefferson County Open Space Grant in the amount of \$257,000 for development of a District II Neighborhood Park
- Hosted Zoppe Italian Circus event at Anderson Park

### 2013 Strategic Priorities

- Design and development of a District II neighborhood park
- Complete replacement of Park and Open Space signs
- Implement Sustainability Plan
- Develop ADA compliance plan for facilities and parks

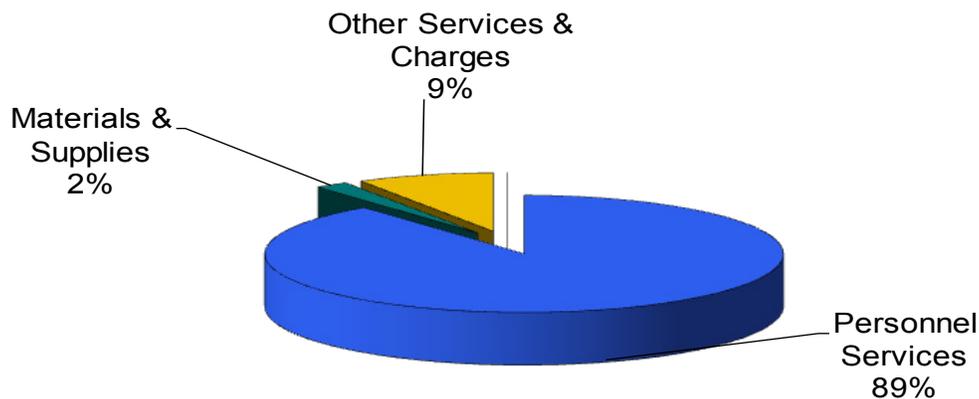
# Administration

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Parks and Recreation Director	1	1	1	1
Administrative Assistant	1	1	1	1
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$198,723	\$203,845	\$203,845	\$203,698
Materials & Supplies	\$4,100	\$4,600	\$4,600	\$4,700
Other Services & Charges	\$1,718	\$23,825	\$23,825	\$19,450
Capital Outlay	\$726	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$205,268</b>	<b>\$232,270</b>	<b>\$232,270</b>	<b>\$227,848</b>

### Total 2013 Budget by Object



**PARKS AND  
RECREATION  
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## Recreation

### Core Business

- Supervise and manage the Recreation Division which includes operation and programming of the Recreation Center, Active Adult Center, outdoor pool and the aquatics, athletics, and general recreation programs
- Supervise Facility Maintenance
- Supervise the marketing program and staff
- Develop and monitor budget expenditures and revenues for the Recreation Division

### 2012 Strategic Accomplishments

- Assisted Parks in promoting Arbor Day Celebration
- Developed an Active Living sponsorship campaign
- Coordinated the donation of a bronze fox sculpture to be placed at City Hall
- Successfully completed the transition from producing three Recreation Activities guides to producing two guides
- Coordinated a transition plan to implement phase one of updates at the Recreation Center and outdoor pool to be in compliance with 2010 ADA standards
- Continued development of Strategic Plan Initiatives

### 2013 Strategic Priorities

- Continue to promote the use of Facebook and other social media
- Coordinate the creation of a transition plan to bring remaining Recreation and City facilities into compliance with 2010 ADA standards
- Continue development and implementation of Strategic Plan Initiatives

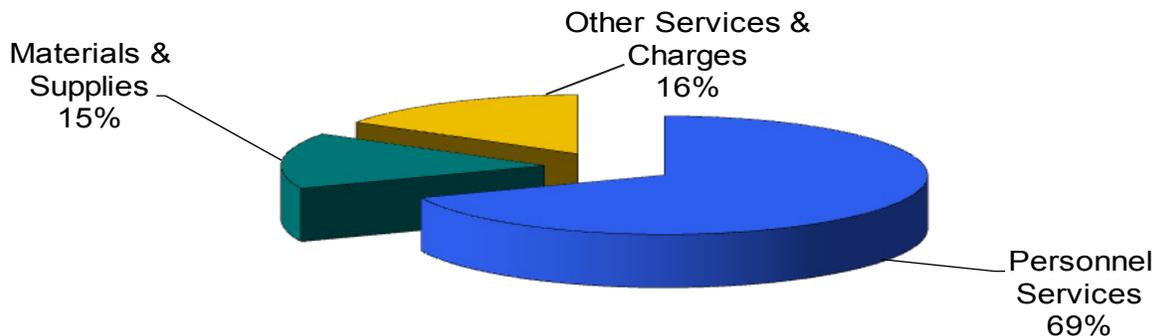
# Recreation

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Recreation & Facilities Manager	1	1	1	1
Marketing Coordinator	0.5	0.5	0.5	0.5
<b>TOTAL</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$157,658	\$159,615	\$159,365	\$160,195
Materials & Supplies	\$27,709	\$35,827	\$33,800	\$35,733
Other Services & Charges	\$2,652	\$5,038	\$4,414	\$37,245
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$188,019</b>	<b>\$200,480</b>	<b>\$197,579</b>	<b>\$233,173</b>

### Total 2013 Budget by Object



**PARKS AND  
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Facilities Maintenance



## Parks Maintenance

### Core Business

- Provide a safe environment for users of park land and facilities
- Maintain all landscapes at City parks and facilities
- Maintain irrigation systems in parks
- Implement Department Strategic Plan Initiatives

### 2012 Strategic Accomplishments

- Administered the right-of-way maintenance and Forestry Services contracts, and broadleaf applications
- Established new ADA objectives for the Parks Division
- Initiated EPA Pesticide Permit Program for water quality protection
- Assisted with Zoppe' Circus, Carnation Festival, Italians of America and Scotchman's Car Shows in Anderson Park
- Installed new playground in Paramount Park
- Participated in Planning and Zoning requirements for the Wheat Ridge Maintenance Facility and the 41st and Youngfield restroom conversion project
- Installed rain sensors on park irrigation systems for water conservation
- Maintained Discovery Park Skate Park and public restroom
- Facilitated installation of new park signs in Anderson, Bonnie's, Hayward, Prospect, and Panorama Parks, Baugh Property, Lewis Meadows, and the Veteran's Memorial Gazebo.
- Hosted the Deaf Dog Day Awareness event at the Fruitdale Dog Park
- Renovated landscape on the west side of the Municipal Building

### 2013 Strategic Priorities

- Complete backflow prevention compliance in Boyd's Crossing, Panorama, Active Adult Center and Richards-Hart Estate
- Install surfacing in park playgrounds for ADA compliance
- Renovate 32nd Ave. planters
- Complete parks rules and regulation sign program
- Upgrade dog pickup stations and signage
- Continue work on Parks and Recreation Strategic Plan initiatives
- Implement City Sustainability Program goals
- Track information for EPA Pesticide Permit Program for water quality protection
- Continue to upgrade the Fruitdale Park Dog Park infrastructure

# Parks Maintenance

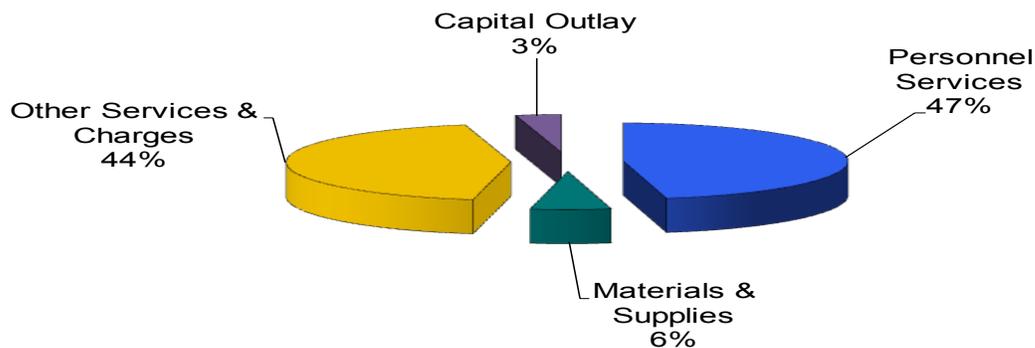
## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Parks, Forestry, Open Space, Manager	1	1	1	1
Operations Supervisor	1	1	1	1
Parks Project Coordinator	1	1	1	1
Crew Leader	2	2	2	2
Parks Maintenance Worker II	5	5	5	5
Parks Maintenance Worker I	5	5	5	5
Sr. Staff Assistant	1	1	1	1
<b>TOTAL</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>

Five (5) positions funded out of Open Space Fund

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$611,900	\$654,941	\$649,475	\$633,984
Materials & Supplies	\$87,497	\$82,147	\$82,147	\$77,821
Other Services & Charges	\$516,599	\$573,308	\$566,278	\$594,957
Capital Outlay	\$29,334	\$53,985	\$52,158	\$44,221
<b>TOTAL</b>	<b>\$1,245,331</b>	<b>\$1,364,381</b>	<b>\$1,350,058</b>	<b>\$1,350,983</b>

**Total 2013 Budget by Object**



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## Forestry

### Core Business

- Planning forest and horticultural tasks and managing healthy trees, shrubs, perennials and annuals within the City's parks and open spaces
- Planning, planting and maintaining healthy floral displays throughout the City
- Issue licenses for tree care companies doing business in the City

### 2012 Strategic Accomplishments

- Celebrated 33 year as a Tree City USA
- Expanded the detection and treatment of insects and diseases in established trees
- Development of a forest management plan
- Planted 60 grant-funded new trees thorough the City
- Maintained and watered and all annual plantings and trees throughout a very hot dry growing seasons
- Completed 50% of a tree inventory using GPS mapping and Geographical Information Systems interns
- Recycled wood products generated through routine maintenance including providing local Christmas tree disposal, limited firewood and mulch free to citizens
- Rejuvenated landscaping in various Parks partnering with Mile High Youth Corp

### 2013 Strategic Priorities

- Complete the tree inventory using intern resources and contracting
- Renovate Happiness Gardens
- Adopt forest management plan and integration of procedure and protocols into daily operations
- Maintain a healthy forest canopy through disease treatments, scheduled trimming, and prioritized removals

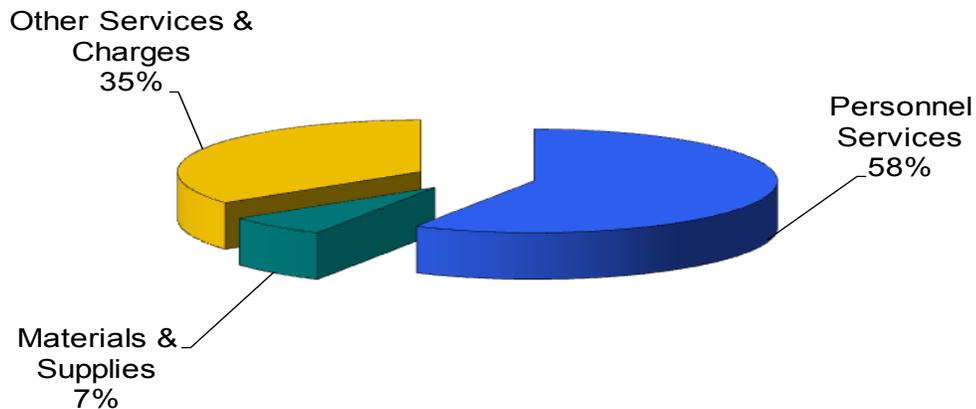
# Forestry

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Forestry Technician	1	1	1	1
Forestry Assistant	1	1	1	1
Horticulture Technician	1	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$184,572	\$211,204	\$211,199	\$212,170
Materials & Supplies	\$21,802	\$17,897	\$16,797	\$24,897
Other Services & Charges	\$80,438	\$99,332	\$99,332	\$128,682
Capital Outlay	\$0	\$0	\$0	\$5,000
<b>TOTAL</b>	<b>\$286,812</b>	<b>\$328,433</b>	<b>\$327,328</b>	<b>\$370,749</b>

### Total 2013 Budget by Object



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## Natural Resources

### Core Business

- Manages the City's natural resources, open space areas and trail related facilities and visitors through an effective use of resources
- Provides natural resources management information and volunteer opportunities for open space visitors

### 2012 Strategic Accomplishments

- Maintained and replaced trail-related facilities including fencing, gates, bollards, dock, new drainage grates and new lake signage
- Removed and mitigated graffiti and vandalism within trail-related facilities
- Treated several bodies of water for improved water quality and mosquito control
- Installed drop structure in Clear Creek channel to control and slow water flow (Funded by Urban Drainage)
- Conducted ADA compliance review and site evaluations
- Enhanced Greenbelt patrols to maintain safe and attractive trails
- Implemented zone signing on the Greenbelt
- Incorporated the maintenance of an additional 1.5 miles of trail in annexed area
- Replaced dock at Prospect Lake

### 2013 Strategic Priorities

- Continue investigating and implementing community partnerships, grants and other resources to assist in the re-vegetation of the Greenbelt
- Design and publish a new trail map

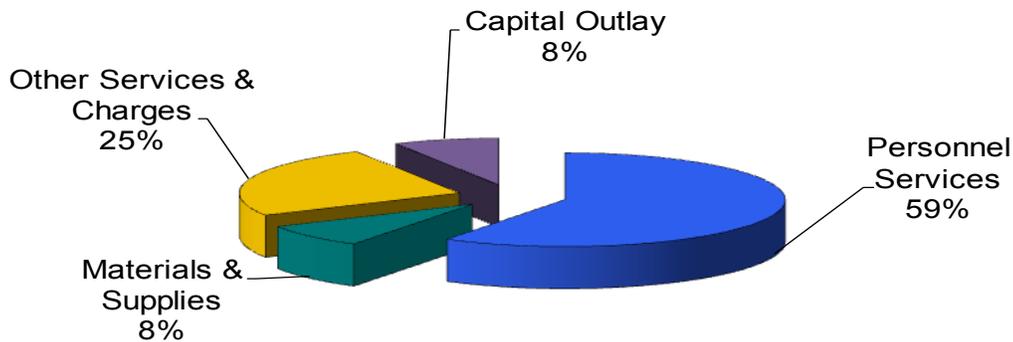
# Natural Resources

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Forestry & Open Space Supervisor	0	1	1	1
Open Space Coordinator	1	0	0	0
Parks Maintenance Worker II	1	1	1	1
Parks Maintenance Worker I	1	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$169,267	\$170,076	\$169,414	\$167,915
Materials & Supplies	\$15,141	\$22,040	\$18,040	\$23,190
Other Services & Charges	\$51,553	\$61,985	\$58,665	\$71,485
Capital Outlay	\$0	\$15,250	\$15,250	\$22,105
<b>TOTAL</b>	<b>\$235,961</b>	<b>\$269,351</b>	<b>\$261,369</b>	<b>\$284,695</b>

### Total 2013 Budget by Object



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## Anderson Building

### Core Business

- Provide indoor activity space for Parks and Recreation activities, community programs, special events, local youth groups, private rentals and other programs including: Yoga, martial arts, ballet, fitness classes, Jazzercise, pre-school gymnastics, team practices and youth athletics classes

### 2012 Strategic Accomplishments

- Conducted training for building staff and class instructors to improve building security and energy savings
- Retrofitted lighting fixtures and bulbs for higher efficiency
- Initiated recycle program for plastic, aluminum cans and cardboard
- Installed recycled-paper product dispensers in restrooms

### 2013 Strategic Priorities

- Reorganize rental schedule to create additional rental time slots to maximize gym use
- Install an energy efficient hot water heater
- Continue efforts to retrofit fixtures and bulbs for additional energy efficiency

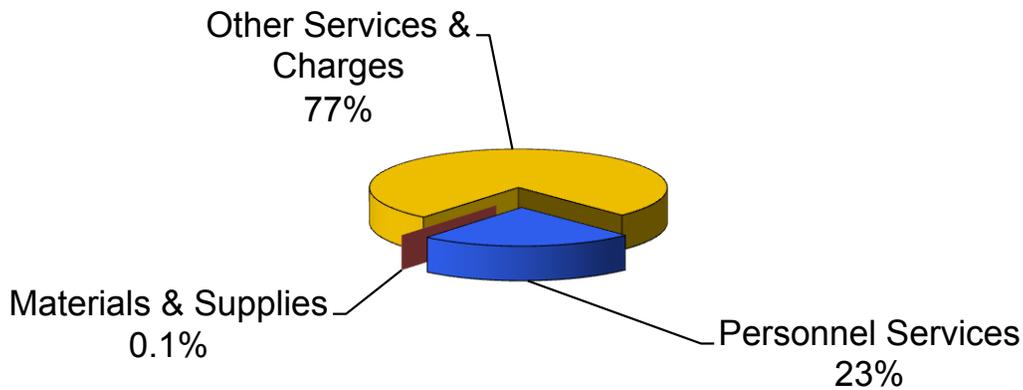
# Anderson Building

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
No Staff Authorized	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$13,305	\$21,235	\$16,148	\$18,367
Materials & Supplies	\$16	\$68	\$68	\$68
Other Services & Charges	\$52,478	\$63,207	\$54,170	\$61,063
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$65,798</b>	<b>\$84,510</b>	<b>\$70,386</b>	<b>\$79,498</b>

### Total 2013 Budget by Object



**PARKS AND  
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## Athletics

### Core Business

- Implement and oversee a wide range of athletic programs and facilities to meet the needs of participants of all ages
- Develop, administer and evaluate athletic programs
- Manage contractual youth sports camps
- Administer athletic leagues
- Coordinate field use for local youth groups
- Schedule field usage and rentals, and implement user fees

### 2012 Strategic Accomplishments

- Developed a fully computerized registration system for the youth soccer program
- Organized free training clinics for Wheat Ridge coaches through Challenger British Soccer Camps
- Implemented a system that requires local sports groups to provide concussion awareness training to their coaches
- Increased participation in Youth Rugby Program by 150%
- Continued development of Strategic Plan Initiatives
- Increased participation in the Middle School Sports Program by adding one additional school

### 2013 Strategic Priorities

- Provide GotSoccer.com training for youth soccer coaches to improve communication and efficiency
- Implement new Senior Volleyball program to include skills clinics and league play
- Develop survey to identify open time in Rec Center gym that might be used as athletic program space
- Further expand and implement Middle School Sports Program programming at Everitt, Manning and New Horizon Schools
- Work with USA Rugby and Rugby Colorado to develop a youth rugby coaches training program
- Continue development and implementation of Strategic Action Initiatives

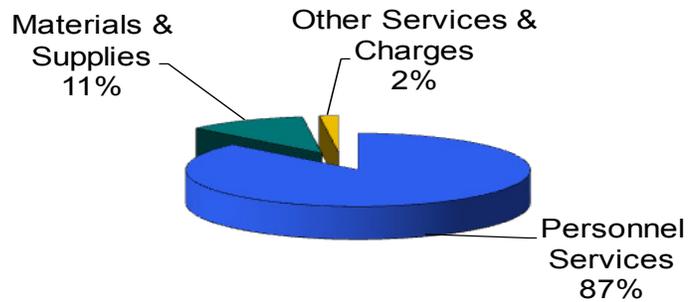
# Athletics

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Recreation Supervisor	1	1	1	1
Recreation Coordinator	0.5	0.5	0.5	0.5
Recreation Leader	0.5	0.5	0.5	0.5
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$149,689	\$195,473	\$163,792	\$164,499
Materials & Supplies	\$21,556	\$30,432	\$18,000	\$21,218
Other Services & Charges	\$698	\$3,518	\$3,518	\$3,374
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$171,942</b>	<b>\$229,423</b>	<b>\$185,310</b>	<b>\$189,091</b>

### Total 2013 Budget by Object



**PARKS AND  
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## General Programs

### Core Business

- Provide state licensed preschool program and summer day camp program
- Provide quality programs for parent/tot, preschool, youth, teens and adults including educational, arts and crafts and general interest classes
- Coordinate Easter Egg Hunt, Holiday Lighting Ceremony, holiday classes and Performances in the Park
- Supervise internship and practicum program for college students
- Offer and implement quality recreation programs for individuals with disabilities including sports, fitness, outdoor recreation, general interest & special events
- Coordinate inclusion opportunities for individuals with and without disabilities

### 2012 Strategic Accomplishments

- Offered Performance in the Park series with 14 performances and over 3,500 in attendance
- Developed and maintained Parks and Recreation Facebook Page
- Included General Program classes in the Recreation Center's Demo Day to market programs and increase participation
- Increased programming for youth and adults including a Circus Camp, Lego Camp and Fishing with Flies Clinics
- Created a summer camp volunteer process to ensure a productive program
- Enriched the Licensed Preschool program by implementing the Handwriting without Tears program, read-a-thons, and planting a garden

### 2013 Strategic Priorities

- Maintain current classes and activities through continued innovative and effective program planning
- Track the success rate of programs based on the time of year offered to increase efficiency and programming
- Continue development and implementation of Strategic Plan Initiatives

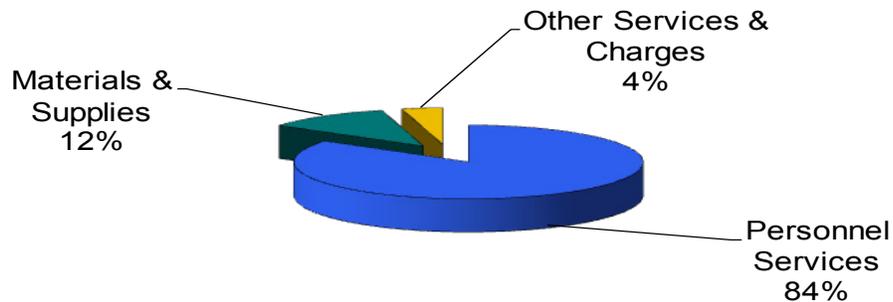
# General Programs

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Recreation Supervisor	1	1	1	1
Recreation Coordinator	0.5	0.5	0.5	0.5
<b>TOTAL</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$206,552	\$205,325	\$204,028	\$214,948
Materials & Supplies	\$18,161	\$23,880	\$23,880	\$29,630
Other Services & Charges	\$3,356	\$8,121	\$7,074	\$9,658
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$228,070</b>	<b>\$237,326</b>	<b>\$234,982</b>	<b>\$254,236</b>

**Total 2013 Budget by Object**



**PARKS AND  
RECREATION  
PROGRAMS**

Administration

Recreation

Parks Maintenance

Forestry

Natural Resources

Anderson Building

Athletics

General Programs

**Outdoor Pool**

Active Adult Center

Historic Buildings

Facilities Maintenance



## Outdoor Pool

### Core Business

- Provide a variety of programs and services to all ages and swimming abilities
- Provide a clean, safe and fun aquatic environment for recreational swimming and quality programming
- Maintain aquatic facilities, schedule aquatic programming, and educate the public about water safety
- Offer programs for certification in Lifeguard Training, Water Safety Instructor, CPR and First Aid, AED and Community First Aid

### 2012 Strategic Accomplishments

- Coordinated with American Red Cross Learn to Swim program to provide classes that promote water safety and safety awareness
- Coordinated and scheduled various community group events
- Worked with local swim teams to provide a venue for swim meets

### 2013 Strategic Priorities

- Provide education to the community about aquatic safety for all ages by providing educational opportunities
- Coordinate upgrades to bring the outdoor pool into compliance with the new ADA standards
- Develop methods that will educate staff about meeting and following the City's values, policies and safety standards
- Continue to promote the facility for group and birthday party use
- Provide a safe and well maintained facility for guests

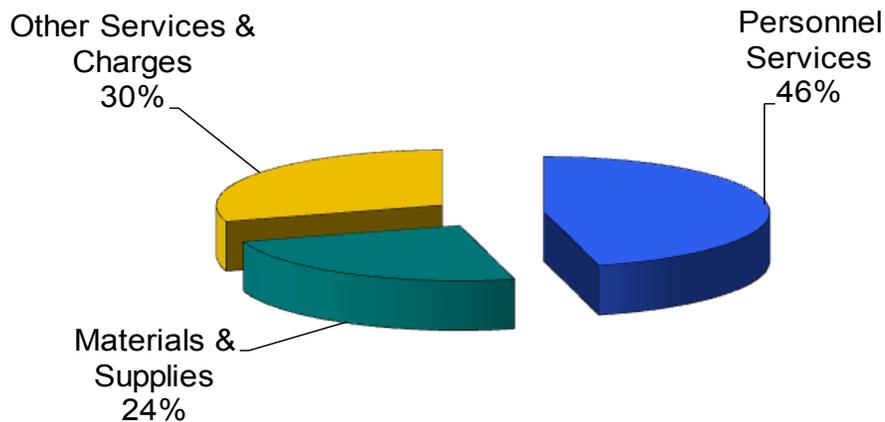
# Outdoor Pool

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
No Staff Authorized	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$96,178	\$118,334	\$107,439	\$104,665
Materials & Supplies	\$33,785	\$54,439	\$48,560	\$54,800
Other Services & Charges	\$15,441	\$85,041	\$64,230	\$67,541
Capital Outlay	\$0	\$0	\$0	\$25,000
<b>TOTAL</b>	<b>\$145,403</b>	<b>\$257,814</b>	<b>\$220,229</b>	<b>\$252,006</b>

**Total 2013 Budget by Object**



**PARKS AND  
RECREATION  
PROGRAMS**

Administration

Recreation

Parks Maintenance

Forestry

Natural Resources

Anderson Building

Athletics

General Programs

Outdoor Pool

**Active Adult Center**

Historic Buildings

Facilities Maintenance



## Active Adult Center

### Core Business

- Enhance the quality of life for Wheat Ridge residents ages 50 and older by providing opportunities to grow socially, stay healthy and be involved in their community through recreation programs
- Coordinate programs & services with outside agencies such as Volunteers of America, APEX Senior Community Center, Seniors' Resource Center (SRC), Highland South and West Apartments, and LiveWell Wheat Ridge
- Augment funding for improvements to the Active Adult Center and enhance programs through sponsorships, fund raising and the Wheat Ridge Community Foundation
- Market the Active Adult Center programs by producing & distributing the quarterly Possibilities newsletter, distributing flyers and sending out press releases
- Coordinate facility rentals for parties, social gatherings & meetings
- Supervise & manage the usage and maintenance of the facility
- Oversee the Center's volunteer program

### 2012 Strategic Accomplishments

- Provided quality fitness and wellness programs for the expanding baby boomer population
- Replaced automatic entrance doors and commercial kitchen refrigerator
- Leveraged staff resources through strategic partnerships with other local and regional initiatives including the Aging Well Jefferson County initiative, Wheat Ridge aging needs assessment initiative and Colorado Parks and Recreation Association.
- Maintained fund raising level for Carnation Festival fund raiser of \$6,000
- Reviewed program fees to be in line with market analysis

### 2013 Strategic Priorities

- Enhance community marketing efforts including introduction to Wheat Ridge Town Center Apartments
- Establish reporting mechanisms aligned with strategic planning initiatives to communicate facility usage and key program statistics
- Evaluate sponsorship opportunities for special events and maintain current level of program sponsorships
- Development and implementation of Strategic Plan Initiatives

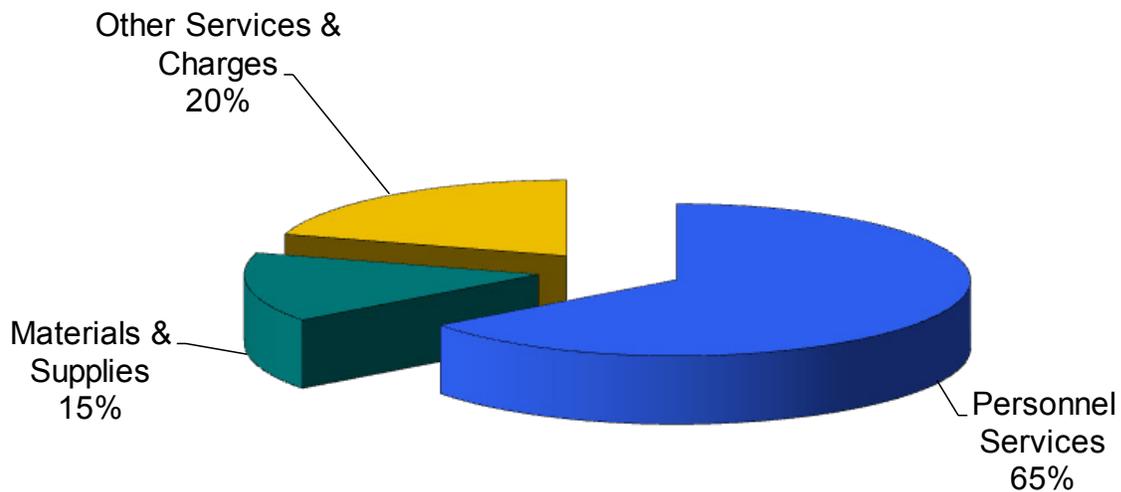
# Active Adult Center

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Recreation Supervisor	1	1	1	1
Recreation Coordinator	1.13	1.13	1.13	1.13
Recreation Clerk III	1	1	1	1
Recreation Clerk II	1	1	1	1
<b>TOTAL</b>	<b>4.13</b>	<b>4.13</b>	<b>4.13</b>	<b>4.13</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$345,715	\$358,520	\$329,496	\$361,821
Materials & Supplies	\$73,678	\$83,634	\$77,235	\$82,709
Other Services & Charges	\$77,905	\$122,707	\$97,124	\$113,843
Capital Outlay	\$99,158	\$12,252	\$12,252	\$0
<b>TOTAL</b>	<b>\$596,456</b>	<b>\$577,113</b>	<b>\$516,107</b>	<b>\$558,373</b>

### Total 2013 Budget by Object



**PARKS AND  
RECREATION  
PROGRAMS**

Administration

Recreation

Parks Maintenance

Forestry

Natural Resources

Anderson Building

Athletics

General Programs

Outdoor Pool

Active Adult Center

**Historic Buildings**

Facilities Maintenance



## Historic Buildings

### Core Business

- Partner with the Wheat Ridge Historical Society to preserve and enhance cultural and historic opportunities through the maintenance of the Baugh House, Historic Park and Richards- Hart Estate
- Preservation of cultural and historic assets
- Provide a unique setting for weddings, receptions and other rentals at the Richards- Hart Estate

### 2012 Strategic Accomplishments

- Replaced existing roof at Richards- Hart Estate
- Updated outdoor signage at the Richards- Hart Estate, Historic Park and Baugh House
- Negotiated new advertising contracts with various weddings sites for Richards- Hart Estate rentals
- Installed fencing at the Baugh House parking lot

### 2013 Strategic Priorities

- Continue to maintain historic buildings
- Coordinate upgrades at the Historical Museum including porch repair and floor refinish
- Oversee the installation of window screens, sills, storm windows and plaster repair at the Baugh House
- Complete Management Plan for Historic Building sites

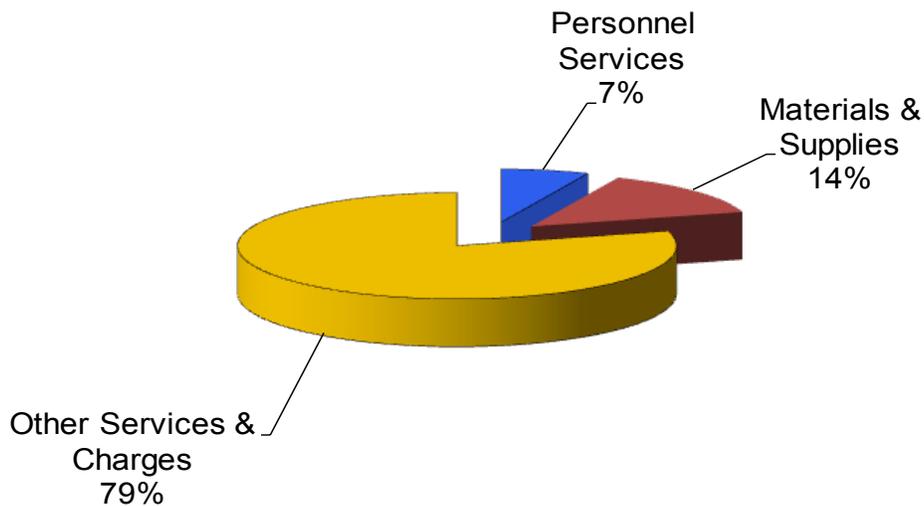
# Historic Buildings

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
No Staff Authorized	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$0	\$4,069	\$3,130	\$4,069
Materials & Supplies	\$0	\$5,714	\$5,700	\$8,881
Other Services & Charges	\$0	\$16,368	\$15,988	\$49,905
Capital Outlay	\$0	\$43,000	\$43,000	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$69,151</b>	<b>\$67,818</b>	<b>\$62,855</b>

**Total 2013 Budget by Object**



**PARKS AND  
RECREATION  
PROGRAMS**

Administration

Recreation

Parks Maintenance

Forestry

Natural Resources

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General Programs

Outdoor Pool

Active Adult Center

Historic Buildings

**Facilities Maintenance**



## Facilities Maintenance

### Core Business

- Provide maintenance to all municipal buildings
- Purchase and inventory all operating supplies
- Schedule and supervise all outside contractors
- Supervise contractual custodial services
- Project coordination at various facilities

### 2012 Strategic Accomplishments

- Expanded Recycling Program and added the Active Adult Center and Anderson Building to the program
- Managed the design and installation of air conditioning units at City Hall Administration and Police Department Information Technology server rooms
- Coordinated and supervised contractor's during Active Adult Center maintenance closure
- Coordinated the replacement of flat roof section of Police Department roof at City Hall

### 2013 Strategic Priorities

- Oversee energy audit at City Hall
- Expand Recycle Program and green projects, such as energy saving lighting retrofits
- Coordinate Forensic Crime Lab remodel with the Police Department

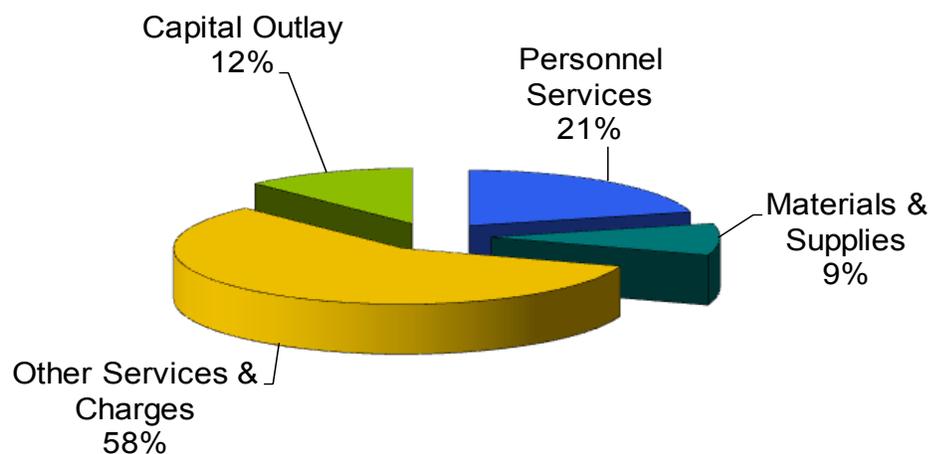
# Facilities Maintenance

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Facilities Maintenance Sprv	1	1	1	1
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$96,505	\$96,051	\$93,674	\$99,281
Materials & Supplies	\$29,671	\$38,875	\$38,500	\$43,575
Other Services & Charges	\$239,967	\$275,790	\$274,540	\$272,940
Capital Outlay	\$40,399	\$137,400	\$137,400	\$57,100
<b>TOTAL</b>	<b>\$406,542</b>	<b>\$548,116</b>	<b>\$544,114</b>	<b>\$472,896</b>

**Total 2013 Budget by Object**





# Recreation Center Fund

## About Recreation Center Fund

The Wheat Ridge Recreation Center is a state-of-the-art facility located in the heart of Wheat Ridge, that also serves as a business conference center. The Recreation Center Fund was established through voter approval of a ballot question to increase the sales and use tax rate in November of 1997. The fund was approved for the construction and operation of a public recreation center with activities for all ages. Facilities at the Recreation Center include an indoor warm water leisure pool, indoor lap pool, indoor walk/run track, gymnasium, aerobics room, weight training area, racquetball courts, climbing wall, and meeting/banquet facilities. The 1/2% retail sales and use tax rate imposed by the City was effective January 1, 1998 and was terminated in March 2002 when a total of \$12,350,000 had been raised.

**2013  
Budget  
Priorities**

- Conduct energy audit
- Purchase new pool furniture
- Replace upright and recumbent fitness bikes
- Replace elliptical machine



	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
<b>BEGINNING FUND BALANCE</b>	\$1,743,825	\$1,544,029	\$1,544,029	\$1,379,639
<b>REVENUES</b>				
Facility Operations	\$1,760,656	\$1,822,000	\$1,821,300	\$1,832,300
Aquatics	\$99,199	\$85,000	\$99,744	\$98,000
Fitness	\$144,730	\$190,887	\$150,000	\$165,057
Interest	\$51,676	\$45,000	\$45,000	\$45,000
Miscellaneous	\$40	\$0	\$19,500	\$0
<b>TOTAL REVENUES</b>	<b>\$2,056,301</b>	<b>\$2,142,887</b>	<b>\$2,135,544</b>	<b>\$2,140,357</b>
<b>EXPENDITURES</b>				
Facility Operations	\$1,234,268	\$1,367,901	\$1,242,793	\$1,295,711
Aquatics	\$641,342	\$642,042	\$642,354	\$659,572
Fitness	\$309,691	\$346,443	\$329,174	\$348,256
Marketing	\$70,796	\$96,502	\$85,613	\$91,537
<b>TOTAL EXPENDITURES</b>	<b>\$2,256,097</b>	<b>\$2,452,888</b>	<b>\$2,299,934</b>	<b>\$2,395,076</b>
<b>ENDING FUND BALANCE</b>	<b>\$1,544,029</b>	<b>\$1,234,028</b>	<b>\$1,379,639</b>	<b>\$1,124,920</b>

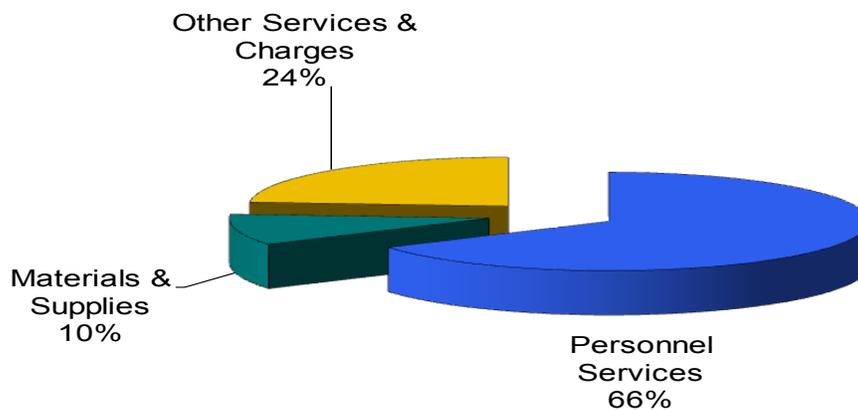
# Recreation Center Fund

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Facility Operations	8	8	7	7
Aquatics	4	4	4	4
Fitness	1	1	1	1
Marketing	0.5	0.5	0.5	0.5
<b>TOTAL</b>	<b>13.5</b>	<b>13.5</b>	<b>12.5</b>	<b>12.5</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$1,538,486	\$1,620,011	\$1,557,156	\$1,583,700
Materials & Supplies	\$198,718	\$234,014	\$217,975	\$244,512
Other Services & Charges	\$515,493	\$563,863	\$501,803	\$566,864
Capital Outlay	\$3,400	\$35,000	\$23,000	\$0
<b>TOTAL</b>	<b>\$2,256,097</b>	<b>\$2,452,888</b>	<b>\$2,299,934</b>	<b>\$2,395,076</b>

### Total 2013 Budget by Object

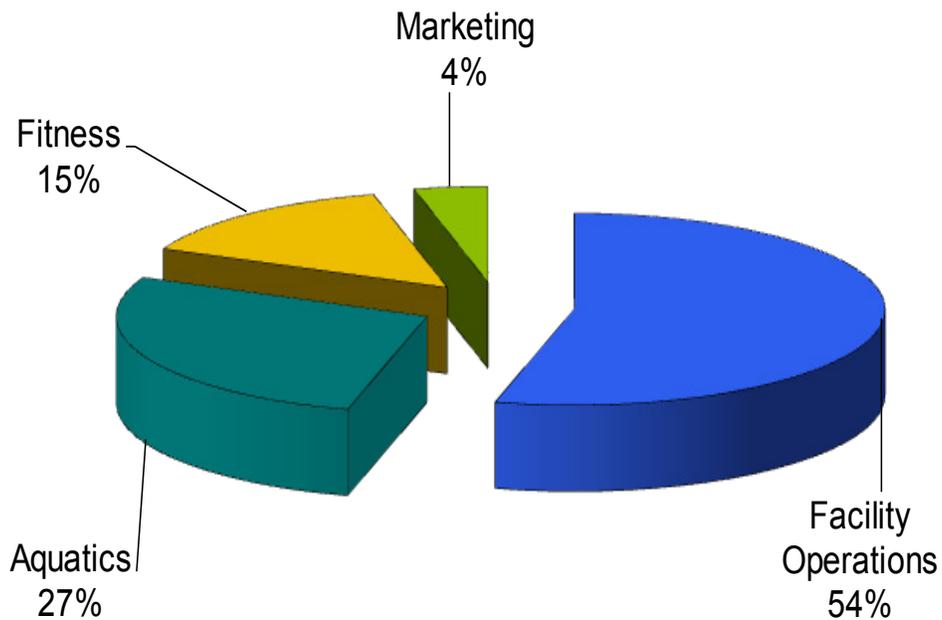


# Recreation Center Fund

## Total Budget by Program

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Facility Operations	\$1,234,268	\$1,367,901	\$1,242,793	\$1,295,711
Aquatics	\$641,342	\$642,042	\$642,354	\$659,572
Fitness	\$309,691	\$346,443	\$329,174	\$348,256
Marketing	\$70,796	\$96,502	\$85,613	\$91,537
<b>TOTAL</b>	<b>\$2,256,097</b>	<b>\$2,452,888</b>	<b>\$2,299,934</b>	<b>\$2,395,076</b>

## Total 2013 Budget by Object



**RECREATION  
CENTER FUND  
PROGRAMS**

**Facility Operations**

Aquatics

Fitness

Marketing



## Facility Operations

### Core Business

- Operate and manage a 70,000 square-foot recreation center that includes processing activity registration, facility and park rentals, pass sales, point-of-sale items, and facility maintenance
- Provide information services for aquatics, general programs, fitness, therapeutic recreation, youth and adult athletics and teen programs
- Coordinate and schedule rental usage of center community rooms and park shelters and pavilions

### 2012 Strategic Accomplishments

- Increased on-line registrations by 55%
- Thoroughly cleaned facility during annual maintenance program
- Resurfaced all hard wood floors, repaired tile and grout in pool and locker rooms, replaced ground water sump pumps, re-stained woodwork in lobby and at front desk
- Painted interior and exterior of the Recreation Center, as needed
- Replaced carpet in hallway, back office, conference room and stairs
- Upgraded Rec Trac registration software
- Increased participation in Kids Nite Out program
- Revised rental room rates and packages to accommodate customers
- Provided high level of customer service
- Continued development of Strategic Plan Initiatives
- Instituted energy savings measures in the facility

### 2013 Strategic Priorities

- Promote room rental packages to increase revenue
- Promote recreation center services to corporations and businesses
- Implement monthly pass credit card payment plan for customers
- Increase Silver Sneakers participation
- Continue high level of customer service
- Closely monitor replacement schedule for capital equipment
- Implement Sustainability plan for the facility
- Continue development and implementation of Strategic Plan Initiatives

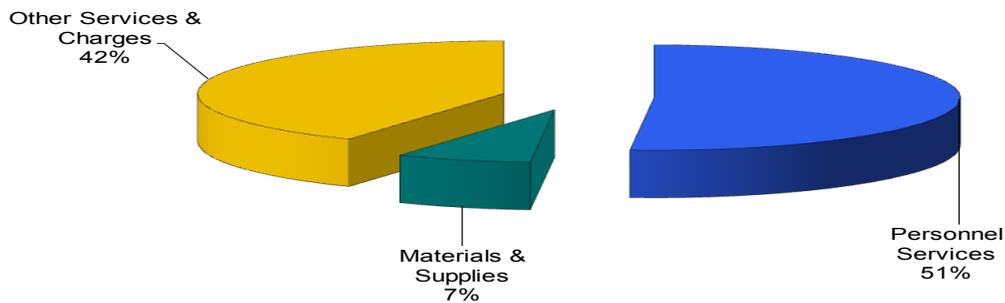
# Facility Operations

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Facility Operations Sprv	1	1	1	1
Facility Assistant	3	3	3	3
Recreation Support Technician	1	1	1	1
Custodian	2	2	1	1
Facility Maintenance Technician	1	1	1	1
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>7</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$658,615	\$702,679	\$655,143	\$664,253
Materials & Supplies	\$71,585	\$84,160	\$77,500	\$92,660
Other Services & Charges	\$500,668	\$546,062	\$487,150	\$538,798
Capital Outlay	\$3,400	\$35,000	\$23,000	\$0
<b>TOTAL</b>	<b>\$1,234,268</b>	<b>\$1,367,901</b>	<b>\$1,242,793</b>	<b>\$1,295,711</b>

Total 2013 Budget by Object



**RECREATION  
CENTER FUND  
PROGRAMS**

Facility Operations

**Aquatics**

Fitness

Marketing

## Aquatics

### Core Business

- Provide a variety of programs and services to all ages and swimming abilities
- Provide a safe and fun environment for recreational swimming and quality programming
- Maintain aquatic facilities, schedule aquatic programming, and educate the public.
- Maintain safety, guest relations and Learn-to-Swim program
- Offer programs for certification in Lifeguard Training, Water Safety Instructor, CPR and First Aid, AED and Community First Aid

### 2012 Strategic Accomplishments

- Developed an interactive training program for the lifeguard staff
- Continued to offer training to aquatic staff which included patron awareness and response
- Mitigated risk by participating in the American Red Cross examiner program
- Developed a more efficient way to communicate with the lifeguard team by using social media
- Worked with community groups to educate them on water safety and awareness
- Re-plastered the lap pool and completed necessary repairs to the leisure pool

### 2013 Strategic Priorities

- Provide education to the community about aquatic safety for all ages by providing educational opportunities.
- Coordinate the upgrades to bring the indoor pool into compliance with the new ADA standards
- Develop methods that will educate staff about meeting and following the City's values, policies and safety standards



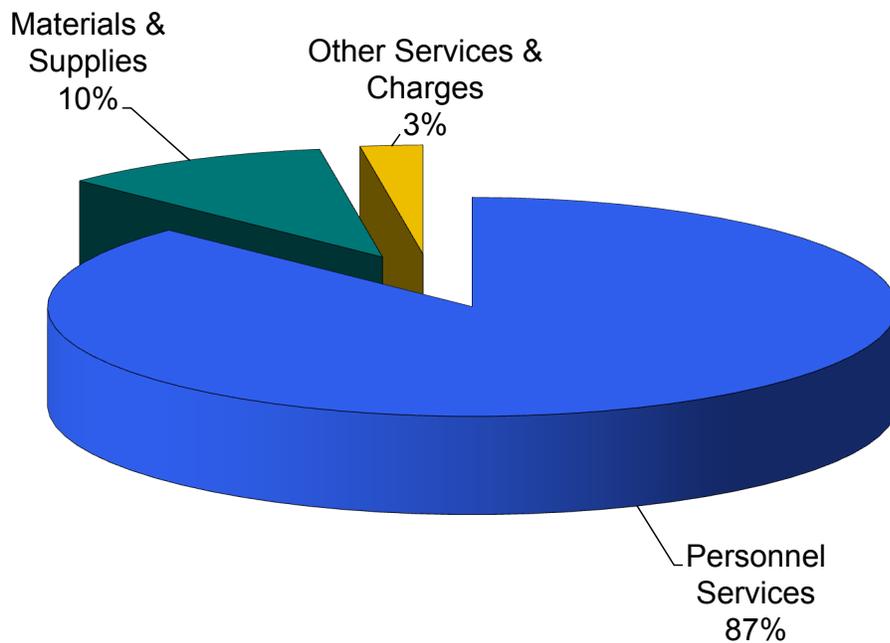
# Aquatics

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Recreation Supervisor	1	1	1	1
Pool Manager	3	3	3	3
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$556,797	\$564,267	\$564,517	\$575,923
Materials & Supplies	\$73,567	\$67,155	\$68,155	\$67,924
Other Services & Charges	\$10,978	\$10,620	\$9,682	\$15,725
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$641,342</b>	<b>\$642,042</b>	<b>\$642,354</b>	<b>\$659,572</b>

### Total 2013 Budget by Object



**RECREATION  
CENTER FUND  
PROGRAMS**

Facility Operations

Aquatics

**Fitness**

Marketing



## Fitness

### Core Business

- Coordinate comprehensive fitness programs including: fitness classes, personal trainers, weight room attendants, Pilates/Yoga instructors, prenatal exercise, massage, physical therapy, specialty training instructors, wellness classes and all fitness/wellness programming
- Provide a high quality of fitness and wellness recreation programs and facilities that encompass adult, older adult, teen, youth, preschool and parent-tot classes. Programs include massage, reflexology, personal training and drop in aerobics
- Maintain operations of the fitness facilities and equipment
- Offer the SilverSneakers program for members of the Kaiser, United Health Care, Humana and other health plans
- Offer Cancer Fit program for participants with cancer diagnosis
- Provide programming for evolving fitness trends

### 2012 Strategic Accomplishments

- Recovered the full cost of thirteen indoor cycles through fees charged for classes
- Offered 108 Pilates Reformer classes with most classes operating at full capacity
- Coordinated part time fitness employees for annual shutdown/maintenance at the Recreation Center
- Worked with the City Wellness Committee to increase quality and availability of fitness and wellness opportunities for City employees
- Used attendance records and customer service feedback to improve and evaluate fitness classes

### 2013 Strategic Priorities

- Continue using customer service feedback and attendance records to improve and evaluate fitness classes
- Continue development and implementation of Strategic Plan Initiatives
- Maintain awareness of new fitness trends that can be implemented at the Recreation Center

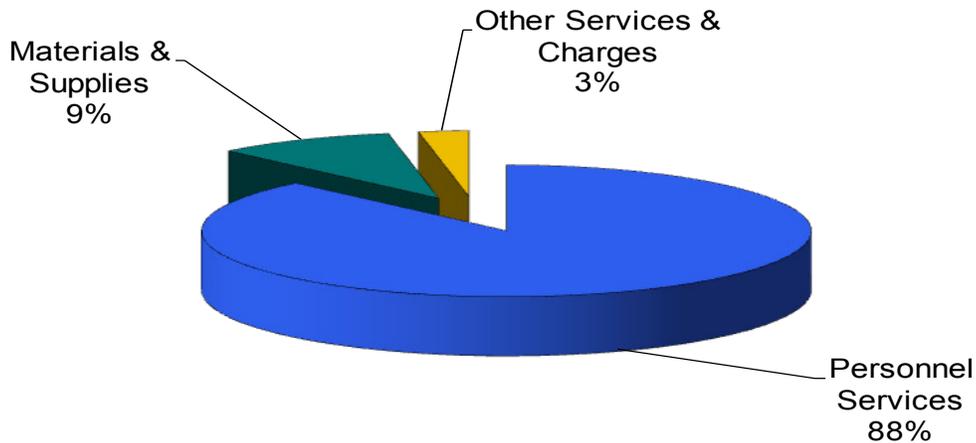
# Fitness

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Recreation Coordinator	1	1	1	0.5
Recreation Supervisor	0	0	0	0.5
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$286,406	\$315,202	\$299,633	\$305,955
Materials & Supplies	\$20,907	\$27,690	\$27,690	\$33,050
Other Services & Charges	\$2,378	\$3,551	\$1,851	\$9,251
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$309,691</b>	<b>\$346,443</b>	<b>\$329,174</b>	<b>\$348,256</b>

**Total 2013 Budget by Object**



**RECREATION  
CENTER FUND  
PROGRAMS**

Facility Operations

Aquatics

Fitness

**Marketing**



## Marketing

### Core Business

- Oversee the production of the Parks and Recreation Activities Guide two times a year, which is mailed to 23,000 residents and distributed to a total of 10,000 people
- Develop strategies to market Parks and Recreation facilities, programs and classes including those offered at the Recreation Center
- Produce printed and electronic communications to inform the public about Parks and Recreation facilities, programs and classes including the Parks and Recreation Guide, brochures, flyers, and web site announcements
- Establish contacts with the media
- Write and design public service announcements, articles and ads promoting Parks and Recreation facilities, classes and programs

### 2012 Strategic Accomplishments

- Coordinated the promotion of the Wheat Ridge Recreation Center's new Facebook page
- Negotiated new advertising contracts with various wedding sites which resulted in increased bridal leads for the Ballroom
- Investigated new website, Coloradokids.com, which is now being used to promote kids classes
- Coordinated with various local artists and individuals with hobby collections to showcase their work/collections in the front lobby display cases

### 2013 Strategic Priorities

- Create new marketing materials for children's classes and services
- Update and redesign promotional literature
- Develop marketing campaigns to promote awareness of Wheat Ridge Recreation Center services to new, potential customers
- Continue development and implementation of Strategic Plan Initiatives

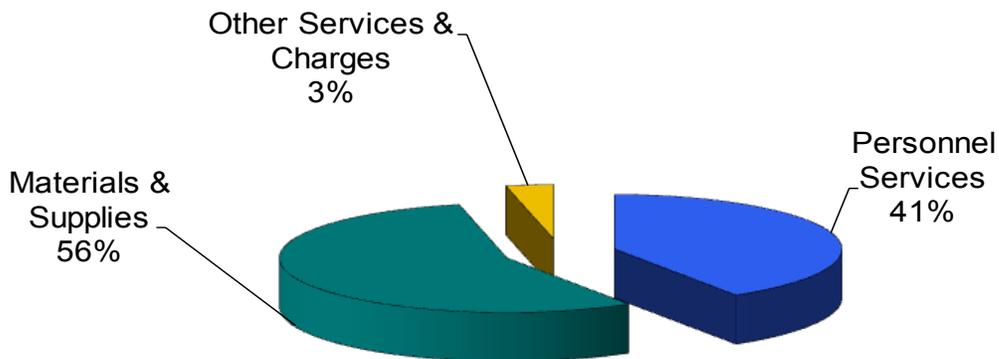
# Marketing

## Staffing and Financial Summary

	2010 Authorized	2011 Authorized	2012 Authorized	2013 Authorized
Marketing Coordinator	0.5	0.5	0.5	0.5
<b>TOTAL</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
Personnel Services	\$36,668	\$37,863	\$37,863	\$37,569
Materials & Supplies	\$32,659	\$55,009	\$44,630	\$50,878
Other Services & Charges	\$1,469	\$3,630	\$3,120	\$3,090
Capital Outlay	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$70,796</b>	<b>\$96,502</b>	<b>\$85,613</b>	<b>\$91,537</b>

### Total 2013 Budget by Object





**SPECIAL FUNDS  
Fund 12**



## Public Art Fund

### Core Business

In 2010, the City Council adopted Resolution 63 establishing a public art fund for use in all areas of the City. Revenues are generated from 1% of the total amount received by the City for:

- Plan review, building permit fees and use tax charged in connection with all private site development having an anticipated construction cost of \$100,000 or greater; and
- Development review fees charged in connection with all private site development having an anticipated construction cost of \$100,000 or greater

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
<b>BEGINNING FUND BALANCE</b>	\$0	\$9,088	\$9,088	\$13,534
<b>REVENUES</b>				
Building Use Tax	\$5,943	\$3,200	\$1,525	\$2,000
Building Permits	\$1,883	\$1,200	\$751	\$650
Plan Review Fees	\$1,228	\$750	\$395	\$550
Interest	\$34	\$20	\$75	\$75
One percent Public Projects	\$0	\$0	\$1,700	\$50,000
<b>TOTAL REVENUES</b>	<b>\$9,088</b>	<b>\$5,170</b>	<b>\$4,446</b>	<b>\$53,275</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$9,088</b>	<b>\$14,258</b>	<b>\$13,534</b>	<b>\$66,809</b>
<b>EXPENDITURES</b>				
Public Art Acquisition	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>ENDING FUND BALANCE</b>	<b>\$9,088</b>	<b>\$14,258</b>	<b>\$13,534</b>	<b>\$66,809</b>

**SPECIAL FUNDS**  
**Fund 17**



## Police Investigation Fund

### Core Business

Beginning in 1990, all proceeds from seizures and forfeitures of property pursuant to C.R.S. 16-13-302 ("Public Nuisance Policy") and 16-13-501 ("Colorado Contraband Forfeiture Act") are required to be placed in a separate fund and used solely by the Police Department for purposes other than normal operating needs.

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
<b>BEGINNING FUND BALANCE</b>	\$80,331	\$53,549	\$53,549	\$42,276
<b>REVENUES</b>				
Interest	\$136	\$100	\$35	\$25
Miscellaneous Revenue	\$0	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$136</b>	<b>\$100</b>	<b>\$35</b>	<b>\$25</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$80,467</b>	<b>\$53,649</b>	<b>\$53,584</b>	<b>\$42,301</b>
<b>EXPENDITURES</b>				
Operating Supplies	\$200	\$900	\$900	\$0
Building Improvements	\$26,719	\$38,350	\$10,408	\$30,000
<b>TOTAL EXPENDITURES</b>	<b>\$26,919</b>	<b>\$39,250</b>	<b>\$11,308</b>	<b>\$30,000</b>
<b>ENDING FUND BALANCE</b>	<b>\$53,548</b>	<b>\$14,399</b>	<b>\$42,276</b>	<b>\$12,301</b>

**SPECIAL FUNDS  
Fund 32**



## Open Space Fund

### Core Business

The Fund receives ½ cent sales tax from Jefferson County Open Space for acquiring, developing and maintaining open space and park properties within the City. It generates approximately \$875,000 in revenue per year.

### 2012 Strategic Accomplishments

- Completed Phase III construction of Discovery Park, including the skate park
- Installed new park signs at five locations
- Conducted cost analysis study on District II Neighborhood Park

### 2013 Strategic Priorities

- Happiness Garden improvements
- District II neighborhood park/acquisition of Martensen School site
- Completion of Phase II Parks/Public Works storage building
- Sign fabrication/replacement park signs

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
<b>BEGINNING FUND BALANCE</b>	<b>\$511,274</b>	<b>\$869,297</b>	<b>\$869,297</b>	<b>\$473,558</b>
<b>REVENUES</b>				
Open Space Tax	\$903,963	\$885,000	\$900,000	\$885,000
Grants	\$463,824	\$0	\$100,000	\$255,720
Developer Fees/Interest/Misc.	\$9,068	\$8,000	\$8,000	\$8,000
Transfer from General Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL REVENUES</b>	<b>\$1,376,855</b>	<b>\$893,000</b>	<b>\$1,008,000</b>	<b>\$1,148,720</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$1,888,129</b>	<b>\$1,762,297</b>	<b>\$1,877,297</b>	<b>\$1,622,278</b>
<b>EXPENDITURES</b>				
Property Acquisitions	\$0	\$200,000	\$0	\$0
Development Projects	\$546,752	\$901,877	\$888,957	\$1,090,000
Maintenance Projects	\$15,340	\$50,000	\$50,000	\$20,000
Salaries and Benefits	\$456,739	\$464,782	\$464,782	\$464,782
Transfer to General Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL EXPENDITURES</b>	<b>\$1,018,831</b>	<b>\$1,616,659</b>	<b>\$1,403,739</b>	<b>\$1,574,782</b>
<b>ENDING FUND BALANCE</b>	<b>\$869,298</b>	<b>\$145,638</b>	<b>\$473,558</b>	<b>\$47,496</b>

**SPECIAL FUNDS  
 Fund 33**



## Municipal Court Fund

### Core Business

The Municipal Court Fund has been established in order to provide a means to track court fees and to enable the court to expend these amounts. The Fund receives revenue from a portion of each Court fee, victim services fee and outstanding judgement fee. This fund provides the Court and the Probation Program with money for expenditures for equipment, maintenance, office furniture, victim services and other court and probation expenses.

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
<b>BEGINNING FUND BALANCE</b>	<b>\$67,874</b>	<b>\$78,828</b>	<b>\$78,828</b>	<b>\$33,078</b>
<b>REVENUES</b>				
Fines and Forfeitures	\$28,392	\$31,000	\$29,500	\$30,000
Interest	<u>\$732</u>	<u>\$750</u>	<u>\$550</u>	<u>\$550</u>
<b>TOTAL REVENUES</b>	<b>\$29,124</b>	<b>\$31,750</b>	<b>\$30,050</b>	<b>\$30,550</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$96,998</b>	<b>\$110,578</b>	<b>\$108,878</b>	<b>\$63,628</b>
<b>EXPENDITURES</b>				
Expenditures	<u>\$18,170</u>	<u>\$77,300</u>	<u>\$75,800</u>	<u>\$24,000</u>
<b>TOTAL EXPENDITURES</b>	<b>\$18,170</b>	<b>\$77,300</b>	<b>\$75,800</b>	<b>\$24,000</b>
<b>ENDING FUND BALANCE</b>	<b>\$78,828</b>	<b>\$33,278</b>	<b>\$33,078</b>	<b>\$39,628</b>

**SPECIAL FUNDS  
Fund 35**



## Richards Hart Estate Fund

### Overview

The Richards Hart Estate is a turn of the century Victorian mansion on three acres which is available to rent for private parties, weddings, business meetings and other activities. The Richards Hart Estate Fund tracks the revenue from the rental of the Estate. The funds are used to maintain and improve the Estate.

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
<b>BEGINNING FUND BALANCE</b>	\$55,254	\$0	\$0	\$0
<b>REVENUES</b>				
Grants	\$0	\$0	\$0	\$0
Estate Rental	\$27,560	\$0	\$0	\$0
Interest	\$453	\$0	\$0	\$0
<b>TOTAL REVENUES</b>	<b>\$28,013</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$83,267</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENDITURES</b>				
Estate Improvements	\$27,493	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$27,493</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Transfer to General Fund	\$55,774	\$0	\$0	\$0
<b>TOTAL EXPENSES</b>	<b>\$83,267</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>ENDING FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

*\*Ending Fund Balance Transferred to General Fund at the end of 2011.*

**SPECIAL FUNDS  
 Fund 54**



## Conservation Trust Fund

### Core Business

The trust is funded per the Colorado Constitution from the Colorado Lottery for quarterly distribution on a per capita basis to municipalities and counties and other eligible entities for maintenance and new parks, recreation and open space projects.

### 2012 Strategic Accomplishments

- Construction of Phase III Discovery Park
- Replacement of Panorama Park Playground
- Resurfaced lap pool, tennis and basketball courts

### 2013 Strategic Priorities

- Develop and construction for District II neighborhood park
- Repair/ maintain HVAC system, parking lot and sidewalks at the Recreation Center
- Implementation of revised ADA mandates
- Resurface and repair of tennis courts

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
<b>BEGINNING FUND BALANCE</b>	<b>\$167,077</b>	<b>\$306,593</b>	<b>\$306,593</b>	<b>\$291,973</b>
<b>REVENUES</b>				
Colorado Lottery	\$279,870	\$280,000	\$290,000	\$280,000
Grants	\$0	\$0	\$0	\$0
Interest	\$1,080	\$3,000	\$1,100	\$1,000
Miscellaneous Revenue	\$0	\$0	\$0	\$0
Transfer from General Fund		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL REVENUES</b>	<b>\$280,950</b>	<b>\$283,000</b>	<b>\$291,100</b>	<b>\$281,000</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$448,027</b>	<b>\$589,593</b>	<b>\$597,693</b>	<b>\$572,973</b>
<b>EXPENDITURES</b>				
Development Projects	\$89,667	\$305,712	\$155,712	\$400,000
Maintenance Projects	\$51,769	\$230,000	\$150,008	\$124,600
Transfer to General Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL EXPENDITURES</b>	<b>\$141,436</b>	<b>\$535,712</b>	<b>\$305,720</b>	<b>\$524,600</b>
<b>ENDING FUND BALANCE</b>	<b>\$306,591</b>	<b>\$53,881</b>	<b>\$291,973</b>	<b>\$48,373</b>

**SPECIAL FUNDS  
Fund 57**



## Equipment Replacement Fund

### Core Business

The Equipment Replacement Fund was created in 2008 to set aside funds on an annual basis for the acquisition of high dollar equipment. The amount set aside is based on the life of the asset plus the estimated replacement cost.

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
<b>BEGINNING FUND BALANCE</b>	<b>\$205,657</b>	<b>\$308,033</b>	<b>\$308,033</b>	<b>\$270,069</b>
<b>REVENUES</b>				
E911 Reimbursements	\$0	\$0	\$95,000	\$0
Transfer from General Fund	\$100,000	\$100,000	\$100,000	\$100,000
Interest	<u>\$2,376</u>	<u>\$2,000</u>	<u>\$1,200</u>	<u>\$1,000</u>
<b>TOTAL REVENUES</b>	<b>\$102,376</b>	<b>\$102,000</b>	<b>\$196,200</b>	<b>\$101,000</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$308,033</b>	<b>\$410,033</b>	<b>\$504,233</b>	<b>\$371,069</b>
<b>EXPENDITURES</b>				
CAD/RMS	\$0	\$0	\$0	\$0
Police Radios	\$0	\$236,750	\$234,164	\$0
Other Major Equipment	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$236,750</b>	<b>\$234,164</b>	<b>\$0</b>
<b>ENDING FUND BALANCE</b>	<b>\$308,033</b>	<b>\$173,283</b>	<b>\$270,069</b>	<b>\$371,069</b>

**SPECIAL FUNDS  
Fund 63**



## **Crime Prevention/Code Enforcement Fund**

### **Core Business**

- Administers and funds crime prevention programs, community awareness events, and educational classes taught by the Police Department
- Inspects multi-family and hotel/motel properties, enforces City code and assists properties to comply with building and property maintenance codes
- Administers the funds designated through the hotel/motel tax to programs relating to the Crime Free Program
- Develops programs to deter and prevent crime and enhance the quality of life for residents and businesses in the community

### **2012 Strategic Accomplishments**

- Successfully 2012 Citizen's Police Academy
- Taught Crime Free Programs with Lakewood Police Department
- Completed follow-up compliance inspections on nearly 200 hotel/motel rooms in the City
- Successfully completed the Fourth National Night Out
- Promoted public awareness programs including "Tag and Cody the Code Ranger" to promote public safety and animal safety issues
- Maintained the Colorado Life-Trak Program
- Implemented the citizen e-mail notification system, P.O.W.R. Network, to keep citizens informed of crime trends in their neighborhoods
- Conducted and participated in the City and County Safety Fairs

### **2013 Strategic Priorities**

- Fully certify one property through the Crime Free Program
- Continue partnership with Lakewood Police Department in educating property managers about Crime Free Programs
- Conduct room-by-room inspections of hotel/motel rooms for compliance with building and property maintenance codes
- Expand the Crime Prevention Through Environmental Design (CPTED) program to businesses and residences
- Continue the hotel/motel inspection program in partnership with the Community Services Team, Building Inspection Division and the Fire Department
- Continue to promote the Crime Free Program to motels/hotels & multi-family complexes

## Crime Prevention/Code Enforcement Fund

	2011 Actual	2012 Adjusted	2012 Estimated	2013 Adopted
<b>BEGINNING FUND BALANCE</b>	<b>\$217,330</b>	<b>\$259,602</b>	<b>\$259,602</b>	<b>\$211,701</b>
<b>REVENUES</b>				
Lodgers' Tax	\$282,754	\$235,000	\$271,800	\$271,800
No Proof of Insurance Fines	\$36,088	\$25,000	\$35,000	\$35,000
Grants	\$0	\$4,884	\$0	\$0
Interest	<u>\$2,049</u>	<u>\$200</u>	<u>\$1,200</u>	<u>\$1,000</u>
<b>TOTAL REVENUES</b>	<b>\$320,891</b>	<b>\$265,084</b>	<b>\$308,000</b>	<b>\$307,800</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$538,221</b>	<b>\$524,686</b>	<b>\$567,602</b>	<b>\$519,501</b>
<b>EXPENDITURES</b>				
Crime Prevention & Enforcement Activities	\$278,619	\$361,445	\$355,901	\$348,297
<b>TOTAL EXPENDITURES</b>	<b>\$278,619</b>	<b>\$361,445</b>	<b>\$355,901</b>	<b>\$348,297</b>
<b>ENDING FUND BALANCE</b>	<b>\$259,602</b>	<b>\$163,241</b>	<b>\$211,701</b>	<b>\$171,204</b>



# Capital Investment Program (CIP)

## About CIP

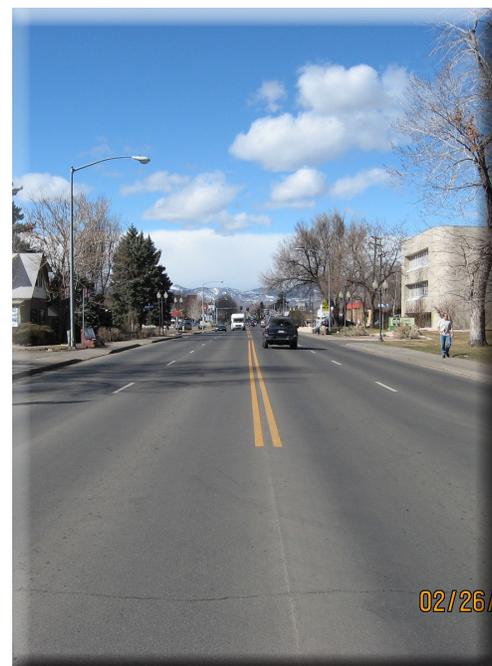
The Capital Investment Program (CIP) is a multi-year program aimed at upgrading and expanding City facilities, buildings, grounds, streets, parks and roads. The intent of the CIP is to serve as a guide in the provision of new facilities to meet the increasing demand for capital improvements throughout the City, as well as in the replacement of outmoded facilities.

The City of Wheat Ridge continually faces the fact that it always has a list of many worthy and valuable projects that far exceed the funding available at any one time. A process has been set up to evaluate each program, its funding needs, potential funding sources and priority with respect to all other needs within the City.

A basis has been established with a 10-year CIP listing, which assigns a preliminary schedule and provides a description of the projects and future operational costs of these projects.

### 2013 Budget Priorities

- Widening of 32nd Avenue
- Construction of the Ridge Road Storm Sewer
- Construction of the 29th Avenue Storm Sewer



## Capital Investment Program 2013 Budget

### Drainage Improvements

- |           |  |                  |
|-----------|--|------------------|
| <b>1.</b> | <b>29th Avenue Storm Sewer</b>   | <b>\$850,000</b> |
|           | <b>Description:</b> Storm sewer along 29th Avenue  |                  |
|           | <b>Justification:</b> A storm sewer will be constructed to minimize local flooding south of 29th Avenue between Sheridan Boulevard and Depew Street. |                  |

### Street Improvements

- |           |  |                    |
|-----------|--|--------------------|
| <b>1.</b> | <b>32nd and Youngfield Improvements</b>  | <b>\$5,517,000</b> |
|           | <b>Description:</b> 32nd Avenue widening, Wright Court to Braun Court  |                    |
|           | <b>Justification:</b> A federal grant has been awarded to fund 53% of the needed street operational project.           |                    |
| <b>2.</b> | <b>Kipling Pedestrian Improvements</b>   | <b>\$2,835,000</b> |
|           | <b>Description:</b> Kipling Multi-use Path, 32nd Avenue to 44th Avenue   |                    |
|           | <b>Justification:</b> A federal grant has been awarded to fund 78% of a multi-use trail.                               |                    |
| <b>3.</b> | <b>Bus Bench Installations</b>   | <b>\$250,000</b>   |
|           | <b>Description:</b> Approximately 39 new bus stop benches will be placed throughout the City.                          |                    |
|           | <b>Justification:</b> A state grant has been awarded to fund 80% of the cost of the new benches and trash receptacles. |                    |
| <b>4.</b> | <b>Public Improvements Projects, Development Driven</b>  | <b>\$150,000</b>   |
|           | <b>Description:</b> Up-coming developments may require City-financed street improvements.                              |                    |
|           | <b>Justification:</b> Contingent funding should be provided for special project needs.                                 |                    |
| <b>5.</b> | <b>Street Preventative Maintenance Projects</b>  | <b>\$1,600,000</b> |
|           | <b>Description:</b> The annual street preventative maintenance work and costs are as follows:                          |                    |
|           | Asphalt overlay:   | \$1,025,000        |
|           | Various streets and alleys east of Wadsworth Blvd.   |                    |
|           | Slurry Sealing:  | \$475,000          |
|           | Throughout the City by priority  |                    |
|           | Crack sealing area:  | \$50,000           |
|           | Throughout the City by priority  |                    |
|           | Striping area:   | \$50,000           |
|           | Arterial and collector streets throughout the City by priority   |                    |

**Justification:** Preventative street maintenance work is required to replace defective concrete, replace or add to pavement surface by an asphalt overlay, patch isolated structural failures in existing asphalt streets, waterproof and improve the texture of asphalt wearing surfaces by a slurry seal coat and reduce water infiltration under pavement by sealing cracks. Preventative maintenance prolongs the useful life of streets and sidewalks and reduces the costly alternative of reconstructing streets.

**6. Wadsworth Planning Environmental Linkage Project \$1,200,000**

**Description:** A Planning Environmental Linkage (PEL) project will be completed for the widening of Wadsworth Boulevard from 35th Avenue to 46th Avenue

**Justification:** A federal grant has been awarded to fund 53% of the cost of the PEL.

**7. Revitalization Projects \$100,000**

**Description:** Street improvements on 38th Avenue, from Sheridan to Wadsworth Blvd.

**Justification:** The 38th Avenue Corridor Study proposed street improvements

### Economic Development

**1. Gateway Signage Program \$100,000**

**Description:** Street monument signs will be constructed at several locations

**Justification:** City entry signs are warranted.

### Municipal Capital Projects

**1. City Hall Entry Plaza Improvements \$200,000**

**Description:** The entry plaza at City Hall will be reconstructed.

**Justification:** The City Hall plaza is outdated.

**2. Police Department Office Remodel \$140,000**

**Description:** Police Department space will be remodeled.

**Justification:** The Police Department space is being re-purposed.

**3. Police Radio Cell Upgrade \$150,000**

**Description:** Radio signal coverage will be improved in the northeast area of the City.

**Justification:** Police radio coverage is inadequate in this area.



## Mid-Year 2012 PAY PLAN(s)

As a normal process, the City conducts periodic market analysis for the purpose of determining what wages are generally prevailing in similar cities within the Denver metropolitan area. This analysis encompasses governmental organizations that meet the following criteria:

- Those that are contiguous with the City of Wheat Ridge (excepting Denver); or,
- Those that are similar in size to the City of Wheat Ridge (as determined by population served that is no more than double the size of Wheat Ridge population or no less than half the size of Wheat Ridge; and/or operating budget size that is no more than double the size of Wheat Ridge operating budget or no less than half the Wheat Ridge budget; or,
- Those special districts that represent a significant employer in the metropolitan area for a given discipline, (e.g., parks and recreation districts).

Thus far, the organizations that meet these criteria include:

Arvada	Englewood	Littleton
Brighton	Golden	Louisville
Broomfield	Greenwood Village	Northglenn
Castle Rock	Lafayette	Thornton
Commerce City	Lakewood	Westminster

(For Part-Time/Seasonal positions the review also included S. Suburban, Foothills, & N. Jeffco)

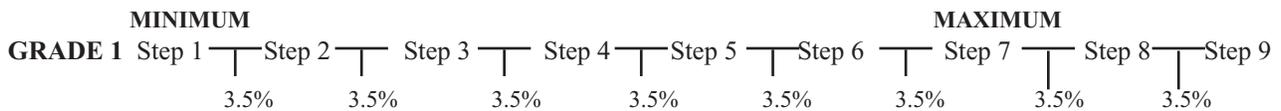
### SUMMARY

- Review Process and Implementation Effective Date – Comparison data is collected from our “market” at the first of each year to ensure we have the most current and complete data possible. A thorough analysis is conducted on as many of the positions as possible; recommendations are made accordingly; and, implementation of all pay adjustments is effective mid-year in the year for which the survey is completed.
- Market Placement - The placement within the market is established at 55<sup>th</sup> percentile of the market for civilian positions and 70<sup>th</sup> percentile for sworn positions.
- Mid-year Market Survey Results - The market study for 2012 indicated that to maintain the percentiles the City has established and remain competitive, our Compensation Plans require adjustments of a 4.6% average for civilian positions and 6% average for sworn positions. Due to severe budget constraints City Council consensus was to forgo 2009, 2010 and 2011 mid-year market adjustments.

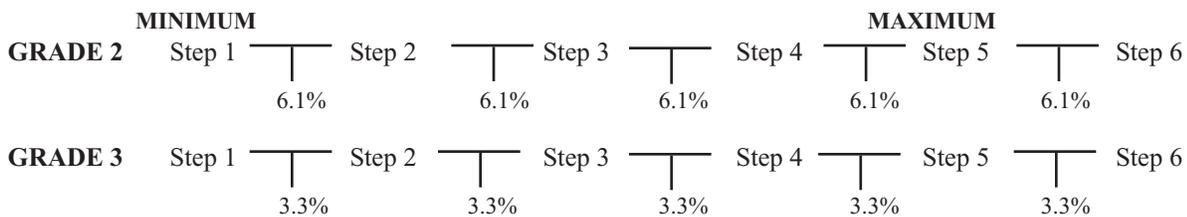
**PAY PLAN STRUCTURE**

- The City’s Pay Plan consists of eight “Job Family” categories where positions are assigned, similar to the EEOC (Equal Opportunity Commission) placement:
  - Administrative/Management Support
  - Executive
  - Labor/Trade/Crafts
  - Law Enforcement
  - Management
  - Professional
  - Technical
  - Part-Time/Seasonal
  
- **Wage Minimums and Maximums** – The formation of pay ranges are market-based with the minimums and maximums established around a pre-determined percentile of the Market Range. As approved, the percentile placement in the market for Civilian positions is at 55<sup>th</sup> and 70<sup>th</sup> for Sworn.
  
- **Pay Range Design** - There are two (2) Step-Based Pay Range designs housed within a single Compensation Plan:

Intermittent Part-Time/Seasonal & “Regular” (Benefited) Civilian positions (excludes Executive class)  
 Each Pay Range consists of nine (9) Steps with a consistent 3.5% increase between each Pay Step, (“Executive” class is a Pay for Performance plan). As a result of this consistent percentage between Steps, there is no guarantee the minimums and maximums for every position are at the exact 55<sup>th</sup> percentile but the City makes every effort to meet this goal.



Police “Career-Path” Sworn positions, as maintained in the Law Enforcement category  
 The pay plan for this category is a six (6) Step design. As a result of the commitment to establish the pay range minimums and maximums at the established percentile (70<sup>th</sup>), the percentage rate between each step may vary from year to year, as well as from position to position.



**Administrative/Management Support**

Revised  
07/2011

PAY GRADE	POSITION TITLE	FLSA Status	W.C. Code	EEO Code		RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM
AMS-1	Recreation Clerk II	NE	8810	Suprt	Annual	\$ 27,248	\$ 31,268	\$ 35,880
	Receptionist	NE	8810	Suprt	Month	\$ 2,271	\$ 2,606	\$ 2,990
	Administrative Clerk	NE	8810	Suprt	Hour	\$ 13.1000	\$15.0326	\$17.2502
AMS-2	Recreation Clerk III	NE	8810	Suprt	Annual	\$ 29,029	\$ 33,311	\$ 38,226
	Staff Assistant	NE	8810	Suprt	Month	\$ 2,419	\$ 2,776	\$ 3,185
					Hour	\$ 13.9563	\$16.0151	\$18.3777
AMS-3	Recreation Leader	NE	9102	Para	Annual	\$ 31,805	\$ 36,497	\$ 41,881
					Month	\$ 2,650	\$ 3,041	\$ 3,490
					Hour	\$ 15.2909	\$17.5466	\$20.1351
AMS-4	Deputy Court Clerk I	NE	8810	Suprt	Annual	\$ 33,672	\$ 38,639	\$ 44,339
	Facility Assistant	NE	9102	Suprt	Month	\$ 2,806	\$ 3,220	\$ 3,695
	Police Support Clerk	NE	8810	Suprt	Hour	\$ 16.1882	\$18.5764	\$21.3168
	Records Management Specialist	NE	8810	Suprt				
	Sr. Staff Assistant	NE	8810	Suprt				
AMS-5	Recreation Support Technician	NE	8810	Suprt	Annual	\$ 34,899	\$ 40,047	\$ 45,955
					Month	\$ 2,908	\$ 3,337	\$ 3,830
					Hour	\$ 16.7784	\$19.2536	\$22.0939
AMS-6	Accounting Technician	NE	8810	Suprt	Annual	\$ 36,896	\$ 42,339	\$ 48,585
	Payroll Technician	NE	8810	Suprt	Month	\$ 3,075	\$ 3,528	\$ 4,049
	Purchasing Technician	NE	8810	Suprt	Hour	\$ 17.7385	\$20.3553	\$23.3582
	Sales Tax Technician	NE	8810	Suprt				
AMS-7	Deputy Court Clerk II	NE	8810	Suprt	Annual	\$ 37,995	\$ 43,600	\$ 50,032
					Month	\$ 3,166	\$ 3,633	\$ 4,169
					Hour	\$ 18.2668	\$20.9616	\$24.0539
AMS-8	Administrative Assistant	NE	8810	Suprt	Annual	\$ 39,622	\$ 45,467	\$ 52,175
	Operations Support Technician-PW	NE	8810	Suprt	Month	\$ 3,302	\$ 3,789	\$ 4,348
	Police Support Technician	NE	8810	Suprt	Hour	\$ 19.0490	\$21.8592	\$25.0839
AMS-9	Recreation Coordinator	NE	9102	Para	Annual	\$ 41,095	\$ 47,157	\$ 54,114
	Marketing Coordinator	NE	9102	Suprt	Month	\$ 3,425	\$ 3,930	\$ 4,510
					Hour	\$ 19.7572	\$22.6719	\$26.0165
AMS-10	Administrative Assistant –Mayor/ Council	NE	8810	Suprt	Annual	\$ 42,123	\$ 48,337	\$ 55,468
	Deputy City Clerk	NE	8810	Suprt	Month	\$ 3,510	\$ 4,028	\$ 4,622
					Hour	\$ 20.2514	\$23.2390	\$26.6673
AMS-11	Executive Assistant	NE	8810	Suprt	Annual	\$ 45,645	\$ 52,379	\$ 60,106
					Month	\$ 3,804	\$ 4,365	\$ 5,009
					Hour	\$ 21.9447	\$25.1821	\$28.8970

### Administrative/Management Support

PAY GRADE		RANGE MINIMUM	STEP 2	STEP 3	STEP 4	Midpoint STEP 5	STEP 6	STEP 7	STEP 8	RANGE MAXIMUM
AMS-1	Annual	\$ 27,248	\$ 28,202	\$ 29,189	\$ 30,210	\$ 31,268	\$ 32,362	\$ 33,495	\$ 34,667	\$ 35,880
	Month	\$ 2,271	\$ 2,350	\$ 2,432	\$ 2,518	\$ 2,606	\$ 2,697	\$ 2,791	\$ 2,889	\$ 2,990
	Hour	\$ 13.1000	\$ 13.5585	\$ 14.0330	\$ 14.5242	\$15.0326	\$ 15.5587	\$16.1032	\$16.6669	\$17.2502
AMS-2	Annual	\$ 29,029	\$ 30,045	\$ 31,097	\$ 32,185	\$ 33,311	\$ 34,477	\$ 35,684	\$ 36,933	\$ 38,226
	Month	\$ 2,419	\$ 2,504	\$ 2,591	\$ 2,682	\$ 2,776	\$ 2,873	\$ 2,974	\$ 3,078	\$ 3,185
	Hour	\$ 13.9563	\$ 14.4447	\$ 14.9503	\$ 15.4735	\$16.0151	\$ 16.5756	\$17.1558	\$17.7562	\$18.3777
AMS-3	Annual	\$ 31,805	\$ 32,918	\$ 34,070	\$ 35,263	\$ 36,497	\$ 37,774	\$ 39,096	\$ 40,465	\$ 41,881
	Month	\$ 2,650	\$ 2,743	\$ 2,839	\$ 2,939	\$ 3,041	\$ 3,148	\$ 3,258	\$ 3,372	\$ 3,490
	Hour	\$ 15.2909	\$ 15.8260	\$ 16.3800	\$ 16.9533	\$17.5466	\$ 18.1608	\$18.7964	\$19.4543	\$20.1351
AMS-4	Annual	\$ 33,672	\$ 34,850	\$ 36,070	\$ 37,332	\$ 38,639	\$ 39,991	\$ 41,391	\$ 42,840	\$ 44,339
	Month	\$ 2,806	\$ 2,904	\$ 3,006	\$ 3,111	\$ 3,220	\$ 3,333	\$ 3,449	\$ 3,570	\$ 3,695
	Hour	\$ 16.1882	\$ 16.7548	\$ 17.3412	\$ 17.9482	\$18.5764	\$ 19.2265	\$19.8995	\$20.5959	\$21.3168
AMS-5	Annual	\$ 34,899	\$ 36,120	\$ 37,385	\$ 38,693	\$ 40,047	\$ 41,449	\$ 42,900	\$ 44,401	\$ 45,955
	Month	\$ 2,908	\$ 3,010	\$ 3,115	\$ 3,224	\$ 3,337	\$ 3,454	\$ 3,575	\$ 3,700	\$ 3,830
	Hour	\$ 16.7784	\$ 17.3656	\$ 17.9734	\$ 18.6025	\$19.2536	\$ 19.9274	\$20.6249	\$21.3468	\$22.0939
AMS-6	Annual	\$ 36,896	\$ 38,187	\$ 39,524	\$ 40,907	\$ 42,339	\$ 43,821	\$ 45,355	\$ 46,942	\$ 48,585
	Month	\$ 3,075	\$ 3,182	\$ 3,294	\$ 3,409	\$ 3,528	\$ 3,652	\$ 3,780	\$ 3,912	\$ 4,049
	Hour	\$ 17.7385	\$ 18.3593	\$ 19.0019	\$ 19.6669	\$20.3553	\$ 21.0677	\$21.8051	\$22.5683	\$23.3582
AMS-7	Annual	\$ 37,995	\$ 39,325	\$ 40,701	\$ 42,126	\$ 43,600	\$ 45,126	\$ 46,706	\$ 48,340	\$ 50,032
	Month	\$ 3,166	\$ 3,277	\$ 3,392	\$ 3,510	\$ 3,633	\$ 3,761	\$ 3,892	\$ 4,028	\$ 4,169
	Hour	\$ 18.2668	\$ 18.9062	\$ 19.5679	\$ 20.2528	\$20.9616	\$ 21.6953	\$22.4546	\$23.2405	\$24.0539
AMS-8	Annual	\$ 39,622	\$ 41,009	\$ 42,444	\$ 43,930	\$ 45,467	\$ 47,059	\$ 48,706	\$ 50,410	\$ 52,175
	Month	\$ 3,302	\$ 3,417	\$ 3,537	\$ 3,661	\$ 3,789	\$ 3,922	\$ 4,059	\$ 4,201	\$ 4,348
	Hour	\$ 19.0490	\$ 19.7158	\$ 20.4058	\$ 21.1200	\$21.8592	\$ 22.6243	\$23.4161	\$24.2357	\$25.0839
AMS-9	Annual	\$ 41,095	\$ 42,533	\$ 44,022	\$ 45,563	\$ 47,157	\$ 48,808	\$ 50,516	\$ 52,284	\$ 54,114
	Month	\$ 3,425	\$ 3,544	\$ 3,668	\$ 3,797	\$ 3,930	\$ 4,067	\$ 4,210	\$ 4,357	\$ 4,510
	Hour	\$ 19.7572	\$ 20.4487	\$ 21.1644	\$ 21.9052	\$22.6719	\$ 23.4654	\$24.2867	\$25.1367	\$26.0165
AMS-10	Annual	\$ 42,123	\$ 43,597	\$ 45,123	\$ 46,703	\$ 48,337	\$ 50,029	\$ 51,780	\$ 53,592	\$ 55,468
	Month	\$ 3,510	\$ 3,633	\$ 3,760	\$ 3,892	\$ 4,028	\$ 4,169	\$ 4,315	\$ 4,466	\$ 4,622
	Hour	\$ 20.2514	\$ 20.9602	\$ 21.6939	\$ 22.4531	\$23.2390	\$ 24.0524	\$24.8942	\$25.7655	\$26.6673
AMS-11	Annual	\$ 45,645	\$ 47,243	\$ 48,896	\$ 50,607	\$ 52,379	\$ 54,212	\$ 56,109	\$ 58,073	\$ 60,106
	Month	\$ 3,804	\$ 3,937	\$ 4,075	\$ 4,217	\$ 4,365	\$ 4,518	\$ 4,676	\$ 4,839	\$ 5,009
	Hour	\$ 21.9447	\$ 22.7128	\$ 23.5077	\$ 24.3305	\$25.1821	\$ 26.0634	\$26.9757	\$27.9198	\$28.8970

**Executive**

*Revised 07/2011*

PAY GRADE	POSITION TITLE	FLSA Status	W.C. Code	EEO Code		RANGE MINIMUM	RANGE MAXIMUM
E-1	Public Works Director	E	9410	Offi	Annual	\$ 95,398	\$132,696
	Community Development Director	E	9410	Offi	Month	\$ 7,950	\$ 11,058
	Parks & Recreation Director	E	9102	Offi	Hour	\$ 45.8644	\$63.7962
	Administrative Services Director	E	8810	Offi			
E-2	Chief of Police	E	7720	Offi	Annual	\$ 101,681	\$136,113
					Month	\$ 8,473	\$ 11,343
					Hour	\$ 48.8851	\$65.4389

**Labor/Trades/Crafts**

Revised 07/2011

PAY GRADE	POSITION TITLE	FLSA Status	W.C. Code	EEO Code		RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM
LTC-1	Custodian	NE	9015	Serv	Annual	\$ 26,714	\$ 30,655	\$ 35,177
					Month	\$ 2,226	\$ 2,555	\$ 2,931
					Hour	\$ 12.8433	\$14.7379	\$16.9121
LTC-2	Maintenance Worker I - Parks	NE	9102	Serv	Annual	\$ 29,029	\$ 33,311	\$ 38,226
	Maintenance Worker I - Public Wks	NE	5506	Serv	Month	\$ 2,419	\$ 2,776	\$ 3,185
	Horticulture Assistant	NE	9102	Serv	Hour	\$ 13.9563	\$16.0151	\$18.3777
LTC-3	Maintenance Worker II - Parks	NE	9102	Serv	Annual	\$ 33,949	\$ 38,957	\$ 44,704
	Maintenance Worker II-Public Works	NE	5506	Serv	Month	\$ 2,829	\$ 3,246	\$ 3,725
	Forestry Assistant	NE	9102	Serv	Hour	\$ 16.3216	\$18.7295	\$21.4925
LTC-4	Traffic Control Technician	NE	6325	Serv	Annual	\$ 37,037	\$ 42,501	\$ 48,771
	Equipment Operator I	NE	5506	Skill	Month	\$ 3,086	\$ 3,542	\$ 4,064
	Facilities Maintenance Technician	NE	9015	Skill	Hour	\$ 17.8063	\$20.4331	\$23.4474
LTC-5	Forestry Technician	NE	9102	Serv	Annual	\$ 38,800	\$ 44,524	\$ 51,092
	Horticulture Technician	NE	9102	Serv	Month	\$ 3,233	\$ 3,710	\$ 4,258
					Hour	\$ 18.6538	\$21.4057	\$24.5636
LTC-6	Mechanic	NE	8380	Skill	Annual	\$ 40,281	\$ 46,223	\$ 53,042
					Month	\$ 3,357	\$ 3,852	\$ 4,420
					Hour	\$ 19.3659	\$22.2228	\$25.5011
LTC-7	Equipment Operator II/Crew Leader	NE	5506	Skill	Annual	\$ 42,123	\$ 48,337	\$ 55,468
	Crew Leader - Parks	NE	9102	Serv	Month	\$ 3,510	\$ 4,028	\$ 4,622
	Lead Mechanic	NE	8380	Skill	Hour	\$ 20.2514	\$23.2390	\$26.6673

**Labor/Trades/Crafts**

PAY GRADE		RANGE MINIMUM	STEP 2	STEP 3	STEP 4	Midpoint STEP 5	STEP 6	STEP 7	STEP 8	RANGE MAXIMUM
LTC-1	Annual	\$ 26,714	\$ 27,649	\$ 28,617	\$ 29,618	\$ 30,655	\$ 31,728	\$ 32,838	\$ 33,988	\$ 35,177
	Month	\$ 2,226	\$ 2,304	\$ 2,385	\$ 2,468	\$ 2,555	\$ 2,644	\$ 2,737	\$ 2,832	\$ 2,931
	Hour	\$ 12.8433	\$ 13.2928	\$ 13.7580	\$ 14.2396	\$14.7379	\$ 15.2538	\$15.7877	\$16.3402	\$16.9121
LTC-2	Annual	\$ 29,029	\$ 30,045	\$ 31,097	\$ 32,185	\$ 33,311	\$ 34,477	\$ 35,684	\$ 36,933	\$ 38,226
	Month	\$ 2,419	\$ 2,504	\$ 2,591	\$ 2,682	\$ 2,776	\$ 2,873	\$ 2,974	\$ 3,078	\$ 3,185
	Hour	\$ 13.9563	\$ 14.4447	\$ 14.9503	\$ 15.4735	\$16.0151	\$ 16.5756	\$17.1558	\$17.7562	\$18.3777
LTC-3	Annual	\$ 33,949	\$ 35,137	\$ 36,367	\$ 37,640	\$ 38,957	\$ 40,321	\$ 41,732	\$ 43,193	\$ 44,704
	Month	\$ 2,829	\$ 2,928	\$ 3,031	\$ 3,137	\$ 3,246	\$ 3,360	\$ 3,478	\$ 3,599	\$ 3,725
	Hour	\$ 16.3216	\$ 16.8929	\$ 17.4841	\$ 18.0961	\$18.7295	\$ 19.3850	\$20.0635	\$20.7657	\$21.4925
LTC-4	Annual	\$ 37,037	\$ 38,333	\$ 39,675	\$ 41,064	\$ 42,501	\$ 43,988	\$ 45,528	\$ 47,121	\$ 48,771
	Month	\$ 3,086	\$ 3,194	\$ 3,306	\$ 3,422	\$ 3,542	\$ 3,666	\$ 3,794	\$ 3,927	\$ 4,064
	Hour	\$ 17.8063	\$ 18.4295	\$ 19.0745	\$ 19.7421	\$20.4331	\$ 21.1482	\$21.8884	\$22.6545	\$23.4474
LTC-5	Annual	\$ 38,800	\$ 40,158	\$ 41,564	\$ 43,018	\$ 44,524	\$ 46,082	\$ 47,695	\$ 49,364	\$ 51,092
	Month	\$ 3,233	\$ 3,347	\$ 3,464	\$ 3,585	\$ 3,710	\$ 3,840	\$ 3,975	\$ 4,114	\$ 4,258
	Hour	\$ 18.6538	\$ 19.3067	\$ 19.9825	\$ 20.6819	\$21.4057	\$ 22.1549	\$22.9303	\$23.7329	\$24.5636
LTC-6	Annual	\$ 40,281	\$ 41,691	\$ 43,150	\$ 44,660	\$ 46,223	\$ 47,841	\$ 49,516	\$ 51,249	\$ 53,042
	Month	\$ 3,357	\$ 3,474	\$ 3,596	\$ 3,722	\$ 3,852	\$ 3,987	\$ 4,126	\$ 4,271	\$ 4,420
	Hour	\$ 19.3659	\$ 20.0437	\$ 20.7452	\$ 21.4713	\$22.2228	\$ 23.0006	\$23.8056	\$24.6388	\$25.5011
LTC-7	Annual	\$ 42,123	\$ 43,597	\$ 45,123	\$ 46,703	\$ 48,337	\$ 50,029	\$ 51,780	\$ 53,592	\$ 55,468
	Month	\$ 3,510	\$ 3,633	\$ 3,760	\$ 3,892	\$ 4,028	\$ 4,169	\$ 4,315	\$ 4,466	\$ 4,622
	Hour	\$ 20.2514	\$ 20.9602	\$ 21.6939	\$ 22.4531	\$23.2390	\$ 24.0524	\$24.8942	\$25.7655	\$26.6673

**Law Enforcement**

*Revised 07/2011*

PAY GRADE	POSITION TITLE	FLSA Status	W.C. Code	EEO Code		RANGE MINIMUM	RANGE MAXIMUM
P-1	Police Recruit	NE	7720	Prot	Annual	\$ 45,285	
					Month	\$ 3,774	
					Hour	\$ 21.7716	
P-2	Police Officer	NE	7720	Prot	Annual	\$ 49,667	\$ 69,930
					Month	\$ 4,139	\$ 5,827
					Hour	\$ 23.8784	\$33.6202
P-3	Police Sergeant	NE	7720	Tech	Annual	\$ 70,564	\$ 87,246
					Month	\$ 5,880	\$ 7,270
					Hour	\$ 33.9250	\$41.9452
P-4	Police Lieutenant	E	7720	Prof	Annual	\$ 87,372	\$101,206
					Month	\$ 7,281	\$ 8,434
					Hour	\$ 42.0058	\$48.6567
P-5	Police Commander	E	7720	Offi	Annual	\$ 98,433	\$111,283
					Month	\$ 8,203	\$ 9,274
					Hour	\$ 47.3236	\$53.5014

**Law Enforcement**

PAY GRADE		RANGE MINIMUM	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	RANGE MINIMUM
P-1	Annual	\$ 45,285						
	Month	\$ 3,774						
	Hour	\$ 21.7716						
P-2	Annual	\$ 49,667	\$ 52,582	\$ 55,667	\$ 58,934	\$ 62,392	\$ 66,054	\$ 69,930
	Month	\$ 4,139	\$ 4,382	\$ 4,639	\$ 4,911	\$ 5,199	\$ 5,504	\$ 5,827
	Hour	\$ 23.8784	\$ 25.2796	\$ 26.7631	\$28.3336	\$ 29.9963	\$31.7566	\$33.6202
P-3	Annual	\$ 70,564	\$ 73,104	\$ 75,736	\$ 78,463	\$ 81,287	\$ 84,214	\$ 87,246
	Month	\$ 5,880	\$ 6,092	\$ 6,311	\$ 6,539	\$ 6,774	\$ 7,018	\$ 7,270
	Hour	\$ 33.9250	\$ 35.1463	\$ 36.4116	\$37.7225	\$ 39.0805	\$40.4874	\$41.9452
P-4	Annual	\$ 87,372	\$ 89,539	\$ 91,759	\$ 94,035	\$ 96,367	\$ 98,757	\$101,206
	Month	\$ 7,281	\$ 7,462	\$ 7,647	\$ 7,836	\$ 8,031	\$ 8,230	\$ 8,434
	Hour	\$ 42.0058	\$ 43.0475	\$ 44.1150	\$45.2090	\$ 46.3302	\$47.4791	\$48.6567
P-5	Annual	\$ 98,433	\$ 100,467	\$ 102,542	\$104,661	\$ 106,823	\$109,030	\$111,283
	Month	\$ 8,203	\$ 8,372	\$ 8,545	\$ 8,722	\$ 8,902	\$ 9,086	\$ 9,274
	Hour	\$ 47.3236	\$ 48.3013	\$ 49.2992	\$50.3177	\$ 51.3572	\$52.4183	\$53.5014

**Management**

*Revised 07/2011*

PAY GRADE	POSITION TITLE	FLSA Status	W.C. Code	EEO Code		RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM
M-1	Records Supervisor	NE	8810	Suprt	Annual	\$ 47,977	\$ 55,055	\$ 63,177
	Community Services Unit Supervisor	NE	8810	Prof	Month	\$ 3,998	\$ 4,588	\$ 5,265
					Hour	\$ 23.0659	\$26.4686	\$30.3733
M-2	Building Maintenance Supervisor	NE	9015	Skill	Annual	\$ 49,659	\$ 56,985	\$ 65,391
					Month	\$ 4,138	\$ 4,749	\$ 5,449
					Hour	\$ 23.8745	\$27.3966	\$31.4382
M-3	Operations Supervisor - Parks	E	9102	Tech	Annual	\$ 53,385	\$ 61,261	\$ 70,298
	Operations Supervisor-Public Wrks	E	5506	Tech	Month	\$ 4,449	\$ 5,105	\$ 5,858
	Operations Supervisor - Facilities	E	9102	Prof	Hour	\$ 25.6659	\$29.4522	\$33.7970
	Recreation Supervisor	E	9102	Prof				
M-4	Accounting Supervisor	E	8810	Prof	Annual	\$ 57,090	\$ 65,512	\$ 75,177
	Communications Manager	E	8810	Offi	Month	\$ 4,758	\$ 5,459	\$ 6,265
					Hour	\$ 27.4471	\$31.4962	\$36.1426
M-5	Court Administrator Support Services Manager	E	8810	Offi	Annual	\$ 66,282	\$ 76,060	\$ 87,281
					Month	\$ 5,524	\$ 6,338	\$ 7,273
					Hour	\$ 31.8663	\$36.5674	\$41.9619
M-6	Chief Building Official	E	9410	Offi	Annual	\$ 73,782	\$ 84,667	\$ 97,157
	Operations Manager	E	9410	Offi	Month	\$ 6,149	\$ 7,056	\$ 8,096
	Parks, Open Space, Forestry Manager	E	9102	Offi	Hour	\$ 35.4721	\$40.7051	\$46.7100
	Recreation Manager	E	9102	Offi				
M-7	IT Manager	E	9410	Offi	Annual	\$ 75,829	\$ 87,016	\$ 99,852
					Month	\$ 6,319	\$ 7,251	\$ 8,321
					Hour	\$ 36.4563	\$41.8344	\$48.0059
M-8	Engineering Manager	E	8810	Offi	Annual	\$ 79,729	\$ 91,491	\$104,988
	Human Resources Manager	E	8810	Offi	Month	\$ 6,644	\$ 7,624	\$ 8,749
					Hour	\$ 38.3313	\$43.9860	\$50.4749

### Management

PAY GRADE		RANGE MINIMUM	STEP 2	STEP 3	STEP 4	Midpoint STEP 5	STEP 6	STEP 7	STEP 8	RANGE MAXIMUM
M-1	Annual	\$ 47,977	\$ 49,656	\$ 51,394	\$ 53,193	\$ 55,055	\$ 56,982	\$ 58,976	\$ 61,040	\$ 63,177
	Month	\$ 3,998	\$ 4,138	\$ 4,283	\$ 4,433	\$ 4,588	\$ 4,748	\$ 4,915	\$ 5,087	\$ 5,265
	Hour	\$ 23.0659	\$ 23.8732	\$ 24.7087	\$ 25.5735	\$26.4686	\$ 27.3950	\$28.3538	\$29.3462	\$30.3733
M-2	Annual	\$ 49,659	\$ 51,397	\$ 53,196	\$ 55,058	\$ 56,985	\$ 58,979	\$ 61,044	\$ 63,180	\$ 65,391
	Month	\$ 4,138	\$ 4,283	\$ 4,433	\$ 4,588	\$ 4,749	\$ 4,915	\$ 5,087	\$ 5,265	\$ 5,449
	Hour	\$ 23.8745	\$ 24.7101	\$ 25.5750	\$ 26.4701	\$27.3966	\$ 28.3554	\$29.3479	\$30.3751	\$31.4382
M-3	Annual	\$ 53,385	\$ 55,253	\$ 57,187	\$ 59,189	\$ 61,261	\$ 63,405	\$ 65,624	\$ 67,921	\$ 70,298
	Month	\$ 4,449	\$ 4,604	\$ 4,766	\$ 4,932	\$ 5,105	\$ 5,284	\$ 5,469	\$ 5,660	\$ 5,858
	Hour	\$ 25.6659	\$ 26.5642	\$ 27.4939	\$ 28.4562	\$29.4522	\$ 30.4830	\$31.5499	\$32.6541	\$33.7970
M-4	Annual	\$ 57,090	\$ 59,088	\$ 61,156	\$ 63,297	\$ 65,512	\$ 67,805	\$ 70,178	\$ 72,634	\$ 75,177
	Month	\$ 4,758	\$ 4,924	\$ 5,096	\$ 5,275	\$ 5,459	\$ 5,650	\$ 5,848	\$ 6,053	\$ 6,265
	Hour	\$ 27.4471	\$ 28.4078	\$ 29.4020	\$ 30.4311	\$31.4962	\$ 32.5986	\$33.7395	\$34.9204	\$36.1426
M-5	Annual	\$ 66,282	\$ 68,602	\$ 71,003	\$ 73,488	\$ 76,060	\$ 78,722	\$ 81,478	\$ 84,329	\$ 87,281
	Month	\$ 5,524	\$ 5,717	\$ 5,917	\$ 6,124	\$ 6,338	\$ 6,560	\$ 6,790	\$ 7,027	\$ 7,273
	Hour	\$ 31.8663	\$ 32.9817	\$ 34.1360	\$ 35.3308	\$36.5674	\$ 37.8472	\$39.1719	\$40.5429	\$41.9619
M-6	Annual	\$ 73,782	\$ 76,364	\$ 79,037	\$ 81,803	\$ 84,667	\$ 87,630	\$ 90,697	\$ 93,871	\$ 97,157
	Month	\$ 6,149	\$ 6,364	\$ 6,586	\$ 6,817	\$ 7,056	\$ 7,302	\$ 7,558	\$ 7,823	\$ 8,096
	Hour	\$ 35.4721	\$ 36.7136	\$ 37.9986	\$ 39.3286	\$40.7051	\$ 42.1297	\$43.6043	\$45.1304	\$46.7100
M-7	Annual	\$ 75,829	\$ 78,483	\$ 81,230	\$ 84,073	\$ 87,016	\$ 90,061	\$ 93,213	\$ 96,476	\$ 99,852
	Month	\$ 6,319	\$ 6,540	\$ 6,769	\$ 7,006	\$ 7,251	\$ 7,505	\$ 7,768	\$ 8,040	\$ 8,321
	Hour	\$ 36.4563	\$ 37.7322	\$ 39.0528	\$ 40.4197	\$41.8344	\$ 43.2986	\$44.8140	\$46.3825	\$48.0059
M-8	Annual	\$ 79,729	\$ 82,520	\$ 85,408	\$ 88,397	\$ 91,491	\$ 94,693	\$ 98,007	\$101,438	\$104,988
	Month	\$ 6,644	\$ 6,877	\$ 7,117	\$ 7,366	\$ 7,624	\$ 7,891	\$ 8,167	\$ 8,453	\$ 8,749
	Hour	\$ 38.3313	\$ 39.6728	\$ 41.0614	\$ 42.4985	\$43.9860	\$ 45.5255	\$47.1189	\$48.7681	\$50.4749

**Professional**

PAY GRADE	POSITION TITLE	FLSA Status	W.C. Code	EEO Code		RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM
PR-1	Planner I	E	9410	Prof	Annual	\$ 45,858	\$ 52,623	\$ 60,386
					Month	\$ 3,822	\$ 4,385	\$ 5,032
					Hour	\$ 22.0471	\$25.2996	\$29.0318
PR-2	Human Resources Analyst Police Training/Public Informaiton Officer Management Analyst	E	8810	Para	Annual	\$ 47,977	\$ 55,055	\$ 63,177
		NE	8810	Para	Month	\$ 3,998	\$ 4,588	\$ 5,265
		E	8810	Para	Hour	\$ 23.0659	\$26.4686	\$30.3733
PR-3	Sales Tax Auditor	E	9410	Prof	Annual	\$ 48,775	\$ 55,970	\$ 64,227
					Month	\$ 4,065	\$ 4,664	\$ 5,352
					Hour	\$ 23.4495	\$26.9089	\$30.8785
PR-4	GIS Specialist	E	8810	Tech	Annual	\$ 49,920	\$ 57,284	\$ 65,735
					Month	\$ 4,160	\$ 4,774	\$ 5,478
					Hour	\$ 24.0000	\$27.5406	\$31.6034
PR-5	Open Space Coordinator Parks Project Coordinator Planner II	E	9102	Serv	Annual	\$ 51,018	\$ 58,544	\$ 67,181
		E	9410	Tech	Month	\$ 4,252	\$ 4,879	\$ 5,598
		E	9410	Prof	Hour	\$ 24.5279	\$28.1463	\$32.2985
PR-6	Purchasing Agent Sr. Sales Tax Auditor	E	8810	Offi	Annual	\$ 53,385	\$ 61,261	\$ 70,298
		E	9410	Prof	Month	\$ 4,449	\$ 5,105	\$ 5,858
					Hour	\$ 25.6659	\$29.4522	\$33.7970
PR-7	Civil Engineer I Human Resources Representative Sales Tax Supervisor	E	8601	Prof	Annual	\$ 55,531	\$ 63,723	\$ 73,124
		E	8810	Prof	Month	\$ 4,628	\$ 5,310	\$ 6,094
		E	8810	Prof	Hour	\$ 26.6976	\$30.6361	\$35.1556
PR-8	Network Administrator Sr. Planner	E	9410	Prof	Annual	\$ 59,815	\$ 68,639	\$ 78,765
		E	9410	Prof	Month	\$ 4,985	\$ 5,720	\$ 6,564
					Hour	\$ 28.7572	\$32.9996	\$37.8678
PR-9	Civil Engineer II	E	8601	Prof	Annual	\$ 67,155	\$ 77,062	\$ 88,430
					Month	\$ 5,596	\$ 6,422	\$ 7,369
					Hour	\$ 32.2861	\$37.0490	\$42.5146

**Professional**

PAY GRADE		RANGE MINIMUM	STEP 2	STEP 3	STEP 4	Midpoint STEP 5	STEP 6	STEP 7	STEP 8	RANGE MAXIMUM
PR-1	Annual	\$ 45,858	\$ 47,463	\$ 49,124	\$ 50,844	\$ 52,623	\$ 54,465	\$ 56,371	\$ 58,344	\$ 60,386
	Month	\$ 3,822	\$ 3,955	\$ 4,094	\$ 4,237	\$ 4,385	\$ 4,539	\$ 4,698	\$ 4,862	\$ 5,032
	Hour	\$ 22.0471	\$ 22.8188	\$ 23.6174	\$ 24.4440	\$25.2996	\$ 26.1851	\$27.1015	\$28.0501	\$29.0318
PR-2	Annual	\$ 47,977	\$ 49,656	\$ 51,394	\$ 53,193	\$ 55,055	\$ 56,982	\$ 58,976	\$ 61,040	\$ 63,177
	Month	\$ 3,998	\$ 4,138	\$ 4,283	\$ 4,433	\$ 4,588	\$ 4,748	\$ 4,915	\$ 5,087	\$ 5,265
	Hour	\$ 23.0659	\$ 23.8732	\$ 24.7087	\$ 25.5735	\$26.4686	\$ 27.3950	\$28.3538	\$29.3462	\$30.3733
PR-3	Annual	\$ 48,775	\$ 50,482	\$ 52,249	\$ 54,078	\$ 55,970	\$ 57,929	\$ 59,957	\$ 62,055	\$ 64,227
	Month	\$ 4,065	\$ 4,207	\$ 4,354	\$ 4,506	\$ 4,664	\$ 4,827	\$ 4,996	\$ 5,171	\$ 5,352
	Hour	\$ 23.4495	\$ 24.2703	\$ 25.1197	\$ 25.9989	\$26.9089	\$ 27.8507	\$28.8254	\$29.8343	\$30.8785
PR-4	Annual	\$ 49,920	\$ 51,667	\$ 53,476	\$ 55,347	\$ 57,284	\$ 59,289	\$ 61,364	\$ 63,512	\$ 65,735
	Month	\$ 4,160	\$ 4,306	\$ 4,456	\$ 4,612	\$ 4,774	\$ 4,941	\$ 5,114	\$ 5,293	\$ 5,478
	Hour	\$ 24.0000	\$ 24.8400	\$ 25.7094	\$ 26.6092	\$27.5406	\$ 28.5045	\$29.5021	\$30.5347	\$31.6034
PR-5	Annual	\$ 51,018	\$ 52,804	\$ 54,652	\$ 56,565	\$ 58,544	\$ 60,593	\$ 62,714	\$ 64,909	\$ 67,181
	Month	\$ 4,252	\$ 4,400	\$ 4,554	\$ 4,714	\$ 4,879	\$ 5,049	\$ 5,226	\$ 5,409	\$ 5,598
	Hour	\$ 24.5279	\$ 25.3864	\$ 26.2749	\$ 27.1945	\$28.1463	\$ 29.1314	\$30.1510	\$31.2063	\$32.2985
PR-6	Annual	\$ 53,385	\$ 55,253	\$ 57,187	\$ 59,189	\$ 61,261	\$ 63,405	\$ 65,624	\$ 67,921	\$ 70,298
	Month	\$ 4,449	\$ 4,604	\$ 4,766	\$ 4,932	\$ 5,105	\$ 5,284	\$ 5,469	\$ 5,660	\$ 5,858
	Hour	\$ 25.6659	\$ 26.5642	\$ 27.4939	\$ 28.4562	\$29.4522	\$ 30.4830	\$31.5499	\$32.6541	\$33.7970
PR-7	Annual	\$ 55,531	\$ 57,475	\$ 59,486	\$ 61,568	\$ 63,723	\$ 65,953	\$ 68,262	\$ 70,651	\$ 73,124
	Month	\$ 4,628	\$ 4,790	\$ 4,957	\$ 5,131	\$ 5,310	\$ 5,496	\$ 5,688	\$ 5,888	\$ 6,094
	Hour	\$ 26.6976	\$ 27.6320	\$ 28.5991	\$ 29.6001	\$30.6361	\$ 31.7084	\$32.8182	\$33.9668	\$35.1556
PR-8	Annual	\$ 59,815	\$ 61,909	\$ 64,075	\$ 66,318	\$ 68,639	\$ 71,041	\$ 73,528	\$ 76,101	\$ 78,765
	Month	\$ 4,985	\$ 5,159	\$ 5,340	\$ 5,526	\$ 5,720	\$ 5,920	\$ 6,127	\$ 6,342	\$ 6,564
	Hour	\$ 28.7572	\$ 29.7637	\$ 30.8054	\$ 31.8836	\$32.9996	\$ 34.1545	\$35.3500	\$36.5872	\$37.8678
PR-9	Annual	\$ 67,155	\$ 69,505	\$ 71,938	\$ 74,456	\$ 77,062	\$ 79,759	\$ 82,551	\$ 85,440	\$ 88,430
	Month	\$ 5,596	\$ 5,792	\$ 5,995	\$ 6,205	\$ 6,422	\$ 6,647	\$ 6,879	\$ 7,120	\$ 7,369
	Hour	\$ 32.2861	\$ 33.4161	\$ 34.5856	\$ 35.7961	\$37.0490	\$ 38.3457	\$39.6878	\$41.0769	\$42.5146

**Technical**

Revised 07/2011

PAY GRADE	POSITION TITLE	FLSA Status	W.C. Code	EEO Code		RANGE MINIMUM	RANGE MIDPOINT	RANGE MAXIMUM
T-1	Permit Technician	NE	8810	Suprt	Annual	\$ 34,899	\$ 40,047	\$ 45,955
	Pool Manager	NE	9102	Prot	Month	\$ 2,908	\$ 3,337	\$ 3,830
		Hour				\$ 16.7784	\$19.2536	\$22.0939
T-2	Evidence Technician	NE	9410	Suprt	Annual	\$ 36,896	\$ 42,339	\$ 48,585
		NE	9410	Suprt	Month	\$ 3,075	\$ 3,528	\$ 4,049
		Hour			\$ 17.7385	\$20.3553	\$23.3582	
T-3	Emergency Services Specialist	NE	9410	Suprt	Annual	\$ 39,622	\$ 45,467	\$ 52,175
	Help Desk Technician	NE	9410	Tech	Month	\$ 3,302	\$ 3,789	\$ 4,348
	Probation Officer	NE	8742	Prof	Hour	\$ 19.0490	\$21.8592	\$25.0839
T-4	Community Services Officer	NE	8831	Prot	Annual	\$ 41,095	\$ 47,157	\$ 54,114
	Sr. Evidence Technician	NE	9410	Para	Month	\$ 3,425	\$ 3,930	\$ 4,510
		Hour			\$ 19.7572	\$22.6719	\$26.0165	
T-5	GIS Technician	NE	9410	Tech	Annual	\$ 42,123	\$ 48,337	\$ 55,468
	Web & Imaging Technician	NE	8810	Tech	Month	\$ 3,510	\$ 4,028	\$ 4,622
		Hour			\$ 20.2514	\$23.2390	\$26.6673	
T-6	Engineering Technician	NE	8601	Skill	Annual	\$ 43,750	\$ 50,204	\$ 57,610
		Month			\$ 3,646	\$ 4,184	\$ 4,801	
		Hour			\$ 21.0337	\$24.1366	\$27.6973	
T-7	Court Marshal	NE	8810	Prot	Annual	\$ 44,190	\$ 50,709	\$ 58,190
	IT Support Technician	NE	9410	Tech	Month	\$ 3,683	\$ 4,226	\$ 4,849
		Hour			\$ 21.2452	\$24.3793	\$27.9759	
T-8	Lead Emergency Services Specialist	NE	9410	Suprt	Annual	\$ 47,977	\$ 55,055	\$ 63,177
	Combination Inspector	NE	9410	Offi	Month	\$ 3,998	\$ 4,588	\$ 5,265
		Hour			\$ 23.0659	\$26.4686	\$30.3733	
T-9	Combination Inspector				Annual	\$ 48,775	\$ 55,970	\$ 64,227
	Plans Examiner/Sr. Combination Inspector	NE	8810	Offi	Month	\$ 4,065	\$ 4,664	\$ 5,352
	Sr. IT Support Technician	NE	8810	Tech	Hour	\$ 23.4495	\$26.9089	\$30.8785

**Technical**

PAY GRADE		RANGE MINIMUM	STEP 2	STEP 3	STEP 4	Midpoint STEP 5	STEP 6	STEP 7	STEP 8	RANGE MAXIMUM
T-1	Annual	\$ 34,899	\$ 36,120	\$ 37,385	\$ 38,693	\$ 40,047	\$ 41,449	\$ 42,900	\$ 44,401	\$ 45,955
	Month	\$ 2,908	\$ 3,010	\$ 3,115	\$ 3,224	\$ 3,337	\$ 3,454	\$ 3,575	\$ 3,700	\$ 3,830
	Hour	\$ 16.7784	\$ 17.3656	\$ 17.9734	\$ 18.6025	\$19.2536	\$ 19.9274	\$20.6249	\$21.3468	\$22.0939
T-2	Annual	\$ 36,896	\$ 38,187	\$ 39,524	\$ 40,907	\$ 42,339	\$ 43,821	\$ 45,355	\$ 46,942	\$ 48,585
	Month	\$ 3,075	\$ 3,182	\$ 3,294	\$ 3,409	\$ 3,528	\$ 3,652	\$ 3,780	\$ 3,912	\$ 4,049
	Hour	\$ 17.7385	\$ 18.3593	\$ 19.0019	\$ 19.6669	\$20.3553	\$ 21.0677	\$21.8051	\$22.5683	\$23.3582
T-3	Annual	\$ 39,622	\$ 41,009	\$ 42,444	\$ 43,930	\$ 45,467	\$ 47,059	\$ 48,706	\$ 50,410	\$ 52,175
	Month	\$ 3,302	\$ 3,417	\$ 3,537	\$ 3,661	\$ 3,789	\$ 3,922	\$ 4,059	\$ 4,201	\$ 4,348
	Hour	\$ 19.0490	\$ 19.7158	\$ 20.4058	\$ 21.1200	\$21.8592	\$ 22.6243	\$23.4161	\$24.2357	\$25.0839
T-4	Annual	\$ 41,095	\$ 42,533	\$ 44,022	\$ 45,563	\$ 47,157	\$ 48,808	\$ 50,516	\$ 52,284	\$ 54,114
	Month	\$ 3,425	\$ 3,544	\$ 3,668	\$ 3,797	\$ 3,930	\$ 4,067	\$ 4,210	\$ 4,357	\$ 4,510
	Hour	\$ 19.7572	\$ 20.4487	\$ 21.1644	\$ 21.9052	\$22.6719	\$ 23.4654	\$24.2867	\$25.1367	\$26.0165
T-5	Annual	\$ 42,123	\$ 43,597	\$ 45,123	\$ 46,703	\$ 48,337	\$ 50,029	\$ 51,780	\$ 53,592	\$ 55,468
	Month	\$ 3,510	\$ 3,633	\$ 3,760	\$ 3,892	\$ 4,028	\$ 4,169	\$ 4,315	\$ 4,466	\$ 4,622
	Hour	\$ 20.2514	\$ 20.9602	\$ 21.6939	\$ 22.4531	\$23.2390	\$ 24.0524	\$24.8942	\$25.7655	\$26.6673
T-6	Annual	\$ 43,750	\$ 45,281	\$ 46,866	\$ 48,506	\$ 50,204	\$ 51,961	\$ 53,780	\$ 55,662	\$ 57,610
	Month	\$ 3,646	\$ 3,773	\$ 3,906	\$ 4,042	\$ 4,184	\$ 4,330	\$ 4,482	\$ 4,639	\$ 4,801
	Hour	\$ 21.0337	\$ 21.7698	\$ 22.5318	\$ 23.3204	\$24.1366	\$ 24.9814	\$25.8557	\$26.7607	\$27.6973
T-7	Annual	\$ 44,190	\$ 45,737	\$ 47,337	\$ 48,994	\$ 50,709	\$ 52,484	\$ 54,321	\$ 56,222	\$ 58,190
	Month	\$ 3,683	\$ 3,811	\$ 3,945	\$ 4,083	\$ 4,226	\$ 4,374	\$ 4,527	\$ 4,685	\$ 4,849
	Hour	\$ 21.2452	\$ 21.9888	\$ 22.7584	\$ 23.5549	\$24.3793	\$ 25.2326	\$26.1158	\$27.0298	\$27.9759
T-8	Annual	\$ 47,977	\$ 49,656	\$ 51,394	\$ 53,193	\$ 55,055	\$ 56,982	\$ 58,976	\$ 61,040	\$ 63,177
	Month	\$ 3,998	\$ 4,138	\$ 4,283	\$ 4,433	\$ 4,588	\$ 4,748	\$ 4,915	\$ 5,087	\$ 5,265
	Hour	\$ 23.0659	\$ 23.8732	\$ 24.7087	\$ 25.5735	\$26.4686	\$ 27.3950	\$28.3538	\$29.3462	\$30.3733
T-9	Annual	\$ 48,775	\$ 50,482	\$ 52,249	\$ 54,078	\$ 55,970	\$ 57,929	\$ 59,957	\$ 62,055	\$ 64,227
	Month	\$ 4,065	\$ 4,207	\$ 4,354	\$ 4,506	\$ 4,664	\$ 4,827	\$ 4,996	\$ 5,171	\$ 5,352
	Hour	\$ 23.4495	\$ 24.2703	\$ 25.1197	\$ 25.9989	\$26.9089	\$ 27.8507	\$28.8254	\$29.8343	\$30.8785

**Part-Time/Seasonal – (Non-Benefited)**

Revised 07/2011

PAY GRADE	POSITION TITLE	FLSA	W.C.	EEO		MINIMUM	MAXIMUM
PT-1	Pool Aide	NE	9102	Prot	Hour	\$ 7.2500	\$ 9,2440
PT-2	Concession Worker	NE	9102	Suprt	Hour	\$ 7.6727	\$10.1035
	Scorekeeper	NE	9102	Skill			
	Recreation Aide	NE	9102	Suprt			
	Assistant Coach						
PT-3	Attendant: Child Care	NE	8868	Prot	Hour	\$ 8.5170	\$11.2153
	Climbing Wall	NE	9102	Prot			
	Front Desk	NE	8810	Suprt			
	Gym	NE	9102	Prot			
	Weight Room	NE	9102	Prot			
PT-4	Coach	NE	9102	Skill	Hour	\$ 8.8264	\$11.6227
	Lifeguard	NE	9102	Prot			
	Instructor (Non-Certified): Sports I	NE	9102	Para			
	Recreation I	NE	9102	Para			
PT-5	Custodian	NE	9102	Serv	Hour	\$ 9.2456	\$12.1747
	Driver	NE	9102	Skill			
PT-6	Building Supervisor	NE	9102	Serv	Hour	\$ 9.4234	\$12.4088
	Seasonal Maintenance Worker	NE	9102	Serv			
	Recreation Clerk I	NE	8810	Suprt			
PT-7	Sports Official I	NE	9102	Skill	Hour	\$ 9.9397	\$ 13.0887
PT-8	Head: Child Care Attendant	NE	9102	Prot	Hour	\$ 10.1882	\$13.4159
	Climbing Wall Attendant	NE	9102	Prot			
	Weight Room Attendant	NE	9102	Prot			
	Instructor (Non-Certified): Recreation II	NE	9102	Para			
	Specialty Fitness I	NE	9102	Para			
	Dance I						
PT-9	Concessions Manager	NE	8810	Suprt	Hour	\$ 10.3500	\$ 13.6290
	Lifeguard Instructor	NE	9102	Para			
PT-10	Head Coach	NE	9102	Prot	Hour	\$ 10.8675	\$14.3104
PT-11	Food Services Worker	NE	9102	Skill	Hour	\$ 11.1377	\$14.6662
PT-12	Seasonal Community Services Officer (CSO)	NE	8868	Para	Hour	\$ 11.6274	\$15.3111
	Licensed Pre-School Group Leader	NE	9102	Para			
	Recreation Leader	NE	9102	Para			
	Instructor: (Non-Certified + 5 yrs.) Dance II	NE	9102	Para			
	Sports II	NE	8831	Serv			
PT-13	Administrative Clerk	NE	8810	Suprt	Hour	\$ 13.1000	\$17.2502
	Recreation Clerk II	NE	8810	Suprt			
PT-14	Licensed Pre-School Specialist	NE	8868	Para	Hour	\$ 13.3358	\$17.5607
	Summer Camp Specialist	NE	8868	Para			
	Facility Assistant	NE	9102	Suprt			
	Pool Manager	NE	9102	Prot			
	Sports Official II	NE	9102	Skill			
	Instructor: (Certified): Aqua Fitness I	NE	9102	Para			
	Fitness I	NE	9102	Para			
	(Black Belt) - Martial Arts I	NE	9102	Para			
	Specialty Fitness I	NE	9102	Para			
PT-15	Recreation Clerk III	NE	8810	Prof	Hour	\$ 13.9563	\$18.3777
	Staff Assistant	NE	8810	Suprt			
	GIS Intern	NE	8810	Suprt			
PT-16	Sr. Staff Assistant	NE	8810	Suprt	Hour	\$ 16.1882	\$21.3168
PT-17	Personal Trainer	NE	9102	Para	Hour	\$ 16.6755	\$21.9584
	Instructor (Certified + 5 yrs.): Aqua Fitness II	NE	9102	Para			
	Fitness II	NE	9102	Para			
	Martial Arts II	NE	9102	Para			
	Specialty Fitness II	NE	9102	Para			
PT-18	Instructor – Specialized (Yoga, Pilates, etc.)	NE	9102	Para	Hour	\$ 22.0000	\$28.9698

**Part-Time/Seasonal**

PAY GRADE		RANGE MINIMUM	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	RANGE MAXIMUM
PT-1	Hour	\$ 7.0200	\$ 7.2657	\$ 7.5200	\$ 7.7832	\$ 8.0556	\$ 8.3376	\$ 8.6294	\$ 8.9314	\$ 9.2440
PT-2	Hour	\$ 7.6727	\$ 7.9412	\$ 8.2192	\$ 8.5069	\$ 8.8046	\$ 9.1128	\$ 9.4317	\$ 9.7618	\$10.1035
PT-3	Hour	\$ 8.5170	\$ 8.8151	\$ 9.1236	\$ 9.4430	\$ 9.7735	\$ 10.1155	\$10.4696	\$10.8360	\$11.2153
PT-4	Hour	\$ 8.8264	\$ 9.1353	\$ 9.4551	\$ 9.7860	\$10.1285	\$ 10.4830	\$10.8499	\$11.2296	\$11.6227
PT-5	Hour	\$ 9.2456	\$ 9.5692	\$ 9.9041	\$ 10.2508	\$10.6095	\$ 10.9809	\$11.3652	\$11.7630	\$12.1747
PT-6	Hour	\$ 9.4234	\$ 9.7532	\$ 10.0946	\$ 10.4479	\$10.8136	\$ 11.1920	\$11.5838	\$11.9892	\$12.4088
PT-7	Hour	\$ 9.9397	\$ 10.2876	\$ 10.6477	\$ 11.0203	\$11.4060	\$ 11.8052	\$12.2184	\$12.6461	\$13.0887
PT-8	Hour	\$ 10.1882	\$ 10.5448	\$ 10.9139	\$ 11.2958	\$11.6912	\$ 12.1004	\$12.5239	\$12.9622	\$13.4159
PT-9	Hour	\$ 10.3500	\$ 10.7123	\$ 11.0872	\$ 11.4752	\$11.8769	\$ 12.2926	\$12.7228	\$13.1681	\$13.6290
PT-10	Hour	\$ 10.8675	\$ 11.2479	\$ 11.6415	\$ 12.0490	\$12.4707	\$ 12.9072	\$13.3589	\$13.8265	\$14.3104
PT-11	Hour	\$ 11.1377	\$ 11.5275	\$ 11.9310	\$ 12.3486	\$12.7808	\$ 13.2281	\$13.6911	\$14.1703	\$14.6662
PT-12	Hour	\$ 11.6274	\$ 12.0344	\$ 12.4556	\$ 12.8915	\$13.3427	\$ 13.8097	\$14.2930	\$14.7933	\$15.3111
PT-13	Hour	\$ 13.1000	\$ 13.5585	\$ 14.0330	\$ 14.5242	\$15.0326	\$ 15.5587	\$16.1032	\$16.6669	\$17.2502
PT-14	Hour	\$ 13.3358	\$ 13.8026	\$ 14.2856	\$ 14.7856	\$15.3031	\$ 15.8387	\$16.3931	\$16.9669	\$17.5607
PT-15	Hour	\$ 13.9563	\$ 14.4447	\$ 14.9503	\$ 15.4735	\$16.0151	\$ 16.5756	\$17.1558	\$17.7562	\$18.3777
PT-16	Hour	\$ 16.1882	\$ 16.7548	\$ 17.3412	\$ 17.9482	\$18.5764	\$ 19.2265	\$19.8995	\$20.5959	\$21.3168
PT-17	Hour	\$ 16.6755	\$ 17.2591	\$ 17.8632	\$ 18.4884	\$19.1355	\$ 19.8053	\$20.4984	\$21.2159	\$21.9584



# Staffing Table

	2010	2011	2012	2013
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
<b>GENERAL FUND</b>				
<b>LEGISLATIVE</b>				
<b>Legislative Services</b>				
Mayor - 1 position	Elected	Elected	Elected	Elected
Council Member - 8 positions	Elected	Elected	Elected	Elected
Administrative Assistant	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<b>Total</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>
<b>TREASURY</b>				
<b>Treasury</b>				
City Treasurer	Elected	Elected	Elected	Elected
<b>CITY MANAGER'S OFFICE</b>				
<b>General Management Services</b>				
City Manager	1.000	1.000	1.000	1.000
Economic Development Manager	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<b>Total</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>
<b>CITY ATTORNEY</b>				
<b>Legal Services</b>				
City Attorney	Contracted	Contracted	Contracted	Contracted
<b>CITY CLERK</b>				
<b>City Clerk</b>				
City Clerk	Elected	Elected	Elected	Elected
Deputy City Clerk	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<b>Total</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>
<b>MUNICIPAL COURT</b>				
<b>Municipal Court</b>				
Municipal Judge	Contracted	Contracted	Contracted	Contracted
Court Administrator	1.000	1.000	1.000	1.000
Deputy Court Clerk II	2.875	3.000	3.000	3.000
Deputy Court Clerk I	4.000	3.875	3.875	3.875

## Staffing Table

	2010	2011	2012	2013
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
<i>Probation Officer</i>	1.000	1.000	1.000	1.000
<i>Court Marshal</i>	<u>1.000</u>	<u>1.000</u>	<u>1.260</u>	<u>1.260</u>
<b>Total</b>	<b>9.875</b>	<b>9.875</b>	<b>10.135</b>	<b>10.135</b>

**ADMINISTRATIVE SERVICES**

**Administration**

<i>Deputy City Manager</i>	1.000	1.000	0.000	0.000
<i>Administrative Services Director</i>	0.000	0.000	1.000	1.000
<i>Executive Assistant</i>	1.000	1.000	1.000	1.000
<i>Assistant to the City Manager</i>	1.000	0.000	0.000	0.000
<i>Management Analyst</i>	0.000	1.000	1.000	1.000
<i>Administrative Support Technician</i>	0.000	0.000	0.000	1.000
<i>Receptionist</i>	<u>1.125</u>	<u>1.000</u>	<u>1.000</u>	<u>0.000</u>
<i>Subtotal</i>	4.125	4.000	4.000	4.000

**Finance**

<i>Accounting Supervisor</i>	1.000	1.000	1.000	1.000
<i>Accounting Technician</i>	1.000	1.000	1.000	1.000
<i>Payroll Technician</i>	<u>0.750</u>	<u>0.750</u>	<u>0.750</u>	<u>0.750</u>
<i>Subtotal</i>	2.750	2.750	2.750	2.750

**Sales Tax**

<i>Sales Tax Supervisor</i>	1.000	1.000	1.000	1.000
<i>Sales Tax Auditor</i>	1.000	1.000	1.000	1.000
<i>Sales Tax Technician</i>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	3.000	3.000	3.000	3.000

**Human Resources**

<i>Human Resources Manager</i>	1.000	1.000	1.000	1.000
<i>Senior HR Analyst</i>	1.000	1.000	1.000	1.000
<i>Human Resources Analyst</i>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	3.000	3.000	3.000	3.000

**Purchasing and Contracting**

<i>Purchasing and Contracting Agent</i>	1.000	1.000	1.000	1.000
<i>Purchasing Technician</i>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
<i>Subtotal</i>	1.500	1.500	1.500	1.500

# Staffing Table

	2010	2011	2012	2013
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
<b>Information Systems</b>				
<i>IT Manager</i>	1.000	1.000	1.000	1.000
<i>Network Administrator</i>	1.000	1.000	1.000	1.000
<i>Sr. IT Support Technician</i>	2.000	2.000	2.000	2.000
<i>GIS Specialist</i>	1.000	1.000	1.000	1.000
<i>Web &amp; Imaging Technician</i>	0.500	0.500	0.500	0.500
<i>Help Desk Technician</i>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
<i>Subtotal</i>	6.000	6.000	6.000	6.000
<hr/>				
<b>Total</b>	<b>20.375</b>	<b>20.250</b>	<b>20.250</b>	<b>20.250</b>
<b>COMMUNITY DEVELOPMENT</b>				
<b>Administration</b>				
<i>Community Development Director</i>	1.000	1.000	1.000	1.000
<i>Administrative Assistant</i>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	2.000	2.000	2.000	2.000
<b>Planning</b>				
<i>Senior Planner</i>	1.000	1.000	1.000	1.000
<i>Planner II</i>	1.000	1.000	1.000	1.000
<i>Planner I</i>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	3.000	3.000	3.000	3.000
<b>Building</b>				
<i>Chief Building Official</i>	1.000	1.000	1.000	1.000
<i>Plans Examiner/Inspector</i>	0.000	1.000	1.000	1.000
<i>Combination Inspector</i>	1.000	1.000	1.000	1.000
<i>Property Inspector</i>	1.000	1.000	0.000	0.000
<i>Permit Technician</i>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	4.000	5.000	4.000	4.000
<b>Long Range Planning</b>				
<i>Senior Planner</i>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	1.000	1.000	1.000	1.000
<hr/>				
<b>Total</b>	<b>10.000</b>	<b>10.000</b>	<b>10.000</b>	<b>10.000</b>

# Staffing Table

	2010	2011	2012	2013
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
<b>POLICE DEPARTMENT</b>				
<b>Administration</b>				
Chief of Police	1.000	1.000	1.000	1.000
Division Chief	0.000	0.000	0.000	1.000
Police Commander	1.000	1.000	1.000	0.000
Police Sergeant	1.000	1.000	1.000	1.000
Administrative Assistant	1.000	1.000	1.000	1.000
Police Support Technician	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
Subtotal	4.500	4.500	4.500	4.500
<b>Community Services Team</b>				
Community Service Supervisor	1.000	1.000	1.000	1.000
Community Service Officer	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>
Subtotal	3.000	3.000	3.000	3.000
<b>Communications</b>				
Communications Manager	1.000	1.000	1.000	1.000
Lead Emergency Services Specialist	1.000	1.000	1.000	1.000
Emergency Services Specialist	<u>9.000</u>	<u>9.000</u>	<u>9.000</u>	<u>9.000</u>
Subtotal	11.000	11.000	11.000	11.000
<b>Crime Prevention Team</b>				
Police Sergeant	0.500	0.500	0.500	0.500
Crime Prevention Officer	2.000	1.000	1.000	1.000
School Resource Officer	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>
Subtotal	4.500	3.500	3.500	3.500
<b>Grants</b>				
Police Officer	<u>1.000</u>	<u>3.000</u>	<u>3.000</u>	<u>3.000</u>
Subtotal	1.000	3.000	3.000	3.000
<b>Records Section</b>				
Records Supervisor	1.000	1.000	1.000	1.000
Records Management Specialist	<u>4.000</u>	<u>4.000</u>	<u>4.000</u>	<u>3.000</u>
Subtotal	5.000	5.000	5.000	4.000
<b>Training</b>				
Training and Public Information Officer	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Subtotal	1.000	1.000	1.000	1.000

# Staffing Table

	2010	2011	2012	2013
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
<b>Patrol</b>				
Division Chief	0.000	0.000	0.000	1.000
Police Commander	1.000	1.000	1.000	0.000
Police Lieutenant	2.000	2.000	2.000	0.000
Police Commander	0.000	0.000	0.000	2.000
Police Sergeant	6.000	6.000	6.000	6.000
Police Officer	34.000	34.000	34.000	35.000
Police Support Technician	0.500	0.500	0.500	0.500
Police Support Clerk	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>
Subtotal	45.500	45.500	45.500	46.500
<b>Investigations</b>				
Police Commander	0.000	0.000	0.000	1.000
Police Lieutenant	1.000	1.000	1.000	0.000
Police Sergeant	2.000	2.000	2.000	2.000
Police Officer	10.000	12.000	13.000	12.000
Police Support Technician	2.000	2.000	2.000	2.000
Sr. Evidence Technician	1.000	1.000	1.000	1.000
Evidence Technician	1.000	1.000	1.000	1.000
Crime Analyst	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>1.000</u>
Subtotal	17.000	19.000	20.000	20.000
<b>Traffic Enforcement</b>				
Police Sergeant	1.000	1.000	1.000	1.000
Police Officer	<u>4.000</u>	<u>4.000</u>	<u>4.000</u>	<u>4.000</u>
Subtotal	5.000	5.000	5.000	5.000
<b>Special Investigations</b>				
Police Officer	<u>2.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
Subtotal	2.000	0.000	0.000	0.000
<b>Total</b>	<b>99.500</b>	<b>100.500</b>	<b>101.500</b>	<b>101.500</b>

## Staffing Table

	2010	2011	2012	2013
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
<b>PUBLIC WORKS DEPARTMENT</b>				
<b>Administration</b>				
Public Works Director	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	1.000	1.000	1.000	1.000
<b>Engineering</b>				
Engineering Manager	1.000	1.000	1.000	1.000
Administrative Assistant	1.000	1.000	1.000	1.000
Civil Engineer II	2.000	2.000	2.000	2.000
Civil Engineer	1.000	1.000	1.000	1.000
Engineering Technician	<u>7.000</u>	<u>7.000</u>	<u>7.000</u>	<u>7.000</u>
<i>Subtotal</i>	12.000	12.000	12.000	12.000
<b>Operations</b>				
Operations Manager	1.000	1.000	1.000	1.000
Operations Supervisor	1.000	1.000	1.000	1.000
Administrative Assistant	0.000	0.000	0.000	0.000
Operations Support Technician	1.000	1.000	1.000	1.000
Equipment Operator II	3.000	3.000	3.000	3.000
Equipment Operator I	2.000	2.000	2.000	2.000
Maintenance Worker II	5.000	5.000	5.000	5.000
Traffic Control Technician	1.000	1.000	1.000	1.000
Lead Mechanic	1.000	1.000	1.000	1.000
Mechanic	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	16.000	16.000	16.000	16.000
<b>Total</b>	<b>29.000</b>	<b>29.000</b>	<b>29.000</b>	<b>29.000</b>

# Staffing Table

	2010	2011	2012	2013
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
<b>PARKS AND RECREATION</b>				
<b>Administration</b>				
<i>Parks &amp; Recreation Director</i>	1.000	1.000	1.000	1.000
<i>Administrative Assistant</i>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	2.000	2.000	2.000	2.000
<b>Recreation</b>				
<i>Recreation &amp; Facilities Manager</i>	1.000	1.000	1.000	1.000
<i>Marketing Coordinator</i>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
<i>Subtotal</i>	1.500	1.500	1.500	1.500
<b>Parks Maintenance</b>				
<i>Parks Maintenance Worker II</i>	5.000	5.000	5.000	4.000
<i>Parks Maintenance Worker I</i>	5.000	5.000	5.000	6.000
<i>Sr. Staff Assistant</i>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	11.000	11.000	11.000	11.000
<b>Forestry</b>				
<i>Forestry Technician</i>	1.000	1.000	1.000	1.000
<i>Forestry Assistant</i>	1.000	1.000	1.000	1.000
<i>Horticulture Technician</i>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	3.000	3.000	3.000	3.000
<b>Natural Resources</b>				
<i>Forestry &amp; Open Space Supervisor</i>	1.000	1.000	1.000	1.000
<i>Open Space Coordinator</i>	0.000	0.000	0.000	0.000
<i>Parks Maintenance Worker II</i>	1.000	1.000	1.000	1.000
<i>Parks Maintenance Worker I</i>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	3.000	3.000	3.000	3.000
<b>Athletics</b>				
<i>Recreation Supervisor</i>	1.000	1.000	1.000	1.000
<i>Recreation Coordinator</i>	0.500	0.500	0.500	0.500
<i>Recreation Leader</i>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
<i>Subtotal</i>	2.000	2.000	2.000	2.000

# Staffing Table

	2010	2011	2012	2013
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
<b>General Fitness Programs</b>				
Recreation Supervisor	1.000	1.000	1.000	1.000
Recreation Coordinator	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
<i>Subtotal</i>	1.500	1.500	1.500	1.500
<b>Active Adult Center</b>				
Recreation Supervisor	1.000	1.000	1.000	1.000
Recreation Coordinator	1.130	1.130	1.130	1.130
Recreation Clerk III	1.000	1.000	1.000	1.000
Recreation Clerk II	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	4.130	4.130	4.130	4.130
<b>Facilities Maintenance</b>				
Facility Maintenance Supervisor	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	1.000	1.000	1.000	1.000
<b>Total</b>	<b>29.130</b>	<b>29.130</b>	<b>29.130</b>	<b>29.130</b>
<b>General Fund Total</b>	<b>201.880</b>	<b>202.755</b>	<b>204.015</b>	<b>204.015</b>

## OPEN SPACE FUND

Parks, Forestry, and Open Space Manager (P&R)	1.000	1.000	1.000	1.000
Operations Supervisor (P&R)	1.000	1.000	1.000	1.000
Parks Project Coordinator (P&R)	1.000	1.000	1.000	1.000
Crew Leader - Parks Maintenance (P&R)	2.000	2.000	2.000	2.000
Maintenance Worker II (P&R)	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
<b>Open Space Fund Total</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>

## CRIME PREVENTION

Police Sergeant (PD)	0.500	0.500	0.500	0.500
Crime Prevention Officer (PD)	1.000	1.000	1.000	1.000
Community Service Officer - Comm. Services (PD)	2.000	2.000	3.000	3.000
Property Inspector (Comm Dev)	<u>1.000</u>	<u>1.000</u>	<u>0.000</u>	<u>0.000</u>
<b>Crime Prevention Fund Total</b>	<b>4.500</b>	<b>4.500</b>	<b>4.500</b>	<b>4.500</b>

# Staffing Table

	2010	2011	2012	2013
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
<b><u>RECREATION CENTER OPERATIONS FUND</u></b>				
<b>Facility Operation</b>				
Facility Operations Supervisor	1.000	1.000	1.000	1.000
Facility Assistant	3.000	3.000	3.000	3.000
Recreation Support Technician	1.000	1.000	1.000	1.000
Custodian	2.000	2.000	1.000	1.000
Facility Maintenance Technician	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	8.000	8.000	7.000	7.000
<b>Aquatics</b>				
Recreation Supervisor	1.000	1.000	1.000	1.000
Pool Manager	<u>3.000</u>	<u>3.000</u>	<u>3.000</u>	<u>3.000</u>
<i>Subtotal</i>	4.000	4.000	4.000	4.000
<b>Fitness</b>				
Recreation Coordinator	1.000	1.000	0.500	0.500
Recreation Supervisor	<u>0.000</u>	<u>0.000</u>	<u>0.500</u>	<u>0.500</u>
<i>Subtotal</i>	1.000	1.000	1.000	1.000
<b>Marketing</b>				
Marketing Coordinator	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
<i>Subtotal</i>	0.500	0.500	0.500	0.500
<b>Recreation Center Operations Fund Total</b>				
	<b>13.500</b>	<b>13.500</b>	<b>12.500</b>	<b>12.500</b>
<b>Grand Total</b>				
	<b>224.880</b>	<b>225.755</b>	<b>226.015</b>	<b>226.015</b>



## 2013 Fee Schedule

<b>General Administrative and Clerk Fees:</b>	<b>2013 Fee Schedule</b>	
<b>Copies</b>	<b>N/C for first 10 pages \$0.25 each additional page</b>	
<b>Copies/Microfilm wout/ research</b>	<b>\$0.25 per page</b>	
<b>Certified copies</b>	<b>\$2.00 per page</b>	
<b>Research fees</b>	<b>\$25.00 per hour of time spent- rounded to 1/4 hour</b>	
<b>Code of Laws</b>	<b>\$125.00</b>	<b>per copy</b>
<b>Code of Laws Binder</b>	<b>\$25.00</b>	
<b>Liquor/beer code</b>	<b>\$20.00</b>	<b>per copy</b>
<b>NEC Codes</b>	<b>\$15.00</b>	
<b>Printed Documents</b>	<b>actual cost</b>	
<b>Code supplements</b>	<b>actual cost + \$5 shipping</b>	
<b>City Charter</b>	<b>\$15.00</b>	<b>per copy</b>
<b>Transcripts of City Council meetings</b>	<b>Not provided by City</b>	
<b>Returned check fee</b>	<b>\$26.00</b>	
<b>FAX copies</b>	<b>no charge</b>	
<b>City Flags</b>	<b>\$105.00</b>	<b>3 x 5 feet</b>
	<b>\$125.00</b>	<b>4 x 6 feet</b>

**Public Works & Building Fees:**

**2013 Fee Schedule**

**Contractor License**

- Class A	\$ 200.00
- Class B	\$ 150.00
- Class C	\$ 125.00

**Development Review Fees**

- Processing Fee	\$ 100.00
- Single-Family/Duplex Residential Review	\$ 50.00
- Commercial/Multi-Family Review:	
- Review of existing technical documents	\$ 200.00
- Initial review (includes 1st two submittals) of technical civil documents	\$ 600.00
- Traffic Impact Study Review Fee (includes 1st two submittals; subsequent reviews are subject to the resubmittal fees below).	\$ 600.00
- Trip Generation Study Review	\$ 200.00

Resubmittal Fees

- 3rd submittal (1/2 of initial review fee)	\$ 300.00
- 4th submittal (full initial review fee)	\$ 600.00
- All subsequent submittals	\$ 600.00

**Right-of-Way Construction Permit Fees**

- Processing Fee	\$ 75.00
- Inspection Fees	
Structures	\$ 40.00 each
Surface work	\$ .15/sf (\$50 minimum)
Sub-surface work	\$ .40/sf (\$60 minimum)
Boring	\$ .20/sf (\$60 minimum)
Traffic control plan	\$ 25.00/plan
Stormwater compliance	\$ 100.00
Reinspection	\$ 65.00/day
Surcharge for work without permit	Double fee (\$250 minimum)
Permits for work in excess of \$2.0 million	Inspector wage x 1.5

Inspection fees will be charged based on actual time expended by inspectors. The estimated permit fee shall be collected at time of permit application. Should the permit fee exceed the estimated permit fee, the fee shall be reestimated and collected. Over-estimated fees shall be refunded.

**2013 Fee Schedule**

B&W (drawings or aerial photos) Plots:

24"x36" reproductions (plats/drawings)	\$ 5.00/sheet
24"x36" aerial photo reproductions & plots	\$ 10.00/sheet
24"x36" B&W Mylar	\$ 20.00/sheet

Color (drawings or aerial photos) Plots:

8 1/2 x 11	\$ 2.00/sheet
11x17	\$ 3.00/sheet
24"x36" all (paper) color reproductions & plots	\$ 20.00/sheet
24"x36" color Mylar	\$ 30.00/sheet

Electronic Media:

CD-Rom	\$ 5.00 ea. plus research time
DVD-Rom	\$ 10.00 ea. plus research time

**City Treasurer Fees:**

Liquor Occupation

Class D	\$ 650.00
Class F	\$ 600.00
Class G	\$ 900.00
Class J	\$ 700.00
Class T	\$1,300.00

News Rack License Fee	\$ 10.00/rack
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List of Licensed Businesses	\$ 25.00
(on labels)	\$ 10.00
(computer printout)	

**Police Department Fees:**

**2013 Fee Schedule**

Address Check - first 30 minutes	\$ 15.00
each additional 15 minutes	\$ 6.25
Records Check - first 15 minutes	\$ 5.00
each additional 15 minutes	\$ 5.00
Registered Sex Offender List	No charge
Sex Offender Initial Registration	\$ 75.00
Annual renewal	\$ 25.00
Report Fees - first 15 minutes of preparation	\$ 5.00
each additional 15 minutes	\$ 5.00
Dispatch Audio or Video Recordings - first 30 minutes	\$ 17.50
each additional 15 minutes	\$ 8.50
Evidence Photos - minimum charge (Cost varies depending on format)	\$ 4.00
Evidence Audio Recordings - minimum charge (Cost varies depending on format)	\$ 4.00
Evidence Video Recordings - minimum charge (Cost varies depending on format)	\$ 8.00
Pawn Shops - per year	\$5,000.00
(Pawn Shop fee per transaction)	\$ 1.00
Fingerprints - must reside or work within City	\$ 10.00
Administration Citation Fines	
First citation	\$ 150.00
Second citation	\$ 250.00
Third citation	\$ 500.00
Administrative Hearing (no fee if citation is dismissed)	\$ 100.00 - 200.00
Administrative Citation Late Fees	\$ 50.00
plus 20% of outstanding fine for collection costs	
plus interest of 10% per annum on unpaid amounts	

**Parks and Recreation Fees:**

**Anderson Community Building**

- Gymnasium
  - o \$30/hour

**Richards Hart Estate**

- Security/Damage Deposit \$300
- Evening & Weekend Events: \$600 for six hours
  - o \$75 per additional hour
- Weekday Events (8am to 5pm): \$75 per hour
  - o (two-hour minimum, \$300 maximum)
- Alcohol Liability Insurance as set by CIRSA:
  - o \$145 for 50 or more people
  - o \$100 for fewer than 50 people

**Wheat Ridge Outdoor Pool in Anderson Park**

<u>Daily Drop-in</u>		<u>R</u>	<u>Jeffco</u>	<u>NR</u>
Child	2 & under	free	free	free
Child	3-5 years	\$3.50	\$4.00	\$4.50
Youth	6-17 years	\$4.00	\$5.00	\$6.00
Adult	18 & older	\$4.50	\$5.50	\$6.50
Senior	65 & older	\$4.00	\$5.00	\$6.00
Family		\$14	\$17	
<u>Punch Card Fees (20visits)</u>		<u>R</u>	<u>Jeffco</u>	<u>NR</u>
Child	3-5 years	\$52.50	\$60.00	\$67.50
Youth	6-17 years	\$60.00	\$75.00	\$90.00
Adult	18 & older	\$67.50	\$82.50	\$97.50
Senior	65 & older	\$60.00	\$75.00	\$90.00
<u>Season Pass - Outdoor Pool</u>		<u>R</u>	<u>Jeffco</u>	<u>NR</u>
Child	3-5 years	\$ 80	\$ 95	\$110
Youth	6-17 years	\$100	\$130	\$160
Adult	18 & older	\$120	\$150	\$180
Senior	65 & older	\$100	\$130	\$160

Household rates for Season Pass: The first adult individual pays 100%. For each additional person through the first four household members, the reate is 50%. Each individual beyond the fourth person pays \$30 per season.

**Parks and Recreation Fees:**

Outdoor Pool Pavilion:

11:30 a.m.- 1:30 p.m.                      2 – 4 p.m.                      4:30 – 6:30 p.m.  
 \$100 (R) \$130(NR)

Includes admittance for up to 14 youth and 4 adults. Additional guests will be charged a drop in fee based on age and residency.

After Hours Pool Rental

Available: 7 – 8:30 p.m.

Cost:                      1-50 guests:                      \$380  
                                  50-150 guests:                      \$420  
                                  Over 150 guests:                      call for pricing

**Wheat Ridge Recreation Center**

	<u>WR</u>	<u>Jeffco</u>	<u>NR</u>
<u>Daily Drop-In Fees</u>			
Child 2 & under	free	free	free
Child 3-5 years	\$3.50	\$4.00	\$4.50
Youth 6-17 years	\$4.50	\$5.50	\$6.00
Adult 18 & older	\$5.00	\$6.00	\$6.50
Senior 65 & older	\$4.50	\$5.50	\$6.00
Family	\$12.00	\$15.00	n/a
 <u>Punch Card Fees (20 visits)</u>			
Child	\$52.50	\$60.00	\$67.50
Youth	\$67.50	\$82.50	\$90.00
Adult	\$75.00	\$90.00	\$97.50
Senior	\$67.50	\$82.50	\$90.00
 <u>Annual Pass Fees</u>			
Child	\$190	\$225	\$265
Youth	\$275	\$350	\$375
Adult	\$375	\$425	\$465
Senior	\$275	\$350	\$375

Household Rate for Annual Pass: The first adult individual pays 100%. For each additional person through the first four household members, the rate is 50%. Each individual beyond the fourth person pays \$30 per year.

**Parks and Recreation Fees:**

<u>Area</u>	<u>Cost</u>	<u>Days Available</u>	<u>Hours Available</u>
Lap Pool	\$11/hour/per lane	varies	varies
Gymnasium	\$25/hour (shared use) \$40/hour (exclusive use)	varies varies	varies varies
Aerobics Room	\$45/hour	varies	varies
Activity Rooms #1 and #2	\$20/hour	Monday – Thursday Friday Saturday Sunday	7:00 a.m. – 10:00 p.m. 7:00 a.m. – 6:00 p.m. 8:00 a.m. – 8:00 p.m. 11:00 a.m. – 8:00 p.m.

**Wheat Ridge Recreation Center Ballroom:**

*Various promotional packages may be offered depending on usage frequency*

**Rental Rates**

**Sunday – Friday**

\$45 per hour, per section

\$100 security/damaged deposit, per section

\$75 flat fee for kitchen

**Saturday**

12 p.m. - 5 p.m. - \$75 per hour/per section  
5 p.m. - 12 a.m. - \$1,800 for entire room

\$100 security/damage deposit per section  
\$500 deposit for Friday and Saturday after-hours events where alcohol is being and more than 100 people attend

Kitchen is included

**Rental Hours**

Monday – Thursday	7:00 a.m. – 10:00 p.m.
Friday (June – August)	7:00 a.m. – 12:00 a.m.
Friday (September – May)	7:00 a.m. – 5:00 p.m.
Saturday	12 noon – 12:00 a.m.
Sunday	12 noon – 8:00 p.m.



## **Parks, Pavilions & Shelters**

### **Park Pavilions**

Anderson Park (100 maximum occupancy)

Discovery Park ( 75 maximum occupancy)

Prospect Park (150 maximum occupancy)

Monday – Thursday - \$100 (no rate change as of March 1)

Friday – Sunday

If reservation made before March 1 \$150

Reservations made starting March 1 \$200

Wheat Ridge residents reserve pavilions/shelters beginning January 2

Non-residents may reserve pavilions/shelters beginning March 1

### **Park Shelters**

Panorama Park (50 maximum occupancy) \$50

Randall Park (50 maximum occupancy) \$50

Paramount Park (50 maximum occupancy) \$50

Fruitdale Park (50 maximum occupancy) \$50

Hayward Park permit only if over 25 people \$00

Johnson Park permit only if over 25 people \$00

Apel Bacher Park permit only if over 25 people \$00

### **Park Damage Deposits**

Any groups over 75 people are charged a \$100 refundable damage deposit for all parks.

### **Pavilion/Shelter Reservations @ no fee for following groups**

Wheat Ridge Carnation Festival

Wheat Ridge/Arvada Kiwanis – one time weekday use of Anderson Pavilion

### **Park Rentals - weekly**

Groups that reserve a pavilion for a Monday - Friday camp, school, etc. are charged \$100 per day. The \$100 refundable damage deposit policy also applies.

### **Wheat Ridge Youth Sports Organizations**

Wheat Ridge Area Baseball Association (Includes WR High School – Third Level team), Wheat Ridge Midget Football, Wheat Ridge Girls Softball Association, Wheat Ridge Boy's & Girl's Basketball, Wheat Ridge Avalanche Soccer, Wheat Ridge Piranhas Summer Swim Team, St. Peter & Paul Athletic Association

\$15/per player. This fee covers the cost of facility/field use, maintenance & staff costs for regular league play.

**Municipal Court Fees:**

**2013 Fee Schedule**

Audio Recordings of Court Proceedings to CD .....	\$25.00
Includes up to one hour for search, retrieve, copy, and cost of CD.	
Fee of \$5.00 for each additional 15 minutes of preparation time.	
Copy of Animal, Code, Civil, General, Sales Tax Files.....	\$10.00
Includes up to 30 minutes to search, retrieve, redact, and copy.	
Fee of \$5.00 for each additional 15 minutes of preparation time.	
Copy of Traffic or Parking File.....	\$5.00
Includes up to 15 minutes to search, retrieve, redact, and copy.	
Fee of \$5.00 for each additional 15 minutes of preparation time.	
Copy per page without search, retrieval, or redaction .....	\$.25
Name Search .....	\$10.00
Includes up to 30 minutes to search, retrieve, redact, prepare notice, and copy.	
Fee of \$5.00 for each additional 15 minutes of preparation time.	
Research Fee, Extensive .....	Salary of Staff
Minimum Fee \$5.00 per every 15 minutes.	
Transcripts.....	\$2.35/page
Minimum \$150.00 deposit required.	

**Associated Case Fees**

Accident with injuries .....	\$60.00
Court Appointed Counsel Application Fee (Judge may waive) .....	\$10.00
Court Costs .....	\$25.00
Deferred Judgment Fee .....	\$75.00
Deferred Prosecution Fee.....	\$75.00
Direct Services Fee (Domestic Violence) .....	\$50.00
Wheat Ridge Municipal Code of Laws Sections: 16-110 & 16-111	
Drug/Drug Paraphernalia Destruction Fee .....	\$10.00
Wheat Ridge Municipal Code of Laws Sections: 16-131, 16-132, 16-133	
Filing Fee for Bonds .....	\$25.00

Non-Injury accident surcharge.....	\$30.00
Payment plan administrative fee per request.....	\$25.00
Probation Fee.....	\$75.00
Stay of Execution (SOE) .....	\$25.00
Witness Fee.....	\$5.00
Per civilian witness if defendant is found guilty @ trial.	
Per civilian witness if defendant fails to appear @ trial & witness served.	
<b>Failure to appear or failure to comply fees:</b>	
Bench Warrant .....	\$50.00
Department of Motor Vehicle Default Fee-Traffic Infractions .....	\$30.00
Department of Motor Vehicle Lien-Juvenile General Warrant.....	\$30.00
Department of Motor Vehicle Lien on Traffic Warrants .....	\$30.00
Failure to Appear .....	\$25.00
Insufficient Funds/Returned checks.....	\$26.00
Late Fee for Parking Summons.....	\$15.00
Officer Appearance Fee Assessed if Defendant Fails to Appear for Trial.....	\$30.00
Show Cause Fee .....	\$15.00
<b>Jury Trial Fees</b>	
Appearance fee paid to jurors .....	\$3.00
Service fee, including appearance fee, paid to jurors .....	\$6.00
Jury Deposit .....	\$25.00
Jury Trial Cost.....	Cost of Jury



# City Treasurer

01-101

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	29,000	29,000	29,000	29,000
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	0	0	0	0
617 Temporary Personnel - Hourly	0	0	0	0
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	1,798	1,798	1,798	1,798
625 Medicare Portion FICA	421	420	420	420
630 ICMA Retirement	1,160	1,160	1,160	1,160
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$32,378</b>	<b>\$32,378</b>	<b>\$32,378</b>	<b>\$32,378</b>
651 Office Supplies	300	200	200	200
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$300</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>
702 Conference/Meeting	1,311	2,000	1,500	2,000
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	549	200	200	200
716 Legislative Membership	0	0	0	0
723 Tuition Reimbursement	0	0	0	0
726 Recruitment & Advertisement	0	0	0	0
728 Training	0	0	0	0
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	0	0	0	0
741 Uniform Allowance	0	0	0	0
750 Professional Service	1,521	500	500	1,000
758 Rentals and Leases	0	0	0	0
759 Telephone Expense	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$3,381</b>	<b>\$2,700</b>	<b>\$2,200</b>	<b>\$3,200</b>
800 Office Furniture & Equipment	0	0	0	0
802 Office Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$36,059</b>	<b>\$35,278</b>	<b>\$34,778</b>	<b>\$35,778</b>

# General Government - Legislative Services

## 01-102

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	56,188	57,132	57,132	57,132
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	19,125	25,000	25,000	25,000
617 Temporary Personnel - Hourly	0	0	0	0
619 Temporary Personnel - Non Hourly	68,431	67,680	67,680	67,680
620 FICA Expenses Employer	7,366	7,738	7,738	7,738
625 Medicare Portion FICA	1,893	1,810	1,810	1,810
630 ICMA Retirement	2,261	2,285	2,285	2,285
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$155,264</b>	<b>\$161,645</b>	<b>\$161,645</b>	<b>\$161,645</b>
651 Office Supplies	467	600	600	600
654 Photocopy/Printing	246	500	500	500
655 Postage	0	0	0	0
660 Operating Supplies	637	450	450	450
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$1,350</b>	<b>\$1,550</b>	<b>\$1,550</b>	<b>\$1,550</b>
702 Conference/Meeting	27,495	46,500	46,500	36,850
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	2,216	3,950	3,950	3,950
712 Annual Appreciation Dinner	4,018	6,500	6,500	6,500
716 Legislative Membership	35,081	36,258	34,691	35,156
723 Tuition Reimbursement	0	0	0	0
728 Training	660	1,500	800	1,000
740 Auto Mileage Reimbursement	470	600	600	600
750 Professional Service	0	105,876	105,876	105,376
758 Rentals and Leases	0	0	0	0
759 Telephone Expense	0	0	0	0
780 Outside Agency Contributions	21,771	39,020	33,000	46,000
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	15,172	17,090	17,090	17,090
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$106,883</b>	<b>\$257,294</b>	<b>\$249,007</b>	<b>\$252,522</b>
800 Office Furniture & Equipment	0	0	0	0
802 Office Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$263,498</b>	<b>\$420,489</b>	<b>\$412,202</b>	<b>\$415,717</b>

# Administrative Services - Finance

## 01-103

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	157,961	161,507	161,507	163,938
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	0	0	0	0
617 Temporary Personnel - Hourly	0	0	0	0
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	9,111	10,014	10,014	10,165
625 Medicare Portion FICA	2,131	2,343	2,343	2,379
630 ICMA Retirement	6,207	6,364	6,364	6,364
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$175,410</b>	<b>\$180,228</b>	<b>\$180,228</b>	<b>\$182,846</b>
651 Office Supplies	1,214	600	600	600
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	633	1,800	1,800	1,800
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$1,847</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$2,400</b>
702 Conference/Meeting	494	1,400	1,400	1,400
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	1,146	1,750	1,750	1,750
712 Annual Appreciation Dinner	0	0	0	0
716 Legislative Membership	0	0	0	0
723 Tuition Reimbursement	0	0	0	0
728 Training	1,036	1,750	1,750	1,750
740 Auto Mileage Reimbursement	527	700	700	700
750 Professional Service	23,600	26,500	26,500	26,500
758 Rentals and Leases	0	0	0	0
759 Telephone Expense	0	0	0	0
780 Outside Agency Contributions	0	0	0	0
784 Jeffco Treas Collection Fees	7,659	8,000	8,000	8,000
799 Miscellaneous Services and Charges	13,415	15,600	15,600	15,600
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$47,876</b>	<b>\$55,700</b>	<b>\$55,700</b>	<b>\$55,700</b>
800 Office Furniture & Equipment	0	0	0	0
802 Office Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$225,133</b>	<b>\$238,328</b>	<b>\$238,328</b>	<b>\$240,946</b>

# City Manager's Office - Economic Development

## 01-105

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	87,199	99,370	99,370	99,370
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	0	0	0	0
617 Temporary Personnel - Hourly	0	500	500	500
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	5,385	6,192	6,161	6,161
625 Medicare Portion FICA	1,259	1,449	1,441	1,441
630 ICMA Retirement	3,488	3,975	3,975	3,975
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$97,332</b>	<b>\$111,486</b>	<b>\$111,447</b>	<b>\$111,447</b>
651 Office Supplies	5	100	74	100
654 Photocopy/Printing	521	2,600	2,501	1,700
655 Postage	4,543	1,600	1,000	1,000
660 Operating Supplies	0	4,550	4,525	4,550
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$5,069</b>	<b>\$8,850</b>	<b>\$8,100</b>	<b>\$7,350</b>
702 Conference/Meeting	4,596	5,260	3,400	4,830
704 Contractual Services	275	13,140	10,000	11,400
706 Dues/Books/Subscriptions	19,441	13,190	12,000	10,255
710 Marketing and Sponsorships	106,030	66,945	66,193	171,750
714 Legals & Publishing	0	0	0	0
718 WR Cyclery-URA	47,429	52,000	52,000	52,000
719 Economic Development Incentive	0	0	0	0
720 Economic Development - WRURA	376,358	393,000	393,000	400,000
721 NRS Implementation	131,000	92,800	92,000	315,500
728 Training	0	595	595	2,000
740 Auto Mileage Reimbursement	944	1,500	600	1,000
750 Professional Service	14,666	15,461	15,461	17,300
758 Rentals and Leases	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$700,739</b>	<b>\$653,891</b>	<b>\$645,249</b>	<b>\$986,035</b>
800 Office Furniture & Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$803,140</b>	<b>\$774,227</b>	<b>\$764,796</b>	<b>\$1,104,832</b>

# City Manager's Office - City Manager

01-106

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	141,499	144,200	144,200	144,200
604 Deferred Compensation	14,000	14,420	14,420	14,420
606 Auto Allowance	3,600	3,600	3,600	3,600
607 Cell Phone Allowance/ I Pad Allowance	600	1,200	1,200	1,320
610 Overtime and Premium Pay	0	0	0	0
617 Temporary Personnel - Hourly	0	0	0	0
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	6,670	6,826	6,826	6,826
625 Medicare Portion FICA	2,110	2,091	2,091	2,091
630 ICMA Retirement	0	0	0	0
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$168,479</b>	<b>\$172,337</b>	<b>\$172,337</b>	<b>\$172,457</b>
651 Office Supplies	0	500	500	500
654 Photocopy/Printing	0	100	100	100
660 Operating Supplies	(58)	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>(\$58)</b>	<b>\$600</b>	<b>\$600</b>	<b>\$600</b>
702 Conference/Meeting	5,549	5,350	5,350	5,350
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	3,828	4,265	4,265	4,265
714 Legals & Publishing	0	0	0	0
728 Training	264	0	0	0
740 Auto Mileage Reimbursement	0	0	0	0
750 Professional Service	77,691	67,500	67,500	65,000
758 Rentals and Leases	0	0	0	0
759 Telephone Expense	0	0	0	0
780 Outside Agency Contributions	0	0	0	0
798 Management Contingency	881	3,500	2,000	5,000
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$88,214</b>	<b>\$80,615</b>	<b>\$79,115</b>	<b>\$79,615</b>
802 Office Equipment	233	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$2,696</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$259,330</b>	<b>\$253,552</b>	<b>\$252,052</b>	<b>\$252,672</b>

# General Government - City Attorney

01-107

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	0	0	0	0
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	0	0	0	0
617 Temporary Personnel - Hourly	0	0	0	0
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	0	0	0	0
625 Medicare Portion FICA	0	0	0	0
630 ICMA Retirement	0	0	0	0
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
702 Conference/Meeting	0	0	0	0
704 Contractual Services	79,943	84,000	84,000	84,000
706 Dues/Books/Subscriptions	0	0	0	0
714 Legals & Publishing	0	0	0	0
721 NRS Implementation	0	0	0	0
728 Training	0	0	0	0
740 Auto Mileage Reimbursement	0	0	0	0
750 Professional Service	204,354	174,000	174,000	178,000
758 Rentals and Leases	0	0	0	0
759 Telephone Expense	0	0	0	0
780 Outside Agency Contributions	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$284,298</b>	<b>\$258,000</b>	<b>\$258,000</b>	<b>\$262,000</b>
800 Office Furniture & Equipment	0	0	0	0
802 Office Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$284,298</b>	<b>\$258,000</b>	<b>\$258,000</b>	<b>\$262,000</b>

# City Clerk's Office

01-108

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	71,991	72,387	72,387	72,387
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	1,119	152	152	0
617 Temporary Personnel - Hourly	46	0	0	0
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	4,535	4,488	4,488	4,488
625 Medicare Portion FICA	1,061	1,050	1,050	1,050
630 ICMA Retirement	2,838	2,895	2,895	2,895
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$81,590</b>	<b>\$80,972</b>	<b>\$80,972</b>	<b>\$80,820</b>
651 Office Supplies	1,360	1,800	1,800	1,800
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$1,360</b>	<b>\$1,800</b>	<b>\$1,800</b>	<b>\$1,800</b>
702 Conference/Meeting	2,744	2,700	2,700	2,700
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	550	550	550	550
708 Election Expense	45,625	13,500	13,500	13,500
714 Legals & Publishing	10,610	18,000	18,000	18,000
715 Recording Fees	2,198	2,998	2,998	3,500
721 NRS Implementation	0	0	0	0
728 Training	1,337	2,400	2,400	2,400
740 Auto Mileage Reimbursement	268	850	850	500
750 Professional Service	9,625	8,300	8,300	8,300
758 Rentals and Leases	0	0	0	0
759 Telephone Expense	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$72,956</b>	<b>\$49,298</b>	<b>\$49,298</b>	<b>\$49,450</b>
800 Office Furniture & Equipment	0	0	0	0
802 Office Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$155,907</b>	<b>\$132,070</b>	<b>\$132,070</b>	<b>\$132,070</b>

# Municipal Court

01-109

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	551,759	570,901	570,901	577,410
604 Deferred Compensation	5,667	5,665	5,665	5,665
606 Auto Allowance	0	0	0	0
607 Cell Phone Allowance	600	600	600	1,320
610 Overtime and Premium Pay	1,751	6,400	6,000	6,400
617 Temporary Personnel - Hourly	7,690	7,040	7,040	7,920
619 Temporary Personnel - Non Hourly	10,335	15,120	10,000	13,120
620 FICA Expenses Employer	33,257	36,768	36,000	39,143
625 Medicare Portion FICA	7,856	8,693	8,600	9,200
630 ICMA Retirement	16,833	18,304	18,000	18,564
640 Outside Personnel Services	22,321	25,000	25,000	25,000
<b>PERSONNEL SERVICES</b>	<b>\$658,068</b>	<b>\$694,491</b>	<b>\$687,806</b>	<b>\$703,742</b>
651 Office Supplies	3,673	4,000	3,500	3,400
654 Photocopy/Printing	643	1,500	1,500	1,500
655 Postage	0	0	0	0
660 Operating Supplies	14,206	20,850	20,850	19,050
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$18,521</b>	<b>\$26,350</b>	<b>\$25,850</b>	<b>\$23,950</b>
702 Conference/Meeting	4,451	11,500	11,500	7,400
704 Contractual Services	2,960	6,000	4,500	4,500
706 Dues/Books/Subscriptions	158	650	650	650
715 Recording Fees	0	0	0	0
728 Training	294	1,000	1,000	1,000
732 Witness & Juror Fees	707	2,000	2,000	2,000
740 Auto Mileage Reimbursement	198	250	250	300
750 Professional Service	7,373	9,000	9,000	11,000
758 Rentals and Leases	0	0	0	0
780 Outside Agency Contributions	0	0	0	0
783 Court \$4 Expense	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$16,141</b>	<b>\$30,400</b>	<b>\$28,900</b>	<b>\$26,850</b>
800 Office Furniture & Equipment	0	0	0	0
802 Office Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$692,730</b>	<b>\$751,241</b>	<b>\$742,556</b>	<b>\$754,542</b>

# Administrative Services - Administration

01-111

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	206,744	231,421	231,421	239,302
604 Deferred Compensation	4,770	4,913	4,913	4,913
606 Auto Allowance	3,900	3,600	3,600	3,600
607 Cell Phone Allowance/ I Pad Allowance	450	1,140	1,140	1,320
610 Overtime and Premium Pay	0	0	0	0
617 Temporary Personnel - Hourly	9,216	0	0	0
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	13,204	14,348	14,348	14,837
625 Medicare Portion FICA	3,088	3,356	3,356	3,470
630 ICMA Retirement	4,367	5,327	5,327	5,642
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$245,739</b>	<b>\$264,105</b>	<b>\$264,105</b>	<b>\$273,084</b>
651 Office Supplies	797	2,000	2,000	2,000
654 Photocopy/Printing	3,979	4,000	4,000	4,000
655 Postage	0	0	0	0
660 Operating Supplies	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$4,776</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>
702 Conference/Meeting	2,921	7,304	7,304	16,190
704 Contractual Services	36,245	39,400	39,400	41,431
706 Dues/Books/Subscriptions	3,789	5,160	5,160	5,775
714 Legals & Publishing	0	0	0	0
715 Recording Fees	0	0	0	0
728 Training	690	1,500	1,500	1,500
732 Witness & Juror Fees	0	0	0	0
740 Auto Mileage Reimbursement	460	1,000	500	1,000
750 Professional Service	21,043	59,816	59,816	40,980
755 Computer Software	31,975	37,649	37,649	0
759 Telephone Expense	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$97,123</b>	<b>\$151,829</b>	<b>\$151,329</b>	<b>\$106,876</b>
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$347,638</b>	<b>\$421,934</b>	<b>\$421,434</b>	<b>\$385,960</b>

# Administrative Services - Human Resources

01-112

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	239,247	244,199	244,200	244,199
604 Deferred Compensation	0	0	0	0
610 Overtime and Premium Pay	0	0	0	0
617 Temporary Personnel - Hourly	0	0	0	0
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	13,703	15,140	15,140	15,140
623 Unemployment Insurance	16,227	13,000	13,000	13,000
625 Medicare Portion FICA	3,205	3,541	3,541	3,541
630 ICMA Retirement	9,484	9,768	9,768	9,768
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$281,866</b>	<b>\$285,648</b>	<b>\$285,649</b>	<b>\$285,648</b>
651 Office Supplies	2,902	2,450	2,450	2,450
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$2,902</b>	<b>\$2,450</b>	<b>\$2,450</b>	<b>\$2,450</b>
702 Conference/Meeting	1,439	5,650	5,650	3,950
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	1,757	2,860	2,860	2,690
712 Employee Functions	8,233	14,950	14,950	21,700
724 Pre-Employment Physicals	18,888	18,000	18,000	19,000
726 Recruitment & Advertising	14,901	21,500	21,500	41,225
728 Training	24,161	14,750	14,750	14,500
729 Safety	4,885	8,500	8,500	8,500
731 Wellness Program	7,516	8,800	8,800	8,800
740 Auto Mileage Reimbursement	166	250	250	250
750 Professional Service	42,720	74,248	74,248	72,784
776 Other Equip Maintenance	0	1,200	1,200	1,308
797 Vacation Accrual Cash-Out	0	50,000	50,000	50,000
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$124,666</b>	<b>\$220,708</b>	<b>\$220,708</b>	<b>\$244,707</b>
800 Office Furniture & Equipment	0	0	0	0
802 Office Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$409,434</b>	<b>\$508,806</b>	<b>\$508,807</b>	<b>\$532,805</b>

# Administrative Services - Sales Tax

01-115

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	165,577	169,792	169,792	169,792
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	0	0	0	0
617 Temporary Personnel - Hourly	0	0	0	0
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	9,930	10,527	10,527	10,527
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	2,322	2,462	2,462	2,462
630 ICMA Retirement	6,565	6,791	6,791	6,791
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$184,395</b>	<b>\$189,572</b>	<b>\$189,572</b>	<b>\$189,572</b>
651 Office Supplies	705	852	852	852
654 Photocopy/Printing	879	1,120	1,120	0
655 Postage	6,386	9,518	9,518	9,518
660 Operating Supplies	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$7,970</b>	<b>\$11,490</b>	<b>\$11,490</b>	<b>\$10,370</b>
702 Conference/Meeting	0	0	0	0
704 Contractual Services	22,052	27,224	19,500	18,240
706 Dues/Books/Subscriptions	879	1,110	1,110	1,165
712 Employee Functions	0	0	0	0
723 Tuition Reimbursement	0	0	0	0
728 Training	2,032	2,100	2,100	2,100
740 Auto Mileage Reimbursement	996	1,155	1,155	1,200
750 Professional Service	0	0	0	0
758 Rentals and Leases	0	0	0	0
759 Telephone Expense	0	0	0	0
797 Vacation Accrual Cash-Out	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$25,959</b>	<b>\$31,589</b>	<b>\$23,865</b>	<b>\$22,705</b>
800 Office Furniture & Equipment	0	400	400	425
802 Office Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$400</b>	<b>\$400</b>	<b>\$425</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$218,324</b>	<b>\$233,051</b>	<b>\$225,327</b>	<b>\$223,072</b>

# Admin Services - Purchasing and Contracting

## 01-116

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	76,688	94,956	80,000	77,910
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	0	0	0	0
617 Temporary Personnel - Hourly	7,915	0	0	0
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	5,214	5,756	4,830	4,831
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	1,219	1,377	1,377	1,130
630 ICMA Retirement	2,619	3,798	3,116	3,116
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$93,655</b>	<b>\$105,887</b>	<b>\$89,323</b>	<b>\$86,987</b>
651 Office Supplies	459	500	350	500
654 Photocopy/Printing	0	1,000	750	500
655 Postage	0	0	0	0
660 Operating Supplies	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$459</b>	<b>\$1,500</b>	<b>\$1,100</b>	<b>\$1,000</b>
702 Conference/Meeting	603	640	640	700
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	449	930	930	1,000
712 Employee Functions	0	0	0	0
723 Tuition Reimbursement	0	0	0	0
728 Training	214	560	540	1,200
740 Auto Mileage Reimbursement	132	300	150	300
750 Professional Service	12,000	12,000	12,000	12,000
758 Rentals and Leases	0	0	0	0
759 Telephone Expense	0	0	0	0
797 Vacation Accrual Cash-Out	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$13,398</b>	<b>\$14,430</b>	<b>\$14,260</b>	<b>\$15,200</b>
800 Office Furniture & Equipment	0	0	0	0
802 Office Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$107,513</b>	<b>\$121,817</b>	<b>\$104,683</b>	<b>\$103,187</b>

# Admin Services - Information Technology

01-117

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	404,786	415,000	415,000	415,000
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	3,487	6,000	6,000	6,500
614 Standby Pay	14,743	15,000	15,000	16,000
617 Temporary Personnel - Hourly	0	0	0	0
620 FICA Expenses Employer	24,946	26,000	26,000	26,000
625 Medicare Portion FICA	5,834	6,000	6,000	6,000
630 ICMA Retirement	15,957	17,000	17,000	17,000
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$469,754</b>	<b>\$485,000</b>	<b>\$485,000</b>	<b>\$486,500</b>
651 Office Supplies	80	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	9,946	16,950	16,950	12,150
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$10,026</b>	<b>\$16,950</b>	<b>\$16,950</b>	<b>\$12,150</b>
702 Conference/Meeting	2,093	5,500	5,500	5,500
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	5,450	4,600	4,600	5,000
728 Training	12,709	11,000	11,000	21,000
740 Auto Mileage Reimbursement	806	1,000	1,000	1,200
750 Professional Service	26,701	16,000	16,000	21,000
755 Computer Software	31	0	0	0
759 Telephone Expense	0	266,150	266,150	276,168
774 Facility Repair & Maint	0	0	0	0
776 Other Equipment Maintenance	495,740	533,340	533,340	537,900
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$543,530</b>	<b>\$837,590</b>	<b>\$837,590</b>	<b>\$867,768</b>
802 Office Furniture & Equipment	28,504	26,875	26,875	27,475
803 Tools and Work Equipment	0	0	0	0
806 Computer Software	100	26,000	26,000	26,500
808 Capital Leases	60,053	75,000	70,000	70,000
809 Other Major Equipment	124,116	431,600	401,600	201,060
<b>CAPITAL OUTLAY</b>	<b>\$212,773</b>	<b>\$559,475</b>	<b>\$524,475</b>	<b>\$325,035</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$1,236,083</b>	<b>\$1,899,015</b>	<b>\$1,864,015</b>	<b>\$1,691,453</b>

# Parks and Recreation - Facilities Maintenance

## 01-118

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	66,112	67,353	67,353	67,353
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	13,275	7,000	7,000	10,000
614 Standby Pay	8,280	9,900	9,900	9,900
617 Temporary Personnel - Hourly	0	2,470	2,470	2,470
620 FICA Expenses Employer	5,043	5,377	3,000	5,563
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	1,179	1,257	1,257	1,301
630 ICMA Retirement	2,616	2,694	2,694	2,694
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$96,505</b>	<b>\$96,051</b>	<b>\$93,674</b>	<b>\$99,281</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	29,671	38,875	38,500	43,575
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$29,671</b>	<b>\$38,875</b>	<b>\$38,500</b>	<b>\$43,575</b>
702 Conference/Meeting	0	0	0	0
704 Contractual Services	61,841	80,300	80,000	79,150
706 Dues/Books/Subscriptions	0	0	0	0
728 Training	131	1,000	500	1,000
730 Uniforms & Protective Clothing	627	690	690	690
750 Professional Services	0	12,800	12,600	5,000
758 Rentals & Leases	3,575	3,750	3,750	3,850
759 Telephone Expense	0	0	0	0
760 Utilities	119,742	118,500	118,500	115,500
774 Facility Repair & Maintenance	47,370	49,250	49,000	55,250
776 Other Equipment Maintenance	6,680	9,500	9,500	12,500
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$239,967</b>	<b>\$275,790</b>	<b>\$274,540</b>	<b>\$272,940</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	1,842	2,000	2,000	2,000
812 Building Improvements	38,558	135,400	135,400	55,100
<b>CAPITAL OUTLAY</b>	<b>\$40,399</b>	<b>\$137,400</b>	<b>\$137,400</b>	<b>\$57,100</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$406,542</b>	<b>\$548,116</b>	<b>\$544,114</b>	<b>\$472,896</b>

# Community Development - Administration

01-120

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	159,114	162,405	159,657	154,132
604 Deferred Compensation	5,376	5,433	5,433	5,433
606 Auto Allowance	3,600	3,600	3,600	3,600
607 Cell Phone/I Pad Allowane	0	0	0	1,320
610 Overtime and Premium Pay	0	0	0	0
617 Temporary Personnel - Hourly	2,996	4,000	3,000	4,000
619 Temporary Personnel - Non-Hourly	23	0	0	0
620 FICA Expenses Employer	9,509	10,069	8,961	9,556
625 Medicare Portion FICA	2,267	2,355	2,316	2,235
630 ICMA Retirement	2,087	2,150	2,048	1,819
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$184,972</b>	<b>\$190,012</b>	<b>\$185,015</b>	<b>\$182,095</b>
651 Office Supplies	996	1,500	1,200	1,200
654 Photocopy/Printing	36	100	50	50
655 Postage	102	0	0	0
660 Operating Supplies	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$1,134</b>	<b>\$1,600</b>	<b>\$1,250</b>	<b>\$1,250</b>
702 Conference/Meeting	1,945	3,020	2,985	3,120
704 Contractual Services	646	780	700	780
706 Dues/Books/Subscriptions	0	0	0	0
712 Employee Functions	0	0	0	0
718 Ordinance Enforcement	0	0	0	0
728 Training	619	400	35	100
730 Uniforms & Protective Clothing	0	0	0	0
750 Professional Service	175	22,000	5,000	20,000
758 Rentals & Leases	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$3,385</b>	<b>\$26,200</b>	<b>\$8,720</b>	<b>\$24,000</b>
802 Office Furniture & Equipment	403	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$403</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$189,894</b>	<b>\$217,812</b>	<b>\$194,985</b>	<b>\$207,345</b>

# Community Development - Planning

01-121

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	180,770	188,663	188,663	188,663
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	0	0	0	0
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	0	0	0	0
620 FICA Expenses Employer	10,883	11,697	11,697	11,697
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	2,545	2,735	2,735	2,735
630 ICMA Retirement	7,159	7,546	7,546	7,546
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$201,357</b>	<b>\$210,641</b>	<b>\$210,641</b>	<b>\$210,641</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	424	1,700	1,050	1,700
655 Postage	863	650	650	0
660 Operating Supplies	0	1,715	977	1,515
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$1,287</b>	<b>\$4,065</b>	<b>\$2,677</b>	<b>\$3,215</b>
702 Conference/Meeting	2,001	2,800	1,750	4,900
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	2,561	3,100	2,810	3,360
712 Employee Functions	0	0	0	0
728 Training	1,011	2,025	1,506	1,900
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	228	400	400	400
750 Professional Service	0	0	0	0
755 Computer Software	0	0	0	0
758 Rentals & Leases	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$5,801</b>	<b>\$8,325</b>	<b>\$6,466</b>	<b>\$10,560</b>
802 Office Furniture & Equipment	0	800	800	0
803 Tools and Work Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$800</b>	<b>\$800</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$208,445</b>	<b>\$223,831</b>	<b>\$220,584</b>	<b>\$224,416</b>

# Community Development - Building

01-122

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	196,508	239,235	231,945	231,945
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	1,734	5,906	2,500	3,196
614 Standby Pay	0	0	0	0
619 Temporary Personnel - Non Hourly	12,557	18,850	8,500	7,540
620 FICA Expenses Employer	12,541	14,833	14,381	14,381
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	2,933	3,468	3,363	3,363
630 ICMA Retirement	7,761	9,569	9,278	9,278
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$234,034</b>	<b>\$291,861</b>	<b>\$269,967</b>	<b>\$269,703</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	1,301	1,600	1,500	1,600
655 Postage	0	0	0	0
660 Operating Supplies	817	900	800	850
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$2,118</b>	<b>\$2,500</b>	<b>\$2,300</b>	<b>\$2,450</b>
702 Conference/Meeting	810	2,350	1,250	2,110
704 Contractual Services	44,803	57,760	40,000	46,460
706 Dues/Books/Subscriptions	1,900	1,410	1,150	2,575
718 Ordinance Enforcement	0	10,000	0	10,000
728 Training	2,621	2,850	1,400	2,740
730 Uniforms & Protective Clothing	973	850	700	750
740 Auto Mileage Reimbursement	110	754	160	754
750 Professional Service	0	0	0	0
760 Utilities	0	0	0	0
774 Facility Repair & Maintenance	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$51,218</b>	<b>\$75,974</b>	<b>\$44,660</b>	<b>\$65,389</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$287,370</b>	<b>\$370,335</b>	<b>\$316,927</b>	<b>\$337,542</b>

# Community Development - Long Range Planning

## 01-123

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	74,248	75,734	75,734	75,734
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	0	0	0	0
614 Standby Pay	0	0	0	0
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	4,476	4,695	4,695	4,695
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	1,047	1,098	1,098	1,098
630 ICMA Retirement	2,941	3,029	3,029	3,029
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$82,712</b>	<b>\$84,556</b>	<b>\$84,556</b>	<b>\$84,556</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	50	36	0
655 Postage	0	0	0	0
660 Operating Supplies	143	700	100	100
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$143</b>	<b>\$750</b>	<b>\$136</b>	<b>\$100</b>
702 Conference/Meeting	1,623	1,350	950	950
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	453	500	470	500
718 Ordinance Enforcement	0	0	0	0
728 Training	0	500	0	300
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	0	200	0	200
750 Professional Service	67,250	15,000	0	350,000
760 Utilities	0	0	0	0
774 Facility Repair & Maintenance	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$69,326</b>	<b>\$17,550</b>	<b>\$1,420</b>	<b>\$351,950</b>
802 Office Furniture & Equipment	0	0	600	0
803 Tools and Work Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$600</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$152,182</b>	<b>\$102,856</b>	<b>\$86,712</b>	<b>\$436,606</b>

# Police - Administration

01-201

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	413,969	425,610	425,610	429,491
605 Extra Duty Pay	17,536	25,000	25,000	25,000
607 Cell Phone Allowance/ I Pad Allowance	550	1,270	1,270	1,320
610 Overtime and Premium Pay	(33)	1,500	1,500	1,500
614 Standby Pay	0	0	0	0
618 Court Pay	0	0	0	0
620 FICA Expenses Employer	5,078	4,998	4,998	4,998
625 Medicare Portion FICA	4,527	4,448	4,448	4,505
630 ICMA Retirement	3,279	3,224	3,224	3,224
633 Police Retirement	32,670	34,080	34,080	34,468
634 State Disability	3,804	3,645	3,645	3,645
<b>PERSONNEL SERVICES</b>	<b>\$481,380</b>	<b>\$503,775</b>	<b>\$503,775</b>	<b>\$508,151</b>
651 Office Supplies	7,849	6,500	6,500	6,950
654 Photocopy/Printing	5,349	9,100	9,100	9,550
655 Postage	375	300	300	300
660 Operating Supplies	4,543	4,900	4,900	4,900
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$18,116</b>	<b>\$20,800</b>	<b>\$20,800</b>	<b>\$21,700</b>
702 Conference/Meeting	7,877	8,650	8,650	8,650
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	10,527	13,280	13,280	13,730
728 Training	11,527	11,750	5,000	3,500
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	48	250	125	0
741 Uniform Allowance	33,925	33,780	33,780	33,780
750 Professional Service	90,916	117,700	117,700	111,935
755 Computer Software	600	0	0	0
776 Other Equipment Maintenance	1,087	1,200	1,200	1,450
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$156,507</b>	<b>\$186,610</b>	<b>\$179,735</b>	<b>\$173,045</b>
802 Office Furniture & Equipment	4,424	9,000	9,000	6,950
809 Other Major Equipment	4,151	23,000	23,000	11,500
<b>CAPITAL OUTLAY</b>	<b>\$8,575</b>	<b>\$32,000</b>	<b>\$32,000</b>	<b>\$18,450</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$664,578</b>	<b>\$743,185</b>	<b>\$736,310</b>	<b>\$721,346</b>

# Police - Grants

## 01-202

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	159,435	157,860	157,860	171,362
604 Deferred Compensation	0	0	0	0
605 Extra Duty Pay	0	0	0	0
610 Overtime and Premium Pay	21,087	26,217	26,217	29,500
614 Standby Pay	0	0	0	0
618 Court Pay	114	0	304	0
620 FICA Expenses Employer	2,242	0	0	0
625 Medicare Portion FICA	2,500	2,231	2,231	2,485
630 ICMA Retirement	1,463	0	0	0
633 Police Retirement	13,140	15,386	15,386	17,136
634 State Disability Insurance	3,246	4,000	4,000	4,455
<b>PERSONNEL SERVICES</b>	<b>\$203,227</b>	<b>\$205,694</b>	<b>\$205,998</b>	<b>\$224,938</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
660 Operating Supplies	0	0	0	19,059
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,059</b>
702 Conference/Meeting	0	875	875	0
704 Contractual Services	70,110	43,872	43,872	0
706 Dues/Books/Subscriptions	0	0	0	0
728 Training	1,180	368	368	0
730 Uniforms & Protective Clothing	5,250	5,250	5,250	5,250
740 Auto Mileage Reimbursement	0	0	0	0
750 Professional Service	0	19,022	0	0
755 Computer Software	14,826	4,776	4,776	0
776 Other Equipment Maintenance	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$91,367</b>	<b>\$74,163</b>	<b>\$55,141</b>	<b>\$5,250</b>
802 Office Furn & Equipment	0	8,474	8,474	0
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	7,281	45,159	45,052	0
<b>CAPITAL OUTLAY</b>	<b>\$7,281</b>	<b>53,633</b>	<b>\$53,526</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$301,875</b>	<b>\$333,490</b>	<b>\$314,665</b>	<b>\$249,247</b>

# Police - Community Services Team

01-203

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	176,601	165,175	165,175	148,689
604 Deferred Compensation	0	0	0	0
605 Extra Duty Pay	0	0	0	0
610 Overtime and Premium Pay	1,336	2,580	2,580	2,580
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	20,040	22,271	22,271	22,271
618 Court Pay	676	1,575	1,575	1,575
620 FICA Expenses Employer	11,788	10,241	10,241	9,219
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	2,757	2,395	2,395	2,156
630 ICMA Retirement	6,845	6,607	6,607	5,948
633 Police Retirement	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$220,044</b>	<b>\$210,844</b>	<b>\$210,844</b>	<b>\$192,438</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	1,202	1,375	1,375	1,375
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$1,202</b>	<b>\$1,375</b>	<b>\$1,375</b>	<b>\$1,375</b>
702 Conference/Meeting	112	250	250	250
704 Contractual Services	9,305	15,000	15,000	15,000
706 Dues, Books, Subscriptions	0	0	0	0
720 Veterinary Services	75	1,000	1,000	1,000
721 Jeffco Animal Shelter	47,965	29,050	29,050	29,050
728 Training	0	0	0	0
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	0	0	0	0
741 Uniform Allowance	0	0	0	0
774 Facility Repair & Maintenance	0	0	0	0
776 Other Equipment Maintenance	642	2,500	2,500	2,500
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$58,098</b>	<b>\$47,800</b>	<b>\$47,800</b>	<b>\$47,800</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$279,343</b>	<b>\$260,019</b>	<b>\$260,019</b>	<b>\$241,613</b>

# Police - Communications Center

01-204

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	525,972	547,137	547,137	531,831
604 Deferred Compensation	0	0	0	0
605 Extra Duty Pay	0	0	0	0
610 Overtime and Premium Pay	34,584	42,000	42,000	42,000
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	0	0	0	0
618 Court Pay	0	400	200	400
620 FICA Expenses Employer	33,364	33,922	33,922	32,974
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	7,832	7,933	7,933	7,712
630 ICMA Retirement	20,153	21,885	21,885	21,273
633 Police Retirement	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$621,904</b>	<b>\$653,277</b>	<b>\$653,077</b>	<b>\$636,190</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	6	450	350	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$6</b>	<b>\$450</b>	<b>\$350</b>	<b>\$0</b>
702 Conference/Meeting	123	875	500	875
704 Contractual Services	78,491	102,995	102,995	107,910
706 Dues, Books, Subscriptions	0	0	0	0
721 Jeffco Animal Shelter	0	0	0	0
728 Training	0	0	0	0
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	0	0	0	0
741 Uniform Allowance	0	0	0	0
750 Professional Service	0	0	0	0
776 Other Equipment Maintenance	447	11,980	6,980	5,000
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$79,061</b>	<b>\$115,850</b>	<b>\$110,475</b>	<b>\$113,785</b>
802 Office Furniture & Equipment	0	0	0	0
805 Communications Equipment	2,235	2,000	1,920	3,500
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$2,235</b>	<b>\$2,000</b>	<b>\$1,920</b>	<b>\$3,500</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$703,206</b>	<b>\$771,577</b>	<b>\$765,822</b>	<b>\$753,475</b>

# Police - Crime Prevention Team

01-205

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	207,411	249,939	249,939	251,380
604 Deferred Compensation	0	0	0	0
605 Extra Duty Pay	0	0	0	0
610 Overtime and Premium Pay	10,124	12,060	8,000	12,690
617 Temporary Personnel - Hourly	0	0	0	0
618 Court Pay	277	600	400	600
620 FICA Expenses Employer	0	0	0	0
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	2,997	3,624	3,624	2,993
630 ICMA Retirement	0	0	0	0
633 Police Retirement	21,078	24,994	24,994	25,138
634 State Disability Insurance	4,328	5,330	5,330	5,368
<b>PERSONNEL SERVICES</b>	<b>\$246,216</b>	<b>\$296,547</b>	<b>\$292,287</b>	<b>\$298,169</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	0	1,000	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$0</b>	<b>\$0</b>
702 Conference/Meeting	0	100	100	100
704 Contractual Services	0	0	0	0
720 Veterinary Services	0	0	0	0
721 Jeffco Animal Shelter	0	0	0	0
728 Training	0	0	0	0
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	0	0	0	0
741 Uniform Allowance	0	0	0	0
750 Professional Service	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$0</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
802 Office Furniture & Equipment	0	0	0	0
805 Communications Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$246,216</b>	<b>\$297,647</b>	<b>\$292,387</b>	<b>\$298,269</b>

# Police - Records Team

## 01-206

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	226,981	236,053	236,053	190,081
604 Deferred Compensation	0	0	0	0
605 Extra Duty Pay	0	0	0	0
610 Overtime and Premium Pay	6,024	6,975	6,975	7,016
617 Temporary Personnel - Hourly	0	0	0	6,000
618 Court Pay	0	0	0	0
620 FICA Expenses Employer	13,244	14,635	14,635	11,785
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	3,097	3,423	3,423	2,756
630 ICMA Retirement	8,935	9,442	9,442	7,603
633 Police Retirement	0	0	0	0
634 State Disability Insurance	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$258,281</b>	<b>\$270,528</b>	<b>\$270,528</b>	<b>\$225,241</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	558	730	730	730
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$558</b>	<b>\$730</b>	<b>\$730</b>	<b>\$730</b>
702 Conference/Meeting	0	0	0	0
704 Contractual Services	0	0	0	0
720 Veterinary Services	0	0	0	0
721 Jeffco Animal Shelter	0	0	0	0
728 Training	0	0	0	0
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	0	0	0	0
741 Uniform Allowance	0	0	0	0
750 Professional Service	0	0	0	0
776 Other Equipment Maintenance	237	500	500	500
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$237</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>
802 Office Furniture & Equipment	0	0	0	0
805 Communications Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$259,076</b>	<b>\$271,758</b>	<b>\$271,758</b>	<b>\$226,471</b>

# Police - Training & Public Information

01-207

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	61,873	62,871	62,871	62,871
604 Deferred Compensation	0	0	0	0
605 Extra Duty Pay	0	0	0	0
610 Overtime and Premium Pay	6,165	6,600	6,600	6,600
617 Temporary Personnel - Hourly	0	0	0	0
618 Court Pay	0	0	0	0
620 FICA Expenses Employer	4,050	3,898	3,898	3,898
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	947	912	912	912
630 ICMA Retirement	2,446	2,515	2,515	2,515
633 Police Retirement	0	0	0	0
634 State Disability Insurance	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$75,481</b>	<b>\$76,796</b>	<b>\$76,796</b>	<b>\$76,796</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
657 Range Supplies	33,914	46,575	46,575	35,404
660 Operating Supplies	845	1,000	1,000	1,000
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$34,758</b>	<b>\$47,575</b>	<b>\$47,575</b>	<b>\$36,404</b>
702 Conference/Meeting	14,159	16,000	16,000	18,000
704 Contractual Services	0	0	0	0
706 Dues, Books, Subscriptions	0	0	0	0
721 Jeffco Animal Shelter	0	0	0	0
728 Training	53,262	46,000	46,000	76,000
730 Uniforms & Protective Clothing	39,283	48,000	48,000	48,000
740 Auto Mileage Reimbursement	991	1,000	1,000	1,000
750 Professional Service	3,094	4,000	3,713	5,000
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	2,000	2,000	2,000
776 Other Equipment Maintenance	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$110,788</b>	<b>\$117,000</b>	<b>\$116,713</b>	<b>\$150,000</b>
802 Office Furniture & Equipment	0	0	0	0
805 Communications Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$221,027</b>	<b>\$241,371</b>	<b>\$241,084</b>	<b>\$263,200</b>

# Police - Patrol Operations

01-211

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	3,219,497	3,192,468	3,192,468	3,125,143
604 Deferred Compensation	0	0	0	0
605 Extra Duty Pay	0	0	0	0
610 Overtime and Premium Pay	164,672	192,375	192,375	192,375
617 Temporary Personnel - Hourly	0	0	0	0
618 Court Pay	28,258	27,990	27,990	27,990
620 FICA Expenses Employer	11,728	6,955	6,955	6,955
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	39,728	38,379	38,379	39,619
630 ICMA Retirement	7,741	4,487	4,487	4,487
633 Police Retirement	297,195	308,028	308,028	307,296
634 State Disability Insurance	50,948	53,071	53,071	59,508
<b>PERSONNEL SERVICES</b>	<b>\$3,819,767</b>	<b>\$3,823,753</b>	<b>\$3,823,753</b>	<b>\$3,763,373</b>
657 Range Supplies	0	0	0	0
660 Operating Supplies	19,926	32,721	30,721	20,060
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$19,926</b>	<b>\$32,721</b>	<b>\$30,721</b>	<b>\$20,060</b>
702 Conference/Meeting	286	690	590	690
728 Training	0	0	0	0
730 Uniforms & Protective Clothing	2,554	6,150	6,150	25,500
750 Professional Service	6,922	11,525	11,525	9,700
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	0	0	0
776 Other Equipment Maintenance	13,870	20,932	20,932	8,750
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$23,633</b>	<b>\$39,297</b>	<b>\$39,197</b>	<b>\$44,640</b>
805 Communications Equipment	0	0	0	3,500
809 Other Major Equipment	0	12,000	12,000	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$3,500</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$3,863,326</b>	<b>\$3,907,771</b>	<b>\$3,905,671</b>	<b>\$3,831,573</b>

# Police - Investigations Bureau

01-212

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	1,212,137	1,432,955	1,432,955	1,389,590
604 Deferred Compensation	0	0	0	0
605 Extra Duty Pay	0	0	0	0
610 Overtime and Premium Pay	113,102	125,256	125,256	125,256
614 Standby Pay	33,542	33,592	33,592	33,592
618 Court Pay	6,394	11,144	11,144	9,500
620 FICA Expenses Employer	8,806	10,906	10,906	13,798
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	15,467	17,260	17,260	17,063
630 ICMA Retirement	5,875	7,036	7,036	8,902
633 Police Retirement	104,777	125,705	125,705	119,704
634 State Disability Insurance	13,095	18,058	18,058	16,460
<b>PERSONNEL SERVICES</b>	<b>\$1,513,194</b>	<b>\$1,781,912</b>	<b>\$1,781,912</b>	<b>\$1,733,865</b>
653 Postage	0	0	0	0
654 Photocopy/Printing	0	0	0	0
660 Operating Supplies	14,100	18,546	18,546	14,005
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$14,100</b>	<b>\$18,546</b>	<b>\$18,546</b>	<b>\$14,005</b>
702 Conference/Meeting	227	340	340	340
704 Contractual Services	77,405	80,790	80,790	81,050
706 Dues, Books, Subscriptions	0	0	0	0
721 Jeffco Animal Shelter	0	0	0	0
727 Expense Reimbursement	7,518	4,000	4,000	4,000
730 Uniforms & Protective Clothing	1,158	1,400	1,400	2,000
750 Professional Service	6,044	6,190	6,190	5,390
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	500	500	500
776 Other Equipment Maintenance	358	1,500	1,500	1,400
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$92,709</b>	<b>\$94,720</b>	<b>\$94,720</b>	<b>\$94,680</b>
802 Office Furniture & Equipment	0	0	0	0
804 Engineering & Photo Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$1,620,003</b>	<b>\$1,895,178</b>	<b>\$1,895,178</b>	<b>\$1,842,550</b>

# Police - Crime & Traffic Team

## 01-213

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	284,783	289,871	289,871	337,237
604 Deferred Compensation	0	0	0	0
605 Extra Duty Pay	0	0	0	0
610 Overtime and Premium Pay	15,588	15,580	6,000	15,580
614 Standby Pay	0	0	0	0
618 Court Pay	2,392	3,360	800	2,980
620 FICA Expenses Employer	4,157	4,203	4,203	4,890
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	0	0	0	0
630 ICMA Retirement	0	0	0	0
633 Police Retirement	27,916	28,987	28,987	33,724
634 State Disability Insurance	3,446	3,550	3,550	4,782
<b>PERSONNEL SERVICES</b>	<b>\$338,283</b>	<b>\$345,551</b>	<b>\$333,411</b>	<b>\$399,193</b>
653 Postage	0	0	0	0
654 Photocopy/Printing	0	0	0	0
660 Operating Supplies	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
702 Conference/Meeting	495	500	500	500
704 Contractual Services	0	0	0	0
706 Dues, Books, Subscriptions	0	0	0	0
721 Jeffco Animal Shelter	0	0	0	0
727 Expense Reimbursement	0	0	0	0
730 Uniforms & Protective Clothing	602	2,850	1,550	5,490
750 Professional Service	0	0	0	0
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$1,097</b>	<b>\$3,350</b>	<b>\$2,050</b>	<b>\$5,990</b>
802 Office Furniture & Equipment	0	0	0	0
804 Engineering & Photo Equipment	0	0	0	0
809 Other Major Equipment	5,625	15,000	13,800	2,080
<b>CAPITAL OUTLAY</b>	<b>\$5,625</b>	<b>\$15,000</b>	<b>\$13,800</b>	<b>\$2,080</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$345,005</b>	<b>\$363,901</b>	<b>\$349,261</b>	<b>\$407,263</b>

# Police - Special Investigations

01-214

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	0	0	0	0
604 Deferred Compensation	0	0	0	0
605 Extra Duty Pay	0	0	0	0
610 Overtime and Premium Pay	0	0	0	0
614 Standby Pay	0	0	0	0
618 Court Pay	0	0	0	0
620 FICA Expenses Employer	0	0	0	0
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	0	0	0	0
630 ICMA Retirement	0	0	0	0
633 Police Retirement	0	0	0	0
634 State Disability Insurance	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
653 Postage	0	0	0	0
654 Photocopy/Printing	0	0	0	0
660 Operating Supplies	63	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$63</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
702 Conference/Meeting	0	0	0	0
704 Contractual Services	0	0	0	0
706 Dues, Books, Subscriptions	0	0	0	0
727 Expense Reimbursement	0	0	0	0
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	0	0	0	0
750 Professional Service	0	0	0	0
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
802 Office Furniture & Equipment	0	0	0	0
804 Engineering & Photo Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$63</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Police - Emergency Operations

01-215

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	0	0	0	0
604 Deferred Compensation	0	0	0	0
605 Extra Duty Pay	0	0	0	0
610 Overtime and Premium Pay	0	0	0	0
614 Standby Pay	0	0	0	0
618 Court Pay	0	0	0	0
620 FICA Expenses Employer	0	0	0	0
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	0	0	0	0
630 ICMA Retirement	0	0	0	0
633 Police Retirement	0	0	0	0
634 State Disability Insurance	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
653 Postage	0	0	0	0
654 Photocopy/Printing	0	300	300	300
660 Operating Supplies	221	6,850	6,850	3,600
663 Hazardous Waste Disposal	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$221</b>	<b>\$7,150</b>	<b>\$7,150</b>	<b>\$3,900</b>
702 Conference/Meeting	23	500	500	500
704 Contractual Services	6,541	6,545	6,545	6,545
706 Dues, Books, Subscriptions	0	0	0	0
721 Jeffco Animal Shelter	0	0	0	0
727 Expense Reimbursement	0	0	0	0
730 Uniforms & Protective Clothing	0	0	0	0
750 Professional Service	641	0	0	0
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$7,205</b>	<b>\$7,045</b>	<b>\$7,045</b>	<b>\$7,045</b>
802 Office Furniture & Equipment	0	0	0	0
804 Engineering & Photo Equipment	0	0	0	0
809 Other Major Equipment	6,136	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$6,136</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$13,561</b>	<b>\$14,195</b>	<b>\$14,195</b>	<b>\$10,945</b>

# Public Works - Administration

## 01-301

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	131,571	134,777	134,777	134,777
604 Deferred Compensation	6,543	6,635	6,635	6,739
606 Auto Allowance	3,600	3,600	3,600	3,600
607 Cell Phone Allowance/I Pad Allowance	0	540	540	1,320
610 Overtime and Premium Pay	0	0	0	0
614 Standby Pay	0	0	0	0
620 FICA Expenses Employer	6,618	6,622	6,622	6,826
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	1,896	1,924	1,924	1,954
630 ICMA Retirement	0	0	0	0
633 Police Retirement	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$150,227</b>	<b>\$154,098</b>	<b>\$154,098</b>	<b>\$155,216</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
660 Operating Supplies	0	100	100	100
663 Hazardous Waste Disposal	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$0</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
702 Conference/Meeting	1,767	1,500	500	1,500
704 Contractual Services	0	0	0	0
706 Dues, Books, Subscriptions	173	500	500	500
727 Expense Reimbursement	0	0	0	0
728 Training	0	500	500	500
730 Uniforms & Protective Clothing	100	150	150	150
740 Auto Mileage Reimbursement	0	0	0	0
750 Professional Service	0	0	0	0
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$2,040</b>	<b>\$2,650</b>	<b>\$1,650</b>	<b>\$2,650</b>
802 Office Furniture & Equipment	0	0	0	0
804 Engineering & Photo Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$152,268</b>	<b>\$156,848</b>	<b>\$155,848</b>	<b>\$157,966</b>

# Public Works - Engineering

## 01-302

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	811,477	826,907	826,907	826,906
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	3,193	10,000	10,000	10,000
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	0	0	0	0
620 FICA Expenses Employer	48,276	51,268	51,268	51,268
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	11,290	11,990	11,990	11,990
630 ICMA Retirement	32,113	33,076	33,076	33,076
633 Police Retirement	0	0	0	0
634 State Disability Insurance	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$906,350</b>	<b>\$933,241</b>	<b>\$933,241</b>	<b>\$933,240</b>
651 Office Supplies	1,005	1,400	1,400	1,550
654 Photocopy/Printing	1,282	500	500	500
655 Postage Costs	22	250	250	250
660 Operating Supplies	368	3,730	3,730	3,550
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$2,677</b>	<b>\$5,880</b>	<b>\$5,880</b>	<b>\$5,850</b>
702 Conference/Meeting	533	1,000	1,000	1,000
704 Contractual Services	17,029	16,600	16,600	17,100
706 Dues, Books, Subscriptions	3,343	3,260	3,260	4,200
721 Jeffco Animal Shelter	0	0	0	0
728 Training	3,293	10,200	10,200	7,000
730 Uniforms & Protective Clothing	1,241	1,750	1,750	1,750
740 Auto Mileage Reimbursement	95	300	300	300
741 Uniform Allowance	0	0	0	0
750 Professional Service	26,241	116,172	116,172	25,000
776 Other Equipment Maintenance	0	1,800	1,800	1,800
793 Title Searches	0	500	500	500
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$51,775</b>	<b>\$151,582</b>	<b>\$151,582</b>	<b>\$58,650</b>
802 Office Furniture & Equipment	0	0	0	600
804 Engineering & Photo Equipment	0	0	0	0
809 Other Major Equipment	2,537	2,400	2,193	0
<b>CAPITAL OUTLAY</b>	<b>\$2,537</b>	<b>\$2,400</b>	<b>\$2,193</b>	<b>\$600</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$963,338</b>	<b>\$1,093,103</b>	<b>\$1,092,896</b>	<b>\$998,340</b>

# Public Works - Operations

## 01-303

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	828,067	842,752	842,752	838,813
610 Overtime and Premium Pay	32,059	35,000	35,000	35,000
614 Standby Pay	14,338	15,000	15,000	15,000
617 Temporary Personnel - Hourly	0	0	0	0
620 FICA Expenses Employer	52,021	52,251	52,251	52,006
625 Medicare Portion FICA	12,166	12,220	12,220	12,163
630 ICMA Retirement	32,677	33,710	33,700	33,553
633 Police Retirement	0	0	0	0
634 State Disability Insurance	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$971,329</b>	<b>\$990,933</b>	<b>\$990,923</b>	<b>\$986,535</b>
651 Office Supplies	341	500	500	500
654 Photocopy/Printing	0	0	0	0
660 Operating Supplies	245,195	295,500	295,500	269,000
661 Oil and Gas - Shops	282,477	346,500	346,500	353,000
662 Vehicle and Equipment	125,185	125,500	125,500	75,500
663 Hazard Waste Material	806	2,000	2,000	3,400
665 Special Equipment	0	4,200	4,200	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$654,003</b>	<b>\$774,200</b>	<b>\$774,200</b>	<b>\$701,400</b>
702 Conference/Meeting	268	500	500	500
704 Contractual Services	40,070	161,500	161,500	237,500
706 Dues, Books, Subscriptions	895	1,100	1,100	1,200
728 Training	2,091	5,500	5,500	5,000
730 Uniforms & Protective Clothing	6,075	9,000	9,000	9,000
740 Auto Mileage Reimbursement	0	0	0	0
758 Rentals and Leases	0	0	0	0
760 Utilities	23,602	32,250	32,250	32,250
761 Street Lighting	537,581	725,000	600,000	625,000
774 Facility Repair/Maintenance	5,464	16,150	16,150	14,900
776 Other Equipment Maintenance	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$616,045</b>	<b>\$951,000</b>	<b>\$826,000</b>	<b>\$925,350</b>
803 Tools and Work Equipment	0	0	0	5,000
807 Fleet Replacement	542,865	544,000	526,000	385,000
809 Other Major Equipment	61,875	21,000	21,000	102,000
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$604,740</b>	<b>\$565,000</b>	<b>\$547,000</b>	<b>\$492,000</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$2,846,117</b>	<b>\$3,281,133</b>	<b>\$3,138,123</b>	<b>\$3,105,285</b>

# Parks and Recreation - Administration

01-601

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	174,677	178,434	178,434	178,434
604 Deferred Compensation	6,226	6,413	6,413	6,413
606 Auto Allowance	3,600	3,600	3,600	3,600
607 Cell Phone/iPad Allowance	0	1,450	1,450	720
610 Overtime & Premium Pay	0	0	0	0
620 FICA Expenses Employer	9,711	9,732	9,732	9,937
625 Medicare Portion FICA	2,560	2,209	2,209	2,587
630 ICMA Retirement	1,948	2,007	2,007	2,007
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$198,723</b>	<b>\$203,845</b>	<b>\$203,845</b>	<b>\$203,698</b>
651 Office Supplies	3,653	3,600	3,600	3,700
654 Photocopy/Printing	183	400	400	400
655 Postage Costs	246	300	300	300
660 Operating Supplies	17	300	300	300
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$4,100</b>	<b>\$4,600</b>	<b>\$4,600</b>	<b>\$4,700</b>
702 Conference/Meeting	239	2,800	2,800	2,800
704 Contractual Services	0	0	0	0
706 Dues, Books, Subscriptions	407	450	450	450
728 Training	0	500	500	500
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	548	700	700	700
750 Professional Service	525	19,375	19,375	15,000
758 Rentals and Leases	0	0	0	0
774 Facility Repair/Maintenance	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
799 Misc. Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$1,718</b>	<b>\$23,825</b>	<b>\$23,825</b>	<b>\$19,450</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	726	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$726</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$205,268</b>	<b>\$232,270</b>	<b>\$232,270</b>	<b>\$227,848</b>

# Parks and Recreation - Recreation

## 01-602

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	122,008	124,556	124,556	124,556
604 Deferred Compensation	0	0	0	0
610 Overtime & Premium Pay	0	0	0	0
617 Temporary Personnel - Hourly	14,658	13,515	13,515	14,053
620 FICA Expenses Employer	8,291	8,560	8,560	8,594
625 Medicare Portion FICA	1,939	2,002	2,002	2,010
630 ICMA Retirement	4,837	4,982	4,982	4,982
640 Outside Personnel Services	5,925	6,000	5,750	6,000
<b>PERSONNEL SERVICES</b>	<b>\$157,658</b>	<b>\$159,615</b>	<b>\$159,365</b>	<b>\$160,195</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	13,368	17,060	16,700	17,260
655 Postage Costs	5,920	7,618	7,100	7,882
660 Operating Supplies	8,422	11,149	10,000	10,591
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$27,709</b>	<b>\$35,827</b>	<b>\$33,800</b>	<b>\$35,733</b>
702 Conference/Meeting	0	420	420	420
704 Contractual Services	0	194	194	0
706 Dues, Books, Subscriptions	395	620	550	620
728 Training	122	450	200	200
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	385	498	300	455
750 Professional Service	1,550	2,606	2,500	35,300
755 Computer Software	0	250	250	250
758 Rentals and Leases	0	0	0	0
774 Facility Repair/Maintenance	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
799 Misc. Services & Charges	200	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$2,652</b>	<b>\$5,038</b>	<b>\$4,414</b>	<b>\$37,245</b>
802 Office Furniture & Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$188,019</b>	<b>\$200,480</b>	<b>\$197,579</b>	<b>\$233,173</b>

# Parks and Recreation - Parks Maintenance

01-603

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	416,895	422,256	422,256	422,256
610 Overtime & Premium Pay	7,447	16,468	16,468	18,901
614 Standby Pay	3,130	9,814	8,314	8,916
617 Temporary Personnel - Hourly	127,003	157,210	153,244	134,718
620 FICA Expenses Employer	33,915	26,180	26,180	26,180
625 Medicare Portion FICA	7,932	6,123	6,123	6,123
630 ICMA Retirement	15,577	16,890	16,890	16,890
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$611,900</b>	<b>\$654,941</b>	<b>\$649,475</b>	<b>\$633,984</b>
651 Office Supplies	669	600	600	600
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	0	0	0
660 Operating Supplies	86,829	81,547	81,547	77,221
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$87,497</b>	<b>\$82,147</b>	<b>\$82,147</b>	<b>\$77,821</b>
704 Contractual Services	68,170	87,679	87,679	67,687
706 Dues, Books, Subscriptions	0	0	0	0
728 Training	661	1,979	1,940	2,012
730 Uniforms & Protective Clothing	9,820	9,420	9,420	9,720
740 Auto Mileage Reimbursement	67	0	0	0
750 Professional Service	837	3,000	1,105	2,000
755 Computer Software	0	240	144	144
758 Rentals and Leases	22,264	24,254	24,254	25,250
760 Utilities	341,334	350,928	350,928	367,509
774 Facility Repair/Maintenance	54,424	67,390	67,390	85,715
776 Other Equipment Maintenance	8,192	13,418	13,418	24,920
799 Misc. Services & Charges	10,830	15,000	10,000	10,000
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$516,599</b>	<b>\$573,308</b>	<b>\$566,278</b>	<b>\$594,957</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	2,781	2,781	0
809 Other Major Equipment	16,582	45,104	43,575	44,221
812 Building Improvements	12,752	6,100	5,802	0
<b>CAPITAL OUTLAY</b>	<b>\$29,334</b>	<b>\$53,985</b>	<b>\$52,158</b>	<b>\$44,221</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$1,245,331</b>	<b>\$1,364,381</b>	<b>\$1,350,058</b>	<b>\$1,350,983</b>

# Parks and Recreation - Forestry

01-604

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	108,108	127,556	127,556	127,556
610 Overtime & Premium Pay	3,325	3,458	3,453	2,628
614 Standby Pay	1,972	5,026	5,026	4,008
617 Temporary Personnel - Hourly	54,332	60,304	60,304	63,118
620 FICA Expenses Employer	10,191	7,908	7,908	7,908
625 Medicare Portion FICA	2,383	1,850	1,850	1,850
630 ICMA Retirement	4,261	5,102	5,102	5,102
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$184,572</b>	<b>\$211,204</b>	<b>\$211,199</b>	<b>\$212,170</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	1,500	1,500	1,500
655 Postage Costs	0	0	0	0
660 Operating Supplies	21,802	16,397	15,297	23,397
663 Hazard Waste Disposal	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$21,802</b>	<b>\$17,897</b>	<b>\$16,797</b>	<b>\$24,897</b>
702 Conference/Meeting	685	240	240	390
704 Contractual Services	74,754	88,300	88,300	105,700
706 Dues, Books, Subscriptions	571	232	232	232
728 Training	473	1,520	1,520	1,625
730 Uniforms & Protective Clothing	2,184	2,390	2,390	2,485
740 Auto Mileage Reimbursement	0	0	0	0
750 Professional Service	80	450	450	550
758 Rentals and Leases	0	2,200	2,200	3,700
760 Utilities	0	2,500	2,500	2,500
774 Facility Repair/Maintenance	0	0	0	10,000
776 Other Equipment Maintenance	1,691	1,500	1,500	1,500
799 Misc. Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$80,438</b>	<b>\$99,332</b>	<b>\$99,332</b>	<b>\$128,682</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	5,000
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$286,812</b>	<b>\$328,433</b>	<b>\$327,328</b>	<b>\$370,749</b>

# Parks and Recreation - Natural Resources

01-605

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	141,543	136,344	136,344	136,344
610 Overtime & Premium Pay	2,892	3,645	3,291	2,506
614 Standby Pay	539	3,177	2,869	2,184
617 Temporary Personnel - Hourly	7,422	11,027	11,027	10,997
620 FICA Expenses Employer	9,155	8,453	8,453	8,453
625 Medicare Portion FICA	2,141	1,977	1,977	1,977
630 ICMA Retirement	5,575	5,453	5,453	5,454
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$169,267</b>	<b>\$170,076</b>	<b>\$169,414</b>	<b>\$167,915</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	6,000	2,000	4,000
655 Postage Costs	0	0	0	0
660 Operating Supplies	15,141	16,040	16,040	19,190
663 Hazard Waste Disposal	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$15,141</b>	<b>\$22,040</b>	<b>\$18,040</b>	<b>\$23,190</b>
702 Conference/Meeting	0	0	0	0
704 Contractual Services	40,941	50,635	47,745	54,415
706 Dues, Books, Subscriptions	118	135	135	135
728 Training	375	360	360	360
730 Uniforms & Protective Clothing	2,144	2,605	2,605	2,625
740 Auto Mileage Reimbursement	0	750	600	650
750 Professional Service	0	0	0	0
758 Rentals and Leases	0	720	720	400
760 Utilities	0	0	0	0
774 Facility Repair/Maintenance	7,975	6,180	5,900	7,300
776 Other Equipment Maintenance	0	600	600	600
799 Misc. Services & Charges	0	0	0	5,000
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$51,553</b>	<b>\$61,985</b>	<b>\$58,665</b>	<b>\$71,485</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	1,250	1,250	4,000
809 Other Major Equipment	0	0	0	8,105
812 Building Improvements	0	14,000	14,000	10,000
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$15,250</b>	<b>\$15,250</b>	<b>\$22,105</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$235,961</b>	<b>\$269,351</b>	<b>\$261,369</b>	<b>\$284,695</b>

# General Government - Central Charges

01-610

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
620 FICA Expenses Employer	0	0	0	0
621 Workers' Compensation	260,440	376,000	376,000	384,776
623 Unemployment Insurance	0	0	0	0
624 Work Comp Deductible	41,634	57,800	57,800	40,000
625 Medicare Portion FICA	0	0	0	0
626 Medical	1,417,552	1,741,483	1,569,663	1,591,687
627 Dental	82,101	95,891	90,891	95,891
628 LTD/STD	55,693	59,670	59,670	59,670
629 Life/ADD/DEP	44,529	53,486	48,486	48,486
<b>PERSONNEL SERVICES</b>	<b>\$1,901,949</b>	<b>\$2,384,330</b>	<b>\$2,202,510</b>	<b>\$2,220,510</b>
651 Office Supplies	0	100	100	500
653 Postage	25,678	33,222	33,222	35,000
654 Photocopy/Printing	14,296	11,450	11,450	14,000
660 Operating Supplies	1,616	2,300	2,300	2,500
663 Hazard Waste Disposal	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$41,590</b>	<b>\$47,072</b>	<b>\$47,072</b>	<b>\$52,000</b>
704 Contractual Services	0	0	0	0
706 Dues, Books, Subscriptions	0	0	0	0
719 Economic Development Incentive	0	0	0	0
728 Safety/Wellness	0	0	0	0
750 Professional Services	5,090	0	0	0
758 Rentals & Leases	2,035	3,760	3,760	3,760
759 Telephone Expense	267,666	0	0	0
774 Facility Repair/Maintenance	0	0	0	0
776 Other Equipment Maintenance	1,041	1,000	0	0
781 Personal & Property Liability	181,993	185,395	185,395	194,385
782 Uninsured Losses	25,579	43,205	43,205	41,005
797 Bonus Pay Incentive	0	0	0	450,000
799 Misc. Services & Charges	599	660	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$484,003</b>	<b>\$234,020</b>	<b>\$232,360</b>	<b>\$689,150</b>
802 Office Furniture & Equipment	0	1,278	1,278	0
805 Communications Equipment	0	0	0	0
808 Capital Leases	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$1,278</b>	<b>\$1,278</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$2,427,542</b>	<b>\$2,666,700</b>	<b>\$2,483,220</b>	<b>\$2,961,660</b>

# Parks and Recreation - Anderson Building

01-620

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	0	0	0	0
610 Overtime & Premium Pay	0	0	0	0
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	12,359	19,726	15,000	17,062
620 FICA Expenses Employer	766	1,223	930	1,058
625 Medicare Portion FICA	179	286	218	247
630 ICMA Retirement	0	0	0	0
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$13,305</b>	<b>\$21,235</b>	<b>\$16,148</b>	<b>\$18,367</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	0	0	0
660 Operating Supplies	16	68	68	68
663 Hazard Waste Disposal	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$16</b>	<b>\$68</b>	<b>\$68</b>	<b>\$68</b>
702 Conference/Meeting	0	0	0	0
704 Contractual Services	3,573	1,033	920	1,320
706 Dues, Books, Subscriptions	0	0	0	0
728 Training	0	0	0	0
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	0	0	0	0
750 Professional Service	0	0	0	0
758 Rentals and Leases	0	0	0	0
760 Utilities	43,766	54,187	47,000	50,643
774 Facility Repair/Maintenance	3,153	5,987	4,500	7,100
776 Other Equipment Maintenance	1,986	2,000	1,750	2,000
799 Misc. Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$52,478</b>	<b>\$63,207</b>	<b>\$54,170</b>	<b>\$61,063</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$65,798</b>	<b>\$84,510</b>	<b>\$70,386</b>	<b>\$79,498</b>

# Parks and Recreation - Athletics

01-621

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	108,745	110,524	110,524	109,907
610 Overtime & Premium Pay	0	0	0	0
614 Standby Pay	19	1,700	450	875
617 Temporary Personnel - Hourly	9,217	19,611	13,000	12,899
619 Temporary Personnel - Non Hourly	9,107	23,353	9,700	13,175
620 FICA Expenses Employer	7,605	9,622	8,670	8,431
625 Medicare Portion FICA	1,779	2,250	2,027	1,972
630 ICMA Retirement	4,200	4,421	4,421	4,396
640 Outside Personnel Services	9,018	23,992	15,000	12,844
<b>PERSONNEL SERVICES</b>	<b>\$149,689</b>	<b>\$195,473</b>	<b>\$163,792</b>	<b>\$164,499</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	0	0	0
660 Operating Supplies	21,556	30,432	18,000	21,218
663 Hazard Waste Disposal	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$21,556</b>	<b>\$30,432</b>	<b>\$18,000</b>	<b>\$21,218</b>
702 Conference/Meeting	431	645	645	645
704 Contractual Services	0	1,344	1,344	1,200
706 Dues, Books, Subscriptions	128	225	225	225
728 Training	139	770	770	770
730 Uniforms & Protective Clothing	0	90	90	90
740 Auto Mileage Reimbursement	0	444	444	444
750 Professional Service	0	0	0	0
758 Rentals and Leases	0	0	0	0
760 Utilities	0	0	0	0
774 Facility Repair/Maintenance	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
799 Misc. Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$698</b>	<b>\$3,518</b>	<b>\$3,518</b>	<b>\$3,374</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$171,942</b>	<b>\$229,423</b>	<b>\$185,310</b>	<b>\$189,091</b>

# Parks and Recreation - General Programs

01-622

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	83,386	84,775	84,775	84,775
610 Overtime & Premium Pay	868	500	500	1,000
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	68,514	71,231	70,000	75,659
619 Temporary Personnel - Non Hourly	25,130	25,786	25,786	29,529
620 FICA Expenses Employer	10,464	11,522	11,456	11,840
622 Medical/Dental Insurance	0	0	0	0
625 Medicare Portion FICA	2,447	2,695	2,695	2,769
630 ICMA Retirement	3,452	3,391	3,391	3,391
640 Outside Personnel Services	12,290	5,425	5,425	5,985
<b>PERSONNEL SERVICES</b>	<b>\$206,552</b>	<b>\$205,325</b>	<b>\$204,028</b>	<b>\$214,948</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	0	0	0
660 Operating Supplies	18,161	23,880	23,880	29,630
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$18,161</b>	<b>\$23,880</b>	<b>\$23,880</b>	<b>\$29,630</b>
702 Conference/Meeting	466	875	875	875
704 Contractual Services	0	3,743	3,743	5,000
706 Dues, Books, Subscriptions	111	113	106	113
728 Training	2,188	2,510	1,800	2,790
730 Uniforms & Protective Clothing	591	580	450	780
740 Auto Mileage Reimbursement	0	300	100	100
750 Professional Service	0	0	0	0
758 Rentals and Leases	0	0	0	0
774 Facility Repair/Maintenance	0	0	0	0
799 Misc. Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$3,356</b>	<b>\$8,121</b>	<b>\$7,074</b>	<b>\$9,658</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$228,070</b>	<b>\$237,326</b>	<b>\$234,982</b>	<b>\$254,236</b>

# Parks and Recreation - Outdoor Pool

01-623

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	0	0	0	0
610 Overtime & Premium Pay	226	1,200	450	1,200
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	89,114	108,000	98,090	93,144
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	5,542	7,403	7,403	8,590
625 Medicare Portion FICA	1,296	1,731	1,496	1,731
630 ICMA Retirement	0	0	0	0
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$96,178</b>	<b>\$118,334</b>	<b>\$107,439</b>	<b>\$104,665</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	0	0	0
660 Operating Supplies	33,785	54,439	48,560	54,800
663 Hazard Waste Disposal	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$33,785</b>	<b>\$54,439</b>	<b>\$48,560</b>	<b>\$54,800</b>
702 Conference/Meeting	0	0	0	0
704 Contractual Services	0	7,121	5,330	7,121
706 Dues, Books, Subscriptions	0	0	0	0
728 Training	27	750	750	750
730 Uniforms & Protective Clothing	1,147	1,200	1,150	1,200
740 Auto Mileage Reimbursement	0	0	0	0
750 Professional Service	0	0	0	0
758 Rentals and Leases	0	0	0	0
760 Utilities	0	28,000	12,000	15,000
774 Facility Repair/Maintenance	14,267	47,970	45,000	43,470
776 Other Equipment Maintenance	0	0	0	0
799 Misc. Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$15,441</b>	<b>\$85,041</b>	<b>\$64,230</b>	<b>\$67,541</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	25,000
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,000</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$145,403</b>	<b>\$257,814</b>	<b>\$220,229</b>	<b>\$252,006</b>

# Parks & Recreation - Active Adult Center

01-624

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	208,162	194,300	194,300	194,300
610 Overtime & Premium Pay	0	0	0	0
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	73,469	82,292	75,122	83,236
619 Temporary Personnel - Non Hourly	21,180	27,470	16,610	26,382
620 FICA Expenses Employer	17,753	20,076	18,092	20,076
622 Medical/Dental Insurance	458	0	0	0
625 Medicare Portion FICA	4,152	4,695	4,230	4,695
630 ICMA Retirement	7,080	8,887	8,566	8,887
640 Outside Personnel Services	13,461	20,800	12,576	24,245
<b>PERSONNEL SERVICES</b>	<b>\$345,715</b>	<b>\$358,520</b>	<b>\$329,496</b>	<b>\$361,821</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	14,532	18,900	17,116	18,900
655 Postage Costs	6,119	9,152	6,119	9,152
660 Operating Supplies	53,027	55,582	54,000	54,657
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$73,678</b>	<b>\$83,634</b>	<b>\$77,235</b>	<b>\$82,709</b>
702 Conference/Meeting	522	0	130	0
704 Contractual Services	28,112	54,891	36,500	47,404
706 Dues, Books, Subscriptions	189	590	590	915
728 Training	881	1,765	1,500	1,795
730 Uniforms & Protective Clothing	89	250	200	250
740 Auto Mileage Reimbursement	24	234	185	234
750 Professional Service	3,550	6,200	4,000	6,200
758 Rentals and Leases	0	0	0	0
760 Utilities	20,175	22,320	20,175	22,320
774 Facility Repair/Maintenance	23,373	35,232	32,844	32,500
776 Other Equipment Maintenance	991	1,225	1,000	2,225
799 Misc. Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$77,905</b>	<b>\$122,707</b>	<b>\$97,124</b>	<b>\$113,843</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	2,120	0	0	0
812 Building Improvements	97,038	12,252	12,252	0
<b>CAPITAL OUTLAY</b>	<b>\$99,158</b>	<b>\$12,252</b>	<b>\$12,252</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$596,456</b>	<b>\$577,113</b>	<b>\$516,107</b>	<b>\$558,373</b>

# Parks & Recreation - Historic Buildings

01-625

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	0	0	0	0
610 Overtime & Premium Pay	0	0	0	0
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	0	3,780	3,000	3,780
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	0	234	86	234
625 Medicare Portion FICA	0	55	44	55
630 ICMA Retirement	0	0	0	0
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$0</b>	<b>\$4,069</b>	<b>\$3,130</b>	<b>\$4,069</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	264	250	264
660 Operating Supplies	0	5,450	5,450	8,617
663 Hazard Waste Disposal	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$0</b>	<b>\$5,714</b>	<b>\$5,700</b>	<b>\$8,881</b>
702 Conference/Meeting	0	0	0	0
704 Contractual Services	0	5,683	5,303	5,803
706 Dues, Books, Subscriptions	0	0	0	0
728 Training	0	0	0	0
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	0	0	0	0
750 Professional Service	0	0	0	0
758 Rentals and Leases	0	1,663	1,663	1,531
760 Utilities	0	7,722	7,722	8,966
774 Facility Repair/Maintenance	0	1,100	1,100	33,405
776 Other Equipment Maintenance	0	200	200	200
799 Misc. Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$0</b>	<b>\$16,368</b>	<b>\$15,988</b>	<b>\$49,905</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	43,000	43,000	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$43,000</b>	<b>\$43,000</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$0</b>	<b>\$69,151</b>	<b>\$67,818</b>	<b>\$62,855</b>

# Public Art

## Fund 12

	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
<b>BEGINNING FUND BALANCE</b>	\$0	\$9,088	\$9,088	\$13,534
<b>REVENUES</b>				
12-500-02-505 Building Use Tax	\$5,943	\$3,200	\$1,525	\$2,000
12-510-00-516 Building Permits	\$1,883	\$1,200	\$751	\$650
12-550-05-551 Plan Review Fees	\$1,228	\$750	\$395	\$550
12-580-00-581 Interest	\$34	\$20	\$75	\$75
12-580-00-582 One percent Public Projects	\$0	\$0	\$1,700	\$50,000
<b>TOTAL REVENUES</b>	<b>\$9,088</b>	<b>\$5,170</b>	<b>\$4,446</b>	<b>\$53,275</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$9,088</b>	<b>\$14,258</b>	<b>\$13,534</b>	<b>\$66,809</b>
<b>EXPENDITURES</b>				
12-601-800-809 Public Art Acquisition	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>ENDING FUND BALANCE</b>	<b>\$9,088</b>	<b>\$14,258</b>	<b>\$13,534</b>	<b>\$66,809</b>

# Police Investigation

## Fund 17

		2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
17-580-00-589	<b>BEGINNING FUND BALANCE</b>	<b>\$80,331</b>	<b>\$53,549</b>	<b>\$53,549</b>	<b>\$42,276</b>
	<b>REVENUES</b>				
17-580-00-581	Interest	\$136	\$100	\$35	\$25
17-580-00-588	Miscellaneous Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	<b>TOTAL REVENUES</b>	<b>\$136</b>	<b>\$100</b>	<b>\$35</b>	<b>\$25</b>
	<b>TOTAL AVAILABLE FUNDS</b>	<b>\$80,468</b>	<b>\$53,649</b>	<b>\$53,584</b>	<b>\$42,301</b>
	<b>EXPENDITURES</b>				
17-202-650-660	Operating Supplies	\$200	\$900	\$900	\$0
17-202-800-812	Building Improvements	<u>\$26,719</u>	<u>\$38,350</u>	<u>\$10,408</u>	<u>\$30,000</u>
	<b>TOTAL EXPENDITURES</b>	<b>\$26,919</b>	<b>\$39,250</b>	<b>\$11,308</b>	<b>\$30,000</b>
	<b>ENDING FUND BALANCE</b>	<b>\$53,549</b>	<b>\$14,399</b>	<b>\$42,276</b>	<b>\$12,301</b>







# Municipal Court

## Fund 33

		2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
33-580-00-589	<b>BEGINNING FUND BALANCE</b>	<b>\$67,874</b>	<b>\$78,828</b>	<b>\$78,828</b>	<b>\$33,078</b>
	<b>REVENUES</b>				
33-560-00-562	\$1 of Court Fees	\$2,185	\$2,200	\$2,200	\$2,200
33-560-00-563	\$4 of Court Fees	\$8,731	\$8,800	\$8,800	\$8,800
33-560-00-565	Direct Victim Services	\$13,352	\$14,000	\$13,000	\$13,000
33-560-00-566	Warrant/Judgments	\$3,975	\$4,500	\$4,500	\$4,500
33-560-00-567	Transcript Fees	\$150	\$1,500	\$1,000	\$1,500
33-580-00-581	Interest	\$732	\$750	\$550	\$550
	<b>TOTAL REVENUES</b>	<b>\$29,124</b>	<b>\$31,750</b>	<b>\$30,050</b>	<b>\$30,550</b>
	<b>TOTAL AVAILABLE FUNDS</b>	<b>\$96,998</b>	<b>\$110,578</b>	<b>\$108,878</b>	<b>\$63,628</b>
	<b>EXPENDITURES</b>				
33-109-600-640	Outside Personnel	\$0	\$0	\$0	\$0
33-109-700-715	Transcript Fees	\$80	\$1,500	\$1,000	\$1,500
33-109-700-776	Equipment Maintenance	\$0	\$3,000	\$3,000	\$3,000
33-109-700-783	Court \$4 Expenses	\$0	\$32,000	\$32,000	\$0
33-109-700-787	Warrant/Judgments	\$3,901	\$4,500	\$4,500	\$4,500
33-109-700-790	Direct Victim Services	\$13,359	\$14,000	\$13,000	\$13,000
33-109-700-792	Probation \$1 Expense	\$830	\$2,000	\$2,000	\$2,000
33-109-800-802	Office Equipment	\$0	\$0	\$0	\$0
33-109-800-809	Other Major Equipment	\$0	\$20,300	\$20,300	\$0
	<b>TOTAL EXPENDITURES</b>	<b>\$18,170</b>	<b>\$77,300</b>	<b>\$75,800</b>	<b>\$24,000</b>
	<b>ENDING FUND BALANCE</b>	<b>\$78,828</b>	<b>\$33,278</b>	<b>\$33,078</b>	<b>\$39,628</b>

# Richards Hart Estate

## Fund 35

		2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
35-580-00-589	<b>BEGINNING FUND BALANCE</b>	\$55,254	\$0	\$0	\$0
	<b>REVENUES</b>				
35-520-00-547	Grants	\$0	\$0	\$0	\$0
35-580-00-580	Estate Rental	\$27,560	\$0	\$0	\$0
35-580-00-581	Interest	\$453	\$0	\$0	\$0
	<b>TOTAL REVENUES</b>	\$28,013	\$0	\$0	\$0
	<b>TOTAL AVAILABLE FUNDS</b>	\$83,267	\$0	\$0	\$0
	<b>EXPENDITURES</b>				
35-601-800-890	Estate Improvements	\$27,493	\$0	\$0	\$0
	<b>TOTAL EXPENDITURES</b>	\$27,493	\$0	\$0	\$0
35-902-890-891	Transfer to General Fund	\$55,774	\$0	\$0	\$0
	<b>TOTAL EXPENSES</b>	\$83,267	\$0	\$0	\$0
	<b>ENDING FUND BALANCE</b>	\$0	\$0	\$0	\$0

# Conservation Trust

## Fund 54



# Equipment Replacement

## Fund 57

	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
57-580-00-589				
<b>BEGINNING FUND BALANCE</b>	<b>\$205,657</b>	<b>\$308,033</b>	<b>\$308,033</b>	<b>\$270,069</b>
<b>REVENUES</b>				
57-520-00-548				
E911 Reimbursements	\$0	\$0	\$95,000	\$0
57-590-00-591				
Transfer from General Fund	\$100,000	\$100,000	\$100,000	\$100,000
57-580-00-581				
Interest	<u>\$2,376</u>	<u>\$2,000</u>	<u>\$1,200</u>	<u>\$1,000</u>
<b>TOTAL REVENUES</b>	<b>\$102,376</b>	<b>\$102,000</b>	<b>\$196,200</b>	<b>\$101,000</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>\$308,033</b>	<b>\$410,033</b>	<b>\$504,233</b>	<b>\$371,069</b>
<b>EXPENDITURES</b>				
57-204-800-805				
CAD/RMS	\$0	\$0	\$0	\$0
57-204-800-805				
Police Radios	\$0	\$236,750	\$234,164	\$0
57-201-800-809				
Other Major equipment	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$236,750</b>	<b>\$234,164</b>	<b>\$0</b>
<b>ENDING FUND BALANCE</b>	<b>\$308,033</b>	<b>\$173,283</b>	<b>\$270,069</b>	<b>\$371,069</b>

# Crime Prevention/Code Enforcement Fund

## Fund 63-201

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	209,247	257,734	257,734	261,308
610 Overtime & Premium Pay	8,076	8,460	7,800	8,460
618 Court Pay	412	1,450	1,450	1,450
617 Temporary Personnel - Hourly	0	0	0	0
620 FICA Expenses Employer	6,250	8,858	8,858	9,080
622 Medical/Dental Insurance	18,424	31,403	31,403	20,400
625 Medicare Portion FICA	3,038	3,737	3,737	3,137
630 ICMA Retirement	3,916	5,715	5,715	5,858
633 Police Retirement	11,082	11,486	11,486	11,486
634 State Disability Insurance	1,744	1,818	1,818	1,818
<b>PERSONNEL SERVICES</b>	<b>\$262,190</b>	<b>\$330,661</b>	<b>\$330,001</b>	<b>\$322,997</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	50	0	0	0
655 Postage Costs	0	0	0	0
660 Operating Supplies	15,663	27,484	22,600	22,000
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$15,713</b>	<b>\$27,484</b>	<b>\$22,600</b>	<b>\$22,000</b>
702 Conference/Meeting	385	2,600	2,600	2,600
704 Contractual Services	0	0	0	0
706 Dues, Books, Subscriptions	331	700	700	700
728 Training	0	0	0	0
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	0	0	0	0
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	0	0	0
760 Utilities	0	0	0	0
774 Facility Repair/Maintenance	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
799 Misc. Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$716</b>	<b>\$3,300</b>	<b>\$3,300</b>	<b>\$3,300</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$278,619</b>	<b>\$361,445</b>	<b>\$355,901</b>	<b>\$348,297</b>

# Recreation Center - Facilities

64-602

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	321,286	301,371	301,371	302,522
610 Overtime & Premium Pay	6,861	7,587	7,000	7,587
614 Standby Pay	7,858	8,346	8,346	8,346
617 Temporary Personnel - Hourly	196,252	253,934	207,000	220,583
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	31,225	34,899	31,953	32,903
622 Medical/Dental Insurance	75,492	76,204	80,000	72,395
625 Medicare Portion FICA	7,303	8,283	7,473	7,816
630 ICMA Retirement	12,338	12,055	12,000	12,101
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$658,615</b>	<b>\$702,679</b>	<b>\$655,143</b>	<b>\$664,253</b>
651 Office Supplies	1,257	3,300	2,000	3,300
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	180	540	500	540
660 Operating Supplies	70,148	80,320	75,000	88,820
663 Hazard Waste Disposal	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$71,585</b>	<b>\$84,160</b>	<b>\$77,500</b>	<b>\$92,660</b>
702 Conference/Meeting	571	650	400	650
704 Contractual Services	77,043	92,606	80,000	86,201
706 Dues, Books, Subscriptions	0	150	150	266
728 Training	1,164	2,026	1,500	3,226
730 Uniforms & Protective Clothing	2,108	2,280	2,200	2,680
740 Auto Mileage Reimbursement	1,195	1,300	1,000	1,300
750 Professional Services	0	0	0	5,000
755 Computer Software	0	500	400	500
758 Rentals and Leases	1,484	2,160	1,500	2,160
760 Utilities	329,749	342,240	320,000	342,240
774 Facility Repair/Maintenance	81,989	85,200	75,000	81,625
776 Other Equipment Maintenance	5,365	16,950	5,000	12,950
799 Misc. Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$500,668</b>	<b>\$546,062</b>	<b>\$487,150</b>	<b>\$538,798</b>
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	3,400	19,000	9,000	0
812 Building Improvements	0	16,000	14,000	0
<b>CAPITAL OUTLAY</b>	<b>\$3,400</b>	<b>\$35,000</b>	<b>\$23,000</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$1,234,268</b>	<b>\$1,367,901</b>	<b>\$1,242,793</b>	<b>\$1,295,711</b>

# Recreation Center - Aquatics

64-604

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	201,090	206,929	206,929	206,929
610 Overtime & Premium Pay	1,035	2,000	896	2,000
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	287,552	284,400	287,000	295,700
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	29,919	30,586	29,919	31,287
622 Medical/Dental Insurance	22,320	24,922	24,922	24,413
625 Medicare Portion FICA	6,997	7,153	6,967	7,317
630 ICMA Retirement	7,884	8,277	7,884	8,277
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$556,797</b>	<b>\$564,267</b>	<b>\$564,517</b>	<b>\$575,923</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	0	0	0
660 Operating Supplies	73,567	67,155	68,155	67,924
663 Hazard Waste Disposal	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$73,567</b>	<b>\$67,155</b>	<b>\$68,155</b>	<b>\$67,924</b>
702 Conference/Meeting	0	360	360	360
704 Contractual Services	0	0	0	2,090
706 Dues, Books, Subscriptions	303	0	72	75
728 Training	5,938	6,560	6,450	9,500
730 Uniforms & Protective Clothing	4,737	3,700	2,800	3,700
740 Auto Mileage Reimbursement	0	0	0	0
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	0	0	0
760 Utilities	0	0	0	0
774 Facility Repair/Maintenance	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
799 Misc. Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$10,978</b>	<b>\$10,620</b>	<b>\$9,682</b>	<b>\$15,725</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$641,342</b>	<b>\$642,042</b>	<b>\$642,354</b>	<b>\$659,572</b>

# Recreation Center - Fitness

## 64-605

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	56,435	57,367	57,367	56,750
610 Overtime & Premium Pay	0	0	0	0
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	132,476	149,579	135,900	141,783
619 Temporary Personnel - Non Hourly	66,545	74,840	75,112	74,598
620 FICA Expenses Employer	15,545	17,409	16,639	16,934
622 Medical/Dental Insurance	8,630	9,441	9,441	9,260
625 Medicare Portion FICA	3,636	4,071	2,679	3,960
630 ICMA Retirement	2,228	2,295	2,295	2,270
640 Outside Personnel Services	911	200	200	400
<b>PERSONNEL SERVICES</b>	<b>\$286,406</b>	<b>\$315,202</b>	<b>\$299,633</b>	<b>\$305,955</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	50	50	50
660 Operating Supplies	20,907	27,640	27,640	33,000
663 Hazard Waste Disposal	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$20,907</b>	<b>\$27,690</b>	<b>\$27,690</b>	<b>\$33,050</b>
702 Conference/Meeting	571	700	700	700
704 Contractual Services	0	0	0	4,500
706 Dues, Books, Subscriptions	80	76	76	76
728 Training	1,727	2,700	1,000	3,900
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	0	75	75	75
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	0	0	0
760 Utilities	0	0	0	0
774 Facility Repair/Maintenance	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
799 Misc. Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$2,378</b>	<b>\$3,551</b>	<b>\$1,851</b>	<b>\$9,251</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$309,691</b>	<b>\$346,443</b>	<b>\$329,174</b>	<b>\$348,256</b>

# Recreation Center - Marketing

64-607

Account Name/Detailed Explanation	2011 Actual Budget	2012 Adjusted Budget	2012 Estimated Budget	2013 Adopted Budget
602 Staff Salaries & Wages	27,417	27,869	27,869	27,869
610 Overtime & Premium Pay	0	0	0	0
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	0	0	0	0
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	1,612	1,728	1,728	1,728
622 Medical/Dental Insurance	2,776	3,162	3,162	2,868
625 Medicare Portion FICA	377	404	404	404
630 ICMA Retirement	1,082	1,115	1,115	1,115
640 Outside Personnel Services	3,404	3,585	3,585	3,585
<b>PERSONNEL SERVICES</b>	<b>\$36,668</b>	<b>\$37,863</b>	<b>\$37,863</b>	<b>\$37,569</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	14,000	20,293	18,500	19,090
655 Postage Costs	4,641	9,137	8,130	9,137
660 Operating Supplies	14,018	25,579	18,000	22,651
663 Hazard Waste Disposal	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$32,659</b>	<b>\$55,009</b>	<b>\$44,630</b>	<b>\$50,878</b>
702 Conference/Meeting	0	0	0	0
704 Contractual Services	0	0	0	0
706 Dues, Books, Subscriptions	100	230	200	230
728 Training	0	150	150	200
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	69	200	170	210
750 Professional Services	1,300	2,800	2,400	2,200
755 Computer Software	0	0	0	0
760 Utilities	0	250	200	250
774 Facility Repair/Maintenance	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
799 Misc. Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$1,469</b>	<b>\$3,630</b>	<b>\$3,120</b>	<b>\$3,090</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$70,796</b>	<b>\$96,502</b>	<b>\$85,613</b>	<b>\$91,537</b>

## Financial Policies

### City of Wheat Ridge Debt Management Policy *Adopted by City Council June 2011*

The City of Wheat Ridge (City) recognizes the importance of long-range, financial planning in order to meet its capital project and improvement needs. The following debt management policy provides guidance on the issuance of debt to help ensure that the City maintains a sound debt position and that its credit quality is protected. As such, the policy allows for an appropriate balance between establishing debt parameters while also providing flexibility to respond to unforeseen circumstances and new opportunities.

#### **Responsibility and Administration of Policy**

The primary responsibility for developing long-term, financing recommendations rests with the City Manager. During the annual budget process, and at any other time during the year that may be warranted, the City Manager will work with the Administrative Services Director and the City Treasurer (the internal working group) to determine if there is a need for long-term financing consideration. As part of the determination process, the internal working group shall review the financing needs outlined by the Capital Improvement Program (see below) to analyze the capital financing needs compared with available resources. The internal working group will also provide recommendations regarding refunding and restructuring of existing debt.

Once the determination is made by the internal working group to pursue finance borrowing, a refunding, or restructuring of debt, the City Manager shall prepare and present to City Council a resolution of intent to issue debt and authorizing City staff to proceed with the necessary preparations. The City Charter (Chapter XII – Municipal Funding) outlines the specific approvals (e.g. voter authorization, majority vote by City Council, etc.) that are required in order for the City to issue various types of debt and this policy will be administered in conformity with the City Charter.

The City Manager and City Treasurer will review the Debt Management Policy annually in connection with the City's annual budget process to ensure that the City is adhering to the framework outlined in this policy and will make recommendations to revise the policy as needed.

#### **Capital Improvement Program**

The Capital Improvement Program (CIP) will be utilized to identify capital projects and/or improvements that are part of the City's strategic vision and economic development efforts.

The CIP will cover, at a minimum, a ten (10) year period and provide a projection of the financing needs required to implement the CIP. The CIP will include the associated ongoing operations and maintenance costs of such capital assets and/or improvements so that the total costs of the projects are considered. The CIP will be updated annually by the City's Public Works' Director as part of the budget process.

### **Purpose of Debt**

Incurrence of debt or long-term borrowing will only be used for the purpose of providing financing for capital assets, which include but are not limited to buildings, infrastructure, land acquisition and purchase of significant equipment. The City, under no circumstances, will issue debt or borrow funds to finance City operations and maintenance costs.

The City will strive to maximize the use of pay-as-you-go financing for capital projects and improvements. Debt borrowing will be considered when annual revenues and accumulation of fund balances are not sufficient to provide the necessary funding for such projects.

### **Types of Debt**

The types of debt instruments to be used by the City may include:

- General Obligation and Revenue Bonds
- Short-term notes
- Special or Local Improvement Bonds
- Certificates of Participation
- Any other legally recognized security approved by City Council

Although permitted by the City Charter, the City will avoid the issuance of tax or revenue anticipation notes.

Additionally, the City will strive to secure a fixed rate structure when issuing debt. The City will consider a variable rate structure when market conditions favor this type of issuance, and when feasible, ensure there is a maximum interest rate provided within the variable rate structure.

Credit enhancements will be used only in instances where the anticipated present value savings in terms of reduced interest expense exceeds the cost of the credit enhancement.

### **Level of Debt**

The City's aggregate amount of bonds or other evidences of indebtedness outstanding will not exceed three percent (3%) of the actual valuation of the taxable property within the City as shown by the last preceding assessment. In determining the amount of indebtedness outstanding, the City will adhere with the computation guidelines as established by City Charter.

The City will strive to maintain its annual debt service costs (principal and interest) for its governmental activities at a level of no greater than ten percent (10%) of general fund expenditures. The repayment terms of the debt will not exceed the useful life of the capital asset financed. Further, the City will seek level or declining debt repayment schedules and will not issue debt that provides for a balloon principal payment reserved at the end of the term of the issue. Moreover, the City will also strive to obtain redemption terms that allow for the prepayment of debt without paying a redemption penalty.

### **Debt Issuance Practices**

As part of its debt issuance process, the City will at all times manage its debt and sustain its financial position in order to secure and maintain an Aa/AA or higher bond rating. The City will market its debt through the use of a competitive bid process when issuing general obligation debt. The

competitive bid process will also be used for other debt issuances unless time, interest rates and/or other factors make it more favorable for the City to use a negotiated process.

If needed, the City will hire an independent financial advisor, and any other professional service provider (e.g. bond counsel), to assist in the structuring of the debt transaction and to provide overall guidance throughout the process.

### **Guidelines for Refunding**

The City shall consider refunding (advance and current refunding) outstanding debt whenever an analysis indicates the potential for net present value (NPV) savings of at least three percent (3%) can be achieved. The City may also consider refunding outstanding bonds to remove existing restrictive covenants.

The City shall also consider restructuring its existing debt in order to extend the payment terms to meet cash flow needs if deemed beneficial to the City's long-term financial and strategic planning.

### **Post Issuance Management**

The City will invest its debt proceeds in accordance with the City's investment policy and statutory requirements. Funds will be invested in instruments with related maturities that will provide the liquidity needed to meet the cash flow needs of each project. In this regard, the City Treasurer will prepare a cash flow projection to determine the availability of funds available to be invested and their respective required maturities.

The City will comply with all arbitrage rebate requirements as established by the Internal Revenue Service. Arbitrage will be calculated at the end of each fiscal year and interest earned on the investment of debt proceeds will be reserved to pay any penalties due. Secondary market disclosures requirements established within the terms of the debt transaction will be adhered to and filed on a timely basis.

The City Treasurer will be responsible for managing the post issuance requirements listed above and/or cause any post issuance requirements to be completed.

**City of Wheat Ridge**  
**Unrestricted Fund Balance Policy**  
**Adopted by City Council June 2011**

The City of Wheat Ridge (City) has determined it to be a sound, financial practice to maintain adequate levels of unrestricted fund balance in its General Fund in order to mitigate current and future risks such as revenue shortfalls and unanticipated expenditures as well as to ensure stable tax rates. Additionally, the City believes that adequate unrestricted fund balance levels are a critical consideration to the City's long-term financial planning. In this regard, the City has established the following fiscal policy related to its unrestricted fund balance.

**Maximum and Minimum Amounts**

The City will maintain a minimum unrestricted fund balance of at least two months or approximately 17%, as recommended by the Government Finance Officer's Association (GFOA), of its General Fund operating expenditures. The City's maximum unrestricted fund balance shall not exceed 35.0% of General Fund operating expenditures. Not precluding the aforementioned minimum and maximum percentages, the City will annually target to maintain a 25.0% unrestricted fund balance percentage level as part of its annual budget process.

**Use of Funds**

While targeting to maintain an annual unrestricted fund balance of 25.0%, the City understands there may be circumstances that warrant that the City use these funds temporarily. The City has established the following instances where it may elect to use these funds:

- An economic downturn in which revenues are below budget
- Unexpected and unappropriated costs to service and maintain current City operations
- Unexpected and non-budgeted emergencies, natural disaster costs, and/or litigation
- Grant matching
- Early retirement of debt
- To cover deficits in other funds due to a shortfall in budgeted revenues
- Capital asset acquisition, construction and improvement projects

The use of the unrestricted fund balance for the above permitted events which cause the unrestricted fund balance to fall below the targeted 25% level will require a majority vote by City Council. Use of the restricted fund balance which causes the unrestricted fund balance to fall below the minimum required level of 17% will require a super majority vote by Council.

**Terms for Replenishing**

In instances where the City elects to use its unrestricted fund balance for capital asset acquisition, construction and improvement projects, the City shall replenish the unrestricted fund balance to its previous levels as soon as possible, but only after the City's current operational needs are met, and in no case, more than two years subsequent in which the unrestricted fund balance was used. For any and all other instances, as permitted by this policy, in which the City elects

to use its unrestricted fund balance, the City will replenish the unrestricted fund balance as soon as revenues are available, but only after the City's current operational needs have been met.

### **Excess Funds**

In the event the City has accumulated its permitted, maximum unrestricted fund balance of 35.0%, the City, at the discretion and determination of City Council and the City Manager, will designate such excess funds for the following purposes:

- Reserves for equipment replacement
- Repair and maintenance of City facilities
- Funding of infrastructure improvements

### **Review of Policy**

The City Treasurer will review the Unrestricted Fund Balance Policy annually in connection with the City's annual budgeting process to ensure that the City is maintaining adequate unrestricted fund balance levels. Additionally, at least every three years, the City Manager will review the policy and will make recommendations for modification as deemed appropriate. This policy was written using the guidelines set forth by the GFOA. As such, any updates issued by the GFOA shall be considered by the City Manager when making recommendations for modifications to this policy.



## GLOSSARY

**Adjusted** - Adjusted, as used in the department and division summaries within the budget document, represents the budget including any mid-year adjustments. Mid-year adjustments, increasing a department's budget, are approved by City Council via the adoption of a supplemental budget appropriation. Other mid-year adjustments within a department's budget may be made via budget revisions, moving funds from one or more accounts within a division or department to another account within that division or department. Adjusted budget in this document includes any adjustments made through July 31, 2010.

**Admission/Amusement Tax** - An excise tax of four percent (4%), effective January 1, 1986, levied on each person who pays to gain admission or access to a performance of a motion picture or to the use of lanes and pin setters for bowling balls in a bowling alley located in Wheat Ridge. Effective January 1, 1989, the City added miniature golf to the classification and required an admission tax to be levied.

**Adopted** - Adopted, as used in the department and division summaries within the budget document, represents the budget as approved by the City Council.

**Budget** - The City's operational and functional plan balancing expenditures for a fiscal year with the expected income or revenue for the fiscal year.

**Budget Message** - A summary and general discussion of the proposed budget, accompanying the budget document. The budget message is presented in writing by the City Manager.

**Business License Fees** - Effective December, 1986, the City imposed an annual business license fee for all vendors doing business within the City limits of Wheat Ridge. A \$5.00 first-time application fee is charged for new businesses, and an annual renewal fee of \$20.00 (effective January 1, 2004) is charged January 1 of each year and collected on the January sales tax return form.

**Capital Investment Program (CIP)** - A comprehensive program which projects the financing and construction of major durable and fixed assets, such as streets, buildings, parks, water and sewer lines.

**Capital Outlay** - Those items such as equipment, machinery, vehicles, or furniture included in the operating budget and necessary for the delivery of services.

**Community Development Block Grant (CDBG)** - CDBG funds are received annually from the U.S. Department of Housing and Urban Development. The funds are restricted to community development projects that benefit low and moderate income residents in the City and help to eliminate blight conditions.

**Department** - A department is a component of the overall City organization. Often including multiple divisions, it is headed by a director and has an established specific and unique set of goals and objectives to provide services to the citizen and organization (e.g. Administrative Services, Police, Public Works, Community Development, Parks & Recreation, etc.).

**Encumbrances (encumbered)** - An encumbrance reserves funds within a budget account for a specified dollar amount for unperformed contracts for goods or services. They cease to be encumbrances when paid, canceled, or when the actual liability is created.

**Elevator Inspection Fees** - Businesses located in Wheat Ridge that have operational elevators must have them inspected twice per year for safety. The City charges \$180.00 for each annual elevator inspection.

**Enhanced Sales Tax Incentive Program (ESTIP)**- An economic development program to encourage the establishment and/or substantial expansion of retail sales tax generating businesses within the City through the share back of sales tax revenues above a negotiated base amount.

**Estimated** - As used throughout the budget document, this term represents an anticipated year end expenditure or revenue.

**Expenditures** - The use of financial resources for the operations of the City. Each expenditure results in a decrease in net financial resources. They include such items as employee salaries, operation supplies, and capital outlays.

**Full Time Equivalent (FTE)** - A personnel position financed for the equivalent of 40 hours per week for 52 weeks. For example, a 0.5 FTE could work 20 hours per week for 52 weeks or 40 hours per week for 26 weeks.

**Fund** - Each individual fund is a separate accounting entity having its own assets, liabilities, revenues and expenditures. City financial resources are allocated to and accounted for in individual funds based on legal or administrative restrictions or requirements.

**Fund Balance** - The net difference between expenditures and revenues at the end of the fiscal year.

**GASB** - Government Accounting Standards Board.

**General Fund** - The fund used to account for all financial resources not specifically earmarked for other purposes. The General Fund is the primary operating fund for the City of Wheat Ridge.

**Grants** - Contributions or gifts of cash or other assets from another government, or a private or non-profit entity. Grants are generally to be used or expended for a specific purpose, activity, or facility.

**Interest Income** - Interest Income is the amount of revenue earned on investments and cash deposits. The guidelines for generating this source of revenue are found in the investment policies of the City. The revenue is used to fund City programs.

**Intergovernmental Revenue** - Revenues levied by one government but shared on a predetermined basis with another government or class of governments (grants, loans, vehicle/highway tax, etc.).

**Jefferson County Road and Bridge Tax** - Each county in the state maintains a county road and bridge fund for road and bridge construction, maintenance, and administration, funded by a mill levy property tax. Each municipality located in any county is entitled to receive the revenue accruing to said funds, for the purpose of construction and maintenance of roads and streets located within the City's boundaries. Legally, this is the only use for these funds.

**License Revenue** - A fee for conducting business within the City of Wheat Ridge. This fee is typically levied on beer or liquor, construction, and a variety of other regulated businesses.

**Liquor Hearing Fees** - The City charges \$500 per each new liquor license location.

**Liquor Occupational Tax** - An occupation tax levied on all operators licensed to sell various classifications of liquor within the City limits. Operators are billed annually based on a schedule and classification set by municipal code.

**Lodger's Tax** - An excise tax, effective January 1, 1986, levied on the price paid or charged for the lease, rental, or furnishing of rooms or other public accommodations in any hotel, apartment hotel, guest house, guest ranch, mobile home, auto camp, trailer court or park, or any other place furnishing rooms or other accommodations. In 1998, voters approved an increase of Lodger's Tax to 10%. The tax levied and collected is at the rate of 10% of the purchase price paid, and is in lieu of the City's sales tax. The Lodger's Tax is divided between the General, CIP, and Crime Prevention Funds.

**MAPO** - Multiple Assembly of Procurement Officials. Cooperative organization with other municipal, county, special district and school districts for the sole purpose of obtaining the highest level of value for taxpayers by collectively issuing solicitations for goods and services commonly required by local government agencies.

**Materials and Supplies** - Includes administrative costs such as office supplies, operating supplies, photocopy and printing expenses, postage, oil and gas, etc.

**Motor Vehicle Registration Fees** - State law requires payment of an annual registration fee for all vehicles. The amount of the fee is based on the class and use of the vehicle. Fees collected by the County are allocated among the County and cities within the county on the basis of the number of vehicles registered in each city and the unincorporated area of the county. The revenue received by a county, city or town from the registration fees must be spent on the construction or maintenance of roads and bridges.

**Municipal Court Fines** - All fines are set by the court for each violator, within legally set limits. Traffic tickets, summons, jury trials, and forfeitures are received by the Finance Division from the Municipal Court as city revenue.

**Operating Budget** - The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled.

**Other Services and Charges** - Includes such items as dues, subscriptions, travel and training expenses, professional fees and utility charges.

**Park and Recreation Fees** - The fees and charges assessed for recreation programs, activities and services reflect the direct costs of the program plus 30% to cover administrative costs. Direct costs include supplies, referees, staff time and other direct expenditures made by the City to operate a specific program. Administrative fees reflect the cost of items such as utilities, brochure publications, permanent staff time, janitorial work and building maintenance. Only a portion of these expenses are covered.

**Personnel Services** - Compensation for direct labor of persons in the employment of the City; includes salaries, wages and benefits for full-time, part-time, and temporary work, including overtime and similar compensation.

**Planning and Development Fee** - The City requires that an application fee be paid for all rezoning requests and site plan reviews. These rezoning requests must then meet posting, publication and public hearing requirements established by the City.

**Police Records/Search Fees** - These fees reimburse the City for costs related to the release of records information.

**Priority Based Budgeting** - A resource alignment tool using a prioritization methodology that the City has adopted in order to measure the City's financial health and wellness.

**Property Tax** - A tax levied by the City on the assessed valuation of all taxable property located within the City calculated using the mill levy.

**RFP** - Request for Proposal.

**Sales Tax** - All sales, transfers, or consumption of tangible personal property with the City shall be subject to a sales and/or use tax, unless specifically exempted from taxation, at a rate of 3.0% (effective January 1, 2005).

**State Highway Users' Tax Fund (HUTF)** - The Highway Users' Tax Fund is comprised of several revenue sources. The first is the net revenues derived from imposition of any license or registration fee, from any "ton-mile" or "passenger-mile" tax, from penalty or judicial assessments, from certain miscellaneous collections, and from excise taxes on gasoline or other liquid motor fuel. The second source is the additional revenue raised by excise taxes on gasoline or other liquid motor fuel. The third source is an allocation from the State as a partial replacement for the revenue loss due to the repeal of the Noble Bill in 1987. Funds received from the base HUTF revenues may be used for engineering, reconstruction, maintenance, repair, equipment, improvement and administration of streets and roads. Not more than 5% of these funds may be used on administration. Revenues from the additional motor fuel taxes and the General Fund money may be used for new construction, safety improvements, maintenance and capacity improvements; none may be used for administrative purposes.

**State Cigarette Tax** - The State taxes wholesale distributors of cigarettes. State tax stamps are issued to the distributors as evidence of payment. Counties and cities receive a distribution from the State. The amount received is based upon the proportion of State sales tax collected in each municipality and unincorporated areas of the counties.

**Swimming Pool Fees** - Admission and lesson fees charged for the use of the City Swimming pool.

**Telephone Occupation Tax** - A tax levied on and against each telephone utility company operating within the City, a tax on the occupation and business of maintaining a telephone exchange and lines connected therewith in the City and of supplying local exchange telephone service to the inhabitants of the City.

**Transfer Payments** - The transfer of money from one fund to another.

**Urban Renewal Area** - A designated area with boundaries established for the purpose of eliminating slum or blighted areas within the City. This designation makes the area eligible for various funding and allows for the clearing of such areas for development or redevelopment.

**Vehicle Ownership Tax** - A tax paid by owners of motor vehicles, trailers, semitrailers and trailer coaches in lieu of any ad valorem taxes. The amount of the tax paid is a function of the class, age and value of the vehicle. Generally, the amount of the tax paid decreases with the age of the vehicle. Specific ownership taxes for Class A vehicles, which includes any motor vehicle, truck, tractor, trailer

or semitrailer used to transport persons or property over public highways for compensation are paid to the State. The State distributes this revenue among counties based upon the proportion that state highway mileage in the county bears to the total state highway system. There are no restrictions on the use of this revenue. All other classes of specific ownership are paid to the County. The Jefferson County Treasurer then distributes this revenue based upon the amount that the property tax collected by the County and each political and governmental subdivision bears in relation to all the property taxes collected in the County.

**Weed Mowing/Cleanup Fees** - Revenue received from site cleanup and weeds that are mowed at taxpayer expense are accounted for in a separate line item account.

**Xcel Company Franchise Fee** - A franchise payment is accepted by the City from Xcel Energy in lieu of all occupancy or occupation and license taxes, and all other special taxes, assessments or exercises on the right to do business. Revenues are derived from the imposition of a three percent (3%) fee on the gross revenue from the sale of gaseous fuel and electricity within the corporate limits of the City.