

COMMUNITY • ECONOMIC VITALITY • DESIRABLE, DIVERSE,
AND CONNECTED NEIGHBORHOODS • HEALTHY, ATTRACTIVE AND
WELL-MAINTAINED COMMUNITY • EFFECTIVE TRANSPORTATION
AND MOBILITY OPTIONS • GOOD GOVERNANCE • COMMUNITY

2014 CITY BUDGET



COMMUNITY • ECONOMIC VITALITY • DESIRABLE, DIVERSE,
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WELL-MAINTAINED COMMUNITY • EFFECTIVE TRANSPORTATION
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Deep Roots. *Short Commutes.*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Wheat Ridge

Colorado

For the Fiscal Year Beginning

January 1, 2013



Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Award to the City of Wheat Ridge, Colorado for its annual budget for the fiscal year beginning January 1, 2013. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

City of Wheat Ridge, Colorado
Proposed Annual Budget
January 1 – December 31\Fiscal Year 2014



City Council Members

Jerry DiTullio, Mayor
William “Bud” Starker, District I
Davis Reinhart, District I
Joyce Jay, District II
Kristi Davis, District II
George Pond, District III
Mike Stites, District III
Joseph DeMott, District IV
Tracy Langworthy, District IV

Janelle Shaver, City Clerk
Larry Schulz, City Treasurer

City of Wheat Ridge, Colorado

Proposed 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
Scott Brink, Director of Public Works
Ken Johnstone, Director of Community Development
Judge Christopher Randall

Contents and Production

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Community Development – Ken Johnstone and Kim Waggoner
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Nathan Mosley, Karen Van Ert, Carly Lorentz

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City of Wheat Ridge

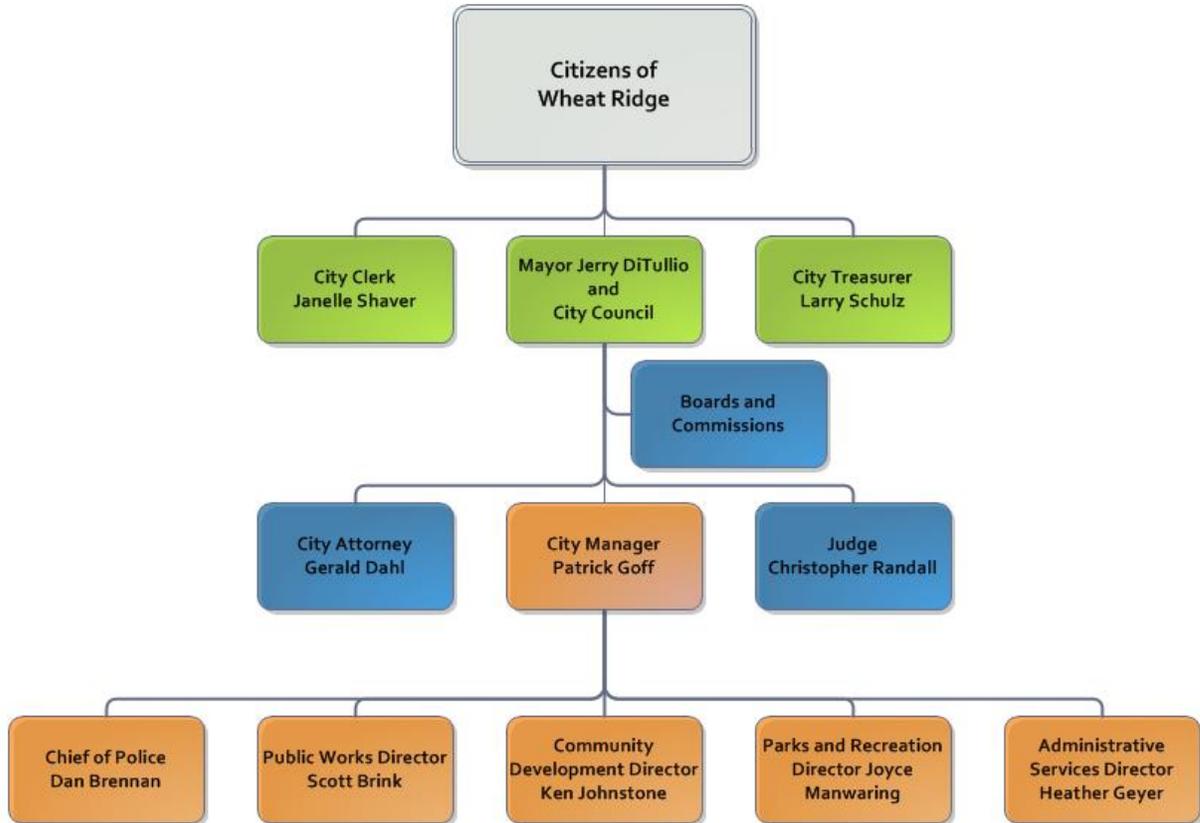


TABLE OF CONTENT

Budget Message.....	1
Vision, Goals & Priorities.....	9
Budget in Brief	15
Revenues & Expenditures Summary.....	27
Budget Summary by Fund.....	27
General Fund Revenues	28
General Fund Expenditures	31
General Government	33
Legislative.....	34
City Attorney.....	36
Central Charges.....	38
City Treasurer.....	39
City Clerk.....	43
City Manager.....	47
City Manager’s Office.....	48
Economic Development.....	50
Municipal Court	53
Administrative Services.....	57
Administrative Services.....	62
Finance	64
Human Resources	66
Sales Tax.....	68
Purchasing and Contracts	70
Information Technology.....	72
Community Development.....	75
Administration	80
Planning.....	82
Building	84
Long Range Planning.....	86
Police Department	89
Administration	94
Grants.....	96
Community Services Team.....	98
Communications Center	100
Crime Prevention Team (SRO)	102
Records	104
Training & Public Information.....	106
Patrol Operations.....	108
Investigations Bureau	110
Crime & Traffic Team (CATT)	112

TABLE OF CONTENTS

Public Works	115
Administration	120
Engineering	122
Operations	124
Parks & Recreation.....	127
Administration	132
Recreation.....	134
Parks Maintenance	136
Forestry	138
Natural Resources.....	140
Anderson Building.....	142
Athletics	144
General Programs	146
Outdoor Pool.....	148
Active Adult Center.....	150
Historic Buildings.....	152
Facilities Maintenance	154
Recreation Center Fund	157
Facility Operations	162
Aquatics.....	164
Fitness	166
Marketing.....	168
Special Revenue Funds	
Public Art Fund.....	171
Police Investigation Fund.....	172
Open Space Fund	174
Municipal Court Fund	176
Conservation Trust Fund.....	178
Equipment Replacement Fund	180
Crime Preventions/Code Enforcement Fund.....	182
Capital Investment Program	185
Staffing	
2013 Pay Plan.....	189
Staffing Table	199
2014 Fee Schedule	207
Line Item Accounts	
City Treasurer (01-101).....	217
Legislative (01-102).....	218
Finance (01-103)	219

TABLE OF CONTENTS

Economic Development (01-105)	220
City Manager (01-106)	221
City Attorney (01-107)	222
City Clerk (01-108)	223
Municipal Court (01-109).....	224
Administrative Services-Administration (01-111)	225
Human Resources (01-112).....	226
Sales Tax (01-115)	227
Purchasing & Contracting (01-116).....	228
Information Technology (01-117).....	229
Facilities Maintenance (01-118)	230
Community Development – Administrations (01-120)	231
Planning (01-121).....	232
Building (01-122).....	233
Long Range Planning (01-123)	234
Police – Administration (01-201)	235
Grants (01-202)	236
Community Services Team (01-203).....	237
Communications Center (01-204).....	238
Crime Prevention Team (01-205).....	239
Records (01-206).....	240
Training & Public Information (01-207)	241
Patrol Operations (01-211)	242
Investigations Bureau (01-212).....	243
Crime & Traffic Team (01-213)	244
Special Investigations (01-214)	246
Emergency Operations (01-215).....	245
Public Works – Administration (01-301).....	246
Engineering (01-302).....	247
Operations (01-303).....	248
Parks & Recreation – Administration (01-601)	249
Recreation (01-602)	250
Parks Maintenance (01-603).....	251
Forestry (01-604)	252
Natural Resources (01-605)	253
Central Charges	254
Anderson Building (01-620)	255
Athletics (01-621).....	256
General Programs (01-622).....	257
Outdoor Pool (01-623)	258
Active Adult Center (01-624)	259

TABLE OF CONTENTS

Historic Building (01-625)	260
Special Revenue Funds	
Public Art Fund (12)	261
Police Investigation Fund (17)	262
Open Space Fund (32).....	263
Municipal Court Fund (33)	264
Conservation Trust Fund (54)	265
Equipment Replacement Fund (57)	266
Crime Prevention/Code Enforcement Team (63)	267
Recreation Center Operations Fund	
Facilities (64-602).....	268
Aquatics (64-604).....	269
Fitness (64-605).....	270
Marketing (64-607).....	271
Financial Policies	272
Glossary.....	278



Budget Message

September 10, 2013

Dear Mayor DiTullio and Council Members:

I present to the Mayor and City Council the 2014 Proposed Budget. This Budget provides the framework for providing services and programs to the citizens of Wheat Ridge for the year 2014 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 proposed General Fund operating budget for 2014 is \$27,823,608 excluding transfers. The City's total 2014 operating budget represents a 1.0% decrease compared to the adjusted 2013 Budget. The projected 2014 General Fund ending fund balance is \$7,956,002. Of this amount, \$4,720,555, or 17% of expenditures, is considered the unrestricted fund balance. The City's financial policies require that the City maintain a minimum unrestricted fund balance of at least two months or approximately 17%, as recommended by the Government Finance Officers Association, of its General Fund operating expenditures.

The total proposed City Budget for 2014, which includes the General Fund, CIP and Special Revenue Funds is \$36,869,323. The CIP Budget is proposed at \$4,123,000 and the eight Special Revenue Funds' proposed budgets total \$4,922,715.

Sales tax, the City's largest revenue source, is projected to increase in 2013 by 2.3% compared to 2012 actual revenue, and decrease by 1.6% compared to 2013 projected revenue. Total General Fund revenues for 2013 are projected to increase by 3.5% compared to 2012 actual revenue, and decrease by 1.4% compared to 2013 projected revenue. Sales tax is expected to increase by 2.0% in 2014 and total General Fund revenues should experience about a 1.7% increase.

The estimated 2013 Budget ending fund balance is \$9,756,002, of which \$6,470,276, or 24.5% of operating expenditures, is considered the unrestricted fund balance. The proposed 2014 Budget ending unrestricted fund balance is projected to decrease to \$4,720,555, or 17% of operating expenditures, to allow for a \$1,700,000 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 2014.

WHEAT RIDGE FIVE-YEAR GOALS

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 2014 Budget.

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

1. Economically Viable Commercial Areas
2. Financially Sound City Providing Quality Service
3. Choice of Desirable Neighborhoods
4. More Attractive Wheat Ridge

In addition, at the May 2013 retreat, the Mayor and City Council agreed to the following 2013/2014 Action Agenda:

High Priorities

- Revenue Enhancement
- Ten-Year Infrastructure Plan
- Clear Creek Crossing Development Agreement
- Community / Neighborhood Building
- 38th Avenue Corridor Implementation

Medium Priorities

- Multi-modal Transportation Plan
- Applewood Shopping Center Revitalization
- Targeted commercial/housing incentive policies
- Aging Population Needs Assessment and Plan
- 38th and Wadsworth Redevelopment
- Diverse Housing Plan

The proposed 2014 Budget includes the following expenditures to address the Five-Year Goals and the 2013/2014 Action Agenda:

Goal 1: Economically Viable Commercial Areas

- 38th Avenue public events \$80,000 (105)
- 38th Avenue street improvements \$25,000 (CIP)
- 38th Avenue Corridor marketing map and directory \$7,000 (105)
- 38th Avenue Corridor marketing materials/website \$35,000 (105 to WR2020)
- 38th Avenue Corridor banners and lighting program \$25,000 (105 to WR2020)
- 38th Avenue District Feasibility Study \$20,000 (105 to WR2020)
- 44th Avenue Corridor marketing efforts \$10,000 (105)
- Citywide public relations and marketing efforts \$20,000 (105)
- Citywide marketing and positioning tours \$15,000 (105 to WR2020)
- Enhanced Sales Tax Incentive Program (ESTIP) \$103,000 (105)
- Brownfields EPA Grant \$289,920 (123) - grant funded
- Live Local Events \$40,000 (105 to WR2020)
- Wheat Ridge Business District (WRBD) loan program \$90,000 (105 to WRBD)

- Building up Business Loan Program (BUBL) \$25,000 (105 to WR2020)
- Urban renewal funding for Renewal Wheat Ridge (RWR) projects \$425,000 (105 to RWR)

Goal 2: Financially Sound City Providing Quality Service

- Employee Compensation – 3% projected Pay-for-Performance \$450,000 (610)
- Priority Based Budgeting (Year 3) \$17,000 (111)
- Paid Time Off (PTO) Cash-Out \$50,000 (112)
- Fleet Acquisition and Replacement \$425,500 (303)
- Preventative street maintenance \$1,200,000 (CIP Fund)
- Lakewood Crime Lab services \$69,200 (212)
- Regional Crime Lab \$23,460 (212)
- Public Works/Parks Maintenance Facility \$250,000 (OS Fund)
- Transfer to Equipment Replacement Fund for future equipment replacement \$100,000 (610)
- Employee safety and wellness programs \$26,300 (112)
- Swimming pool covers to conserve energy and reduce utility expenses \$22,000 (623)
- Police Department E-Citations software \$53,105 (117)

Goal 3: Choice of Desirable Neighborhoods

- Aging Needs Plan implementation \$13,000 (111)
- East Wheat Ridge Block Improvement Program \$20,000 (105 to WR2020)
- East Wheat Ridge Neighborhood Project \$8,172 (202) – grant funded PD overtime
- Home Investment Loan Program (HIP) \$25,000 (105 to WR2020)
- Completion of District 2 neighborhood park \$175,000 (CTF and OS Funds) - partially grant funded
- Greenbelt trail expansion and repair \$450,000 (OS Fund)
- Greenbelt Trail Master Plan \$50,000
- 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 \$5,000 (604)
- Kipling Street multi-use path and lighting \$2,835,000 (CIP Fund) - partially grant funded
- Parks maintenance projects \$255,000 (CTF and OS Funds)
- Large-item pickup program \$5,000 (303)
- 1.0 FTE Parks Maintenance Worker II \$34,441 (603)
- Lead Seasonal Maintenance Workers \$20,336 (603)

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)

- Feed the Future Backpack Program \$10,000 (102)
- Biennial Citizen Survey \$30,000 (111)
- Victim Outreach \$75,000 - \$35,000 increase over 2013 (201)
- Carnation Festival cash contribution \$12,500 and in-kind assistance \$28,000 (102)
- ADA compliance improvements to picnic shelters \$10,000 (605)
- Courtroom security improvements \$63,000 (CIP Fund)
- Management contingency fund \$100,000 (106) – consolidation of citywide contingency funds enabled staff to cut approximately \$70,000 from the budget

PRIORITY BASED BUDGETING

In 2013, the City embarked on year two of the Priority Based Budgeting process. The City engaged the Center for Priority Based Budgeting in 2012 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.

The primary area that we continue integrate into the budget process is the focus on 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. For the 2014 budget, we made approximately \$179,000 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.

In addition to continuing the variance exercise for development of the 2014 budget, staff added a contingency reduction exercise. Included in my 106 budget is a management contingency fund in the amount of \$100,000. This is the result of a consolidation of City-wide contingency funds which enabled staff to cut approximately \$70,000 from the proposed budget. In the past contingency funds have been budgeted for carrying out policy direction by City Council that may not necessarily be planned for at the time of budget development. An example of this would be engineering or design work required for a public project. Contingency funds will only be used in 2014 if necessary. This centralized contingency fund approach has been successfully used by other agencies using Priority Based Budgeting and we believe it is an important step to continue integration of a priority-driven budget system.

As part of the 2014 budget process, staff requested departments to submit any new programs or services under the Priority Based Budgeting Worksheet. For example, the \$10,000 for 44th Avenue Corridor marketing efforts added to budget 105 was reviewed based on the priority based budgeting criteria. Based on initial departmental requests, I cut approximately \$389,000 in requests for funding that were not considered critical in meeting the City’s defined results.

Collectively, the steps taken above in development of the 2014 budget demonstrates the City's commitment to the priority-driven budgeting process which I believe has enabled staff to look at the budget data through a different lens.

REVENUES AND EXPENDITURES

The total 2014 Proposed Budget is \$36,869,323. The Budget is based on projected revenues of \$34,273,940. In addition, the beginning fund balance for 2014 is projected at \$12,303,317 which brings the total available funds to \$46,577,257. This will provide for a projected ending fund balance of \$9,707,934 which is a 1.4% increase compared to the 2013 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 \$27,823,608 which is a 1.7% increase compared to 2013 estimated revenues. In addition, the beginning fund balance for 2014 is projected at \$9,756,002 which brings the total available funds for the General Fund to \$37,579,610.

General fund expenditures total \$27,823,608, excluding transfers. General Fund expenditures represent a 1.0% decrease compared to the adjusted 2013 Budget and a 5.4% increase compared to the estimated 2013 Budget. This will provide for a projected ending fund balance of \$7,956,002 of which \$4,720,555 (17% of operating expenditures) is considered unrestricted.

CAPITAL INVESTMENT PROGRAM FUND

CIP Fund revenue is projected at \$4,100,000 (\$1.7 million transferred from the General Fund) which is a 36% decrease compared to the 2013 estimated revenue of \$6,380,689. The CIP Fund received a significant amount of grant revenue in 2013. In addition, the beginning fund balance for 2014 is projected at \$70,517 which brings the total available funds for the CIP Fund to \$4,170,517.

The proposed 2014 CIP includes the following major projects:

- \$2.8 million for Kipling Street Pedestrian improvements - partially grant funded
- \$1.2 million for preventative street maintenance projects
- \$63,000 City Hall Improvements – Courtroom security improvements
- \$25,000 for Public Improvement Projects (Doud Overlook storm water improvements)

CIP expenditures total \$4,123,000 which is a 70% decrease compared to the adjusted 2013 Budget and a 61% decrease compared to the estimated 2013 Budget. This will provide for a projected ending fund balance of \$47,517.

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 2014 and beyond, the General Fund will no longer be able to fund the CIP Budget after 2014. 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 2015 to 2022 will be limited to the following projects:

- \$740,000 for Tabor Street improvements associated with the Gold Line Ward TOD site in 2015 (100% grant funded)
- \$1,600,000 total between 2016 and 2022 for preventative street maintenance

OPEN SPACE FUND

Open Space revenue is projected at \$1,203,750 which is a 3.5% increase compared to the 2013 estimated revenue of \$1,162,750. In addition, the beginning fund balance for 2014 is projected at \$375,867 which brings the total available funds for the Open Space Fund to \$1,579,617.

Open Space projects for 2014 include open space improvements; funding for the construction of a District II park; parks equipment storage facility; Prospect and Randall Parks improvements; grant match contribution to the Kipling pedestrian improvements; Greenbelt Master Plan; and Greenbelt trail expansion and repair. Funding is also appropriated for five Parks employees. Open Space expenditures total \$1,567,381 which is a 2.7% decrease compared to the adjusted 2013 Budget and a 6.9% decrease compared to the estimated 2013 Budget. This will provide for a projected ending fund balance of \$12,236.

The future five-year Open Space Budget proposes the continuation of miscellaneous open space improvements, park maintenance projects, trail replacement and repair, Prospect Park improvements, public works and parks operations facility; Anderson Park Master Plan and building replacement; contribution to the Jefferson County River Corridor Trail project and funding for five Parks employees.

CONSERVATION TRUST FUND

Conservation Trust revenue is projected at \$301,000, which is a 0.7% decrease compared to the 2013 estimated revenue of \$303,191. In addition, the beginning fund balance for 2014 is projected at \$265,995 which brings the total available funds for the Conservation Trust Fund to \$566,995. Conservation Trust projects for 2014 include Recreation Center maintenance projects; District II park site development; Prospect Park playground expansion; park maintenance projects; resurfacing of tennis/basketball courts; and initial funding for the replacement of the Anderson Building. Conservation Trust expenditures total \$516,527, which is a 23% decrease compared to the adjusted 2013 Budget and a 13% increase compared to the estimated 2013 Budget. This will provide for a projected ending fund balance of \$50,468.

The future Five-Year Conservation Trust Budget proposes to provide funds for Recreation Center maintenance needs; Active Adult Center parking lot; Anderson Building replacement; park maintenance projects; resurfacing of tennis/basketball courts; and Boyds Crossing playground.

RECREATION CENTER OPERATIONS FUND

Recreation Center Operations revenue for 2014 is projected at \$2,061,884, which is a 0.5% increase compared to the 2013 estimated revenue of \$2,052,345. In addition, the beginning fund balance for 2014 is projected at \$1,093,715 which brings the total available funds for the Recreation Center Operations Fund to \$3,155,599.

Recreation Center expenditures total \$2,282,312, which is a 4.7% decrease compared to the adjusted 2013 Budget and a 0.6% decrease compared to the estimated 2013 Budget. This will provide for a projected ending fund balance of \$873,287.

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 Public Art Fund, Police Investigation, Municipal Court, Equipment Replacement Fund and Crime Prevention/Code Enforcement 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. In 2013, the City launched a new Compensation Plan for full-time/part-time benefited employees that is financially sustainable and is a plan that will help the City recruit and retain top talent. Additionally, the compensation plan is market-based and fully aligned with the City's efforts with the Performance Management Project (PMP) that has culminated in the full implementation of a pay-for-performance system. The City's pay-for-performance model is consistent with the culture and commitment to A.C.T.I.O.N! – the City's core values. It is important for the City to reward employees who exemplify these core values and who help achieve the City's strategic results.

The new Compensation Plan consists of two sub plans 1) a Pay-for-Performance open range plan, which includes civilian and police sergeants and higher ranks, and 2) a Sworn Step plan, which includes Police Officer I and II positions. Employees will be eligible for a performance increase on January 1, 2014 based on how they meet the core values and competencies of the new PMP system.

The pay-for-performance budget is determined on an annual basis according to what other comparable organizations are providing and what the City can afford for that fiscal year. For 2014, the projected average increase to compensation is 3%. The proposed 2014 budget includes \$450,000 in the Central Charges budget to fund both sub plans.

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 making strides to control benefit costs while providing a competitive benefit package to its employees which is part of the City's total compensation

approach to pay. The City currently provides Kaiser Permanente for employee medical benefits. Medical premiums will increase by 10 percent for 2014. Approximately 2 percent of this amount is the result of the fees associated with implementation of Health Care Reform. There are several key factors that play a role in calculating the City's health care premium renewal. Unfortunately, the City's exposure contributed to the increased renewal. The City will be continuing to encourage enrollment and active participation in the City's Wellness program. There is no increase to dental premium. Life and short-term disability premiums will also remain constant.

In 2014, the City will continue to offer the High Deductible Health Plan (HDHP). This plan was added in 2013 and is a consumer model of health care paired with a Health Savings Account (HSA). The City will continue to offer the traditional HMO and Deductible HMO (DHMO). 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.

The 2014 staffing level will increase by a net of 1.25 FTE's for a total of 227.265 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.

New Positions:

0.25 FTE Payroll Technician – Administrative Services

- *This is an increase in the current 0.75 FTE Payroll Technician to a full-time 1.0 FTE. Duties have increased over the past 5 years as a result of increased payroll workload and a significant increase in the volume for code enforcement billing.*

1.0 FTE Combination Inspector – Community Development

- *This position is proposed to be temporary based on projected increases in building activity in the City. It's anticipated the position may be required for up to 2 years based on future development activity.*

1.0 FTE Parks Maintenance Worker II – Parks and Recreation

- *Discovery Park and the proposed new park in District II will increase park maintenance responsibilities to a level requiring an additional Parks Maintenance Worker II. This position will also allow more flexibility in the Parks maintenance crews to address flower beds and other landscaped areas on City property.*

Eliminated Positions:

1.0 FTE Pool Manager – Recreation Center

- *Operational efficiencies have allowed for the elimination of this position.*



Patrick Goff
City Manager

Vision and 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 Hometown Feeling and Pride.

Wheat Ridge – A Great Place to Live!



City of Wheat Ridge Five-Year Goals

Economically Viable Commercial Areas



Financially Sound City Providing Exceptional Service



Choice of Desirable Neighborhoods



More Attractive Wheat Ridge



2013/2014 Action Agenda

High Priorities

Revenue Enhancement
Ten-year Infrastructure Plan
Clear Creek Crossing Development Agreement
Community/Neighborhood Building
38th Avenue Corridor Implementation

Medium Priorities

Multi-modal Transportation Plan
Applewood Shopping Center Revitalization
Targeted Commercial/Housing Incentive Policies
Aging Population Needs Assessment and Plan
38th Avenue and Wadsworth Redevelopment
Diverse Housing Plan

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:

2014 Budget Priorities
Core Businesses
2013 Strategic Accomplishments
2014 Strategic Priorities

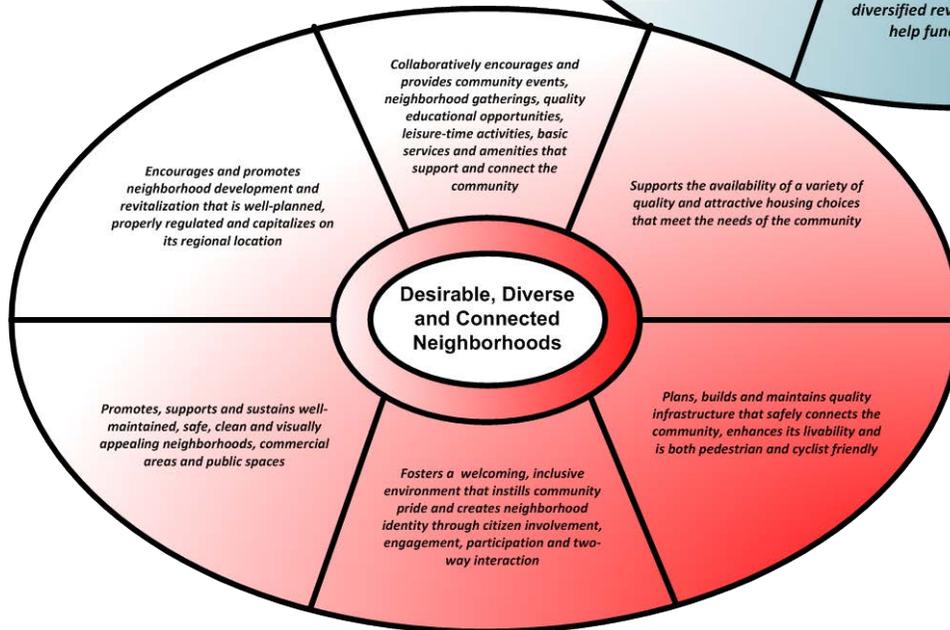
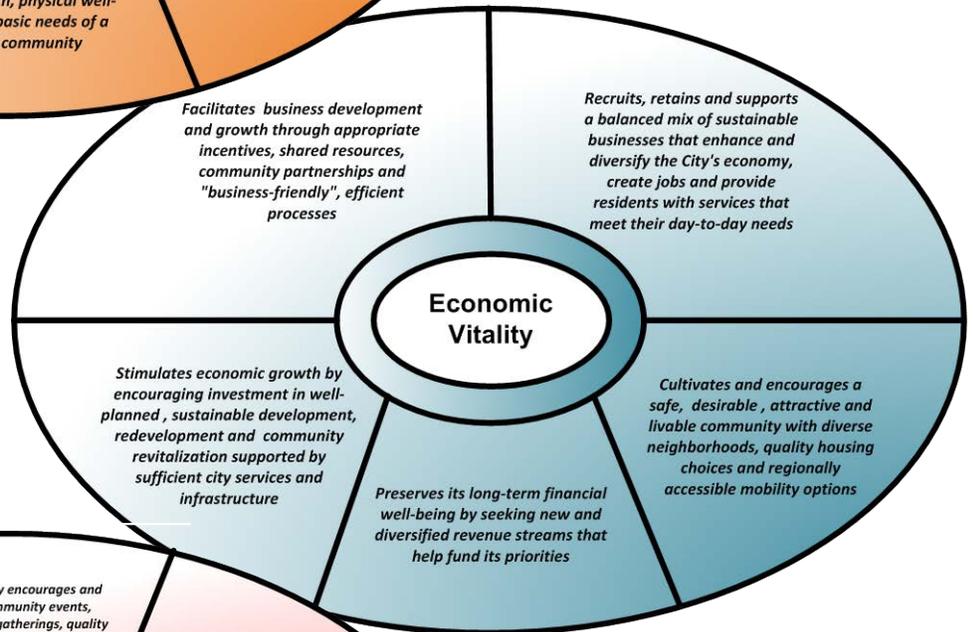
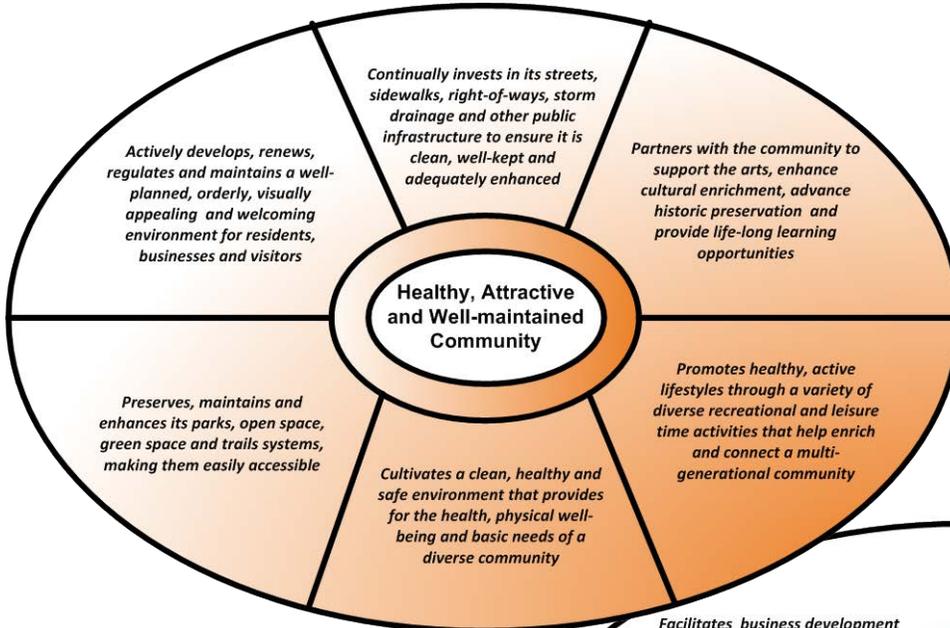
Priority-Based Budgeting Process

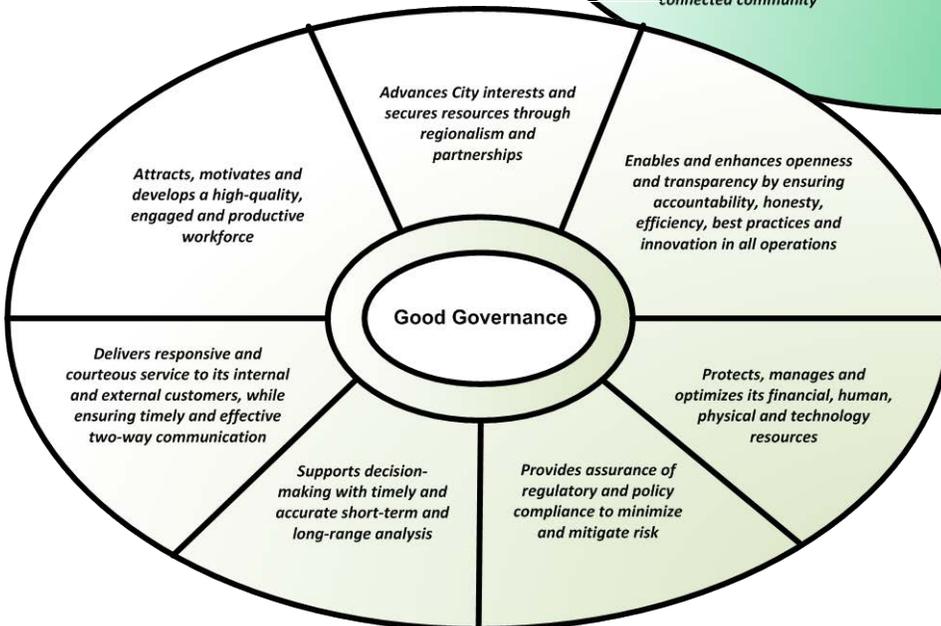
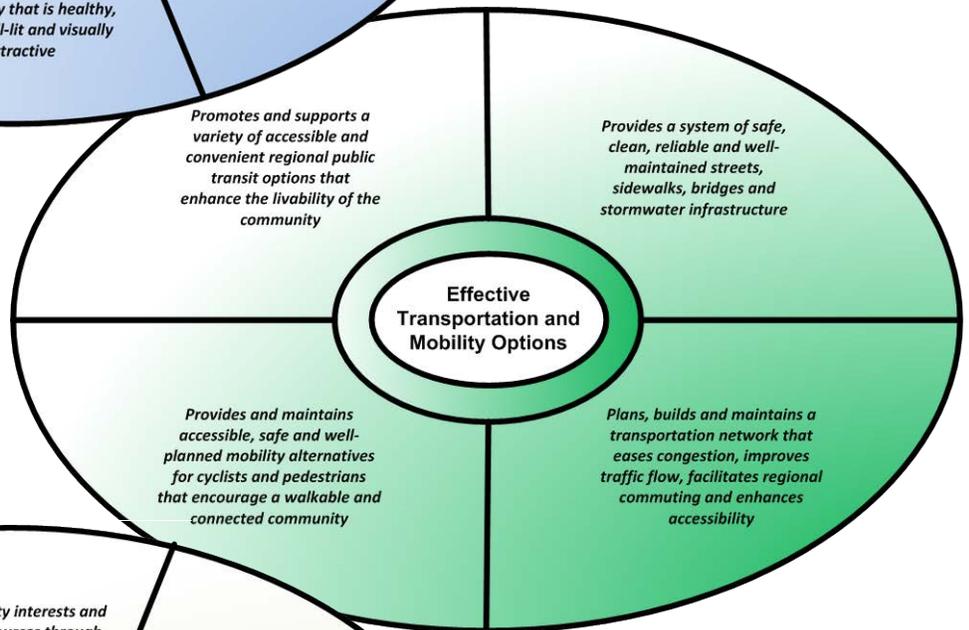
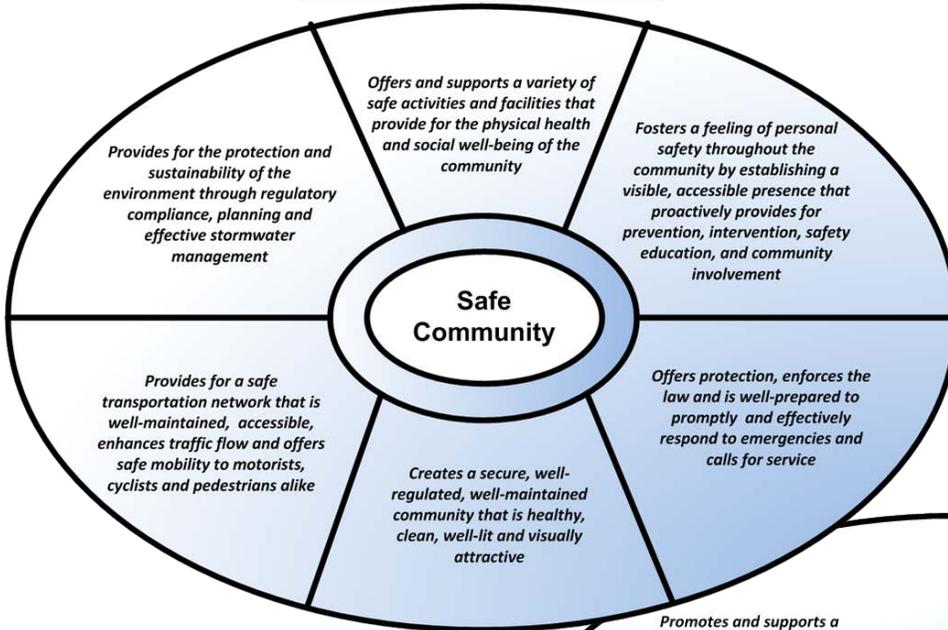
Employees from throughout the organization participate in the Priority Based Budgeting process to further align City resources with the results desired. The steps in this process include:

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

Priority Results

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





Wheat Ridge 2014 PROPOSED BUDGET IN BRIEF



CHOICE OF DESIRABLE
NEIGHBORHOODS



ECONOMICALLY VIABLE
COMMERCIAL AREAS



FINANCIALLY SOUND CITY
PROVIDING EXCEPTIONAL
SERVICE

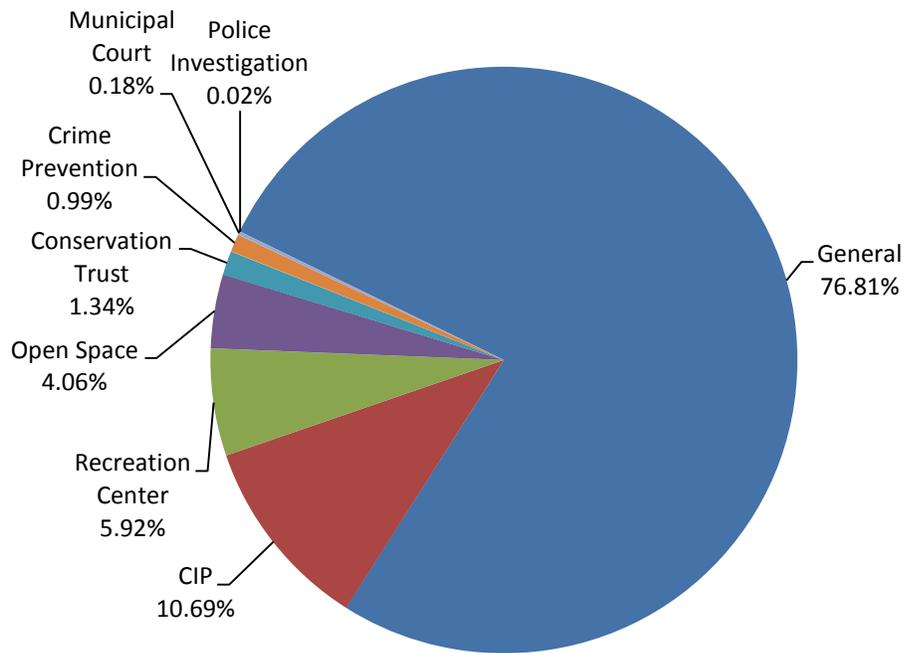


MORE ATTRACTIVE
WHEAT RIDGE

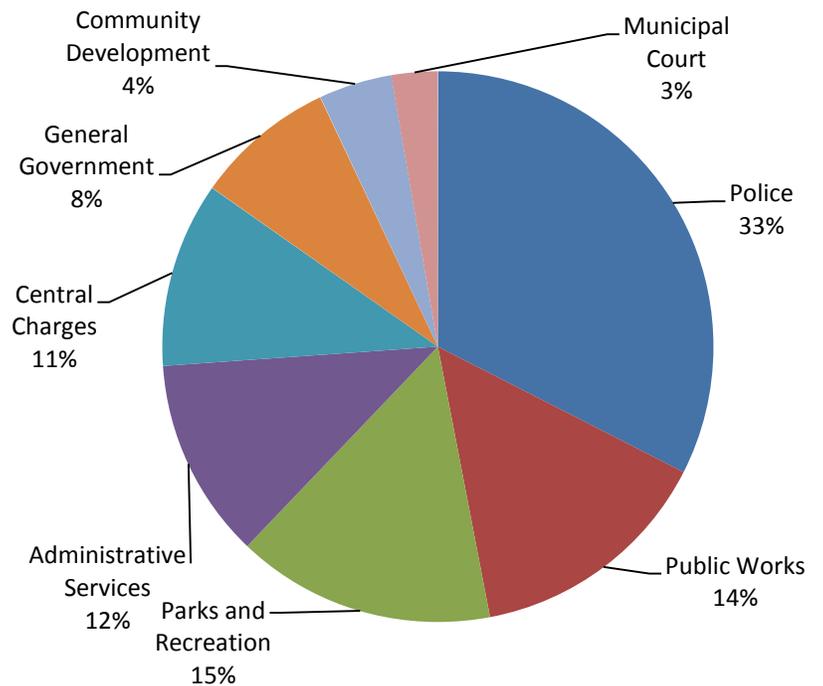


PROPOSED BUDGET IN BRIEF

2014 Total Expenditures \$36,869,323 (excluding transfers)	
General	\$27,823,608
Capital Investment Program	\$4,123,000
Recreation Center	\$2,282,312
Open Space	\$1,567,381
Conservation Trust	\$516,527
Crime Prevention	\$379,995
Equipment Replacement	\$100,000
Municipal Court	\$70,000
Police Investigation	\$6,500

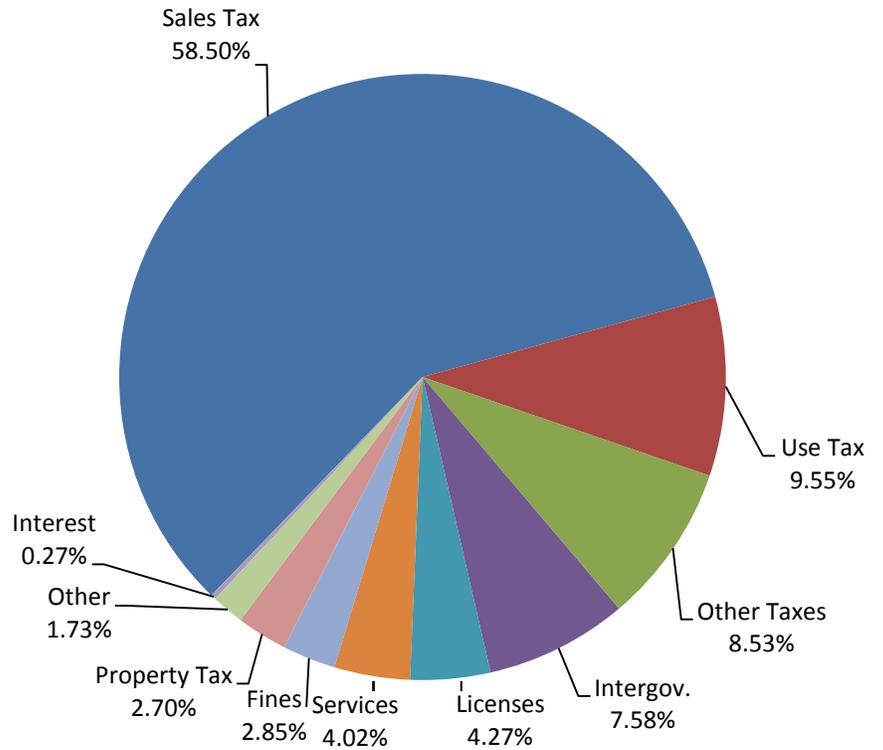


2014 General Fund Expenditures \$27,823,608 (excluding transfers)	
Police	\$9,049,574
Public Works	\$4,022,116
Parks and Recreation	\$4,216,453
Administrative Services	\$3,266,917
Central Charges	\$3,028,404
General Government	\$2,289,896
Community Development	\$1,196,290
Municipal Court	\$753,958
Ending Fund Balance	\$7,956,002

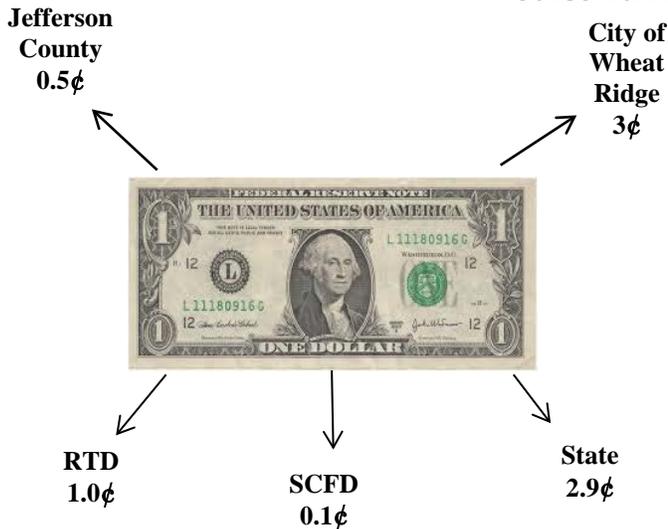


GENERAL FUND REVENUES

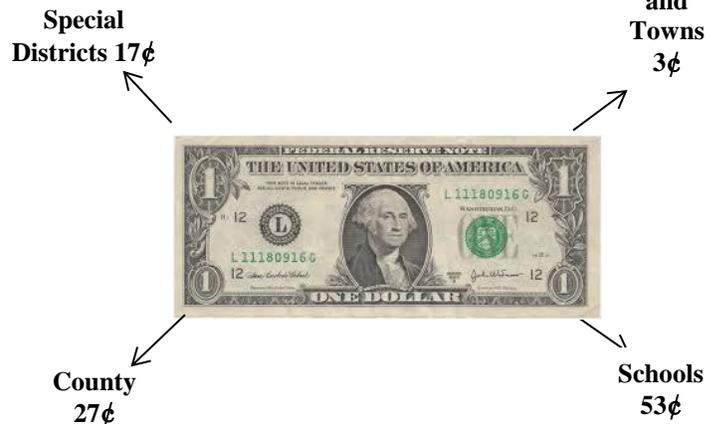
2014 General Fund Revenues	
\$27,823,608	
<i>Beginning Fund Balance</i>	\$9,756,002
Sales Tax	\$16,278,000
Use Tax	\$2,657,000
Other Taxes	\$2,373,000
Intergovernmental	\$2,110,267
Licenses	\$1,187,170
Services	\$1,119,531
Fines	\$793,300
Property Tax	\$750,000
Other	\$480,340
Interest	\$75,000
Total Available Funds	\$37,597,610



Sales Tax Distribution

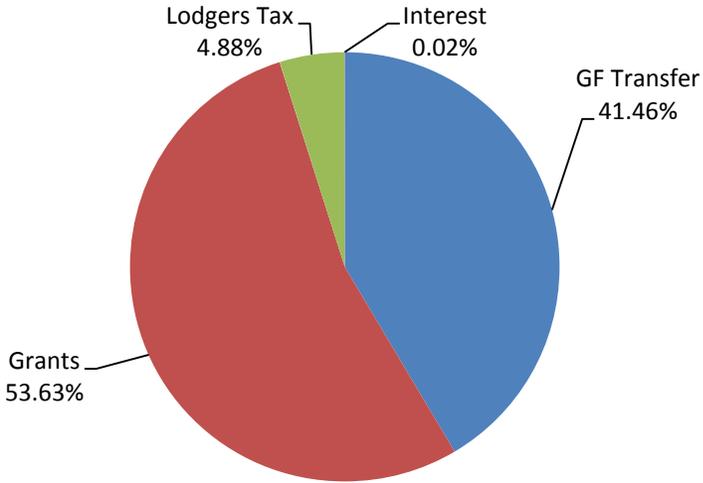


The total sales tax rate in the City of Wheat Ridge is 7.5%. For every dollar you spend on retail purchases, you pay 7.5 cents in sales tax. Only **3 cents** of this comes back to the City.

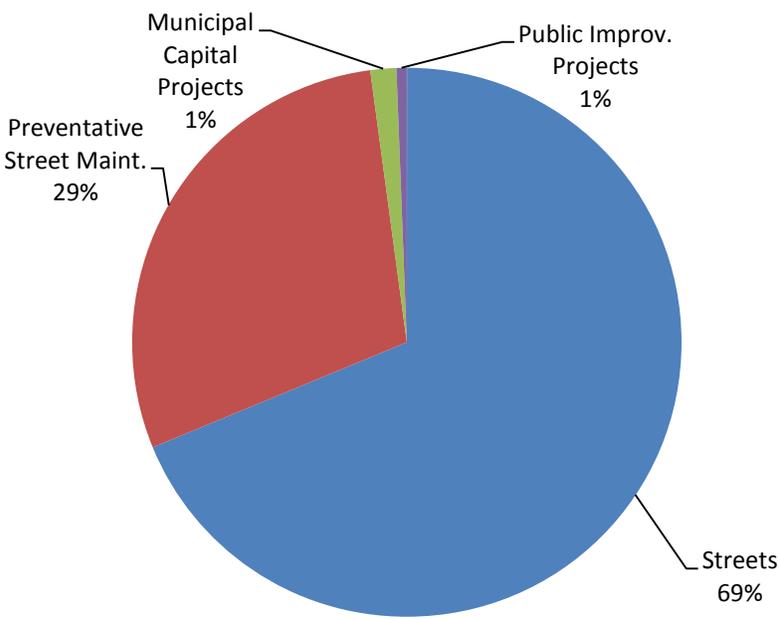


Most people will be surprised to know that for every dollar Jefferson County receives in property taxes from Wheat Ridge residents, only **3 cents** comes back to the City.

CAPITAL INVESTMENT PROGRAM (CIP) FUND



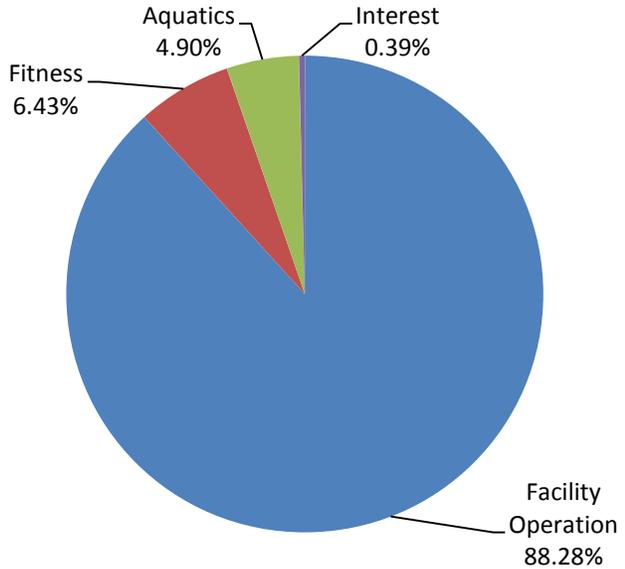
2014 CIP Revenues \$4,100,000	
<i>Beginning Fund Balance</i>	\$70,517
Sales Tax (General Fund Transfer)	\$1,700,000
Grants	\$2,199,000
Lodger's Tax	\$200,000
Interest	\$1,000
Total Available Funds	\$4,170,517



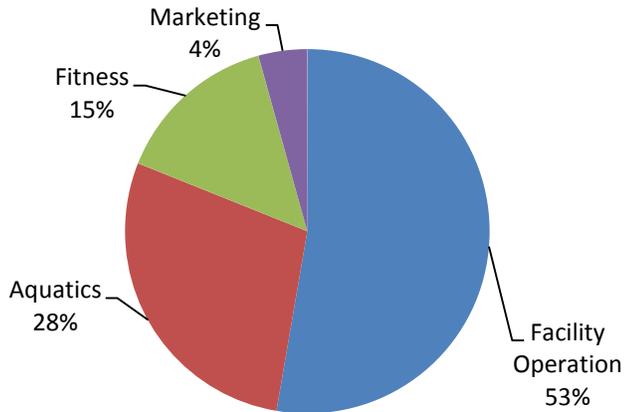
2014 CIP Expenditures \$4,123,000	
Kipling Pedestrian Improvements	\$2,835,000
Preventative Street Maintenance	\$1,200,000
Municipal Court Room Improvements	\$63,000
Public Improvement Projects	\$25,000
Ending Fund Balance	\$47,517

RECREATION CENTER OPERATIONS FUND

2014 Recreation Center Operations Revenues	
\$2,061,884	
<i>Beginning Fund Balance</i>	\$1,093,715
Facility Operation	\$1,820,300
Fitness	\$132,584
Aquatics	\$101,000
Interest	\$8,000
Total Available Funds	\$3,155,599

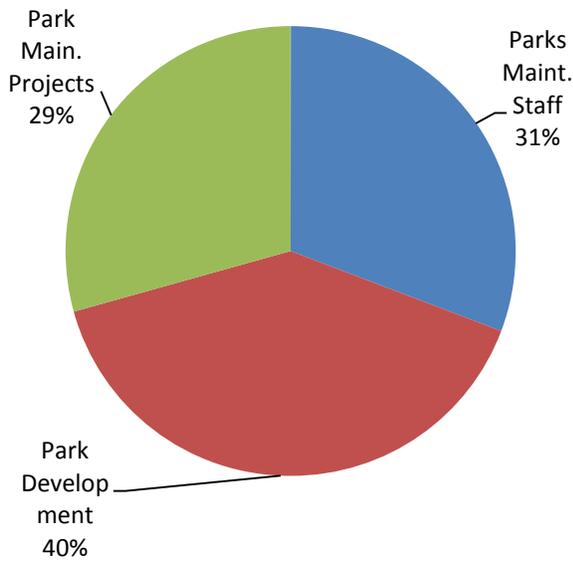
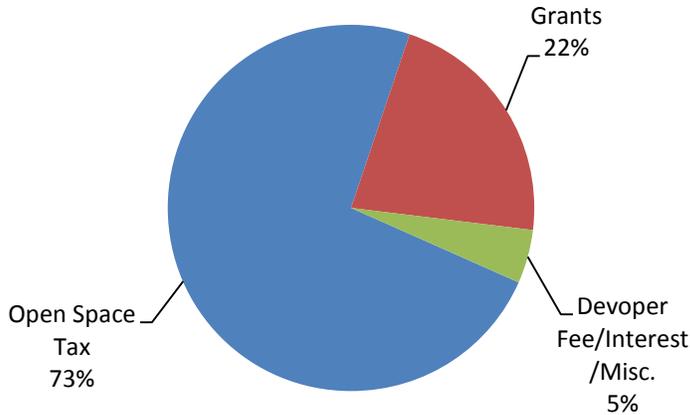


2014 Recreation Center Operations Expenditures	
\$2,282,312	
Facility Operation	\$1,202,712
Fitness	\$332,829
Aquatics	\$647,823
Marketing	\$98,948
Ending Fund Balance	\$873,287



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



2014 Open Space Revenues \$1,203,750	
Beginning Fund Balance	\$375,867
Open Space Tax	\$885,000
Grants	\$261,750
Developer Fee/Interest/Misc	\$57,000
Total Available Funds	\$1,579,617

2014 Open Space Expenditures \$1,567,381	
Personnel	\$482,381
Trail Maintenance & Repair	\$450,000
PW/Parks Operations Facility	\$250,000
Park Development - Kendall	\$125,000
Prospect Park Improvements	\$80,000
Kipling Pedestrian Improvements	\$70,000
Randall Park Acquisition	\$50,000
Improvements	\$50,000
Master Plan Updates	\$50,000
Open Space Improvements	\$10,000
Ending Fund Balance	\$12,236

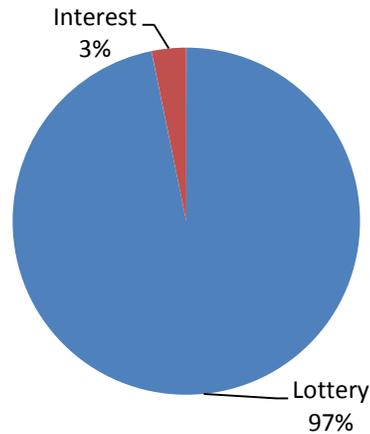


Discovery Park (at left), Wheat Ridge's newest park, opened in October of 2010 featuring playground equipment, shade shelters, a skate park, and climbing wall. The park also features the Kevin Robb "Discovering the Stars" sculpture

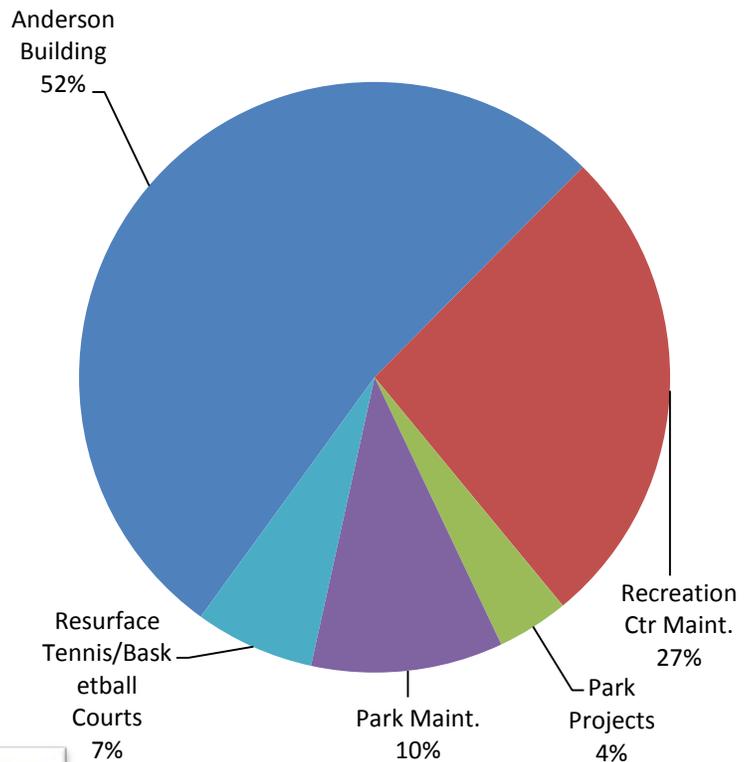
2014 Proposed Budget

CONSERVATION TRUST FUND

2014 Conservation Trust Revenues	
\$301,000	
<i>Beginning Fund Balance</i>	\$265,995
Colorado Lottery	\$300,000
Interest	\$1,000
Total Available Funds	\$566,995



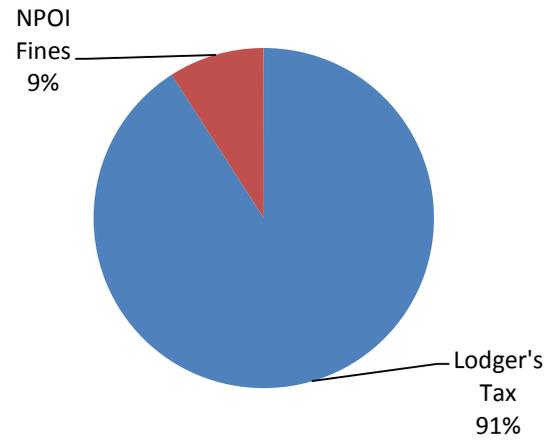
2014 Conservation Trust Expenditures	
\$516,527	
Anderson Building	\$200,000
Recreation Center Maintenance	\$101,527
Prospect Park Expansion Playground	\$100,000
Park Development (Kendall)	\$50,000
Park Maintenance Projects	\$40,000
Resurface Tennis/Basketball Courts	\$25,000
Ending Fund Balance	\$50,468



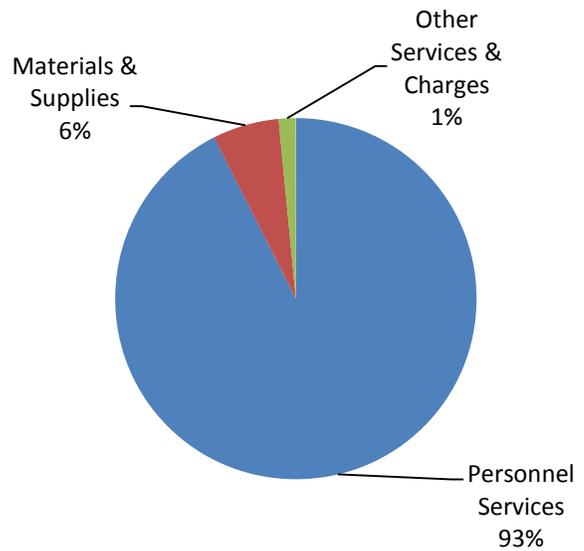
The City of Wheat Ridge has received more than \$3 million in revenue from the Colorado Lottery since 1992. These funds have been used for park and recreation construction and maintenance projects, such as playgrounds.

CRIME PREVENTION/CODE ENFORCEMENT FUND

2014 Crime Prevention/Code Enforcement Revenues	
\$331,000	
<i>Beginning Fund Balance</i>	\$240,921
Lodger's Tax	\$300,000
No Proof of Insurance Fines	\$30,000
Interest	\$1,000
Total Available Funds	\$571,921



2014 Crime Prevention/Code Enforcement Expenditures	
\$379,995	
Personnel Services	\$351,657
Materials & Supplies	\$22,500
Other Services & Charges	\$5,838
<i>Ending Fund Balance</i>	\$191,926



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 in the City.

OTHER SPECIAL REVENUE FUNDS

Public Art <i>Special Fund 12</i>	
Beginning Balance	\$37,081
Revenues	\$24,108
Expenditures	\$0
Ending Fund Balance	\$61,189



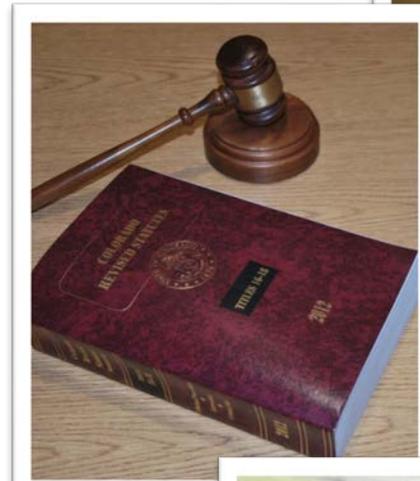
Discovery Park Sculpture

Police Investigation <i>Special Fund 17</i>	
Beginning Balance	\$36,326
Revenues	\$40
Expenditures	\$6,500
Ending Fund Balance	\$29,866



PD Property & Evidence Room

Municipal Court <i>Special Fund 33</i>	
Beginning Balance	\$56,076
Revenues	\$28,050
Expenditures	\$70,000
Ending Fund Balance	\$14,126



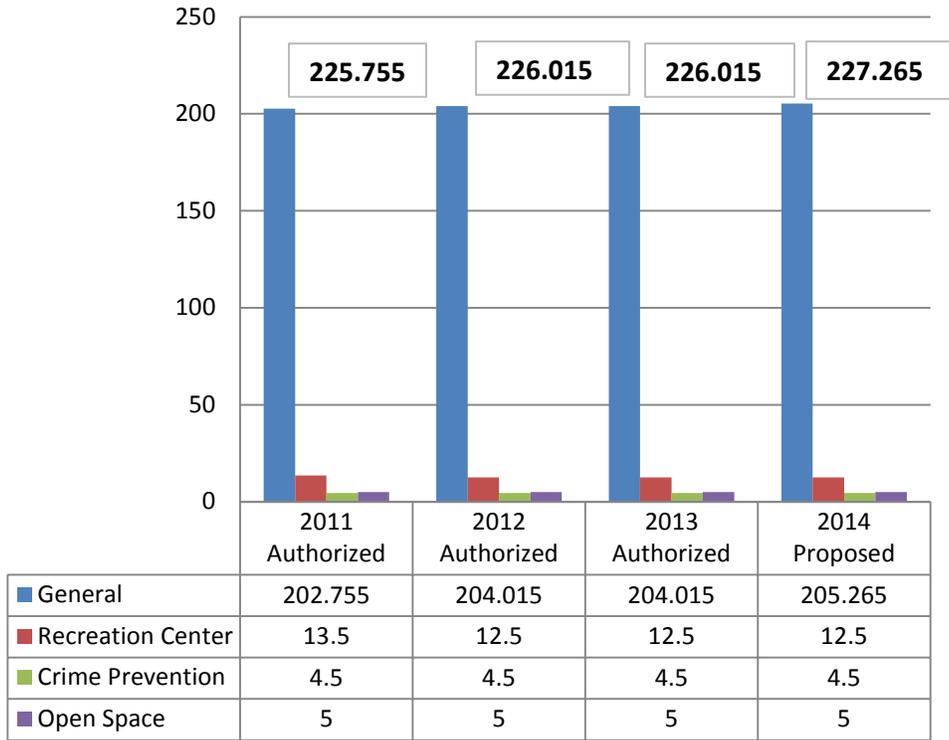
Equipment Replacement <i>Special Fund 57</i>	
Beginning Balance	\$370,817
Revenues	\$200,500
Expenditures	\$100,000
Ending Fund Balance	\$471,317



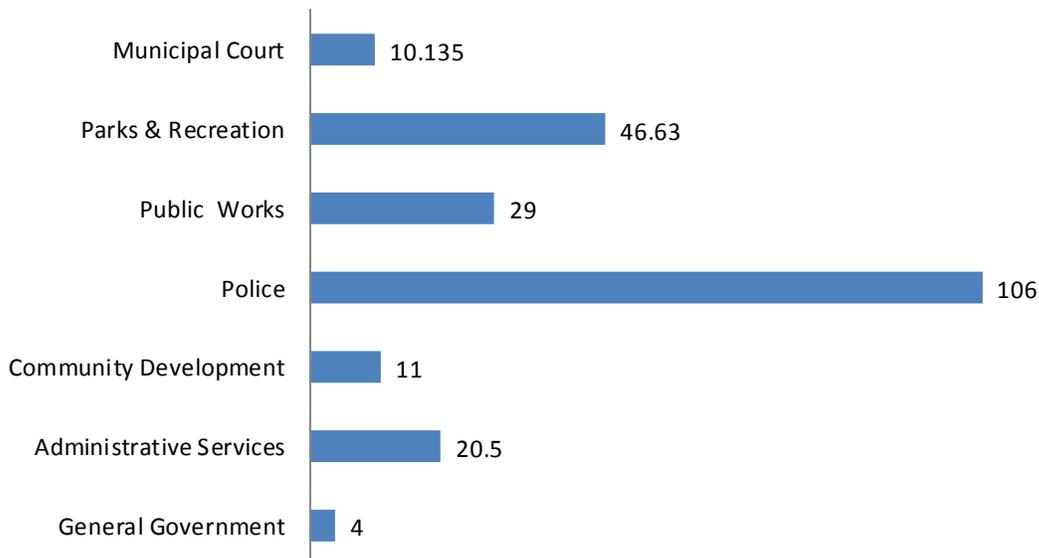
Police Radios & Equipment

STAFFING

2011 - 2014



2014 Staffing By Department



City of Wheat Ridge Statistics

City of Wheat Ridge Statistics September, 2013	
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
RESOURCES:	
Number of Employees	
Full-time/Part-time Benefited	238.25
Part-time	289
Seasonal	121
FACILITIES:	
Public Works Shops	1
Recreation Center	1 (70,000 square feet)
Anderson Building	1
Active Adult Center	1
Pools	2
Parks	24
Lakes	5
Open Space	274 acres
Multi-use Trails	7+ miles
Sports Fields	46
Baugh House	1
Richards Hart Estate	1
POLICE PROTECTION	
Number of Uniformed Officers	
Full-time	71
Number of Patrol Vehicles (marked cars)	23
FACILITIES and SERVICES NOT Under City Jurisdiction	
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. Apple Jacks Liquor Qdoba Restaurants Source Office Products

2014 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 2014 budget schedule:

- May**
- City Council Strategic Planning Retreat
- June**
- Distribute budget instructions to staff
- July**
- First opportunity for public input
- August**
- Submit 2013 revenue estimates and 2014 revenue projections
- Deadline for submittal of 2014 department budget requests and 2013 budget estimates
- City manager/budget officer review budget
- Second opportunity for public input on 2014 Budget
- September**
- Distribute proposed budget to Council
- October**
- Budget retreat
- Public Hearing on the 2014 Budget
- November**
- 2014 budget appropriation resolution adoption
- Property tax mill certification
- December**
- Finalize budget document for printing
- January**
- Distribute budget to 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 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 Council with any recommendations for any 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 (1/1/14)	+	Revenues	=	Funds Available	-	Expenses	=	Fund Balance (12/31/14)
Operating Funds									
General	\$9,756,002	+	\$27,823,611	=	\$37,579,613	-	\$29,623,611	=	\$7,956,002
Total Operating Funds	\$9,756,002	+	\$27,823,611	=	\$37,579,613	-	\$29,623,611	=	\$7,956,002
<i>Unrestricted Fund Balance</i>									\$4,720,555
									<i>17%</i>
Capital Funds									
Capital Investment Program	\$70,517	+	\$4,100,000	=	\$4,170,517	-	\$4,123,000	=	\$47,517
Total Capital Funds	\$70,517	+	\$4,100,000	=	\$4,170,517	-	\$4,123,000	=	\$47,517
Special Revenue Funds									
Public Art Fund	\$37,081	+	\$24,108	=	\$61,189	-	\$0	=	\$61,189
Police Investigation	\$36,326	+	\$40	=	\$36,366	-	\$6,500	=	\$29,866
Open Space	\$375,867	+	\$1,203,750	=	\$1,579,617	-	\$1,567,381	=	\$12,236
Municipal Court	\$56,076	+	\$28,050	=	\$84,126	-	\$70,000	=	\$14,126
Conservation Trust	\$265,995	+	\$301,000	=	\$566,995	-	\$516,527	=	\$50,468
Equipment Replacement	\$370,817	+	\$200,500	=	\$571,317	-	\$100,000	=	\$471,317
Crime Prevention/Code Enforcement Fund	\$240,921	+	\$331,000	=	\$571,921	-	\$379,995	=	\$191,926
Recreation Center	\$1,093,715	+	\$2,061,884	=	\$3,155,599	-	\$2,282,312	=	\$873,287
Total Special Revenue Funds	\$2,476,798	+	\$4,150,332	=	\$6,627,130	-	\$4,922,715	=	\$1,704,415
Total Operating Funds	\$9,756,002	+	\$27,823,611	=	\$37,579,613	-	\$29,623,611	=	\$7,956,002
Total Capital Funds	\$70,517	+	\$4,100,000	=	\$4,170,517	-	\$4,123,000	=	\$47,517
Total Special Revenue Funds	\$2,476,798	+	\$4,150,332	=	\$6,627,130	-	\$4,922,715	=	\$1,704,415
(Less Transfers)		+	(\$1,800,000)	=	(\$1,800,000)	-	(\$1,800,000)	=	
GRAND TOTAL	\$12,303,317	+	\$34,273,943	=	\$46,577,260	-	\$36,869,326	=	\$9,707,934

General Fund Revenues

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
SALES TAXES				
Sales Tax	\$14,865,412	\$15,450,000	\$15,200,000	\$15,500,000
Sales Tax Audit Revenue	\$148,134	\$250,000	\$250,000	\$250,000
ESTIP	\$0	\$0	\$0	\$103,000
URA - Wheat Ridge Cyclery	\$59,560	\$52,000	\$12,266	\$0
URA - Town Center	\$407,072	\$400,000	\$415,000	\$425,000
TOTAL SALES TAXES	\$15,480,178	\$16,152,000	\$15,877,266	\$16,278,000
OTHER TAXES				
Real Property Tax	\$731,234	\$765,000	\$730,000	\$750,000
Liquor Occupational Tax	\$60,992	\$55,000	\$59,000	\$60,000
Auto Ownership Tax	\$52,580	\$53,000	\$53,000	\$53,000
Xcel Franchise Tax	\$1,205,998	\$1,250,000	\$1,325,000	\$1,335,000
Telephone Occupation Tax	\$328,354	\$325,000	\$385,000	\$385,000
Lodgers Tax	\$492,452	\$453,000	\$500,000	\$500,000
Admissions Amusement Tax	\$42,725	\$43,000	\$38,000	\$40,000
TOTAL OTHER TAXES	\$2,914,335	\$2,944,000	\$3,090,000	\$3,123,000
USE TAXES				
Use Tax - Retail/Professional	\$877,020	\$1,000,000	\$600,000	\$682,000
Use Tax - Building	\$515,750	\$675,000	\$775,000	\$675,000
Use Tax - Auto	\$1,204,859	\$1,200,000	\$1,300,000	\$1,300,000
TOTAL USE TAXES	\$2,597,629	\$2,875,000	\$2,675,000	\$2,657,000
LICENSE				
Amusement Machine License	\$7,980	\$8,500	\$7,500	\$7,500
Arborist License	\$1,760	\$1,800	\$1,760	\$1,760
Contractors License	\$112,548	\$90,000	\$88,000	\$100,000
Liquor License Fee	\$13,779	\$10,000	\$12,000	\$12,500
Building Permits	\$346,759	\$400,000	\$649,000	\$511,000
Street Cut Permits	\$81,201	\$70,000	\$60,000	\$75,000
Cable TV Permits	\$360,258	\$350,000	\$365,000	\$365,000
Elevator Inspection Fees	\$24,570	\$25,000	\$25,410	\$25,410
Pawn Shop License Fees	\$10,000	\$10,000	\$10,000	\$10,000
Business License Fees	\$73,251	\$74,429	\$79,000	\$79,000
TOTAL LICENSE	\$1,032,106	\$1,039,729	\$1,297,670	\$1,187,170

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
INTERGOVERNMENTAL				
Cigarette Tax	\$93,532	\$90,000	\$86,000	\$85,000
County Road and Bridge	\$336,754	\$300,000	\$275,000	\$275,000
Arvada Ridge Redevelopment	\$100,000	\$100,000	\$100,000	\$100,000
Highway Users Tax	\$991,492	\$988,346	\$960,000	\$975,000
Motor Vehicle Registration	\$111,125	\$115,000	\$111,000	\$111,000
Wheat Ridge Fire Radio	\$32,561	\$34,000	\$34,000	\$35,000
E911 Reimbursements	\$121,696	\$35,000	\$46,000	\$50,000
EPA Brownfields Grant	\$0	\$350,000	\$100,000	\$250,000
Police - CATPA Auto Theft Grant	\$79,646	\$51,131	\$51,000	\$51,095
Police - Seat Belt Safety Grant	\$2,362	\$2,500	\$2,500	\$2,500
Police - Drug Overtime Grant	\$26,400	\$7,500	\$7,500	\$7,500
Police - COPS Grant	\$123,971	\$128,137	\$128,000	\$132,000
Police - Bryne Grant	\$60,594	\$35,580	\$42,831	\$8,172
Police - Child Safety Grant	\$0	\$5,000	\$5,000	\$5,000
Police - Ballistic Vest Grant	\$5,119	\$5,200	\$5,000	\$6,000
Police - LEAP Energy Grant	\$62,830	\$0	\$0	\$0
Police - LEAF Grant	\$5,664	\$5,000	\$5,000	\$5,000
Scientific & Cultural Grant	\$2,400	\$2,400	\$2,017	\$0
Police-Checkpoint Colorado	\$5,105	\$0	\$0	\$0
Police-HVIDE	\$10,460	\$12,000	\$12,000	\$12,000
CDBG Grant	\$12,892	\$0	\$0	\$0
JCHD Bicycle Count	\$2,000	\$0	\$0	\$0
TOTAL INTERGOVERNMENTAL	\$2,186,603	\$2,266,794	\$1,972,848	\$2,110,267

SERVICES				
Zoning Applications	\$28,918	\$37,400	\$46,384	\$42,400
Planning Reimbursement Fees	\$2,132	\$4,000	\$5,820	\$4,000
Engineering Fees	\$8,764	\$4,000	\$6,500	\$7,500
Misc. Zoning Fees	\$1,027	\$1,000	\$665	\$1,000
Plan Review Fees	\$111,136	\$120,000	\$354,700	\$266,500
Pavilion/Park Rental Revenue	\$26,711	\$27,500	\$29,000	\$26,000
Athletics Revenue	\$121,440	\$144,650	\$121,088	\$131,036
Active Adult Center Revenue	\$186,826	\$210,590	\$191,729	\$192,250
Parks Historic Facilities	\$23,112	\$24,000	\$23,678	\$24,000
Gen. Prog. Revenue	\$175,930	\$177,352	\$181,000	\$178,445
Anderson Building Revenue	\$8,715	\$10,000	\$9,000	\$9,000
Outdoor Swimming Fees	\$165,181	\$165,751	\$150,000	\$165,000
Police Report Fees	\$11,945	\$11,000	\$11,000	\$11,000
Pawn Shop Ticket Fees	\$24,852	\$22,000	\$24,800	\$25,000
Sex Offender Registration	\$6,725	\$7,000	\$7,000	\$7,000
Police Drug Destruction Fees	\$560	\$400	\$400	\$400
Police Fees	\$3,460	\$4,500	\$4,100	\$4,000
Police Duty Reimbursement	\$28,140	\$25,000	\$25,000	\$25,000
TOTAL SERVICES	\$935,574	\$996,143	\$1,191,864	\$1,119,531

FINES & FORFEITURES				
Municipal Court Fines	\$125,759	\$135,000	\$115,000	\$120,000
Nuisance Violations Fees	\$49,613	\$52,000	\$58,800	\$58,800
Handicap Parking Fees	\$300	\$800	\$1,000	\$1,500
Traffic	\$434,548	\$510,000	\$400,000	\$490,000
General	\$83,376	\$85,000	\$65,000	\$80,000
Other	\$15,507	\$19,000	\$15,000	\$18,000

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Parking	\$4,625	\$4,000	\$2,500	\$5,000
No Proof of Insurance	\$16,563	\$25,000	\$16,500	\$20,000
TOTAL FINE & FORFEITURES	\$730,291	\$830,800	\$673,800	\$793,300
INTEREST				
Interest Earnings	\$71,419	\$160,000	\$70,000	\$75,000
TOTAL INTEREST	\$71,419	\$160,000	\$70,000	\$75,000
OTHER				
Cable Peg Fees	\$43,569	\$44,200	\$44,200	\$44,200
Passport Processing Fee	\$6,050	\$5,000	\$6,000	\$5,500
Zoppe Family Circus	\$57,857	\$60,000	\$60,000	\$60,000
Miscellaneous Income	\$378,122	\$372,883	\$400,000	\$370,643
TOTAL OTHER	\$485,598	\$482,083	\$510,200	\$480,343
Total General Fund	\$26,433,733	\$27,746,549	\$27,358,648	\$27,823,611
Transfers In	\$98,520	\$0	\$0	\$0
Fund Balance Carryover	\$10,631,479	\$9,754,489	\$9,754,489	\$9,756,002
Total Funds Available	\$37,163,732	\$37,501,038	\$37,113,137	\$37,579,613

General Fund Expenditures

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Legislative				
Legislative Services	\$382,149	\$445,717	\$449,811	\$413,661
Total	\$382,149	\$445,717	\$449,811	\$413,661
City Manager's Office				
City Manager	\$249,102	\$252,672	\$220,822	\$291,143
Economic Development	\$790,672	\$1,104,832	\$1,044,552	\$1,153,332
Total	\$1,039,774	\$1,357,504	\$1,265,374	\$1,444,475
City Attorney				
City Attorney	\$250,446	\$262,000	\$262,000	\$262,000
Total	\$250,446	\$262,000	\$262,000	\$262,000
City Clerk's Office				
City Clerk	\$134,525	\$132,070	\$132,070	\$133,982
Total	\$134,525	\$132,070	\$132,070	\$133,982
City Treasurer				
City Treasurer	\$33,675	\$35,778	\$35,932	\$35,778
Total	\$33,675	\$35,778	\$35,932	\$35,778
Central Charges				
Central Charges	\$2,391,628	\$2,755,762	\$2,393,727	\$3,028,407
Total	\$2,391,628	\$2,755,762	\$2,393,727	\$3,028,407
Municipal Court				
Municipal Court	\$719,138	\$760,042	\$734,415	\$753,958
Total	\$719,138	\$760,042	\$734,415	\$753,958
Administrative Services				
Administration	\$420,217	\$413,951	\$412,874	\$474,992
Finance	\$224,592	\$248,946	\$248,176	\$236,196
Human Resources	\$486,050	\$567,712	\$527,268	\$513,070
Sales Tax	\$211,909	\$223,356	\$223,352	\$226,879
Purchasing and Contracting	\$99,652	\$103,187	\$100,898	\$110,217
Information Technology	\$1,818,057	\$1,704,453	\$1,693,507	\$1,705,563
Total	\$3,260,477	\$3,261,605	\$3,206,075	\$3,266,917
Community Development				
Administration	\$191,870	\$217,941	\$202,951	\$202,757
Planning	\$215,709	\$224,416	\$220,080	\$210,037
Building	\$305,145	\$348,061	\$333,611	\$404,650
Long Range Planning	\$123,827	\$465,734	\$161,617	\$378,846
Total	\$836,551	\$1,256,152	\$918,259	\$1,196,290
Police				
Administration	\$747,043	\$730,068	\$723,199	\$796,446
Grants	\$328,050	\$279,422	\$278,525	\$245,026
Community Services Team	\$263,933	\$261,189	\$258,973	\$282,520

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Communications Center	\$708,047	\$808,747	\$754,363	\$811,256
Crime Prevention Team	\$294,894	\$304,224	\$300,177	\$304,409
Records Team	\$229,389	\$226,471	\$222,251	\$237,631
Training and Public Information	\$199,153	\$281,384	\$254,104	\$235,598
Patrol	\$3,702,596	\$3,892,002	\$3,874,590	\$3,999,966
Investigations Bureau	\$1,725,947	\$1,842,550	\$1,730,009	\$1,788,721
Crime & Traffic Team	\$310,596	\$407,263	\$277,445	\$348,001
Emergency Operations	<u>\$9,797</u>	<u>\$10,945</u>	<u>\$9,845</u>	<u>\$0</u>
Total	\$8,519,445	\$9,044,265	\$8,683,481	\$9,049,574
Public Works				
Administration	\$155,886	\$157,966	\$134,015	\$142,836
Engineering	\$1,053,905	\$1,008,791	\$1,008,791	\$970,740
Operations	<u>\$2,617,304</u>	<u>\$3,233,650</u>	<u>\$3,038,150</u>	<u>\$2,908,540</u>
Total	\$3,827,095	\$4,400,407	\$4,180,956	\$4,022,116
Parks and Recreation				
Administration	\$229,784	\$227,847	\$214,865	\$208,242
Recreation	\$185,548	\$233,173	\$208,015	\$199,326
Parks Maintenance	\$1,303,126	\$1,347,678	\$1,316,856	\$1,342,249
Forestry	\$296,767	\$370,749	\$351,520	\$378,500
Natural Resources	\$232,647	\$301,726	\$282,862	\$274,248
Anderson Building	\$49,711	\$79,498	\$57,535	\$63,321
Athletics	\$177,595	\$189,841	\$185,086	\$198,807
General Programs	\$236,989	\$256,251	\$250,750	\$268,442
Outdoor Pool	\$193,792	\$262,836	\$250,726	\$240,673
Active Adult Center	\$459,966	\$558,373	\$479,820	\$514,614
Historic Buildings	\$70,347	\$66,160	\$61,642	\$49,384
Facility Maintenance	<u>\$478,058</u>	<u>\$472,896</u>	<u>\$455,796</u>	<u>\$478,647</u>
Total	\$3,914,330	\$4,367,028	\$4,115,473	\$4,216,453
Total General Fund	\$25,309,233	\$28,078,330	\$26,377,573	\$27,823,611
Transfers	\$2,100,000	\$960,000	\$960,000	\$1,800,000
Total With Transfers	\$27,409,233	\$29,038,330	\$27,337,573	\$29,623,611

General Government

About General Government

General Government includes 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.

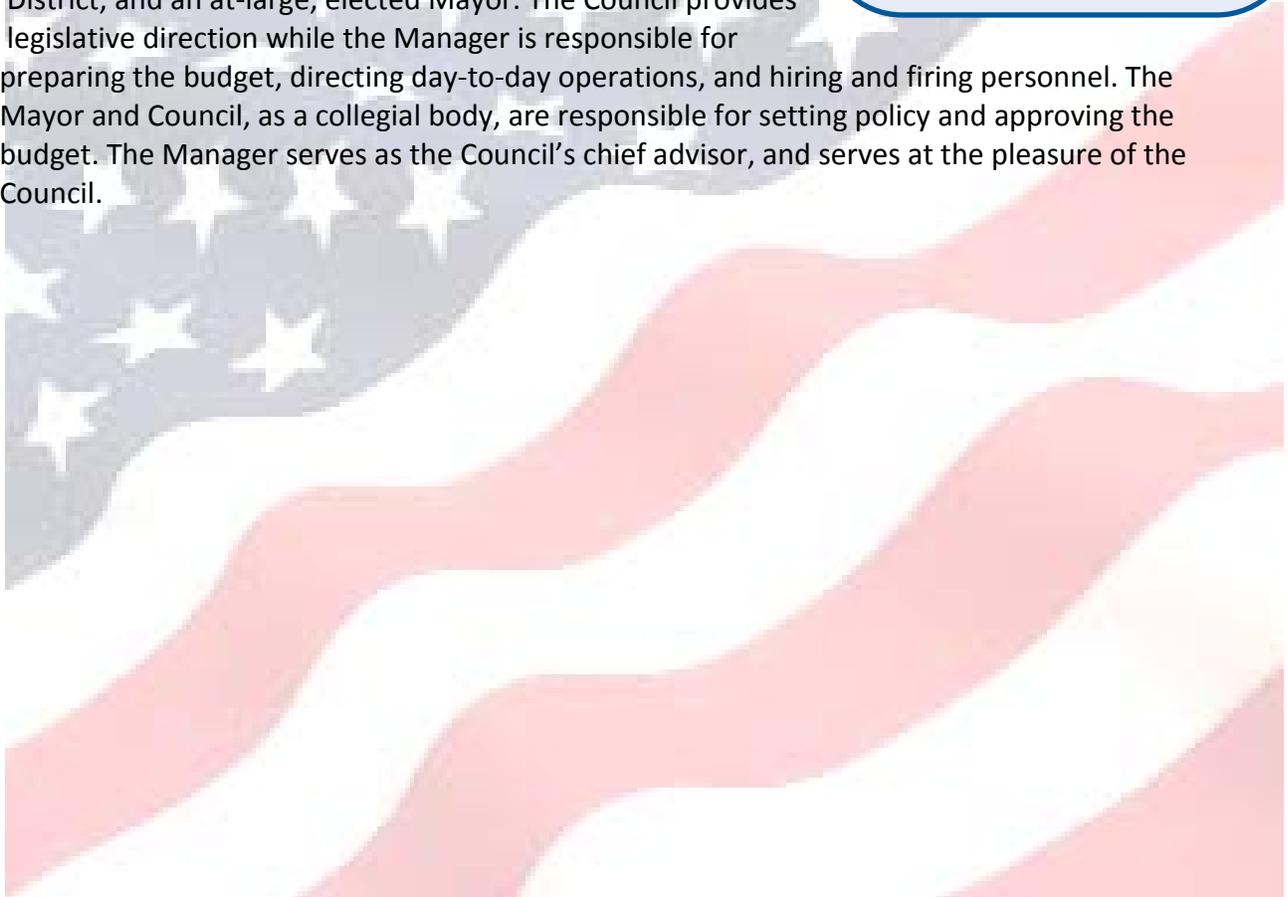
The City of Wheat Ridge is a home-rule City, operating under a Council-Manager form of government. In this form of government, the Council is the governing body of the City elected by the public, and the Manager is hired by Council to carry out the policies it establishes.

The Council consists of eight members, two from each Council District, and an at-large, elected Mayor. The Council provides legislative direction while the Manager is responsible for preparing the budget, directing day-to-day operations, and hiring and firing personnel. 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, and serves at the pleasure of the Council.

2014 Budget Priorities

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

- Economically Viable Commercial Areas
- Financially Sound City Providing Quality Service
- Choice of Desirable Neighborhoods
- More Attractive Wheat Ridge



General Government Legislative Services

01-102

Core Business

- Comprised of the Mayor and eight Council Members; two representing each geographic Council District
- Serve as the legislative and policy-making body of the City in a Council-Manager form of government
- Adopt laws, ordinances and resolutions
- Appoint City Manager, City Attorney and Municipal Court Judge
- Appoint members of the community to City boards and commissions and encourage community involvement
- Conduct regular public Council meetings, study sessions and special meetings
- Sign official documents and agreements on behalf of the City

2013 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 by holding District and Town Meetings to encourage a strong relationship between citizens and government
- Formed a committee to address the needs of the City's aging population and changing demographics
- Continued to develop a working relationship with the Business Community
- Maintained City vision by focusing on the City's strategic goals

2014 Strategic Priorities

- Update and prioritize the Strategic Plan goals and objectives
- Maintain focus on redevelopment projects including Clear Creek Crossing, 38th and Wadsworth, Ward Station TOD site, 38th Ave. Corridor and Applewood Shopping Center
- Focus on creating and maintaining a sustainable City government through responsible allocation of revenues
- Evaluate and plan for the needs of the City's aging population and changing demographics

Legislative Services

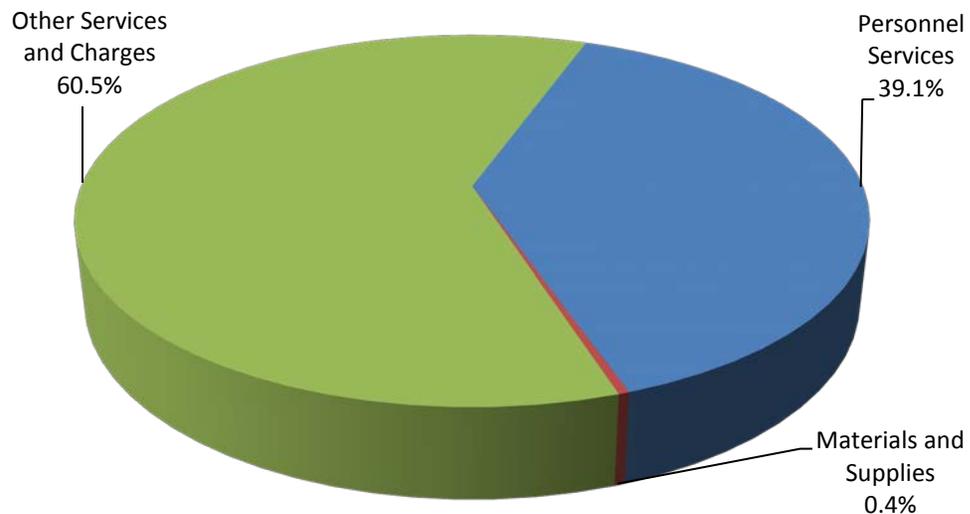
Staffing and Financial Summary

01-102

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Mayor - 1 position	Elected	Elected	Elected	Elected
Council Member - 8 positions	Elected	Elected	Elected	Elected
Administrative Assistant	1	1	1	1
	1	1	1	1

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$165,164	\$161,645	\$161,645	\$161,645
Materials and Supplies	\$987	\$1,550	\$1,550	\$1,550
Other Services and Charges	\$215,998	\$282,522	\$286,616	\$250,466
Capital Outlay	\$0	\$0	\$0	\$0
	\$382,149	\$445,717	\$449,811	\$413,661

Total 2014 Budget by Object



General Government City Attorney

01-107

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 personnel 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 educational programs related to compliance with the City Charter and Code of Laws
- Prosecute City Code violations in Municipal Court
- Prosecute enforcement of sales tax and Liquor Authority cases

2013 Strategic Accomplishments

- Created numerous ordinances and legal memoranda on request, including compliance with new state legislative mandates
- Advised City officials and staff on requirements of election laws
- Facilitated Council's annual review of the City Manager
- Assisted in achieving Council goals for redevelopment projects
- Facilitated biannual review of the Municipal Judge

2014 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
- Minimize City exposure to liability claims

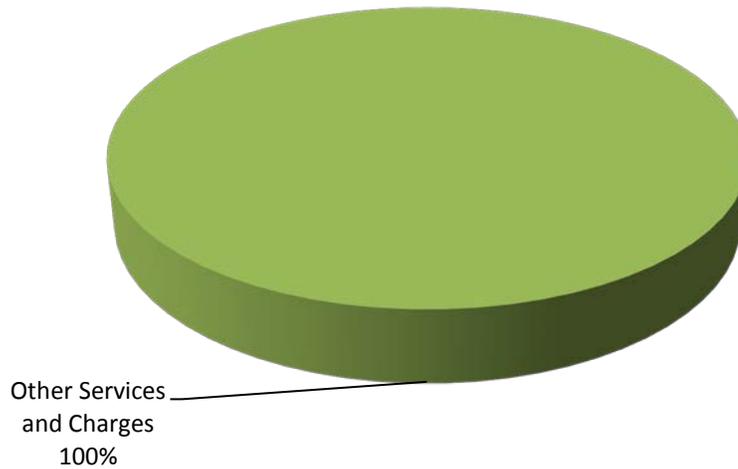
City Attorney

Staffing and Financial Summary
01-107

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
City Attorney	Contracted	Contracted	Contracted	Contracted
	Contracted	Contracted	Contracted	Contracted

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$0	\$0	\$0	\$0
Materials and Supplies	\$0	\$0	\$0	\$0
Other Services and Charges	\$250,446	\$262,000	\$262,000	\$262,000
Capital Outlay	\$0	\$0	\$0	\$0
	\$250,446	\$262,000	\$262,000	\$262,000

Total 2014 Budget by Object



Central Charges

01-610

Core Business

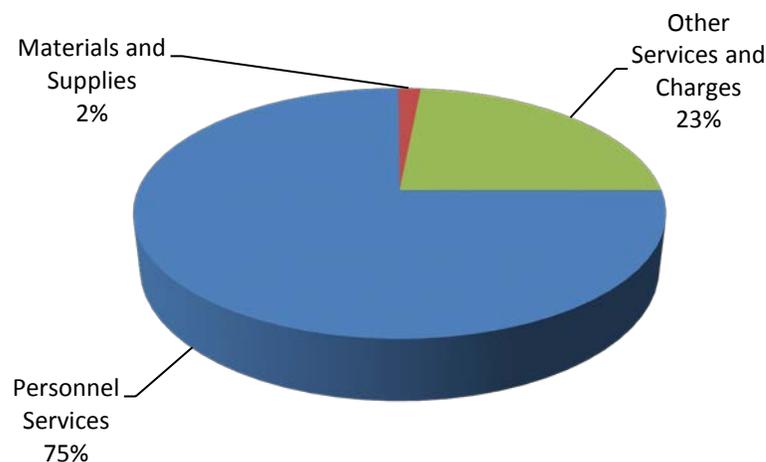
- Reflects medical, dental, life and disability insurance benefits for employees budgeted in the General Fund
- Includes expenditures of Citywide general operational items including postage and delivery services, photocopy and printing expenses
- Includes worker's compensation, property and liability and risk management

Staffing and Financial Summary 01-610

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
No Staff Authorized	0	0	0	0
	0	0	0	0

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$2,087,384	\$2,207,715	\$2,105,996	\$2,268,432
Materials and Supplies	\$42,826	\$52,000	\$48,500	\$49,250
Other Services and Charges	\$260,140	\$496,047	\$239,231	\$710,725
Capital Outlay	\$1,278	\$0	\$0	\$0
	\$2,391,628	\$2,755,762	\$2,393,727	\$3,028,407

Total 2014 Budget by Object



City Treasurer's Office

About the Office of the City Treasurer

01-101

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.

2014 Budget Priorities

- Pursue savings/revenue enhancing opportunities
- Pursue policies to move toward financial sustainability
- Manage investments to maintain cash flow as needed
- Promote electronic tax collection methods



Larry Schulz, City Treasurer

City Treasurer

01-101

Core Business

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

2013 Strategic Accomplishments

- Improved competitive yields on investments in a virtually flat market and scheduled investments to accommodate City's cash requirements
- Sought and identified additional legal, safe, and FDIC guaranteed investment opportunities
- Completed revision of City's Investment Policy

2014 Strategic Priorities

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

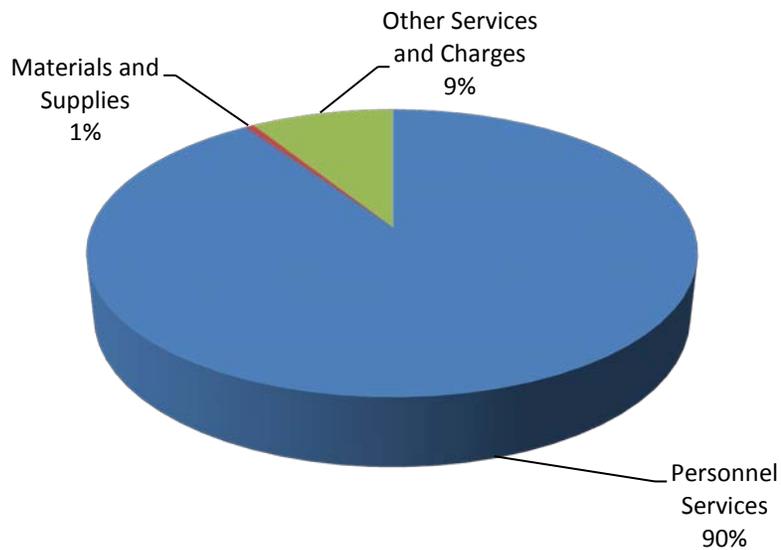
City Treasurer

Staffing and Financial Summary
01-101

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
City Treasurer	Elected	Elected	Elected	Elected
	Elected	Elected	Elected	Elected

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$32,503	\$32,378	\$32,378	\$32,378
Materials and Supplies	\$0	\$0	\$0	\$200
Other Services and Charges	\$1,172	\$3,400	\$3,554	\$3,200
Capital Outlay	\$0	\$0	\$0	\$0
	\$33,675	\$35,778	\$35,932	\$35,778

Total 2014 Budget by Object





City Clerk's Office

About the City Clerk's Office

01-108

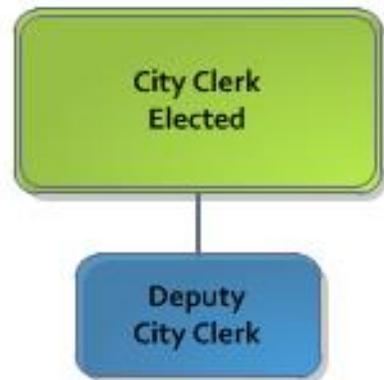
The City Clerk's Office maintains and certifies records of all City business, including resolutions, meeting minutes, official deeds, leases, contracts and agreements. In addition, it is the duty of the City Clerk to administer all municipal elections, to act as chairperson of the election commission, and to provide and manage all petition forms for any purpose under the provisions of the City's Charter.

The City Clerk's Office handles the posting of all public notices, the administration and maintenance of liquor licenses, records and applications for volunteer Boards and Commissions. The Clerk's Office also serves as a certified U.S. Passport application acceptance agency, and processes new applications.

2014 Budget Priorities

- Complete Colorado Municipal Clerk's Institute three-year academy for City Clerk
- Implement secure storage practices for permanent essential records
- Continue development of paperless agenda management system

City Clerk's Office



City Clerk's Office

01-108

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
- Serve as liaison to the Wheat Ridge Liquor License Authority
- Coordinate with Jefferson County for all municipal, primary, and general elections
- Record and maintain a 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 of the City's 11 boards and commissions
- Administer yearly destruction of records per the Colorado Model Municipal Records Retention Schedule

2013 Strategic Accomplishments

- Deputy City Clerk completed the International Clerk Certification program
- Redesigned City Clerk section of City's Website, including liquor licensing and elections
- Researched and investigated conversion to paperless agenda management
- Developed an archive system for transfer of liquor licenses into a digital database
- Initiated a monthly Jefferson County Municipal Clerk's informational meeting to network and share ideas

2014 Strategic Priorities

- Continue transfer of liquor records to digital archive database
- Implement secure storage practices for permanent essential records
- Continue development of paperless agenda management system
- City Clerk will complete Colorado Municipal Clerk's Institute accreditation program

City Clerk's Office

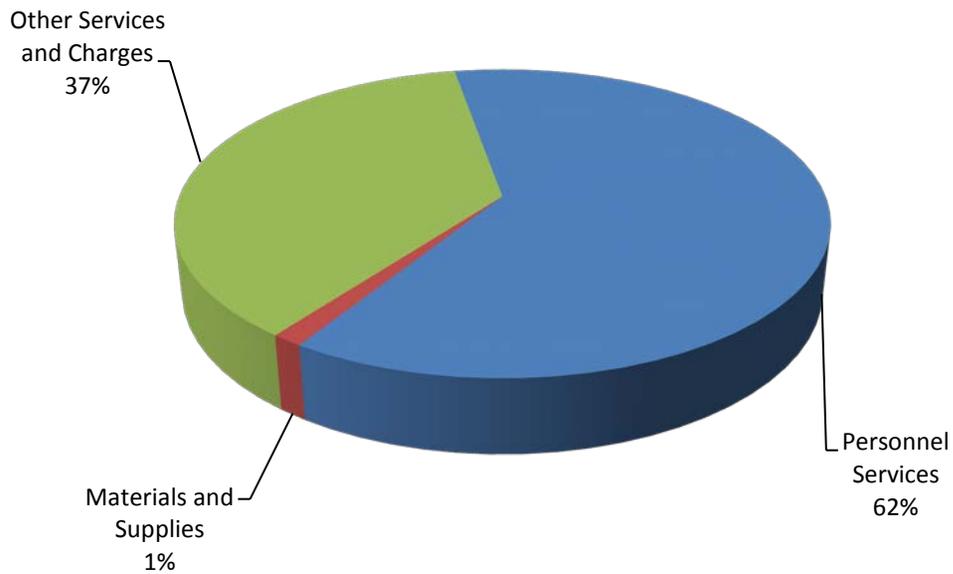
Staffing and Financial Summary

01-108

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
City Clerk	Elected	Elected	Elected	Elected
Deputy City Clerk	1	1	1	1
	1	1	1	1

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$81,331	\$80,820	\$80,820	\$82,732
Materials and Supplies	\$1,785	\$1,800	\$1,800	\$1,800
Other Services and Charges	\$51,409	\$49,450	\$49,450	\$49,450
Capital Outlay	\$0	\$0	\$0	\$0
	\$134,525	\$132,070	\$132,070	\$133,982

Total 2014 Budget by Object





City Manager's Office

About the City Manager's Office
01-106

The City of Wheat Ridge functions within a Council-Manager form of government, which combines the strong political leadership of elected officials with the strong managerial experience of an appointed manager. The Council-Manager form of government was created to fight corruption and unethical behavior by fostering professionalism, transparency, responsiveness and accountability. It promotes citizen representation and supports the political direction of an elected City Council through the administrative guidance of an appointed City Manager. The City Manager supervises the delivery of public services and implements 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.



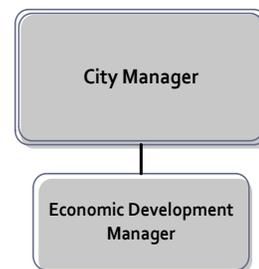
City Manager Patrick Goff



2014 Budget Priorities

- Facilitate economic development activities along the City's major commercial corridors
- Market and promote Wheat Ridge as a community in which to invest, live and work
- Direct the implementation of the 38th Avenue Corridor Plan to build on the successes of Ridge at 38

City Manager's Office



City Manager's Office

01-106

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

2013 Strategic Accomplishments

- Initiated redevelopment opportunity at the S.W. corner of 38th and Kipling through property owner and developer meetings and coordination
- Entered into Purchase and Sale Agreements for the two remaining Renewal Wheat Ridge properties at the S.E. corner of 44th and Wadsworth to complete the Town Center North project
- Implemented a new pay-for-performance employee compensation plan and performance management program to facilitate and support a positive organizational culture
- Negotiated the purchase of a key parcel of property for the redevelopment of the S.W. corner of 38th and Wadsworth and facilitated the environmental remediation of the property with the Colorado Department of Public Health and Environment
- Received the Distinguished Budget Presentation Award from the Government Finance Officers Association

2014 Strategic Priorities

- Continue to work with developer and property owners to revitalize the S.W. corner of 38th and Kipling into a mixed-use, sales tax generating commercial development
- Facilitate and monitor the redevelopment of the S.W. corner of 38th and Wadsworth
- Market Clear Creek Crossing as a prime commercial development site
- Continue working with the City Council to identify strategies for the long-term financial sustainability of the community
- Build on the City's marketing efforts to brand the City as a great place to live, work and play
- Work with WR2020 and other entities to redevelop 38th Avenue as the City's mainstreet

City Manager's Office

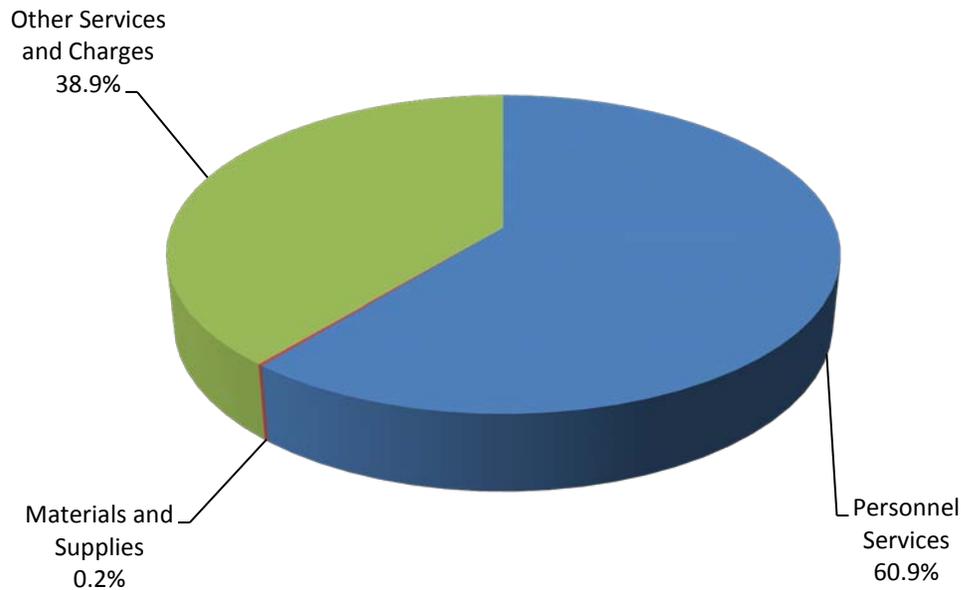
Staffing and Financial Summary

01-106

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
City Manager	1	1	1	1
	1	1	1	1

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$173,940	\$172,457	\$172,457	\$177,278
Materials and Supplies	\$119	\$600	\$600	\$600
Other Services and Charges	\$75,043	\$79,615	\$47,765	\$113,265
Capital Outlay	\$0	\$0	\$0	\$0
	\$249,102	\$252,672	\$220,822	\$291,143

Total 2014 Budget by Object



Economic Development

01-105

Core Business

- Retention, expansion and attraction of business
- Assist in site location, development, and building requirements
- Marketing of City and its economic development programs

2013 Strategic Accomplishments

- Provided assistance to more than 1,000 new or existing businesses
- Development of key corridors in the community including 38th and 44th Avenues
- Conducted the first annual Business Walk visiting more than 150 businesses
- Strengthened the City's economic incentive programs
- Strengthened the City's standing in regional and state economic development
- Strengthened partnerships between the City and other agencies such as WR2020, WRBA, JCBRC, Jefferson County EDC and others

2014 Strategic Priorities

- Continue to develop programs and offer enhanced incentives to attract new business to the City
- Continue to develop opportunities and vision for the Gold Line TOD site
- Strengthen communications and contact with Wheat Ridge business via the annual Business Walk, awards ceremony, welcome letter, and personal site visits
- Work with developers on 38th and Wadsworth site and 38th and Kipling site
- Work with development community on key development sites in Wheat Ridge such as 38th and Wadsworth and 38th and Kipling

Economic Development

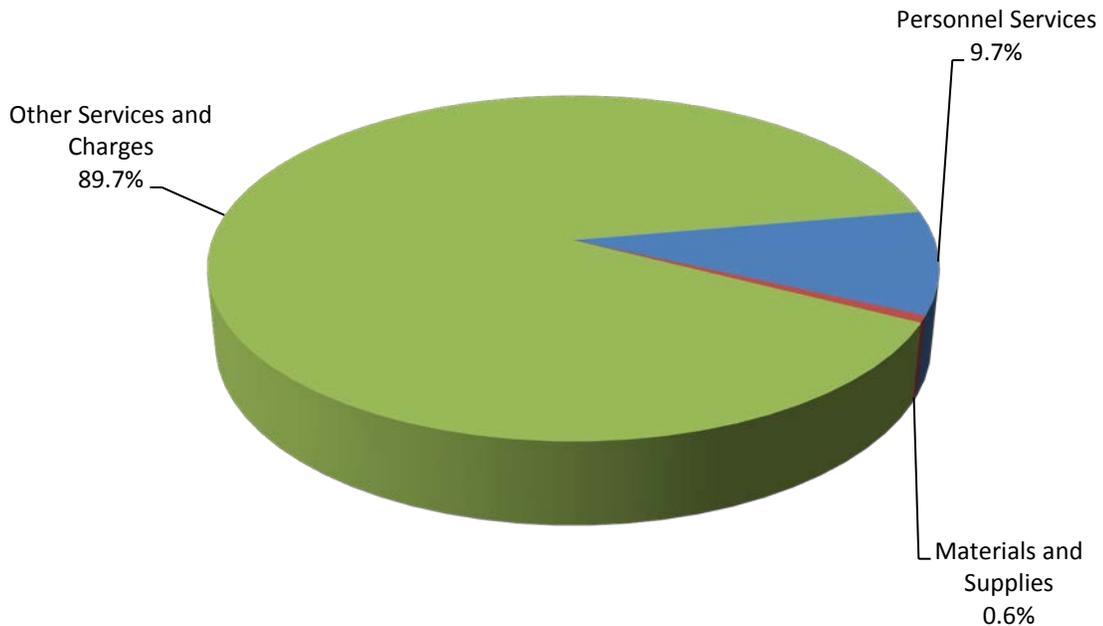
Staffing and Financial Summary

01-105

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Economic Development Manager	1	1	1	1
	1	1	1	1

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$111,750	\$111,447	\$110,947	\$111,447
Materials and Supplies	\$4,803	\$7,350	\$6,504	\$7,350
Other Services and Charges	\$674,119	\$986,035	\$927,101	\$1,034,535
Capital Outlay	\$0	\$0	\$0	\$0
	\$790,672	\$1,104,832	\$1,044,552	\$1,153,332

Total 2014 Budget by Object





Municipal Court

About Municipal Court

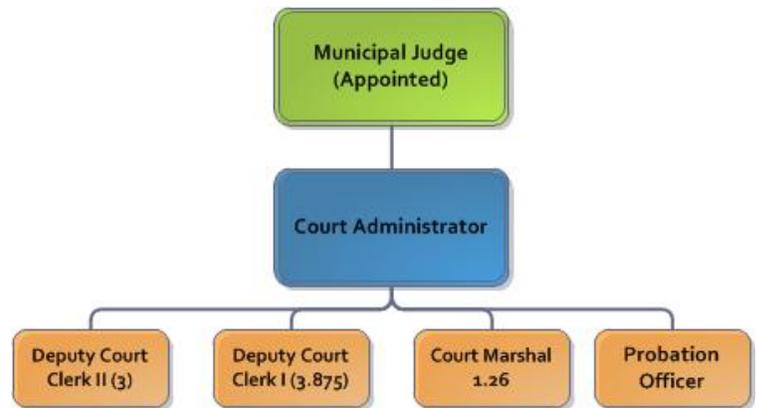
01-109

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.



**2014
Budget Priorities**

- Implement web-based Court Management System
- Improve Courtroom security and functionality
- Increase the efficiency and operations of Court Clerk's Office



The majority of a court's budget is human resources. Wheat Ridge Municipal Court recognizes this and understands that its team members are its most valuable asset.

Municipal Court

01-109

Core Business

- Create, maintain, and adjudicate annual case filings for criminal, traffic, juvenile, domestic violence, nuisance, code abatement, animal control, and sales tax
- 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 and process escrow funds for restitution, jury demands, and bonds; collect and account for revenue received for fines and fees
- Process arrested defendants by video or in Court; transport prisoners; monitor number of prisoners and length of sentence
- Issue bench warrants, default judgments, and outstanding judgment warrants
- Operate diversion program for first time juvenile drug and alcohol offenders
- Maintain a secure courtroom

2013 Strategic Accomplishments

- Recruited and filled two positions; Deputy Court Clerk II and Deputy Court Clerk I
- Monitored number of prisoners and length of sentences and considered alternative non-prison sentences
- Researched, tested, and improved web-based Court Management System for implementation in 2014
- Fulfilled duties and responsibilities of vice president for the Colorado Municipal Judges' Association (Judge Randall was appointed to this position)

2014 Strategic Priorities

- Implement web-based Court Management System
- Improve Courtroom security and functionality
- Increase efficiency and ergonomics of work stations
- Address modern sentencing principles and defendant's criminogenic needs

Municipal Court

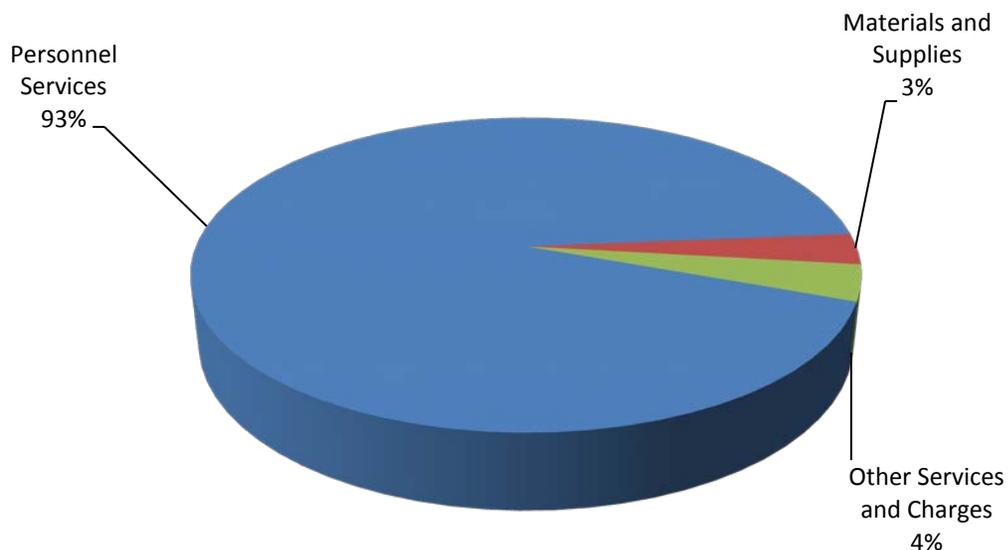
Staffing and Financial Summary

01-109

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Municipal Judge	Contracted	Contracted	Contracted	Contracted
Court Administrator	1	1	1	1
Deputy Court Clerk II	3	3	3	3
Deputy Court Clerk I	3.875	3.875	3.875	3.875
Probation Officer	1	1	1	1
Court Marshal	1	1.26	1.26	1.26
	9.875	10.135	10.135	10.135

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$683,353	\$703,742	\$681,465	\$702,058
Materials and Supplies	\$19,375	\$23,950	\$22,600	\$23,900
Other Services and Charges	\$16,410	\$32,350	\$30,350	\$28,000
Capital Outlay	\$0	\$0	\$0	\$0
	\$719,138	\$760,042	\$734,415	\$753,958

Total 2014 Budget by Object





Administrative Services

About Department Services

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

2014 Budget Priorities

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



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



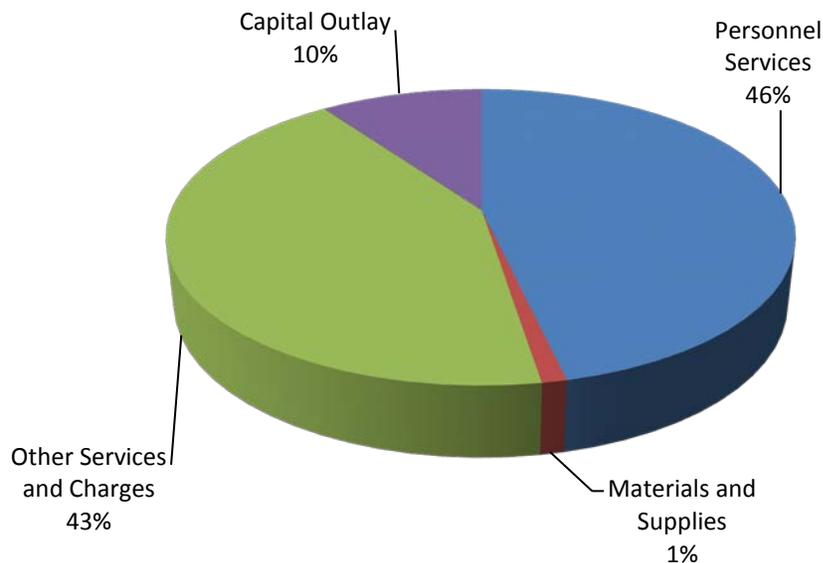
Administrative Services

Staffing and Financial Summary

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Finance	2.75	2.75	2.75	3
Administrative Services	4	4	4	4
Human Resources	3	3	3	3
Sales Tax	3	3	3	3
Purchasing and Contracting	1.5	1.5	1.5	1.5
Information Technology	6	6	6	6
	20.25	20.25	20.25	20.5

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

Total 2014 Budget by Object

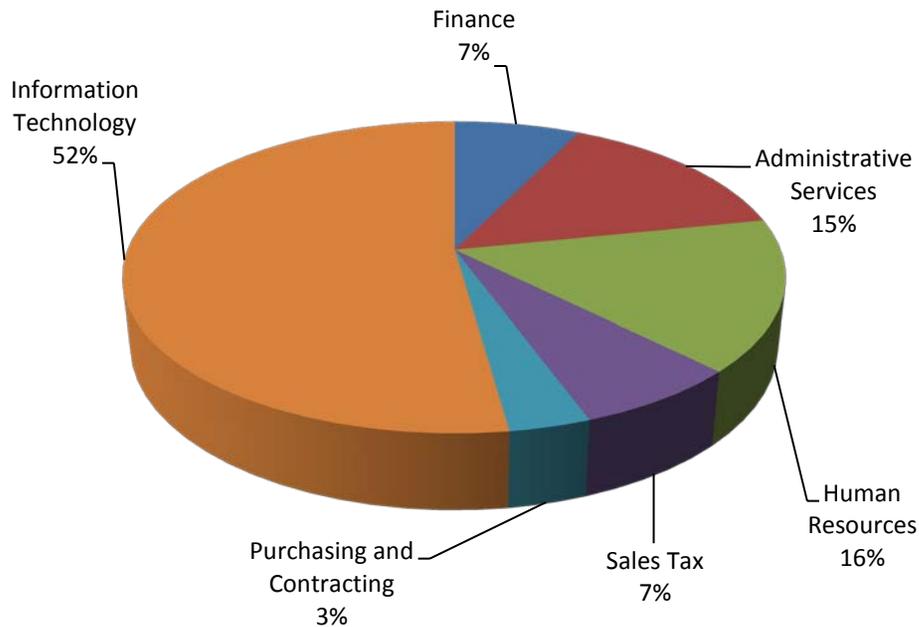


Administrative Services

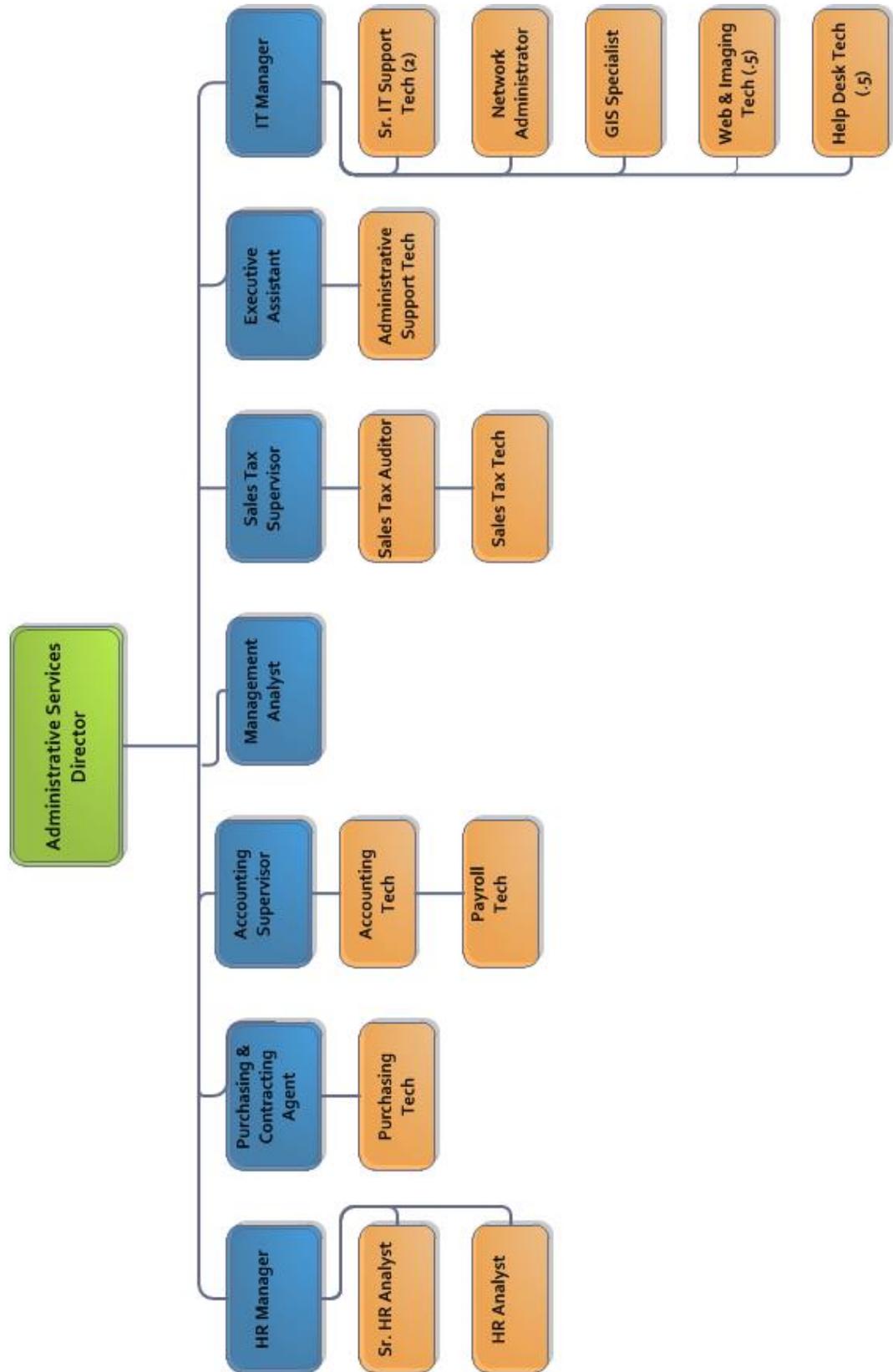
Total Budget by Program

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

Total 2014 Budget by Object



Administrative Services





Administrative Services

01-111

Core Business

- Perform complex administrative and supervisory work in managing, planning, coordinating, and directing operations of the department including office support, public information, marketing and branding, and divisions of Finance, Human Resources, Sales Tax, Purchasing & Contracting, and Information Technology
- Organize and direct the City's risk management program
- Perform all duties related to budget preparation and administration
- Manage and schedule WRTV8 programming; assist in the production of original programming including the award winning Top of the Hour
- Publish and distribute quarterly community newsletter
- Coordinate City Council meeting agendas and packets
- Provide internal support for general City operations to include mail, supplies and phones

2013 Strategic Accomplishments

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

2014 Strategic Priorities

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

Administrative Services

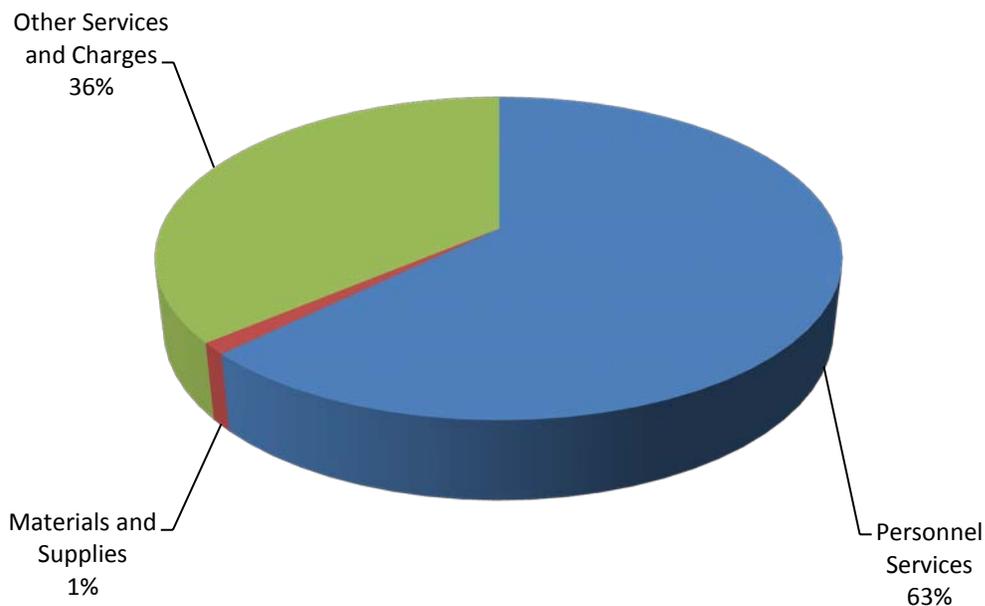
Staffing and Financial Summary

01-111

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

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

Total 2014 Budget by Object



Administrative Services

Finance

01-103

Core Business

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

2013 Strategic Accomplishments

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

2014 Strategic Priorities

- Conversion of Financial Management System software to Web version
- Partner with outside auditors to complete 2013 Single Audit
- Continue preparation for Health Care Reform Act for 2014 compliance
- Implement new grant tracking process

Finance

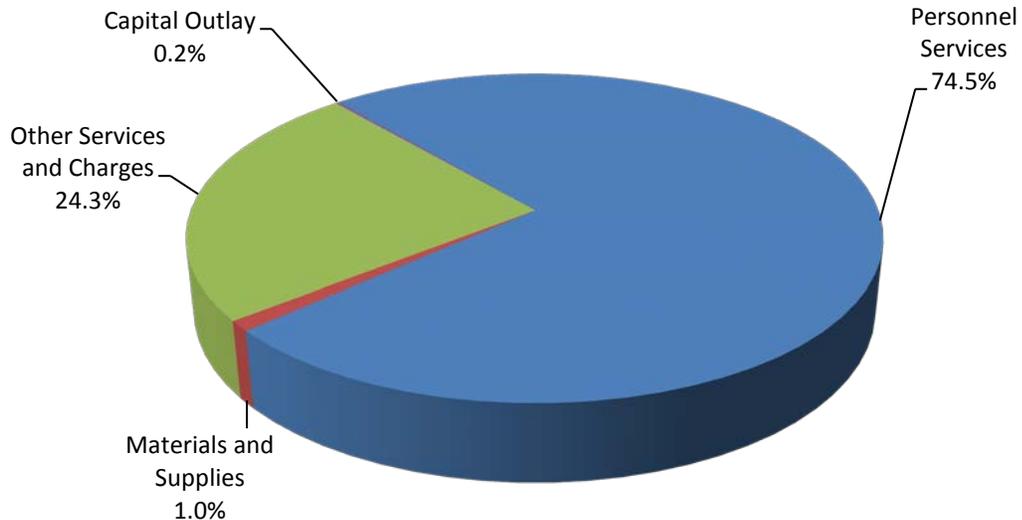
Staffing and Financial Summary

01-103

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

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

Total 2014 Budget by Object



Administrative Services Human Resources

01-112

Core Business

- Oversee personnel functions such as resource administration, job classification and compensation, employee relations, recruitment, selection and retention
- Provide personnel policy development, administration, direction, and guidance
- Provide program development, administration, direction and guidance for performance systems, employee benefits and training
- Oversee retirement plans, health, wellness, safety, educational, and recognition programs, employee assistance programs, worker's compensation, and unemployment
- Serve as strategic partner in organizational development planning, leadership and cultural development, workforce and succession planning, training, performance and change management

2013 Strategic Accomplishments

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

2014 Strategic Priorities

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

Human Resources

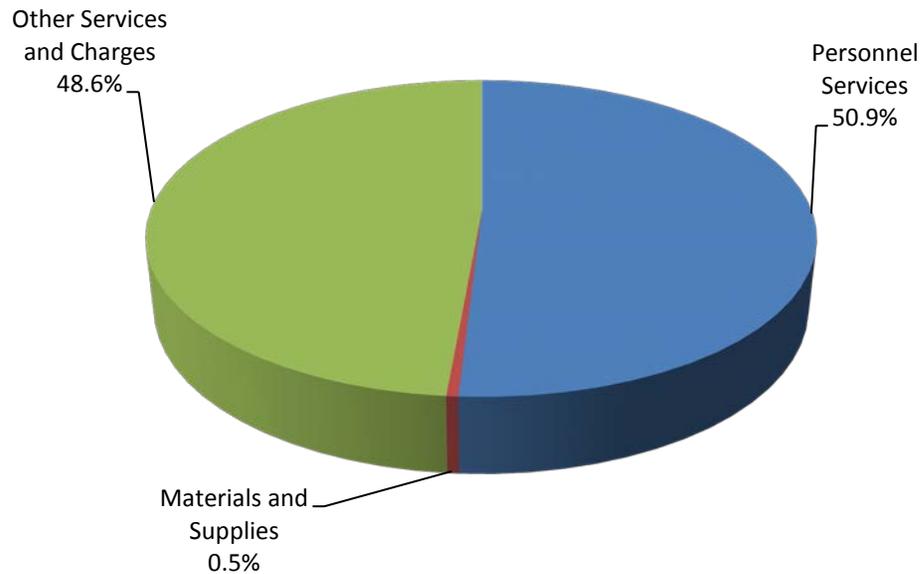
Staffing and Financial Summary

01-112

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

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

Total 2014 Budget by Object



Administrative Services

Sales Tax

01-115

Core Business

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

2013 Strategic Accomplishments

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

2014 Strategic Priorities

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

Sales Tax

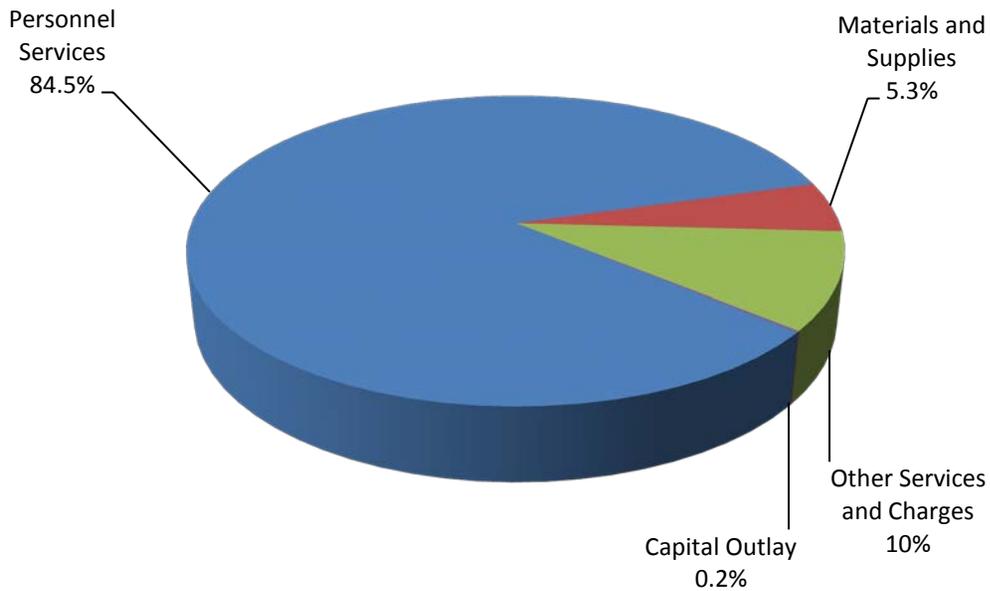
Staffing and Financial Summary

01-115

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

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

Total 2014 Budget by Object



Administrative Services Purchasing and Contracting

01-116

Core Business

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

2013 Strategic Accomplishments

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

2014 Strategic Priorities

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

Purchasing and Contracting

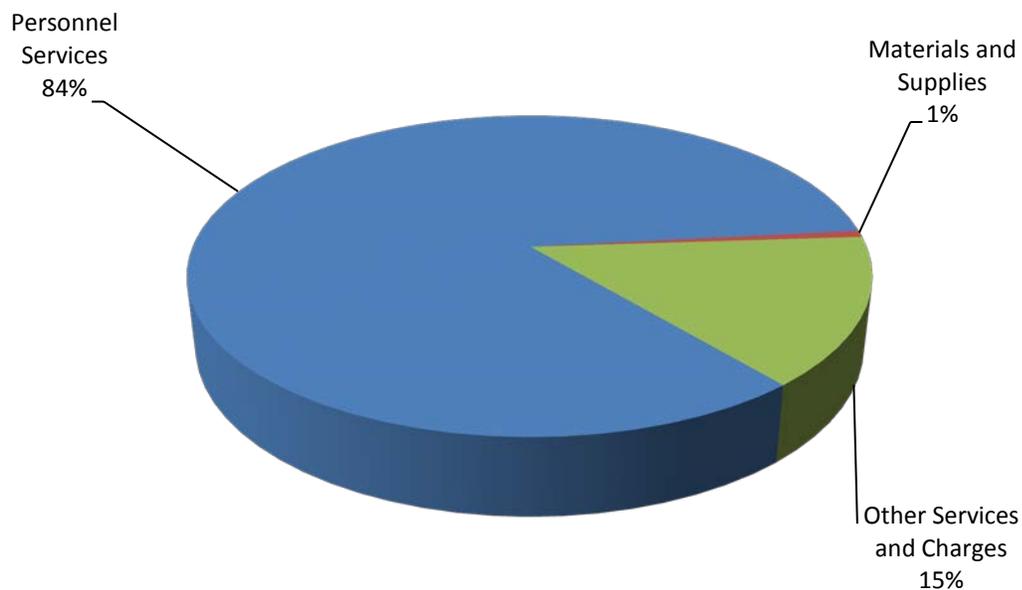
Staffing and Financial Summary

01-116

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

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

Total 2014 Budget by Object



Administrative Services Information Technology

01-117

Core Business

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

2013 Strategic Accomplishments

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

2014 Strategic Priorities

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

Information Technology

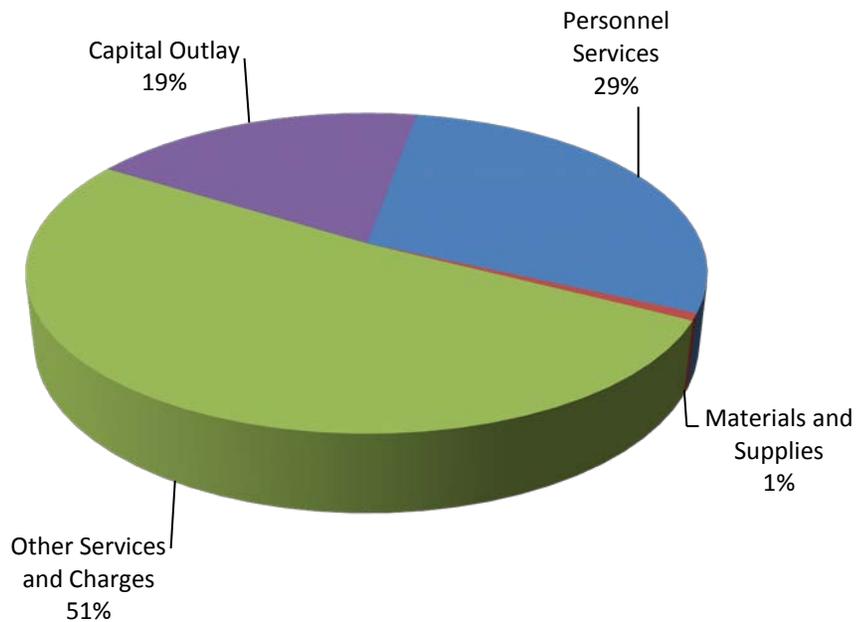
Staffing and Financial Summary

01-117

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
IT Manager	1	1	1	1
Network Administrator	1	1	1	1
Sr. IT Support Technician	2	2	2	2
GIS Specialist	1	1	1	1
Web & Imaging Technician	0.5	0.5	0.5	0.5
Help Desk Technician	0.5	0.5	0.5	0.5
Total	6	6	6	6

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

Total 2014 Budget by Object





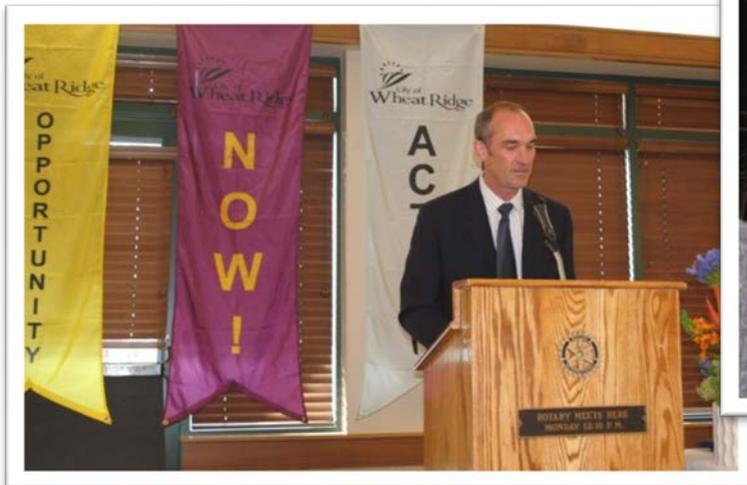
Community Development

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 and hotel/motel and housing inspections.

2014 Budget Priorities

- Facilitate the revitalization of the 38th Avenue Corridor
- Manage the \$400,000 EPA Brownfields Assessment Grant
- Determine the future of the WRHA's Fruitdale School property
- Adopt 2012 versions of International Building Codes
- Establish standardized timeframes for processing building permit applications and complete building permit plan review
- Facilitate redevelopment of priority sites throughout the City



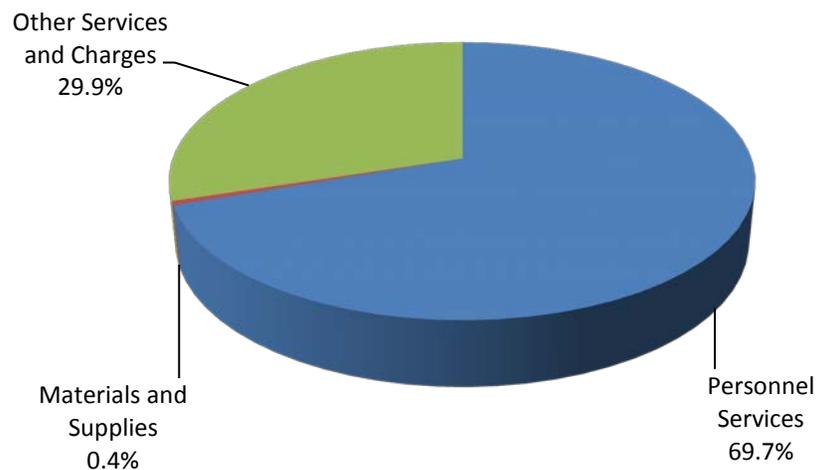
Community Development

Staffing and Financial Summary

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Administration	2	2	2	2
Planning	3	3	3	3
Building	5	4	4	5
Long Range Planning	1	1	1	1
Total	11	10	10	11

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$743,241	\$769,360	\$763,494	\$833,559
Materials and Supplies	\$3,082	\$7,015	\$5,535	\$5,633
Other Services and Charges	\$89,011	\$479,777	\$149,230	\$357,098
Capital Outlay	\$1,217	\$0	\$0	\$0
Total	\$836,551	\$1,256,152	\$918,259	\$1,196,290

Total 2014 Budget by Object

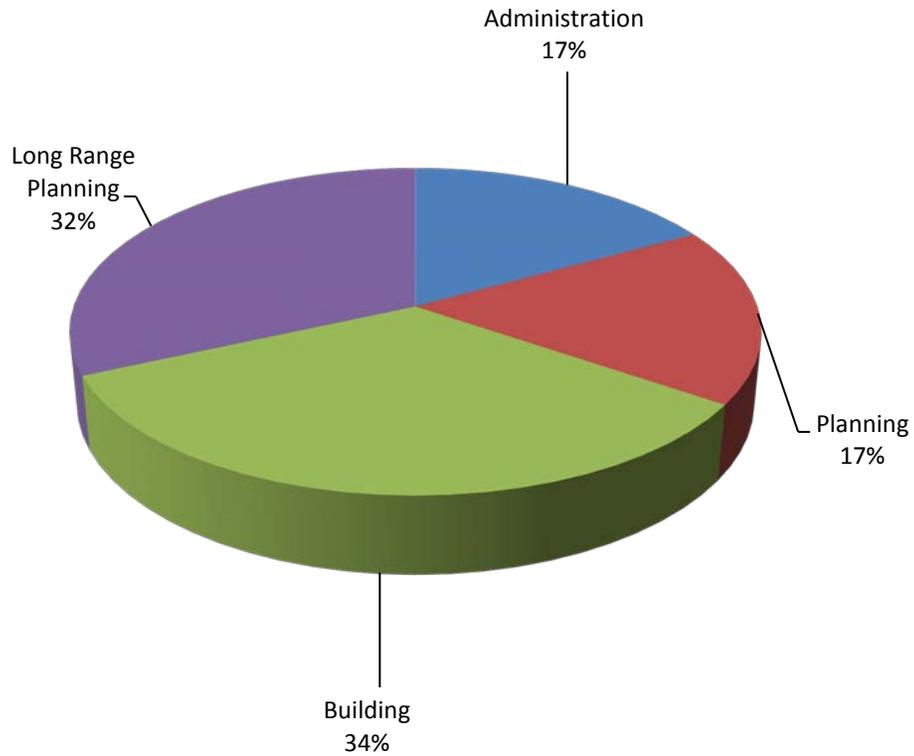


Community Development

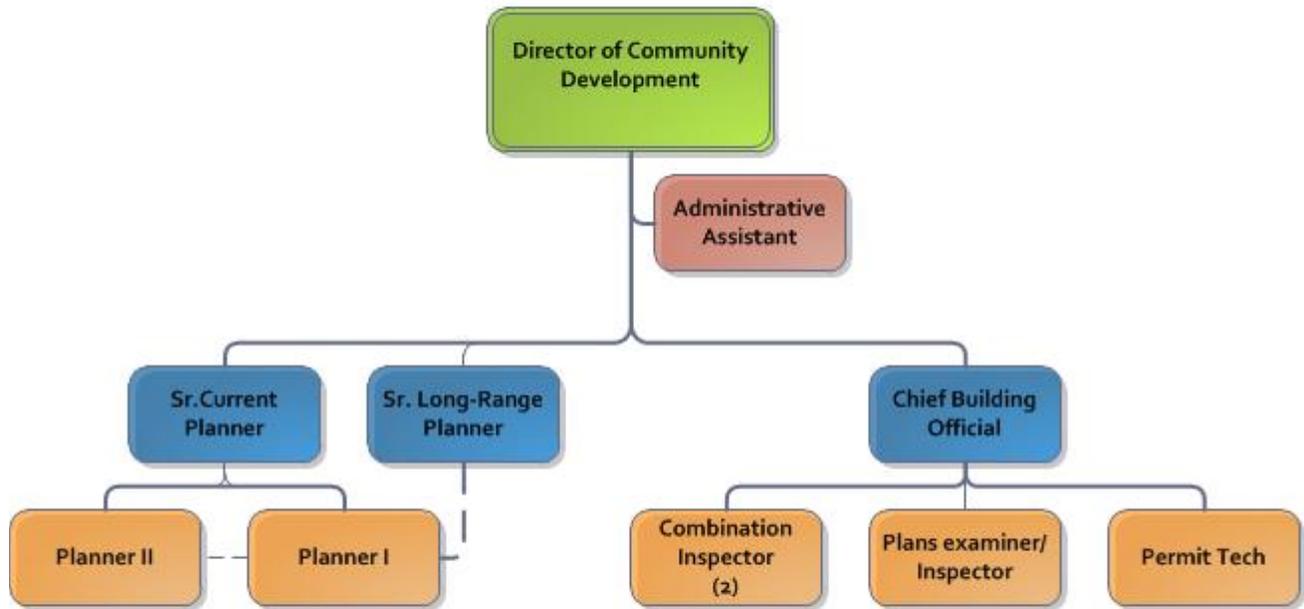
Total Budget by Program

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Administration	\$191,870	\$217,941	\$202,951	\$202,757
Planning	\$215,709	\$224,416	\$220,080	\$210,037
Building	\$305,145	\$348,061	\$333,611	\$404,650
Long Range Planning	\$123,827	\$465,734	\$161,617	\$378,846
Total	\$836,551	\$1,256,152	\$918,259	\$1,196,290

Total 2014 Budget by Object



Community Development





Community Development Administration

01-120

Core Business

- Provide leadership for program activities of Long Range Planning, Development Review and Building Permitting
- Manage administrative activities pertaining to budget, records retention, purchasing, public noticing and meeting minutes for four boards and commissions
- Direct preparation of special plans and studies
- Represent the City in public outreach efforts and regional events and forums
- Collaborate and coordinate with other departments, outside agencies, adjacent municipalities and regional and state agencies
- Provide staff support to City Manager and City Council

2013 Strategic Accomplishments

- Transitioned preparation of meeting minutes for Planning Commission, Board of Adjustment and Wheat Ridge Housing Authority to in-house staff
- Presented at Denver Regional Council of Government events and annual Colorado Municipal League conference on Wheat Ridge projects and initiatives
- Partnered with economic development staff team to position several sites for redevelopment
- Facilitated adoption of an update to the Northwest Subarea Plan
- Provided support to 38th Avenue Corridor Plan Implementation efforts

2014 Strategic Priorities

- Present at local, regional and national forums to “get the word out” on redevelopment and investment opportunities in Wheat Ridge
- Continue implementation efforts on 38th Avenue
- Facilitate necessary land use approvals for development at Clear Creek Crossing and other key redevelopment sites in the City
- In partnership with City Manager and Economic Development Manager, foster an organizational culture that encourages high quality economic development

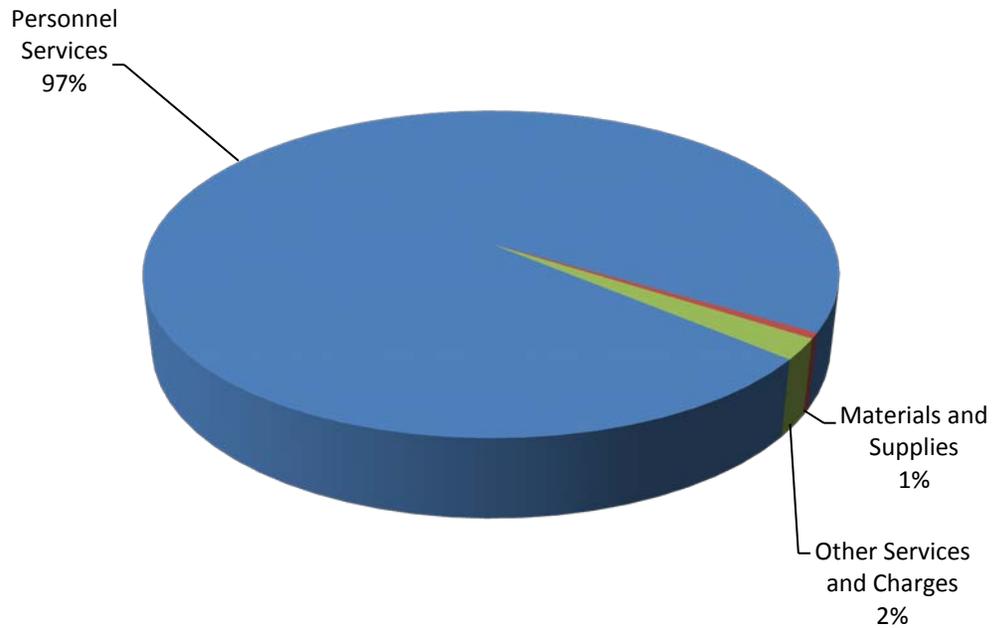
Administration

Staffing and Financial Summary
01-120

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Community Development Director	1	1	1	1
Administrative Assistant	1	1	1	1
	2	2	2	2

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$184,737	\$192,691	\$189,271	\$197,459
Materials and Supplies	\$1,040	\$1,250	\$1,300	\$1,108
Other Services and Charges	\$5,476	\$24,000	\$12,380	\$4,190
Capital Outlay	\$617	\$0	\$0	\$0
	\$191,870	\$217,941	\$202,951	\$202,757

Total 2014 Budget by Object



Community Development Planning

01-121

Core Business

- Provide research, analysis and reports on current planning proposals 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 use
- Develop zoning code amendments, subarea plans and comprehensive plan amendments to further reflect changing land use policy
- 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 other guiding documents

2013 Strategic Accomplishments

- Completed an update to the Northwest Subarea Plan
- Continued to assist with implementation steps for the 38th Avenue Subarea Plan
- Assisted in creation and implementation of an over-the-counter building permit system
- Worked with the building division to establish targeted review times for building permits
- Processed revisions to the Subdivision Regulations
- Processed nine minor subdivisions, two major subdivisions, five special use permits, fifteen variances, four flood plain permits, six zone changes, three mixed use concept plans and one zoning code amendment

2014 Strategic Priorities

- Implement environmentally-friendly modifications to land use case processing protocols
- Initiate changes to the sign code
- Assist in implementation of target review times for building permits
- Continue to assist with implementation steps for the 38th Avenue Subarea Plan

Planning

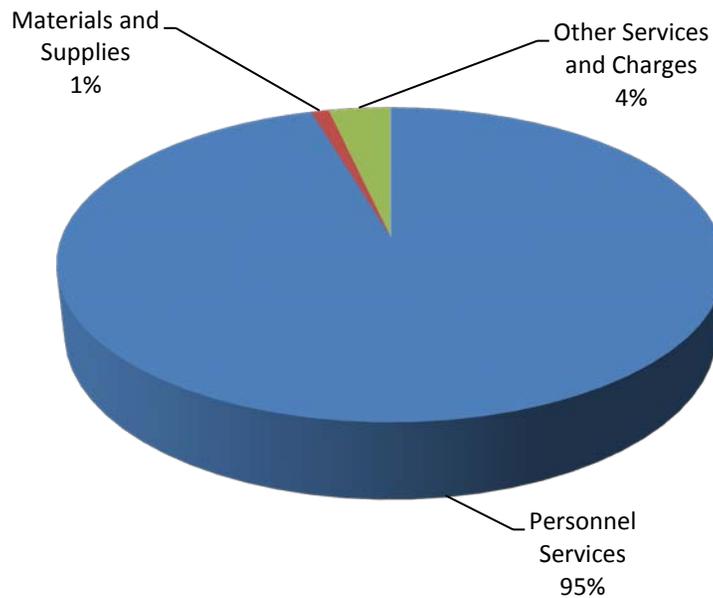
Staffing and Financial Summary

01-121

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Senior Planner	1	1	1	1
Planner II	1	1	1	1
Planner I	1	1	1	1
	3	3	3	3

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$209,386	\$210,641	\$210,641	\$200,449
Materials and Supplies	\$838	\$3,215	\$2,085	\$2,125
Other Services and Charges	\$5,485	\$10,560	\$7,354	\$7,463
Capital Outlay	\$0	\$0	\$0	\$0
	\$215,709	\$224,416	\$220,080	\$210,037

Total 2014 Budget by Object



Community Development Building

01-122

Core Business

- Issue building permits and license contractors for residential and commercial construction throughout the City
- Perform reviews of plans and documents to ensure compliance with adopted codes
- Conduct field inspections of construction for conformance with approved plans and documents
- Coordinate and manage an inspection program for elevators within the City
- Process and respond to property maintenance code-related complaints
- Provide property-related information and consultation to current and proposed businesses related to alteration, expansion and relocation throughout the City

2013 Strategic Accomplishments

- Processed more than 1,650 applications for building permits
- Performed over 400 reviews of building plans and documents
- Adopted and implemented the 2011 version of the National Electrical Code
- Refined and improved the over-the-counter plan review program
- Facilitated an expanded complaint-based housing inspection program

2014 Strategic Priorities

- Adopt and implement the 2012 versions of International Building Codes
- Establish and publish standardized timeframes for processing of permit applications and completion of plan reviews
- Revise and publish all informational handouts to reflect adopted code changes

Building

Staffing and Financial Summary

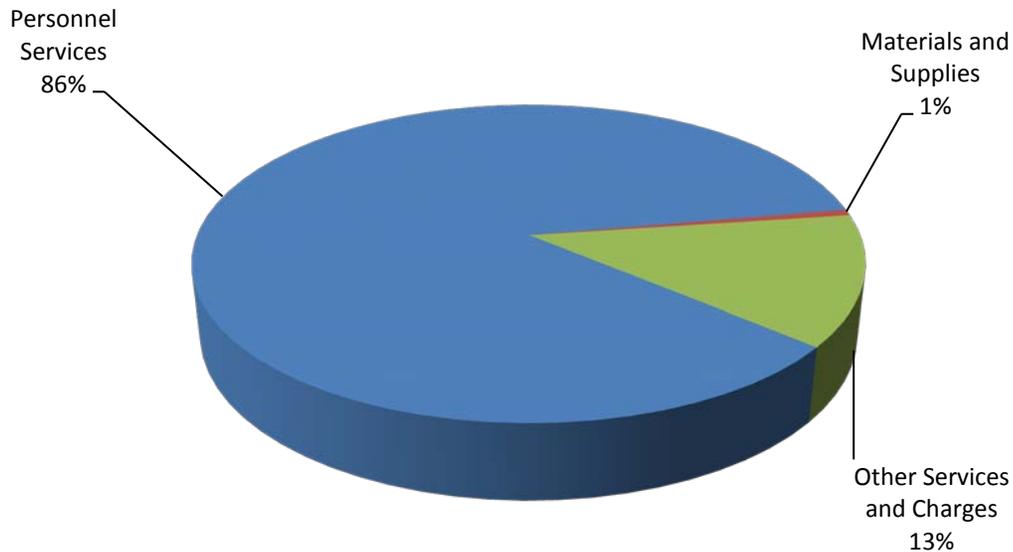
01-122

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Chief Building Official	1	1	1	1
Plans Examiner/Inspector	1	1	1	1
Combination Inspector	1	1	1	2
Property Inspector	1	0	0	0
Permit Technician	1	1	1	1
	5	4	4	5

Property Inspector was funded out of the Crime Prevention Fund

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$264,264	\$280,222	\$277,776	\$348,675
Materials and Supplies	\$1,204	\$2,450	\$2,150	\$2,400
Other Services and Charges	\$39,677	\$65,389	\$53,685	\$53,575
Capital Outlay	\$0	\$0	\$0	\$0
	\$305,145	\$348,061	\$333,611	\$404,650

Total 2014 Budget by Object



Community Development Long Range Planning

01-123

- Manage the long range planning activities of the City to include preparation and updating of the comprehensive plan and subarea plans
- Oversee activities and projects of the Wheat Ridge Housing Authority (WRHA)
- Oversee application and expenditure of Community Development Block Grant (CDBG) funds and represent the City on the Community Development Advisory Board
- Prepare applications for and manage state and federal grants such as EPA brownfields grant and State Historic Fund historic preservation grants
- Participate in special projects related to transportation planning and other regional planning activities

2013 Strategic Accomplishments

- Began work on the EPA Brownfields Assessment Grant project through the selection of an environmental consultant, project kick-off and initial property owner outreach
- Completed WRHA's single family home project utilizing \$900,000 in CDBG funds to acquire and rehabilitate seven homes
- Purchased additional homes through the WRHA for rehabilitation, using retained CDBG program income
- Completed the Housing Diversification Strategy study
- Accepted a \$44,000 State Historic Fund grant obtained by the WRHA for Fruitdale School
- Completed the I-70/Kipling Planning and Environmental Linkages study

2014 Strategic Priorities

- Manage the EPA Brownfields Assessment Grant to facilitate redevelopment of blighted properties
- Rehabilitate and sell single family homes purchased by the WRHA
- Determine future use for the Fruitdale School
- Participate in the Gold Line Corridor working group

Long Range Planning

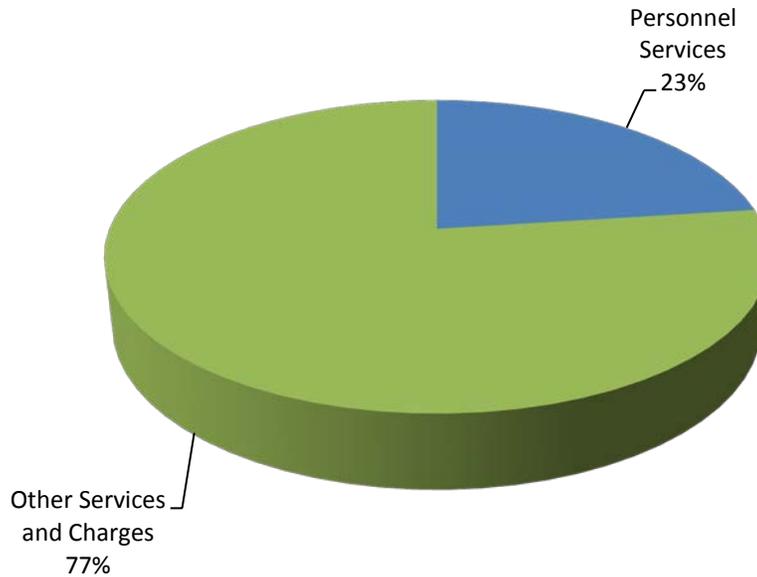
Staffing and Financial Summary

01-123

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Senior Planner	1	1	1	1
	1	1	1	1

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$84,854	\$85,806	\$85,806	\$86,976
Materials and Supplies	\$0	\$100	\$0	\$0
Other Services and Charges	\$38,373	\$379,828	\$75,811	\$291,870
Capital Outlay	\$600	\$0	\$0	\$0
	\$123,827	\$465,734	\$161,617	\$378,846

Total 2014 Budget by Object





Police Department

About the 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 the 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.

**2014
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
- Utilize a data-driven approach to reduce crime, make roadways safer and address quality of life issues
- Improve service delivery and efficiency through regional partnerships
- Research and implement innovative solutions for delivery of public safety services
- Coordinate and implement comprehensive emergency preparedness responses



Police Chief Dan Brennan



Medal of Valor Award Presentation

Police Department

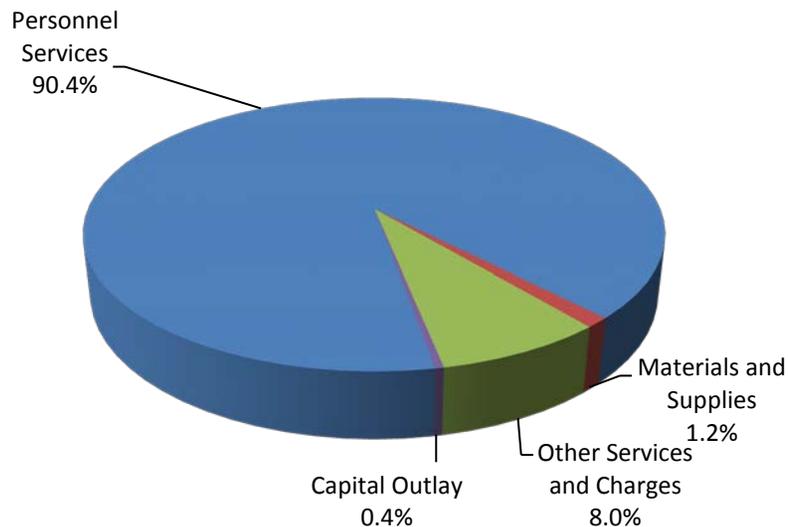
Staffing and Financial Summary

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Administration	4.5	4.5	4.5	4.5
Grants	3	3	3	3
Community Services Team	5	6	6	6
Communications Center	11	11	11	11
Crime Prevention Team	5	5	5	5
Records Team	5	5	4	4
Training & Public Information	1	1	1	1
Patrol Operations	45.5	45.5	46.5	46.5
Investigations Bureau	19	20	20	20
Crime & Traffic Team	5	5	5	5
Total	104	106	106	106

3.0 Community Service Officers; 1.0 Crime Prevention Officers and 0.5 Police Sergeants are funded out of the Crime Prevention Fund.

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$7,702,670	\$8,201,561	\$7,853,513	\$8,184,494
Materials and Supplies	\$94,029	\$132,145	\$131,540	\$107,626
Other Services and Charges	\$623,720	\$683,029	\$670,898	\$721,614
Capital Outlay	\$99,026	\$27,530	\$27,530	\$35,840
Total	\$8,519,445	\$9,044,265	\$8,683,481	\$9,049,574

Total 2014 Budget by Object

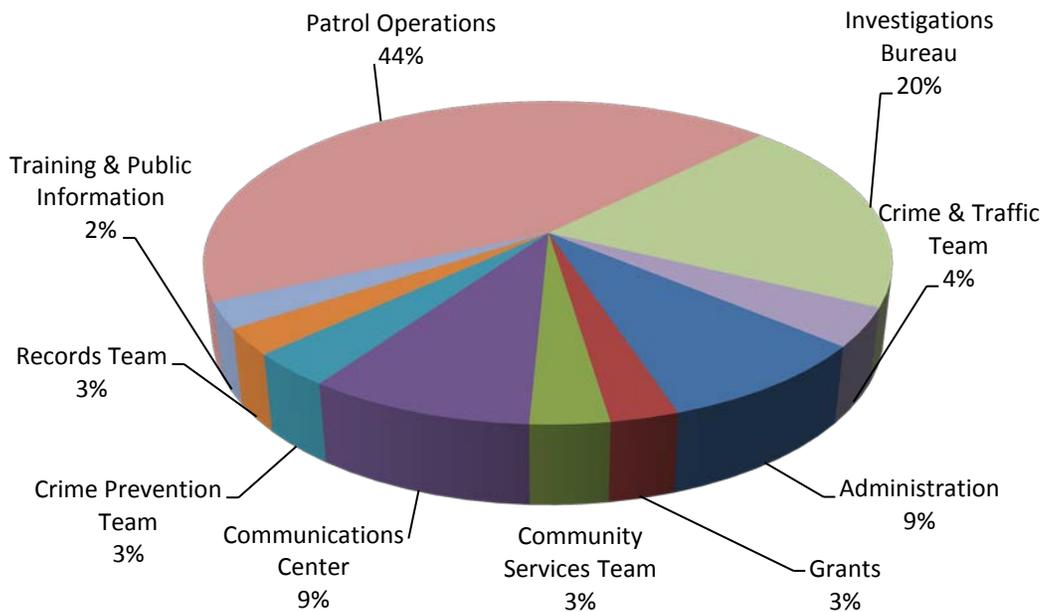


Police Department

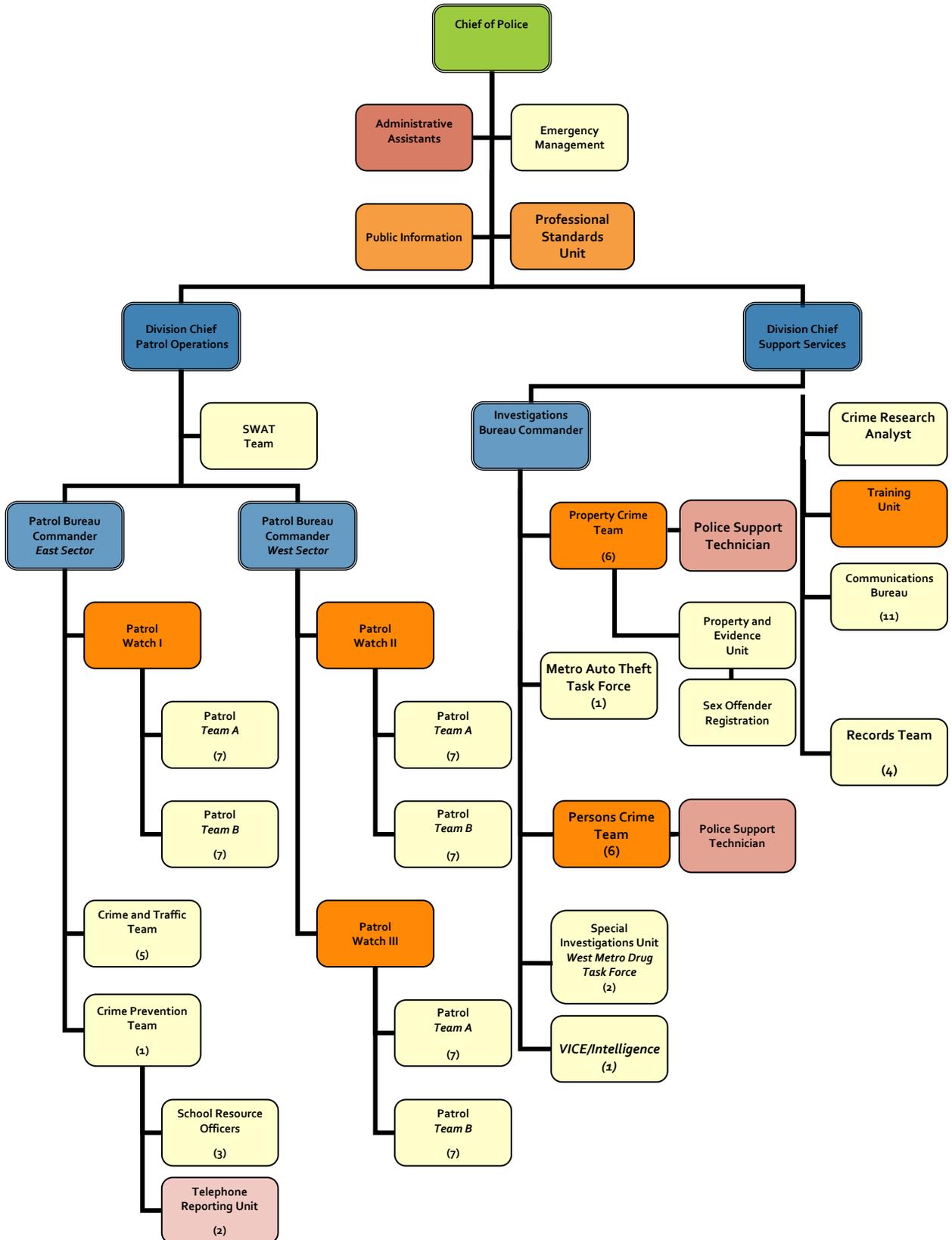
Total Budget by Program

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Administration	\$747,043	\$730,068	\$723,199	\$796,446
Grants	\$328,050	\$279,422	\$278,525	\$245,026
Community Services Team	\$263,933	\$261,189	\$258,973	\$282,520
Communication Center	\$708,047	\$808,747	\$754,363	\$811,256
Crime Prevention Team	\$294,894	\$304,224	\$300,177	\$304,409
Records Team	\$229,389	\$226,471	\$222,251	\$237,631
Training & Public Information	\$199,153	\$281,384	\$254,104	\$235,598
Patrol Operations	\$3,702,596	\$3,892,002	\$3,874,590	\$3,999,966
Investigations Bureau	\$1,725,947	\$1,842,550	\$1,730,009	\$1,788,721
Crime & Traffic Team	\$310,596	\$407,263	\$277,445	\$348,001
Emergency Operations	\$9,797	\$10,945	\$9,845	\$0
	\$8,519,445	\$9,044,265	\$8,683,481	\$9,049,574

Total 2014 Budget by Object



Police Department





Police Department Administration

01-201

Core Business

- Provide overall administration for the Police Department's emergency and non-emergency service delivery
- Provide direction related to policy and procedure development, professional standard investigations, selection and training of police employees, public information and media relations, emergency management, adherence to state and national law enforcement accreditation standards, and community outreach efforts related to crime prevention

2013 Strategic Accomplishments

- Implemented a data-driven approach to addressing crime and traffic issues in the City
- Worked collaboratively with community organizations and elected officials in the East Wheat Ridge and Boyd's Crossing community policing projects
- Provided crime prevention and education programs that make the community safer through Citizen's Police Academy, National Night Out, Child Safety Day, Shred-A-Thon and other volunteer programs
- Utilized state and federal grants to fund police positions and purchase equipment
- Updated City Emergency Preparedness Plan
- Regionalized certain law enforcement services resulting in an Intergovernmental Agreement for a Jefferson County Regional Forensic Crime Lab and a consultant study on the feasibility of combining 911 Communication Centers

2014 Strategic Priorities

- Achieve state and national law enforcement accreditation status
- Support and maintain data-driven strategies and programs that address the prevention, deterrence and reduction of crime, and hold offenders accountable
- Continue efforts to regionalize, consolidate or share public safety services
- Work with federal, state and local emergency preparedness entities to develop and implement a comprehensive disaster preparedness response
- Evaluate law enforcement-related technologies that will make the department more efficient and effective in providing public safety services

Administration

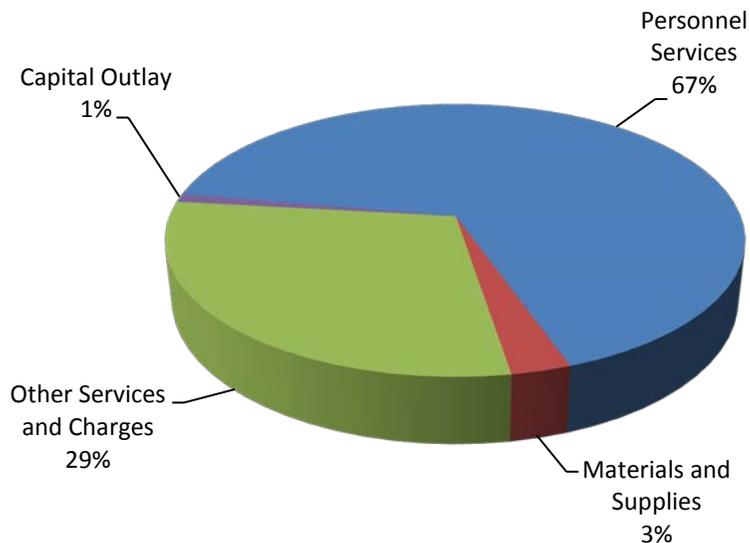
Staffing and Financial Summary

01-201

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
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
	4.5	4.5	4.5	4.5

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$517,272	\$510,973	\$504,104	\$532,167
Materials and Supplies	\$14,709	\$21,700	\$21,700	\$22,600
Other Services and Charges	\$185,759	\$178,945	\$178,945	\$233,829
Capital Outlay	\$29,303	\$18,450	\$18,450	\$7,850
	\$747,043	\$730,068	\$723,199	\$796,446

Total 2014 Budget by Object



Police Department Grants

01-202

Core Business

The Wheat Ridge Police 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 increase law enforcement services to the community.

2013 Strategic Accomplishments

- Utilized 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
- Utilized funding from the 2012 Edward Byrne Justice Assistance Grant to enhance police department equipment and upgrade SWAT weapons
- Conducted DUI and seatbelt enforcement projects through Department of Transportation
- Received funding to assist in the purchase of ballistic protective vests for police officers
- Received partial funding for a detective to participate in the Metro Auto Theft Task Force to assist in investigations of auto thefts throughout the metro area
- Utilized Community Oriented Policing Services (COPS) grant funding for a school resource officer and vice/intelligence officer

2014 Strategic Priorities

- Utilize funding from the 2013 Edward Byrne Justice Assistance Grant for the SWAT Team to purchase two sets of night vision equipment
- Utilize funding from the 2013 Edward Byrne Justice Assistance Grant for a camera to be used by the public information office
- Utilize federal funding for the East Wheat Ridge Neighborhood Project, to implement specific strategies to target crime and quality of life issues in the community

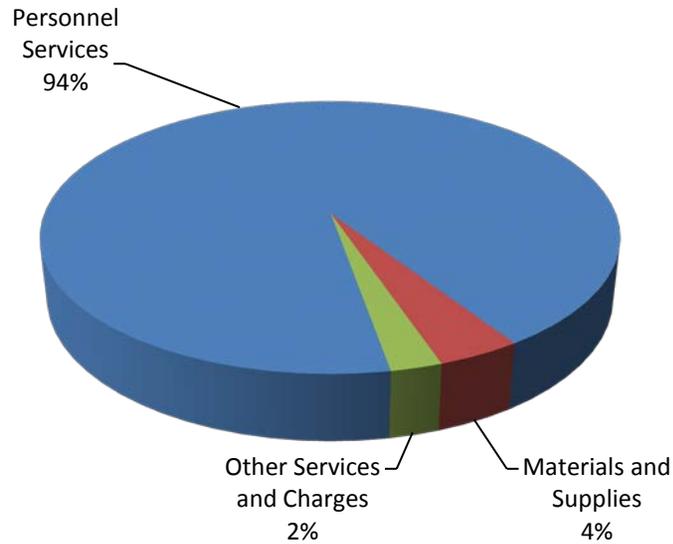
Grants

Staffing and Financial Summary
01-202

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Police Officer	3	3	3	3
	3	3	3	3

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$220,685	\$236,091	\$235,194	\$229,276
Materials and Supplies	\$0	\$19,059	\$19,059	\$9,750
Other Services and Charges	\$53,938	\$24,272	\$24,272	\$6,000
Capital Outlay	\$53,427	\$0	\$0	\$0
	\$328,050	\$279,422	\$278,525	\$245,026

Total 2014 Budget by Object



Police Department Community Services Team

01-203

Core Business

The function of the Community Services Team is to provide:

- Proactive enforcement and response to citizen calls for service due to nuisance code violations such as junk, weeds and abandoned vehicles
- Proactive enforcement and response to citizens calls for exterior commercial property maintenance code violations such as sign code violations, parking lot standards, and dumpster enclosure issues
- Evaluate animal-related City ordinances and state laws related to domestic animals, dog licensing and wildlife management and provide education and enforcement regarding those ordinances
- Proactive education and enforcement of City ordinances and state laws regarding parks and open spaces

2013 Strategic Accomplishments

(Statistics reflect data through July, 2013)

- Responded to 3,518 calls for service, including 2,409 nuisance code calls.
- Issued 73 administrative citations for nuisance code violations and attended seven administrative hearings
- Met 20% dog license compliance through education and enforcement
- Recruited and trained a volunteer to assist the Community Services Team
- Partnered with Crime Prevention, Fire Departments and Community Development to proactively address public safety issues in the hotels/motels
- Partnered with Patrol Operations and Wheat Ridge 2020 on the continued East Wheat Ridge Community project to address quality of life issues
- Partnered with Foothills Animal Shelter to provide education programs and low-cost spay and neuter clinics

2014 Strategic Priorities

- Increase proactive enforcement of nuisance code violations on residential and commercial properties
- Improve compliance of public safety issues and code violations at the hotel and motels
- Implement the Coyote Management Plan
- Continue the East Wheat Ridge Community project to address quality of life issues

Community Services Team

Staffing and Financial Summary

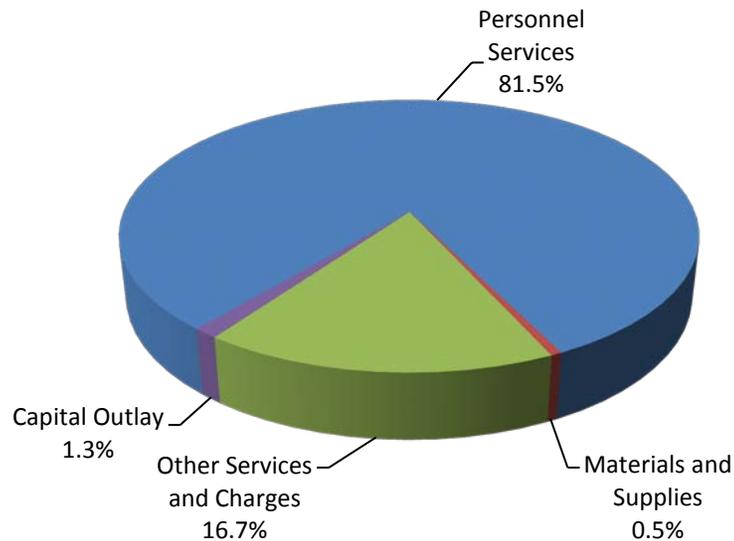
01-203

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Community Service Supervisor	1	1	1	1
Community Service Officer	4	5	5	5
	5	6	6	6

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

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$213,781	\$212,014	\$209,783	\$230,395
Materials and Supplies	\$996	\$1,375	\$1,375	\$1,475
Other Services and Charges	\$49,156	\$47,800	\$47,815	\$47,250
Capital Outlay	\$0	\$0	\$0	\$3,400
	\$263,933	\$261,189	\$258,973	\$282,520

Total 2014 Budget by Object



Police Department Communications Center

01-204

Core Business

- Receive and process 9-1-1 emergency and non-emergency calls for police, fire and emergency medical response
- Operate a variety of radio channels utilizing the CAD system to provide dispatching services and support directly to police and community service officers
- Input and process criminal justice records and DMV information in computerized database systems
- Disseminate public safety alerts directly to the community by voice, email, text and social media, regarding imminent threats to life and property, including severe weather, emergency preparedness, hazardous situations, and police activity that effects the safety of the community
- Produce audio/video recordings of radio and telephone traffic for municipal and county court proceedings
- Provide testimony for various court proceedings

2013 Strategic Accomplishments

- Implemented procedures for verification of “hot file” data entered into Colorado Crime Information Center
- Implemented a quality assurance program for communications personnel to insure the needs of the community are being met
- Implemented Smart911 and CodeRed citizen emergency notification systems
- Engaged in the Jefferson County Fiber Optic Network (J-FON) project to connect government entities to improve communication and information sharing

2014 Strategic Priorities

- Dispatch all emergency calls for service within one minute of receipt
- Continue to research interoperability opportunities with other law enforcement agencies in Jefferson County

Communications Center

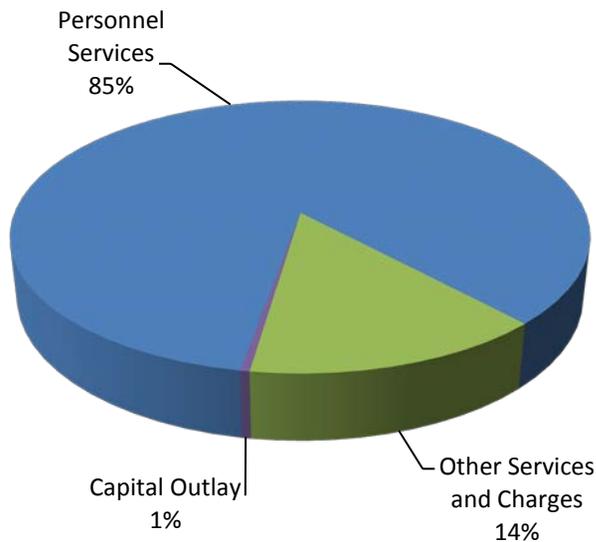
Staffing and Financial Summary

01-204

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Communications Manager	1	1	1	1
Lead Emergency Services Specialist	1	1	1	1
Emergency Services Specialist	9	9	9	9
	11	11	11	11

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$600,086	\$691,462	\$637,452	\$691,731
Materials and Supplies	\$297	\$0	\$0	\$0
Other Services and Charges	\$105,746	\$113,785	\$113,411	\$116,025
Capital Outlay	\$1,918	\$3,500	\$3,500	\$3,500
	\$708,047	\$808,747	\$754,363	\$811,256

Total 2014 Budget by Object



Police Department Crime Prevention Team

01-205

Core Business

- Respond to calls-for-service in public and private schools located within the City
- Provide law enforcement classes and special programs to students at these schools
- Develop and maintain community partnerships to include programs that deter and prevent crime, address quality of life issues, and enhance safety in our community

2013 Strategic Accomplishments

- Conducted an annual meeting with school administrators to collaboratively discuss matters of mutual interest
- Handled over 85% of all calls for service in the public and private schools
- Increased the number of Neighborhood Watch programs from 19 to 22.
- Expanded the new Lock-Box Program from 113 to 125 participants
- Expanded the Coffee with a Cop program to include the Active Adult Center
- Participated in the Carnation Festival and safety fairs in Jefferson County promoting Police Department programs
- Promoted the Crime Prevention Through Environmental Design program by training two additional officers and increasing the number of team members who respond to community needs and requests

2014 Strategic Priorities

- Increase time in classrooms to a minimum of two hours per week for informal instruction and problem-specific presentations
- Expand the Neighborhood Watch, Lock-Box and Colorado Life-Trak programs through education
- Increase Neighborhood Watch programs by 10%
- Establish a 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

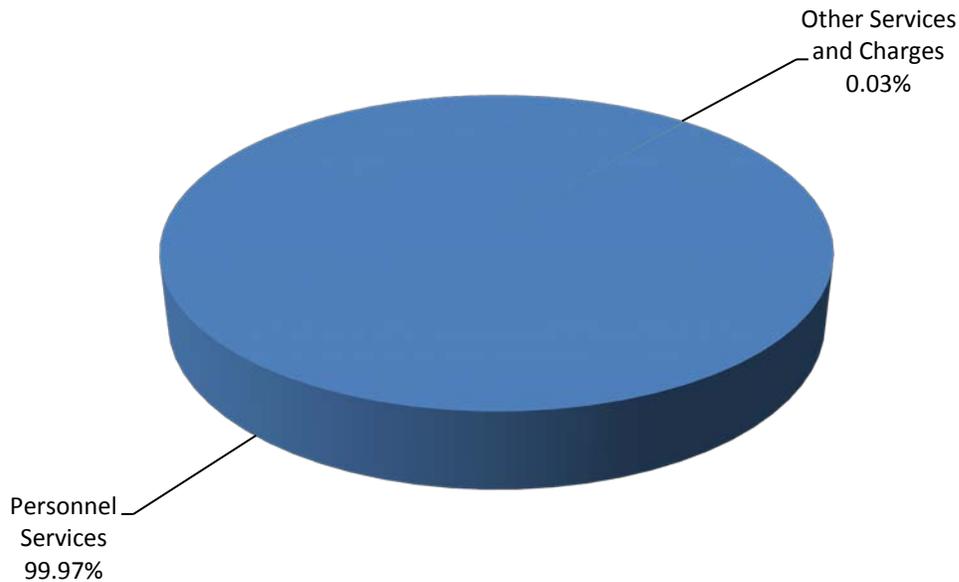
01-205

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Police Sergeant	1	1	1	1
Crime Prevention Officer	2	2	2	2
School Resource Officer	2	2	2	2
	5	5	5	5

1.5 Officers Funded out of Crime Prevention Fund

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$294,820	\$304,124	\$300,077	\$304,309
Materials and Supplies	\$11	\$0	\$0	\$0
Other Services and Charges	\$63	\$100	\$100	\$100
Capital Outlay	\$0	\$0	\$0	\$0
	\$294,894	\$304,224	\$300,177	\$304,409

Total 2014 Budget by Object



Police Department Records Team

01-206

Core Business

Police Records is a public safety function required by Colorado Revised Statutes and City of Wheat Ridge Code of Laws whose purpose is to:

- Collect, store, preserve and disseminate official actions and criminal justice records
- Record technical and statistical data entry from police reports into department and state computer databases
- Ensure the security and safe-keeping of police records

2013 Strategic Accomplishments

- Processed 2,888 release requests for criminal justice records
- Forwarded 4,863 criminal justice records to appropriate Courts
- Sold and processed 326 dog licenses for Jefferson County Animal Shelter
- Processed 23,094 police reports that included completing the data entry, attaching electronic images of paper documents to case reports and filing of documents
- Entered all new warrants into state and national systems
- Arranged for prisoner transport between detention facilities

2014 Strategic Priorities

- Implement an on-line process for citizen crime and incident reporting
- Increase the number of available-for-release criminal justice records at time of request
- Develop a procedure for validating all data entered into the state and national system
- Complete entry of data within 24 hours of receipt to allow for timely access to the completed case reports
- Develop an on-going audit process to manage previous years' paper documents

Records Team

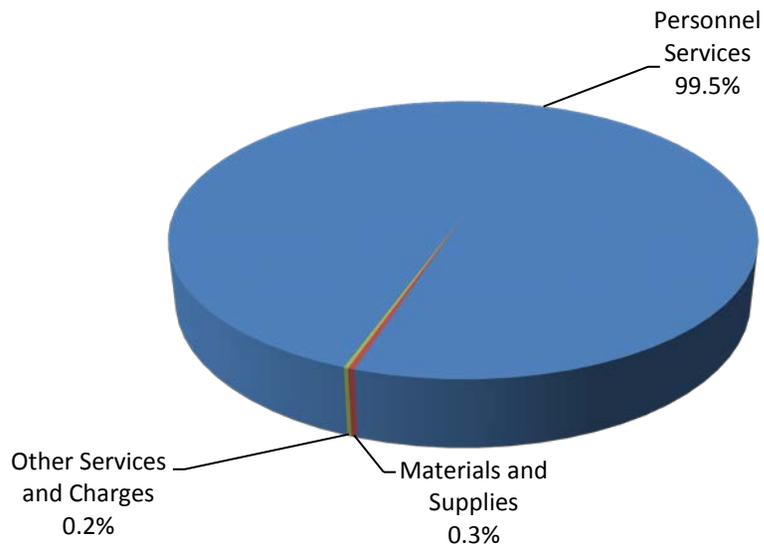
Staffing and Financial Summary

01-206

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Records Supervisor	1	1	1	1
Records Management Specialist	4	4	3	3
	5	5	4	4

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$228,888	\$225,241	\$221,021	\$236,401
Materials and Supplies	\$381	\$730	\$730	\$730
Other Services and Charges	\$120	\$500	\$500	\$500
Capital Outlay	\$0	\$0	\$0	\$0
	\$229,389	\$226,471	\$222,251	\$237,631

Total 2014 Budget by Object



Police Department Training and Public Information

01-207

Core Business

- Coordinate training for Police Department personnel
- Develop and provide the annual in-service training program for department employees
- Develop and facilitate new employee orientation training
- Manage uniform and equipment repair and replacement requests
- Manage media and citizens' requests for information related to crime, Police Department activity, and employment
- Manage department's social media program

2013 Strategic Accomplishments

- Provided over 8,000 hours of classroom, skills and briefing training for department personnel
- Facilitated in excess of 750 hours of employee orientation training for new hires
- Coordinated in excess of 3,500 hours of in-service training of department personnel and two other Jefferson County Law Enforcement agencies
- Authored and distributed over 60 media and community awareness releases and articles
- Coordinated the creation of the department's first social media program (Facebook, Twitter, YouTube)

2014 Strategic Priorities

- Maximize no-cost training through scholarships and grants
- Provide annual in-service training of high value and impact
- Provide relevant briefing training to officers and investigators
- Provide focused leadership training for police supervisors
- Maximize community outreach and education through continued support and updates to the City website and department social media sites
- Ensure timely and accurate information to the public via appropriate media outlets

Training and Public Information

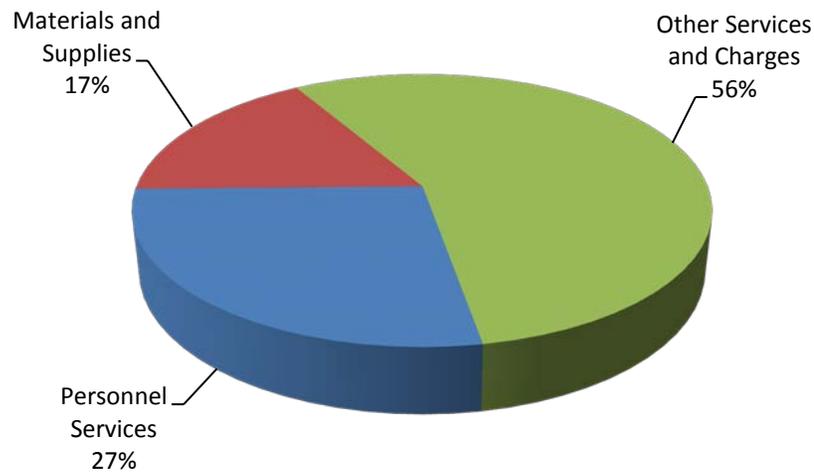
Staffing and Financial Summary

01-207

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
PIO/Training Coordinator	1	1	1	1
	1	1	1	1

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$74,936	\$76,796	\$52,788	\$64,757
Materials and Supplies	\$27,885	\$51,316	\$51,316	\$39,571
Other Services and Charges	\$96,332	\$153,272	\$150,000	\$131,270
Capital Outlay	\$0	\$0	\$0	\$0
	\$199,153	\$281,384	\$254,104	\$235,598

Total 2014 Budget by Object



Police Department Patrol Operations

01-211

Core Business

- Provide timely responses to citizen emergency and non-emergency requests regarding public safety issues
- Promote positive and proactive partnerships by working with community groups and citizens to resolve crime and safety problems
- Conduct directed patrol and targeted enforcement utilizing available statistical information to respond efficiently to issues of crime and traffic
- Provide proactive, fair and impartial enforcement of the City, state, and federal government laws

2013 Strategic Accomplishments

(Statistics reflect data through June, 2013)

- Responded to 15,068 calls for service, including 740 traffic accidents, issued 2,183 traffic citations and completed 1,525 arrests
- Provided monthly briefing and training to patrol officers and completed 220 hours of tactical emergency response training
- Conducted 300 bicycle and greenbelt patrols resulting in improved community relations and crime suppression
- As part of the West Metro SWAT Team, and in partnership with Lakewood Police Department, conducted 13 SWAT operations during the first half of 2013
- Conducted five major community-oriented policing projects and programs including East Wheat Ridge and Boyd's Crossing

2014 Strategic Priorities

- Identify and proactively seek solutions with neighborhood groups to identify and address criminal activity, traffic enforcement, and quality of life issues
- Reduce traffic accidents through the continued enforcement of traffic laws
- Respond to all emergency calls within five minutes of the time dispatched
- Conduct bicycle and greenbelt patrols and make high-quality contacts in the community to help address perceptions of fear and crime

Patrol Operations

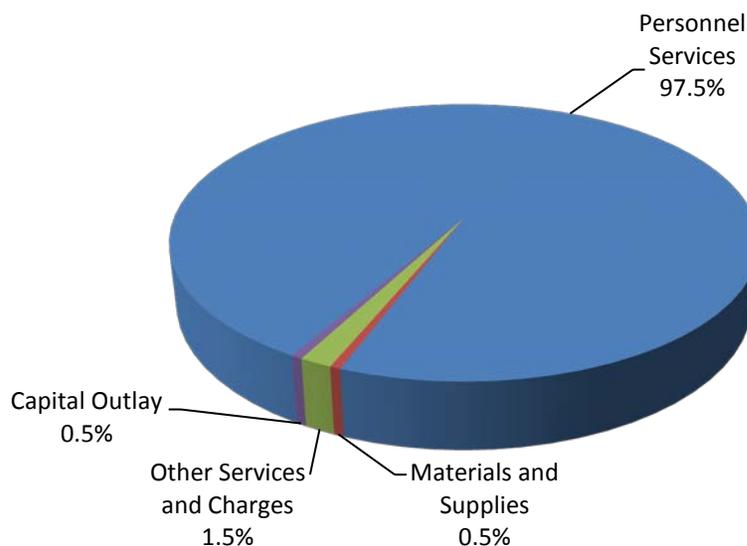
Staffing and Financial Summary

01-211

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Division Chief	0	0	1	1
Police Commander	1	1	2	2
Police Lieutenant	2	2	0	0
Police Sergeant	6	6	6	6
Police Officer	34	34	35	35
Operations Support Tech III	0.5	0.5	0.5	0.5
Operations Support Tech II	2	2	2	2
	45.5	45.5	46.5	46.5

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$3,642,893	\$3,811,802	\$3,801,750	\$3,897,376
Materials and Supplies	\$28,430	\$20,060	\$20,060	\$20,240
Other Services and Charges	\$31,273	\$56,640	\$49,280	\$61,260
Capital Outlay	\$0	\$3,500	\$3,500	\$21,090
	\$3,702,596	\$3,892,002	\$3,874,590	\$3,999,966

Total 2014 Budget by Object



Police Department Investigations Bureau

01-212

Core Business

- Investigate felony crimes against persons such as homicide, sexual assault, assault and robbery
- Investigate felony crimes against property such as theft, burglary, financial crimes, and criminal trespassing
- Investigate felony drug crimes as part of the West Metro Drug Task Force
- Investigate thefts and related crimes as part of the Metropolitan Auto Theft Task Force
- Investigate vice crimes and gather relevant criminal intelligence for dissemination
- Provide advanced training on criminal investigation and procedure to police personnel
- Provide crime trend information to department members and the community
- Analyze crime scenes and collect relevant evidence
- Store and maintain property and evidence associated with all police functions
- Register and monitor sexual offenders in the community

2013 Strategic Accomplishments

- Achieved an 89% success rate in cases files with the District Court
- Initiated a program to curb prostitution in the City
- Investigated a missing person case that turned into a homicide, made an arrest and initiated prosecution
- In the first half of 2013, the Investigations Bureau received 641 cases for evaluation. Forty-eight percent (313) of those were assigned for further investigation
- Cleared 112 cases in first six months of 2013 either by suspect arrest, determining the case was unfounded or solving of the case with a reason that did not require filing criminal charges

2014 Strategic Priorities

- Maintain an 80% or higher conviction rate on cases files with the District Court
- Re-evaluate case assignment priorities to focus on higher priority cases
- Integrate additional technological resources to make investigations more efficient
- Ensure compliance with CALEA professional accreditation standards

Investigations Bureau

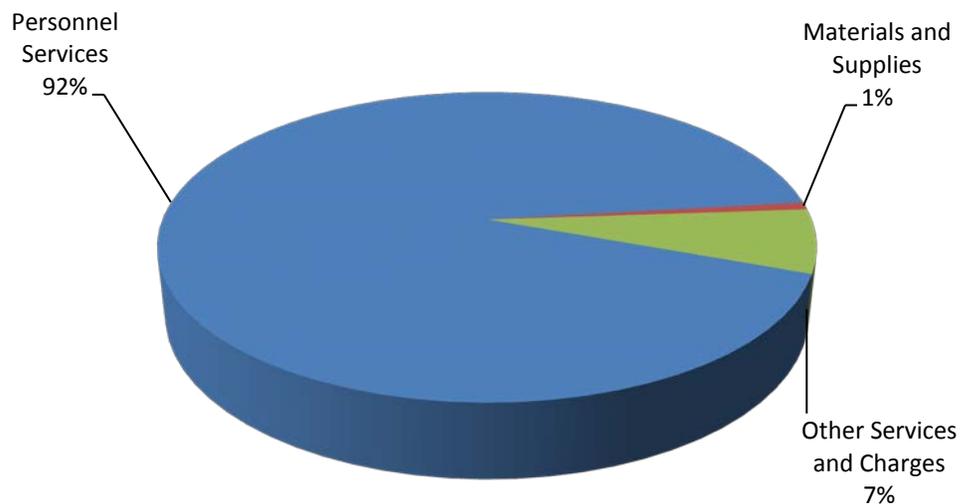
Staffing and Financial Summary

01-212

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Police Commander	0	0	1	1
Police Lieutenant	1	1	0	0
Police Sergeant	2	2	2	2
Police Officer	12	13	12	12
Operations Support Tech III	2	2	2	2
Sr. Evidence Technician	1	1	1	1
Evidence Technician	1	1	1	1
Crime Analyst	0	0	1	1
Total	19	20	20	20

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$1,615,527	\$1,733,865	\$1,621,969	\$1,656,421
Materials and Supplies	\$18,320	\$14,005	\$14,500	\$13,260
Other Services and Charges	\$92,100	\$94,680	\$93,540	\$119,040
Capital Outlay	\$0	\$0	\$0	\$0
Total	\$1,725,947	\$1,842,550	\$1,730,009	\$1,788,721

Total 2014 Budget by Object



Police Department Crime and Traffic Team (CATT)

01-213

Core Business

- Reduce crime and increase traffic safety through use of directed enforcement, problem oriented analysis and community partnerships
- Analyze accident data and implement appropriate methods to reduce accidents
- Conduct drug enforcement efforts as part of a regional Highway Interdiction Team
- Participate in CDOT impaired driving, seat belt, and overweight tractor/trailer enforcement programs
- Conduct cooperative enforcement efforts with Investigations Bureau to combat prostitution

2013 Strategic Accomplishments

- Target enforcement efforts to address aggressive driving, high traffic accident locations and other violations that result in collisions
- Participated in local and multi-jurisdictional efforts that targeted wanted offenders
- Participated in multiple Highway Interdiction Team enforcement operations
- Issued over 1,200 traffic citations and investigated one fatality and three serious injury accidents

2014 Strategic Priorities

- Participate in statewide and metro-area traffic safety and enforcement programs
- Reduce crime and increase traffic safety by use of directed enforcement, problem oriented analysis and community partnerships
- Continue work with the multi-jurisdictional drug interdiction unit
- Ensure compliance with CALEA professional accreditation standards

Crime and Traffic Team

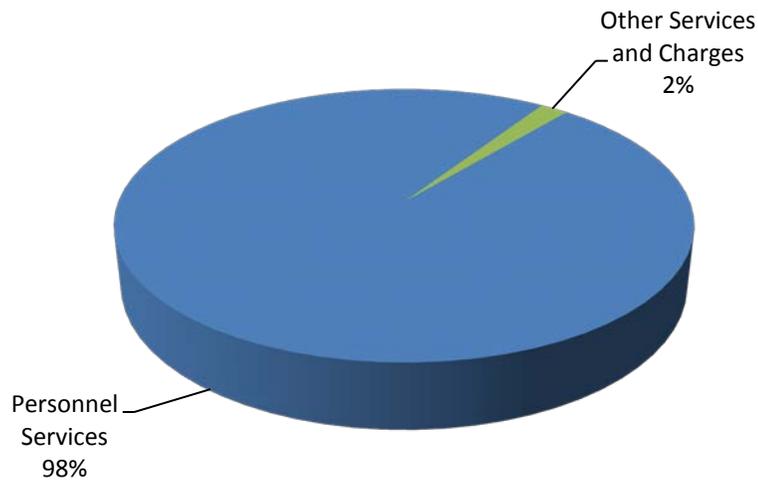
Staffing and Financial Summary

01-213

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Police Sergeant	1	1	1	1
Police Officer	4	4	4	4
	5	5	5	5

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$293,782	\$399,193	\$269,375	\$341,661
Materials and Supplies	\$0	\$0	\$0	\$0
Other Services and Charges	\$2,436	\$5,990	\$5,990	\$6,340
Capital Outlay	\$14,378	\$2,080	\$2,080	\$0
	\$310,596	\$407,263	\$277,445	\$348,001

Total 2014 Budget by Object



Emergency Operations 01-215

Funds from Emergency Operations Program Budget have been transferred to the Communications Center (01-204) to consolidate the emergency response services into one program budget.

Emergency Operations

Staffing and Financial Summary
01-215

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
No staff Authorized	0	0	0	0
	0	0	0	0

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$0	\$0	\$0	\$0
Materials and Supplies	\$3,000	\$3,900	\$2,800	\$0
Other Services and Charges	\$6,797	\$7,045	\$7,045	\$0
Capital Outlay	\$0	\$0	\$0	\$0
	\$9,797	\$10,945	\$9,845	\$0

Public Works

About Public Works

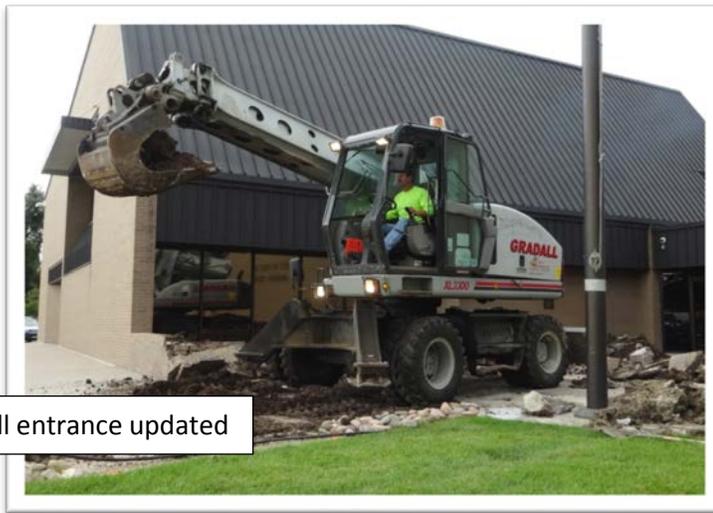
The Public Works Department is responsible for maintenance and improvements to the City's infrastructure, which includes 133 miles of streets and 36 miles of storm sewers throughout the City.

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.

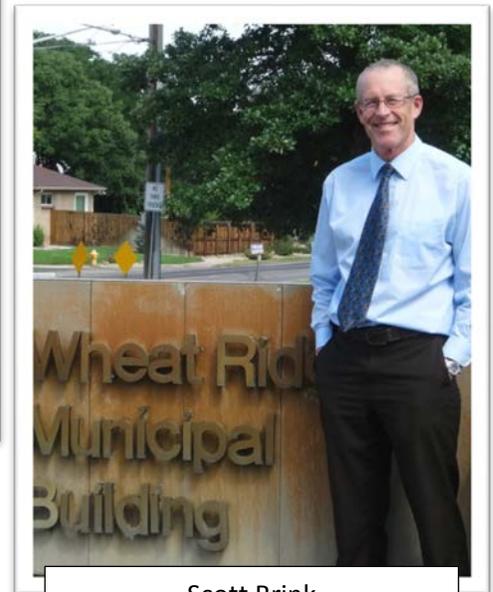
Public Works also assists the Community Development Department in review of commercial and residential development projects and building permit applications as related to engineering matters.

2014 Budget Priorities

- Kipling Multi-use trail project
- Develop a neighborhood traffic management plan
- Develop a multi-modal transportation improvement plan
- Complete the Wadsworth Corridor (36th to 46th) study
- Complete an asset management program for the City's storm sewers



City Hall entrance updated



Scott Brink
Public Works Director



Town Center North paving project

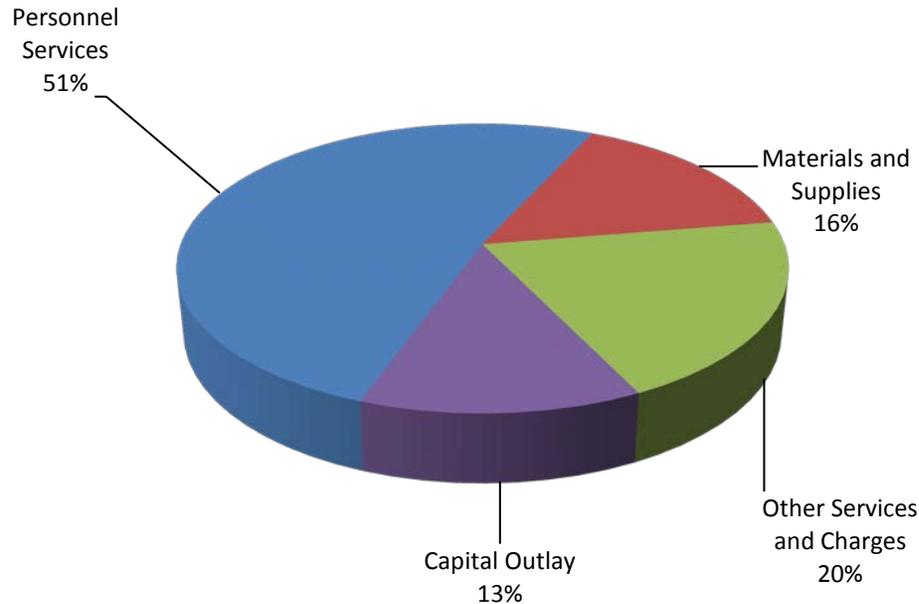
Public Works

Staffing and Financial Summary

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Administration	1	1	1	1
Engineering	12	12	12	12
Operations	16	16	16	16
	29	29	29	29

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$2,058,249	\$2,074,991	\$2,051,040	\$2,064,866
Materials and Supplies	\$551,800	\$707,350	\$634,350	\$624,950
Other Services and Charges	\$844,220	\$997,101	\$874,601	\$817,200
Capital Outlay	\$372,826	\$620,965	\$620,965	\$515,100
	\$3,827,095	\$4,400,407	\$4,180,956	\$4,022,116

Total 2014 Budget by Object

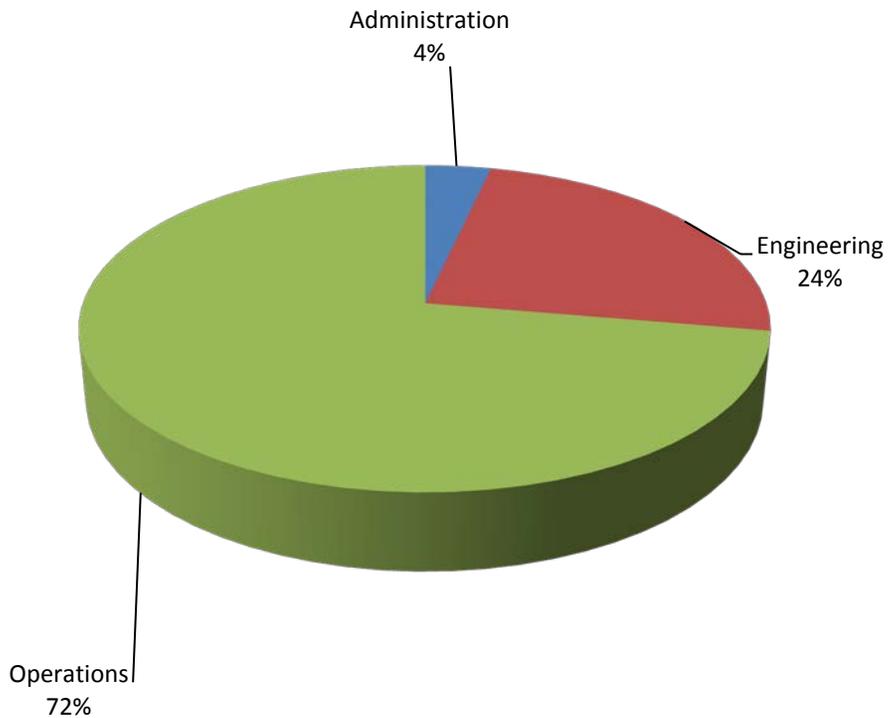


Public Works

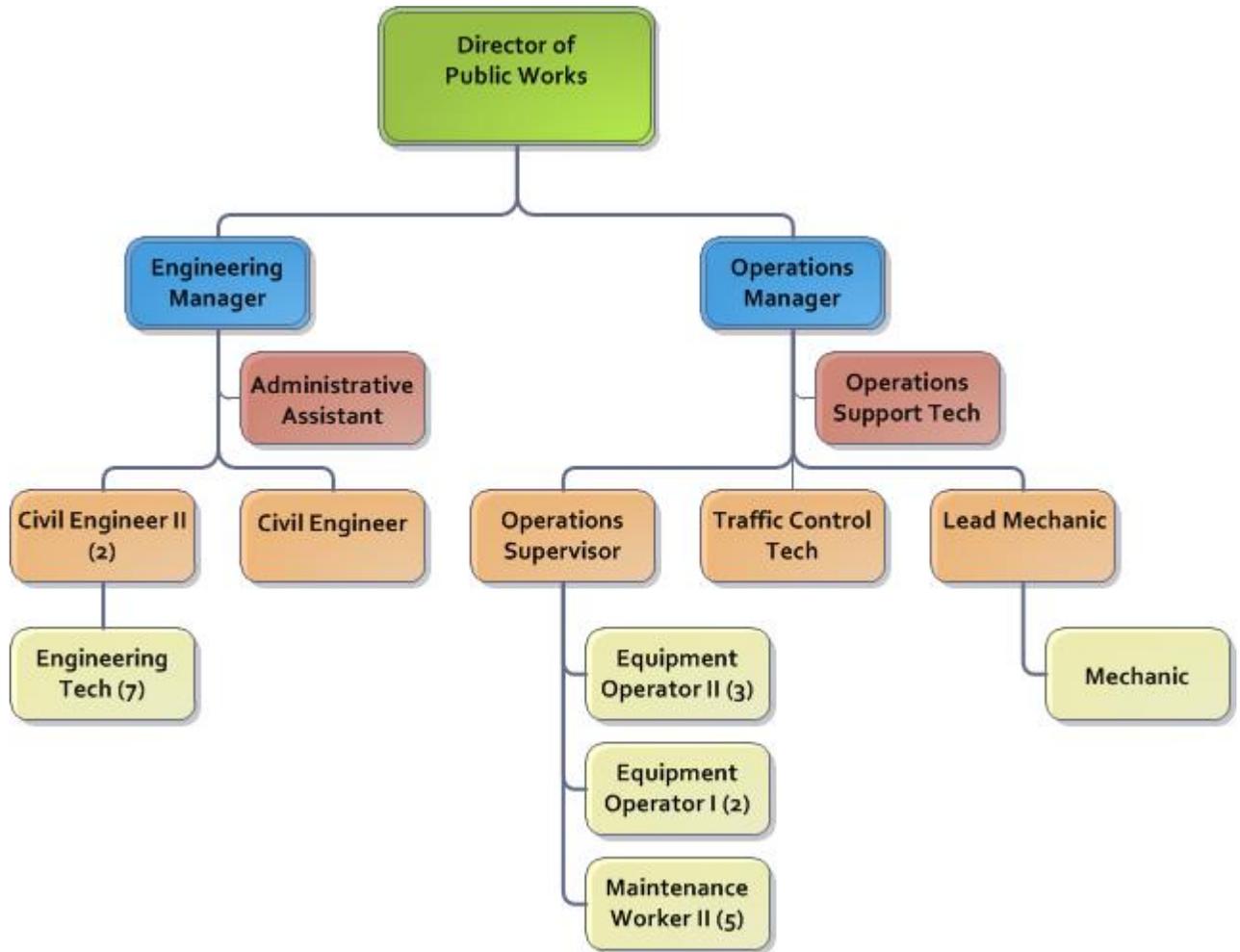
Total Budget by Program

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Administration	\$155,886	\$157,966	\$134,015	\$142,836
Engineering	\$1,053,905	\$1,008,791	\$1,008,791	\$970,740
Operations	\$2,617,304	\$3,233,650	\$3,038,150	\$2,908,540
Total	\$3,827,095	\$4,400,407	\$4,180,956	\$4,022,116

Total 2014 Budget by Object



Public Works





Public Works Administration

01-301

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. Assist other City Departments such as Parks and Police as needed
- Administer and inspect construction activities in street rights-of-way
- Manage and maintain the City's fleet vehicles and equipment

2013 Strategic Accomplishments

- Completed over \$8.5 million of infrastructure improvements
- Negotiated an intergovernmental agreement with Urban Drainage and Flood Control District and completed the construction of a storm sewer trunk line to serve the new RTD Gold Line
- Maintained a cost effective vehicle fleet to deliver all expected City services

2014 Strategic Priorities

- Develop new infrastructure revenue sources
- Develop and begin implementation of a neighborhood traffic management program
- Develop a 10-year Capital Improvement Plan
- Develop and begin implementation of a multi-modal transportation improvement plan

Administration

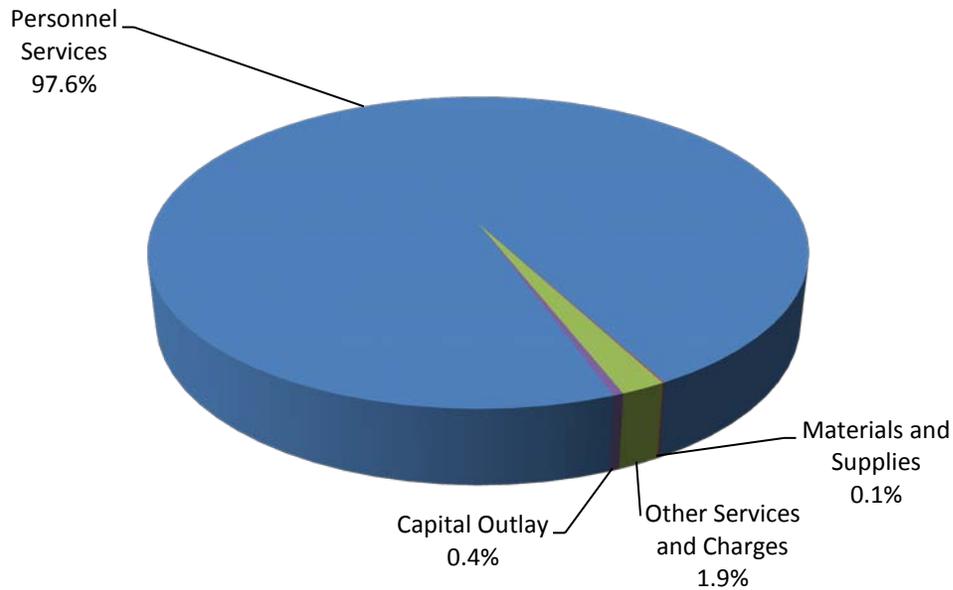
Staffing and Financial Summary

01-301

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Public Works Director	1	1	1	1
	1	1	1	1

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$154,898	\$155,216	\$131,265	\$139,486
Materials and Supplies	\$35	\$100	\$100	\$100
Other Services and Charges	\$953	\$2,650	\$2,650	\$2,650
Capital Outlay	\$0	\$0	\$0	\$600
	\$155,886	\$157,966	\$134,015	\$142,836

Total 2014 Budget by Object



Public Works Engineering

01-302

Core Business

- Plan and administer the design and construction of street, drainage and traffic improvement projects identified in the Capital Investment Program
- Review proposed development and construction documents such as roadway design plans, grading and drainage plans, and 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

2013 Strategic Accomplishments

- Completed the 32nd Avenue widening construction project
- Installed 30 bus shelters and 35 benches to further enhance the transit facilities
- Prepared conceptual designs of future streetscape improvements for 38th Avenue
- Completed Phase 3 of the Bike and Pedestrian Master Plan
- Completed Kipling trail design and the undergrounding of overhead utility lines
- Implemented an asset management system for the City's streets and sidewalks
- Prepared conceptual designs of future streetscape improvements for high priority corridors

2014 Strategic Priorities

- Build the Kipling Multi-Use Trail project
- Complete the Wadsworth Corridor (36th to 46th) Planning and Environmental Study
- Complete an asset management system for the City's storm sewers

Engineering

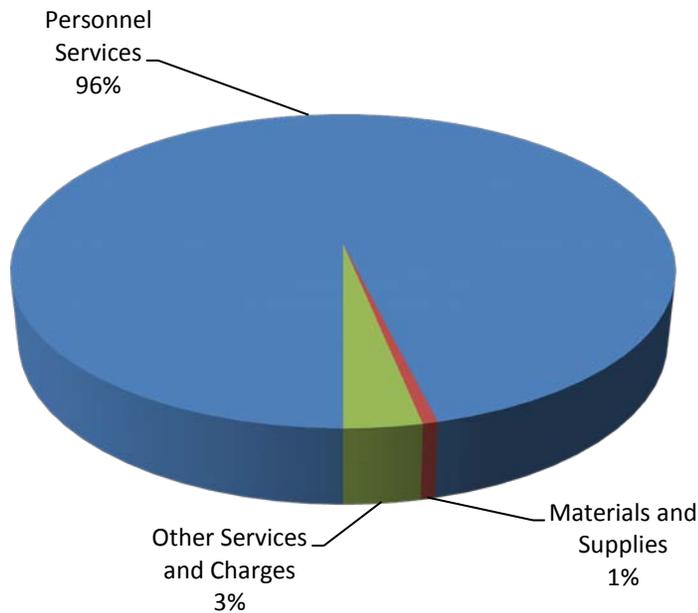
Staffing and Financial Summary

01-302

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
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
	12	12	12	12

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$931,107	\$933,240	\$933,240	\$933,240
Materials and Supplies	\$3,331	\$5,850	\$5,850	\$6,050
Other Services and Charges	\$116,648	\$69,101	\$69,101	\$31,450
Capital Outlay	\$2,819	\$600	\$600	\$0
	\$1,053,905	\$1,008,791	\$1,008,791	\$970,740

Total 2014 Budget by Object



Public Works Operations

01-303

Core Business

- Provide routine and preventive maintenance services for streets, alleys, storm sewers, walkways, bus benches, bus shelters, pedestrian lights, traffic signal lights and signs
- Manage the City's automotive fleet and more than 230 pieces of power equipment
- Provide snow removal and ice control on City streets
- Complete a variety of service requests for internal and external customers

2013 Strategic Accomplishments

- Installed two rectangular, rotating, flashing beacons on 38th Avenue at Benton Street and Upham Street
- Completed approximately 170 service requests from external and internal customers
- Completed approximately 300 graffiti removals in public right-of-ways throughout the City
- Maintained the City's infrastructure
- Upgraded various obsolete traffic signal components throughout the City
- Replaced and prioritized equipment and vehicles

2014 Strategic Priorities

- Enhance traffic signal communications capabilities
- Upgrade obsolete traffic signal components
- Replace equipment and vehicles according to schedule

Operations

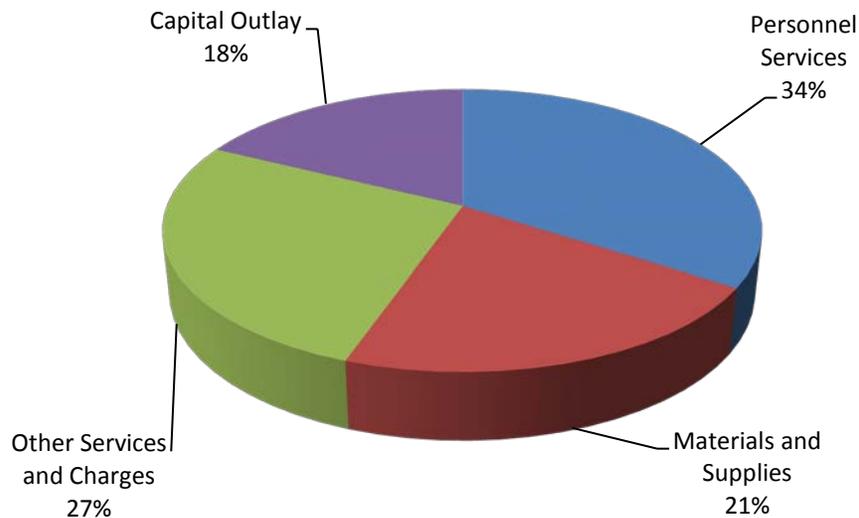
Staffing and Financial Summary

01-303

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Operations Manager	1	1	1	1
Operations Supervisor	1	1	1	1
Operations Support Technician III	1	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
Total	16	16	16	16

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$972,244	\$986,535	\$986,535	\$992,140
Materials and Supplies	\$548,434	\$701,400	\$628,400	\$618,800
Other Services and Charges	\$726,619	\$925,350	\$802,850	\$783,100
Capital Outlay	\$370,007	\$620,365	\$620,365	\$514,500
Total	\$2,617,304	\$3,233,650	\$3,038,150	\$2,908,540

Total 2014 Budget by Object





Parks and Recreation

About Parks and Recreation

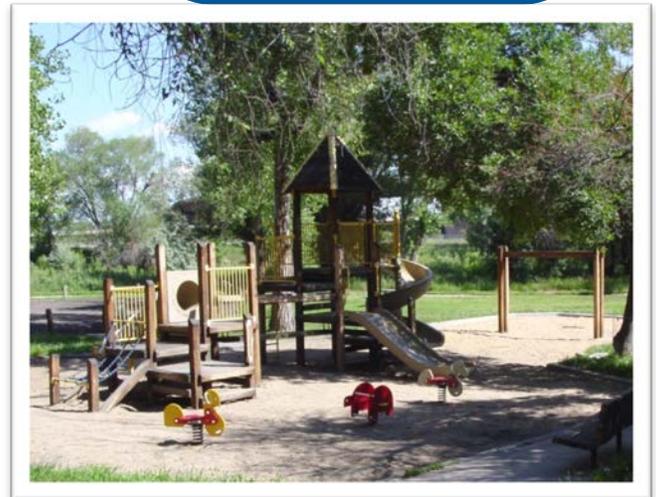
The Wheat Ridge Parks and Recreation Department oversees the operations of the Parks, Forestry and Open Space Division, the Recreation Division and Administration. The mission of the Department is to create and offer services, as well as to partner with the community, to provide exceptional programs,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

2014 Budget Priorities

- District II Neighborhood Park construction
- Clear Creek Trail design
- 38th Avenue planting and maintenance
- Master Plan update
- Prospect Park Annex playground equipment and field rehabilitation
- Replacement of treadmills at the Recreation Center



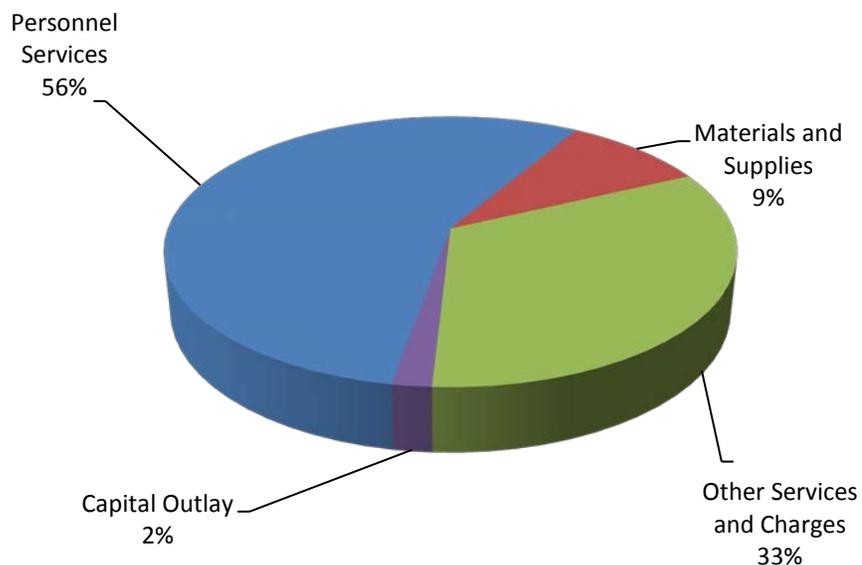
Parks and Recreation

Staffing and Financial Summary

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Administration	2	2	2	2
Recreation	1.5	1.5	1.5	1.5
Parks Maintenance	16	16	16	17
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
	34.13	34.13	34.13	35.13

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$2,258,402	\$2,355,433	\$2,235,968	\$2,350,754
Materials and Supplies	\$311,065	\$409,717	\$364,750	\$397,318
Other Services and Charges	\$1,138,878	\$1,431,421	\$1,346,342	\$1,387,861
Capital Outlay	\$205,985	\$170,457	\$168,413	\$80,520
	\$3,914,330	\$4,367,028	\$4,115,473	\$4,216,453

Total 2014 Budget by Object

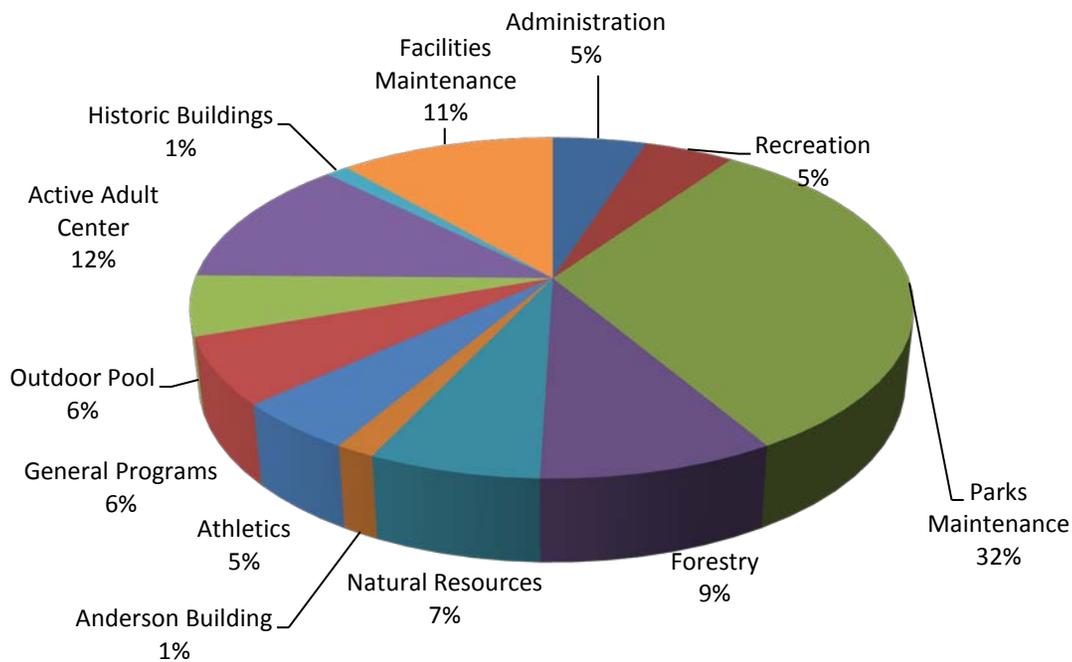


Parks and Recreation

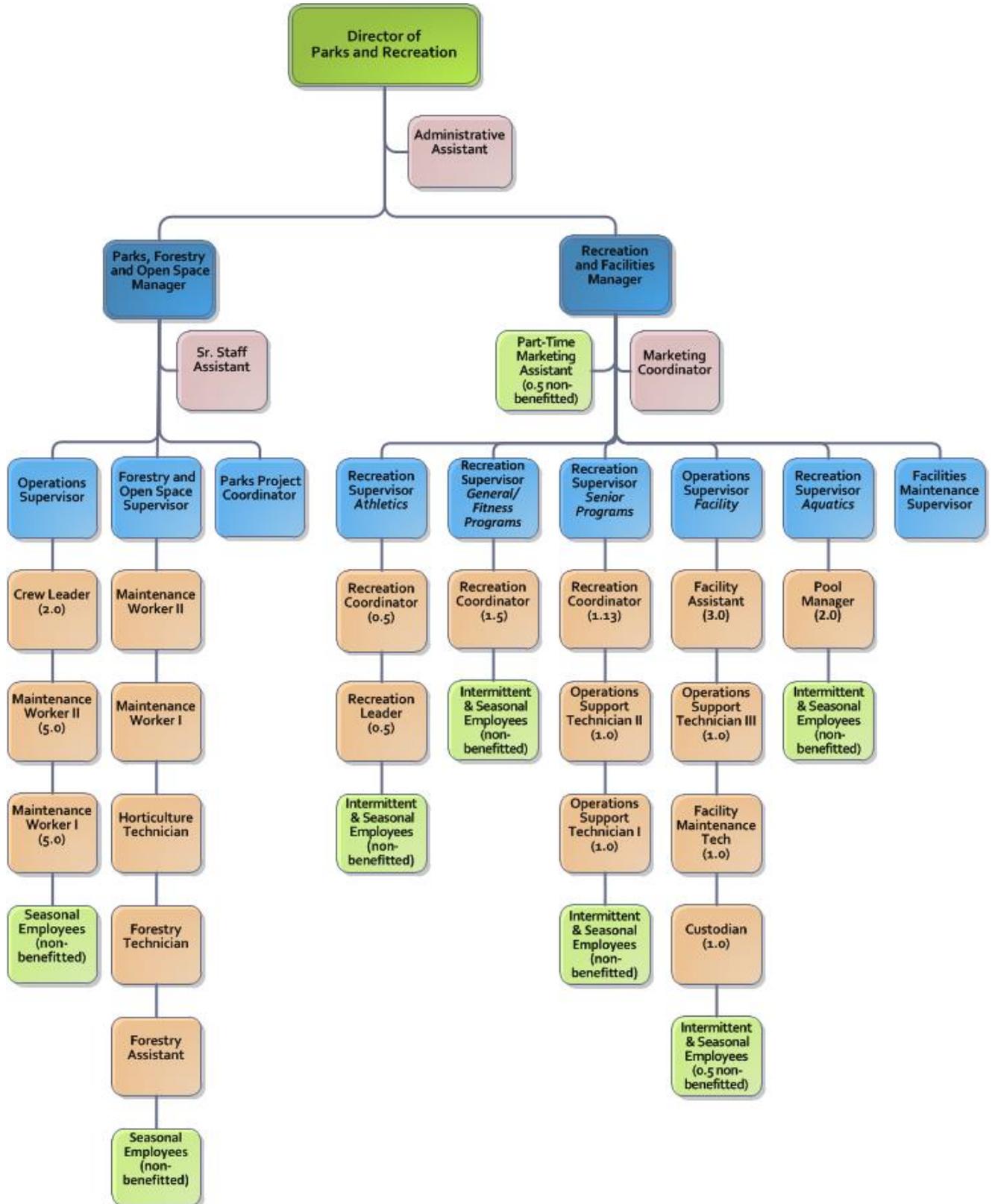
Total Budget by Program

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Administration	\$229,784	\$227,847	\$214,865	\$208,242
Recreation	\$185,548	\$233,173	\$208,015	\$199,326
Parks Maintenance	\$1,303,126	\$1,347,678	\$1,316,856	\$1,342,249
Forestry	\$296,767	\$370,749	\$351,520	\$378,500
Natural Resources	\$232,647	\$301,726	\$282,862	\$274,248
Anderson Building	\$49,711	\$79,498	\$57,535	\$63,321
Athletics	\$177,595	\$189,841	\$185,086	\$198,807
General Programs	\$236,989	\$256,251	\$250,750	\$268,442
Outdoor Pool	\$193,792	\$262,836	\$250,726	\$240,673
Active Adult Center	\$459,966	\$558,373	\$479,820	\$514,614
Historic Buildings	\$70,347	\$66,160	\$61,642	\$49,384
Facilities Maintenance	\$478,058	\$472,896	\$455,796	\$478,647
Total	\$3,914,330	\$4,367,028	\$4,115,473	\$4,216,453

Total 2014 Budget by Object



Parks and Recreation Department





Parks and Recreation Administration

01-601

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

2013 Strategic Accomplishments

- Designed and developed District II neighborhood park
- Received Jefferson County Open Space Grant in the amount of \$211,000 for development of a District II neighborhood park
- Completed installation of new Park and Open Space signs
- Sustainability Plan was approved and implemented
- Completed ADA compliance plan for facilities and parks
- Hosted Zoppe Circus at Anderson Park

2014 Strategic Priorities

- 38th Avenue streetscape plantings, design and maintenance
- Construction of District II neighborhood park
- Project planning and design of Prospect Park improvements
- Project planning and design of Clear Creek Trail improvements
- Master Plan updates

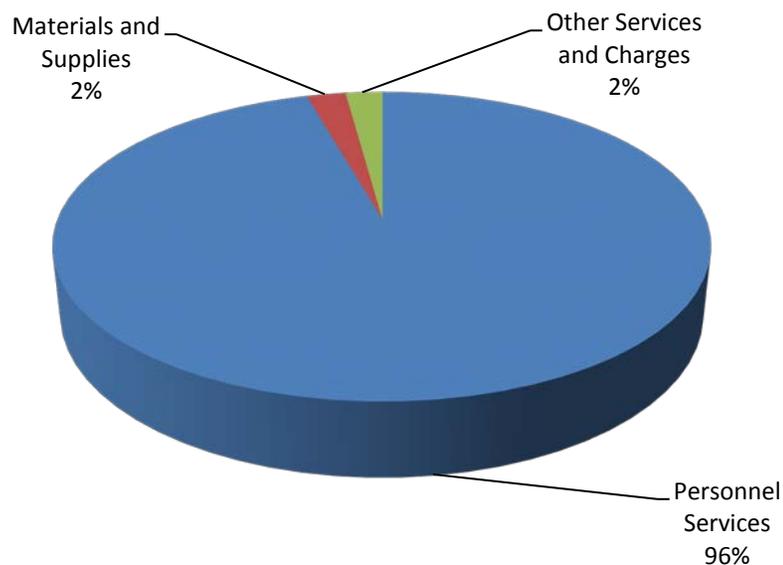
Administration

Staffing and Financial Summary
01-601

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Parks & Recreation Director	1	1	1	1
Administrative Assistant	1	1	1	1
	2	2	2	2

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$206,056	\$203,698	\$189,954	\$199,092
Materials and Supplies	\$4,426	\$6,395	\$5,126	\$4,700
Other Services and Charges	\$19,302	\$17,754	\$19,785	\$4,450
Capital Outlay	\$0	\$0	\$0	\$0
	\$229,784	\$227,847	\$214,865	\$208,242

Total 2014 Budget by Object



Parks and Recreation Recreation

01-602

Core Business

- Supervision, administration and management of the Recreation division which includes operation and programming of the Recreation Center, Active Adult Center, outdoor pool and 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

2013 Strategic Accomplishments

- Coordinated writing and creating Parks and Recreation articles and ads for the Connections newsletter
- Created the Recreation Facebook page and coordinated information for Google+ and Yelp pages related to various Parks and Recreation facilities
- Completed phase two of the ADA audit and upgrades to City facilities to comply with 2010 ADA standards
- Researched and participated in team review of facility maintenance software products

2014 Strategic Priorities

- Develop social media campaigns and strategies for the digital display boards for marketing purposes
- Implement and train staff on use of facility maintenance software
- Network with area organizations to promote Active Adult Center and Richard Hart Estate rentals
- Begin working toward national accreditation through the National Recreation and Park Association

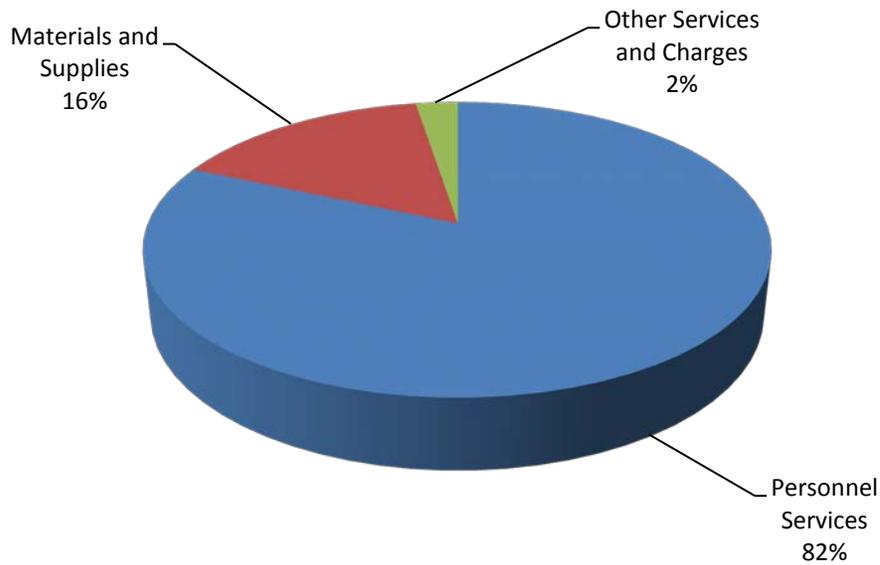
Recreation

Staffing and Financial Summary
01-602

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Recreation & Facilities Manager	1	1	1	1
Marketing Coordinator	0.5	0.5	0.5	0.5
	1.5	1.5	1.5	1.5

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$158,716	\$160,395	\$160,195	\$162,684
Materials and Supplies	\$24,750	\$35,533	\$28,525	\$31,517
Other Services and Charges	\$2,082	\$37,245	\$19,295	\$5,125
Capital Outlay	\$0	\$0	\$0	\$0
	\$185,548	\$233,173	\$208,015	\$199,326

Total 2014 Budget by Object



Parks and Recreation Parks Maintenance

01-603

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 Parks and Recreation Department Strategic Plan Initiatives

2013 Strategic Accomplishments

- Administered the right-of-way maintenance and Forestry Services contracts and prepared the Forestry Services contract for rebid
- Worked to establish new ADA objectives for the Parks division with poured-in-place playground surfacing at 44th and Kendall Park, and ADA accessible picnic tables
- Assisted with Zoppe' Circus, Carnation Festival, Applewood Knolls Swim and Tennis state meet, Metech electronic recycling event, Wheat Fest at the Ridge at 38
- Facilitated installation of new park signs
- Installed smoke free Parks and Open Space signs

2014 Strategic Priorities

- Continue work on Parks and Recreation Strategic Plan Initiatives
- Implement City sustainability program goals
- Continue to track information for EPA Pesticide General Permit Program for water quality protection
- Continue process of accreditation of the Wheat Ridge Park and Recreation Department
- Implement new facilities management software in both the Parks and Recreation divisions
- Integrate 44th and Kendall Park and Youngfield restrooms into the park system management plan
- Construct storage structures at the Wheat Ridge maintenance facility

Parks Maintenance

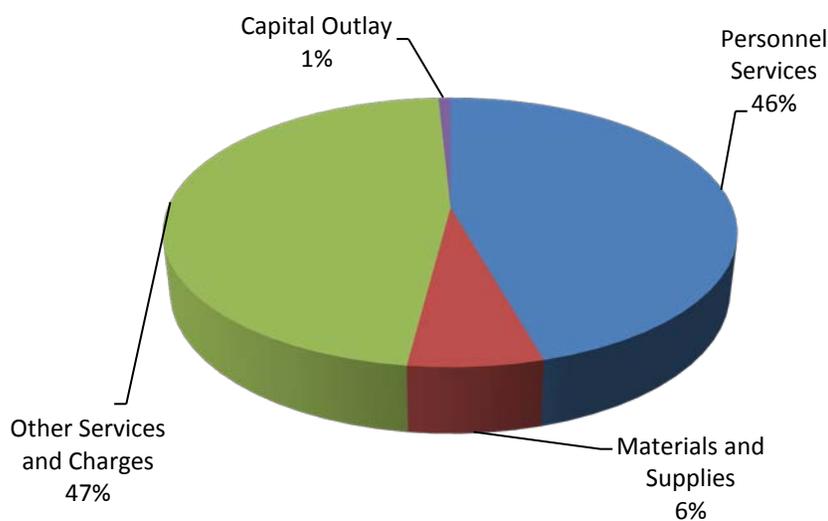
Staffing and Financial Summary
01-603

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Parks, Forestry, and Open Space Manager (P&R)	1	1	1	1
Operations Supervisor (P&R)	1	1	1	1
Parks Project Coordinator (P&R)	1	1	1	1
Crew Leader - Parks Maintenance (P&R)	2	2	2	2
Parks Maintenance Worker II	5	5	4	5
Parks Maintenance Worker I	5	5	6	6
Sr. Staff Assistant	1	1	1	1
	16	16	16	17

Five (5) positions funded out of Open Space Fund

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$634,587	\$633,984	\$592,344	\$612,589
Materials and Supplies	\$67,653	\$77,821	\$79,231	\$85,696
Other Services and Charges	\$548,960	\$591,652	\$602,524	\$632,944
Capital Outlay	\$51,926	\$44,221	\$42,757	\$11,020
	\$1,303,126	\$1,347,678	\$1,316,856	\$1,342,249

Total 2014 Budget by Object



Parks and Recreation

Forestry

01-604

Core Business

- Ensure a beautiful, safe, and healthy tree canopy
- Provide forest and horticultural planning and management for trees, shrubs, perennial, and annual flowers within the City's parks, open spaces and right of ways
- Issue licenses for tree care companies doing business within Wheat Ridge

2013 Strategic Accomplishments

- Celebrated 34 years as a Tree City USA
- Completed the forestry management plan
- Renovated Happiness Gardens in partnership with AmeriCorp and Mile High Youth Corp
- 2014 Strategic Priorities

2014 Strategic Priorities

- Completion of initial tree inventory
- Providing well designed and maintained trees and healthy floral displays throughout the City
- Adoption of forest management plan and integration of procedures and protocols into daily operations
- Maintain a healthy forest canopy through disease treatments, scheduled trimming, prioritized removals and replacement plantings

Forestry

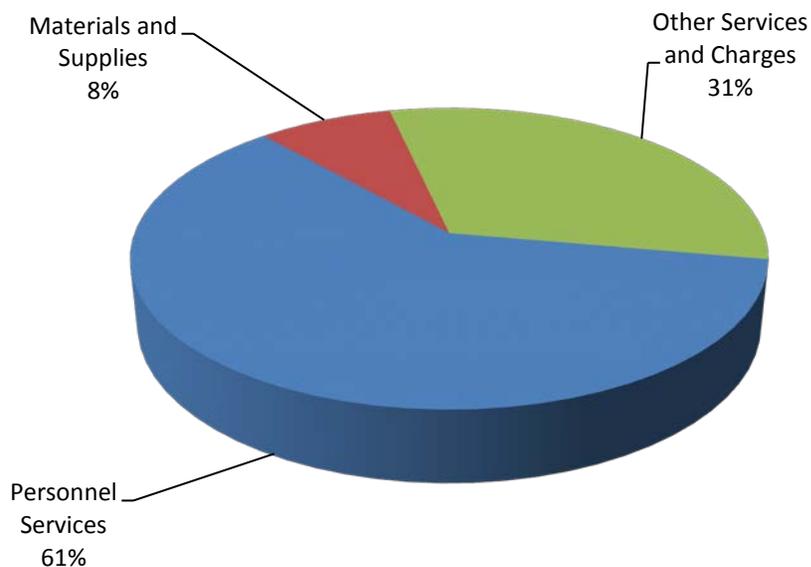
Staffing and Financial Summary

01-604

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Forestry Technician	1	1	1	1
Forestry Assistant	1	1	1	1
Horticulture Technician	1	1	1	1
Total	3	3	3	3

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$209,619	\$212,170	\$208,542	\$229,638
Materials and Supplies	\$14,722	\$25,897	\$22,597	\$30,297
Other Services and Charges	\$72,426	\$127,682	\$115,381	\$118,565
Capital Outlay	\$0	\$5,000	\$5,000	\$0
Total	\$296,767	\$370,749	\$351,520	\$378,500

Total 2014 Budget by Object



Parks and Recreation Natural Resources

01-605

Core Business

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

2013 Strategic Accomplishments

- Maintained and replaced trail-related facilities in a safe and efficient manner including trail sections damaged in flooding events
- Conducted bridge inspections
- Repaired and maintained fencing and bollards
- Removed graffiti and repaired damages caused by vandalism to trail-related facilities
- Initiated volunteer tree steward program to aid in establishing newly planted trees
- Planted 200 trees and shrubs using volunteers as part of a partnership with Institute for Environmental Solutions and various other community partners

2014 Strategic Priorities

- Replace the public composting toilet with a plumbed restroom facility at 4150 Youngfield, near the greenbelt
- Continue revegetation efforts on the Greenbelt through grants and community support
- Manage leased area west of Youngfield for recreational gold panning activities
- Complete first phase of a collaborative signage and mapping plan for the regional Clear Creek Trail system
- Control noxious weeds through a combination of contractual services, staff and volunteer efforts and partnership with the State Department of Agriculture

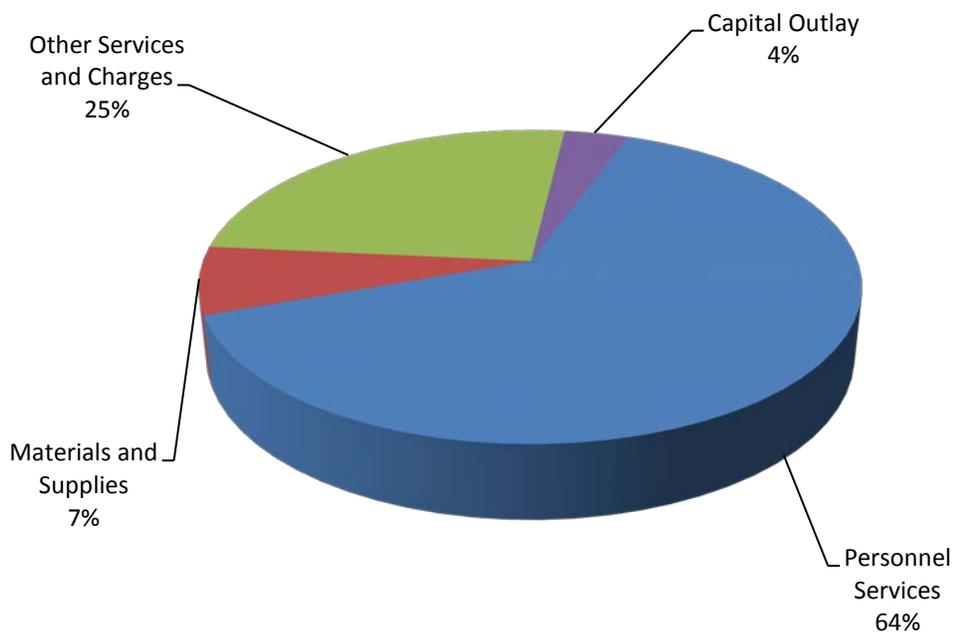
Natural Resources

Staffing and Financial Summary
01-605

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Forestry & Open Space				
Supervisor	1	1	1	1
Parks Maintenance Worker II	1	1	1	1
Parks Maintenance Worker I	1	1	1	1
	3	3	3	3

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$160,707	\$167,915	\$159,486	\$175,473
Materials and Supplies	\$10,065	\$23,190	\$19,140	\$19,140
Other Services and Charges	\$60,250	\$71,485	\$65,640	\$69,635
Capital Outlay	\$1,625	\$39,136	\$38,596	\$10,000
	\$232,647	\$301,726	\$282,862	\$274,248

Total 2014 Budget by Object



Parks and Recreation Anderson Building

01-620

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, league play and practices, Jazzercise, pre-school gymnastics and youth athletics classes

2013 Strategic Accomplishments

- Conducted informational meetings for building staff and instructors to improve building security and energy savings
- Reorganized rental groups and improved coordination of City programs to create more flexibility regarding rental availability times
- Completed upgrade of light bulbs for higher efficiency
- Installed LED Exit lights throughout building

2014 Strategic Priorities

- Increase gymnasium rental income

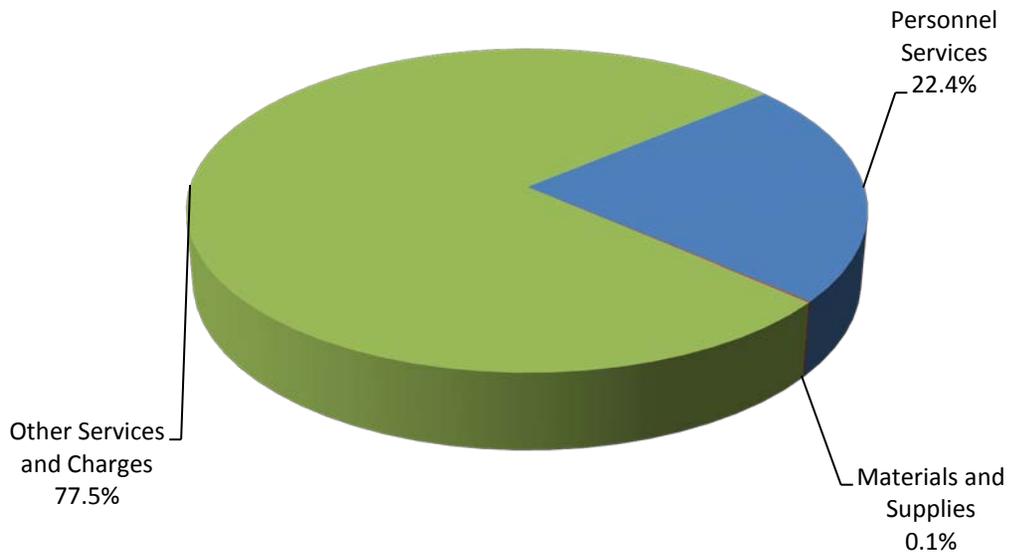
Anderson Building

Staffing and Financial Summary
01-620

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
No Staff Authorized	0	0	0	0
	0	0	0	0

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$9,416	\$18,367	\$12,950	\$14,201
Materials and Supplies	\$0	\$68	\$65	\$68
Other Services and Charges	\$40,295	\$61,063	\$44,520	\$49,052
Capital Outlay	\$0	\$0	\$0	\$0
	\$49,711	\$79,498	\$57,535	\$63,321

Total 2014 Budget by Object



Parks and Recreation Athletics

01-621

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

2013 Strategic Accomplishments

- Developed an electronic registration system for the City's youth soccer program
- Provided drop-in Pickle Ball program
- Developed an introductory rugby coaches manual and provided training for youth rugby coaches
- Provided two free training clinics for Wheat Ridge soccer coaches through Challenger British Soccer
- Initiated new senior volleyball program
- Expanded programming for middle school sports by adding flag football and cross country track
- Developed survey to identify available time in Recreation Center gym for use as athletic program space

2014 Strategic Priorities

- Offer two sessions of recreational coed lacrosse camps
- Research sports officiating vendors and rebid/renew contract with a qualified officiating service

Athletics

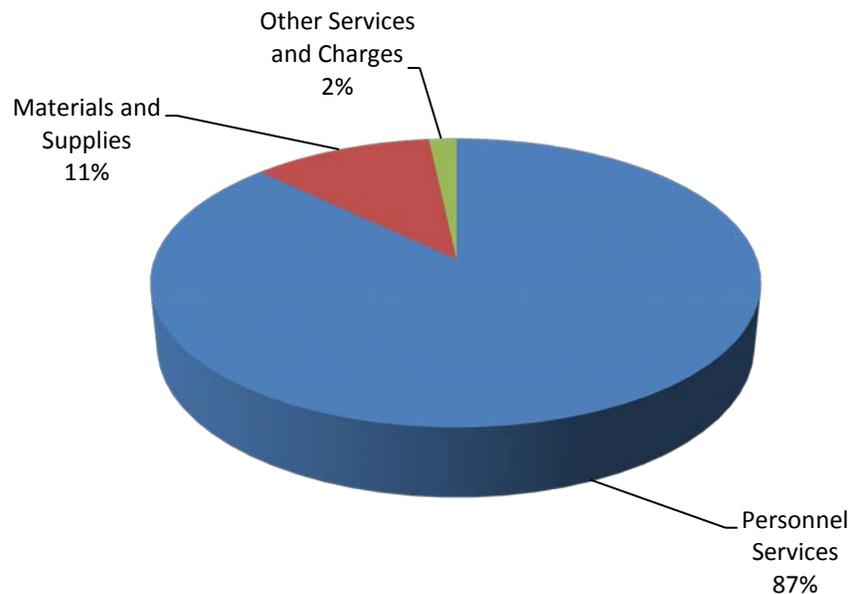
Staffing and Financial Summary

01-621

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
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
	2	2	2	2

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$152,287	\$165,249	\$160,956	\$173,264
Materials and Supplies	\$23,179	\$21,218	\$21,000	\$22,169
Other Services and Charges	\$2,129	\$3,374	\$3,130	\$3,374
Capital Outlay	\$0	\$0	\$0	\$0
	\$177,595	\$189,841	\$185,086	\$198,807

Total 2014 Budget by Object



Parks and Recreation General Programs

01-622

Core Business

- Provide state licensed preschool program and state licensed summer day camp program
- Provide quality programs for parent/tot, preschool, youth, teens and adults including educational, arts and crafts and general interest
- Coordinate Easter Egg Hunt, holiday celebration on Ridge at 38, 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 and special events
- Coordinate inclusion opportunities for individuals with and without disabilities

2013 Strategic Accomplishments

- Offered Performance in the Park series with 14 performances and 150-500 individuals in attendance per performance
- Continued to develop the Parks and Recreation Facebook page
- Developed and implemented a new and improved registration process for the summer camp program
- Assisted the Parks and Recreation Department in complying with new ADA regulations

2014 Strategic Priorities

- Increase participation in programs by utilizing innovative marketing practices such as social media, vendor fairs and email distributions
- Maintain current classes and activities through continued innovative and effective program planning
- Expand programming for teenagers by increasing number of classes offered
- Increase fitness and wellness programs for individuals with disabilities

General Programs

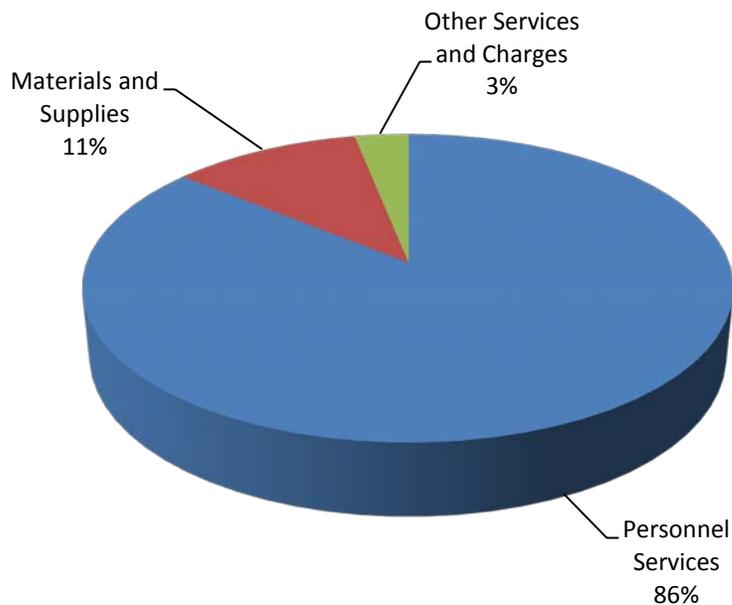
Staffing and Financial Summary

01-622

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Recreation Supervisor	1	1	1	1
Recreation Coordinator	0.5	0.5	0.5	0.5
	1.5	1.5	1.5	1.5

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$205,074	\$216,963	\$215,917	\$230,704
Materials and Supplies	\$26,376	\$29,630	\$27,000	\$29,330
Other Services and Charges	\$5,539	\$9,658	\$7,833	\$8,408
Capital Outlay	\$0	\$0	\$0	\$0
	\$236,989	\$256,251	\$250,750	\$268,442

Total 2014 Budget by Object



Outdoor Pool

01-623

Core Business

- Provide a variety of programs and services to all ages and swimming abilities
- Provide a clean, safe and fun environment for recreational swimming and quality programming
- Maintain aquatic facilities, schedule aquatic programs, and educate the public about water safety
- Offer programs for lifeguard and water safety instructor certification, CPR, first aid, AED and community first aid

2013 Strategic Accomplishments

- Provided a safe and clean environment for citizens
- Coordinated Learn-to-Swim programs that promote water safety and safety awareness
- Coordinated with various community groups and swim teams to maximize use of the facility during the season
- Hosted the Colorado State Swim Meet for the Foothills Swim Association
- Installed a lift to meet phase one of ADA compliance for the outdoor pool

2014 Strategic Priorities

- Provide education to the community about aquatic safety for all ages by providing educational opportunities
- Continue to train employees on emergency procedures and effective lifeguarding techniques
- Assist the Parks and Recreation Department in complying with the new ADA regulations
- Develop methods to educate staff in upholding the City's values, policies and safety standards
- Develop training materials to educate part-time staff on the City's values, policies and safety standards
- Research trends in the industry and determine the feasibility of implementing new programs
- Provide a safe and well-maintained facility

Outdoor Pool

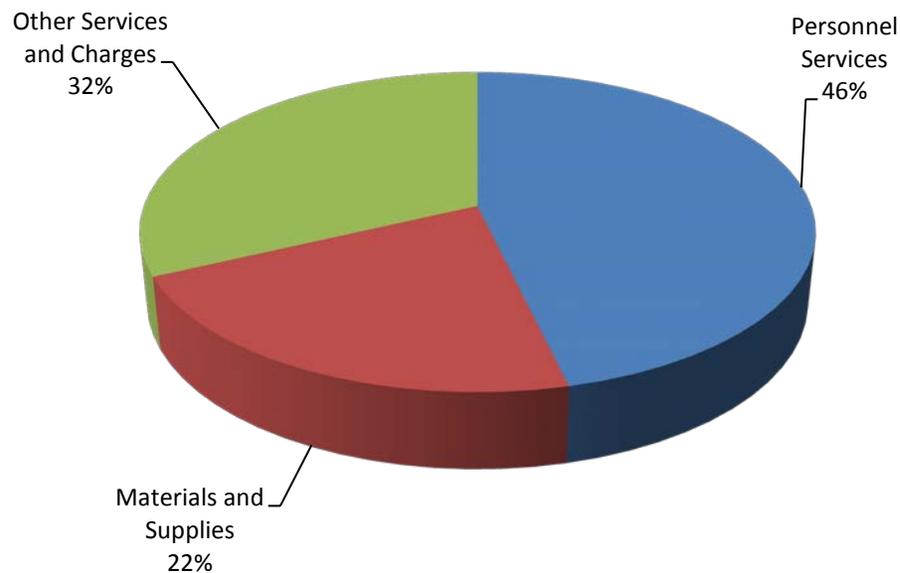
Staffing and Financial Summary

01-623

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
No Staff Authorized	0	0	0	0
	0	0	0	0

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$110,432	\$111,521	\$109,540	\$111,418
Materials and Supplies	\$41,638	\$54,800	\$51,500	\$52,305
Other Services and Charges	\$41,722	\$71,515	\$64,726	\$76,950
Capital Outlay	\$0	\$25,000	\$24,960	\$0
	\$193,792	\$262,836	\$250,726	\$240,673

Total 2014 Budget by Object



Parks and Recreation

Active Adult Center

01-624

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, social events, trips and tours throughout the Denver-metro area
- Augment funding for improvements to the Active Adult Center and enhance programs through activity sponsorships, fund raising and the Wheat Ridge Community Foundation
- Promote the Active Adult Center programs by producing and distributing the quarterly Possibilities newsletter, flyers, press releases and developing social media campaigns
- Offer the SilverSneakers® program for members of the Kaiser, Secure Horizon, Anthem, Aetna, AARP, Humana and other health plans
- Supervise and manage the facility and coordinate rentals for parties, social gatherings and meetings
- Oversee the Center's volunteer program

2013 Strategic Accomplishments

- Created a campaign to solicit email addresses of participants to reduce the number of printed receipts, reduce mail costs and provide timely customer service
- Implemented new one-on-one computer tutorials and class offerings in the computer lab
- Reupholstered lobby furniture and refinished tables, using fundraising dollars
- Launched the Wheat Ridge Active Adult Center Facebook page, Google + and other social media outlets to increase awareness of the facility and programs
- Trained building supervisors to use a web-based staff scheduling program and improved facility coverage process

2014 Strategic Priorities

- Enhance marketing through social marketing strategies and target the distribution of the Possibilities newsletter more effectively
- Train staff on building safety procedures and implement incident response manual
- Increase SilverSneaker® participation and retention by increasing monthly SilverSneaker® visits
- Review City Council aging needs assessment and identify additional opportunities to engage the Community

Active Adult Center

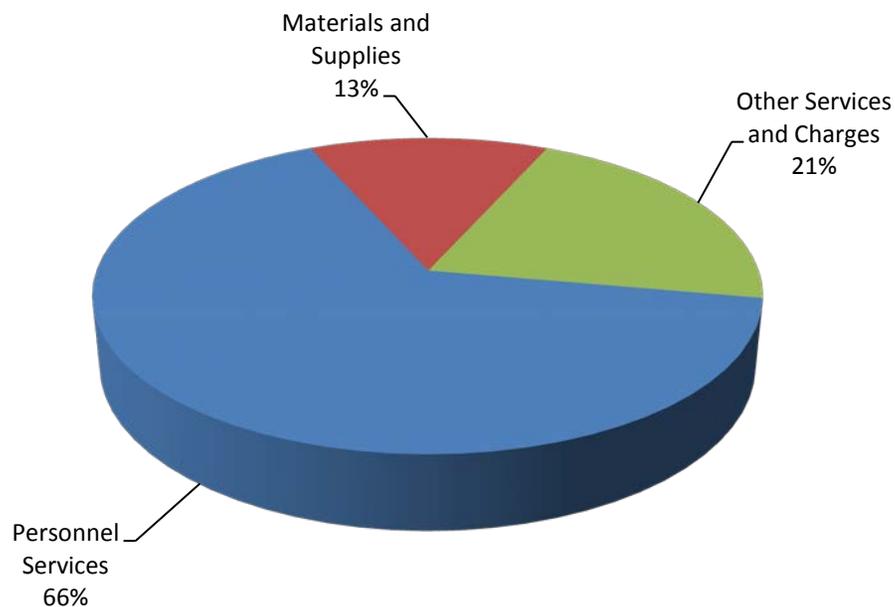
Staffing and Financial Summary

01-624

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
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
	4.13	4.13	4.13	4.13

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$314,370	\$361,821	\$323,024	\$337,278
Materials and Supplies	\$54,240	\$82,709	\$57,524	\$69,004
Other Services and Charges	\$87,589	\$113,843	\$99,272	\$108,332
Capital Outlay	\$3,767	\$0	\$0	\$0
	\$459,966	\$558,373	\$479,820	\$514,614

Total 2014 Budget by Object



Parks and Recreation Historic Buildings

01-625

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 of the City
- Provide a unique setting for weddings, receptions and events at the Richards-Hart Estate

2013 Strategic Accomplishments

- Hosted over 50 wedding receptions, meetings and events at the Richards-Hart Estate
- Installed the National Register of Historic Places plaque and base at the Baugh House
- Installed weather stripping and storm windows, completed grading, wood bark and flagstone walks at the Baugh House
- Repaired masonry and painted the Baugh House to comply with historic preservation guidelines
- Repaired and refinished wood floors, repaired back porch railings and planter at the Brick Museum in the Historical Park
- Repaired the second floor balcony railings at the Richards-Hart Estate

2014 Strategic Priorities

- Continue to follow the Secretary of the Interior standards and the Colorado Historical Society's 20-year covenant regarding the maintenance of historic places
- Complete repairs to the staircase of the Richards-Hart Estate
- Complete the ADA accessibility plan for the Baugh House and property
- Complete the maintenance plan for City-owned historical properties

Historic Buildings

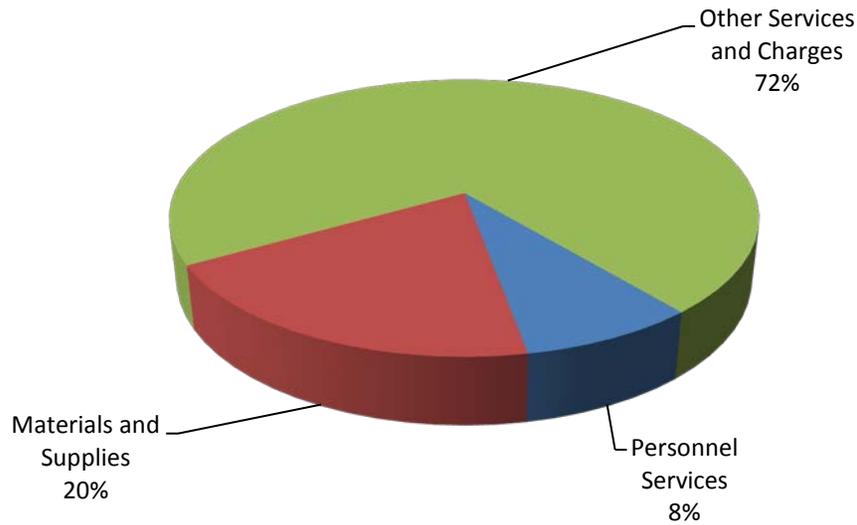
Staffing and Financial Summary

01-625

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
No Staff Authorized	0	0	0	0
	0	0	0	0

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$2,139	\$4,069	\$3,779	\$4,069
Materials and Supplies	\$8,137	\$8,881	\$9,667	\$9,717
Other Services and Charges	\$19,861	\$53,210	\$48,196	\$35,598
Capital Outlay	\$40,210	\$0	\$0	\$0
	\$70,347	\$66,160	\$61,642	\$49,384

Total 2014 Budget by Object



Parks and Recreation Facilities Maintenance

01-118

Core Business

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

2013 Strategic Accomplishments

- Coordinated installation of new carpet and tile for City Hall first floor Administration area
- Conducted an energy audit at City Hall
- Participated on the project team to remodel Police Department evidence room and sergeants' office area
- Contributed to the expansion of the recycling program at City Hall and completed energy saving lighting retrofits

2014 Strategic Priorities

- Coordinate installation of new carpet for City Hall second floor administration area
- Coordinate metal roof replacement over Court and Council Chambers
- Coordinate HVAC energy upgrades as recommended by the 2013 energy audit

Facilities Maintenance

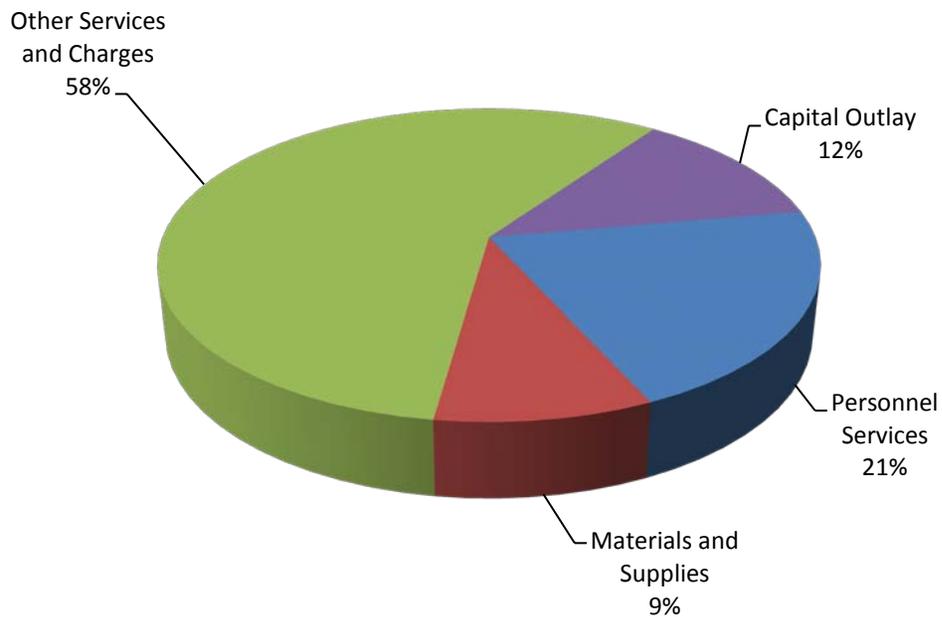
Staffing and Financial Summary

01-118

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Facility Maintenance Supervisor	1	1	1	1
	1	1	1	1

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$94,999	\$99,281	\$99,281	\$100,344
Materials and Supplies	\$35,879	\$43,575	\$43,375	\$43,375
Other Services and Charges	\$238,723	\$272,940	\$256,040	\$275,428
Capital Outlay	\$108,457	\$57,100	\$57,100	\$59,500
	\$478,058	\$472,896	\$455,796	\$478,647

Total 2014 Budget by Object





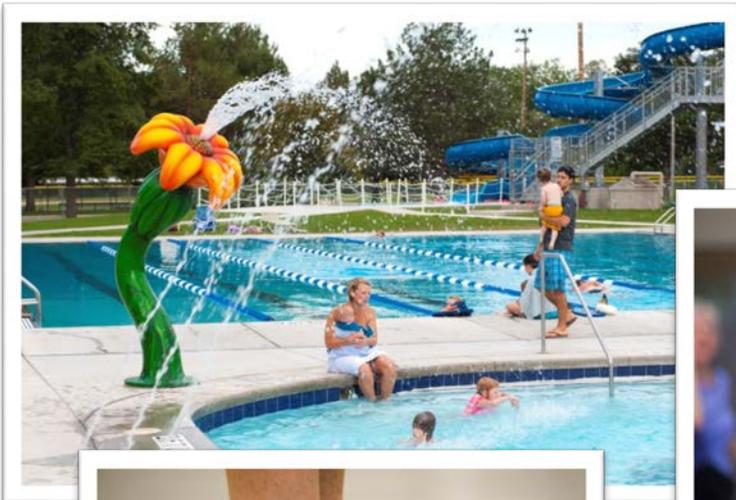
Recreation Center Fund

About the 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.

2014 Budget Priorities

- Replacement of treadmills at Recreation Center
- Refinish hardwood floors at Recreation Center
- Replace pool filter sand



Facilities for all ages and abilities...

Recreation Center Fund

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Beginning Fund Balance	\$1,544,030	\$1,337,328	\$1,337,328	\$1,093,715
Revenues				
Facility Operations	\$1,779,431	\$1,832,300	\$1,809,000	\$1,820,300
Aquatics	\$104,968	\$98,000	\$101,345	\$101,000
Fitness	\$142,267	\$165,057	\$134,000	\$132,584
Interest	\$5,773	\$45,000	\$8,000	\$8,000
Miscellaneous	\$19,735	\$0	\$0	\$0
Total Revenues	\$2,052,174	\$2,140,357	\$2,052,345	\$2,061,884
Total Available Funds	\$3,596,204	\$3,477,685	\$3,389,673	\$3,155,599
EXPENDITURES				
Facility Operations	\$1,229,934	\$1,264,686	\$1,202,847	\$1,202,712
Aquatics	\$644,472	\$690,597	\$679,628	\$647,823
Fitness	\$310,586	\$348,256	\$333,329	\$332,829
Marketing	\$73,885	\$91,537	\$80,154	\$98,948
Total Expenditures	\$2,258,877	\$2,395,076	\$2,295,958	\$2,282,312
Ending Fund Balance	\$1,337,328	\$1,082,609	\$1,093,715	\$873,287

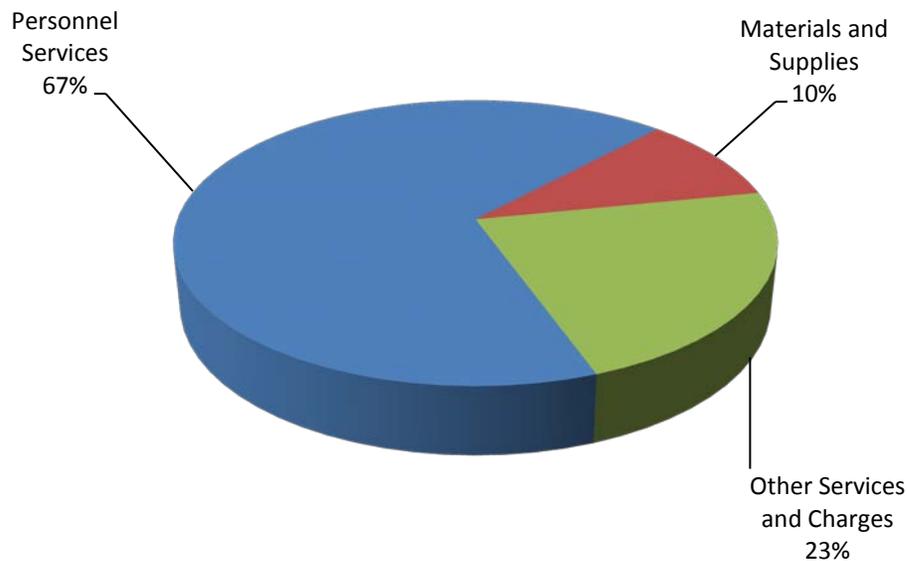
Recreation Center Fund

Staffing and Financial Summary

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Facility Operations	8	7	7	7
Aquatics	4	4	4	3
Fitness	1	1	1	1
Marketing	0.5	0.5	0.5	0.5
	13.5	12.5	12.5	11.5

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$1,524,524	\$1,583,700	\$1,554,285	\$1,542,260
Materials and Supplies	\$210,248	\$242,412	\$224,970	\$224,463
Other Services and Charges	\$506,013	\$568,964	\$516,703	\$515,589
Capital Outlay	\$18,092	\$0	\$0	\$0
	\$2,258,877	\$2,395,076	\$2,295,958	\$2,282,312

Total 2014 Budget by Object

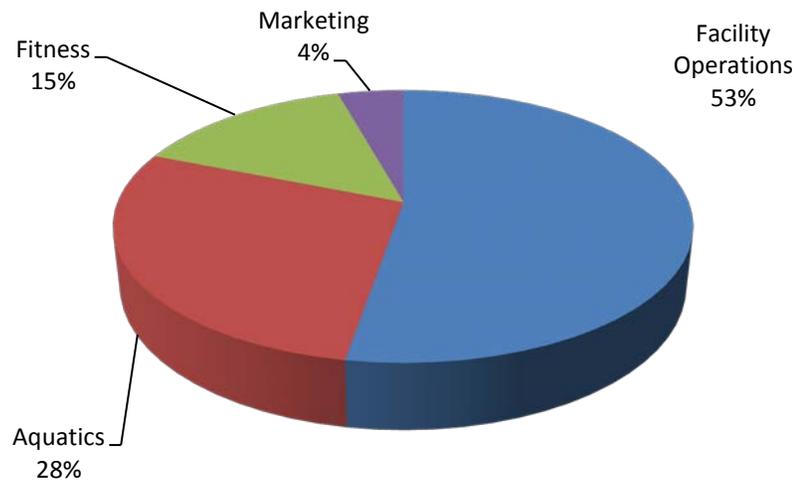


Recreation Center Fund

Total Budget by Program

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Facility Operations	\$1,229,934	\$1,264,686	\$1,202,847	\$1,202,712
Aquatics	\$644,472	\$690,597	\$679,628	\$647,823
Fitness	\$310,586	\$348,256	\$333,329	\$332,829
Marketing	\$73,885	\$91,537	\$80,154	\$98,948
	\$2,258,877	\$2,395,076	\$2,295,958	\$2,282,312

Total 2014 Budget by Object





Recreation Center Operations Fund Facility Operations

64-602

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

2013 Strategic Accomplishments

- Created room rental packages to increase customer service
- Implemented credit card payment program for annual passes
- Improved Summer Camp registration process and billing program
- Repaired concrete, replaced window well covers
- Cleaned entire facility during annual maintenance program
- Resurfaced all hard wood floors and repaired tile and grout in pool and locker room areas
- Replaced water heaters in the kitchen and Children's Pavilion
- Painted interior and exterior of the Recreation Center, as needed
- Installed three digital display screens to improve availability of information to the public
- Installed low wattage bulbs in community rooms, motion sensing light switches and supported a staff and public recycling program in accordance with the sustainability plan

2014 Strategic Priorities

- Promote room rental packages to increase revenue
- Promote recreation center services to corporations and businesses
- Monitor and prioritize five-year replacement schedule for capital equipment
- Continue to implement sustainability plan for the facility

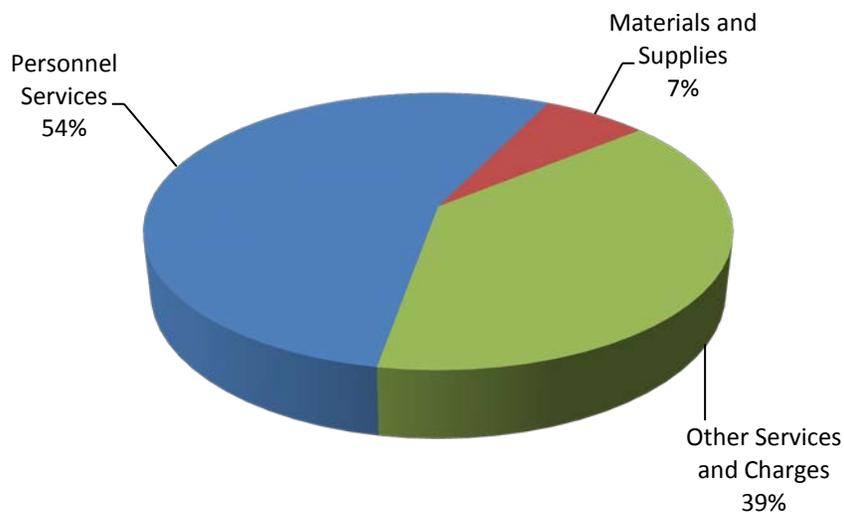
Facility Operations

Staffing and Financial Summary
64-602

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Facility Operations Supervisor	1	1	1	1
Facility Assistant	3	3	3	3
Recreation Support Technician	1	1	1	1
Custodian	2	1	1	1
Facility Maintenance Technician	1	1	1	1
	8	7	7	7

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$642,565	\$664,253	\$655,737	\$655,602
Materials and Supplies	\$75,322	\$90,560	\$81,700	\$81,700
Other Services and Charges	\$493,955	\$509,873	\$465,410	\$465,410
Capital Outlay	\$18,092	\$0	\$0	\$0
	\$1,229,934	\$1,264,686	\$1,202,847	\$1,202,712

Total 2014 Budget by Object



Recreation Center Operations Fund

Aquatics

64-604

Core Business

- Provide a variety of programs and services for all ages and swimming abilities
- Provide a safe and fun environment for recreational swimming
- Maintain aquatic facilities, schedule quality 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

2013 Strategic Accomplishments

- Maintained a safe and clean environment
- Continued safety awareness and response training for aquatics staff
- Mitigated risk by participating in the American Red Cross examiner program
- Developed a more efficient way to schedule aquatic staff using a web based scheduling program
- Increased education to day camp and daycare participants on water safety and awareness
- Installed railings and lifts to comply with ADA requirements

2014 Strategic Priorities

- Provide education to the community regarding aquatic safety for all ages by providing educational opportunities
- Investigate the viability and return on investment of variable speed drives for the pool recirculation pumps and pool covers to meet the goals of the Sustainability Plan
- Develop methods to educate staff about meeting and following the City's values, policies and safety standards

Aquatics

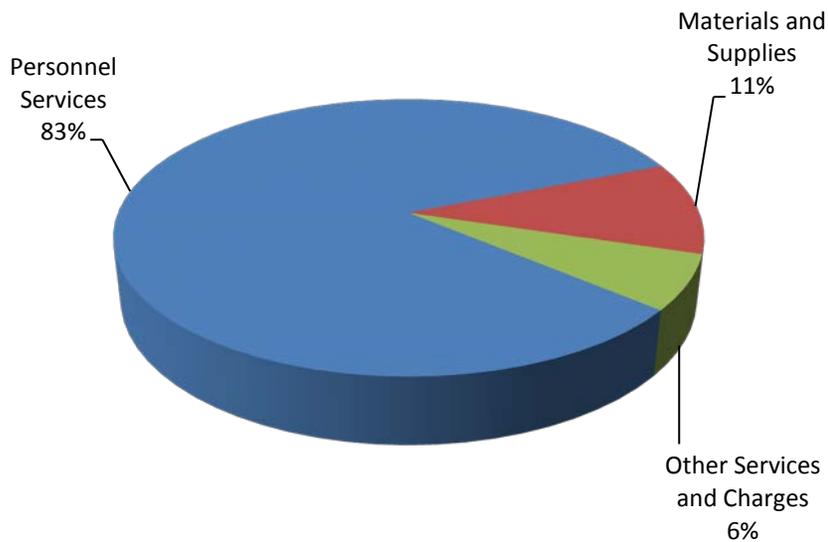
Staffing and Financial Summary

64-604

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Recreation Supervisor	1	1	1	1
Pool Manager	3	3	3	2
	4	4	4	3

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$563,040	\$575,923	\$567,786	\$536,590
Materials and Supplies	\$71,756	\$67,924	\$69,820	\$69,820
Other Services and Charges	\$9,676	\$46,750	\$42,022	\$41,413
Capital Outlay	\$0	\$0	\$0	\$0
	\$644,472	\$690,597	\$679,628	\$647,823

Total 2014 Budget by Object



Recreation Center Operations Fund

Fitness

64-605

Core Business

- Coordinate comprehensive fitness programs for all ages including: fitness classes, personal trainers, weight room attendants, Pilates/Yoga instructors, prenatal exercise, massage, specialty training instructors, wellness classes and other fitness/wellness programming
- Maintain operations of the fitness facilities and equipment
- Offer the SilverSneakers program for members of the Kaiser, Secure Horizon, Anthem, Aetna, AARP, Humana and other health plans
- Offer Cancer Fit program for participants with cancer diagnosis
- Provide fitness programming for evolving fitness trends

2013 Strategic Accomplishments

- Provided new youth fitness opportunities
- Transitioned the session-based cycling program to a drop in program to meet the needs of participants
- Coordinated part time fitness employees for annual shutdown/maintenance of the Recreation Center
- Re-certified approximately 100 employees in CPR/AED/First Aid during spring training

2014 Strategic Priorities

- Conduct on-going research for fitness trends and equipment
- Increase participation numbers in current fitness program offerings by seeking more effective marketing opportunities

Fitness

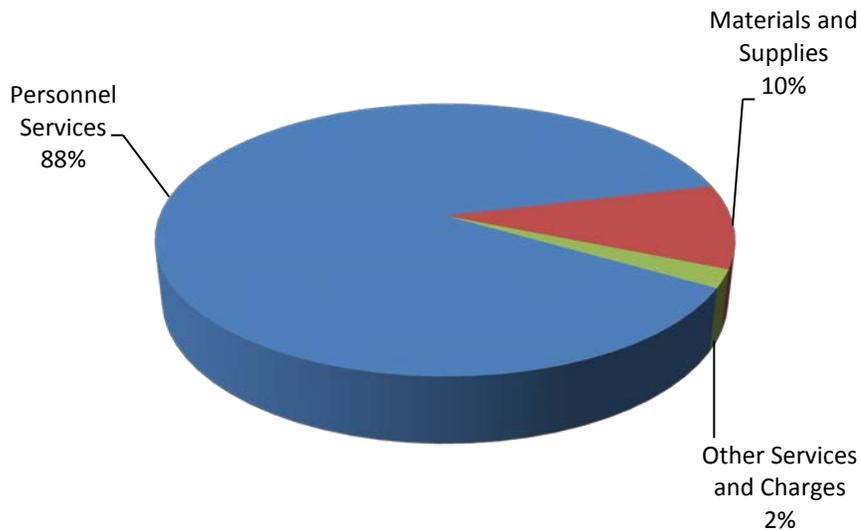
Staffing and Financial Summary

64-605

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Recreation Coordinator	1	0.5	0.5	0.5
Recreation Supervisor	0	0.5	0.5	0.5
	1	1	1	1

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$281,962	\$305,955	\$292,628	\$292,628
Materials and Supplies	\$27,112	\$33,050	\$33,050	\$33,050
Other Services and Charges	\$1,512	\$9,251	\$7,651	\$7,151
Capital Outlay	\$0	\$0	\$0	\$0
	\$310,586	\$348,256	\$333,329	\$332,829

Total 2014 Budget by Object



Recreation Center Operations Fund Marketing

64-607

Core Business

- Oversee the bi-annual production of the Parks and Recreation Activities Guide which is mailed to 23,000 residents and distributed to an additional 10,000 people
- Develop strategies to market Wheat Ridge Recreation Center facilities, programs and classes
- Produce printed and electronic communications to inform the public about Parks and Recreation facilities, programs and classes
- Establish contacts with the media
- Write and design public service announcements, articles and ads

2013 Strategic Accomplishments

- Developed new Summer Kids Guide, combining all youth programs in one, easy-to-use publication
- Implemented the use of digital display boards to market programs, events and display other information
- Created new Reiki and nutrition counseling marketing materials
- Continued networking with local organizations including the West Chamber of Commerce and the Women's Chamber of Commerce to promote meeting room rentals

2014 Strategic Priorities

- Update and redesign tri-fold brochures
- Develop social media campaigns
- Develop new graphics standards guideline manual
- Implement a direct mail campaign for new residents moving into the community

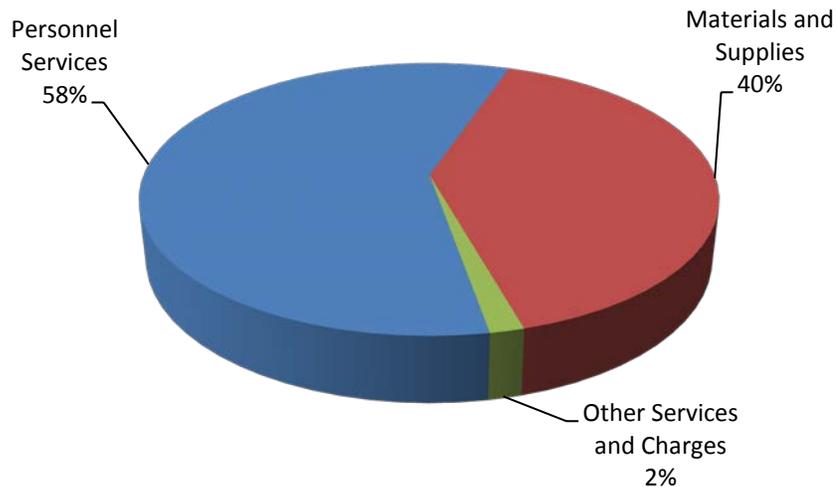
Marketing

Staffing and Financial Summary
64-607

	2011 Authorized	2012 Authorized	2013 Authorized	2014 Proposed
Marketing Coordinator	0.5	0.5	0.5	0.5
	0.5	0.5	0.5	0.5

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Personnel Services	\$36,957	\$37,569	\$38,134	\$57,440
Materials and Supplies	\$36,058	\$50,878	\$40,400	\$39,893
Other Services and Charges	\$870	\$3,090	\$1,620	\$1,615
Capital Outlay	\$0	\$0	\$0	\$0
	\$73,885	\$91,537	\$80,154	\$98,948

Total 2014 Budget by Object





Public Art Fund

Special Fund 12

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:

- One percent of the total amount received by the City for plan reviews, building permit fees and use tax charged in connection with all private site development having an anticipated construction cost of \$100,000 or greater
- One percent of the budget of City and State of Colorado capital construction projects of \$50,000 or more, that are located within any urban renewal area of the City

Public Art Fund

Special Funds
Fund 12

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Beginning Fund Balance	\$9,088	\$13,956	\$13,956	\$37,081
Revenues				
Building Use Tax	\$1,816	\$2,000	\$4,250	\$6,845
Building Permits	\$858	\$650	\$2,900	\$3,108
Plan Review Fees	\$441	\$550	\$1,900	\$1,980
Interest	\$65	\$75	\$75	\$75
One Percent Public Projects	\$1,688	\$50,000	\$14,000	\$12,100
Total Revenues	\$4,867	\$53,275	\$23,125	\$24,108
Total Available Funds	\$13,956	\$67,231	\$37,081	\$61,189
Expenditures				
Public Art Acquisition	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$0	\$0
Ending Fund Balance	\$13,956	\$67,231	\$37,081	\$61,189

Police Investigation Fund

Special Fund 17

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 by the Police Department solely for purposes other than normal operating expenses.

Police Investigation Fund

Special Funds
Fund 17

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Beginning Fund Balance	\$53,549	\$42,276	\$42,276	\$36,326
Revenues				
Interest	\$35	\$25	\$50	\$40
Miscellaneous Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$35	\$25	\$50	\$40
Total Available Funds	\$53,584	\$42,301	\$42,326	\$36,366
Expenditures				
Operating Supplies	\$900	\$3,500	\$3,500	\$5,000
Building Improvements	\$10,408	\$26,500	\$2,500	\$1,500
Total Expenditures	\$11,308	\$30,000	\$6,000	\$6,500
Ending Fund Balance	\$42,276	\$12,301	\$36,326	\$29,866



Open Space Fund

Special Fund 32

Core Business

Open Space is funded by the half-cent sales tax per capita allotment through Jefferson County Open Space for the purpose of acquiring, developing and maintaining open space and park properties within the City of Wheat Ridge. It generates approximately \$875,000 in revenue per year.

2013 Strategic Accomplishments

- Completed improvements to Happiness Garden
- Awarded design development and contract for District II Neighborhood Park
- Completed Phase II parks storage building
- Fabricated and replaced park signs

2014 Strategic Priorities

- Construction of District II Neighborhood Park
- Installation of public art at District II Neighborhood Park
- Completion of Phase II Parks/Public Works storage building
- Complete design for Clear Creek trail improvements
- Continue fabrication and replacement of park signs



Happiness Gardens

Open Space Fund

Special Funds

Fund 32

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Beginning Fund Balance	\$869,297	\$895,899	\$895,899	\$375,867
Revenues				
State Grants	\$100,000	\$0	\$0	\$0
Open Space Tax	\$948,054	\$885,000	\$900,000	\$885,000
Developer Fees	\$0	\$0	\$44,750	\$261,750
County Grants	\$0	\$255,720	\$211,000	\$50,000
Interest Earning	\$4,063	\$5,000	\$4,000	\$4,000
Miscellaneous Fees	\$3,000	\$3,000	\$3,000	\$3,000
Total Revenues	\$1,055,117	\$1,148,720	\$1,162,750	\$1,203,750
Total Available Funds	\$1,924,414	\$2,044,619	\$2,058,649	\$1,579,617
Expenditures				
Acquisitions	\$0	\$0	\$200,000	\$0
Development Projects	\$539,781	\$1,125,908	\$998,000	\$625,000
Maintenance Projects	\$32,988	\$20,000	\$20,000	\$460,000
Salaries and Benefits	\$455,746	\$464,782	\$464,782	\$482,381
Total Expenditures	\$1,028,515	\$1,610,690	\$1,682,782	\$1,567,381
Ending Fund Balance	\$895,899	\$433,929	\$375,867	\$12,236

Municipal Court Fund

Special Fund 33

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 judgment 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.

2013 Strategic Accomplishments

- Increased security by implementation of portable parcel scanner
- Resolved more than 200 default traffic matters by placing outstanding or default judgments with the DMV when defendants fail to appear or to pay
- Assisted eligible indigent defendants with limited financial assistance

2014 Strategic Priorities

- Improve courtroom security, functionality and efficiency
- Provide financial assistance to indigent defendants for domestic violence counseling, juvenile work program and behavior modification courses
- Support victims of crime by collecting and distributing direct services funds with a portion of court fees and fees imposed in domestic violence convictions



Municipal Court Fund

Special Funds

Fund 33

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Beginning Fund Balance	\$78,828	\$65,876	\$65,876	\$56,076
Revenues				
\$1 Court Fees	\$1,901	\$2,200	\$1,800	\$2,000
\$4 Court Fees	\$7,606	\$8,800	\$7,200	\$8,000
Direct Victim Services	\$11,709	\$13,000	\$11,000	\$12,000
Warrants/Judgements	\$3,809	\$4,500	\$3,500	\$4,000
Transcript Fees	\$50	\$1,500	\$750	\$1,500
Interest	\$412	\$550	\$450	\$550
Total Revenues	\$25,486	\$30,550	\$24,700	\$28,050
Total Available Funds	\$104,314	\$96,426	\$90,576	\$84,126
Expenditures				
Outside Personnel	\$0	\$0	\$0	\$0
Transcript Fees	\$0	\$1,500	\$1,000	\$1,500
Equipment Maintenance	\$0	\$3,000	\$1,500	\$3,000
Court \$4 Expenses	\$934	\$0	\$15,000	\$45,000
Warrants/Judgements	\$3,741	\$4,500	\$3,500	\$4,500
Direct Victim Services	\$11,683	\$13,000	\$12,000	\$14,000
Probation \$1 Expenses	\$1,780	\$2,000	\$1,500	\$2,000
Office Equipment	\$0	\$0	\$0	\$0
Other Major Equipment	\$20,300	\$0	\$0	\$0
Total Expenditures	\$38,438	\$24,000	\$34,500	\$70,000
Ending Fund Balance	\$65,876	\$72,426	\$56,076	\$14,126

Conservation Trust Fund

Special Fund 54

Core Business

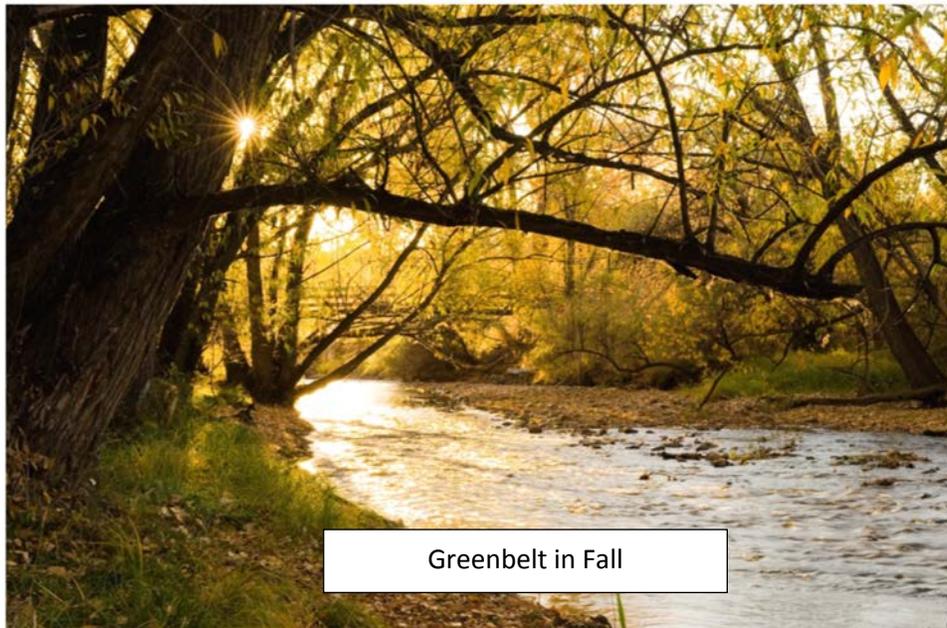
Per the Colorado Constitution, the Conservation Trust Fund receives 40% of the net proceeds of the Colorado Lottery. The funds are distributed on a quarterly, per capita basis to municipalities, counties and other eligible entities for parks, recreation and open space purposes. It is used for new projects as well as maintenance projects.

2013 Strategic Accomplishments

- Awarded design development and construction contract for District II neighborhood park
- Repaired and maintained HVAC system, parking lot and sidewalks at the Recreation Center
- Implemented revised American with Disabilities Act (ADA) mandates
- Resurfaced and repaired tennis courts

2014 Strategic Priorities

- Construction of District II neighborhood park
- Implementation of revised ADA mandates
- Expansion of Prospect Park and replacement of the playground
- Resurface and repair the basketball and tennis courts



Greenbelt in Fall

Conservation Trust Fund

Special Funds

Fund 54

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Beginning Fund Balance	\$306,593	\$418,979	\$418,979	\$265,995
Revenues				
Colorado Lottery	\$302,162	\$280,000	\$302,162	\$300,000
Grants	\$0	\$0	\$0	\$0
Interest	\$1,029	\$1,000	\$1,029	\$1,000
Miscellaneous Income	\$0	\$0	\$0	\$0
Total Revenues	\$303,191	\$281,000	\$303,191	\$301,000
Total Available Funds	\$609,784	\$699,979	\$722,170	\$566,995
Expenditures				
Development Projects	\$13,932	\$546,294	\$360,000	\$250,000
Maintenance Projects	\$176,873	\$124,600	\$96,175	\$266,527
Total Expenditures	\$190,805	\$670,894	\$456,175	\$516,527
Ending fund Balance	\$418,979	\$29,085	\$265,995	\$50,468

Equipment Replacement Fund

Special Fund 57

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.

2014 Strategic Priority

- Phase I of a two-year fiber-build project to connect the Police Department emergency dispatch center to an existing fiber connection to allow for enhanced communication to other law enforcement agencies in Jefferson County.

Equipment Replacement Fund

Special Funds
Fund 57

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Beginning Fund Balance	\$308,033	\$270,317	\$270,317	\$370,817
Revenues				
E911 Reimbursements	\$95,000	\$0	\$100,000	\$100,000
Transfer from General Fund	\$100,000	\$100,000	\$100,000	\$100,000
Interest	\$1,449	\$1,000	\$500	\$500
Total Revenues	\$196,449	\$101,000	\$200,500	\$200,500
Total Available Funds	\$504,482	\$371,317	\$470,817	\$571,317
Expenditures				
CAD/RMS	\$0	\$0	\$0	\$0
Police Radios	\$234,164	\$0	\$0	\$0
Other Major Equipment	\$0	\$0	\$100,000	\$100,000
Total Expenditures	\$234,164	\$0	\$100,000	\$100,000
Ending Fund Balance	\$270,317	\$371,317	\$370,817	\$471,317



Crime Prevention/Code Enforcement Fund

Special Fund 63

Core Business

- Administers and funds crime prevention programs, community awareness events, and educational classes taught by the Police Department and Community Services Team
- Develops programs to deter and prevent crime and enhance the quality of life for residents and businesses in partnership with the community
- Administers funds designated through the hotel/motel tax to programs relating to the Crime Free Program
- Develops programs for hotels and motels that reduce the calls for service from the police department and help them comply with the Crime Free Program

2013 Strategic Accomplishments

- Completed the 2013 Citizen's Police Academy and started the first Volunteer Academy
- Completed compliance inspections on nearly 200 hotel/motel rooms in the City
- Maintained Colorado Life-Trak, Lock Box and the P.O.W.E.R. network programs
- Conducted and participated in several safety fairs in Wheat Ridge and Jefferson County

2014 Strategic Priorities

- Continue inspections of hotel/motel rooms for compliance with building and property maintenance codes
- Expand the Crime Prevention through Environmental Design program to the businesses and residences of Wheat Ridge
- Continue to promote the Crime Free Program to motels and multi housing complexes
- Ensure compliance with CALEA professional accreditation standards
- Implement the Citizens on Patrol Program

PD Fishing Tournament



Crime Prevention/Code Enforcement Fund

Special Funds

Fund 63

	2012 Actual	2013 Adjusted	2013 Estimated	2014 Proposed
Beginning Fund Balance	\$259,602	\$291,878	\$291,878	\$240,921
Revenues				
Lodger's Tax	\$295,471	\$271,800	\$300,000	\$300,000
CDOT - Safety fair Grant	\$4,884	\$0	\$0	\$0
No Proof of Insurance	\$31,907	\$35,000	\$27,000	\$30,000
Interest	\$1,393	\$1,000	\$900	\$1,000
Total Revenues	\$333,655	\$307,800	\$327,900	\$331,000
Total Available Funds	\$593,258	\$599,678	\$619,778	\$571,921
Expenditures				
Personnel Services	\$273,133	\$322,997	\$353,557	\$351,657
Materials & Supplies	\$27,058	\$22,000	\$22,000	\$22,500
Other Services & Charges	\$1,188	\$3,300	\$3,300	\$5,838
Total Expenditures	\$301,379	\$348,297	\$378,857	\$379,995
Ending Fund Balance	\$291,879	\$251,381	\$240,921	\$191,926



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 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.

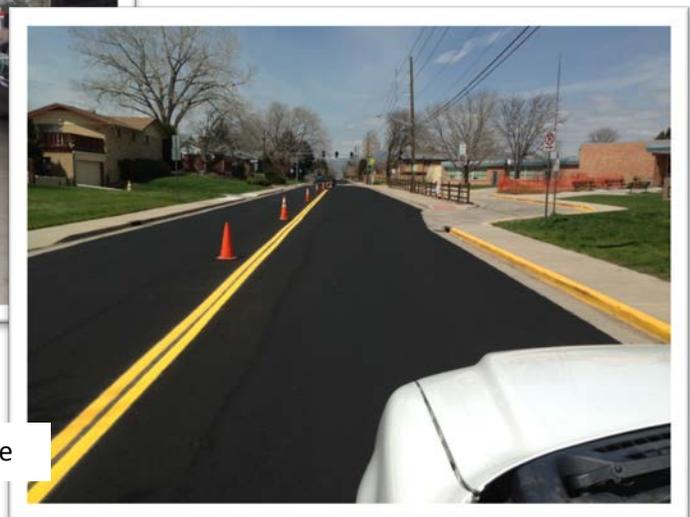
A basis has been established with a 10-year CIP listing, which assigns a preliminary schedule and provides a description of the projects and future operational costs of these projects.

2014 Budget Priorities

- Kipling Multi-use trail project
- Neighborhood traffic management program
- Asset management system for City's storm sewers
- Implement multi-model transportation improvement plan and develop new funding sources
- Complete Wadsworth Corridor planning and environmental study



Widening of 32nd Avenue from Wright Court to Braun Court (a federal grant funded 53% of the project)



New overlay along 41st Avenue

Capital Investment Program 2014 Budget

Drainage Improvements

1. 29th Avenue Storm Sewer \$850,000*

Description: Storm sewer along 29th Avenue

Justification: A storm sewer will be constructed to minimize local flooding south of 29th Avenue between Sheridan Boulevard and Depew Street.

Street Improvements

1. Kipling Pedestrian Improvements \$2,835,000

Description: Kipling multi-use Path, 32nd Avenue to 44th Avenue

Justification: A federal grant has been awarded to fund 78% of a multi-use trail.

2. Public Improvements Projects, Development Driven \$25,000

Description: Doud Overlook storm water improvements

Justification: Contingent funding should be provided for special project needs.

3. Street Preventative Maintenance Projects \$1,200,000

Description: The annual street preventative maintenance costs are as follows:

Asphalt overlay: \$1,075,000

Various streets and alleys east of Wadsworth Boulevard

Patching: \$25,000

Throughout the City by priority

Crack sealing area: \$25,000

Throughout the City by priority

Striping area: \$75,000

Arterial and collector streets throughout the City by priority

Justification: Preventative street maintenance 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.

4. 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.

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 Improvements and Maintenance \$63,000

Description: Courtroom security and space improvements

Justification: Improves security, effectively utilizes the space available, and improves traffic flow for Court sessions.

**Project funding was encumbered in 2013, with project and work to be completed in 2014*

REVENUES													
	2012	2013	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	
	ACTUAL	ADJUSTED	ESTIMATED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	
30-580-00-589	Beginning Fund Balance	\$4,663,937	\$4,172,433	\$4,172,433	\$70,517	\$47,517	\$249,517	\$54,517	\$264,517	\$479,517	\$99,517	\$324,517	\$549,517
30-500-00-508	Lodger's Tax	\$196,981	\$180,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
30-520-11-539	Grant - RTD Gold Line Station	\$0	\$0	\$0	\$0	\$740,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-520-00-539	Grant - Wadsworth Trail	\$323,448	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-520-09-539	Grant - Wadsworth PEL	\$0	\$636,000	\$636,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-520-10-539	CDOT Grant-Bus Benches	\$168,380	\$200,000	\$167,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-520-06-539	Grant - 32nd and Youngfield	\$1,178	\$2,924,000	\$2,924,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-520-08-539	Grant - Kipling Trail	\$64,026	\$2,473,000	\$274,000	\$2,199,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-550-00-551	Public Improvement Fee	\$7,500	\$0	\$4,477	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-580-00-581	Interest	\$45,015	\$100,000	\$40,000	\$1,000	\$2,000	\$5,000	\$10,000	\$15,000	\$20,000	\$25,000	\$25,000	\$25,000
30-580-00-588	Misc. Revenue	\$19,180	\$2,264,000	\$1,275,212	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-590-00-591	Transfer from General Fund	\$2,000,000	\$860,000	\$860,000	\$1,700,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL REVENUE	\$2,825,707	\$9,637,000	\$6,380,689	\$4,100,000	\$942,000	\$205,000	\$210,000	\$215,000	\$220,000	\$225,000	\$225,000	\$225,000
	TOTAL AVAILABLE FUNDS	\$7,489,644	\$13,809,433	\$10,553,122	\$4,170,517	\$989,517	\$454,517	\$264,517	\$479,517	\$699,517	\$324,517	\$549,517	\$774,517
EXPENDITURES													
	2012	2013	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	
	ACTUAL	ADJUSTED	ESTIMATED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	
	DPW DRAINAGE												
30-302-800-833	Misc. Drainage Improvements Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-302-800-834	Arvada Channel Improvements	\$700,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-302-800-835	29th Ave Drainage Improvements	\$0	\$850,000	\$850,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	TOTAL DRAINAGE	\$700,000	\$850,000	\$850,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	DPW STREETS												
30-303-800-840	Minor Street Improvements Projects	\$206,350	\$250,000	\$167,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-303-800-841	32nd & Youngfield improvements	\$6,695	\$5,487,777	\$5,517,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-303-800-842	Kipling pedestrian improvements	\$50,658	\$3,039,445	\$405,533	\$2,835,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-303-800-844	Wadsworth bike/ped trail	\$55,938	\$48,863	\$48,863	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-303-800-848	Bike/Pedestrian Master Plan	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-303-800-851	Public Improvement Projects, Dev. Related	\$26,565	\$198,192	\$98,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-303-800-860	Gold Line station street project	\$0	\$0	\$0	\$0	\$740,000	\$0	\$0	\$0	\$0	\$0	\$0	
30-303-800-864	Street Lights, Installation of Approved Lights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-303-800-884	Preventative Maintenance Projects	\$1,861,492	\$1,626,016	\$1,580,000	\$1,200,000	\$0	\$400,000	\$0	\$0	\$600,000	\$0	\$0	\$600,000
30-303-800-854	Wadsworth PEL	\$0	\$1,200,000	\$1,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-303-800-892	38th Ave Revitalization	\$269,376	\$177,225	\$177,225	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	TOTAL STREETS	\$2,477,074	\$12,027,519	\$9,193,621	\$4,060,000	\$740,000	\$400,000	\$0	\$0	\$600,000	\$0	\$600,000	
	DPW TRAFFIC												
30-304-800-843	Traffic Signal Improvement Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-304-800-844	Neighborhood Traffic Management Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	TOTAL TRAFFIC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	DPW FACILITIES												
30-305-800-811	New Shop Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	TOTAL DPW FACILITIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	PARKS & RECREATION CAPITAL PROJECTS												
30-603-800-864	Parking Lots and Drives Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	TOTAL PARKS & RECREATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	ECONOMIC DEVELOPMENT												
30-610-700-725	Conditions Surveys - URA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-610-700-724	Gateway Signage Program	\$0	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	TOTAL ECONOMIC DEVELOPMENT	\$0	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	MUNICIPAL CAPITAL PROJECTS												
30-610-800-801	Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-610-800-811	City Hall Improvements/Maintenance	\$0	\$313,984	\$313,984	\$63,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-610-800-814	Emergency Warning System	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-610-800-872	Aerial Photography/GIS Updates	\$41,618	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-610-800-874	Police radio repeater site	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-610-800-873	PD Evidence Climate Control	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	TOTAL MUNICIPAL	\$41,618	\$488,984	\$338,984	\$63,000	\$0							
	UTILITY UNDERGROUNDING EXPENDITURES												
30-306-800-802	Easements and ROW	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	TOTAL UNDERGROUNDING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Transfers												
30-902-890-891	General Fund	\$98,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	TOTAL TRANSFERS	\$98,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	TOTAL EXPENDITURES	\$3,317,212	\$13,466,503	\$10,482,605	\$4,123,000	\$740,000	\$400,000	\$0	\$0	\$600,000	\$0	\$600,000	
	ENDING FUND BALANCE	\$4,172,433	\$342,930	\$70,517	\$47,517	\$249,517	\$54,517	\$264,517	\$479,517	\$99,517	\$324,517	\$549,517	\$174,517

Pay-for-Performance Compensation Plan

In 2013, the City launched a new Compensation Plan for full-time/part-time benefitted employees that is financially sustainable and is a plan that will help staff recruit and retain top talent. Additionally, the compensation plan is market-based and fully aligned with the City's efforts with the performance management project (PMP) that has culminated in the full implementation of a pay-for-performance system. The City's pay-for-performance model is consistent with the culture and commitment to A.C.T.I.O.N! - The City's core values. It is important for the City to reward employees who exemplify these core values and who help achieve the City's strategic results.

The City's new compensation philosophy is as follows:

The City of Wheat Ridge recognizes that, as a service organization, employees are critical to the success of its mission and goals. In a highly competitive and ever-changing environment, we strive to attract and retain individuals who respond quickly, think creatively, and achieve meaningful results.

The City strives to attract and retain a highly skilled workforce that is efficient, productive, and innovative. Rewards are based on behaviors, contributions, and performance that demonstrate a commitment to public service and to the City's core values. Employees are rewarded for taking personal responsibility to develop their skills, provide excellent customer service and develop positive relationships within the community. Employees are expected to continually strive to learn as well as apply problem-solving and customer service skills to further the City's mission.

The total compensation package consists of base pay, comprehensive benefits, recognition and wellness programs as well as development opportunities based on financial conditions and strategic objectives, as compared to other governmental and private employers in the community.

The new Compensation Plan consists of two sub plans: 1) a Pay-for-Performance open range plan, which includes civilian and police sergeants and higher ranks, and 2) a Sworn Step Plan which includes Police Officer I and II positions.

Market Survey - The City will conduct a *biennial* market analysis update in 2015 to see how the City's pay practices relate to the employer comparison group. When this review is completed, staff will strive to make adjustments in the structure, as needed, to stay competitive. The current economic situation also must be factored into decisions related to the compensation system. Any appropriate adjustments to salary grades will be considered in the next fiscal year budget and will not be considered mid-year as done in the past with the City's former practice known as mid-year market adjustments.

Additionally, staff is currently updating the Part-Time Employee Pay Plan which will be implemented in early 2014.

Employees will be eligible for a performance increase January 1, 2014. Following the new performance evaluation due dates scheduled in the fall of 2013, employees may receive an increase based on how they met the core values and competencies of the new PMP system. The merit budget is determined and approved by City Council on an annual basis according to what other comparable organizations are providing and what the City can afford for that fiscal year. Unforeseen factors that could impact the local, state or national economy cannot always be predicted. Performance increases are awarded based on an employee's performance review. They are not guaranteed. The City does not grant cost-of-living increases. Pay increases are allocated based on the employee's performance and achievement of organizational core values and performance competencies. Cost-of-living increases are no longer a best practice and very few local government entities use this method. Overall, cost-of-living increases do not reward performance and do not support the culture of the City.

The City's new compensation system considers job content and qualification only. Demonstrated achievement of performance goals and objectives, core values and competencies result in determining the pay increase employees are eligible for on an annual basis. Increases are contingent upon available funding.

Non-Exempt Summary Report

Job Titles Listed by Salary Grade

Salary Grade		Job Title	Range Minimum	Range Maximum
Salary Grade 10			\$26,400	\$35,600
Parks & Rec /Recreation	Custodian		\$12.69	\$17.12
Parks & Rec /Parks	Maintenance Worker I - Parks			
Salary Grade 20			\$28,900	\$40,500
Parks & Rec /Recreation	Operations Support Technician I-P&R		\$13.89	\$19.47
Public Works	Maintenance Worker I			
Salary Grade 30			\$31,700	\$44,300
Administrative Services	Accounting Technician		\$15.24	\$21.30
Parks & Rec /Parks	Forestry Assistant			
Administrative Services	Help Desk Technician			
Parks & Rec /Parks	Maintenance Worker II - Parks			
Administrative Services	Operations Support Technician II-Admin			
Parks & Rec /Recreation	Operations Support Technician II-P&R			
Police Department	Operations Support Technician II-Police			
Administrative Services	Web Editor Technician			
Salary Grade 40			\$34,100	\$47,700
Municipal Court	Deputy Court Clerk I		\$16.39	\$22.93
Administrative Services	Purchasing Technician			
Police Department	Records Management Specialist			
Parks & Rec /Recreation	Recreation Leader			
Administrative Services	Sales Tax Technician			
Salary Grade 50			\$36,100	\$52,400
Municipal Court	Deputy Court Clerk II		\$17.36	\$25.19
Parks & Rec /Recreation	Facilities Maintenance Technician			
Parks & Rec /Recreation	Facility Assistant			
Parks & Rec /Parks	Forestry Technician			
Parks & Rec /Parks	Horticulture Technician			
Public Works	Maintenance Worker II - Public Works			
Parks & Rec /Recreation	Operations Support Tech III-P&R			
Police Department	Operations Support Tech III-Police			
Public Works	Operations Support Tech III-PW			
Community Development	Permit Technician			
Parks & Rec /Recreation	Pool Manager			
Parks & Rec /Parks	Senior Staff Assistant			

Salary Grade 60		\$39,000	\$56,500
Mayor's Office	Admin. Assistant-Mayor/Council	\$18.75	\$27.16
Community Development	Administrative Assistant-CD		
Parks & Rec /Recreation	Administrative Assistant-P&R		
Police Department	Administrative Assistant-Police		
Public Works	Administrative Assistant-PW		
Police Department	Community Service Officer		
Parks & Rec /Parks	Crew Leader-Parks		
Police Department	Emergency Services Specialist		
Public Works	Equipment Operator I		
Police Department	Evidence Technician I		
Parks & Rec /Recreation	Marketing Coordinator		
Public Works	Mechanic		
Administrative Services	Payroll Technician		
Parks & Rec /Recreation	Recreation Coordinator		
Salary Grade 70		\$43,200	\$62,600
Police Department	Community Service Officer - Lead	\$20.77	\$30.10
Municipal Court	Court Marshal		
City Clerk's Office	Deputy City Clerk		
Public Works	Engineering Technician		
Police Department	Evidence Technician II		
Parks & Rec /Recreation	Facilities Maintenance Supervisor		
Public Works	Mechanic - Lead		
Municipal Court	Probation Officer		
Public Works	Traffic Control Technician		
Public Works	Equipment Operator II		
Salary Grade 80		\$47,800	\$71,600
Police Department	Emergency Services Specialist-Lead	\$22.98	\$34.42
Salary Grade 90		\$51,800	\$77,800
Community Development	Combination Inspector	\$24.90	\$37.40
Police Department	Community Service Team Supervisor		
Administrative Services	Executive Assistant		
Police Department	Records Supervisor		
Community Development	Sr. Comb. Insp./Plans Examiner		
Administrative Services	Senior IT Technician		
Salary Grade 100		\$57,800	\$86,600
		\$27.79	\$41.63
Salary Grade 110		\$68,900	\$103,300
Police Department	Sergeant	\$33.13	\$49.66

Exempt Summary Report

Job Titles Listed by Salary Grade

Salary Grade	Job Title	Range Minimum	Range Maximum
Salary Grade 200		\$43,600	\$65,400
Administrative Services Community Development	Human Resources Analyst Planner I	\$20.96	\$31.44
Salary Grade 210		\$48,600	\$73,000
Community Development Administrative Services	Planner II Sales Tax Auditor	\$23.37	\$35.10
Salary Grade 220		\$55,800	\$78,200
Administrative Services Public Works Police Department Administrative Services Administrative Services Administrative Services Police Department Parks & Rec /Recreation Parks & Rec /Parks Parks & Rec /Parks Parks & Rec /Recreation	Accounting Supervisor Civil Engineer I Crime/Research/Analyst GIS Specialist Human Resources Analyst-Sr. Management Analyst PIO/Police Training Coord Recreation Supervisor-Facilities Recreation Supervisor Forestry & Open Space Supervisor Project Coordinator	\$26.83	\$37.60
Salary Grade 230		\$60,700	\$91,100
Municipal Court City Manager's Office Public Works Parks & Rec /Parks Administrative Services Administrative Services Community Development	Court Administrator Economic Development Manager Operations Supervisor Operations Supervisor - Parks Purchasing & Contract Agent Sales Tax Supervisor Senior Planner	\$29.18	\$43.80
Salary Grade 240		\$65,900	\$98,900
Public Works Administrative Services	Civil Engineer II Network Administrator	\$31.68	\$47.55
Salary Grade 250		\$75,100	\$112,700
Community Development Police Department Administrative Services Public Works Parks & Rec /Parks Parks & Rec /Recreation	Chief Building Official Communications Manager Human Resources Manager Operations Manager Parks,Open Space,Forestry Manager Recreation & Facilities Manager	\$36.11	\$54.18

Salary Grade 260		\$82,900	\$120,300
Public Works	Engineering Manager	\$39.86	\$57.84
Administrative Services	IT Manager		
Police Department	Police Commander		
Salary Grade 270		\$87,100	\$134,900
Police Department	Police Division Chief	\$41.88	\$64.86
Salary Grade 280		\$94,100	\$145,900
Administrative Services	Director-Administrative Services	\$45.24	\$70.14
Community Development	Director-Community Development		
Parks & Rec /Recreation	Director of Parks & Recreation		
Public Works	Director of Public Works		
Salary Grade 290		\$102,000	\$158,000
Police Department	Chief of Police	\$49.04	\$75.96
Salary Grade 300		\$124,600	\$199,400
City Manager's Office	City Manager	\$59.90	\$95.87

Sworn Officer Step Plan

Police Department

Police Officer I

Steps	Entry	Post Certified	POI
Annual	\$48,000	\$52,000	\$56,000
Hourly	\$23.08	\$25.00	\$26.92
% spread between steps		8.3%	7.7%

Police Officer II

Steps	1	2	3	4	5	6	7
Annual	\$58,800	\$62,000	\$64,800	\$67,600	\$70,500	\$73,400	\$76,400
Hourly	\$28.27	\$29.81	\$31.15	\$32.50	\$33.89	\$35.29	\$36.73
% spread between steps		5.4%	4.5%	4.3%	4.3%	4.1%	4.1%

Part-Time/Seasonal – (Non-Benefited)

Revised
07/2011

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 (<i>Non-Certified</i>):						
	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 (<i>Non-Certified</i>):						
	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: (<i>Non-Certified + 5 yrs.</i>)						
	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: (<i>Certified</i>):						
	Fitness I	NE	9102	Para			
	Fitness I	NE	9102	Para			
	(<i>Black Belt</i>) - 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 (<i>Certified + 5yrs.</i>):						
	Aqua	NE	9102	Para			



Fitness II

		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

	2011 <u>Authorized</u>	2012 <u>Authorized</u>	2013 <u>Authorized</u>	2014 <u>Proposed</u>
GENERAL FUND				
LEGISLATIVE				
<i>Legislative Services</i>				
Mayor - 1 position	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>
Council Member - 8 positions	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>
Administrative Assistant	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Total	1.000	1.000	1.000	1.000
TREASURY				
<i>Treasury</i>				
City Treasurer	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>
CITY MANAGER'S OFFICE				
<i>General Management Services</i>				
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>
Total	2.000	2.000	2.000	2.000
CITY ATTORNEY				
<i>Legal Services</i>				
City Attorney	<i>Contracted</i>	<i>Contracted</i>	<i>Contracted</i>	<i>Contracted</i>
CITY CLERK				
<i>City Clerk</i>				
City Clerk	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>
Deputy City Clerk	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Total	1.000	1.000	1.000	1.000
MUNICIPAL COURT				
<i>Municipal Court</i>				
Municipal Judge	<i>Contracted</i>	<i>Contracted</i>	<i>Contracted</i>	<i>Contracted</i>
Court Administrator	1.000	1.000	1.000	1.000
Deputy Court Clerk II	3.000	3.000	3.000	3.000
Deputy Court Clerk I	3.875	3.875	3.875	3.875
Probation Officer	1.000	1.000	1.000	1.000
Court Marshal	<u>1.000</u>	<u>1.260</u>	<u>1.260</u>	<u>1.260</u>
Total	9.875	10.135	10.135	10.135

Staffing Table

	2011	2012	2013	2014
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Proposed</u>
ADMINISTRATIVE SERVICES				
Administration				
Deputy City Manager	1.000	0.000	0.000	0.000
Administrative Services Director	0.000	1.000	1.000	1.000
Executive Assistant	1.000	1.000	1.000	1.000
Assistant to the City Manager	1.000	0.000	0.000	0.000
Management Analyst	0.000	1.000	1.000	1.000
Operations Support Technician II	0.000	0.000	1.000	1.000
Receptionist	<u>1.000</u>	<u>1.000</u>	<u>0.000</u>	<u>0.000</u>
Subtotal	4.000	4.000	4.000	4.000
Finance				
Accounting Supervisor	1.000	1.000	1.000	1.000
Accounting Technician	1.000	1.000	1.000	1.000
Payroll Technician	<u>0.750</u>	<u>0.750</u>	<u>0.750</u>	<u>1.000</u>
Subtotal	2.750	2.750	2.750	3.000
Sales Tax				
Sales Tax Supervisor	1.000	1.000	1.000	1.000
Sales Tax Auditor	1.000	1.000	1.000	1.000
Sales Tax Technician	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Subtotal	3.000	3.000	3.000	3.000
Human Resources				
Human Resources Manager	1.000	1.000	1.000	1.000
Senior HR Analyst	1.000	1.000	1.000	1.000
Human Resources Analyst	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Subtotal	3.000	3.000	3.000	3.000
Purchasing and Contracting				
Purchasing and Contracting Agent	1.000	1.000	1.000	1.000
Purchasing Technician	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
Subtotal	1.500	1.500	1.500	1.500
Information Systems				
IT Manager	1.000	1.000	1.000	1.000
Network Administrator	1.000	1.000	1.000	1.000
Sr. IT Support Technician	2.000	2.000	2.000	2.000
GIS Specialist	1.000	1.000	1.000	1.000
Web & Imaging Technician	0.500	0.500	0.500	0.500
Help Desk Technician	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
Subtotal	6.000	6.000	6.000	6.000
Total	20.250	20.250	20.250	20.500

Staffing Table

	2011	2012	2013	2014
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Proposed</u>
COMMUNITY DEVELOPMENT				
Administration				
Community Development Director	1.000	1.000	1.000	1.000
Administrative Assistant	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Subtotal	2.000	2.000	2.000	2.000
Planning				
Senior Planner	1.000	1.000	1.000	1.000
Planner II	1.000	1.000	1.000	1.000
Planner I	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Subtotal	3.000	3.000	3.000	3.000
Building				
Chief Building Official	1.000	1.000	1.000	1.000
Plans Examiner/Inspector	1.000	1.000	1.000	1.000
Combination Inspector	1.000	1.000	1.000	2.000
Property Inspector	0.000	0.000	0.000	0.000
Permit Technician	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Subtotal	4.000	4.000	4.000	5.000
Long Range Planning				
Senior Planner	<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
Total	10.000	10.000	10.000	11.000
POLICE DEPARTMENT				
Administration				
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
Community Services Team				
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
Communications				
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

Staffing Table

	2011	2012	2013	2014
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Proposed</u>
Crime Prevention Team				
Police Sergeant	0.500	0.500	0.500	0.500
Crime Prevention Officer	1.000	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	3.500	3.500	3.500	3.500
Grants				
Police Officer	<u>3.000</u>	<u>3.000</u>	<u>3.000</u>	<u>3.000</u>
Subtotal	3.000	3.000	3.000	3.000
Records Section				
Records Supervisor	1.000	1.000	1.000	1.000
Records Management Specialist	<u>4.000</u>	<u>4.000</u>	<u>3.000</u>	<u>3.000</u>
Subtotal	5.000	5.000	4.000	4.000
Training				
PIO/Training Coordinator	<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
Patrol				
Division Chief	0.000	0.000	1.000	1.000
Police Commander	1.000	1.000	0.000	0.000
Police Lieutenant	2.000	2.000	0.000	0.000
Police Commander	0.000	0.000	2.000	2.000
Police Sergeant	6.000	6.000	6.000	6.000
Police Officer	34.000	34.000	35.000	35.000
Operations Support Tech III	0.500	0.500	0.500	0.500
Operations Support Tech II	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>
Subtotal	45.500	45.500	46.500	46.500
Investigations				
Police Commander	0.000	0.000	1.000	1.000
Police Lieutenant	1.000	1.000	0.000	0.000
Police Sergeant	2.000	2.000	2.000	2.000
Police Officer	12.000	13.000	12.000	12.000
Operations Support Tech III	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>1.000</u>	<u>1.000</u>
Subtotal	19.000	20.000	20.000	20.000
Traffic Enforcement				
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
Total	100.500	101.500	101.500	101.500

Staffing Table

	2011	2012	2013	2014
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Proposed</u>
PUBLIC WORKS DEPARTMENT				
Administration				
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
Engineering				
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
Operations				
Operations Manager	1.000	1.000	1.000	1.000
Operations Supervisor	1.000	1.000	1.000	1.000
Operations Support Technician III	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
Total	29.000	29.000	29.000	29.000
PARKS AND RECREATION				
Administration				
Parks & Recreation Director	1.000	1.000	1.000	1.000
Administrative Assistant	<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
Recreation				
Recreation & Facilities Manager	1.000	1.000	1.000	1.000
Marketing 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
Parks Maintenance				
Parks Maintenance Worker II	5.000	5.000	4.000	5.000
Parks Maintenance Worker I	5.000	5.000	6.000	6.000
Sr. Staff Assistant	<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	12.000
Forestry				
Forestry Technician	1.000	1.000	1.000	1.000
Forestry Assistant	1.000	1.000	1.000	1.000
Horticulture Technician	<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

Staffing Table

	2011	2012	2013	2014
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Proposed</u>
Natural Resources				
Forestry & Open Space Supervisor	1.000	1.000	1.000	1.000
Parks Maintenance Worker II	1.000	1.000	1.000	1.000
Parks Maintenance Worker I	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
Subtotal	3.000	3.000	3.000	3.000
Athletics				
Recreation Supervisor	1.000	1.000	1.000	1.000
Recreation Coordinator	0.500	0.500	0.500	0.500
Recreation Leader	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
Subtotal	2.000	2.000	2.000	2.000
General Fitness Programs				
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>
Subtotal	1.500	1.500	1.500	1.500
Active Adult Center				
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>
Subtotal	4.130	4.130	4.130	4.130
Facilities Maintenance				
Facility Maintenance Supervisor	<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
Total	29.130	29.130	29.130	30.130
General Fund Total	202.755	204.015	204.015	206.265
<u>OPEN SPACE FUND</u>				
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
Open Space Fund Total	5.000	5.000	5.000	5.000
<u>CRIME PREVENTION</u>				
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	3.000	3.000	3.000
Property Inspector (Comm Dev)	<u>1.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
Crime Prevention Fund Total	4.500	4.500	4.500	4.500

Staffing Table

	2011	2012	2013	2014
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Proposed</u>
<u>RECREATION CENTER OPERATIONS FUND</u>				
<i>Facility Operation</i>				
<i>Facility Operations Supervisor</i>	1.000	1.000	1.000	1.000
<i>Facility Assistant</i>	3.000	3.000	3.000	3.000
<i>Recreation Support Technician</i>	1.000	1.000	1.000	1.000
<i>Custodian</i>	2.000	1.000	1.000	1.000
<i>Facility Maintenance Technician</i>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	8.000	7.000	7.000	7.000
<i>Aquatics</i>				
<i>Recreation Supervisor</i>	1.000	1.000	1.000	1.000
<i>Pool Manager</i>	<u>3.000</u>	<u>3.000</u>	<u>3.000</u>	<u>2.000</u>
<i>Subtotal</i>	4.000	4.000	4.000	3.000
<i>Fitness</i>				
<i>Recreation Coordinator</i>	1.000	0.500	0.500	0.500
<i>Recreation Supervisor</i>	<u>0.000</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
<i>Subtotal</i>	1.000	1.000	1.000	1.000
<i>Marketing</i>				
<i>Marketing Coordinator</i>	<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
<i>Recreation Center Operations Fund Total</i>	13.500	12.500	12.500	11.500
Grand Total	225.755	226.015	226.015	227.265



2014 Fee Schedule

Administrative and Clerk Fees:

Copies	N/C first 10 pages \$0.25 additional pages
Copies/Microfilm	\$0.25 per page/no research
Certified copies	\$2.00 per page
Research fees	\$25.00 per hour; rounded to 1/4 hour
Code of Laws	\$125.00 per copy
Code of Laws binder	\$25.00 each
Liquor/beer code	\$20.00 per copy
NEC Codes	\$15.00 per copy
Printed documents	actual cost
Code supplements	actual cost plus shipping
City Charter	\$15.00 per copy
Transcripts of City Council meetings	not provided by theCity
Returned check fee	\$26.00 per check
FAX copies	N/C
City flags	\$105.00 3 x 5 feet \$125.00 4 x 6 feet

Public Works & Building Fees

Black & white plots/drawings/aerial photos

Reproductions of plats/drawings	\$5.00 24" x 36" sheet
Aerial photo reproductions & plots	\$10.00 24" x 36" sheet
Black & white mylar	\$20.00 24" x 36" sheet

Color plots/drawings/aerial photos

Reproductions & plots	\$2.00 8 1/2" x 11" sheet
Reproductions & plots	\$3.00 11" x 17" sheet
Reproductions & plots	\$20.00 24" x 36" sheet
Color mylar	\$30.00 24" x 36" sheet

Electronic Media

CD-Rom	\$5.00 each plus research time
DVD-Rom	\$10.00 each plus research time

City Treasurer Fees

Liquor Occupation License

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

News rack license fee \$10.00 per rack

List of licensed businesses

Labels	\$25.00
Computer printout	\$10.00

2014 Fee Schedule

Police Department Fees:

Address Check	\$15.00 first 30 minutes \$6.25 each additional 15 minutes
Records Check	\$5.00 per 15 minute increment
Registered Sex Offender List	N/C
Sex Offender Initial Registration	\$75.00
Annual Renewal	\$25.00
Report Fees	\$5.00 per 15 minute increment
Dispatch Audio or Video Recording	\$17.50 first 30 minutes \$8.50 each additional 15 minutes
Evidence Photos	\$4.00 minimum, depending on format
Evidence Audio Recordings	\$4.00 minimum, depending on format
Evidence Video Recordings	\$8.00 minimum, depending on format
Pawn Shops	\$5,000.00 per year \$1.00 per transaction
Fingerprints	\$10.00 Must reside or work in Wheat Ridge
Administration Citation Fees	
First Citation	\$150.00
Second Citation	\$250.00
Third Citation	\$500.00
Administrative Hearing	\$100-200 no fee if citation is dismissed
Administrative Citation Late Fees	\$50.00 plus 20% of outstanding fine for collection costs; plus interest of 10% per annum on unpaid accounts

2014 Fee Schedule

Parks and Recreation

Anderson Community Building Gymnasium				\$30.00 per hour
Richards Hart Estate				\$300.00 damage deposit
Evenings & weekend events				\$600.00 for six hours \$75.00 each additional hour
Weekday events (8 am-5pm)				\$75.00 per hour/two-hour min. \$300.00 maximum daily charge
Alcohol liability insurance fee (required by City insurance provider)				\$100.00 fewer than 50 persons \$145.00 50 or more persons
Outdoor Pool in Anderson Park				
<i>Daily Drop-in Fees</i>	<i>Resident</i>	<i>Jeffco</i>	<i>Non Resident</i>	
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 and over	\$4.50	\$5.50	\$6.50	
Senior 65 and over	\$4.00	\$5.00	\$6.00	
Family	\$14.00	\$17.00		
<i>Punch Card Fees (20 visits)</i>	<i>Resident</i>	<i>Jeffco</i>	<i>Non Resident</i>	
Child 3-5 years	\$52.50	\$60.00	\$67.50	
Youth 6-17 years	\$60.00	\$75.00	\$90.00	
Adult 18 and over	\$67.50	\$82.52	\$97.50	
Senior 65 and over	\$60.00	\$75.00	\$90.00	
<i>Season Pass - Outdoor Pool</i>	<i>Resident</i>	<i>Jeffco</i>	<i>Non Resident</i>	
Child 3-5 years	\$80.00	\$95.00	\$110.00	
Youth 6-17 years	\$100.00	\$130.00	\$160.00	
Adult 18 and over	\$120.00	\$150.00	\$180.00	
Senior 65 and over	\$100.00	\$130.00	\$160.00	
Outdoor Pool Pavillion Rental				
Available in two hour time slots: 11:30 am - 1:30 pm; 2-4 pm; or 4:30-6:30 pm				
Includes admittance for up to 14 youth and 4 adults. Additional guests will be charged a drop-in fee, based on age and residency				
				\$100.00 residents
				\$130.00 non residents
After hours pool rental (7-8:30 pm)				\$380.00 fewer than 50 guests \$420.00 50 to 150 guests call for quote on more than 150 guests

Parks and Recreation

Wheat Ridge Recreation Center

<i>Daily Drop-in Fees</i>	<i>Resident</i>	<i>Jeffco</i>	<i>Non Resident</i>
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 and over	\$5.00	\$6.00	\$6.50
Senior 65 and over	\$4.50	\$5.50	\$6.00
Family	\$12.00	\$15.00	

<i>Punch Card Fees (20 visits)</i>	<i>Resident</i>	<i>Jeffco</i>	<i>Non Resident</i>
Child 3-5 years	\$52.50	\$60.00	\$67.50
Youth 6-17 years	\$67.50	\$82.50	\$90.00
Adult 18 and over	\$75.00	\$90.00	\$97.50
Senior 65 and over	\$67.50	\$82.50	\$90.00

<i>Annual Pass Fees</i>	<i>Resident</i>	<i>Jeffco</i>	<i>Non Resident</i>
Child 3-5 years	\$190.00	\$225.00	\$265.00
Youth 6-17 years	\$275.00	\$350.00	\$375.00
Adult 18 and over	\$375.00	\$425.00	\$465.00
Senior 65 and over	\$275.00	\$350.00	\$375.00

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

Area	Cost	Days Available	Hours Available
Lap pool (per hour/per lane)	\$11.00	varies	varies
Gymnasium (per hour/shared use)	\$25.00	varies	varies
Gymnasium (per hour/excl. use)	\$40.00	varies	varies
Aerobics room (per hour)	\$45.00	varies	varies
Activity rooms 1 & 2 (per hour)	\$20.00	Mon - Thurs	7 am - 10 pm
		Friday	7 am - 6 pm
		Saturday	8 am - 8 pm
		Sunday	11 am - 8 pm
		Recreation Center Ballroom (Various promotion packages are also available depending on frequency of use)	
Per hour/per section	\$45.00	Sun - Fri	
Per hour/per section	\$75.00	Saturday	12 pm - 5 pm
Entire room/three sections	\$1,800.00	Saturday	5 pm - 12 am
Damage deposit/ per section	\$100.00	Sun - Fri	
	\$500.00	Fri - Saturday	after-hours events where alcohol is served or more than 100 persons
Kitchen Fee	\$75.00	Sun - Fri	
	N/C	Saturday	kitchen fee is included

Parks and Recreation

Ballroom rental hours	Mon - Thurs	7 am - 10 pm
	Friday (June - August)	7 am - 12 am
	Friday (Sept. - May)	7 am - 5 pm
	Saturday	12 pm - 12 am
	Sunday	12 pm - 8 pm

Active Adult Center

Available Monday - Friday from 4:30 - 10 pm; Saturday & Sunday from 8 - 10 am

Prospect Hall	\$45.00 per hour
	\$100.00 security/damage deposit - no alcohol
	\$200.00 security/damage deposit - with alcohol *
	*alcohol is allowed only for weddings & anniversaries & requires liability insurance
Arts/Craft room	\$20.00 per hour
	\$100.00 security/damage deposit
Ketner room	\$20.00 per hour
	\$100.00 security/damage deposit

Field Rental Fees

All field rentals	\$30.00 without lights/ includes one field prep
All field rentals	\$40.00 with lights/ includes one field prep
Additional field prep	\$25.00 each

Tournaments:

The following policy and fee structure applies to local youth groups using fields for fund-raising tournaments

- *Each group is limited to two tournaments per season
- *The hourly field use fee (as listed above) is waived in lieu of a \$25 fee for each field prep and a field reservation fee of \$8 per hour
- *There will be a \$10 per hour charge for use of field lights
- *Your group is expected to provide assistance for routine field work throughout the tournament

Wheat Ridge Youth Sports Organizations

Includes the following Wheat Ridge organizations: area Baseball Association, WRHS third level team, Midget Football, Girl's Softball Association, boy's and girl's basketball, Avalanche Soccer, Piranhas Swim Team, and St. Peter & Paul Athletic Association

\$15.00 per player; this covers the cost of facility/field use, maintenance & staff costs for regular league play

Tennis Courts

Per court	\$25.00 per hour without lights
	\$35.00 per hour with lights

Greenbelt & Clear Creek Trail

Approved usage for all groups	\$50.00
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Parks and Recreation

Parks Pavilions & Shelters

Residents may reserve pavilions and shelters beginning January 2; non-residents may reserve pavilions/shelters beginning March 1

Park Pavilions

Anderson Park		N/C 100 maximum occupancy
Discovery Park		N/C 75 maximum occupancy
Prospect Park	Mon - Thurs	\$100.00 150 maximum occupancy
	Fri - Sun	\$150.00 if reservation made before March 1
	Fri - Sun	\$200.00 if reservation made after March 1

Park Shelters

Panorama Park		\$50.00 50 maximum occupancy
Randall Park		\$50.00 50 maximum occupancy
Paramount Park		\$50.00 50 maximum occupancy
Fruitdale Park		\$50.00 50 maximum occupancy
Hayward Park		N/C permit required IF over 25 persons
Johnson Park		N/C permit required IF over 25 persons
Apel Bacher Park		N/C permit required IF over 25 persons

Damage Deposits - All Parks

\$100.00 groups of 75 or more persons; refundab

Weekly Group Rentals

Mon - Friday

\$100.00 per day plus \$100 refundable deposit
(applies to camps, schools, etc.)

Rental Exceptions

Carnation Festival		N/C
WR/Arvada Kiwanis		N/C one-time weekday use of Anderson Pavilion

2014 Fee Schedule

Municipal Court Fees:

Audio recordings of Court proceedings to CD	\$25.00 \$5.00 each additional 15 minutes of prep
Copy of animal, civil, general codes, and sales tax files	\$10.00 Includes up to 30 minutes to search, retrieve, redact and copy \$5.00 each additional 15 minutes of prep
Copy of traffic or parking file	\$5.00 Includes up to 15 minutes to search, retrieve, redact, and copy
Copies with no preparation required	\$0.25 per page
Name search	\$10.00 Includes up to 30 minutes to search, retrieve, redact and copy \$5.00 each additional 15 minutes of prep
Research fee, extensive	varies Salary of staff person \$5.00 Minimum for 15 each minutes
Transcripts	\$2.35 Per page \$150.00 Minimum deposit required
Associated Case Fees	
Non-injury accident surcharge	\$30.00
Injury accident	\$60.00
Court-appointed counsel application	\$10.00 Judge may waive
Court costs	\$25.00
Deferred judgement	\$75.00
Deferred prosecution	\$75.00
Direct services (domestic violence)	\$50.00 Municipal Code of Laws : 16-110 &16-111

Municipal Court Fees:

Drug/drug paraphernalia destruction	\$10.00 Municipal Code of Laws: 16-131, 132 & 133
Filing for bonds	\$25.00
Payment plan	\$25.00 per request
Probation fee	\$75.00
Stay of execution (SOE)	\$25.00
Witness fee	\$5.00 Per civilian witness if defendant found guilty at trial \$5.00 Per civilian witness if defendant fails to appear and trial and witness served
Failure to Appear or Comply with	
Bench warrant	\$50.00
DMV default	\$30.00 Lien-juvenile general warrant
DMV default	\$30.00 Lien on traffic warrants
Failure to appear	\$25.00
Insufficient funds or returned check	\$26.00
Late fee for parking summons	\$15.00
Officer appearance fee assessed	\$30.00 If defendant fails to appear for trial
Order to show cause	\$15.00
Jury Trial Fees	
Appearance	\$3.00 paid to jurors
Service fee	\$6.00 including appearance fee, paid to jurors
Jury deposit	\$25.00
Jury trial cost	varies by cost of jury

City Treasurer

01-101

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	29,111	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	1,805	1,798	1,798	1,798
625	Medicare Portion FICA	422	420	420	420
630	ICMA Retirement	1,165	1,160	1,160	1,160
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$32,503	\$32,378	\$32,378	\$32,378
651	Office Supplies	0	0	0	200
654	Photocopy/Printing	0	0	0	0
655	Postage	0	0	0	0
MATERIALS & SUPPLIES		\$0	\$0	\$0	\$200
702	Conference/Meeting	877	2,614	2,614	2,000
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	0	46	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	295	740	740	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
OTHER SERVICES & CHARGES		\$1,172	\$3,400	\$3,554	\$3,200
800	Office Furniture & Equipment	0	0	0	0
802	Office Equipment	0	0	0	0
809	Other Major Equipment	0	0	0	0
CAPITAL OUTLAY		\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:		\$33,675	\$35,778	\$35,932	\$35,778

General Government - Legislative Services

01-102

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	57,384	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	28,233	25,000	25,000	25,000
617 Temporary Personnel - Hourly	0	0	0	0
619 Temporary Personnel - Non Hourly	67,694	67,680	67,680	67,680
620 FICA Expenses Employer	7,556	7,738	7,738	7,738
625 Medicare Portion FICA	2,004	1,810	1,810	1,810
630 ICMA Retirement	2,293	2,285	2,285	2,285
640 Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES	\$165,164	\$161,645	\$161,645	\$161,645
651 Office Supplies	410	600	600	600
654 Photocopy/Printing	337	500	500	500
655 Postage	0	0	0	0
660 Operating Supplies	240	450	450	450
MATERIALS & SUPPLIES	\$987	\$1,550	\$1,550	\$1,550
702 Conference/Meeting	25,398	36,850	40,000	35,250
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	2,112	3,950	4,750	4,750
712 Annual Appreciation Dinner	3,977	6,500	6,000	6,000
716 Legislative Membership	34,691	34,156	35,000	35,000
723 Tuition Reimbursement	0	0	0	0
728 Training	350	500	300	400
740 Auto Mileage Reimbursement	503	600	600	600
750 Professional Service	98,498	105,376	105,376	105,376
758 Rentals and Leases	0	0	0	0
759 Telephone Expense	0	0	0	0
780 Outside Agency Contributions	33,389	77,500	77,500	46,000
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	17,080	17,090	17,090	17,090
OTHER SERVICES & CHARGES	\$215,998	\$282,522	\$286,616	\$250,466
800 Office Furniture & Equipment	0	0	0	0
802 Office Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:	\$382,149	\$445,717	\$449,811	\$413,661

Administrative Services - Finance

01-103

	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	163,964	142,238	142,238	157,574
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	9,827	10,165	10,165	9,770
625 Medicare Portion FICA	2,298	2,379	2,379	2,285
630 ICMA Retirement	6,438	6,364	5,594	6,303
640 Outside Personnel Services	0	21,700	21,700	0
PERSONNEL SERVICES	\$182,527	\$182,846	\$182,076	\$175,932
651 Office Supplies	296	600	600	600
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	915	1,800	1,800	1,800
MATERIALS & SUPPLIES	\$1,211	\$2,400	\$2,400	\$2,400
702 Conference/Meeting	792	1,400	1,400	1,600
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	1,687	1,750	1,750	1,764
712 Annual Appreciation Dinner	0	0	0	0
716 Legislative Membership	0	0	0	0
723 Tuition Reimbursement	0	0	0	0
728 Training	141	1,750	1,750	1,750
740 Auto Mileage Reimbursement	611	700	700	700
750 Professional Service	16,100	34,500	34,500	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	7,312	8,000	8,000	8,000
799 Miscellaneous Services and Charges	14,211	15,600	15,600	17,000
OTHER SERVICES & CHARGES	\$40,854	\$63,700	\$63,700	\$57,314
800 Office Furniture & Equipment	0	0	0	0
802 Office Equipment	0	0	0	550
809 Other Major Equipment	0	0	0	0
CAPITAL OUTLAY	\$0	\$0	\$0	\$550
DEPARTMENT ACCOUNT TOTALS:	\$224,592	\$248,946	\$248,176	\$236,196

City Manager's Office - Economic Development

01-105

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	99,696	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	418	500	0	500
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	6,198	6,161	6,161	6,161
625 Medicare Portion FICA	1,450	1,441	1,441	1,441
630 ICMA Retirement	3,988	3,975	3,975	3,975
640 Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES	\$111,750	\$111,447	\$110,947	\$111,447
651 Office Supplies	96	100	254	100
654 Photocopy/Printing	486	1,700	1,700	1,700
655 Postage	0	1,000	0	1,000
660 Operating Supplies	4,221	4,550	4,550	4,550
MATERIALS & SUPPLIES	\$4,803	\$7,350	\$6,504	\$7,350
702 Conference/Meeting	4,325	3,030	3,030	4,830
704 Contractual Services	7,540	9,400	4,200	9,400
706 Dues/Books/Subscriptions	12,382	10,255	10,255	10,255
710 Marketing and Sponsorships	72,080	175,550	175,550	214,750
714 Legals & Publishing	0	0	0	0
718 WR Cyclery-URA	58,951	52,000	12,266	
719 Economic Development Incentive	0	0	0	103,000
720 Economic Development - WRURA	407,072	400,000	400,000	425,000
721 NRS Implementation	92,800	315,500	303,500	247,000
728 Training	595	2,000	0	2,000
740 Auto Mileage Reimbursement	748	1,000	1,000	1,000
750 Professional Service	17,626	17,300	17,300	17,300
758 Rentals and Leases	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$674,119	\$986,035	\$927,101	\$1,034,535
800 Office Furniture & Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:	\$790,672	\$1,104,832	\$1,044,552	\$1,153,332

City Manager's Office - City Manager

01-106

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	145,579	144,200	144,200	148,526
604 Deferred Compensation	14,467	14,420	14,420	14,852
606 Auto Allowance	3,600	3,600	3,600	3,600
607 Cell Phone Allowance/ I Pad Allowance	1,110	1,320	1,320	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	6,924	6,826	6,826	6,826
625 Medicare Portion FICA	2,260	2,091	2,091	2,154
630 ICMA Retirement	0	0	0	0
640 Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES	\$173,940	\$172,457	\$172,457	\$177,278
651 Office Supplies	119	500	500	500
654 Photocopy/Printing	0	100	100	100
660 Operating Supplies	0	0	0	0
MATERIALS & SUPPLIES	\$119	\$600	\$600	\$600
702 Conference/Meeting	6,812	7,350	8,500	8,550
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	3,859	4,265	4,265	4,715
714 Legals & Publishing	0	0	0	0
728 Training	0	0	0	0
740 Auto Mileage Reimbursement	0	0	0	0
750 Professional Service	63,339	63,000	30,000	0
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	1,033	5,000	5,000	100,000
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$75,043	\$79,615	\$47,765	\$113,265
800 Office Furniture & Equipment	0	0	0	0
802 Office Equipment	0	0	0	0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:	\$249,102	\$252,672	\$220,822	\$291,143

General Government - City Attorney

01-107

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed 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
PERSONNEL SERVICES		\$0	\$0	\$0	\$0
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	0
660	Operating Supplies	0	0	0	0
MATERIALS & SUPPLIES		\$0	\$0	\$0	\$0
702	Conference/Meeting	0	0	0	0
704	Contractual Services	76,912	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	173,534	178,000	178,000	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
OTHER SERVICES & CHARGES		\$250,446	\$262,000	\$262,000	\$262,000
800	Office Furniture & Equipment	0	0	0	0
802	Office Equipment	0	0	0	0
809	Other Major Equipment	0	0	0	0
CAPITAL OUTLAY		\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:		\$250,446	\$262,000	\$262,000	\$262,000

City Clerk's Office

01-108

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	72,690	72,387	72,387	74,100
604	Deferred Compensation	0	0	0	0
606	Auto Allowance	0	0	0	0
610	Overtime and Premium Pay	152	0	0	0
617	Temporary Personnel - Hourly	0	0	0	0
619	Temporary Personnel - Non Hourly	0	0	0	0
620	FICA Expenses Employer	4,516	4,488	4,488	4,594
625	Medicare Portion FICA	1,056	1,050	1,050	1,074
630	ICMA Retirement	2,917	2,895	2,895	2,964
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$81,331	\$80,820	\$80,820	\$82,732
651	Office Supplies	1,785	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
MATERIALS & SUPPLIES		\$1,785	\$1,800	\$1,800	\$1,800
702	Conference/Meeting	3,107	2,700	2,700	2,700
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	760	550	550	550
708	Election Expense	21,007	13,500	13,500	13,500
714	Legals & Publishing	13,358	18,000	18,000	18,000
715	Recording Fees	2,348	3,500	3,500	3,500
721	NRS Implementation	0	0	0	0
728	Training	2,341	2,400	2,400	2,400
740	Auto Mileage Reimbursement	555	500	500	500
750	Professional Service	7,933	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
OTHER SERVICES & CHARGES		\$51,409	\$49,450	\$49,450	\$49,450
800	Office Furniture & Equipment	0	0	0	0
802	Office Equipment	0	0	0	0
809	Other Major Equipment	0	0	0	0
CAPITAL OUTLAY		\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:		\$134,525	\$132,070	\$132,070	\$133,982

Municipal Court

01-109

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	569,054	577,410	564,000	578,463
604	Deferred Compensation	5,687	5,665	5,665	5,948
606	Auto Allowance	0	0	0	0
607	Cell Phone Allowance/ I Pad Allowance	600	1,320	900	1,320
610	Overtime and Premium Pay	1,823	6,400	4,000	6,600
617	Temporary Personnel - Hourly	9,918	7,920	6,300	7,040
619	Temporary Personnel - Non Hourly	7,332	13,120	11,500	13,520
620	FICA Expenses Employer	34,584	39,143	38,500	36,999
625	Medicare Portion FICA	8,188	9,200	9,000	8,788
630	ICMA Retirement	17,243	18,564	18,100	18,380
640	Outside Personnel Services	28,924	25,000	23,500	25,000
PERSONNEL SERVICES		\$683,353	\$703,742	\$681,465	\$702,058
651	Office Supplies	3,311	3,400	3,000	3,050
654	Photocopy/Printing	405	1,500	1,200	1,500
655	Postage	0	0	0	0
660	Operating Supplies	15,659	19,050	18,400	19,350
MATERIALS & SUPPLIES		\$19,375	\$23,950	\$22,600	\$23,900
702	Conference/Meeting	3,852	10,400	10,400	7,350
704	Contractual Services	150	7,000	6,000	4,000
706	Dues/Books/Subscriptions	394	650	650	650
708	Election Expense	0	0	0	0
714	Legals & Publishing	0	0	0	0
715	Recording Fees	0	0	0	0
721	NRS Implementation	0	0	0	0
728	Training	0	1,000	500	1,000
732	Witness & Juror Fees	1,106	2,000	1,500	1,800
740	Auto Mileage Reimbursement	175	300	300	400
750	Professional Service	10,733	11,000	11,000	12,800
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
OTHER SERVICES & CHARGES		\$16,410	\$32,350	\$30,350	\$28,000
800	Office Furniture & Equipment	0	0	0	0
809	Other Major Equipment	0	0	0	0
CAPITAL OUTLAY		\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:		\$719,138	\$760,042	\$734,415	\$753,958

Administrative Services - Administration

01-111

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	240,088	250,404	250,404	261,185
604	Deferred Compensation	4,929	4,913	4,913	5,400
606	Auto Allowance	3,150	3,600	3,600	3,600
607	Cell Phone Allowance/ I Pad Allowance	1,110	1,320	1,320	1,320
610	Overtime and Premium Pay	0	150	0	0
617	Temporary Personnel - Hourly	0	0	0	0
619	Temporary Personnel - Non Hourly	0	0	0	0
620	FICA Expenses Employer	14,499	15,023	15,023	16,193
625	Medicare Portion FICA	3,391	3,513	3,513	3,787
630	ICMA Retirement	5,660	5,787	5,787	6,127
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$272,827	\$284,710	\$284,560	\$297,612
651	Office Supplies	2,530	1,597	1,000	1,000
654	Photocopy/Printing	4,245	4,073	4,073	4,500
655	Postage	0	0	0	0
660	Operating Supplies	0	0	0	0
MATERIALS & SUPPLIES		\$6,775	\$5,670	\$5,073	\$5,500
702	Conference/Meeting	9,740	16,190	16,190	13,790
704	Contractual Services	31,584	41,431	41,431	45,723
706	Dues/Books/Subscriptions	4,894	5,775	5,775	5,875
714	Legals & Publishing	0	0	0	0
715	Recording Fees	0	0	0	0
728	Training	978	1,500	1,500	8,500
732	Witness & Juror Fees	0	0	0	0
740	Auto Mileage Reimbursement	373	1,000	1,000	1,000
750	Professional Service	55,397	40,980	40,980	96,992
755	Computer Software	37,649	16,365	16,365	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
OTHER SERVICES & CHARGES		\$140,615	\$123,241	\$123,241	\$171,880
800	Office Furniture & Equipment	0	330	0	0
809	Other Major Equipment	0	0	0	0
CAPITAL OUTLAY		\$0	\$330	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:		\$420,217	\$413,951	\$412,874	\$474,992

Administrative Services - Human Resources

01-112

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	245,052	238,999	215,000	234,069
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	14,465	15,140	13,371	14,512
623	Unemployment Insurance	14,063	13,000	13,000	0
625	Medicare Portion FICA	3,383	3,541	2,843	3,394
630	ICMA Retirement	9,800	9,768	4,839	9,363
640	Outside Personnel Services	0	5,200	5,113	0
PERSONNEL SERVICES		\$286,763	\$285,648	\$254,166	\$261,338
651	Office Supplies	3,108	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
MATERIALS & SUPPLIES		\$3,108	\$2,450	\$2,450	\$2,450
702	Conference/Meeting	4,570	4,150	4,070	7,035
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	2,226	2,690	2,690	7,490
712	Employee Functions	6,298	30,674	21,700	21,700
724	Pre-Employment Physicals	23,042	19,000	19,000	19,000
726	Recruitment & Advertising	21,560	41,225	41,225	34,225
728	Training	11,069	14,300	14,500	29,100
729	Safety	6,889	8,500	8,500	8,500
731	Wellness Program	8,274	11,595	11,595	22,000
740	Auto Mileage Reimbursement	189	250	250	250
750	Professional Service	60,955	94,522	94,522	48,674
776	Other Equip Maintenance	1,200	1,748	1,640	1,308
797	Vacation Accrual Cash-Out	49,907	50,000	50,000	50,000
OTHER SERVICES & CHARGES		\$196,179	\$278,654	\$269,692	\$249,282
800	Office Furniture & Equipment	0	960	960	0
809	Other Major Equipment	0	0	0	0
CAPITAL OUTLAY		\$0	\$960	\$960	\$0
DEPARTMENT ACCOUNT TOTALS:		\$486,050	\$567,712	\$527,268	\$513,070

Administrative Services - Sales Tax

01-115

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	170,350	169,950	169,950	171,657
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	10,165	10,612	10,612	10,643
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	2,377	2,482	2,482	2,489
630	ICMA Retirement	6,814	6,812	6,812	6,866
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$189,706	\$189,856	\$189,856	\$191,655
651	Office Supplies	597	852	852	852
654	Photocopy/Printing	1,138	1,120	1,120	1,120
655	Postage	9,518	9,518	9,518	9,942
660	Operating Supplies	0	0	0	0
MATERIALS & SUPPLIES		\$11,253	\$11,490	\$11,490	\$11,914
702	Conference/Meeting	0	0	0	750
704	Contractual Services	6,682	17,120	17,120	17,640
706	Dues/Books/Subscriptions	1,098	1,165	1,165	1,195
712	Employee Functions	0	0	0	0
723	Tuition Reimbursement	0	0	0	0
728	Training	2,073	2,100	2,100	2,100
740	Auto Mileage Reimbursement	704	1,200	1,200	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
OTHER SERVICES & CHARGES		\$10,557	\$21,585	\$21,585	\$22,885
800	Office Furniture & Equipment	393	425	421	425
802	Office Equipment	0	0	0	0
809	Other Major Equipment	0	0	0	0
CAPITAL OUTLAY		\$393	\$425	\$421	\$425
DEPARTMENT ACCOUNT TOTALS:		\$211,909	\$223,356	\$223,352	\$226,879

Administrative Services - Purchasing and Contracting

01-116

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	75,325	77,910	76,466	83,356
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	301	0	0	0
619	Temporary Personnel - Non Hourly	0	0	0	0
620	FICA Expenses Employer	4,573	4,831	4,627	5,168
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	1,069	1,130	1,191	1,209
630	ICMA Retirement	2,973	3,116	2,914	3,334
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$84,241	\$86,987	\$85,198	\$93,067
651	Office Supplies	472	500	500	500
654	Photocopy/Printing	698	500	0	200
655	Postage	0	0	0	0
660	Operating Supplies	0	0	0	0
MATERIALS & SUPPLIES		\$1,170	\$1,000	\$500	\$700
702	Conference/Meeting	711	700	700	1,050
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	879	800	800	1,300
712	Employee Functions	0	0	0	0
723	Tuition Reimbursement	0	0	0	0
728	Training	510	1,200	1,200	1,400
740	Auto Mileage Reimbursement	141	500	500	500
750	Professional Service	12,000	12,000	12,000	12,000
758	Rentals and Leases	0	0	0	0
776	Other Equipment Maintenance/Repair	0	0	0	200
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
OTHER SERVICES & CHARGES		\$14,241	\$15,200	\$15,200	\$16,450
800	Office Furniture & Equipment	0	0	0	0
802	Office Equipment	0	0	0	0
809	Other Major Equipment	0	0	0	0
CAPITAL OUTLAY		\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:		\$99,652	\$103,187	\$100,898	\$110,217

Administrative Services - Information Technology

01-117

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	417,812	421,000	421,000	424,000
604	Deferred Compensation	0	0	0	0
606	Auto Allowance	0	0	0	0
610	Overtime and Premium Pay	2,587	6,500	6,007	6,500
614	Standby Pay	14,502	16,000	16,000	16,000
617	Temporary Personnel - Hourly	0	0	0	0
620	FICA Expenses Employer	25,552	26,000	25,690	26,000
625	Medicare Portion FICA	5,976	6,000	6,000	6,000
630	ICMA Retirement	16,609	17,000	16,357	17,000
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$483,038	\$492,500	\$491,054	\$495,500
651	Office Supplies	17	0	0	0
654	Photocopy/Printing	0	0	0	0
655	Postage	14,407	0	0	0
660	Operating Supplies	0	15,430	12,150	12,150
MATERIALS & SUPPLIES		\$14,424	\$15,430	\$12,150	\$12,150
702	Conference/Meeting	4,052	5,500	4,500	10,100
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	2,630	5,000	5,000	5,000
728	Training	9,891	21,000	21,000	16,000
740	Auto Mileage Reimbursement	808	1,200	1,200	1,200
750	Professional Service	16,936	21,000	21,000	21,000
755	Computer Software	976	0	0	0
759	Telephone Expense	267,193	276,168	276,168	275,168
774	Facility Repair & Maint	0	0	0	0
776	Other Equipment Maintenance	518,845	537,900	537,900	547,100
799	Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$821,331	\$867,768	\$866,768	\$875,568
802	Office Furniture & Equipment	27,438	29,195	27,475	27,475
803	Tools and Work Equipment	0	0	0	0
806	Computer Software	995	33,500	25,000	33,940
808	Capital Leases	57,889	70,000	70,000	65,000
809	Other Major Equipment	412,942	196,060	201,060	195,930
CAPITAL OUTLAY		\$499,264	\$328,755	\$323,535	\$322,345
DEPARTMENT ACCOUNT TOTALS:		\$1,818,057	\$1,704,453	\$1,693,507	\$1,705,563

Parks and Recreation - Facilities

01-118

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	67,574	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	9,723	10,000	10,000	11,656
614	Standby Pay	8,717	9,900	9,900	9,232
617	Temporary Personnel - Hourly	0	2,470	2,470	2,470
620	FICA Expenses Employer	5,091	5,563	5,563	5,624
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	1,191	1,301	1,301	1,315
630	ICMA Retirement	2,703	2,694	2,694	2,694
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$94,999	\$99,281	\$99,281	\$100,344
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	0
655	Postage	0	0	0	0
660	Operating Supplies	35,879	43,575	43,375	43,375
MATERIALS & SUPPLIES		\$35,879	\$43,575	\$43,375	\$43,375
702	Conference/Meeting	0	0	0	0
704	Contractual Services	70,494	79,150	79,000	75,738
706	Dues/Books/Subscriptions	0	0	0	0
728	Training	0	1,000	500	1,000
730	Uniforms & Protective Clothing	608	690	690	690
750	Professional Services	12,667	5,000	5,000	0
758	Rentals & Leases	3,570	3,850	3,850	4,000
759	Telephone Expense	0	0	0	0
760	Utilities	100,726	115,500	105,000	110,000
774	Facility Repair & Maintenance	42,186	55,250	50,000	71,500
776	Other Equipment Maintenance	8,472	12,500	12,000	12,500
799	Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$238,723	\$272,940	\$256,040	\$275,428
802	Office Furniture & Equipment	0	0	0	0
803	Tools and Work Equipment	1,957	2,000	2,000	2,000
806	Computer Software	0	0	0	0
808	Capital Leases	0	0	0	0
809	Other Major Equipment	0	0	0	0
812	Building Improvements	106,500	55,100	55,100	57,500
CAPITAL OUTLAY		\$108,457	\$57,100	\$57,100	\$59,500
DEPARTMENT ACCOUNT TOTALS:		\$478,058	\$472,896	\$455,796	\$478,647

Community Development - Administration

01-120

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	155,555	162,128	161,828	164,449
604 Deferred Compensation	5,451	5,433	5,433	6,100
606 Auto Allowance	3,600	3,600	3,600	3,600
607 Cell Phone/I Pad Allowance	0	1,320	1,200	720
610 Overtime and Premium Pay	48	2,600	2,600	7,050
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	1,702	4,000	1,000	2,000
619 Temporary Personnel - Non-Hourly	23	0	0	0
620 FICA Expenses Employer	9,469	9,556	9,556	9,458
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	2,243	2,235	2,235	2,384
630 ICMA Retirement	1,861	1,819	1,819	1,698
640 Outside Personnel Services	4,785	0	0	0
PERSONNEL SERVICES	\$184,737	\$192,691	\$189,271	\$197,459
651 Office Supplies	954	1,200	1,200	1,000
654 Photocopy/Printing	35	50	100	108
655 Postage	0	0	0	0
660 Operating Supplies	51	0	0	0
MATERIALS & SUPPLIES	\$1,040	\$1,250	\$1,300	\$1,108
702 Conference/Meeting	3,465	3,120	1,500	3,120
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	576	780	780	820
712 Employee Functions	0	0	0	0
718 Ordinance Enforcement	0	0	0	0
728 Training	35	100	100	250
730 Uniforms & Protective Clothing	0	0	0	0
750 Professional Service	1,400	20,000	10,000	0
758 Rentals & Leases	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$5,476	\$24,000	\$12,380	\$4,190
802 Office Furniture & Equipment	617	0	0	0
CAPITAL OUTLAY	\$617	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:	\$191,870	\$217,941	\$202,951	\$202,757

Community Development - Planning

01-121

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	187,731	188,663	188,663	179,534
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	34	0	0	0
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	0	0	0	0
620 FICA Expenses Employer	11,437	11,697	11,697	11,131
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	2,675	2,735	2,735	2,603
630 ICMA Retirement	7,509	7,546	7,546	7,181
640 Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES	\$209,386	\$210,641	\$210,641	\$200,449
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	96	1,700	608	610
655 Postage	650	0	0	0
660 Operating Supplies	92	1,515	1,477	1,515
MATERIALS & SUPPLIES	\$838	\$3,215	\$2,085	\$2,125
702 Conference/Meeting	1,461	4,265	3,396	2,900
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	2,723	3,995	2,213	3,138
712 Employee Functions	0	0	0	0
728 Training	1,088	1,900	1,345	1,025
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	213	400	400	400
750 Professional Service	0	0	0	0
758 Rentals & Leases	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$5,485	\$10,560	\$7,354	\$7,463
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:	\$215,709	\$224,416	\$220,080	\$210,037

Community Development - Building

01-122

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	232,881	242,464	242,464	309,457
604	Deferred Compensation	0	0	0	0
606	Auto Allowance	0	0	0	0
610	Overtime and Premium Pay	1,233	3,196	750	3,166
614	Standby Pay	0	0	0	0
617	Temporary Personnel - Non-Hourly	3,219	7,540	7,540	0
620	FICA Expenses Employer	14,283	14,381	14,381	19,186
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	3,340	3,363	3,363	4,488
630	ICMA Retirement	9,308	9,278	9,278	12,378
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$264,264	\$280,222	\$277,776	\$348,675
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	580	1,600	1,400	1,600
655	Postage	0	0	0	0
660	Operating Supplies	624	850	750	800
MATERIALS & SUPPLIES		\$1,204	\$2,450	\$2,150	\$2,400
702	Conference/Meeting	693	2,110	1,800	1,850
704	Contractual Services	35,168	46,460	46,460	45,360
706	Dues/Books/Subscriptions	1,356	2,575	2,400	2,370
718	Ordinance Enforcement	0	10,000		0
712	Employee Functions	0	0	0	0
728	Training	1,619	2,740	2,200	2,495
730	Uniforms & Protective Clothing	697	750	600	750
740	Auto Mileage Reimbursement	144	754	225	750
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
OTHER SERVICES & CHARGES		\$39,677	\$65,389	\$53,685	\$53,575
802	Office Furniture & Equipment	0	0	0	0
803	Tools and Work Equipment	0	0	0	0
812	Building Improvements	0	0	0	0
CAPITAL OUTLAY		\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:		\$305,145	\$348,061	\$333,611	\$404,650

Community Development - Long Range Planning

01-123

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	75,983	76,984	76,984	77,900
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 - Non-Hourly	0	0	0	0
620	FICA Expenses Employer	4,727	4,695	4,695	4,830
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	1,105	1,098	1,098	1,130
630	ICMA Retirement	3,039	3,029	3,029	3,116
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$84,854	\$85,806	\$85,806	\$86,976
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	0
655	Postage	0	0	0	0
660	Operating Supplies	0	100	0	0
MATERIALS & SUPPLIES		\$0	\$100	\$0	\$0
702	Conference/Meeting	1,321	950	700	950
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	470	500	475	500
712	Employee Functions	0	0	0	0
718	Ordinance Enforcement	0	0	0	0
728	Training	0	300	200	300
730	Uniforms & Protective Clothing	0	0	0	0
740	Auto Mileage Reimbursement	0	200	50	200
750	Professional Service	36,582	377,878	74,386	289,920
758	Rentals & Leases	0	0	0	0
798	Management Contingency	0	0	0	0
799	Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$38,373	\$379,828	\$75,811	\$291,870
802	Office Furniture & Equipment	600	0	0	0
803	Tools and Work Equipment	0	0	0	0
812	Building Improvements	0	0	0	0
CAPITAL OUTLAY		\$600	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:		\$123,827	\$465,734	\$161,617	\$378,846

Police - Administration

01-201

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	435,302	429,491	423,581	450,992
605	Extra Duty Pay	27,398	25,000	25,000	25,000
607	Cell Phone Allowance/ I Pad Allowance	1,110	1,320	1,320	1,320
610	Overtime and Premium Pay	1,122	1,500	1,500	1,500
614	Standby Pay	0	0	0	0
618	Court Pay	0	0	0	0
620	FICA Expenses Employer	5,423	5,146	5,146	6,664
625	Medicare Portion FICA	4,933	4,584	4,579	4,816
630	ICMA Retirement	3,517	3,312	3,312	4,299
633	Police Retirement	34,354	34,468	33,514	33,931
634	State Disability	4,113	6,152	6,152	3,645
PERSONNEL SERVICES		\$517,272	\$510,973	\$504,104	\$532,167
651	Office Supplies	6,769	6,950	6,950	7,300
654	Photocopy/Printing	5,400	9,550	9,550	7,900
655	Postage	227	300	300	300
660	Operating Supplies	2,313	4,900	4,900	7,100
MATERIALS & SUPPLIES		\$14,709	\$21,700	\$21,700	\$22,600
702	Conference/Meeting	2,335	8,650	8,650	9,150
704	Contractual Services	15,901	0	0	6,545
706	Dues/Books/Subscriptions	0	13,730	13,730	16,345
728	Training	0	3,500	3,500	3,500
730	Uniforms & Protective Clothing	0	0	0	0
740	Auto Mileage Reimbursement	163	0	0	0
741	Uniform Allowance	35,081	33,780	33,780	33,780
750	Professional Service	131,029	117,835	117,835	162,685
755	Computer Software	0	0	0	0
776	Other Equipment Maintenace	1,250	1,450	1,450	1,824
799	Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$185,759	\$178,945	\$178,945	\$233,829
802	Office Furniture & Equipment	6,588	6,950	6,950	7,850
809	Other Major Equipment	22,715	11,500	11,500	0
CAPITAL OUTLAY		\$29,303	\$18,450	\$18,450	\$7,850
DEPARTMENT ACCOUNT TOTALS:		\$747,043	\$730,068	\$723,199	\$796,446

Police - Grants

01-202

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	168,589	181,582	181,582	168,000
605	Extra Duty Pay	0	0	0	0
610	Overtime and Premium Pay	27,102	29,500	29,500	37,672
614	Standby Pay	0	0	0	0
618	Court Pay	0	0	0	0
620	FICA Expenses Employer	13	0	0	0
625	Medicare Portion FICA	2,622	2,888	2,888	2,436
630	ICMA Retirement	7	0	0	0
633	Police Retirement	17,933	17,666	17,666	16,800
634	State Disability	4,419	4,455	3,558	4,368
PERSONNEL SERVICES		\$220,685	\$236,091	\$235,194	\$229,276
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	0
655	Postage	0	0	0	0
660	Operating Supplies	0	19,059	19,059	9,750
MATERIALS & SUPPLIES		\$0	\$19,059	\$19,059	\$9,750
702	Conference/Meeting	875	0	0	0
704	Contractual Services	43,872	0	0	0
706	Dues/Books/Subscriptions	0	0	0	0
728	Training	368	0	0	0
730	Uniforms and Protective Clothing	4,200	5,250	5,250	6,000
740	Auto Mileage Reimbursement	0	0	0	0
750	Professional Service	0	19,022	19,022	0
755	Computer Software	4,623	0	0	0
776	Other Equipment Maintenance	0	0	0	0
799	Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$53,938	\$24,272	\$24,272	\$6,000
802	Office Furniture & Equipment	8,474	0	0	0
803	Tools and Work Equipment	0	0	0	0
809	Other Major Equipment	44,953	0	0	0
CAPITAL OUTLAY		\$53,427	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:		\$328,050	\$279,422	\$278,525	\$245,026

Police - Community Services Team

01-203

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	177,335	165,157	165,157	148,689
605 Extra Duty Pay	0	0	0	0
610 Overtime and Premium Pay	1,945	2,580	2,580	2,580
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	13,869	22,271	22,271	61,060
618 Court Pay	242	1,575	1,575	750
620 FICA Expenses Employer	11,619	12,327	12,327	9,212
625 Medicare Portion FICA	2,717	2,156	1,193	2,156
630 ICMA Retirement	6,054	5,948	4,680	5,948
633 Police Retirement	0	0	0	0
634 State Disability Insurance	0	0	0	0
PERSONNEL SERVICES	\$213,781	\$212,014	\$209,783	\$230,395
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	996	1,375	1,375	1,475
MATERIALS & SUPPLIES	\$996	\$1,375	\$1,375	\$1,475
702 Conference/Meeting	0	235	250	250
704 Contractual Services	15,376	15,000	15,000	15,000
706 Dues/Books/Subscriptions	0	0	0	0
720 Veterinary Services	100	660	660	1,000
721 Jeffco Animal Shelter	31,180	29,405	29,405	29,600
728 Training	0	0	0	0
730 Uniforms and Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	0	0	0	0
755 Computer Software	0	0	0	0
776 Other Equipment Maintenace	2,500	2,500	2,500	1,400
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$49,156	\$47,800	\$47,815	\$47,250
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	3,400
CAPITAL OUTLAY	\$0	\$0	\$0	\$3,400
DEPARTMENT ACCOUNT TOTALS:	\$263,933	\$261,189	\$258,973	\$282,520

Police - Communications Center

01-204

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	501,564	528,252	528,252	549,569
605 Extra Duty Pay	0	0	0	0
607 Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610 Overtime and Premium Pay	39,568	42,000	42,000	42,000
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	0	52,000		35,000
618 Court Pay	0	400	400	100
620 FICA Expenses Employer	32,544	37,609	37,609	34,625
625 Medicare Portion FICA	7,671	8,923	8,923	8,098
630 ICMA Retirement	18,591	22,278	20,268	22,339
633 Police Retirement	148	0	0	0
634 State Disability	0	0	0	0
PERSONNEL SERVICES	\$600,086	\$691,462	\$637,452	\$691,731
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	297	0	0	0
MATERIALS & SUPPLIES	\$297	\$0	\$0	\$0
702 Conference/Meeting	500	875	875	875
704 Contractual Services	102,994	107,910	107,536	112,650
706 Dues/Books/Subscriptions	0	0	0	0
728 Training	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
776 Other Equipment Maintenace	2,252	5,000	5,000	2,500
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$105,746	\$113,785	\$113,411	\$116,025
802 Office Furniture & Equipment	0	0	0	0
805 Communications Equipment	1,918	3,500	3,500	3,500
803 Tools and Work Equipment	0	0	0	0
CAPITAL OUTLAY	\$1,918	\$3,500	\$3,500	\$3,500
DEPARTMENT ACCOUNT TOTALS:	\$708,047	\$808,747	\$754,363	\$811,256

Police - Crime Prevention Team (SRO)

01-205

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	250,924	257,335	257,335	256,531
605 Extra Duty Pay	0	0	0	0
607 Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610 Overtime and Premium Pay	10,799	12,690	9,360	13,455
617 Temporary Personnel - Hourly	0	0	0	0
618 Court Pay	104	600	200	100
620 FICA Expenses Employer	0	0	0	0
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	2,985	2,993	2,971	3,068
630 ICMA Retirement	0	0	0	0
633 Police Retirement	24,761	25,138	24,910	25,653
634 State Disability	5,247	5,368	5,301	5,502
PERSONNEL SERVICES	\$294,820	\$304,124	\$300,077	\$304,309
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	11	0		0
MATERIALS & SUPPLIES	\$11	\$0	\$0	\$0
702 Conference/Meeting	63	100	100	100
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	0	0	0	0
728 Training	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
776 Other Equipment Maintenance	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$63	\$100	\$100	\$100
802 Office Furniture & Equipment	0	0	0	0
805 Communications Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:	\$294,894	\$304,224	\$300,177	\$304,409

Police - Records Team

01-206

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	0	190,081	186,515	200,090
605 Extra Duty Pay	200,315	0	0	0
607 Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610 Overtime and Premium Pay	5,866	13,016	13,016	13,000
617 Temporary Personnel - Hourly	0	0	0	0
618 Court Pay	0	0	0	0
620 FICA Expenses Employer	12,193	11,785	11,607	12,406
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	2,851	2,756	2,715	2,901
630 ICMA Retirement	7,663	7,603	7,168	8,004
633 Police Retirement	0	0	0	0
634 State Disability Insurance	0	0	0	0
PERSONNEL SERVICES	\$228,888	\$225,241	\$221,021	\$236,401
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	381	730	730	730
MATERIALS & SUPPLIES	\$381	\$730	\$730	\$730
702 Conference/Meeting	0	0	0	0
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	0	0	0	0
728 Training	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
776 Other Equipment Maintenace	120	500	500	500
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$120	\$500	\$500	\$500
802 Office Furniture & Equipment	0	0	0	0
805 Communications Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:	\$229,389	\$226,471	\$222,251	\$237,631

Police - Training & Public Information

01-207

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	62,969	62,871	47,400	58,000
605 Extra Duty Pay	0	0	0	0
607 Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610 Overtime and Premium Pay	4,654	6,600	0	0
617 Temporary Personnel - Hourly	0	0	0	0
618 Court Pay	0	0	0	0
620 FICA Expenses Employer	4,125	3,898	2,863	3,596
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	965	912	669	841
630 ICMA Retirement	2,223	2,515	1,856	2,320
633 Police Retirement	0	0	0	0
634 State Disability Insurance	0	0	0	0
PERSONNEL SERVICES	\$74,936	\$76,796	\$52,788	\$64,757
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
657 Range Supplies	27,134	50,316	50,316	38,571
660 Operating Supplies	751	1,000	1,000	1,000
MATERIALS & SUPPLIES	\$27,885	\$51,316	\$51,316	\$39,571
702 Conference/Meeting	15,708	18,000	18,000	18,000
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	0	0	0	0
728 Training	44,184	76,000	76,000	58,300
730 Uniforms and Protective Clothing	31,289	51,272	48,000	48,000
740 Auto Mileage Reimbursement	272	1,000	1,000	500
750 Professional Service	3,714	5,000	5,000	3,470
755 Computer Software	0	0	0	0
758 Rentals and Leases	1,165	2,000	2,000	3,000
776 Other Equipment Maintenance	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$96,332	\$153,272	\$150,000	\$131,270
802 Office Furniture & Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:	\$199,153	\$281,384	\$254,104	\$235,598

Police - Patrol Operations

01-211

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	3,037,493	3,149,595	3,149,595	3,236,161
605	Extra Duty Pay	0	0	0	0
607	Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610	Overtime and Premium Pay	182,898	192,375	192,375	192,375
617	Temporary Personnel - Hourly	0	0	0	0
618	Court Pay	27,910	27,990	27,990	28,125
620	FICA Expenses Employer	10,311	16,512	16,512	11,242
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	38,780	41,728	41,728	42,426
630	ICMA Retirement	6,811	8,399	8,399	17,653
633	Police Retirement	286,464	307,296	297,250	302,584
634	State Disability Insurance	52,226	67,907	67,901	66,810
PERSONNEL SERVICES		\$3,642,893	\$3,811,802	\$3,801,750	\$3,897,376
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	0
657	Range Supplies	0	0	0	0
660	Operating Supplies	28,430	20,060	20,060	20,240
MATERIALS & SUPPLIES		\$28,430	\$20,060	\$20,060	\$20,240
702	Conference/Meeting	207	690	330	510
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	0	0	0	0
728	Training	0	0	0	0
730	Uniforms and Protective Clothing	2,048	25,500	25,500	33,000
740	Auto Mileage Reimbursement	0	0	0	0
750	Professional Service	8,844	9,700	9,700	12,000
755	Computer Software	0	0	0	0
758	Rentals and Leases	0	0	0	0
776	Other Equipment Maintenance	20,174	20,750	13,750	15,750
799	Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$31,273	\$56,640	\$49,280	\$61,260
802	Office Furniture & Equipment	0	0	0	0
805	Communications Equipment	0	3,500	3,500	14,090
809	Other Major Equipment	0	0	0	7,000
CAPITAL OUTLAY		\$0	\$3,500	\$3,500	\$21,090
DEPARTMENT ACCOUNT TOTALS:		\$3,702,596	\$3,892,002	\$3,874,590	\$3,999,966

Police - Investigations Bureau

01-212

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	1,293,192	1,389,190	1,289,983	1,316,186
605	Extra Duty Pay	0	0	0	0
607	Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610	Overtime and Premium Pay	126,252	125,256	125,256	125,376
614	Standby Pay	30,891	33,592	33,592	34,034
617	Temp Personnel-Hourly	0	400	400	0
618	Court Pay	5,859	9,500	9,500	9,500
620	FICA Expenses Employer	8,881	13,798	9,220	13,798
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	16,722	17,063	17,293	17,313
630	ICMA Retirement	5,907	8,902	6,070	8,902
633	Police Retirement	112,966	119,704	110,433	114,363
634	State Disability Insurance	14,857	16,460	20,222	16,949
PERSONNEL SERVICES		\$1,615,527	\$1,733,865	\$1,621,969	\$1,656,421
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	0
660	Operating Supplies	18,320	14,005	14,500	13,260
MATERIALS & SUPPLIES		\$18,320	\$14,005	\$14,500	\$13,260
702	Conference/Meeting	173	340	200	340
704	Contractual Services	80,081	81,050	81,050	104,810
706	Dues/Books/Subscriptions	0	0	0	0
727	Expense Reimbursement	3,407	4,000	4,000	4,000
728	Training	0	0	0	0
730	Uniforms and Protective Clothing	522	2,000	1,000	1,000
740	Auto Mileage Reimbursement	0	0	0	0
750	Professional Service	7,515	5,390	5,390	6,990
755	Computer Software	0	0	0	0
758	Rentals and Leases	68	500	500	500
776	Other Equipment Maintenance	334	1,400	1,400	1,400
799	Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$92,100	\$94,680	\$93,540	\$119,040
802	Office Furniture & Equipment	0	0	0	0
809	Other Major Equipment	0	0	0	0
CAPITAL OUTLAY		\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:		\$1,725,947	\$1,842,550	\$1,730,009	\$1,788,721

Police - Crime & Traffic Team

01-213

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	252,636	337,237	222,950	284,368
605 Extra Duty Pay	0	0	0	0
607 Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610 Overtime and Premium Pay	10,106	15,580	15,580	18,304
618 Court Pay	894	2,980	2,980	3,100
620 FICA Expenses Employer	0	0	0	0
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	3,597	4,890	3,468	4,123
630 ICMA Retirement	0	0	0	0
633 Police Retirement	24,167	33,724	21,082	28,437
634 State Disability Insurance	2,382	4,782	3,315	3,329
PERSONNEL SERVICES	\$293,782	\$399,193	\$269,375	\$341,661
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
660 Operating Supplies	0	0	0	0
MATERIALS & SUPPLIES	\$0	\$0	\$0	\$0
702 Conference/Meeting	441	500	500	500
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	0	0	0	0
728 Training	0	0	0	0
730 Uniforms and Protective Clothing	1,995	5,490	5,490	5,490
750 Professional Service	0	0	0	350
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	0	0	0
776 Other Equipment Maintenace	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$2,436	\$5,990	\$5,990	\$6,340
802 Office Furniture & Equipment	0	0	0	0
809 Other Major Equipment	14,378	2,080	2,080	0
CAPITAL OUTLAY	\$14,378	\$2,080	\$2,080	\$0
DEPARTMENT ACCOUNT TOTALS:	\$310,596	\$407,263	\$277,445	\$348,001

Police - Emergency Operations

01-215

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	0	0	0	0
605 Extra Duty Pay	0	0	0	0
607 Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610 Overtime and Premium 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
PERSONNEL SERVICES	\$0	\$0	\$0	\$0
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	300	200	0
660 Operating Supplies	3,000	3,600	2,600	0
663 Hazardous Waste Disposal	0	0	0	0
MATERIALS & SUPPLIES	\$3,000	\$3,900	\$2,800	\$0
702 Conference/Meeting	256	500	500	0
704 Contractual Services	6,541	6,545	6,545	0
706 Dues/Books/Subscriptions	0	0	0	0
727 Expense Reimbursement	0	0	0	0
728 Training	0	0	0	0
730 Uniforms and Protective Clothing	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 Maintenace	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$6,797	\$7,045	\$7,045	\$0
802 Office Furniture & Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:	\$9,797	\$10,945	\$9,845	\$0

Public Works - Administration

01-301

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	135,220	134,777	112,000	120,000
604 Deferred Compensation	6,761	6,739	5,983	6,000
606 Auto Allowance	3,600	3,600	3,450	3,600
607 Cell Phone/I Pad Allowance	510	1,320	1,320	1,320
610 Overtime and 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	6,873	6,826	6,826	6,826
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	1,934	1,954	1,686	1,740
630 ICMA Retirement	0	0	0	0
640 Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES	\$154,898	\$155,216	\$131,265	\$139,486
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	35	100	100	100
MATERIALS & SUPPLIES	\$35	\$100	\$100	\$100
702 Conference/Meeting	301	1,500	1,500	1,500
704 Contractual Services	0	0		0
706 Dues/Books/Subscriptions	422	500	500	500
727 Expense Reimbursement	0	0	0	0
728 Training	150	500	500	500
730 Uniforms & Protective Clothing	0	150	150	150
740 Auto Mileage Reimbursement	80	0	0	0
758 Rentals & Leases	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$953	\$2,650	\$2,650	\$2,650
802 Office Furniture & Equipment	0	0	0	600
804 Engineering & Photo Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
CAPITAL OUTLAY	\$0	\$0	\$0	\$600
DEPARTMENT ACCOUNT TOTALS:	\$155,886	\$157,966	\$134,015	\$142,836

Public Works - Engineering

01-302

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	828,726	826,906	826,906	826,906
604	Deferred Compensation	0	0	0	0
606	Auto Allowance	0	0	0	0
607	Cell Phone/I Pad Allowance	0	0	0	0
610	Overtime and Premium Pay	7,405	10,000	10,000	10,000
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	50,112	51,268	51,268	51,268
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	11,720	11,990	11,990	11,990
630	ICMA Retirement	33,144	33,076	33,076	33,076
PERSONNEL SERVICES		\$931,107	\$933,240	\$933,240	\$933,240
651	Office Supplies	753	1,550	1,550	1,550
654	Photocopy/Printing	210	500	500	500
655	Postage	0	250	250	250
660	Operating Supplies	2,368	3,550	3,550	3,750
MATERIALS & SUPPLIES		\$3,331	\$5,850	\$5,850	\$6,050
702	Conference/Meeting	431	1,000	1,000	1,000
704	Contractual Services	16,027	17,100	17,100	16,100
706	Dues/Books/Subscriptions	3,319	4,200	4,200	4,000
727	Expense Reimbursement	0	0	0	0
728	Training	4,307	7,000	7,000	5,000
730	Uniforms & Protective Clothing	1,643	1,750	1,750	2,050
740	Auto Mileage Reimbursement	80	300	300	300
750	Professional Services	90,841	35,451	35,451	0
776	Other Equipment Maintenance	0	1,800	1,800	2,500
793	Title Searches	0	500	500	500
799	Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$116,648	\$69,101	\$69,101	\$31,450
802	Office Furniture & Equipment	626	600	600	0
804	Engineering & Photo Equipment	0	0	0	0
809	Other Major Equipment	2,193	0	0	0
CAPITAL OUTLAY		\$2,819	\$600	\$600	\$0
DEPARTMENT ACCOUNT TOTALS:		\$1,053,905	\$1,008,791	\$1,008,791	\$970,740

Public Works - Operations

01-303

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	836,300	838,813	838,813	843,881
607	Cell Phone/I Pad Allowance	0	0	0	0
610	Overtime and Premium Pay	24,627	35,000	35,000	35,000
614	Standby Pay	14,720	15,000	15,000	15,000
617	Temporary Personnel - Hourly	0	0	0	0
620	FICA Expenses Employer	51,951	52,006	52,006	52,268
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	12,150	12,163	12,163	12,236
630	ICMA Retirement	32,496	33,553	33,553	33,755
PERSONNEL SERVICES		\$972,244	\$986,535	\$986,535	\$992,140
651	Office Supplies	491	500	500	500
654	Photocopy/Printing	0	0	0	0
660	Operating Supplies	138,855	269,000	269,000	231,500
661	Oil & Gas - Shops	294,549	353,000	280,000	313,000
662	Vehicle & Equipment Maintenance	109,301	75,500	75,500	70,500
663	Hazardous Waste Disposal	1,049	3,400	3,400	3,300
665	Special Equipment	4,189	0	0	0
MATERIALS & SUPPLIES		\$548,434	\$701,400	\$628,400	\$618,800
702	Conference/Meeting	251	500	500	500
704	Contractual Services	96,364	237,500	200,000	160,000
706	Dues/Books/Subscriptions	769	1,200	1,200	1,200
728	Training	3,136	5,000	5,000	5,000
730	Uniforms & Protective Clothing	9,489	9,000	9,000	9,000
740	Auto Mileage Reimbursement	0	0	0	0
758	Rentals and Leases	0	0	0	0
760	Utilities	21,651	32,250	32,250	27,000
761	Street Lighting	578,651	625,000	540,000	575,000
774	Facility Repair & Maintenance	16,308	14,900	14,900	5,400
776	Other Equipment Maintenance	0	0	0	0
OTHER SERVICES & CHARGES		\$726,619	\$925,350	\$802,850	\$783,100
803	Tools & Work Equipment	0	5,000	5,000	0
807	Fleet Replacement	350,624	513,365	513,365	425,500
809	Other Major Equipment	19,383	102,000	102,000	89,000
812	Building Improvements	0	0	0	0
CAPITAL OUTLAY		\$370,007	\$620,365	\$620,365	\$514,500
DEPARTMENT ACCOUNT TOTALS:		\$2,617,304	\$3,233,650	\$3,038,150	\$2,908,540

Parks and Recreation - Administration

01-601

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	179,453	178,434	165,934	174,622
604 Deferred Compensation	6,434	6,413	6,413	6,750
606 Auto Allowance	3,600	3,600	3,600	3,600
607 Cell Phone Allowance/ I Pad Allowance	1,960	720	720	720
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	10,064	9,937	9,200	9,283
625 Medicare Portion FICA	2,671	2,587	2,587	2,532
630 ICMA Retirement	1,874	2,007	1,500	1,585
640 Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES	\$206,056	\$203,698	\$189,954	\$199,092
651 Office Supplies	4,131	4,969	3,700	3,700
654 Photocopy/Printing	0	400	400	400
655 Postage	13	300	300	300
660 Operating Supplies	282	726	726	300
MATERIALS & SUPPLIES	\$4,426	\$6,395	\$5,126	\$4,700
702 Conference/Meeting	1,561	2,725	2,725	2,800
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	410	450	450	450
728 Training	0	500	500	500
730 Uniforms & Protective Clothing	0	75	75	0
740 Auto Mileage Reimbursement	409	700	660	700
750 Professional Service	16,922	13,304	15,375	0
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	0	0	0
774 Facility Repair and Maintenance	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$19,302	\$17,754	\$19,785	\$4,450
800 Office Furniture & Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:	\$229,784	\$227,847	\$214,865	\$208,242

Parks and Recreation - Recreation

01-602

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	124,965	124,556	124,556	124,556
604	Deferred Compensation	0	0	0	
607	Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610	Overtime and Premium Pay	0	200	0	200
617	Temporary Personnel - Hourly	12,939	14,053	14,053	15,600
620	FICA Expenses Employer	8,825	8,594	8,594	8,690
625	Medicare Portion FICA	2,064	2,010	2,010	2,032
630	ICMA Retirement	4,998	4,982	4,982	5,606
640	Outside Personnel Services	4,925	6,000	6,000	6,000
PERSONNEL SERVICES		\$158,716	\$160,395	\$160,195	\$162,684
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	13,254	17,260	15,200	16,101
655	Postage	4,947	7,882	6,000	7,009
660	Operating Supplies	6,549	10,391	7,325	8,407
MATERIALS & SUPPLIES		\$24,750	\$35,533	\$28,525	\$31,517
702	Conference/Meeting	180	420	420	560
704	Contractual Services	194	0	0	0
706	Dues/Books/Subscriptions	497	620	620	660
728	Training	45	200	200	200
730	Uniforms & Protective Clothing	0	0	0	0
740	Auto Mileage Reimbursement	462	455	455	455
750	Professional Service	704	35,300	17,500	3,000
755	Computer Software	0	250	100	250
758	Rentals and Leases	0	0	0	0
774	Facility Repair and Maintenance	0	0	0	0
776	Other Equipment Maintenance	0	0	0	0
799	Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$2,082	\$37,245	\$19,295	\$5,125
800	Office Furniture & Equipment	0	0	0	0
809	Other Major Equipment	0	0	0	0
812	Building Improvements	0	0	0	0
CAPITAL OUTLAY		\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:		\$185,548	\$233,173	\$208,015	\$199,326

Parks and Recreation - Parks Maintenance

01-603

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	421,705	422,256	389,219	407,269
607	Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610	Overtime and Premium Pay	8,411	18,901	16,468	16,189
614	Standby Pay	3,795	8,916	7,836	7,836
617	Temporary Personnel - Hourly	140,305	134,718	129,628	175,390
620	FICA Expenses Employer	34,776	26,180	26,180	0
625	Medicare Portion FICA	8,133	6,123	6,123	5,905
630	ICMA Retirement	17,462	16,890	16,890	0
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$634,587	\$633,984	\$592,344	\$612,589
651	Office Supplies	535	600	600	600
654	Photocopy/Printing	0	0	0	0
655	Postage	0	0	0	0
660	Operating Supplies	67,118	77,221	78,631	85,096
MATERIALS & SUPPLIES		\$67,653	\$77,821	\$79,231	\$85,696
704	Contractual Services	69,906	67,687	72,095	72,377
706	Dues/Books/Subscriptions	0	0	0	0
728	Training	1,580	2,012	1,965	2,002
730	Uniforms & Protective Clothing	9,846	9,720	9,720	10,000
740	Auto Mileage Reimbursement	0	0	0	350
750	Professional Service	1,148	2,000	1,000	2,000
755	Computer Software	816	144	0	800
758	Rentals and Leases	22,956	25,250	19,238	20,214
760	Utilities	379,185	367,509	369,505	417,665
774	Facility Repair and Maintenance	44,502	82,410	93,065	84,175
776	Other Equipment Maintenance	8,036	24,920	25,936	13,361
799	Miscellaneous Services & Charges	10,985	10,000	10,000	10,000
OTHER SERVICES & CHARGES		\$548,960	\$591,652	\$602,524	\$632,944
800	Office Furniture & Equipment	0	0	0	0
803	Tools and Work Equipment	2,549	0	0	0
809	Other Major Equipment	43,575	44,221	42,757	4,150
812	Building Improvements	5,802	0	0	6,870
CAPITAL OUTLAY		\$51,926	\$44,221	\$42,757	\$11,020
DEPARTMENT ACCOUNT TOTALS:		\$1,303,126	\$1,347,678	\$1,316,856	\$1,342,249

Parks and Recreation - Forestry

01-604

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	128,025	127,556	127,556	127,556
607	Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610	Overtime and Premium Pay	4,240	2,628	3,453	2,748
614	Standby Pay	2,239	4,008	2,369	2,004
617	Temporary Personnel - Hourly	55,719	63,118	60,304	82,470
620	FICA Expenses Employer	11,571	7,908	7,908	7,908
625	Medicare Portion FICA	2,706	1,850	1,850	1,850
630	ICMA Retirement	5,119	5,102	5,102	5,102
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$209,619	\$212,170	\$208,542	\$229,638
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	1,500	1,500	500
655	Postage	0	0	0	0
660	Operating Supplies	14,722	24,397	21,097	29,797
MATERIALS & SUPPLIES		\$14,722	\$25,897	\$22,597	\$30,297
702	Conference/Meeting	230	390	390	585
704	Contractual Services	66,359	104,700	93,854	107,106
706	Dues/Books/Subscriptions	430	232	232	232
728	Training	1,466	1,625	1,670	1,625
730	Uniforms & Protective Clothing	2,215	2,485	2,510	2,992
740	Auto Mileage Reimbursement	0	0	0	0
750	Professional Service	10	550	450	550
755	Computer Software	0	0	0	0
758	Rentals and Leases	200	3,700	2,275	1,475
760	Utilities	0	2,500	2,500	2,500
774	Facility Repair and Maintenance	0	10,000	10,000	0
776	Other Equipment Maintenance	1,516	1,500	1,500	1,500
799	Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$72,426	\$127,682	\$115,381	\$118,565
800	Office Furniture & Equipment	0	0	0	0
803	Tools and Work Equipment	0	5,000	5,000	0
809	Other Major Equipment	0	0	0	0
812	Building Improvements	0	0	0	0
CAPITAL OUTLAY		\$0	\$5,000	\$5,000	\$0
DEPARTMENT ACCOUNT TOTALS:		\$296,767	\$370,749	\$351,520	\$378,500

Parks and Recreation - Natural Resources

01-605

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	136,792	136,344	125,788	132,886
607	Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610	Overtime and Premium Pay	2,830	2,506	3,291	2,629
614	Standby Pay	994	2,184	1,316	2,050
617	Temporary Personnel - Hourly	3,968	10,997	13,208	22,024
620	FICA Expenses Employer	8,632	8,453	8,453	8,453
625	Medicare Portion FICA	2,019	1,977	1,977	1,977
630	ICMA Retirement	5,472	5,454	5,453	5,454
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$160,707	\$167,915	\$159,486	\$175,473
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	4,000	2,000	4,000
655	Postage	0	0	0	0
660	Operating Supplies	10,065	19,190	17,140	15,140
663	Hazardous Waste Disposal	0	0	0	0
MATERIALS & SUPPLIES		\$10,065	\$23,190	\$19,140	\$19,140
702	Conference/Meeting	0	0	0	200
704	Contractual Services	51,091	54,415	54,520	47,465
706	Dues/Books/Subscriptions	53	135	135	135
728	Training	620	360	360	360
730	Uniforms & Protective Clothing	2,036	2,625	2,605	2,865
740	Auto Mileage Reimbursement	323	650	600	650
750	Professional Service	0	0	0	0
755	Computer Software	0	0	0	0
758	Rentals and Leases	0	400	720	760
760	Utilities	0	0	0	0
774	Facility Repair and Maintenance	5,655	7,300	6,100	16,600
776	Other Equipment Maintenance	472	600	600	600
799	Miscellaneous Services & Charges	0	5,000	0	0
OTHER SERVICES & CHARGES		\$60,250	\$71,485	\$65,640	\$69,635
800	Office Furniture & Equipment	0	0	0	0
803	Tools and Work Equipment	1,625	4,000	4,000	0
809	Other Major Equipment	0	8,105	7,565	0
812	Building Improvements	0	27,031	27,031	10,000
CAPITAL OUTLAY		\$1,625	\$39,136	\$38,596	\$10,000
DEPARTMENT ACCOUNT TOTALS:		\$232,647	\$301,726	\$282,862	\$274,248

General Government - Central Charges

01-610

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
620 FICA Expenses Employer	0	0	0	0
621 Workers' Compensation	375,875	384,776	384,776	387,885
623 Unemployment Insurance	0	0	0	0
624 Work Comp Deductible	41,270	37,205	35,000	40,000
625 Medicare Portion FICA	0	0	0	0
626 Medical	1,475,234	1,581,687	1,493,687	1,643,055
627 Dental	91,273	95,891	91,087	93,000
628 LTD/STD	58,265	59,670	54,907	56,554
629 Life/ADD/DEP	45,467	48,486	46,539	47,938
PERSONNEL SERVICES	\$2,087,384	\$2,207,715	\$2,105,996	\$2,268,432
651 Office Supplies	0	500	500	750
653 Postage	29,434	35,000	33,000	32,500
654 Photocopy/Printing	12,075	14,000	14,000	14,000
660 Operating Supplies	1,317	2,500	1,000	2,000
MATERIALS & SUPPLIES	\$42,826	\$52,000	\$48,500	\$49,250
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	0	0	0	0
758 Rentals & Leases	3,434	3,760	3,760	3,760
759 Telephone Expense	0	0	0	0
774 Facility Repair/Maintenance	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
781 Personal & Property Liability	185,049	194,885	194,466	215,960
782 Uninsured Losses	71,657	40,505	41,005	41,005
797 Bonus Pay Incentive	0	256,897	0	450,000
799 Misc. Services & Charges	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$260,140	\$496,047	\$239,231	\$710,725
800 Office Furniture & Equipment	1,278	0	0	0
808 Capital Leases	0	0	0	0
809 Other Major Equipment	0	0	0	0
CAPITAL OUTLAY	\$1,278	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:	\$2,391,628	\$2,755,762	\$2,393,727	\$3,028,407

Parks and Recreation - Anderson Building

01-620

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	0	0	0	0
610 Overtime and Premium Pay	0	0	0	0
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	8,747	17,062	12,000	13,192
617 Temporary Personnel - Non-Hourly	0	0	0	0
620 FICA Expenses Employer	542	1,058	800	818
625 Medicare Portion FICA	127	247	150	191
640 Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES	\$9,416	\$18,367	\$12,950	\$14,201
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	0	0	0
660 Operating Supplies	0	68	65	68
MATERIALS & SUPPLIES	\$0	\$68	\$65	\$68
702 Conference/Meeting	0	0	0	0
704 Contractual Services	77	1,320	920	1,170
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
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	0	0	0
760 Utilities	36,453	50,643	35,000	38,282
774 Facility Repair and Maintenance	3,765	7,100	7,100	7,600
776 Other Equipment Maintenance	0	2,000	1,500	2,000
799 Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$40,295	\$61,063	\$44,520	\$49,052
800 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
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:	\$49,711	\$79,498	\$57,535	\$63,321

Parks and Recreation - Athletics

01-621

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	108,942	110,657	110,657	111,709
610	Overtime and Premium Pay	356	0	0	0
614	Standby Pay	115	875	0	875
617	Temporary Personnel - Hourly	12,589	12,899	12,500	22,129
617	Temporary Personnel - Non-Hourly	7,439	13,175	11,000	9,723
620	FICA Expenses Employer	7,832	8,431	8,431	8,955
625	Medicare Portion FICA	1,832	1,972	1,972	2,094
630	ICMA Retirement	4,211	4,396	4,396	4,468
640	Outside Personnel Services	8,971	12,844	12,000	13,311
PERSONNEL SERVICES		\$152,287	\$165,249	\$160,956	\$173,264
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	0
655	Postage Costs	0	0	0	0
660	Operating Supplies	23,179	21,218	21,000	22,169
MATERIALS & SUPPLIES		\$23,179	\$21,218	\$21,000	\$22,169
702	Conference/Meeting	718	645	645	645
704	Contractual Services	1,086	1,200	1,200	1,200
706	Dues/Books/Subscriptions	197	225	225	225
728	Training	128	770	770	770
730	Uniforms & Protective Clothing	0	90	90	90
740	Auto Mileage Reimbursement	0	444	200	444
750	Professional Service	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 and Maintenance	0	0	0	0
776	Other Equipment Maintenance	0	0	0	0
799	Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$2,129	\$3,374	\$3,130	\$3,374
800	Office Furniture & Equipment	0	0	0	0
809	Other Major Equipment	0	0	0	0
812	Building Improvements	0	0	0	0
CAPITAL OUTLAY		\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:		\$177,595	\$189,841	\$185,086	\$198,807

Parks and Recreation - General Programs

01-622

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	85,054	84,775	84,775	84,775
610 Overtime and Premium Pay	74	1,000	700	1,000
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	70,989	75,659	75,659	88,550
617 Temporary Personnel - Non-Hourly	26,064	29,529	29,000	28,293
620 FICA Employer Expenses	10,448	11,840	11,664	12,562
622 Medical/Dental Insurance	0	0	0	0
625 Medicare Portion FICA	2,444	2,769	2,728	2,938
630 ICMA Retirement	3,548	3,391	3,391	3,391
640 Outside Personnel Services	6,453	8,000	8,000	9,195
PERSONNEL SERVICES	\$205,074	\$216,963	\$215,917	\$230,704
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	0	0	0
660 Operating Supplies	26,376	29,630	27,000	29,330
MATERIALS & SUPPLIES	\$26,376	\$29,630	\$27,000	\$29,330
702 Conference/Meeting	734	875	875	875
704 Contractual Services	3,343	5,000	4,200	4,200
706 Dues/Books/Subscriptions	106	113	108	113
728 Training	920	2,790	2,000	2,340
730 Uniforms & Protective Clothing	436	780	550	780
740 Auto Mileage Reimbursement	0	100	100	100
750 Professional Service	0	0	0	0
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	0	0	0
774 Facility Repair and Maintenance	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
799 Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$5,539	\$9,658	\$7,833	\$8,408
800 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
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:	\$236,989	\$256,251	\$250,750	\$268,442

Parks and Recreation - Outdoor Pool

01-623

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	0	0	0	0
610 Overtime and Premium Pay	763	1,200	650	1,200
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	101,822	100,000	100,000	101,084
617 Temporary Personnel - Non-Hourly	0	0	0	0
620 FICA Employer Expenses	6,360	8,590	7,403	7,403
625 Medicare Portion FICA	1,487	1,731	1,487	1,731
630 ICMA Retirement	0	0	0	0
640 Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES	\$110,432	\$111,521	\$109,540	\$111,418
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	0	0	0
660 Operating Supplies	41,638	54,800	51,500	52,305
663 Hazardous Waste Disposal	0	0	0	0
MATERIALS & SUPPLIES	\$41,638	\$54,800	\$51,500	\$52,305
702 Conference/Meeting	0	0	0	0
704 Contractual Services	6,860	7,121	4,800	5,330
706 Dues/Books/Subscriptions	0	0	0	0
728 Training	0	750	826	1,200
730 Uniforms & Protective Clothing	563	1,200	1,100	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	15,000	18,000	18,000
774 Facility Repair and Maintenance	34,299	47,444	40,000	29,220
776 Other Equipment Maintenance	0	0	0	22,000
799 Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$41,722	\$71,515	\$64,726	\$76,950
800 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	25,000	24,960	0
812 Building Improvements	0	0	0	0
CAPITAL OUTLAY	\$0	\$25,000	\$24,960	\$0
DEPARTMENT ACCOUNT TOTALS:	\$193,792	\$262,836	\$250,726	\$240,673

Parks and Recreation - Active Adult Center

01-624

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	193,613	194,300	194,300	197,618
610 Overtime and Premium Pay	0	0	0	0
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	65,903	83,236	64,726	66,060
617 Temporary Personnel - Non-Hourly	13,503	26,382	16,610	25,387
620 FICA Employer Expenses	16,183	20,076	18,092	17,922
622 Medical/Dental Insurance	0	0	0	0
625 Medicare Portion FICA	3,785	4,695	4,230	4,191
630 ICMA Retirement	7,746	8,887	8,566	7,905
640 Outside Personnel Services	13,637	24,245	16,500	18,195
PERSONNEL SERVICES	\$314,370	\$361,821	\$323,024	\$337,278
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	13,489	18,900	14,500	18,900
655 Postage Costs	7,006	9,152	8,024	9,152
660 Operating Supplies	33,745	54,657	35,000	40,952
MATERIALS & SUPPLIES	\$54,240	\$82,709	\$57,524	\$69,004
702 Conference/Meeting	130	0	82	0
704 Contractual Services	35,734	47,404	37,500	41,583
706 Dues/Books/Subscriptions	334	915	915	915
728 Training	534	1,795	1,795	2,245
730 Uniforms & Protective Clothing	0	250	250	250
740 Auto Mileage Reimbursement	0	234	185	234
750 Professional Service	2,250	6,200	4,000	6,200
758 Rentals and Leases	0	0	0	0
760 Utilities	18,372	22,320	22,320	22,320
774 Facility Repair and Maintenance	29,079	32,500	30,000	31,760
776 Other Equipment Maintenance	1,156	2,225	2,225	2,825
799 Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$87,589	\$113,843	\$99,272	\$108,332
800 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	3,767	0	0	0
CAPITAL OUTLAY	\$3,767	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:	\$459,966	\$558,373	\$479,820	\$514,614

Parks and Recreation - Historic Buildings

01-625

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	0	0	0	0
610 Overtime and Premium Pay	0	0	0	0
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	1,987	3,780	3,500	3,780
617 Temporary Personnel - Non-Hourly	0	0	0	0
620 FICA Employer Expenses	123	234	228	234
622 Medical/Dental Insurance	0	0	0	0
625 Medicare Portion FICA	29	55	51	55
630 ICMA Retirement	0	0	0	0
640 Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES	\$2,139	\$4,069	\$3,779	\$4,069
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	264	50	100
660 Operating Supplies	8,137	8,617	9,617	9,617
MATERIALS & SUPPLIES	\$8,137	\$8,881	\$9,667	\$9,717
702 Conference/Meeting	0	0	0	0
704 Contractual Services	4,262	5,803	4,847	5,423
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	1,541	1,531	2,030	2,196
760 Utilities	12,508	8,966	12,074	11,349
774 Facility Repair and Maintenance	1,314	36,710	29,045	16,430
776 Other Equipment Maintenance	236	200	200	200
799 Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$19,861	\$53,210	\$48,196	\$35,598
800 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	40,210	0	0	0
CAPITAL OUTLAY	\$40,210	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:	\$70,347	\$66,160	\$61,642	\$49,384

Public Art Fund

Fund 12

		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
BEGINNING FUND BALANCE		\$9,088	\$13,956	\$13,956	\$37,081
REVENUES					
12-500-02-505	Building Use Tax	\$1,816	\$2,000	\$4,250	\$6,845
12-510-00-516	Building Permits	\$858	\$650	\$2,900	\$3,108
12-550-05-551	Plan Review Fees	\$441	\$550	\$1,900	\$1,980
12-580-00-581	Interest	\$65	\$75	\$75	\$75
12-580-00-582	1 percent Public Projects	\$1,688	\$50,000	\$14,000	\$12,100
TOTAL REVENUES		\$4,867	\$53,275	\$23,125	\$24,108
TOTAL AVAILABLE FUNDS		\$13,956	\$67,231	\$37,081	\$61,189
EXPENDITURES					
12-601-800-809	Public Art Acquisition	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES		\$0	\$0	\$0	\$0
ENDING FUND BALANCE		\$13,956	\$67,231	\$37,081	\$61,189

Police Investigation Fund

Fund 17

	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
17-580-00-589				
BEGINNING FUND BALANCE	\$53,549	\$42,276	\$42,276	\$36,326
REVENUES				
17-580-00-581				
Interest	\$35	\$25	\$50	\$40
17-580-00-588				
Miscellaneous Revenue	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL REVENUES	\$35	\$25	\$50	\$40
TOTAL AVAILABLE FUNDS	\$53,584	\$42,301	\$42,326	\$36,366
EXPENDITURES				
17-202-650-660				
Operating Supplies	\$900	\$3,500	\$3,500	\$5,000
17-202-800-812				
Building Improvements	<u>\$10,408</u>	<u>\$26,500</u>	<u>\$2,500</u>	<u>\$1,500</u>
TOTAL EXPENDITURES	\$11,308	\$30,000	\$6,000	\$6,500
ENDING FUND BALANCE	\$42,276	\$12,301	\$36,326	\$29,866

OPEN SPACE FUND 32		2012 ACTUAL	2013 ADJUSTED	2013 ESTIMATED	2014 PROPOSED	2015 PROPOSED	2016 PROPOSED	2017 PROPOSED	2018 PROPOSED	2019 PROPOSED
32-580-00-589	BEGINNING FUND BALANCE	\$869,297	\$895,899	\$895,899	\$375,867	\$12,236	\$44,236	\$158,236	\$137,236	\$116,236
	REVENUES									
32-520-00-539	State of Colorado Grant									
	<i>State Historic Fund</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>GOCO Grant</i>									
	<i>Park Development (Discovery Park)</i>	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
32-520-00-540	Jefferson County Open Space Tax	\$948,054	\$885,000	\$900,000	\$885,000	\$885,000	\$885,000	\$885,000	\$885,000	\$885,000
32-550-00-555	Developer Fees	\$0	\$0	\$44,750	\$261,750	\$0	\$0	\$0	\$0	\$0
32-520-00-564	Jefferson County Joint Venture Grant									
	<i>Park Development (District II Park)</i>	\$0	\$255,720	\$211,000	\$0	\$0	\$0	\$0	\$0	\$0
	<i>2014 Project</i>	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
32-580-00-581	Interest Earnings	\$4,063	\$5,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
32-580-00-588	Miscellaneous Fees	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$0	\$0	\$0	\$0
32-590-00-591	Transfers from General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL REVENUES	\$1,055,117	\$1,148,720	\$1,162,750	\$1,203,750	\$892,000	\$889,000	\$889,000	\$889,000	\$889,000
	TOTAL AVAILABLE FUNDS	\$1,924,414	\$2,044,619	\$2,058,649	\$1,579,617	\$904,236	\$933,236	\$1,047,236	\$1,026,236	\$1,005,236
	EXPENDITURES									
	Acquisitions									
32-601-800-809	<i>Randall Park Acquisition</i>	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0
	Development Projects									
32-601-800-861	<i>Happiness Gardens Improvements</i>	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
32-601-800-869	<i>Jeffco OS River Corridor Project match</i>	\$0	\$25,000	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0
32-601-800-859	<i>Anderson Park Master Plan/Building replacement</i>	\$0	\$80,000	\$0	\$0	\$0	\$75,000	\$200,000	\$300,000	\$0
32-601-800-864	<i>District II Park Development 44th and Kendall</i>	\$9,080	\$675,000	\$675,000	\$125,000	\$0	\$0	\$0	\$0	\$0
32-601-800-865	<i>PW/Parks Operations Facility</i>	\$0	\$150,000	\$150,000	\$250,000	\$50,000	\$200,000	\$200,000	\$0	\$400,000
32-601-800-866	<i>Sign Fabrication Parks/Open Space</i>	\$41,632	\$118,367	\$118,000	\$0	\$0	\$0	\$0	\$0	\$0
32-601-800-873	<i>Prospect Park Improvements</i>	\$0	\$0	\$0	\$80,000	\$200,000	\$0	\$0	\$0	\$0
32-601-800-874	<i>Randall Park acquisition improvements</i>	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
32-601-800-867	<i>Off Leash Dog Park</i>	\$441	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
32-601-800-863	<i>Discovery Park Phase I, II, III</i>	\$488,628	\$27,541	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0
32-601-800-868	<i>Kipling Pedestrian Improvements Grant Match</i>	\$0	\$0	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0
32-601-800-875	<i>Master Plan updates</i>	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$539,781	\$1,125,908	\$998,000	\$625,000	\$275,000	\$275,000	\$400,000	\$300,000	\$400,000
	Maintenance Projects									
32-601-800-870	<i>Open Space Improvements</i>	\$0	\$10,000	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$25,000
32-601-800-871	<i>Park Maintenance Projects</i>	\$11,210	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$25,000
32-601-800-872	<i>Trail Replacement/Repair</i>	\$21,778	\$10,000	\$10,000	\$450,000	\$0	\$0	\$0	\$100,000	\$0
	Subtotal	\$32,988	\$20,000	\$20,000	\$460,000	\$100,000	\$0	\$0	\$100,000	\$50,000
	Park Maintenance Staff									
32-601-600-602	<i>Salaries</i>	\$357,108	\$355,939	\$355,939	\$368,847	\$0	\$0	\$0	\$0	\$0
32-601-600-610	<i>Overtime</i>	\$0	\$3,000	\$3,000	\$3,000	\$0	\$0	\$0	\$0	\$0
32-601-600-614	<i>Standby Pay</i>	\$71	\$2,000	\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$0
32-601-600-620	<i>FICA</i>	\$21,081	\$22,068	\$22,068	\$22,409	\$0	\$0	\$0	\$0	\$0
32-601-600-622	<i>Medical/Dental</i>	\$58,271	\$62,376	\$62,376	\$66,427	\$0	\$0	\$0	\$0	\$0
32-601-600-625	<i>Medicare</i>	\$4,930	\$5,161	\$5,161	\$5,241	\$0	\$0	\$0	\$0	\$0
32-601-600-630	<i>ICMA Retirement</i>	\$14,285	\$14,238	\$14,238	\$14,457	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$455,746	\$464,782	\$464,782	\$482,381	\$485,000	\$500,000	\$510,000	\$510,000	\$510,000
	Transfers									
32-601-890-891	<i>General Fund</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
32-601-890-892	<i>Recreation Center</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL EXPENDITURES	\$1,028,515	\$1,610,690	\$1,682,782	\$1,567,381	\$860,000	\$775,000	\$910,000	\$910,000	\$960,000
	ENDING FUND BALANCE	\$895,899	\$433,929	\$375,867	\$12,236	\$44,236	\$158,236	\$137,236	\$116,236	\$45,236



Municipal Court Fund

Fund 33

	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
33-580-00-589				
BEGINNING FUND BALANCE	\$78,828	\$65,876	\$65,876	\$56,076
REVENUES				
33-560-00-562	\$1,901	\$2,200	\$1,800	\$2,000
33-560-00-563	\$7,606	\$8,800	\$7,200	\$8,000
33-560-00-565	\$11,709	\$13,000	\$11,000	\$12,000
33-560-00-566	\$3,809	\$4,500	\$3,500	\$4,000
33-560-00-567	\$50	\$1,500	\$750	\$1,500
33-580-00-581	\$412	\$550	\$450	\$550
TOTAL REVENUES	\$25,486	\$30,550	\$24,700	\$28,050
TOTAL AVAILABLE FUNDS	\$104,314	\$96,426	\$90,576	\$84,126
EXPENDITURES				
33-109-600-640	\$0	\$0	\$0	\$0
33-109-700-715	\$0	\$1,500	\$1,000	\$1,500
33-109-700-776	\$0	\$3,000	\$1,500	\$3,000
33-109-700-783	\$934	\$0	\$15,000	\$45,000
33-109-700-787	\$3,741	\$4,500	\$3,500	\$4,500
33-109-700-790	\$11,683	\$13,000	\$12,000	\$14,000
33-109-700-792	\$1,780	\$2,000	\$1,500	\$2,000
33-109-800-802	\$0	\$0	\$0	\$0
33-109-800-809	<u>\$20,300</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL EXPENDITURES	\$38,438	\$24,000	\$34,500	\$70,000
ENDING FUND BALANCE	\$65,876	\$72,426	\$56,076	\$14,126



CONSERVATION TRUST FUND 54		2012 ACTUAL	2013 ADJUSTED	2013 ESTIMATED	2014 PROPOSED	2015 PROPOSED	2016 PROPOSED	2017 PROPOSED	2018 PROPOSED	2019 PROPOSED
54-580-00-589	BEGINNING FUND BALANCE	\$306,593	\$418,979	\$418,979	\$265,995	\$50,468	\$76,468	\$117,468	\$188,468	\$259,468
REVENUES										
54-520-00-539	State of Colorado Lottery	\$302,162	\$280,000	\$302,162	\$300,000	\$300,000	\$280,000	\$280,000	\$280,000	\$280,000
54-520-00-540	Jefferson County Joint Venture Grant									
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54-520-00-541	Other Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54-580-00-581	Interest	\$1,029	\$1,000	\$1,029	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
54-580-00-588	Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54-590-00-591	Transfers from General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL REVENUES	\$303,191	\$281,000	\$303,191	\$301,000	\$301,000	\$281,000	\$281,000	\$281,000	\$281,000
	TOTAL AVAILABLE FUNDS	\$609,784	\$699,979	\$722,170	\$566,995	\$351,468	\$357,468	\$398,468	\$469,468	\$540,468
EXPENDITURES										
Development Projects										
54-601-800-860	Facility Improvements - Cleavis Restroom	\$8,220	\$146,294	\$160,000	\$0	\$0	\$0	\$0	\$0	\$0
54-601-800-864	Active Adult Center Parking Lot	\$0	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0
54-601-800-860	Anderson Building Replacement	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54-601-800-863	Anderson Building Replacement	\$0	\$0	\$0	\$200,000	\$150,000	\$50,000	\$100,000	\$100,000	\$200,000
54-601-800-862	Park Site Development(Discovery Park)	\$5,712	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54-601-800-861	Park Site Development (Kendall)	\$0	\$200,000	\$200,000	\$50,000	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$13,932	\$546,294	\$360,000	\$250,000	\$150,000	\$50,000	\$100,000	\$100,000	\$200,000
Maintenance Projects										
54-601-800-870	Recreation Center	\$82,859	\$66,500	\$40,200	\$101,527	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
54-601-800-872	Park Maintenance Projects	\$0	\$50,000	\$50,000	\$40,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
54-601-800-871	Paramount Park Playground	\$94,014	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Boyd's Crossing Playground	\$0	\$0	\$0	\$0	\$0	\$80,000	\$0	\$0	\$0
54-601-800-874	Prospect Park Expansion Playground	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0
54-601-800-873	Resurface Tennis/Basketball Courts	\$0	\$8,100	\$5,975	\$25,000	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000
	Subtotal	\$176,873	\$124,600	\$96,175	\$266,527	\$125,000	\$190,000	\$110,000	\$110,000	\$110,000
General Fund Transfers										
54-601-890-891	General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL EXPENDITURES	\$190,805	\$670,894	\$456,175	\$516,527	\$275,000	\$240,000	\$210,000	\$210,000	\$310,000
	ENDING FUND BALANCE	\$418,979	\$29,085	\$265,995	\$50,468	\$76,468	\$117,468	\$188,468	\$259,468	\$230,468



Equipment Replacement Fund

Fund 57

		2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
57-580-00-589	BEGINNING FUND BALANCE	\$308,033	\$270,317	\$270,317	\$370,817
	REVENUES				
57-520-00-548	E911 Reimbursements	\$95,000	\$0	\$100,000	\$100,000
57-590-00-591	Transfer from General Fund	\$100,000	\$100,000	\$100,000	\$100,000
57-580-00-581	Interest	<u>\$1,449</u>	<u>\$1,000</u>	<u>\$500</u>	<u>\$500</u>
	TOTAL REVENUES	\$196,449	\$101,000	\$200,500	\$200,500
	TOTAL AVAILABLE FUNDS	\$504,482	\$371,317	\$470,817	\$571,317
	EXPENDITURES				
57-204-800-805	CAD/RMS	\$0	\$0	\$0	\$0
57-204-800-805	Police Radios	\$234,164	\$0	\$0	\$0
57-201-800-809	Other Major equipment	<u>\$0</u>	<u>\$0</u>	<u>\$100,000</u>	<u>\$100,000</u>
	TOTAL EXPENDITURES	\$234,164	\$0	\$100,000	\$100,000
	ENDING FUND BALANCE	\$270,317	\$371,317	\$370,817	\$471,317

Crime Prevention Fund

Fund 63

		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
63-580-00-589	BEGINNING FUND BALANCE	\$259,602	\$291,878	\$291,878	\$240,921
	REVENUES				
63-500-00-508	Lodger's Tax	\$295,471	\$271,800	\$300,000	\$300,000
63-520-03-539	CDOT-Safety Fair Grant	\$4,884	\$0	\$0	\$0
63-560-00-561	No Proof of Insurance	\$31,907	\$35,000	\$27,000	\$30,000
63-580-00-581	Interest	\$1,393	\$1,000	\$900	\$1,000
	TOTAL REVENUES	\$333,655	\$307,800	\$327,900	\$331,000
	TOTAL AVAILABLE FUNDS	\$593,258	\$599,678	\$619,778	\$571,921
	EXPENDITURES				
63-201-600-602	Salaries & Wages	\$220,165	\$261,308	\$268,785	\$269,000
63-201-600-610	Overtime & Premium Pay	\$6,461	\$8,460	\$8,460	\$9,000
63-201-600-618	Court Pay	\$446	\$1,450	\$1,538	\$500
63-201-600-620	FICA	\$6,392	\$9,080	\$10,892	\$11,100
63-201-600-622	Medical/Dental Insurance	\$19,882	\$20,400	\$40,646	\$41,000
63-201-600-625	Medicare Portion FICA	\$2,500	\$3,137	\$2,851	\$2,124
63-201-600-630	ICMA Retirement	\$4,114	\$5,858	\$7,014	\$7,100
63-201-600-633	Police Retirement	\$11,390	\$11,486	\$11,553	\$11,833
63-201-600-634	State Disability Insurance	\$1,783	\$1,818	\$1,818	\$0
63-201-650-660	Operating Supplies	\$27,058	\$22,000	\$22,000	\$22,500
63-201-700-702	Conference/Meeting	\$1,188	\$2,600	\$2,600	\$2,600
63-201-700-706	Dues, Books, Subscriptions	\$0	\$700	\$700	\$700
63-201-700-730	Uniforms & Protective Clothing	\$0	\$0	\$0	\$2,190
63-201-700-750	Professional Services	\$0	\$0	\$0	\$348
	TOTAL EXPENDITURES	\$301,379	\$348,297	\$378,857	\$379,995
	ENDING FUND BALANCE	\$291,879	\$251,381	\$240,921	\$191,926

Recreation Center - Facilities

64-602

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	303,516	302,522	302,522	302,521
610 Overtime and Premium Pay	5,581	7,587	6,000	6,000
614 Standby Pay	8,285	8,346	8,000	8,000
617 Temporary Personnel - Hourly	205,517	220,583	214,000	214,000
620 FICA Employer Expenses	31,096	32,903	32,903	32,892
622 Medical/Dental Insurance	68,701	72,395	72,395	72,395
625 Medicare Portion FICA	7,272	7,816	7,816	7,693
630 ICMA Retirement	12,597	12,101	12,101	12,101
640 Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES	\$642,565	\$664,253	\$655,737	\$655,602
651 Office Supplies	2,121	3,300	1,200	1,200
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	223	540	500	500
660 Operating Supplies	72,978	86,720	80,000	80,000
663 Hazardous Waste Disposal	0	0	0	0
MATERIALS & SUPPLIES	\$75,322	\$90,560	\$81,700	\$81,700
702 Conference/Meeting	628	650	650	650
704 Contractual Services	68,392	86,201	80,000	80,000
706 Dues/Books/Subscriptions	0	266	100	100
728 Training	95	3,226	1,500	1,500
730 Uniforms & Protective Clothing	1,724	2,680	2,400	2,400
740 Auto Mileage Reimbursement	1,136	1,300	1,100	1,100
750 Professional Service	0	5,000	0	0
755 Computer Software	0	500	0	0
758 Rentals and Leases	2,118	2,160	2,160	2,160
760 Utilities	331,536	342,240	320,000	320,000
774 Facility Repair and Maintenance	77,704	52,700	50,000	50,000
776 Other Equipment Maintenance	10,622	12,950	7,500	7,500
799 Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$493,955	\$509,873	\$465,410	\$465,410
803 Tools and Work Equipment	3,850	0	0	0
809 Other Major Equipment	14,242	0	0	0
812 Building Improvements	0	0	0	0
CAPITAL OUTLAY	\$18,092	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:	\$1,229,934	\$1,264,686	\$1,202,847	\$1,202,712

Recreation Center - Aquatics

64-604

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	205,979	206,929	206,929	159,595
610	Overtime and Premium Pay	898	2,000	2,000	2,000
614	Standby Pay	0	0	0	0
617	Temporary Personnel - Hourly	287,487	295,700	290,000	316,500
620	FICA Employer Expenses	30,729	31,287	30,933	29,642
622	Medical/Dental Insurance	22,605	24,413	22,413	15,537
625	Medicare Portion FICA	7,187	7,317	7,234	6,932
630	ICMA Retirement	8,155	8,277	8,277	6,384
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$563,040	\$575,923	\$567,786	\$536,590
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	0
655	Postage Costs	0	0	0	0
660	Operating Supplies	71,756	67,924	69,820	69,820
663	Hazardous Waste Disposal	0	0	0	0
MATERIALS & SUPPLIES		\$71,756	\$67,924	\$69,820	\$69,820
702	Conference/Meeting	118	360	360	360
704	Contractual Services	0	4,190	3,090	2,478
706	Dues/Books/Subscriptions	114	75	72	75
728	Training	5,985	9,500	6,000	6,000
730	Uniforms & Protective Clothing	3,459	3,700	3,600	3,600
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 and Maintenance	0	28,925	28,900	28,900
776	Other Equipment Maintenance	0	0	0	0
799	Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$9,676	\$46,750	\$42,022	\$41,413
803	Tools and Work Equipment	0	0	0	0
809	Other Major Equipment	0	0	0	0
812	Building Improvements	0	0	0	0
CAPITAL OUTLAY		\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:		\$644,472	\$690,597	\$679,628	\$647,823

Recreation Center - Fitness

64-605

Account Name/Detailed Explanation	2012 Actual Budget	2013 Adjusted Budget	2013 Estimated Budget	2014 Proposed Budget
602 Staff Salaries & Wages	56,115	56,750	56,750	56,750
610 Overtime and Premium Pay	0	0	0	0
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	130,251	141,783	134,000	134,000
619 Temporary Personnel - Non-Hourly	65,798	74,598	70,000	70,000
620 FICA Employer Expenses	15,376	16,934	16,167	16,167
622 Medical/Dental Insurance	8,501	9,260	9,260	9,260
625 Medicare Portion FICA	3,596	3,960	3,781	3,781
630 ICMA Retirement	2,195	2,270	2,270	2,270
640 Outside Personnel Services	130	400	400	400
PERSONNEL SERVICES	\$281,962	\$305,955	\$292,628	\$292,628
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	50	50	50
660 Operating Supplies	27,112	33,000	33,000	33,000
MATERIALS & SUPPLIES	\$27,112	\$33,050	\$33,050	\$33,050
702 Conference/Meeting	639	700	700	700
704 Contractual Services	0	4,500	4,500	4,500
706 Dues/Books/Subscriptions	80	76	76	76
728 Training	755	3,900	2,300	1,800
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	38	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 and Maintenance	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
799 Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$1,512	\$9,251	\$7,651	\$7,151
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:	\$310,586	\$348,256	\$333,329	\$332,829

Recreation Center - Marketing

64-607

		2012	2013	2013	2014
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Proposed Budget
602	Staff Salaries & Wages	27,961	27,869	27,869	44,855
610	Overtime and 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 Employer Expenses	1,670	1,728	1,728	2,781
622	Medical/Dental Insurance	3,002	2,868	2,868	3,500
625	Medicare Portion FICA	390	404	404	650
630	ICMA Retirement	1,119	1,115	1,115	1,794
640	Outside Personnel Services	2,815	3,585	4,150	3,860
PERSONNEL SERVICES		\$36,957	\$37,569	\$38,134	\$57,440
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	14,361	19,090	15,500	15,500
655	Postage Costs	4,947	9,137	5,200	5,200
660	Operating Supplies	16,750	22,651	19,700	19,193
MATERIALS & SUPPLIES		\$36,058	\$50,878	\$40,400	\$39,893
702	Conference/Meeting	0	0	0	0
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	100	230	150	145
728	Training	0	200	200	200
730	Uniforms & Protective Clothing	0	0	0	0
740	Auto Mileage Reimbursement	66	210	170	170
750	Professional Services	704	2,200	1,000	1,000
755	Computer Software	0	250	100	100
758	Rentals and Leases	0	0	0	0
760	Utilities	0	0	0	0
774	Facility Repair and Maintenance	0	0	0	0
776	Other Equipment Maintenance	0	0	0	0
799	Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$870	\$3,090	\$1,620	\$1,615
803	Tools and Work Equipment	0	0	0	0
809	Other Major Equipment	0	0	0	0
812	Building Improvements	0	0	0	0
CAPITAL OUTLAY		\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:		\$73,885	\$91,537	\$80,154	\$98,948



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 and 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.

Financial Policies

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

The City of Wheat Ridge 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 elect 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, 2011.

Admission/Amusement Tax - An excise tax of four percent, 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 first-time application fee is charged for new businesses and an annual renewal fee of \$20 (effective January 1, 2004) is charged January 1 of each year and collected with 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.

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.

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.

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.

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.

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.

RFP - Request for Proposal.

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

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 fee on the gross revenue from the sale of gaseous fuel and electricity within the corporate limits of the City.

