



ANNUAL BUDGET
2015





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Wheat Ridge
Colorado**

For the Fiscal Year Beginning

January 1, 2014



Executive Director

City of Wheat Ridge, Colorado Adopted Annual Budget

January 1 – December 31

Fiscal Year 2015



City Council Members

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Jerry DiTullio, District I

Zachary Urban, District II

Kristi Davis, District II

George Pond, District III

Tim Fitzgerald, District III

Genevieve Wooden, District IV

Tracy Langworthy, District IV

Janelle Shaver, City Clerk

Larry Schulz, City Treasurer

City of Wheat Ridge, Colorado

Adopted Annual Budget

Prepared by the Budget Staff

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City of Wheat Ridge

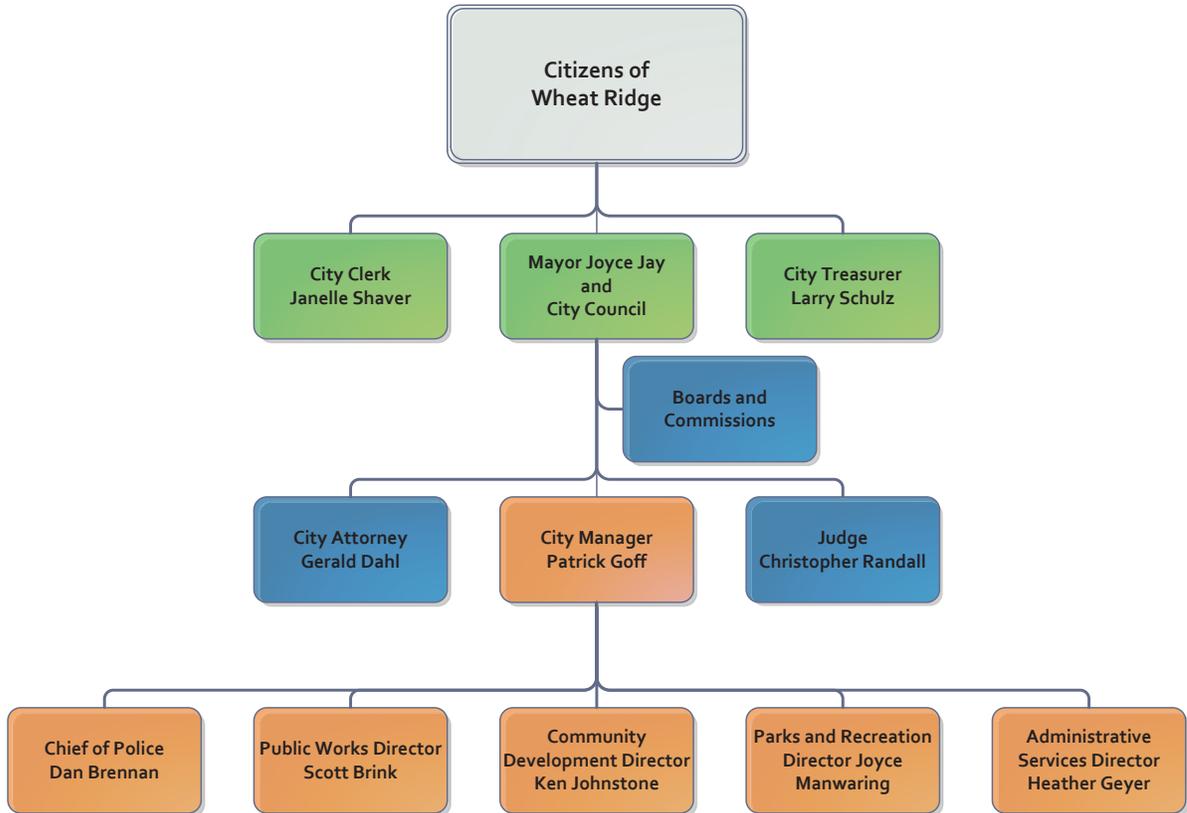


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Budget Message

January 1, 2015

Dear Mayor Jay and Council Members:

I present to the Mayor and City Council the 2015 Adopted Budget. This Budget provides the framework for providing services and programs to the citizens of Wheat Ridge for the year 2015, based on the delivery of core services and priorities identified in the City Council Strategic Plan. This Budget document includes the General Fund, Capital Investment Program (CIP) Fund and all Special Revenue Funds.

OVERALL SUMMARY

Wheat Ridge's total adopted General Fund operating budget for 2015 is \$28,990,382 excluding transfers. The City's total 2015 operating budget represents a 7% decrease compared to the adjusted 2014 Budget. The projected 2015 General Fund ending fund balance is \$5,900,246. Of this amount, \$4,830,535 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% of its General Fund operating expenditures, as recommended by the Government Finance Officers Association.

The total adopted City Budget for 2015, which includes the General Fund, CIP and Special Revenue Funds, is \$41,393,994. The CIP Budget is at \$7,705,228 and the eight Special Revenue Funds' adopted budgets total \$4,698,384.

Sales tax, the City's largest revenue source, for 2015 is projected to increase by 3% compared to 2014 estimated revenue. Sales tax revenue is projected to increase by 7% compared to 2014 adjusted revenue. Overall, total General Fund revenues for 2014 are projected to increase by 10% compared to 2013 actual revenue and increase by 10% compared to 2014 adjusted revenue.

However, 2015 adopted total General Fund revenues are projected to decrease by 5% compared to 2014 primarily due to one-time revenue generated from a sales tax audit in 2014.

The estimated 2014 Budget ending fund balance is \$8,470,246, of which \$7,395,246 or 25%, of operating expenditures is considered the unrestricted fund balance. The adopted 2015 Budget ending unrestricted fund balance is projected to decrease to \$4,830,535, or 17% of operating expenditures, to allow for a \$2,570,000 transfer to the CIP Budget.

LONG-TERM FISCAL CHALLENGES

Long-term fiscal sustainability remains one of the City's greatest challenges. The City's adopted 2015 – 2023 Capital Investment Program (CIP) budget demonstrates the severity of our funding gap in regard to unfunded capital needs. The 2015 Adopted Budget includes a minimal transfer of \$2,570,000 from General Fund undesignated reserves to the CIP budget. Beyond 2015, funds will

not be available for capital needs unless significant cuts are made to operating expenses or additional revenues are found.

The proposed 1% sales and use tax increase that was on the November 2014 ballot did not receive voter approval. The requested tax increase would have generated approximately \$6.4 million in new revenues annually that would have been dedicated to critical public works and parks and recreation capital infrastructure projects. Because the tax increase did not pass, critical discussions with City Council will have to take place in 2015 to determine how the City will manage its capital infrastructure assets moving forward.

WHEAT RIDGE FIVE-YEAR GOALS

The Mayor, City Council and staff work together annually to develop and update a strategic plan that includes a vision, goals and action agenda. Staff used these goals as a guide to develop strategies and prioritize projects for the 2015 Budget.

The Mayor and Council identified four key strategic 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 March 2014 retreat, the Mayor and City Council agreed to the following 2014/2015 Action Agenda:

- Revenue enhancement
- Engage development and redevelopment opportunities
- Community / neighborhood building
- Code enforcement
- 38th Avenue Corridor implementation
- Targeted housing incentive policies
- Multi-modal transportation

The proposed 2015 Budget includes the following expenditures to address the Five-Year Goals and the 2014/2015 Action Agenda: (Division #)

Goal 1: Economically Viable Commercial Areas

- Urban renewal funding for Renewal Wheat Ridge (RWR) projects \$300,000 (105 to RWR)
- Enhanced Sales Tax Incentive Program (ESTIP)/Tax Increment Financing (TIF) \$400,000 (105)
- Ridge at 38 public events \$88,600 (105)
- Citywide public relations and marketing efforts \$80,000 (105)
- Wheat Ridge Business District (WRBD) grant program \$45,000 (105 to WRBD)
- Live Local events \$40,000 (105 to WR2020)
- Building up Business Loan Program (BUBL) \$25,000 (105 to WR2020)
- Citywide marketing and positioning tours \$15,000 (105 to WR2020)

-
- 44th Avenue Corridor marketing efforts \$10,000 (105)
 - 29th Avenue Marketplace marketing efforts \$5,000 (105)
 - Kipling Corridor planning efforts \$101,700 (123)
 - Ridge at 38 banners and lights program \$15,000 (105)

Goal 2: Financially Sound City Providing Quality Service

- Preventative street maintenance \$3.2 million (CIP Fund)
- Fleet acquisition and replacement \$471,000 (303)
- Employee compensation – 3% projected Pay-for-Performance \$450,000 (610)
- Regionalization of the Police Department’s records management system (RMS) \$100,000 (Fund 57)
- Funding for a new financial management system \$135,000 (Fund 57)
- Lakewood crime lab services \$69,600 (212)
- Regional crime lab \$31,280 (212)
- Employee safety and wellness programs \$21,950 (112)
- Priority Based Budgeting (year 4) \$15,063 (111)

Goal 3: Choice of Desirable Neighborhoods

- Prospect Park improvements \$300,000 (OS Fund)
- Outdoor pool maintenance \$180,000 (OS Fund)
- Pedestrian/bicycle Improvements \$100,000 (CIP)
- Recreation Center maintenance \$100,000 (CT Fund)
- Hank Stites Park playground replacement \$85,000 (CT Fund)
- Active Adult Center parking lot replacement \$75,000 (CT Fund)
- Kipling Pedestrian Trail improvement grant match \$70,000 (OS Fund)
- East Wheat Ridge Block Improvement Program \$35,000 (105 to WR2020)
- Traffic signal upgrades \$28,500 (303)
- Home Investment Loan Program (HIP) \$25,000 (105 to WR2020)
- Hayward Park outdoor fitness equipment \$25,000 (CT Fund)
- Police Department community-oriented neighborhood programs \$17,655 (211)
- Police Department greenbelt patrol \$17,280 (211)
- Police Department special events overtime \$10,000 (211)

Goal 4: More Attractive Wheat Ridge

- Kipling Street multi-use path and lighting \$2,835,000 (CIP Fund) - partially grant funded
- Parks & trails maintenance projects \$230,000 (CTF and OS Funds)
- Open Space improvements \$90,000 (OS Fund)
- Citywide right-of-way maintenance \$55,636 (603)
- Bus shelter and bench maintenance and cleaning \$36,000 (303)
- Public art acquisition \$20,000 (Public Art Fund)
- Ridge at 38 annual plantings \$5,000 (604)
- Large-item pickup program \$5,000 (303)

Additionally, the following budget expenditures are not directly related to any one of the City Council goals, but are worthy of noting and are included in the proposed 2015 Budget:

- City sponsorships/community partnerships:
 - Carnation Festival/Zoppe Family Circus \$52,500 and in-kind assistance \$28,000 (102)
 - Senior Resource Center (SRC) circulator bus \$30,000 (102)
 - Arvada Food Bank \$10,000 (102)
 - Feed the Future Backpack Program \$10,000 (102)
 - Outside agency requests \$10,000 (102)
 - Regional Air Quality \$4,000 (102)
 - Kite Festival \$3,000 (102)
 - Exempla Lutheran Leaves of Hope event \$2,500 (102)
 - Jefferson Center for Mental Health \$2,500 (102)
 - Wheat Ridge High School Farmers 5000 \$2,500 (102)
 - Wheat Ridge Active Transportation Advisory Committee \$1,000 (102)
- Management contingency fund \$100,000 (106) – consolidation of Citywide contingency funds
- Biennial citizen survey \$21,000 (111) – *project was budgeted in 2014 and put on hold until 2015*

A TRADITION OF EXCELLENCE IN A.C.T.I.O.N!

The City of Wheat Ridge has earned a reputation for repositioning itself and becoming a community of choice. In 2015, the City will celebrate the 10th anniversary of the development of the Neighborhood Revitalization Strategy (NRS) plan. This grassroots, community-driven planning document has guided the transformation the City has experienced over the past ten years. The City has received numerous state and national awards for its local partnerships and innovative approaches to service delivery. The City's reputation was created by the excellent stewardship provided by past City Councils and staff at all levels.

An Engaged Community

A commitment to excellence has helped position the City to respond and plan for the needs of the future. The City prudently responded to the fiscal challenges of the recent recession by making cuts and deferring expenses while minimizing impacts to the levels of service. As the recessionary period winds down, the City is seeing a positive shift in community engagement. The demand for services, amenities, and community events that provide opportunities for citizens to come together has increased. Participation in educational academies, involvement on boards and commissions, and overall, participation in community and neighborhood planning efforts has also increased. The City has an extremely engaged community, focused not only on the short-term viability of the City, but more importantly, on the long-term sustainability of the City.

An Engaged Organization

City staff, at all levels, continually approach their jobs looking for ways to improve the level of service, contain costs, improve efficiency, leverage partnerships and generate innovative ideas so the community receives the best possible service. The City actively pursues grant opportunities and has a solid track record of success in receiving grants. City staff is empowered to continue to look

for additional cost-effective opportunities to partner with local and regional organizations, to explore and expand the use of alternative service delivery opportunities, to continue to use volunteers where feasible, to increase cost recovery, and to discontinue or reduce service standards for those programs that are that are less of a priority.

Priority Based Budgeting

In 2014, the City embarked on year three of the Priority Based Budgeting (PBB) process. The City has received national recognition and interest from other local governments who are considering switching to a priority-driven budget. 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 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 to 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 example, if we experience an unusually bad winter or fuel prices skyrocket, mid-year supplemental budget appropriations may be required.

In addition to continuing the variance exercise for development of the 2015 Budget, staff added a contingency reduction exercise. Included in the City Manager's Budget is a management contingency fund in the amount of \$100,000. This is the result of a consolidation of Citywide contingency funds in 2014 which enabled staff to cut approximately \$70,000 from the 2014 proposed budget. In the past, contingency funds have been budgeted for carrying out policy direction by City Council that may not 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 were used in 2014. However, those items placed on the contingency fund list were not re-budgeted in 2015.

Overall, for the 2015 Budget, staff reduced funding by approximately \$589,649 for requests that were not considered critical to meeting the City's defined results. Collectively, the variance and contingency fund tools have played an important role in the continued integration of a priority-driven budget system. This process has enabled staff to look at the budget data through a different lens.

REVENUES AND EXPENDITURES

The total 2015 Adopted Budget is \$41,393,994. The Budget is based on projected revenues of \$36,104,362. In addition, the beginning fund balance for 2015 is projected at \$13,027,058 which brings the total available funds to \$49,131,420. This will provide for a projected ending fund balance of \$7,737,426, which is a 20% decrease compared to the 2014 Adopted 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 \$28,990,382, which is a 5% decrease compared to 2014 estimated revenues. In addition, the beginning fund balance for 2015 is projected at \$8,470,246, which brings the total available funds for the General Fund to \$37,460,628.

General Fund expenditures total \$28,990,382, excluding transfers. General Fund expenditures represent a 7% decrease compared to the adjusted 2014 Budget and a 2% decrease compared to the estimated 2014 Budget. This will provide for a projected ending fund balance of \$5,900,246, of which \$4,830,535 (17% of operating expenditures) is considered unrestricted.

CAPITAL INVESTMENT PROGRAM FUND

CIP Fund revenue is projected at \$5,890,228 (\$2,570,000 transferred from the General Fund) which is a 29% increase compared to the 2014 estimated revenue of \$4,541,601. In addition, the beginning fund balance for 2015 is projected at \$1,879,302 which brings the total available funds for the CIP Fund to \$7,769,530.

The proposed 2015 CIP includes the following major projects:

- \$2.8 million for Kipling Street pedestrian trail improvements – partially grant funded
- \$3.2 million for preventative street maintenance projects
- \$630,228 for Gold Line Station street project – fully grant funded
- \$470,000 for Wadsworth Planning Environmental Linkage (PEL) – partially grant funded
- \$260,000 for drainage improvement projects (mainline storm sewer outfall replacements along Clear Creek, and Maple Grove Reservoir improvements)
- \$100,000 for Traffic Management Program (traffic calming improvements and neighborhood monument signage)
- \$100,000 for Bike/Pedestrian trail improvements
- \$50,000 for ADA transition plan for improving sidewalk accessibility Citywide
- \$10,000 for street lights

CIP expenditures total \$7,705,228 which is a 16% decrease compared to the adjusted 2014 Budget and a 52% increase compared to the estimated 2014 Budget. This will provide for a projected ending fund balance of \$64,302.

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 2015 and beyond, the General Fund will no longer be able to fund the CIP Budget after 2015. To continue funding CIP projects, City Council will need to consider substantial cuts in the City's operating budget or find new revenue sources for 2016.

Without additional funding, the proposed CIP Budget for 2016 to 2023 will be limited to the following projects:

- \$350,000 for minor street improvements in 2016
- A total of \$1.5 million available for preventative street maintenance over an eight-year period. Staff has identified the need for \$3.9 million annually to maintain an appropriate street pavement Overall Conditions Index (OCI) of at least “good.”

OPEN SPACE FUND

Open Space revenue is projected at \$967,000 which is a 45% decrease compared to the 2014 estimated revenue of \$1,769,346. The large decrease is primarily due to Jefferson County grants received in 2014. In addition, the beginning fund balance for 2015 is projected at \$442,511, which brings the total available funds for the Open Space Fund to \$1,409,511.

Open Space projects for 2015 include:

- Open Space improvements
- Improvements to Prospect Park
- Completion of the master plan design for the renovation and improvements to Prospect Park
- Parks maintenance projects
- Trail replacement and repair
- Outdoor pool maintenance and repair
- Matching funds for the Jefferson County Opens Space River Corridor signage project and Kipling Trail pedestrian improvements

Funding is also appropriated for five Parks maintenance workers. Open Space expenditures total \$1,307,379 which is a 51% decrease compared to the adjusted 2014 Budget and a 48% decrease compared to the estimated 2014 Budget. These expenditure decreases are due to construction of Hopper Hollow Park in 2014 and a Parks vehicle storage building. This will provide for a projected ending fund balance of \$102,132.

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

CONSERVATION TRUST FUND

Conservation Trust revenue is projected at \$301,000, which is equal to the 2014 estimated revenue. In addition, the beginning fund balance for 2015 is projected at \$315,538, which brings the total available funds for the Conservation Trust Fund to \$616,538.

Conservation Trust projects for 2015 include:

- Recreation Center maintenance projects
- Active Adult Center parking lot replacement
- Installation of outdoor fitness equipment at Hayward Park

- Playground equipment replacement at Hank Stites Park
- Parks maintenance projects
- Resurfacing of tennis and basketball courts

Conservation Trust expenditures total \$365,000, which is a 54% decrease compared to the adjusted 2014 Budget and a 35% decrease compared to the estimated 2014 Budget. These expenditure decreases are due to construction of Hopper Hollow Park in 2014. This will result in a projected ending fund balance of \$251,538. The future Five-Year Conservation Trust Budget proposes to provide funds for Recreation Center maintenance needs, Anderson Building replacement, parks maintenance projects, resurfacing of tennis/basketball courts, Discovery Park ADA playground and Boyds Crossing playground.

RECREATION CENTER OPERATIONS FUND

Recreation Center Operations revenue for 2015 is projected at \$2,074,642, which is a decrease of 0.2% compared to the 2014 estimated revenue of \$2,079,559. In addition, the beginning fund balance for 2015 is projected at \$1,000,075 which brings the total available funds for the Recreation Center Operations Fund to \$3,074,717.

Recreation Center expenditures total \$2,363,101, which is a 4% increase compared to the adjusted 2014 Budget and a 6% increase compared to the estimated 2014 Budget. This will provide for a projected ending fund balance of \$711,616.

OTHER SPECIAL REVENUE FUNDS

Several other Special Revenue Funds are also included in this Budget to track revenues and expenditures that are designated by law to be used for specific purposes or are used to simplify the budgeting process. Those funds include the Public Art, Police Investigation, Municipal Court, Equipment Replacement, and Crime Prevention/Code Enforcement funds. 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.

DEBT

The City currently has no debt. However, the City's Urban Renewal Authority (Renewal Wheat Ridge), is a component of the City and does have a loan in the amount of \$728,838 for the Town Center North project. The Urban Renewal Authority also has a loan with the City in the amount of \$690,000 for infrastructure improvements at Town Center North and the purchase of an environmentally contaminated property at 38th and Yukon Court. These loans will be paid-off with the sale of properties at Town Center North and 38th and Yukon in 2014 and 2015. Additionally, the Urban Renewal Authority provided a loan in the amount of \$2.4 million for the Kipling Ridge commercial center development. The term of this loan is for 10 years and will be paid from sales and property tax incremental revenue from the Kipling Ridge project.

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 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 of Accountability – Change – Teamwork – Integrity – Opportunity – Now!. 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, 2015, based on how well 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 comparable organizations are providing and what the City can afford for that fiscal year. The City conducted a biennial market review in 2014. For 2015, the market shift in compensation is 3% for the City plans noted above. The proposed 2015 budget includes \$450,000 in the Central Charges budget to fund both sub plans.

The City continues to provide a competitive benefits package to employees that includes medical, dental, life and disability benefits. Throughout the year, staff works closely with the City's benefit broker, IMA, to ensure that the City is controlling benefit costs while still providing a competitive benefits package to its employees, which is a vital part of the City's total compensation approach to pay.

The City currently provides Kaiser Permanente plans for employee medical benefits. Medical premiums will increase by 5% for 2015. There are several key factors that play a role in calculating the City's health care premium renewal. Participation in the Wellness Program is a positive contributing factor to the minimal premium increase. Historically, the City's premium increases ranged from 10 – 15%, which is the market average. The 5% increase for 2015 is well below that average. The City will continue to encourage enrollment and active participation in the Wellness Program. There is minimal increase to the dental premium, but the life and short-term disability premiums will remain constant.

In 2015, 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 also continue to offer the traditional HMO plan. 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 2015 staffing level will increase by a net of 3.11 FTE's for a total of 230.375 FTE's in all funds. Staffing levels continue to remain below the 233.755 FTE's authorized in 2002 before the budget reduction program and elimination of positions in 2003 and 2004.

New Positions:

1.0 FTE Permit Technician – Community Development

- Over the past six years, the Building Division has seen a significant increase in the volume of building permits in the City. The division is understaffed to meet the current demands with the existing Senior Permit Technician. The creation of this position will increase customer service by expediting the processing of building permits and allowing for expansion of over-the-counter permitting. Additionally, this position will allow for the division to expand its hours of operation and eliminate waiting times for customers seeking permits or code information.

2.0 FTE Emergency Services Specialist (ESS) – Police Department

- Currently the Communications Center which operates 24 hours a day/7 days a week is not adequately staffed according to the Association of Public Safety Communications Officials International (APCO) staffing standards, which creates a public safety issue. The APCO studies conducted in 2007 and 2013 recommended that the City needs to add 5.3 dispatcher positions. Due to the limited staffing in the center, there may be only one dispatcher in the Communications Center at any given time. While the gaps in adequate coverage have been managed by existing staff working additional hours and with a Lead ESS, the result has been increased turnover, fatigue, loss of focus on the job and overall burnout. The liability of not increasing staffing in the Communications Center is the potential for service impacts if a major incident occurs and a single dispatcher is not able handle the call volume.

1.0 FTE Deputy Court Administrator – Municipal Court

- This position will support the Court Administrator in the supervision of six Deputy Court Clerks I/II. This reorganization will reduce the number of direct reports to the Court Administrator and create capacity within the department for improved communication, and the coaching and mentoring of employees.

Eliminated Positions:

0.875 FTE Deputy Court Clerk – Municipal Court

- This allocated FTE has been vacant for several years. With the addition of a Deputy Court Administrator this FTE can be eliminated.

0.010 FTE Court Marshal – Municipal Court

- An adjustment of .010 FTE (previous years rounding error for Court Marshal position(s)) for a total decrease of 0.010 FTE.

0.005 FTE Recreation Coordinator – Parks and Recreation

- An adjustment of .005 FTE (previous years rounding error for recreation coordinator) for a total decrease of 0.005 FTE.

Grant Funded Positions:

2.0 FTE Police Officer(s) – Police Department

-The Police Department was awarded a Community Oriented Policing Services (COPS) grant in September 2010 for a total of \$508,902. Funding for this grant will be expended during the first pay period in January 2015. Receipt of the COPS grant included the requirement to continue funding these two positions for a one year period. After grant funds have been fully expended, these positions will be funded through the General Fund.



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 Commercial Centers and Multi-Modal Transportation and is
Committed to Environmental Stewardship.**

**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

Funded priorities for 2015 are listed on pages 2 and 3 of the Budget Message.

2014/2015 Action Agenda

High Priorities

Revenue Enhancement
Engage Development/Redevelopment Opportunities
Community/Neighborhood Building
38th Avenue Corridor Implementation
Code Enforcement
Multi-modal Transportation
Targeted Housing Incentive Policies

The priorities in the Action Agenda above are developed in cooperation with staff and City Council annually. Each of these items is reviewed quarterly by the City Council to provide updates and to monitor the status of each priority.

Budgeting for Priorities

The City of Wheat Ridge completed its second year 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:

- **2015 Budget Priorities** – provides a highlight of the overall departmental priorities for the year linked to the City Council’s Strategic Goals.
- **Core Businesses** – provides a breakdown of the Department, Division, Unit or program core functions and services.
- **2014 Strategic Accomplishments** – highlights what was accomplished in the previous budget year based on the City Council’s Strategic Goals.
- **2015 Strategic Priorities** – highlights the goals for the year ahead based on the City Council’s Strategic Goals.

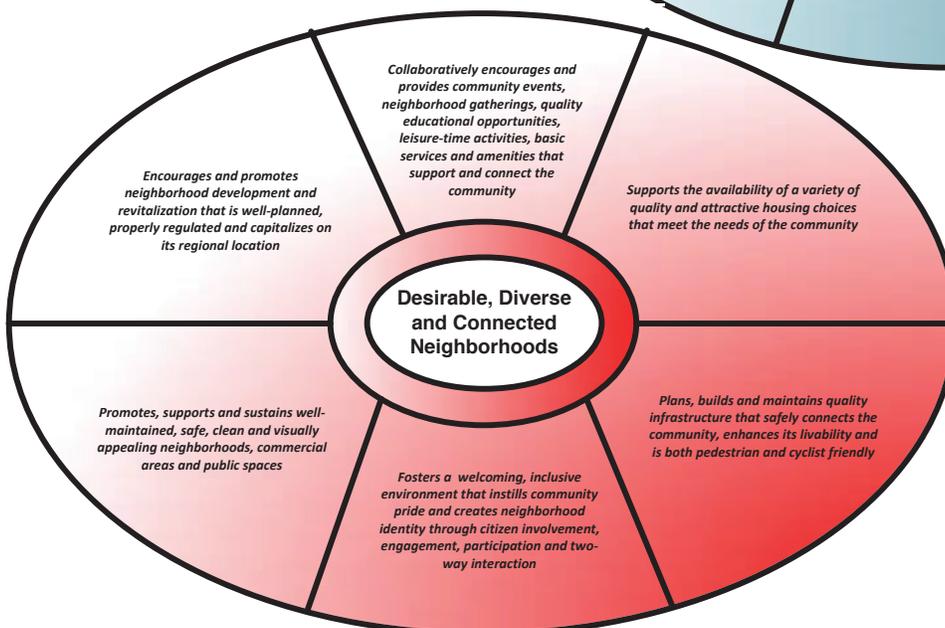
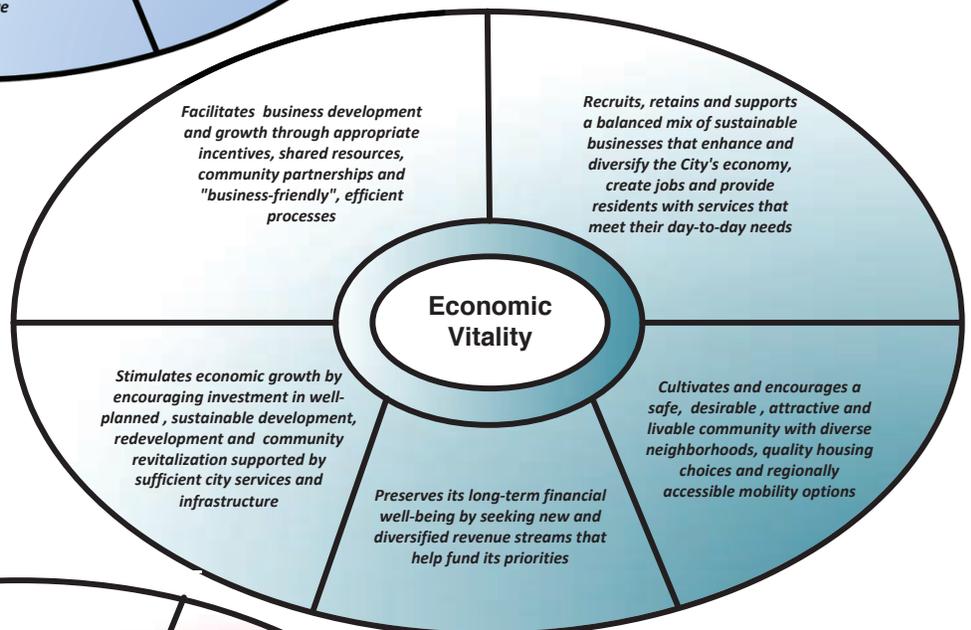
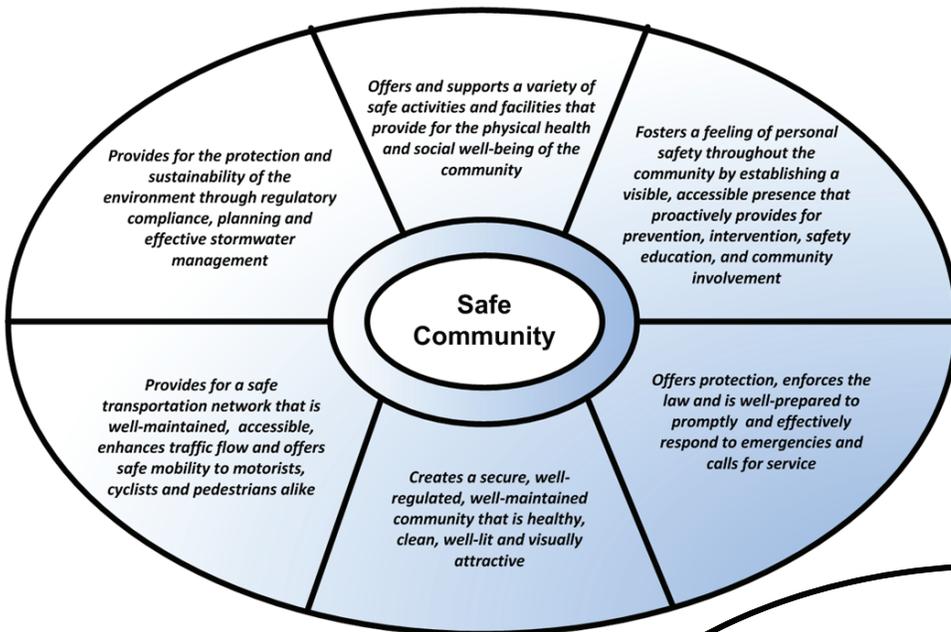
Priority-Based Budgeting Process

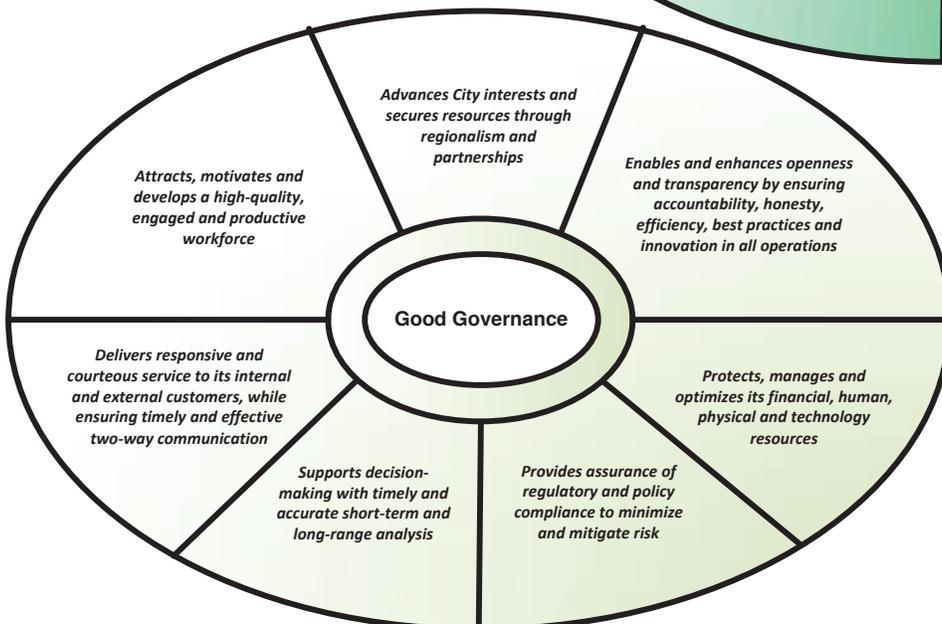
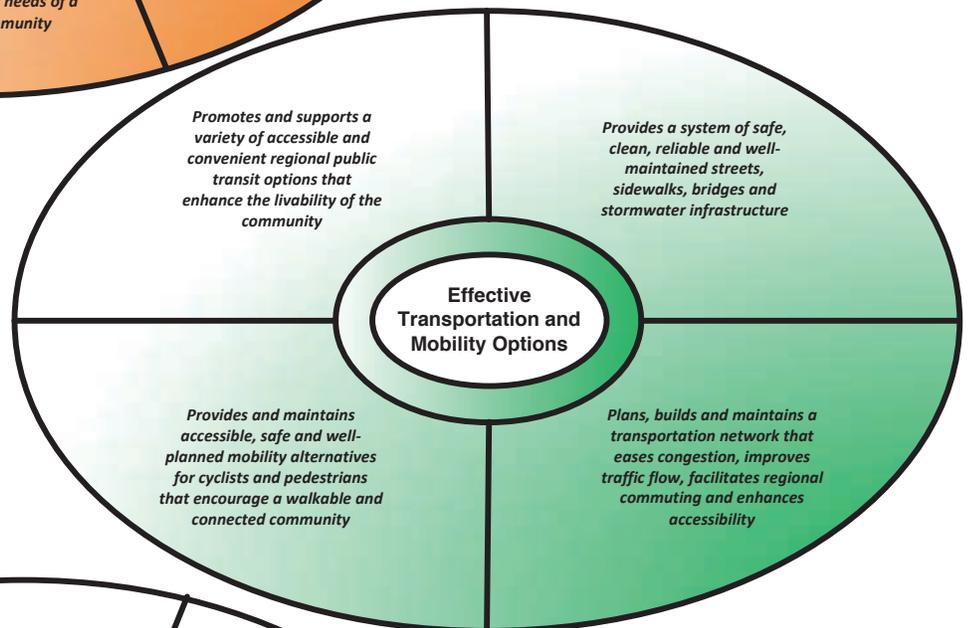
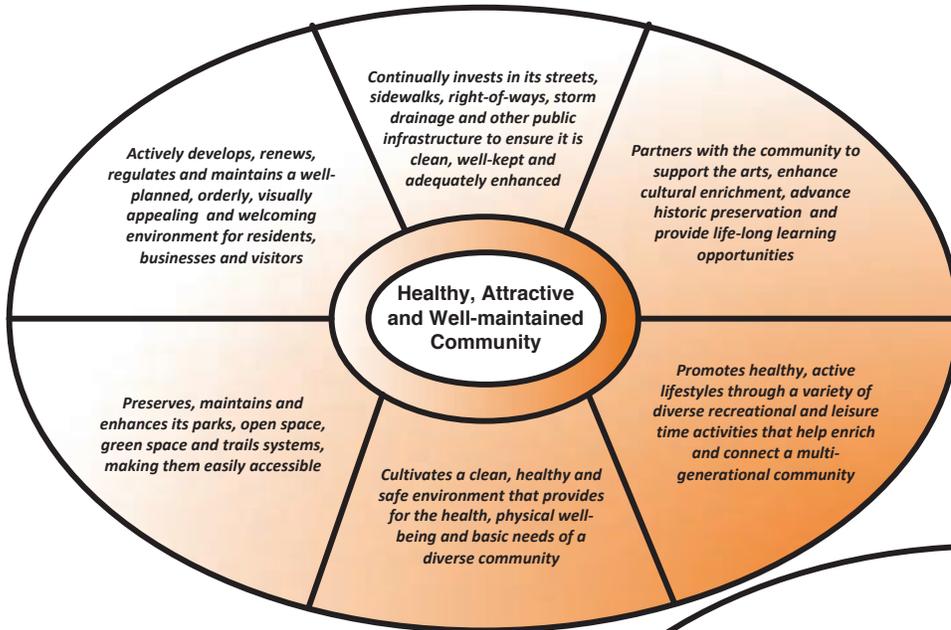
Employees throughout the organization participate in the Priority Based Budgeting process to further align City resources with the results desired. The steps in this process include:

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 2015 Adopted BUDGET IN BRIEF



CHOICE OF DESIRABLE
NEIGHBORHOODS



ECONOMICALLY VIABLE
COMMERCIAL AREAS



FINANCIALLY SOUND CITY
PROVIDING EXCEPTIONAL
SERVICE

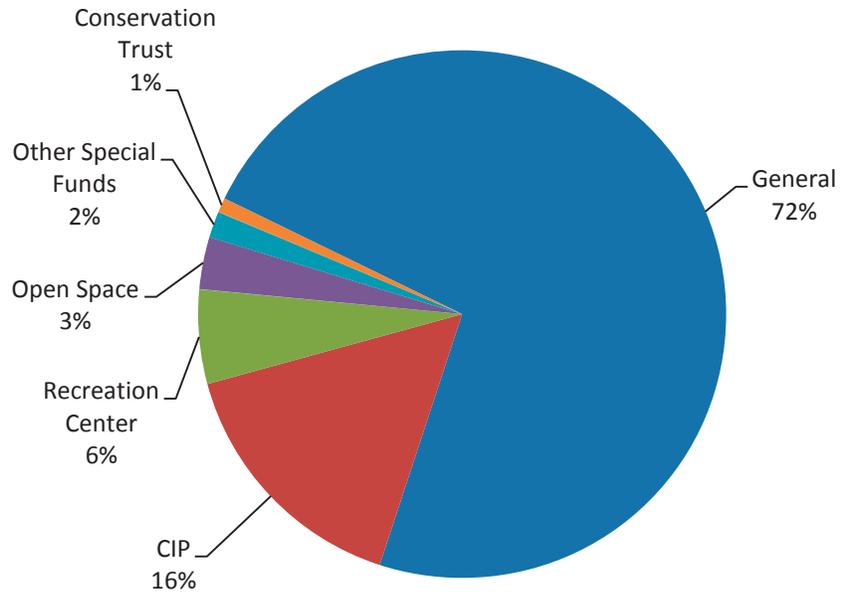


MORE ATTRACTIVE
WHEAT RIDGE

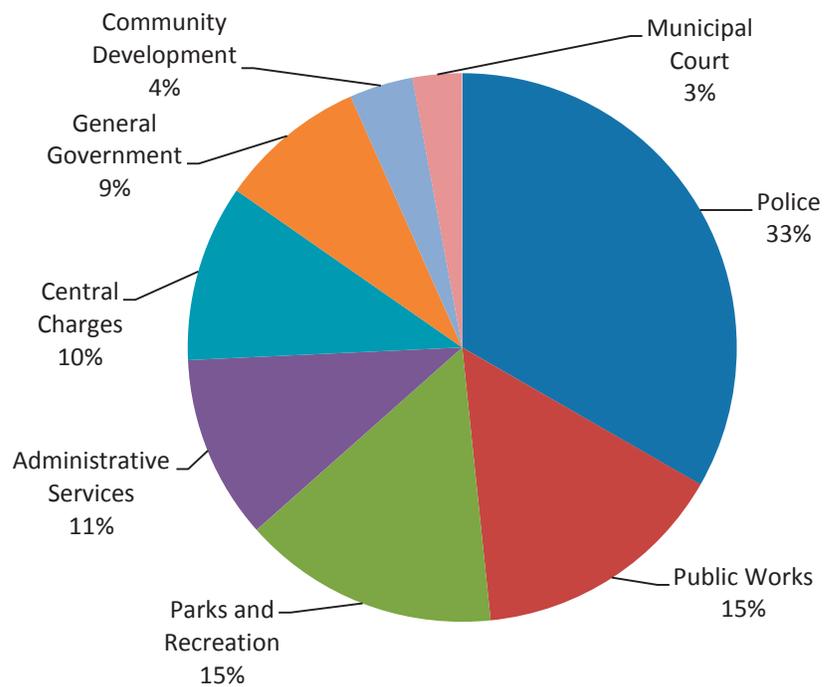


ADOPTED 2015 BUDGET IN BRIEF

2015 Total Expenditures \$41,393,994 (excluding transfers)	
General	\$28,990,382
Capital Investment Program	\$7,705,228
Recreation Center	\$2,363,101
Open Space	\$1,307,379
Conservation Trust	\$365,000
Crime Prevention	\$356,904
Equipment Replacement	\$235,000
Municipal Court	\$26,000
Police Investigation	\$25,000
Public Art	\$20,000

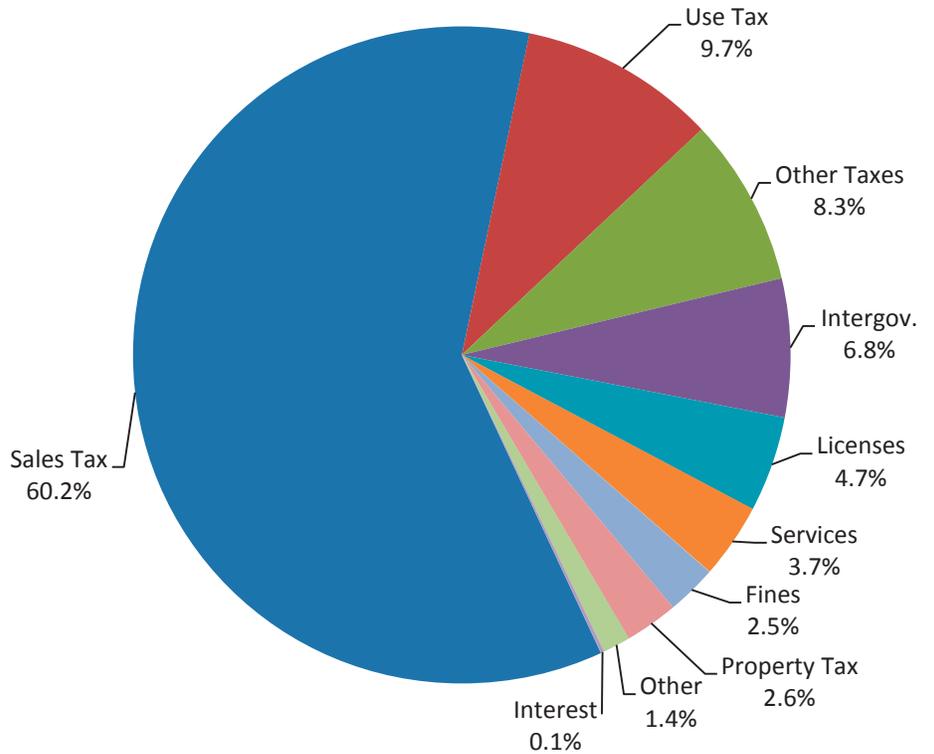


2015 General Fund Expenditures \$28,990,382 (excluding transfers)	
Police	\$9,656,233
Public Works	\$4,361,463
Parks and Recreation	\$4,375,344
Administrative Services	\$3,138,598
Central Charges	\$3,016,793
General Government	\$2,510,569
Community Development	\$1,086,404
Municipal Court	\$844,978
<i>Ending Fund Balance</i>	<i>\$5,900,246</i>

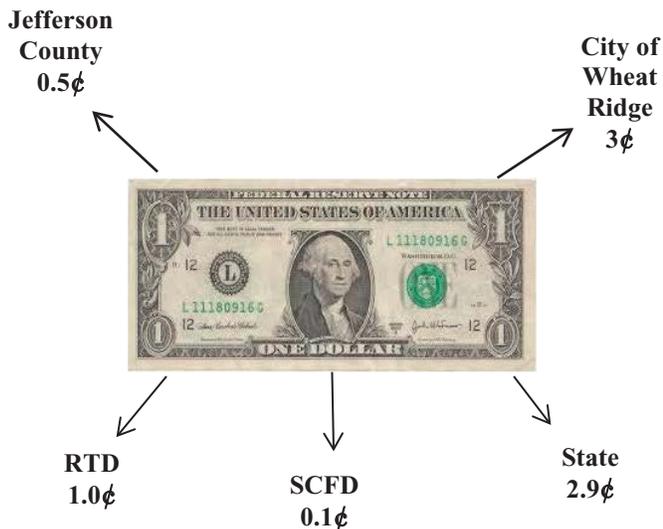


GENERAL FUND REVENUES

2015 General Fund Revenues \$28,990,382	
<i>Beginning Fund Balance</i>	\$8,470,246
Sales Tax	\$17,465,964
Use Tax	\$2,805,000
Other Taxes	\$2,398,500
Intergovernmental	\$1,973,082
Licenses	\$1,361,700
Services	\$1,071,636
Property Tax	\$758,000
Fines	\$713,500
Other	\$393,000
Interest	\$50,000
Total Available Funds	\$37,460,628



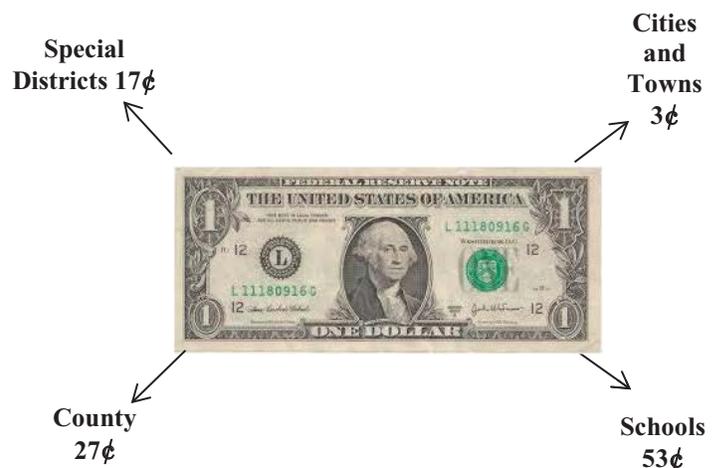
Sales Tax Distribution



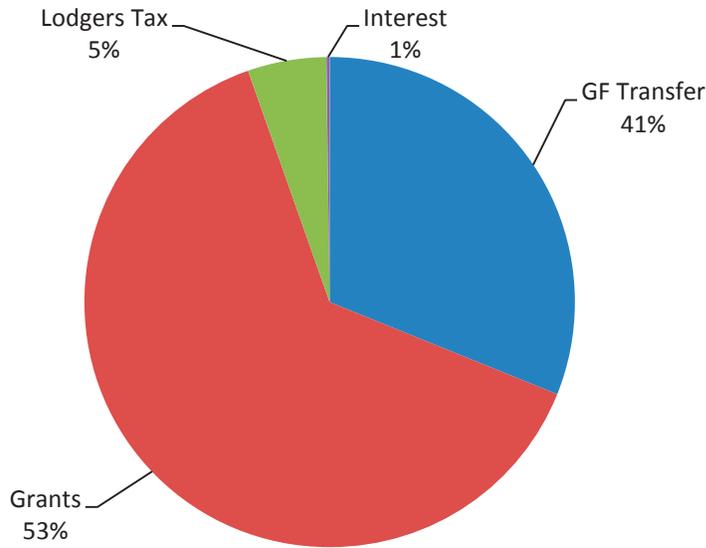
The total sales tax rate in the City of Wheat Ridge is 7.5%. For every dollar you spend on retail purchases, you pay 7.5 cents in sales tax. Only 3 cents of this comes back to the City.

Property Tax Distribution

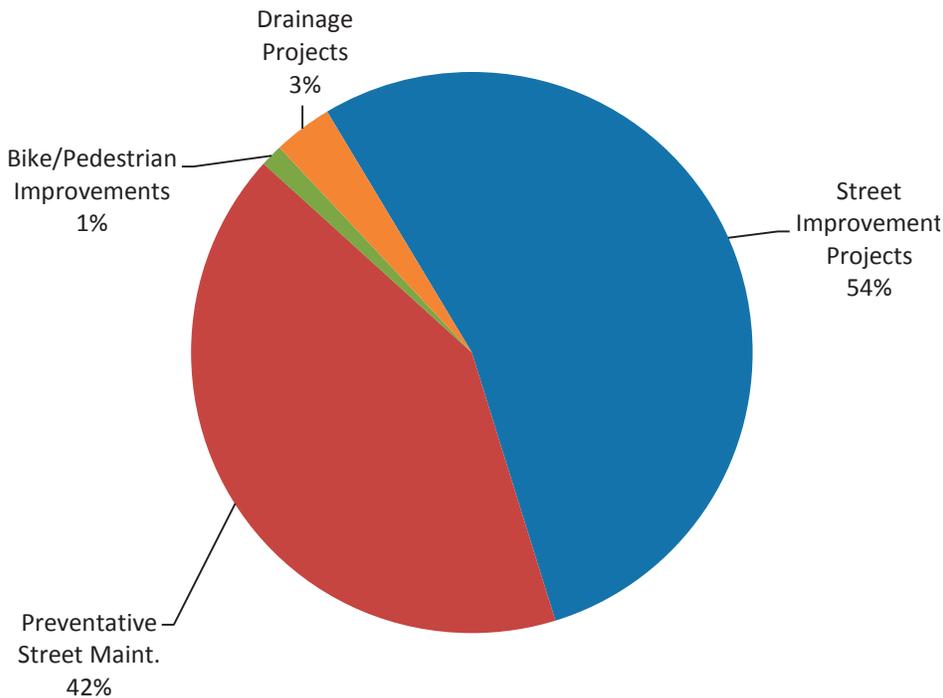
Most people will be surprised to know that for every dollar Jefferson County receives in property taxes from Wheat Ridge residents, only 3 cents comes back to the City.



CAPITAL INVESTMENT PROGRAM (CIP) FUND



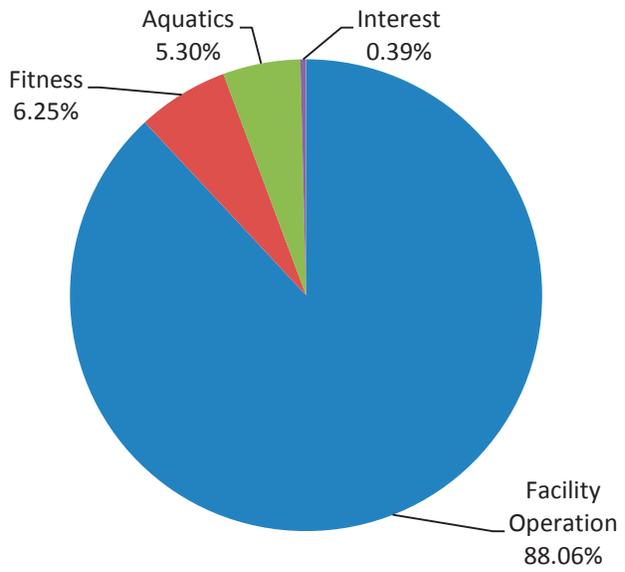
2015 CIP Revenues \$5,890,228	
<i>Beginning Fund Balance</i>	\$1,879,302
Grants	\$3,060,228
Sales Tax (General Fund Transfer)	\$2,570,000
Lodger's Tax	\$250,000
Interest	\$10,000
Total Available Funds	\$7,769,530



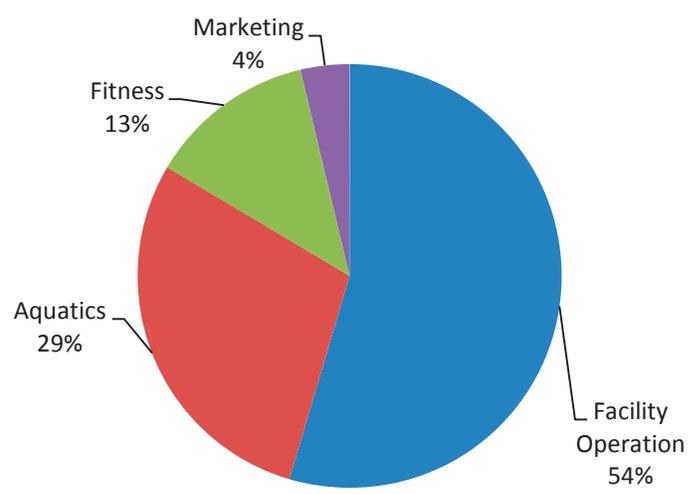
2015 CIP Expenditures \$7,705,228	
Preventative Street Maintenance	\$3,200,000
Kipling Pedestrian Improvements	\$2,835,000
Gold Line Station Street Improvements	\$680,228
Wadsworth PEL	\$470,000
Drainage Improvement Projects	\$260,000
Neighborhood Traffic Management Projects	\$100,000
Bike/Pedestrian Improvements	\$100,000
ADA Transition Plan	\$50,000
Street Light Installation	\$10,000
Ending Fund Balance	\$64,302

RECREATION CENTER OPERATIONS FUND

2015 Recreation Center Operations Revenues	
\$2,074,642	
<i>Beginning Fund Balance</i>	\$1,000,075
Facility Operation	\$1,826,880
Fitness	\$129,732
Aquatics	\$110,030
Interest	\$8,000
Total Available Funds	\$3,074,717

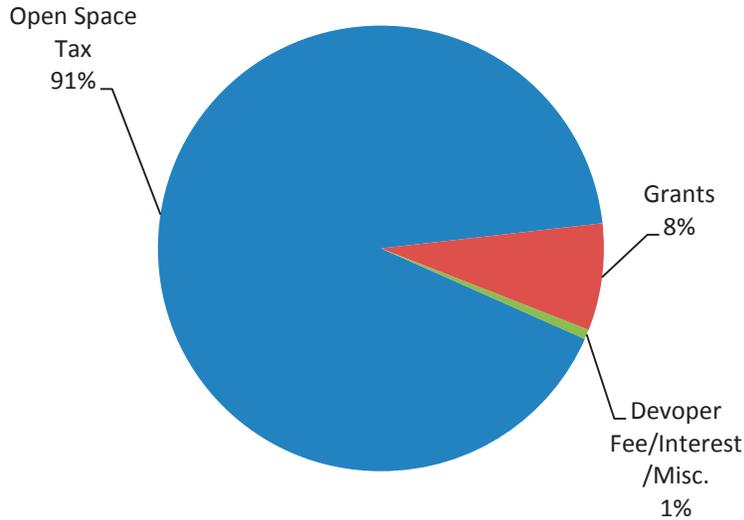


2015 Recreation Center Operations Expenditures	
\$2,363,101	
Facility Operation	\$1,289,999
Fitness	\$300,248
Aquatics	\$684,371
Marketing	\$88,483
Ending Fund Balance	\$711,616

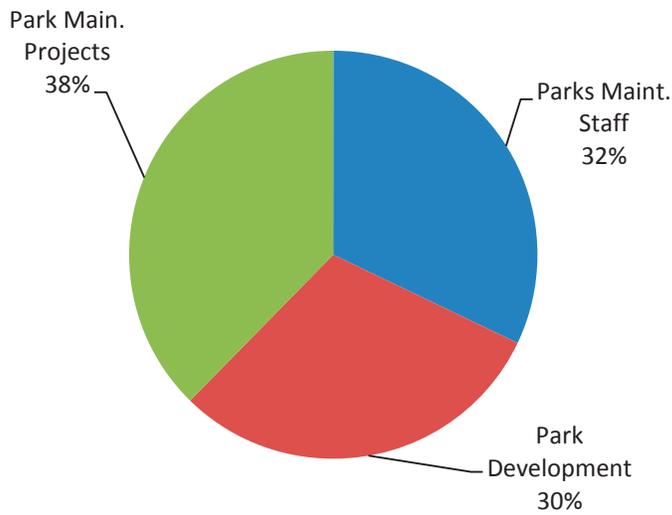


The Wheat Ridge Recreation Center (at left) is a state-of-the-art facility located in the heart of Wheat Ridge. The Center was established through a voter approved, temporary increase in the sales and use tax rate to pay for the construction of the Center which opened in February 2000.

OPEN SPACE FUND



2015 Open Space Revenues	
\$967,000	
Beginning Fund Balance	\$442,511
Open Space Tax	\$885,000
Grants	\$75,000
Developer Fee/Interest/Misc.	\$7,000
Total Available Funds	\$1,409,511



2015 Open Space Expenditures	
\$1,307,379	
Personnel	\$492,379
Maintenance Projects	\$420,000
Development Projects	\$395,000
Ending Fund Balance	\$102,132

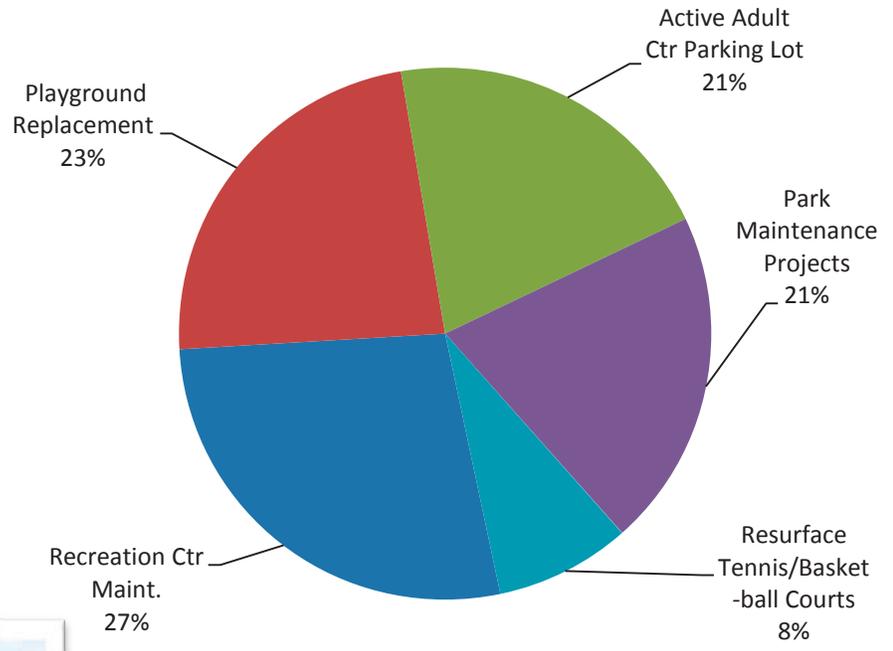
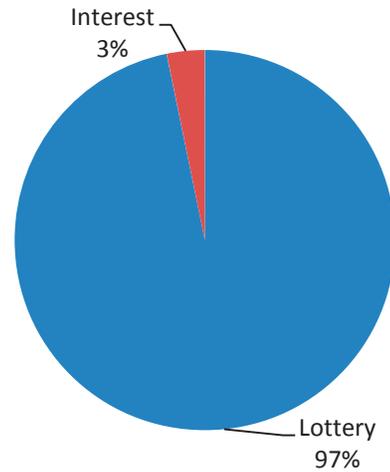


Discovery Park (at left), Wheat Ridge's newest park, opened in October of 2010 featuring playground equipment, shade shelters, a skate park, and climbing wall. The park also features the Kevin Robb "Discovering the Stars" sculpture.

CONSERVATION TRUST FUND

2015 Conservation Trust Revenues	
\$301,000	
<i>Beginning Fund Balance</i>	\$315,538
Colorado Lottery	\$300,000
Interest	\$1,000
<i>Total Available Funds</i>	\$616,538

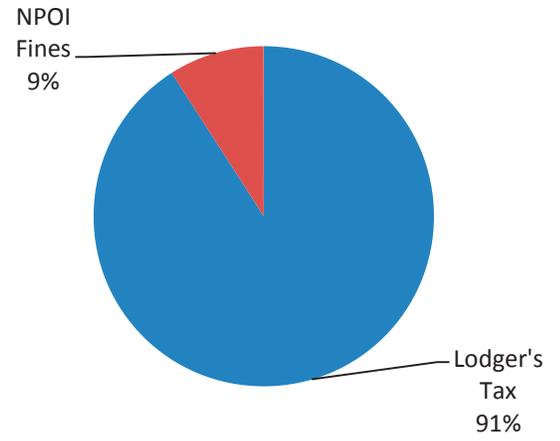
2015 Conservation Trust Expenditures	
\$365,000	
Recreation Center Maintenance	\$100,000
Playground Replacement	\$85,000
Active Adult Center Parking Lot Replacement	\$75,000
Park Maintenance Projects	\$75,000
Resurface Tennis/Basketball Courts	\$30,000
<i>Ending Fund Balance</i>	\$251,538



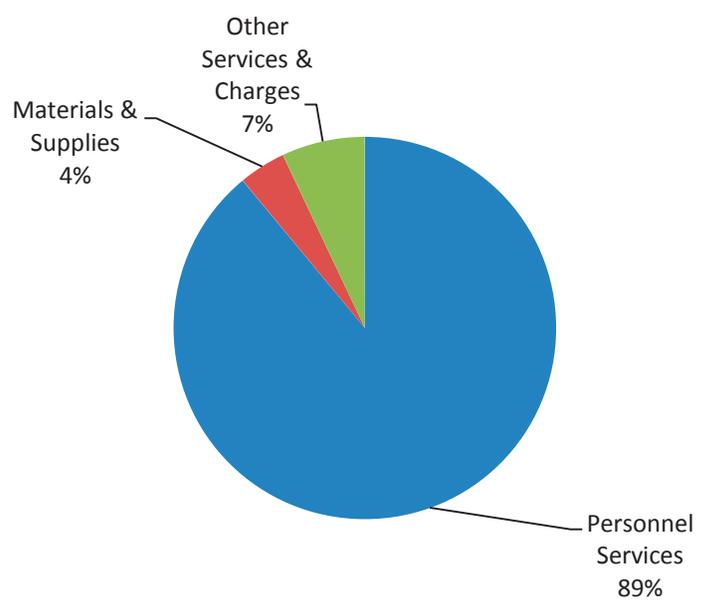
The City of Wheat Ridge has received more than \$3 million in revenue from the Colorado Lottery since 1992. These funds have been used for park and recreation construction and maintenance projects, such as playgrounds.

CRIME PREVENTION/CODE ENFORCEMENT FUND

2015 Crime Prevention/Code Enforcement Revenues	
\$331,000	
<i>Beginning Fund Balance</i>	\$230,275
Lodger's Tax	\$300,000
No Proof of Insurance Fines	\$30,000
Interest	\$1,000
Total Available Funds	\$561,275



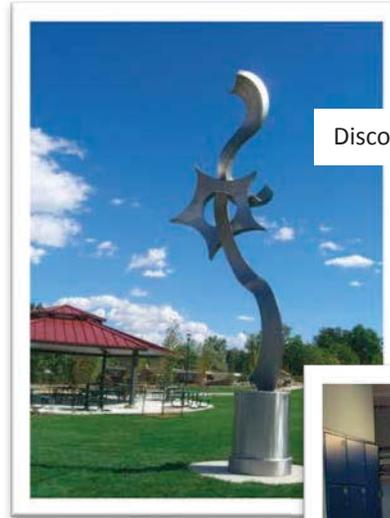
2015 Crime Prevention/Code Enforcement Expenditures	
\$356,904	
Personnel Services	\$317,631
Materials & Supplies	\$14,150
Other Services & Charges	\$25,123
Ending Fund Balance	\$204,371



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	\$47,331
Revenues	\$37,710
Expenditures	\$20,000
Ending Fund Balance	\$65,041



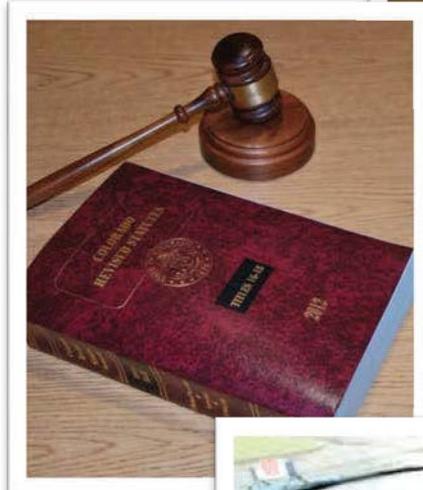
Discovery Park Sculpture

Police Investigation <i>Special Fund 17</i>	
Beginning Balance	\$80,725
Revenues	\$350
Expenditures	\$25,000
Ending Fund Balance	\$56,075



PD Property & Evidence Room

Municipal Court <i>Special Fund 33</i>	
Beginning Balance	\$30,350
Revenues	\$28,050
Expenditures	\$26,000
Ending Fund Balance	\$32,400



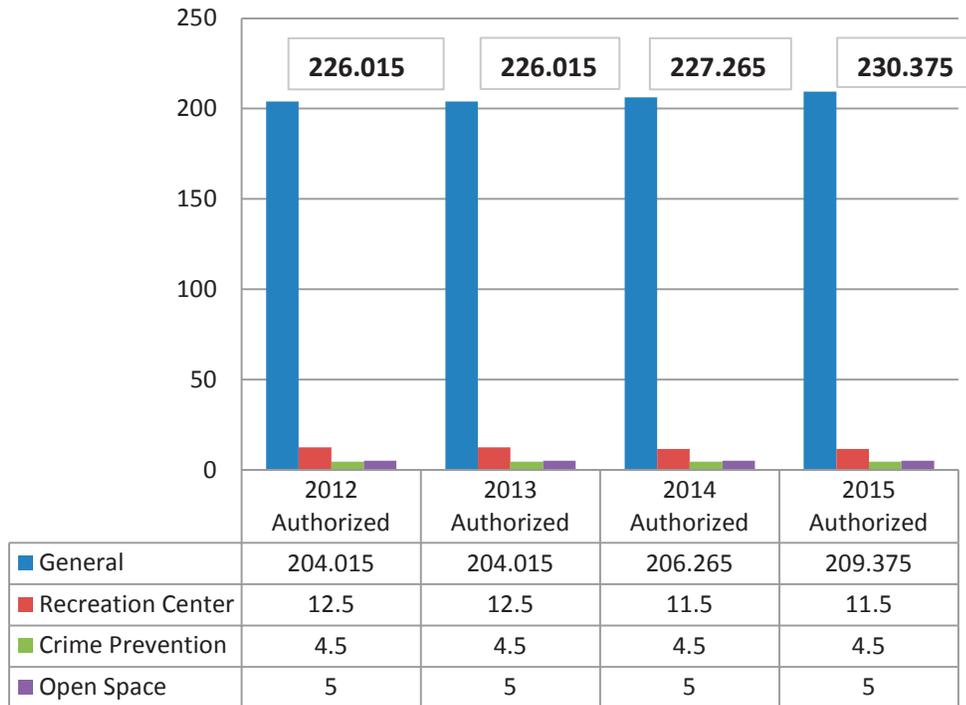
Equipment Replacement <i>Special Fund 57</i>	
Beginning Balance	\$530,705
Revenues	\$54,000
Expenditures	\$235,000
Ending Fund Balance	\$349,705



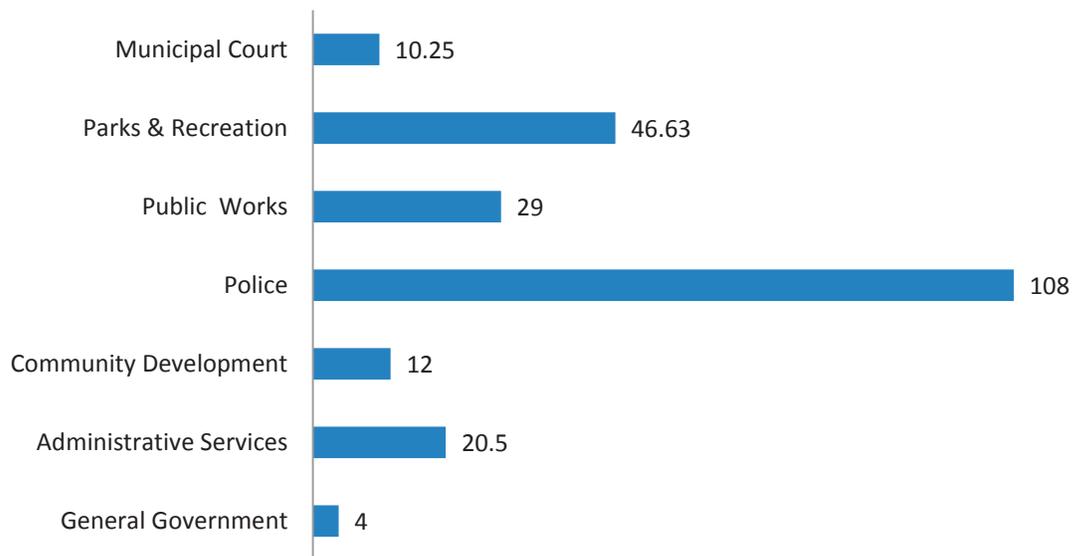
Police Radios & Equipment

STAFFING

2012 - 2015



2015 Staffing By Department

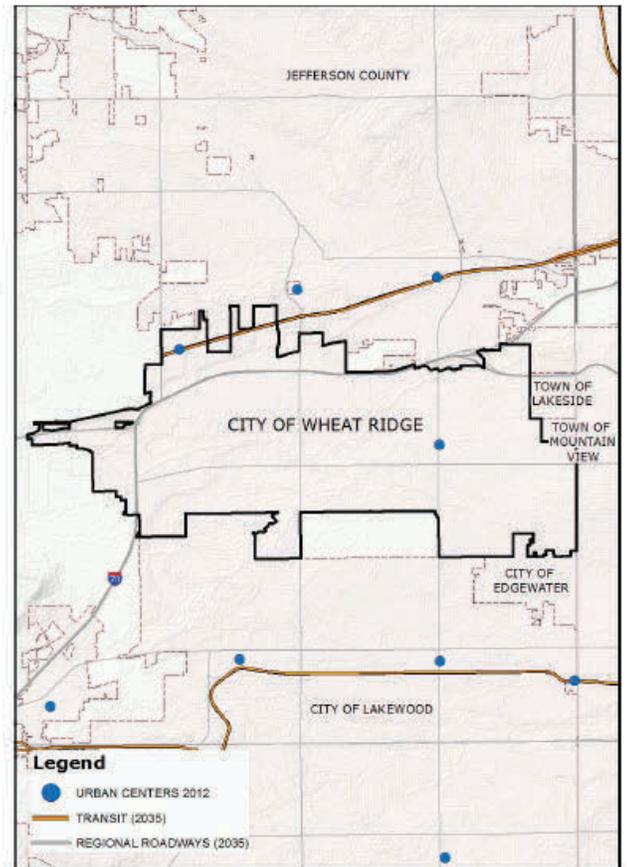


Wheat Ridge Community Profile

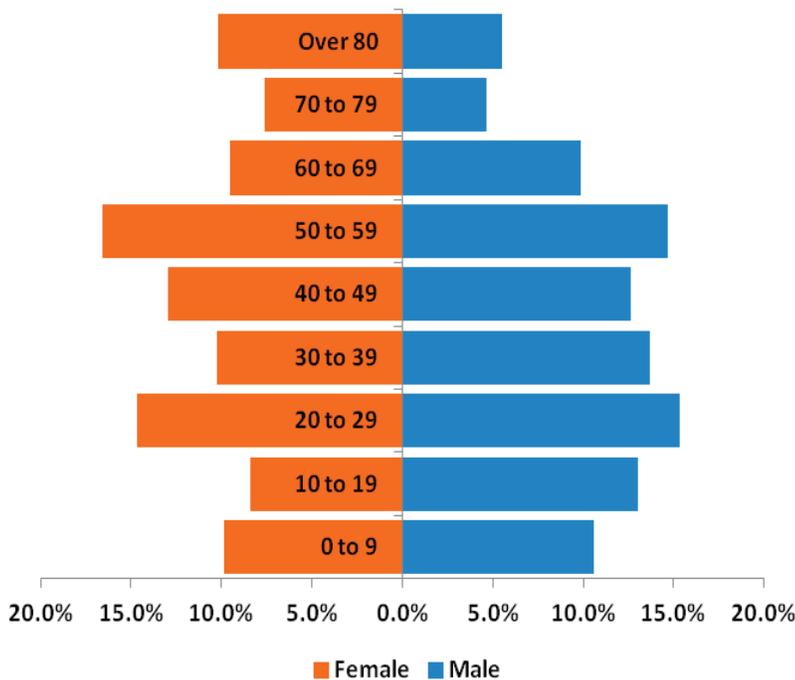
Vital Statistics		
Date of Incorporation	August 20, 1969	
Form of Government	Council - Manager	
Total Land Area	9.5 Square Miles	
	Wheat Ridge	Metro Denver
Population	30,365	2,763,317
Employment	14,925	1,433,095
Median Age	42	38
Percent of Housing Built Prior to 1980	86%	48%
Average Annual Wage	\$62,336	\$82,986
Median Household Income	\$48,777	\$52,360
Poverty Rate	9%	19%
Population with Post-Secondary Degrees	28%	41%
Percent of Population with High School Diploma Only	27%	21%



Regional Transportation⁵



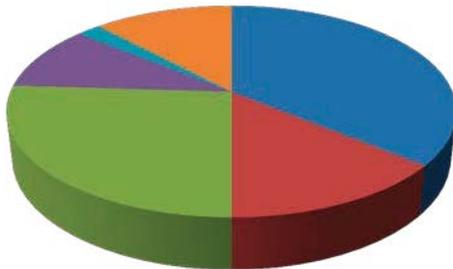
Population by Age of Residents



Data provided by DRCOG
 Data Disclaimer: The data in this report are compiled from multiple sources and are intended for informational purposes only. DRCOG and Wheat Ridge assumes no responsibility or legal liability for the accuracy, completeness or usefulness of any information in this report

Wheat Ridge Community Profile

Housing Types



- Single Family
- Married with Children
- Married no Children
- Single Parent
- Other Non Family
- 65+ Living Alone

Housing Statistics		
	Wheat Ridge	Metro Denver
Households	13,847	1,093,193
Avg. Household Size	2.15	2.47
Percent of Multifamily	44%	31%
Home Ownership	57%	69%
Rented Vacancy Rate	6%	6%

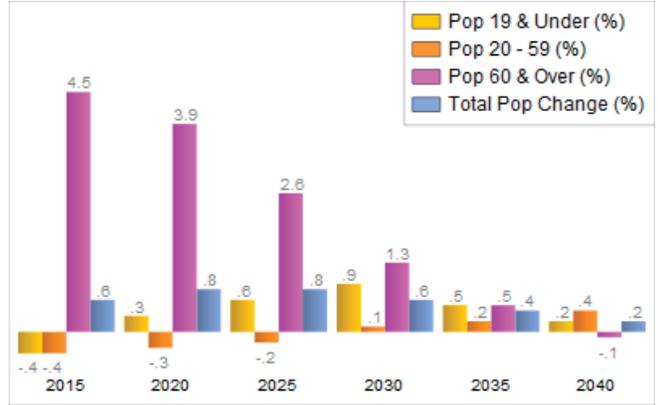
City Government Statistics	
Resources	
Number of Employees	
Full-time/Part-time Benefited	227.265
Part-time	289
Seasonal	121
Police Protection	
Number of Uniformed Officers	
Full-time	75
Number of Patrol Units	24
Facilities	
Public Works Shop	1
Recreation Centers	2
Active Adult Center	1
Pools	2
Parks	24
Lakes	5
Open Space	274 acres
Multi-use Trails	7+ miles
Sports Fields	46
Historic Properties	3



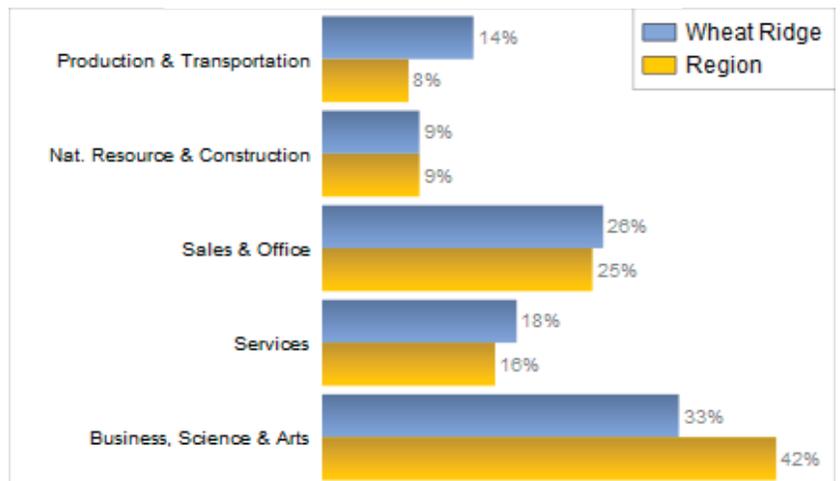
Wheat Ridge Community Profile

Community Statistics	
Fire Districts	4
Water Districts	6
Sanitation Districts	7
Cable Television Providers	
Comcast	3
Direct TV	
Dish Network	
Public Schools	
Elementary Schools	7
Secondary Schools	3
High Schools	1
Major Employers	Exempla Lutheran Health Care Rocky Mountain Bottling Company Lifeloc Technologies Reglera Applejack Liquor Qdoba Restaurants Source Office Products Metro Community Provider Network

Jefferson County Forecasted Population Growth by Age



Occupation by Industry



2015 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 2015 budget schedule:

- March**
- City Council Strategic Planning Retreat
- May**
- Distribute budget instructions to staff
- June**
- Budget Kick-off meetings held
- July**
- Deadline for submittal of 2015 department budget requests and 2014 budget estimates
- August**
- First opportunity for public input
- Submit 2014 revenue estimates and 2015 revenue projections
- City manager/budget officer review budget
- September**
- Second opportunity for public input on 2015 Budget
- October**
- Distribute proposed budget to Council
- Proposed Budget Presented to Council
- November**
- Proposed Budget Presented to Council
- December**
- Public Hearing on the 2015 Budget
- 2015 budget appropriation resolution adoption
- Property tax mill certification
- 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 (1/1/15)	+	Revenues	=	Funds Available	-	Expenses	=	Fund Balance (12/31/15)
Operating Funds									
General	\$8,470,246	+	\$28,990,382	=	\$37,460,628	-	\$31,560,382	=	\$5,900,246
Total Operating Funds	\$8,470,246	+	\$28,990,382	=	\$37,460,628	-	\$31,560,382	=	\$5,900,246
<i>Unrestricted Fund Balance</i>									\$4,830,535
									17%
Capital Funds									
Capital Investment Program	\$1,879,302	+	\$5,890,228	=	\$7,769,530	-	\$7,705,228	=	\$64,302
Total Capital Funds	\$1,879,302	+	\$5,890,228	=	\$7,769,530	-	\$7,705,228	=	\$64,302
Special Revenue Funds									
Public Art Fund	\$47,331	+	\$37,710	=	\$85,041	-	\$20,000	=	\$65,041
Police Investigation	\$80,725	+	\$350	=	\$81,075	-	\$25,000	=	\$56,075
Open Space	\$442,511	+	\$967,000	=	\$1,409,511	-	\$1,307,379	=	\$102,132
Municipal Court	\$30,350	+	\$28,050	=	\$58,400	-	\$26,000	=	\$32,400
Conservation Trust	\$315,538	+	\$301,000	=	\$616,538	-	\$365,000	=	\$251,538
Equipment Replacement	\$530,705	+	\$54,000	=	\$584,705	-	\$235,000	=	\$349,705
Crime Prevention/Code Enforcement Fund	\$230,275	+	\$331,000	=	\$561,275	-	\$356,904	=	\$204,371
Recreation Center	\$1,000,075	+	\$2,074,642	=	\$3,074,717	-	\$2,363,101	=	\$711,616
Total Special Revenue Funds	\$2,677,510	+	\$3,793,752	=	\$6,471,262	-	\$4,698,384	=	\$1,772,878
Total Operating Funds	\$8,470,246	+	\$28,990,382	=	\$37,460,628	-	\$31,560,382	=	\$5,900,246
Total Capital Funds	\$1,879,302	+	\$5,890,228	=	\$7,769,530	-	\$7,705,228	=	\$64,302
Total Special Revenue Funds	\$2,677,510	+	\$3,793,752	=	\$6,471,262	-	\$4,698,384	=	\$1,772,878
(Less Transfers)		+	(\$2,570,000)	=	(\$2,570,000)	-	(\$2,570,000)	=	
GRAND TOTAL	\$13,027,058	+	\$36,104,362	=	\$49,131,420	-	\$41,393,994	=	\$7,737,426

General Fund Revenues

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
SALES TAXES				
Sales Tax	\$15,466,512	\$15,500,000	\$15,837,708	\$16,200,000
Sales Tax Audit Revenue	\$330,103	\$250,000	\$1,900,000	\$350,000
ESTIP	\$0	\$103,000	\$0	\$0
TIF - Wheat Ridge Cyclery	\$59,476	\$0	\$40,000	\$40,000
TIF - Town Center (Safeway)	\$439,134	\$425,000	\$475,000	\$475,000
ESTIP - Dillion Co. (King Soopers)	\$29,036	\$0	\$160,000	\$110,964
ESTIP - Liquid Art Works (Colorado Plus)	\$8,024	\$0	\$17,000	\$25,000
ESTIP - Muscle Masster	\$0	\$0	\$5,700	\$5,000
ESTIP - Taste of Home Cooking	\$1,846	\$0	\$1,887	\$0
ESTIP - Walrus (West 29th Ave Rest)	\$9,671	\$0	\$6,500	\$10,000
TIF - Kipling Ridge	\$0	\$0	\$0	\$250,000
TOTAL SALES TAXES	\$16,343,804	\$16,278,000	\$18,443,795	\$17,465,964
OTHER TAXES				
Real Property Tax	\$736,015	\$750,000	\$744,111	\$758,000
Liquor Occupational Tax	\$60,520	\$60,000	\$62,500	\$62,500
Auto Ownership Tax	\$54,997	\$53,000	\$58,000	\$58,000
Xcel Franchise Tax	\$1,318,887	\$1,335,000	\$1,376,918	\$1,300,000
Telephone Occupation Tax	\$374,371	\$385,000	\$385,000	\$390,000
Lodgers Tax	\$544,276	\$500,000	\$650,000	\$550,000
Admissions Amusement Tax	\$41,775	\$40,000	\$38,000	\$38,000
TOTAL OTHER TAXES	\$3,130,841	\$3,123,000	\$3,314,529	\$3,156,500
USE TAXES				
Use Tax - Retail/Professional	\$595,715	\$682,000	\$826,000	\$700,000
Use Tax - Building	\$749,707	\$675,000	\$770,000	\$805,000
Use Tax - Auto	\$1,307,513	\$1,300,000	\$1,400,000	\$1,300,000
TOTAL USE TAXES	\$2,652,936	\$2,657,000	\$2,996,000	\$2,805,000
LICENSE				
Amusement Machine License	\$6,720	\$7,500	\$6,500	\$6,500
Arborist License	\$1,750	\$1,760	\$1,700	\$1,700
Contractors License	\$112,685	\$100,000	\$120,000	\$120,000
Liquor License Fee	\$16,340	\$12,500	\$12,500	\$12,500
Building Permits	\$557,858	\$511,000	\$575,000	\$607,000
Street Cut Permits	\$153,459	\$75,000	\$125,000	\$125,000
Cable TV Permits	\$366,216	\$365,000	\$367,500	\$365,000
Elevator Inspection Fees	\$25,410	\$25,410	\$27,500	\$26,000
Pawn Shop License Fees	\$10,000	\$10,000	\$10,000	\$10,000
Business License Fees	\$85,496	\$79,000	\$88,000	\$88,000
TOTAL LICENSE	\$1,335,933	\$1,187,170	\$1,333,700	\$1,361,700

General Fund Revenues

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
INTERGOVERNMENTAL				
Cigarette Tax	\$81,375	\$85,000	\$89,431	\$85,000
County Road and Bridge	\$277,017	\$275,000	\$282,830	\$280,000
Arvada Ridge Redevelopment	\$100,000	\$100,000	\$100,000	\$100,000
Highway Users Tax	\$995,610	\$975,000	\$992,212	\$1,000,000
Motor Vehicle Registration	\$113,434	\$111,000	\$119,500	\$119,000
Wheat Ridge Fire Radio	\$33,978	\$35,000	\$27,800	\$29,200
E911 Reimbursements	\$48,090	\$50,000	\$56,500	\$53,000
EPA Brownfields Grant	\$138,776	\$250,000	\$142,172	\$168,357
Police - CATPA Auto Theft Grant	\$73,572	\$51,095	\$81,520	\$81,225
Police - Seat Belt Safety Grant	\$1,536	\$2,500	\$2,500	\$2,500
Police - Drug Overtime Grant	\$3,768	\$7,500	\$7,500	\$7,500
Police - COPS Grant	\$128,777	\$132,000	\$155,842	\$0
Police - Bryne Grant	\$27,604	\$23,476	\$8,172	\$15,300
Police - Child Safety Grant	\$4,877	\$5,000	\$5,000	\$5,000
Police - Ballistic Vest Grant	\$4,229	\$6,000	\$6,000	\$10,000
Police - LEAF Grant	\$2,306	\$5,000	\$5,000	\$5,000
Scientific & Cultural Grant	\$2,017	\$0	\$0	\$0
Police-HVIDE	\$7,833	\$12,000	\$12,000	\$12,000
TOTAL INTERGOVERNMENTAL	\$2,044,799	\$2,125,571	\$2,093,979	\$1,973,082
SERVICES				
Zoning Applications	\$37,062	\$42,400	\$46,000	\$45,000
Planning Reimbursement Fees	\$2,670	\$4,000	\$6,500	\$6,000
Engineering Fees	\$4,294	\$7,500	\$12,000	\$7,500
Misc. Zoning Fees	\$644	\$1,000	\$6,000	\$3,000
Plan Review Fees	\$290,228	\$266,500	\$275,000	\$205,000
Pavilion/Park Rental Revenue	\$30,171	\$26,000	\$27,486	\$28,000
Athletics Revenue	\$135,683	\$131,036	\$121,088	\$131,036
Active Adult Center Revenue	\$199,380	\$192,250	\$185,000	\$191,100
Parks Historic Facilities	\$28,320	\$24,000	\$17,200	\$22,000
Gen. Prog. Revenue	\$166,603	\$178,445	\$158,606	\$160,000
Anderson Building Revenue	\$13,485	\$9,000	\$12,000	\$12,000
Outdoor Swimming Fees	\$150,431	\$165,000	\$143,360	\$156,600
Retail Marijuana Fees	\$0	\$0	\$33,000	\$33,000
Police Report Fees	\$11,777	\$11,000	\$13,308	\$13,000
Pawn Shop Ticket Fees	\$31,933	\$25,000	\$28,000	\$28,000
Sex Offender Registration	\$6,291	\$7,000	\$6,660	\$6,500
Police Drug Destruction Fees	\$360	\$400	\$400	\$400
Police Fees	\$3,643	\$4,000	\$4,000	\$3,500
Police Duty Reimbursement	\$10,360	\$25,000	\$15,000	\$20,000
TOTAL SERVICES	\$1,123,334	\$1,119,531	\$1,110,608	\$1,071,636
FINES & FORFEITURES				
Municipal Court Fines	\$115,323	\$120,000	\$100,000	\$110,000
Nuisance Violations Fees	\$71,919	\$58,800	\$60,000	\$60,000
Handicap Parking Fees	\$420	\$1,500	\$500	\$500
Traffic	\$412,073	\$490,000	\$425,000	\$425,000
General	\$70,585	\$80,000	\$55,000	\$70,000
Other	\$17,613	\$18,000	\$15,000	\$20,000
Parking	\$3,483	\$5,000	\$8,000	\$8,000
No Proof of Insurance	\$15,318	\$20,000	\$15,500	\$20,000
TOTAL FINE & FORFEITURES	\$706,733	\$793,300	\$679,000	\$713,500

General Fund Revenues

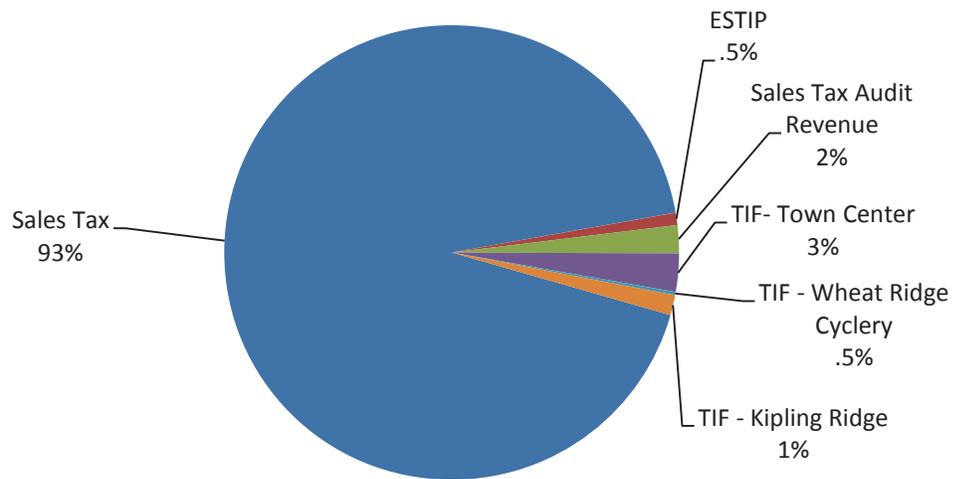
	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
INTEREST				
Interest Earnings	\$35,540	\$75,000	\$160,000	\$50,000
TOTAL INTEREST	\$35,540	\$75,000	\$160,000	\$50,000
OTHER				
Cable Peg Fees	\$37,069	\$44,200	\$38,000	\$38,000
Passport Processing Fee	\$6,600	\$5,500	\$5,500	\$5,000
Zoppe Family Circus	\$62,507	\$60,000	\$60,000	\$0
Miscellaneous Income	\$357,744	\$488,500	\$400,000	\$350,000
TOTAL OTHER	\$463,919	\$598,200	\$503,500	\$393,000
Total General Fund	\$27,837,839	\$27,956,772	\$30,635,111	\$28,990,382
Transfers In	\$0	\$0	\$0	\$0
Fund Balancy Carryover	\$9,754,491	\$10,988,588	\$10,988,588	\$8,470,246
Total Funds Available	\$37,592,330	\$38,945,360	\$41,623,699	\$37,460,628

General Fund Revenues

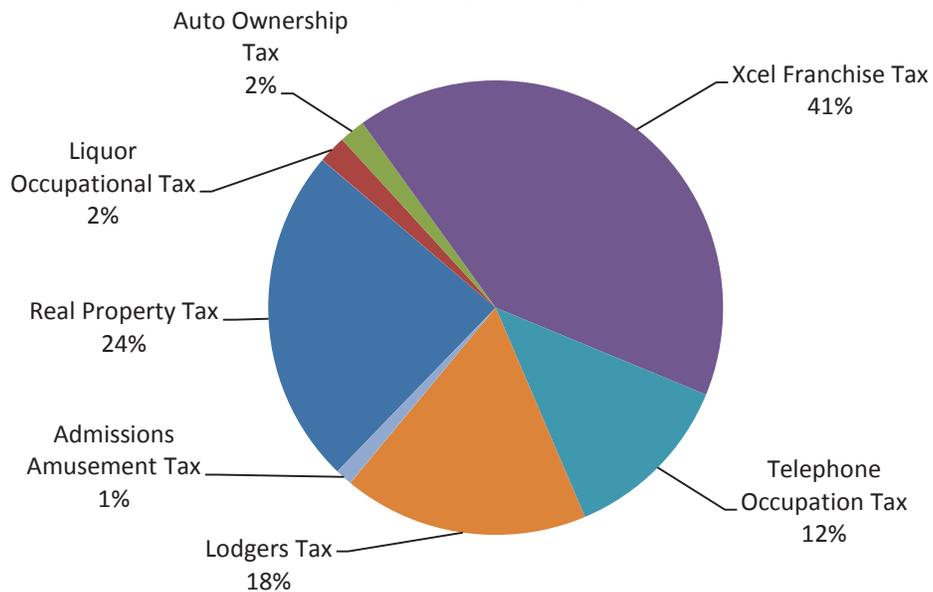
2015 Revenue Summary By Fund Types

The City diligently works to maintain a strong, diverse revenue base recognizing that a dependence upon any individual revenue source would make revenue yields more vulnerable to economic cycles. All revenues are conservatively projected and are monitored and updated as necessary.

Sales Tax



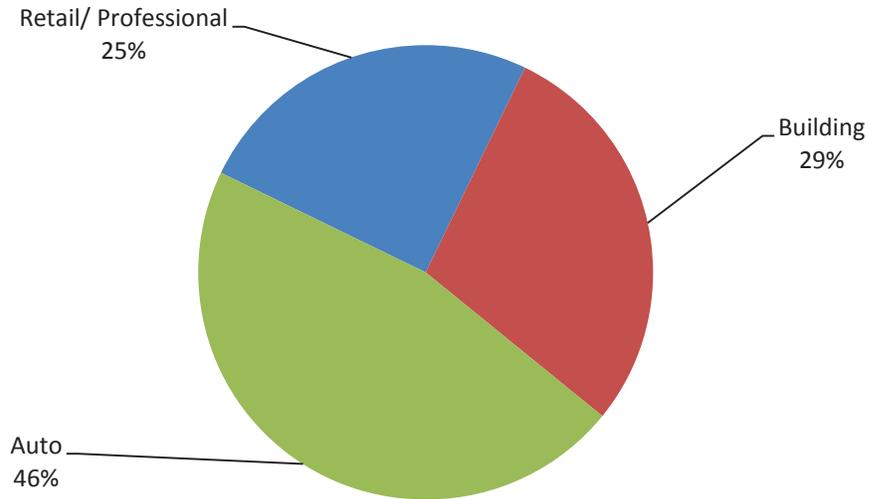
Other Taxes



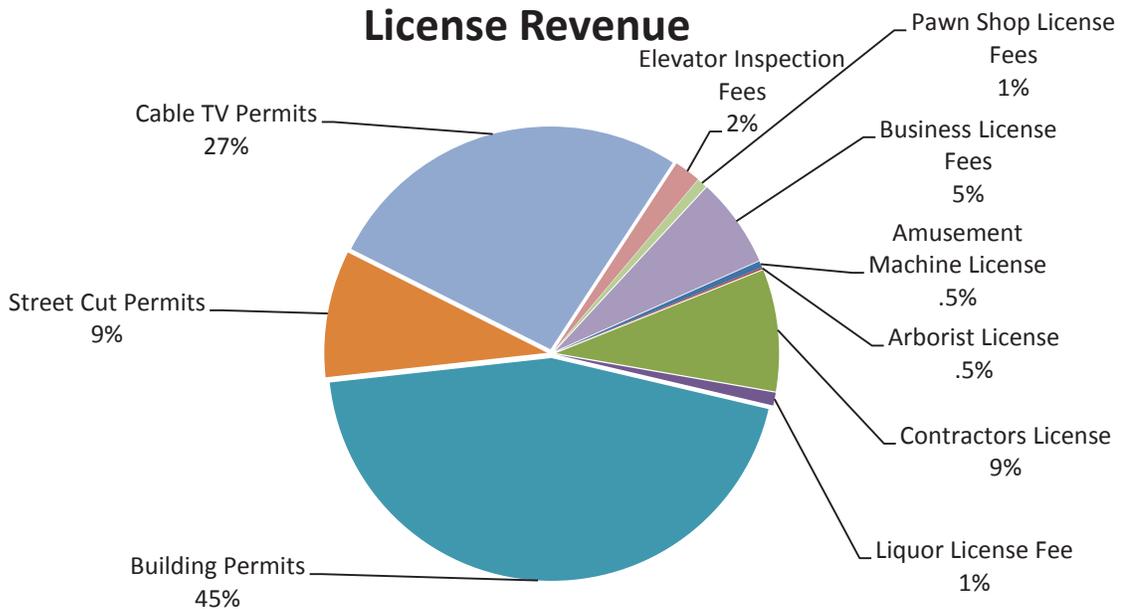
General Fund Revenues

2015 Revenue Summary By Fund Types

Use Taxes



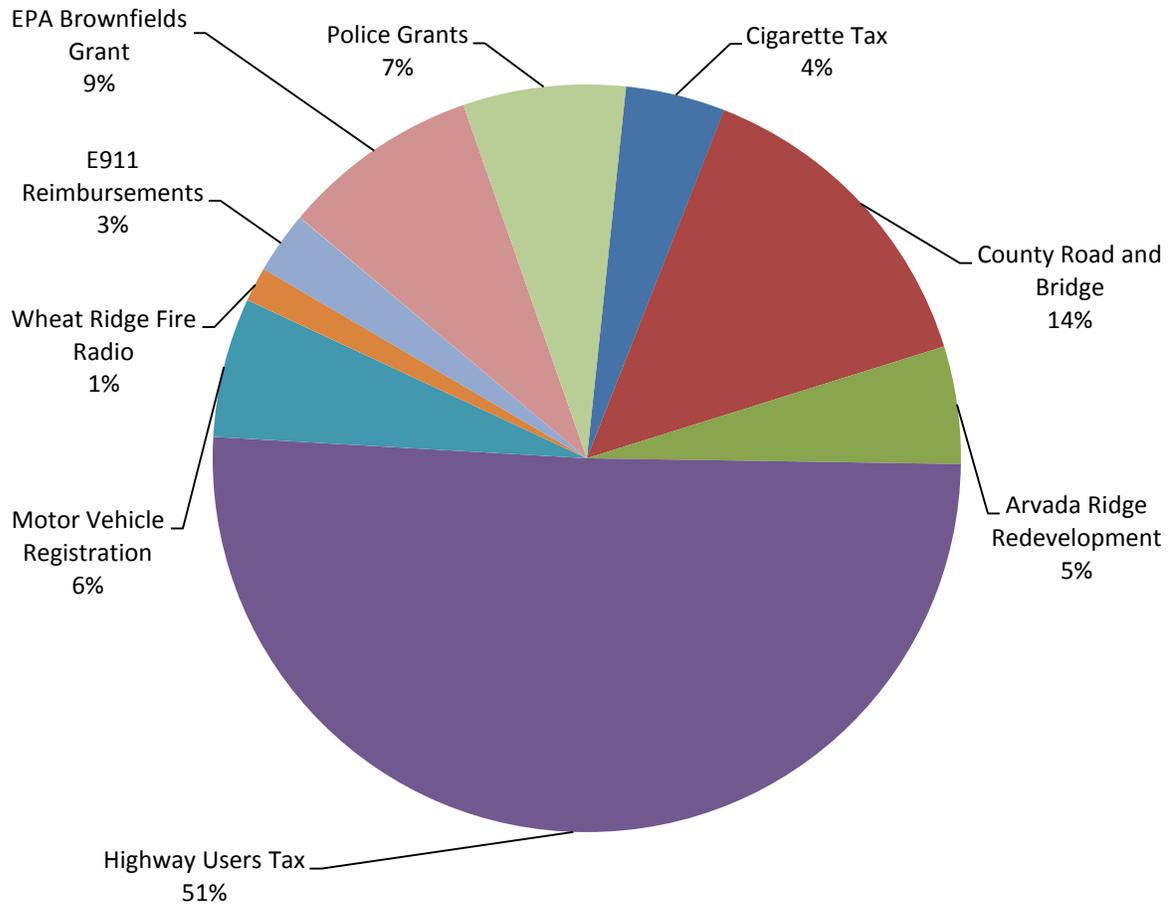
License Revenue



General Fund Revenues

2015 Revenue Summary By Fund Types

Intergovernmental Revenue



General Fund Revenues

Property Tax Revenue

Distribution: General Fund 100%

Source: Wheat Ridge property owners

Collection:

The collection process begins with the Jefferson County Assessor's Office. Two types of property are valued by the Assessor's Office: 1) "real property" (land & buildings) and 2) "personal property" (business machines & equipment). Once market values are established, the Assessor's Office computes the assessed valuation of property based on state-legislated assessment percentages. Property is assessed at the end of one year, for collection in the following year. An eight-year history of these assessment percentages is provided in the table below:

Assessment Percentages

<u>Property Class</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Real Property:								
Commercial	29.00	29.00	29.00	29.00	29.00	29.00	29.00	29.00
Residential	7.96	7.96	7.96	7.96	7.96	7.96	7.96	7.96
Personal Property:	29.00	29.00	29.00	29.00	29.00	29.00	29.00	29.00

City of Wheat Ridge Assessed Valuations

Total assessed valuation (in millions) for the City of Wheat Ridge for the past eight years is demonstrated by the following table:

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Assessed Valuation	\$429	\$429	\$424	\$421	\$411.6	\$405	\$410.9	\$410.3

Mill Levies for Residents:

Assessments are furnished to the Jefferson County Treasurer's Office. The Treasurer's Office issues property tax bills to every property owner based on the property's assessed valuation and the total mill levy which local governments have certified for the year. Within Wheat Ridge, mill levies are 1.83 and are certified by the City of Wheat Ridge.

Payment:

Property owners pay property taxes to Jefferson County in either two installments due February 28 and June 15 or in one installment due April 30. Jefferson County wire transfers the City's property taxes directly to the City's main bank account on the 10th of the month following the month that the collection is processed by Jefferson County.

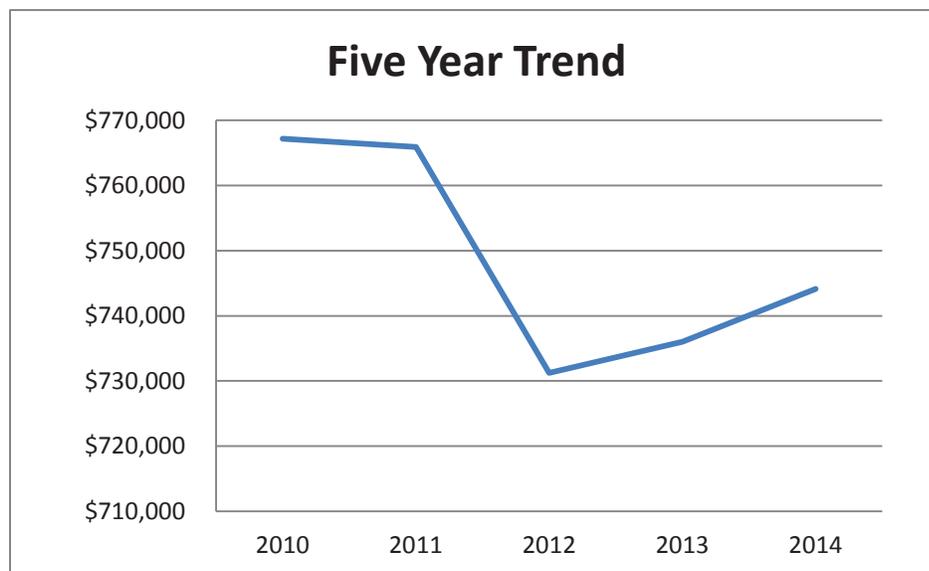
General Fund Revenues

Property Tax Revenue

Legal Restrictions:

The Gallagher Amendment to the Colorado Constitution restricts property tax growth in requiring the legislature to annually adjust the residential assessed valuation percentage to ensure that the proportion of residential to total state assessed valuation remains constant – residential properties pay 45% of the total property taxes, while commercial and industrial properties pay 55%. The decreasing residential assessment ratio noted in the table is a result of residential growth and market values rising relative to commercial market values. In order to maintain this proportional allocation, the residential property assessment percentage has declined from 21% in 1982 to the current level of 7.96%, while the non-residential property percentage has remained at 29%.

Finally, there is a statutory limitation which prohibits property tax revenue growth from exceeding 5.5% each year, adjusted for new construction, although it is generally held that home rule cities like Wheat Ridge are exempt from this provision.



Year	Revenue
2010	\$778,465
2011	\$767,180
2012	\$765,892
2013	\$731,234
2014	\$744,111

Forecast: **2014 \$744,111** **2015 \$758,000**

Rationale:

Forecast for 2014 is based on preliminary valuation information from the County Assessor. The City is seeing steady increase in property tax revenues from the downward trend in 2011 and 2012. Three new residential developments broke ground in 2014 with an additional three developments are slated to break ground in 2015. The City expects to see a greater increase in property tax revenues as a result of these projects in 2016 and beyond.

General Fund Revenues

Sales Tax Revenue

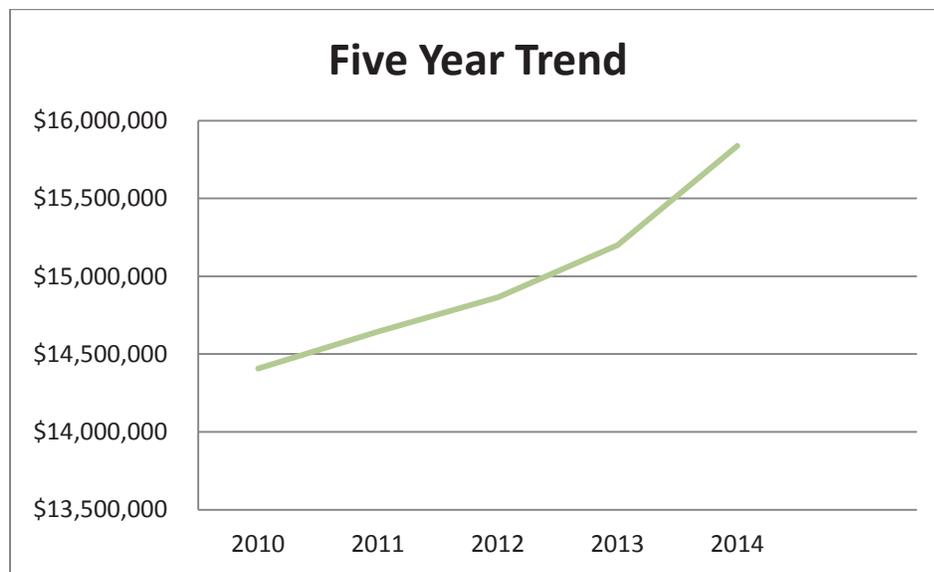
Distribution: General Fund 100%

Source: Visitors, residents and employers in Wheat Ridge

Collection:

The City of Wheat ridge collects a 3% tax on sales of tangible personal property and specific services. Sales Taxes are collected by the retailer and are reported directly to the City on either a monthly, quarterly, or annual basis.

Item	Tax	Breakdown
General Merchandise	7.5%	2.9% State, 1.1% District, 0.5% Jefferson County Open Space, 3.0% City
All Food	3.5%	0.5% Jefferson County Open Space, 3.0% City
Accommodations	14.5%	2.9% State, 1.1% District, 0.5% Jefferson County Open Space, 10.0% City
Admission to Events	4.0%	4.0% City



Year	Revenue
2010	\$14,407,882
2011	\$14,643,189
2012	\$14,865,412
2013	\$15,466,512
2014	\$15,837,708

Sales tax revenues have slowly rebounded from the economic recession that started late in 2008 and impacted the City more significantly in 2009.

Forecast: **2014 \$15,837,708** **2015 \$16,200,000**

Rationale:

The City continues to project a steady increase in sales tax revenues in 2015. Growth was seen in 2014; however, a steady increase is projected in 2015. Forecast anticipates a 2% growth in Sales Tax for 2015, which is consistent with the growth seen in 2014 allowing for new business activity.

General Fund Revenues

Use Tax Revenue

Distribution: General Fund 100%

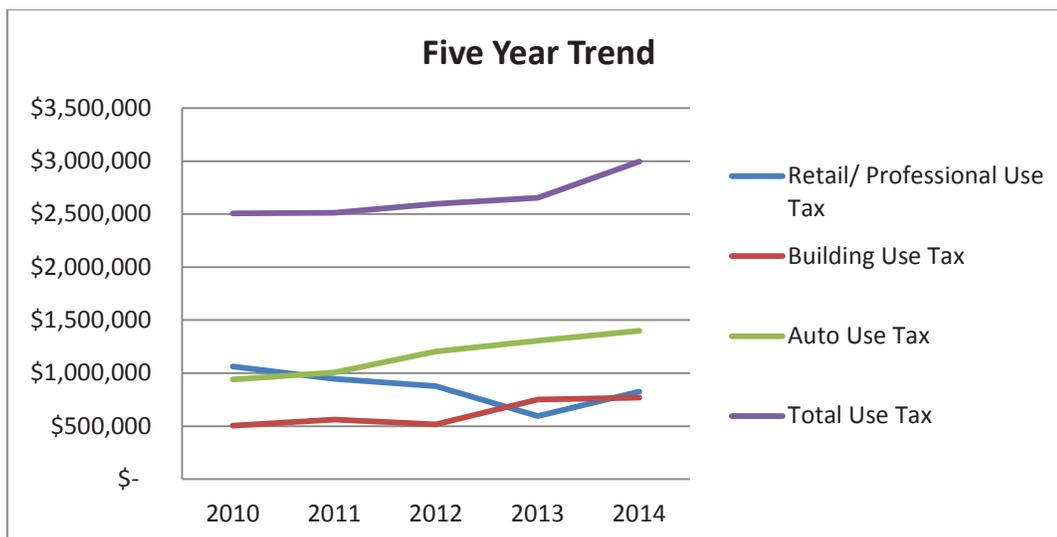
Source:

Citizens and businesses in Wheat Ridge, including automobile use tax collected and remitted by Jefferson County and use tax on business purchases remitted by businesses.

Collection:

Use tax is a compensating tax equal to the City sales tax of 3%, due on all items used in business on which no local sales tax was paid or on which a lesser local sales tax was paid. Use tax may also be due on purchases made for operating supplies, furnishings, equipment and fixtures. What is taxable at the City level differs from what is taxable at the State level. Suppliers often rely on State rules in preparing invoices, which creates potential for unpaid City Use Tax that would be assessed with penalty and interest were your company to be audited. Jefferson County collects automobile use tax and remits monthly to the City of Wheat Ridge. Businesses remit tax to the City on a monthly, quarterly or annual basis. Taxes are due to the City by the 20th of the month following purchase of the item. The City has established a lockbox for the efficient and secure deposit of sales and use tax monies. Returns are mailed directly to the bank, eliminating processing float. The City utilizes a number of enforcement procedures to collect from delinquent accounts including taxpayer education, delinquency notices, personal phone contact and visits, audits, summons to municipal court and seizures.

Year	Retail Use	Building Use	Auto Use	Total Use Tax
2010	\$1,063,221	\$503,786	\$939,467	\$2,506,474
2011	\$945,747	\$561,566	\$1,006,334	\$2,513,647
2012	\$877,020	\$515,750	\$1,204,859	\$2,597,629
2013	\$595,715	\$749,707	\$1,307,513	\$2,652,936
2014	\$826,000	\$770,000	\$1,400,000	\$2,996,000



General Fund Revenues

Use Tax Revenue

Use tax has fluctuated based on business investment, build out and new commercial development. The decline starting in 2010 is a reflection of the changing economy and continued uncertainty in the business community. The slight increase in 2012 is a result of gradually improving economy.

Forecast: **2014** **\$2,996,000** **2015** **\$2,805,000**

Rationale:

The forecast anticipates that overall use tax will continue to increase in 2015, specifically building use tax as compared to 2010 and 2011. As a result of three new residential projects breaking ground, the City saw steady growth in use tax in 2014 with an increase in revenue compared to original budget projections. The City projects continued steady growth in 2015 along with increases as a result of new commercial activity. The City also projects an increase in auto use tax as consumer spending continues to improve.

General Fund Expenditures

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Legislative				
Legislative Services	\$428,345	\$480,838	\$451,262	\$397,234
Total	\$428,345	\$480,838	\$451,262	\$397,234
City Manager's Office				
City Manager	\$224,872	\$276,366	\$253,252	\$342,732
Economic Development	\$1,182,896	\$3,658,747	\$3,330,409	\$1,337,332
Total	\$1,407,768	\$3,935,113	\$3,583,661	\$1,680,064
City Attorney				
City Attorney	\$248,908	\$262,000	\$262,000	\$262,000
Total	\$248,908	\$262,000	\$262,000	\$262,000
City Clerk's Office				
City Clerk	\$121,394	\$133,982	\$131,076	\$135,493
Total	\$121,394	\$133,982	\$131,076	\$135,493
City Treasurer				
City Treasurer	\$37,207	\$35,778	\$35,778	\$35,778
Total	\$37,207	\$35,778	\$35,778	\$35,778
Central Charges				
Central Charges	\$2,377,285	\$2,535,765	\$2,527,508	\$3,016,793
Total	\$2,377,285	\$2,535,765	\$2,527,508	\$3,016,793
Municipal Court				
Municipal Court	\$700,126	\$762,918	\$747,585	\$844,978
Total	\$700,126	\$762,918	\$747,585	\$844,978
Administrative Services				
Administration	\$404,763	\$526,020	\$524,509	\$479,320
Finance	\$237,818	\$252,900	\$252,900	\$240,141
Human Resources	\$527,948	\$553,170	\$532,025	\$461,473
Sales Tax	\$223,277	\$226,879	\$223,874	\$228,295
Purchasing and Contracting	\$101,458	\$110,376	\$109,789	\$117,484
Information Technology	\$1,514,537	\$1,791,261	\$1,719,358	\$1,611,885
Total	\$3,009,801	\$3,460,606	\$3,362,455	\$3,138,598
Community Development				
Administration	\$192,704	\$218,301	\$209,481	\$203,873
Planning	\$204,461	\$210,037	\$208,901	\$211,412
Building	\$331,796	\$412,993	\$383,719	\$483,652
Long Range Planning	\$184,036	\$661,878	\$195,816	\$187,467
Total	\$912,997	\$1,503,209	\$997,917	\$1,086,404
Police				
Administration	\$715,634	\$803,203	\$792,592	\$893,730
Grants	\$258,197	\$274,919	\$274,979	\$142,448
Community Services Team	\$241,174	\$284,440	\$278,346	\$494,477

General Fund Expenditures

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Communications Center	\$740,216	\$827,506	\$803,277	\$899,422
Crime Prevention Team	\$318,608	\$304,409	\$304,409	\$314,448
Records Team	\$207,694	\$346,561	\$333,566	\$351,737
Training and Public Information	\$217,667	\$261,883	\$257,581	\$267,443
Patrol	\$3,976,477	\$4,071,595	\$4,061,265	\$3,858,706
Investigations Bureau	\$1,679,457	\$1,788,721	\$1,785,181	\$1,996,625
Crime & Traffic Team	\$269,390	\$348,001	\$347,151	\$437,197
Emergency Operations	<u>\$8,700</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Total	\$8,633,214	\$9,311,238	\$9,238,347	\$9,656,233
Public Works				
Administration	\$150,797	\$142,836	\$142,836	\$142,544
Engineering	\$998,535	\$979,571	\$978,501	\$1,016,453
Operations	<u>\$2,869,658</u>	<u>\$3,078,857</u>	<u>\$2,984,084</u>	<u>\$3,202,466</u>
Total	\$4,018,990	\$4,201,264	\$4,105,421	\$4,361,463
Parks and Recreation				
Administration	\$211,932	\$220,126	\$219,548	\$226,022
Recreation	\$201,267	\$203,033	\$197,216	\$190,008
Parks Maintenance	\$1,168,860	\$1,462,230	\$1,336,902	\$1,339,196
Forestry	\$380,211	\$385,835	\$350,461	\$485,032
Natural Resources	\$276,012	\$274,317	\$251,640	\$293,361
Anderson Building	\$55,275	\$63,321	\$47,750	\$58,096
Athletics	\$183,959	\$198,807	\$180,315	\$207,635
General Programs	\$242,108	\$271,796	\$259,933	\$301,995
Outdoor Pool	\$199,422	\$242,003	\$221,251	\$224,088
Active Adult Center	\$471,969	\$519,211	\$488,387	\$528,862
Historic Buildings	\$56,752	\$55,305	\$45,634	\$69,748
Facility Maintenance	<u>\$411,849</u>	<u>\$482,602</u>	<u>\$435,331</u>	<u>\$451,301</u>
Total	\$3,859,616	\$4,378,586	\$4,034,368	\$4,375,344
Total General Fund	\$25,755,650	\$31,001,297	\$29,477,378	\$28,990,382
Transfers	\$960,000	\$3,676,075	\$3,676,075	\$2,570,000
Total With Transfers	\$26,715,650	\$34,677,372	\$33,153,453	\$31,560,382

Long-Range Financial Plan 2016 - 2020

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted	2016 Projected	2017 Projected	2018 Projected	2019 Projected	2020 Projected	Projected Change %
BEGINNING FUND BALANCE	\$9,754,491	\$10,988,588	\$10,988,588	\$8,470,246	\$5,900,246	\$6,041,738	\$6,289,107	\$6,563,814	\$6,725,449	
GENERAL FUND REVENUE:										
Sales Taxes	\$16,343,804	\$16,278,000	\$18,443,798	\$17,465,964	\$18,077,272.74	\$18,709,977.29	\$19,271,277	\$19,849,415	\$20,444,897	3%
Other Taxes	\$3,130,841	\$3,123,000	\$3,314,529	\$3,156,500	\$3,251,195	\$3,348,731	\$3,449,193	\$3,552,669	\$3,659,249	3%
Use Taxes	\$2,652,936	\$2,657,000	\$2,996,000	\$2,805,000	\$2,889,150	\$2,975,825	\$3,065,099	\$3,157,052	\$3,251,764	3%
Licenses	\$1,335,933	\$1,187,170	\$1,333,700	\$1,361,700	\$1,375,317	\$1,389,070	\$1,402,961	\$1,416,990	\$1,431,160	1%
Intergovernmental Services	\$2,044,799	\$2,125,571	\$2,093,979	\$1,973,082	\$1,992,813	\$2,012,741	\$2,032,868	\$2,053,197	\$2,073,729	1%
Fines & Forfeitures	\$1,123,334	\$1,119,531	\$1,110,608	\$1,071,636	\$1,082,352	\$1,093,176	\$1,104,108	\$1,115,149	\$1,126,300	1%
Interest	\$706,733	\$793,300	\$679,000	\$713,500	\$720,635	\$727,841	\$735,120	\$742,471	\$749,896	1%
Other	\$35,540	\$75,000	\$160,000	\$50,000	\$50,500	\$51,005	\$51,515	\$52,030	\$52,551	1%
	\$463,919	\$598,200	\$503,500	\$393,000	\$396,930	\$400,899	\$404,908	\$408,957	\$413,047	1%
TOTAL REVENUE	\$27,837,839	\$27,956,772	\$30,635,114	\$28,990,382	\$29,836,165	\$30,709,265	\$31,517,049	\$32,347,930	\$33,202,592	
TOTAL REVENUE	\$37,592,330	\$38,945,360	\$41,623,702	\$37,460,628	\$35,736,411	\$36,751,004	\$37,806,155	\$38,911,745	\$39,928,042	
GENERAL FUND EXPENDITURES:										
Legislative	\$428,345	\$480,838	\$451,262	\$397,234	\$401,206.34	\$405,218	\$409,271	\$413,363	\$417,497	1%
City Manager's Office	\$1,407,768	\$3,935,113	\$3,583,661	\$1,680,064	\$1,713,665.28	\$1,747,939	\$1,782,897	\$1,818,555	\$1,854,926.41	2%
City Attorney	\$248,908	\$262,000	\$262,000	\$262,000	\$267,240	\$272,585	\$278,036	\$283,597	\$289,269	2%
City Clerk's Office	\$121,394	\$133,982	\$131,076	\$135,493	\$136,848	\$138,216	\$139,599	\$140,995	\$142,405	1%
City Treasurer	\$37,207	\$35,778	\$35,778	\$35,778	\$36,136	\$36,497	\$36,862	\$37,231	\$37,603	1%
Central Charges	\$2,377,285	\$2,535,765	\$2,527,508	\$3,016,793	\$3,107,297	\$3,200,516	\$3,296,531	\$3,395,427	\$3,497,290	3%
Municipal Court	\$700,126	\$762,918	\$747,585	\$844,978	\$861,878	\$879,115	\$896,697	\$914,631	\$932,924	2%
Administrative Services	\$3,009,801	\$3,460,606	\$3,362,455	\$3,138,598	\$3,201,370	\$3,265,397	\$3,330,705	\$3,397,319	\$3,465,266	2%
Community Development	\$912,997	\$1,503,209	\$997,917	\$1,086,404	\$1,108,132.08	\$1,130,295	\$1,152,901	\$1,175,959	\$1,199,478	2%
Police	\$8,633,214	\$9,311,238	\$9,238,347	\$9,656,233	\$9,849,358	\$10,046,345	\$10,247,272	\$10,452,217	\$10,661,261	2%
Public Works	\$4,018,990	\$4,201,264	\$4,105,421	\$4,361,463	\$4,448,692	\$4,537,666	\$4,628,419	\$4,720,988	\$4,815,408	2%
Parks and Recreation	\$3,859,616	\$4,378,586	\$4,034,368	\$4,375,344	\$4,462,851	\$4,552,108	\$4,643,150	\$4,736,013	\$4,830,733	2%
TOTAL EXPENDITURES	\$25,755,651	\$31,001,297	\$29,477,378	\$28,990,382	\$29,594,673	\$30,211,897	\$30,842,341	\$31,486,296	\$32,144,060	
SURPLUS/(DEFICIT)	\$2,082,188	-\$3,044,525	\$1,157,736	\$0	\$241,492	\$497,368	\$674,708	\$861,635	\$1,058,533	
Transfer Payments Out										
Equipment Replacement Fund	\$100,000	\$100,000	\$100,000	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
CIP	\$860,000	\$3,576,075	\$3,576,075	\$2,570,000	\$50,000	\$200,000	\$350,000	\$650,000	\$825,000	
TOTAL	\$960,000	\$3,676,075	\$3,676,075	\$2,570,000	\$100,000	\$250,000	\$400,000	\$700,000	\$875,000	
ENDING FUND BALANCE	\$10,854,589	\$7,956,002	\$6,637,667	\$5,900,246	\$6,041,738	\$6,289,107	\$6,563,814	\$6,725,449	\$6,908,982	
State Mateded Reserve for Emergencies	\$905,000	\$930,039	\$900,000	\$869,711	\$887,840	\$906,357	\$925,270	\$944,589	\$964,322	
Reserved for Channel 8	\$179,987	\$175,000	\$175,000	\$200,000	\$100,000	\$150,000	\$195,000	\$245,000	\$295,000	
Reserved for URA	\$2,200,739	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

Long-Range Financial Plan 2016 - 2020

Unrestricted Fund Balance	\$7,568,863	\$6,850,963	\$5,562,667	\$4,830,535	\$5,053,898	\$5,232,750	\$5,443,544	\$5,535,860	\$5,649,660
<i>Minimum Reserve Policy 17%</i>	\$4,382,255	\$4,928,365	\$4,928,365	\$4,928,365	\$5,031,094	\$5,136,022	\$5,243,198	\$5,352,670	\$5,464,490

PROJECTION NOTES:

- General Fund revenue projections for sales tax, other taxes and use tax assumes a 3% growth. This projection is based on current and planned economic development activity for 2016 and beyond. This projection includes planned commercial and residential development.
- Sales Tax revenue in years 2016 and 2017 assumes 3.5% growth, a higher rate of growth based on new commercial development planned.
- All other general fund revenue projections are assumed at 1% based on historical trends.
- General Fund expenditure projections assume a 2% growth in each operational area in 2016 and beyond.
- Current and future projections for CIP include a transfer from the General Fund. These projections will not fill the gap that exists with the CIP discussed in the Budget Message.
- Equipment Replacement Fund will be funded by a transfer from the General Fund when funds are available.
- Projections for the Channel 8 reserve include capital improvements in 2015 which will decrease the total reserve. This reserve will be built back up between 2017-2020 averaging \$50,000 annually in PEG fee payments.

Disclaimer - this long-range financial plan is intended for illustrative purposes only and is subject to change during the annual budget development.

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 personnel management. 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.

**2015
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



Mayor Joyce Jay and Janice Smothers, Administrative Assistant to the Mayor and City Council

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

2014 Strategic Accomplishments

- Hosted Governor Hickenlooper, Senator Cheri Jahn and Representative Cheri Gerou for the signing of Senate Bill 73 Brownfields Tax Credit
- Celebrated a ground-breaking with MVG Development for Kipling Ridge, a redevelopment site and future home to Sprouts Farmers Market, MorningStar Senior Living, Starbucks and Sonic
- Focused on creating and maintaining a sustainable City government including referring a sales tax increase to the November ballot
- Celebrated a ground-breaking with New Town Builders for a new high density housing development at 38th and Depew
- Developed the Wheat Ridge Committee for Excellence in Education

2015 Strategic Priorities

- Enhance the City's revenue base
- Continue to engage development and redevelopment opportunities
- Build strong community and neighborhoods
- Develop a code enforcement strategy for all sectors of the community
- Implement the 38th Avenue Corridor Plan
- Develop multi-modal transportation options for the City
- Create and implement targeted housing incentive policies

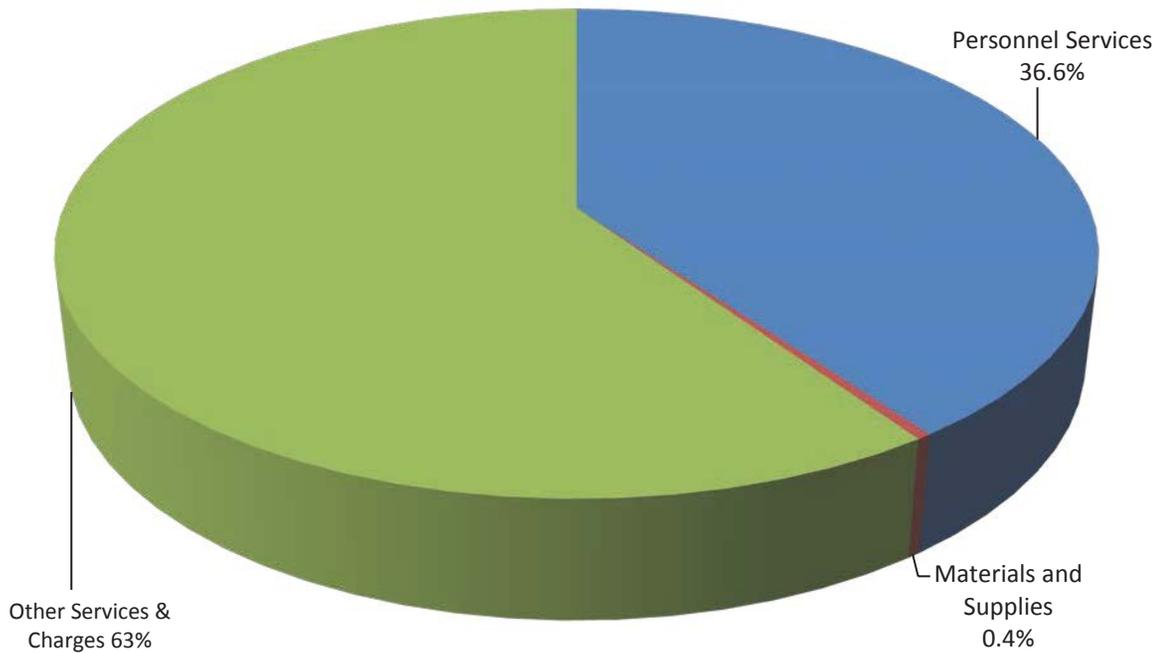
Legislative Services

Staffing and Financial Summary
01-102

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
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

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$161,089	\$162,722	\$162,722	\$159,194
Materials and Supplies	\$1,368	\$1,550	\$1,550	\$1,550
Other Services and Charges	\$265,888	\$316,566	\$286,990	\$236,490
Capital Outlay	\$0	\$0	\$0	\$0
	\$428,345	\$480,838	\$451,262	\$397,234

Total 2015 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

2014 Strategic Accomplishments

- Assisted City Council in achieving its policy goals for the City
- Conducted Council training on key legal issues affecting Council actions, including quasi-judicial actions, ex-parte contacts, and conflicts of interest.
- Facilitated annual review of the City Manager
- Supervised the work of the Municipal Court prosecutor
- Minimized City exposure to liability claims

2015 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

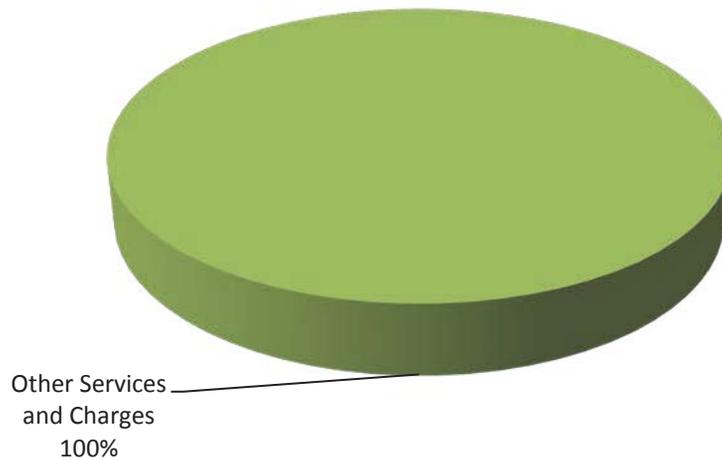
City Attorney

Staffing and Financial Summary
01-107

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
City Attorney	Contracted	Contracted	Contracted	Contracted
	Contracted	Contracted	Contracted	Contracted

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$0	\$0	\$0	\$0
Materials and Supplies	\$0	\$0	\$0	\$0
Other Services and Charges	\$248,908	\$262,000	\$262,000	\$262,000
Capital Outlay	\$0	\$0	\$0	\$0
	\$248,908	\$262,000	\$262,000	\$262,000

Total 2015 Budget by Object



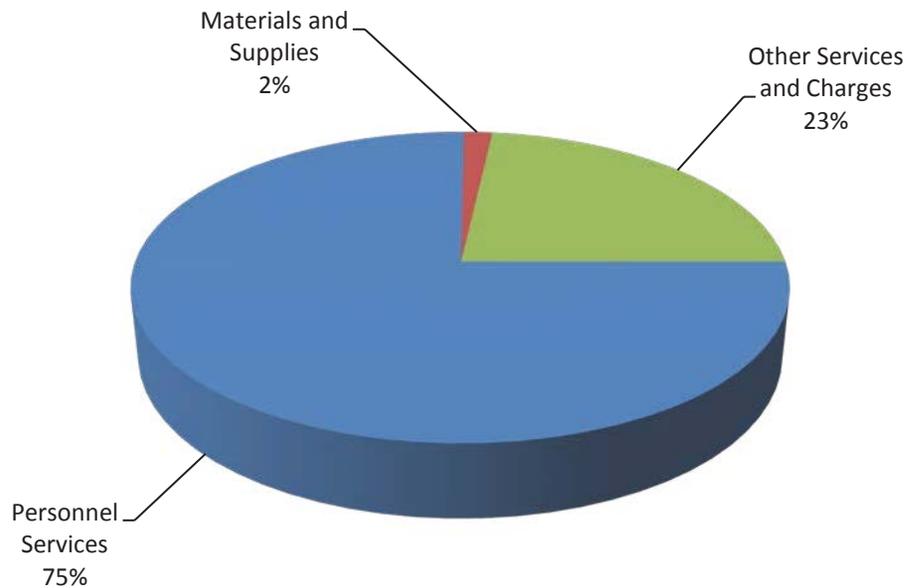
Central Charges

Staffing and Financial Summary
01-610

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
No Staff Authorized	0	0	0	0
	0	0	0	0

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$2,098,830	\$2,190,200	\$2,183,843	\$2,267,482
Materials and Supplies	\$44,268	\$49,250	\$48,800	\$49,250
Other Services and Charges	\$234,186	\$296,315	\$294,865	\$700,061
Capital Outlay	\$0	\$0	\$0	\$0
	\$2,377,285	\$2,535,765	\$2,527,508	\$3,016,793

Total 2015 Budget by Object



City Treasurer's Office

About the Office of the City Treasurer

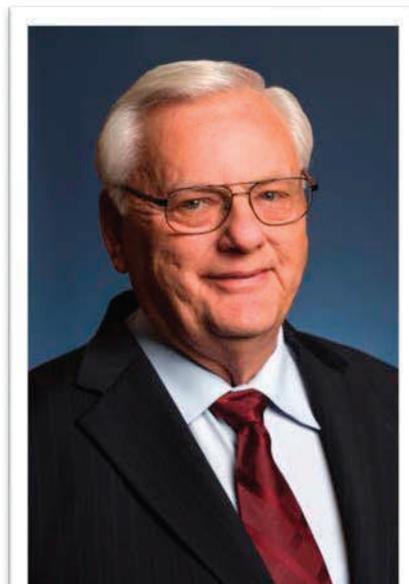
The Treasurer shall be elected by a majority vote of the electors of the City of Wheat Ridge at each general municipal election, and shall have the same qualifications as members of the City Council.

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

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

2015 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 payment methods
- Maintain investment policy to reflect state law and best practices



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

2014 Strategic Accomplishments

- Continued researching secure investment opportunities to maximize investment income
- Maintained sound investment schedules and monitored cash needs to streamline overall cash flow
- Monitored legislative and regulatory changes that would affect the City
- Updated investment policy

2015 Strategic Priorities

- Maintain a stable investment inventory
- Develop sound solutions to taxpayer audit findings and appeals
- Support state legislation efforts to develop a standard definition for sales tax

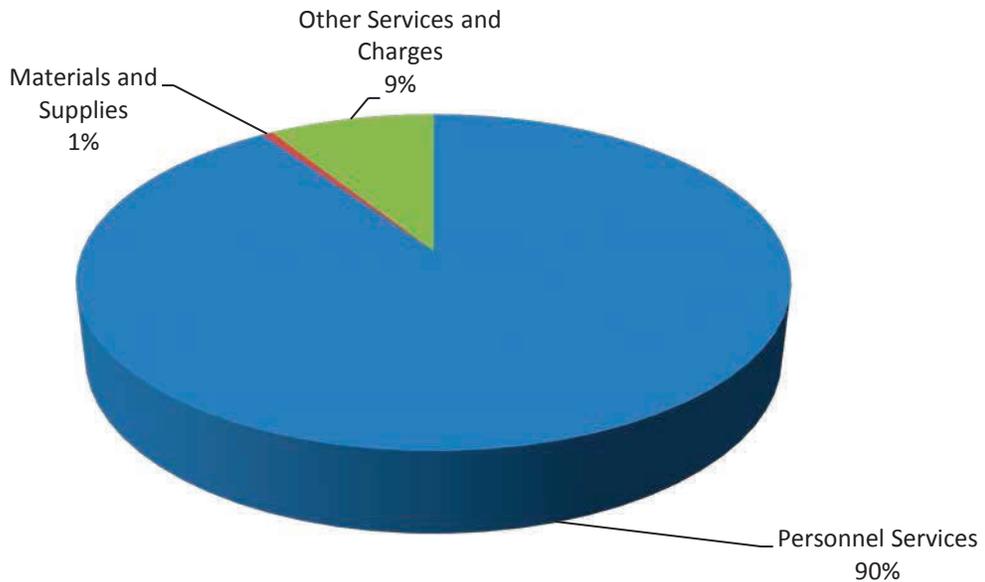
City Treasurer

Staffing and Financial Summary
01-101

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
City Treasurer	Elected	Elected	Elected	Elected
	Elected	Elected	Elected	Elected

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$32,509	\$32,378	\$32,378	\$32,378
Materials and Supplies	\$50	\$200	\$200	\$200
Other Services and Charges	\$4,649	\$3,200	\$3,200	\$3,200
Capital Outlay	\$0	\$0	\$0	\$0
	\$37,207	\$35,778	\$35,778	\$35,778

Total 2015 Budget by Object





City Clerk's Office

About the City Clerk's Office

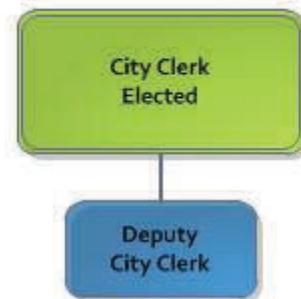
The City Clerk's Office maintains and certifies records of all City business, including resolutions, ordinances, meeting minutes, official deeds, leases, contracts and agreements. In addition, it is the duty of the City Clerk to administer all municipal elections, to act as chairperson of the election 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 and amusement licenses, the fulfillment of public record requests, and the applications for volunteer Boards and Commissions.

2015 Budget Priorities

- Upgrade secure storage of permanent essential records
- Complete transfer of liquor records to digital archive database

City Clerk's Office



City Clerk Janelle Shaver and Deputy City Clerk Kelly Stevens



New drive by ballot box at City Hall offers convenience for voters.

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 permanent record of City Council proceedings
- Oversee the publication of all notices, proceedings, and matters of public record
- Process new passport applications as acceptance agents for the Department of State
- Administer the amusement license policies, procedures, and fees
- Serve as Clerk to the Police Pension Board
- Manage the application and appointment process for the City's eleven boards and commissions
- Administer yearly destruction of records per the Colorado Model Municipal Records Retention Schedule

2014 Strategic Accomplishments

- Continued transfer of liquor records to digital archive database
- Implemented secure storage practices for permanent essential records
- Continued development of paperless agenda management system
- Completed Colorado Municipal Clerk's Institute accreditation program for City Clerk
- Facilitated installation of an outdoor mail ballot drop box at City Hall
- Hired a new Deputy City Clerk

2015 Strategic Priorities

- Prepare a comprehensive desk reference for the Clerk's office, outlining responsibilities, and policies and procedures for the City Clerk and Deputy City Clerk
- Complete Certified Municipal Clerk accreditation for the City Clerk
- Complete transfer of liquor records to digital archive database
- Upgrade secure storage of permanent essential records

City Clerk's Office

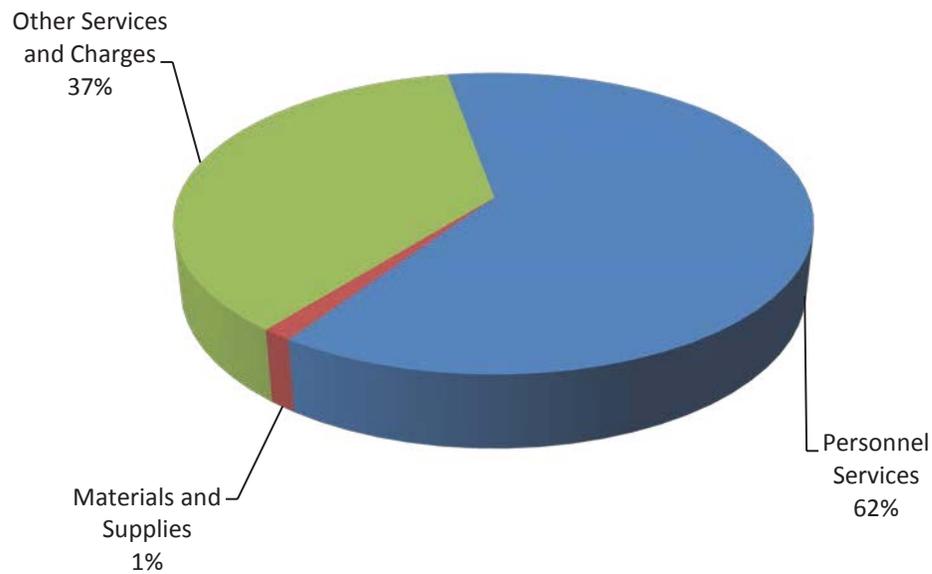
Staffing and Financial Summary

01-108

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
City Clerk	Elected	Elected	Elected	Elected
Deputy City Clerk	1	1	1	1
	1	1	1	1

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$82,824	\$82,732	\$79,826	\$84,243
Materials and Supplies	\$1,848	\$1,800	\$1,800	\$1,800
Other Services and Charges	\$36,722	\$49,450	\$49,450	\$49,450
Capital Outlay	\$0	\$0	\$0	\$0
	\$121,394	\$133,982	\$131,076	\$135,493

Total 2015 Budget by Object



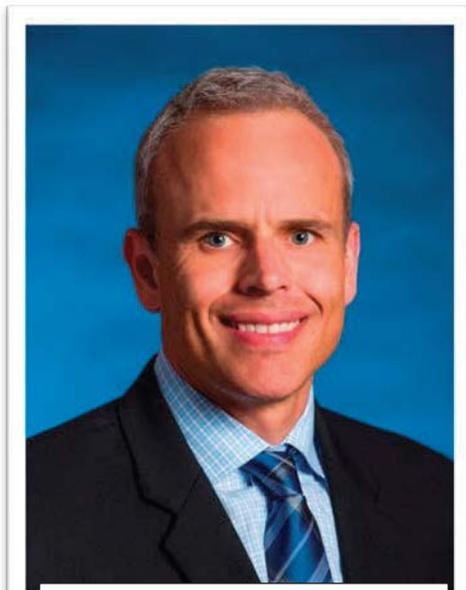


City Manager's Office

About the City Manager's Office

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



Kipling Ridge Groundbreaking

2015 Budget Priorities

- Engage development and redevelopment opportunities throughout the City
- Prioritize critical public works and parks and recreation infrastructure projects for funding and construction
- Develop financing strategy for the Ridge at 38 streetscape project and initiate construction

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

2014 Strategic Accomplishments

- Finalized negotiations and City approvals for the redevelopment of the S.W. corner of 38th and Kipling into a mixed-use, sales tax generating commercial development, anchored by a Sprouts Farmers Market
- Facilitated the initial redevelopment negotiations of the S.W. corner of 38th and Wadsworth to include 80,000 square feet of new retail and 37 residential units
- Initiated a new traffic study with CDOT and the FHWA and negotiations with a developer for the completion of the Clear Creek Crossing project as a prime commercial development site
- Facilitated a community outreach initiative including a phone poll and community meetings which resulted in the submittal of a sales and use tax increase question on the November 2014 ballot
- Continued implementation of the 38th Avenue Corridor Plan to redevelop 38th Avenue as the City's main street

2015 Strategic Priorities

- Finalize negotiations and City approvals for the redevelopment of the S.W. corner of 38th and Wadsworth
- Negotiate development agreement with developer for the Clear Creek Crossing site
- Develop a financing strategy for the Ridge at 38 streetscape project and initiate construction of a new main street
- Develop code enforcement strategic plan to address code enforcement concerns throughout all sectors of the City
- Prioritize critical public works and parks and recreation infrastructure improvements and work with financial advisor and bond counsel to issues bonds for those projects

City Manager's Office

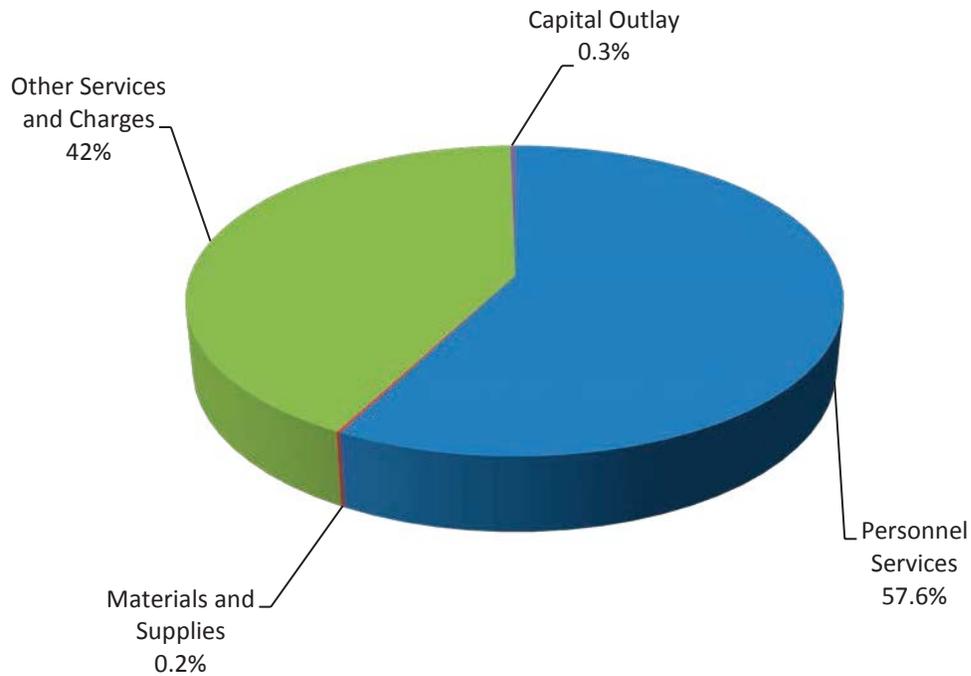
Staffing and Financial Summary

01-106

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
City Manager	1	1	1	1
	1	1	1	1

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$175,305	\$180,920	\$180,920	\$197,447
Materials and Supplies	\$222	\$600	\$500	\$600
Other Services and Charges	\$49,345	\$94,846	\$71,832	\$143,685
Capital Outlay	\$0	\$0	\$0	\$1,000
	\$224,872	\$276,366	\$253,252	\$342,732

Total 2015 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

2014 Strategic Accomplishments

- Continued to develop programs to attract business to the City, including enhanced incentives and changes to ordinances affecting the City's incentive programs
- Continued to develop opportunities and vision for Transit Oriented Development (TOD)
- Strengthened communications and contact with Wheat Ridge businesses via the annual Business Walk, awards ceremony, welcome letter, personal site visits
- Conducted retention calls with Jeffco Economic Development Council members
- Continued to work with City Council on vision for 38th Avenue while working with other City districts to strengthen business
- Negotiated with developers on Kipling Ridge, at 38th and Kipling
- Purchased a contaminated site at 38th and Yukon Court and began the remediation process for eventual sale to a private developer
- Began process to rezone and sell the property at the northeast corner of 44th and Kipling for future development
- Located six sites for Phase I and Phase II contamination testing utilizing the Brownfields assessment grant funds
- Worked with development community on key development sites in Wheat Ridge
- Completed negotiations for the purchase of Lot 1 and Lot 3 in Town Center North while assisting Wazee Partners in a successful tax credit application process with CHFA
- Initiated and developed a marketing logo and plan for the 29th Avenue Marketplace

2015 Strategic Priorities

- Continue development of Kipling Ridge, Wheat Ridge Corners and the Town Center Apartments-Phase II
- Assure remediation compliance and negotiate a sale of the property at 38th and Yukon Court
- Continue monitoring and proper accounting for ESTIP and BDZ agreements
- Develop a plan with Renewal Wheat Ridge for utilization of 38th Avenue TIF funds
- Coordinate efforts with property owner and staff for rezoning and sale of 44th and Kipling
- Prepare for the 2016 opening of the Gold Line
- Begin development of Clear Creek Crossing

Economic Development

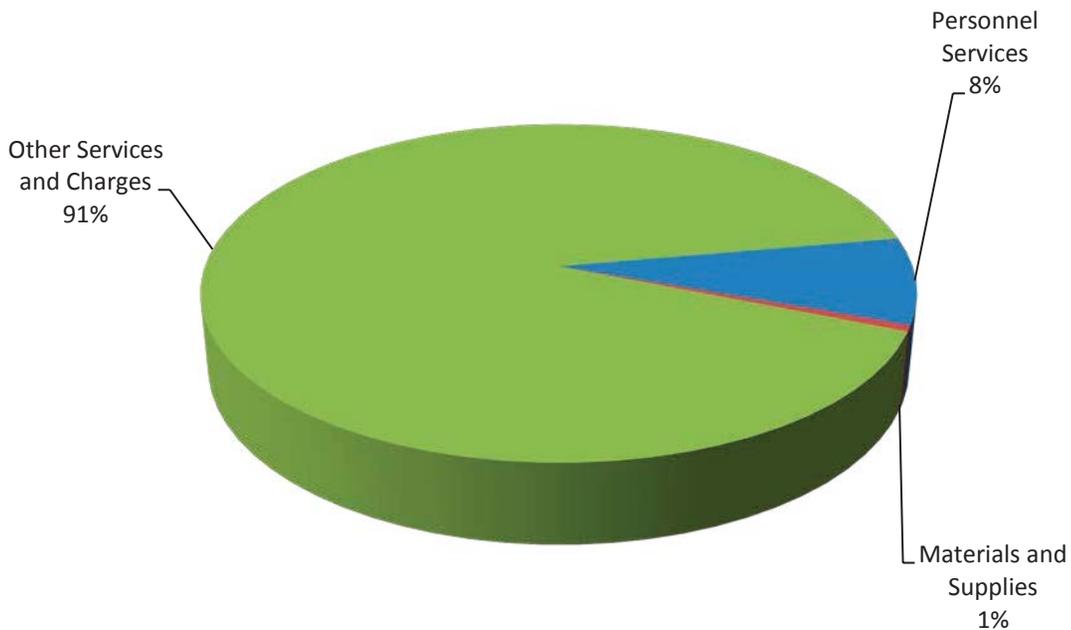
Staffing and Financial Summary

01-105

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Economic Development Manager	1	1	1	1
	1	1	1	1

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$112,253	\$111,447	\$110,947	\$110,947
Materials and Supplies	\$5,333	\$5,850	\$5,850	\$7,650
Other Services and Charges	\$1,065,310	\$3,541,450	\$3,213,612	\$1,218,735
Capital Outlay	\$0	\$0	\$0	\$0
	\$1,182,896	\$3,658,747	\$3,330,409	\$1,337,332

Total 2015 Budget by Object





Municipal Court

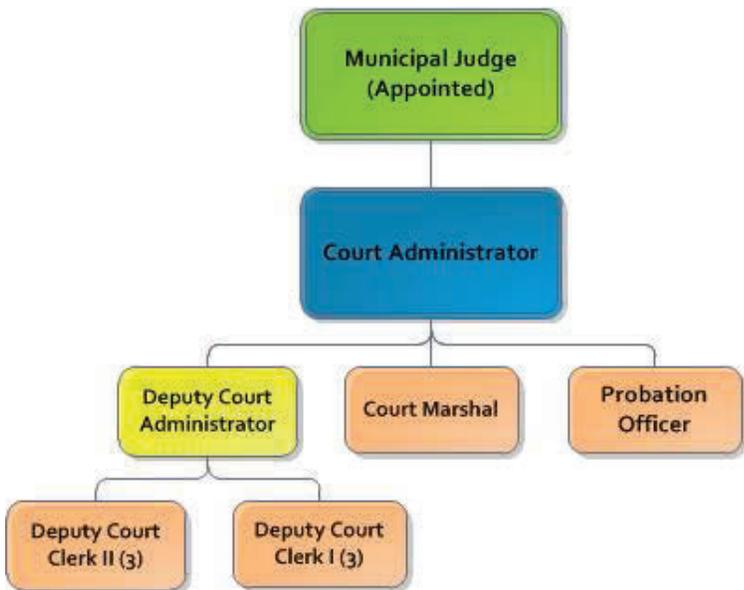
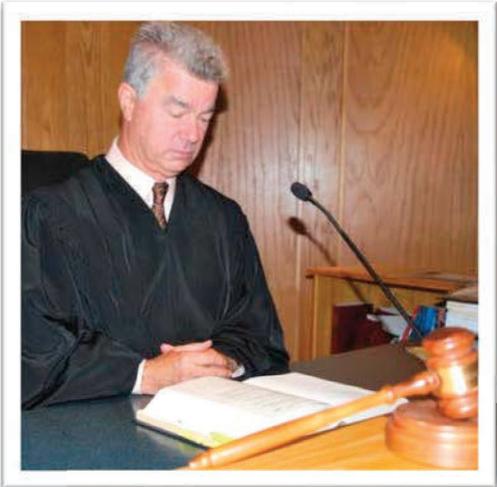
About Municipal Court

The Municipal Court is a limited jurisdiction court of record established to hear and resolve City Charter and ordinance violations for the City of Wheat Ridge. The Court has jurisdiction over traffic violations and local ordinances that include theft, assault, damage to property, harassment, code and animal violations, and domestic violence matters. Most criminal matters carry up to a \$1,000 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.

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.

2015 Budget Priorities

- Improve Courtroom security, ergonomics, functionality and efficiency
- Proposed addition of one FTE for a Deputy Court Administrator position



Municipal Court

01-109

Core Business

- Create, maintain, and adjudicate annual case filings for criminal, traffic, juvenile, domestic violence, nuisance, property abatement, animal control, and sales tax
- Conduct 147 Court sessions 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 unbonded defendants by video, 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
- Process administrative appeal hearings for code violations
- Maintain sensitivity to vulnerable populations

2014 Strategic Accomplishments

- Implemented web-based Court management system
- Improved Courtroom security and functionality
- Addressed modern sentencing principles and defendant's criminogenic needs
- Developed new payment plan process and eliminated *pay or serve* warrants

2015 Strategic Priorities

- Increase efficiency and ergonomics of work stations within Court Clerk's Office
- Remodel Courtroom and improve Courtroom security and functionality
- Conduct recruitment process for Deputy Court Administrator upon approval of new FTE

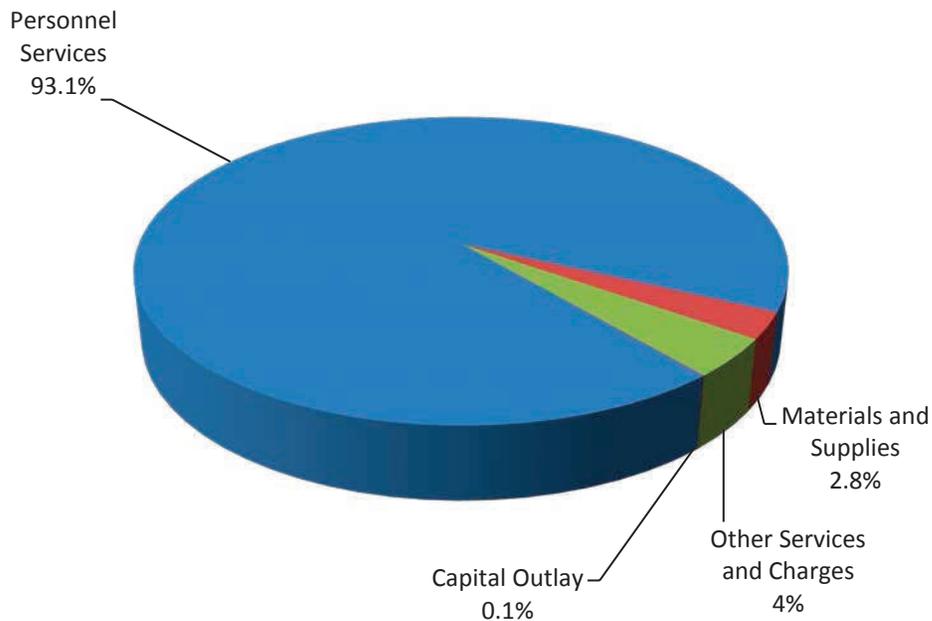
Municipal Court

Staffing and Financial Summary
01-109

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Municipal Judge	Contracted	Contracted	Contracted	Contracted
Court Administrator	1	1	1	1
Deputy Court Administrator	0	0	0	1
Deputy Court Clerk II	3	3	3	3
Deputy Court Clerk I	3.875	3.875	3.875	3
Probation Officer	1	1	1	1
Court Marshal	1.26	1.26	1.26	1.25
	10.135	10.135	10.135	10.25

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$662,002	\$708,018	\$697,835	\$786,263
Materials and Supplies	\$19,547	\$23,900	\$23,400	\$23,300
Other Services and Charges	\$18,577	\$31,000	\$26,350	\$34,415
Capital Outlay	\$0	\$0	\$0	\$1,000
	\$700,126	\$762,918	\$747,585	\$844,978

Total 2015 Budget by Object





Administrative Services

About Administrative Services

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

**2015
Budget Priorities**

- Conduct biennial citizen survey
- Implement third year of Pay-for-Performance Plan
- Implement new grant management system
- Research new financial management software solution
- Enhance wellness program to focus on employee total well-being



HR Manager Tamara Dixon sets the standard for the Wellness Program.



Administrative Team Leaders



Heather Geyer
Administrative Services
Director

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

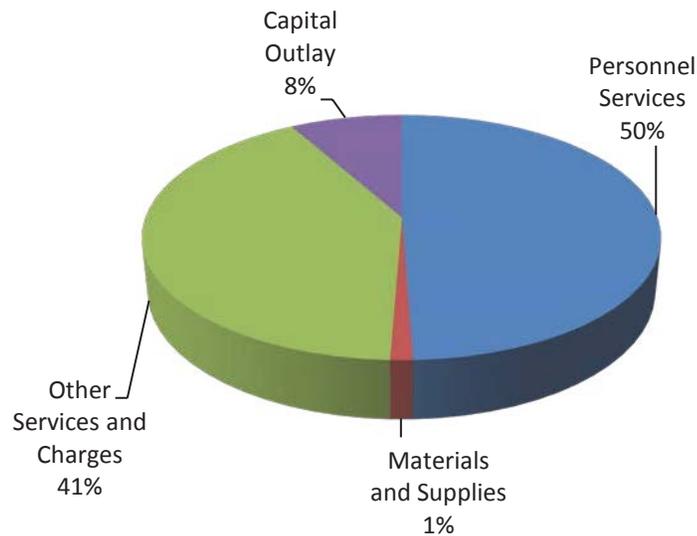
Administrative Services

Staffing and Financial Summary

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Finance	2.75	2.75	3	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	20.5	20.5

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$1,529,369	\$1,592,640	\$1,587,475	\$1,551,463
Materials and Supplies	\$38,688	\$36,514	\$36,514	\$37,300
Other Services and Charges	\$1,225,301	\$1,400,164	\$1,342,522	\$1,293,070
Capital Outlay	\$216,443	\$431,288	\$395,944	\$256,765
	\$3,009,801	\$3,460,606	\$3,362,455	\$3,138,598

Total 2015 Budget by Object

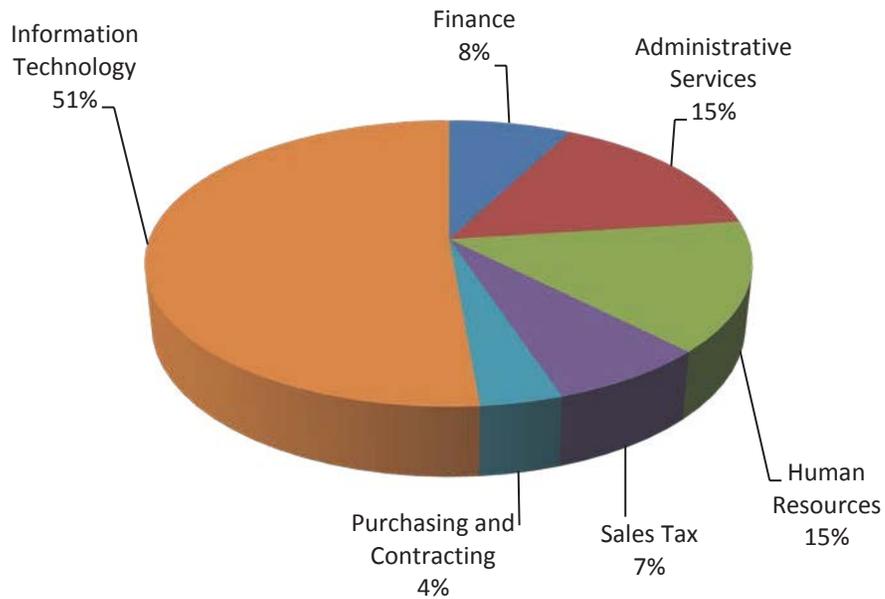


Administrative Services

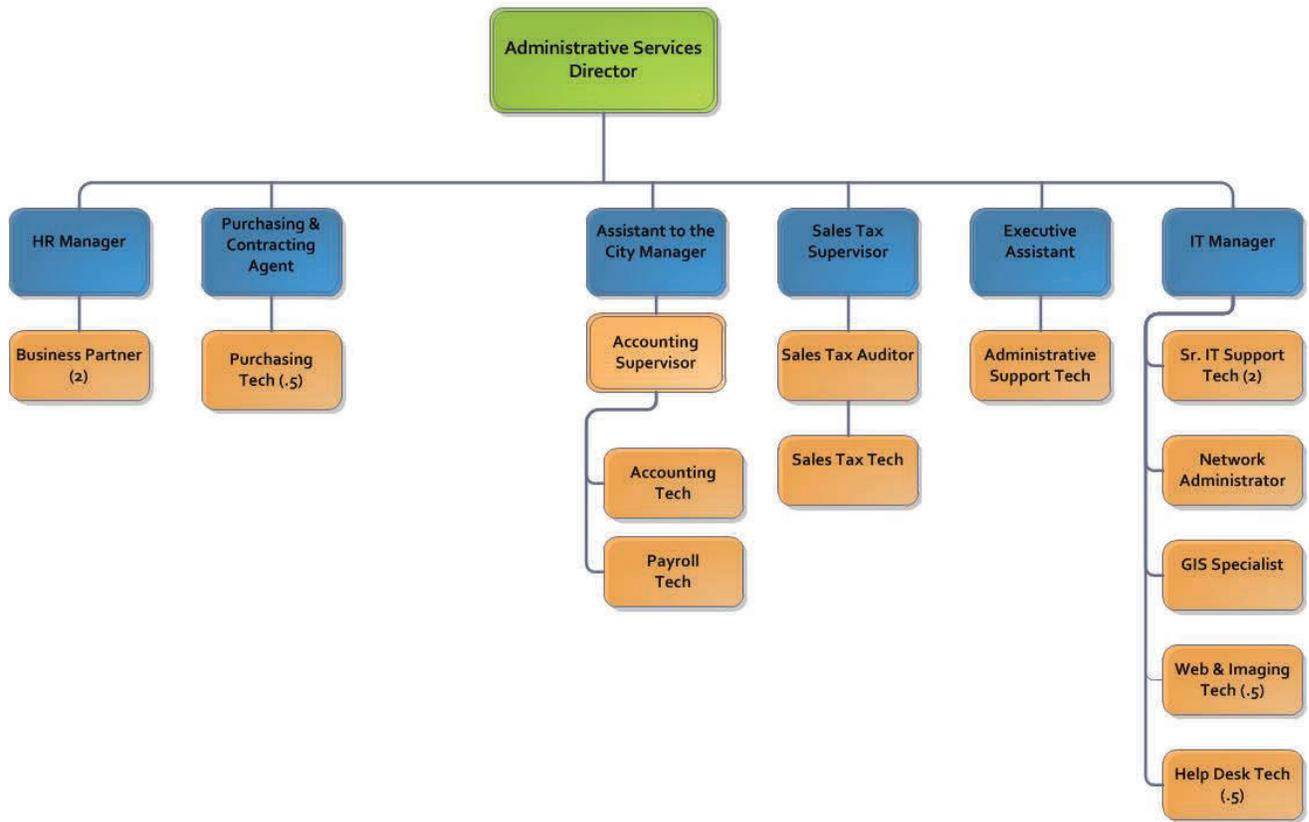
Total Budget by Program

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Finance	\$237,818	\$252,900	\$252,900	\$240,141
Administrative Services	\$404,763	\$526,020	\$524,509	\$479,320
Human Resources	\$527,948	\$553,170	\$532,025	\$461,473
Sales Tax	\$223,277	\$226,879	\$223,874	\$228,295
Purchasing and Contracting	\$101,458	\$110,376	\$109,789	\$117,484
Information Technology	\$1,514,537	\$1,791,261	\$1,719,358	\$1,611,885
Total	\$3,009,801	\$3,460,606	\$3,362,455	\$3,138,598

Total 2015 Budget by Program



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 and 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 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

2014 Strategic Accomplishments

- Negotiated the Comcast franchise renewal agreement
- Implemented second year of Pay-for-Performance Plan
- Won three awards for video productions from City-County Communications and Marketing Association (3CMA)
- Received GFOA Distinguished Budget Award for second straight year
- Co-hosted Alliance for Innovation National Conference
- Presented at the Colorado Municipal League Conference on the development of the Wheat Ridge marketing logo

2015 Strategic Priorities

- Administer biennial citizen survey to measure resident satisfaction with City services
- Research financial management software solutions for possible implementation in 2016
- Apply for the GFOA Excellence in Financial Reporting Program
- Implement year three of the Pay-for-Performance Plan
- Update City personnel policies

Administrative Services

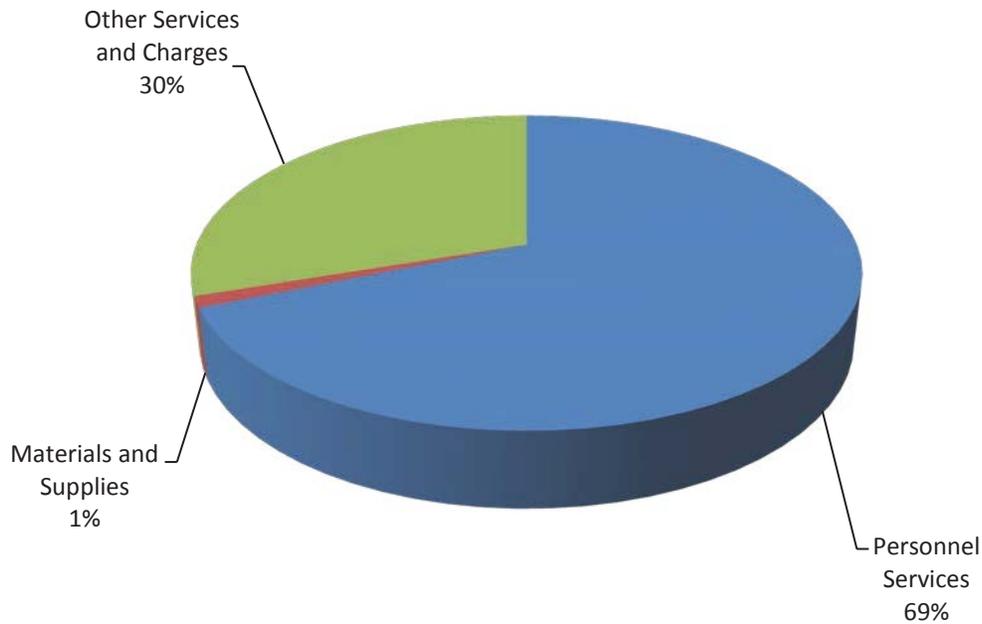
Staffing and Financial Summary

01-111

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Administrative Services Director	1	1	1	1
Executive Assistant	1	1	1	1
Assistant to the City Manager	0	0	0	1
Management Analyst	1	1	1	0
Operations Support Technician II	0	1	1	1
Receptionist	1	0	0	0
Total	4	4	4	4

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$292,692	\$326,370	\$325,925	\$329,259
Materials and Supplies	\$4,757	\$5,500	\$5,500	\$5,500
Other Services and Charges	\$106,984	\$171,880	\$171,630	\$144,561
Capital Outlay	\$330	\$22,270	\$21,454	\$0
Total	\$404,763	\$526,020	\$524,509	\$479,320

Total 2015 Budget by Object



Administrative Services

Finance

01-103

Core Business

- Receive, process, and deposit daily revenue from all City sources
- Process accounts payable functions
- Respond to vendor and internal inquiries for accounts payable
- Manage the general ledger accounting system
- Reconcile the City's monthly purchasing card statement
- Process billing and receipts for code enforcement fines and place and release appropriate liens with Jefferson County for same
- Process, create, reconcile and deliver bi-weekly payroll
- Prepare quarterly and annual payroll reports
- Track, record and prepare statements for acquisitions and dispositions of fixed assets
- Prepare year-end audit work papers
- Prepare audit work papers and work with outside auditors on comprehensive annual financial report
- Monitor, enforce and recommend adjustments to financial accounting controls
- Provide accurate and timely monthly financial information

2014 Strategic Accomplishments

- Converted Financial Management System software to web-enabled version
- Partnered with outside auditors to complete 2013 single audit
- Continued preparation for Health Care Reform Act for 2014 compliance

2015 Strategic Priorities

- Convert payroll system software to web-enabled version
- Apply for the GFOA Excellence in Financial Reporting Program
- Work with Purchasing and Contracting Division to implement new grant management system

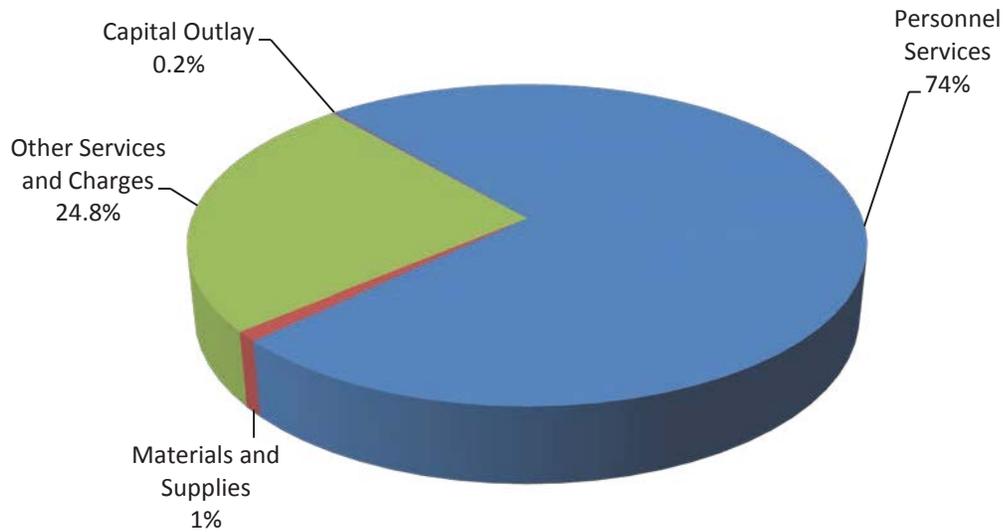
Finance

Staffing and Financial Summary 01-103

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Accounting Supervisor	1	1	1	1
Accounting Technician	1	1	1	1
Payroll Technician	0.75	0.75	1	1
	2.75	2.75	3	3

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$186,241	\$192,636	\$192,636	\$177,594
Materials and Supplies	\$1,387	\$2,400	\$2,400	\$2,400
Other Services and Charges	\$50,190	\$57,314	\$57,314	\$59,597
Capital Outlay	\$0	\$550	\$550	\$550
	\$237,818	\$252,900	\$252,900	\$240,141

Total 2015 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

2014 Strategic Accomplishments

- Implemented Sonic Boom wellness program to maximize employee engagement in wellness initiatives
- Enhanced training program for team leaders and mid-managers
- Redesigned Performance Management program forms to make them shorter and more user-friendly
- Conducted 2014 Pay-for-Performance market analysis
- Implemented part-time/seasonal Pay-for-Performance Plan

2015 Strategic Priorities

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

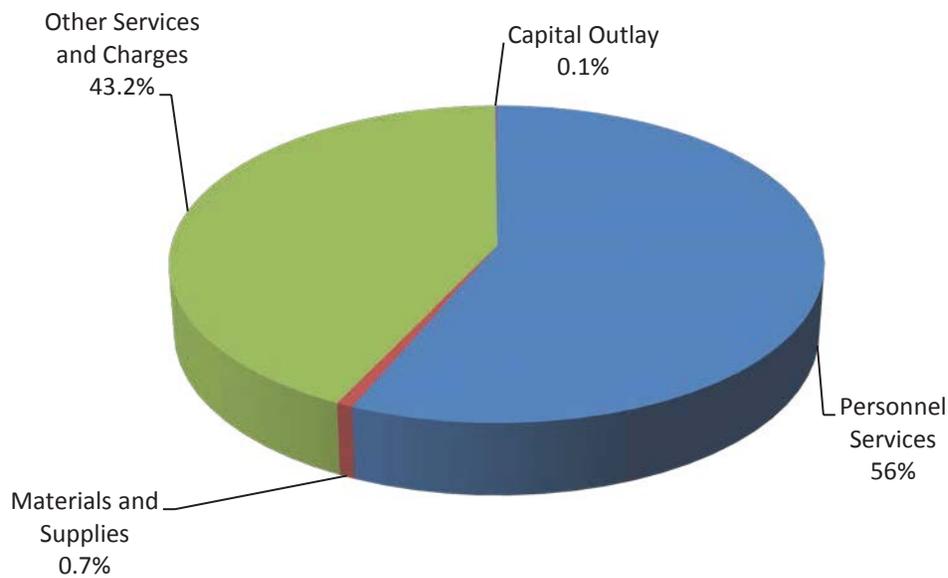
Human Resources

Staffing and Financial Summary
01-112

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Human Resources Manager	1	1	1	1
Human Resources Business Partner	0	0	0	2
Senior HR Analyst	1	1	1	0
Human Resources Analyst	1	1	1	0
Total	3	3	3	3

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$276,456	\$293,412	\$289,575	\$260,709
Materials and Supplies	\$3,441	\$3,950	\$3,950	\$3,400
Other Services and Charges	\$247,091	\$255,808	\$238,500	\$196,764
Capital Outlay	\$960	\$0	\$0	\$600
Total	\$527,948	\$553,170	\$532,025	\$461,473

Total 2015 Budget by Object



Administrative Services

Sales Tax

01-115

Core Business

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

2014 Strategic Accomplishments

- Streamlined online tax filing paid by electronic checks to a single site
- Expanded the availability and reduced the cost of accepting credit cards for tax and licensing payments
- Improved taxpayer assistance by adding on-demand webinars and updating materials
- Increased revenue and audit compliance by \$1.9 million through audits and collections

2015 Strategic Priorities

- Support voluntary revenue collection through industry-specific tax assistance materials and classes
- Improve service by restructuring and simplifying the tax web pages
- Improve sustainability by updating division manuals and procedures

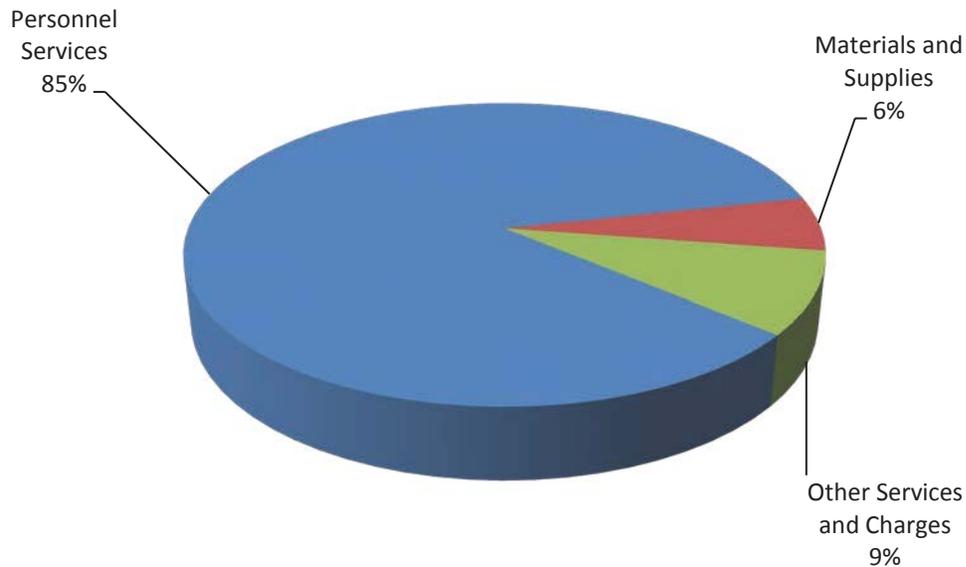
Sales Tax

Staffing and Financial Summary
01-115

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Sales Tax Supervisor	1	1	1	1
Sales Tax Auditor	1	1	1	1
Sales Tax Technician	1	1	1	1
	3	3	3	3

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$194,443	\$191,655	\$191,655	\$195,190
Materials and Supplies	\$11,436	\$11,914	\$11,914	\$13,150
Other Services and Charges	\$16,977	\$22,885	\$20,305	\$19,955
Capital Outlay	\$421	\$425	\$0	\$0
	\$223,277	\$226,879	\$223,874	\$228,295

Total 2015 Budget by Object



Administrative Services Purchasing and Contracting

01-116

Core Business

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

2014 Strategic Accomplishments

- Improved consistency of access to the online ControlPay purchasing card system
- Updated and provided more detailed definitions of evaluation criteria in qualitative and subjective procurements
- Hosted a NIGP negotiations course to increase visibility of the division and the City
- Satisfied education and experience requirements to obtain Certified Professional Public Buyer (CPPB) recertification

2015 Strategic Priorities

- Implement standards and set expectations for administration of grant-funded projects
- Update contractual language to relevant bid documents and confirming agreements
- Increase flexibility, integrity and transparency of the bid process through improved communications with vendors

Purchasing and Contracting

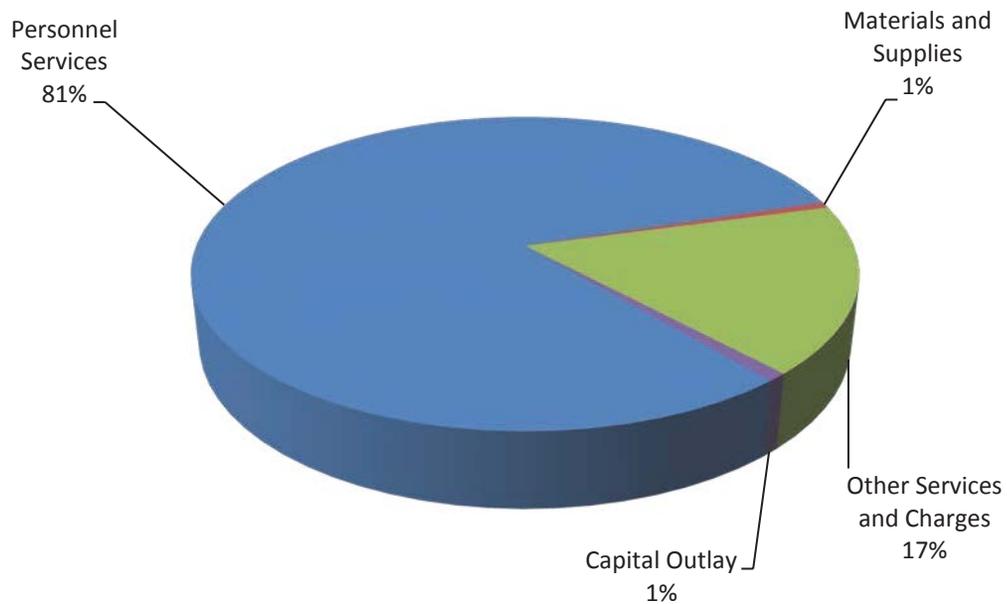
Staffing and Financial Summary

01-116

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Purchasing and Contracting Agent	1	1	1	1
Purchasing Technician	0.5	0.5	0.5	0.5
	1.5	1.5	1.5	1.5

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$86,335	\$93,067	\$92,684	\$95,459
Materials and Supplies	\$936	\$600	\$600	\$700
Other Services and Charges	\$14,187	\$16,709	\$16,505	\$20,325
Capital Outlay	\$0	\$0	\$0	\$1,000
	\$101,458	\$110,376	\$109,789	\$117,484

Total 2015 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 technology system

2014 Strategic Accomplishments

- Upgraded Finance Fund Management System to a web-enabled product
- Upgraded Municipal Court to a web-enabled product
- Deployed new Microsoft Surface devices for Council
- Migrated to new hosted Web Services
- Installed Wi-Fi at Municipal Building for public access
- Installed LiveScan Hi Definition finger printing system upgrade in Police Department

2015 Strategic Priorities

- Upgrade firewall to increase security level for information technology
- Install Phase 1 of 2 fiber projects to connect the City to Jefferson County
- Install electronic citation system for Police Department
- Participate in Regional Records Management System & Computer Aided Dispatch design, implementation and management

Information Technology

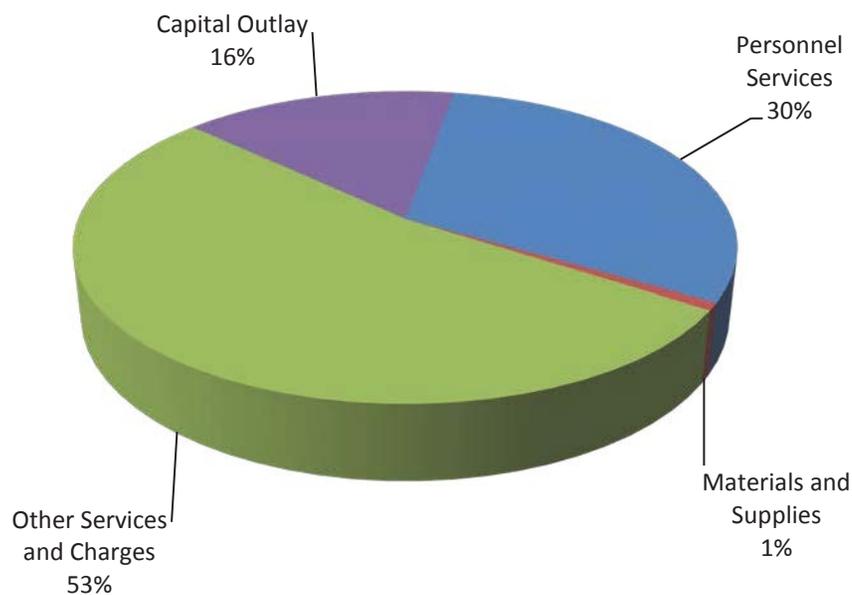
Staffing and Financial Summary

01-117

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
IT Manager	1	1	1	1
Network Administrator	1	1	1	1
Sr. IT Support Technician	2	2	2	2
GIS Specialist	1	1	1	1
IT Technician	0	0	0	1
Web & Imaging Technician	0.5	0.5	0.5	0
Help Desk Technician	0.5	0.5	0.5	0
Total	6	6	6	6

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$493,201	\$495,500	\$495,000	\$493,252
Materials and Supplies	\$16,731	\$12,150	\$12,150	\$12,150
Other Services and Charges	\$789,873	\$875,568	\$838,268	\$851,868
Capital Outlay	\$214,732	\$408,043	\$373,940	\$254,615
Total	\$1,514,537	\$1,791,261	\$1,719,358	\$1,611,885

Total 2015 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.



Kipling Ridge Ground Breaking



Ken Johnstone
Community Development
Director



Community Development Staff

**2015
Budget Priorities**

- Facilitate the revitalization of the 38th Avenue Corridor
- Expand web-based public access to building permitting and inspection information
- Facilitate development and redevelopment of priority sites throughout the City
- Initiate market-based corridor planning study for Kipling Street from 35th to 51st Avenues
- Implement expanded code enforcement program focused on beautifying the commercial corridors of the City
- Conduct ULI technical advisory panel for the area surrounding the future Ward Road transit station

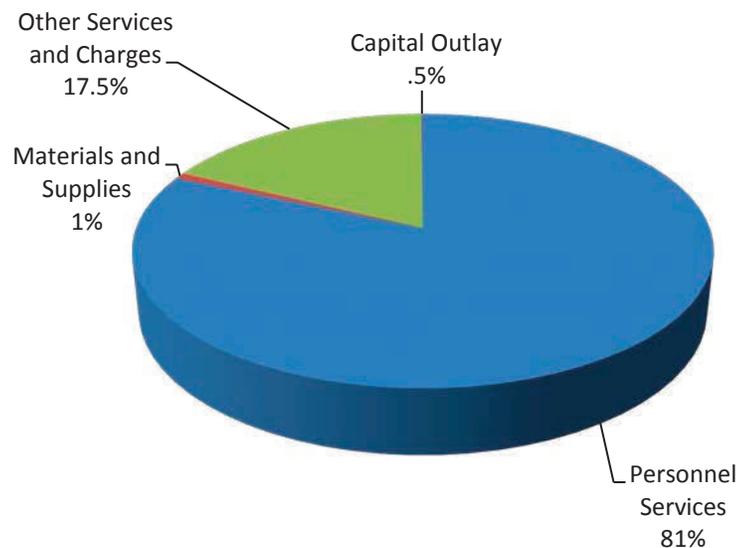
Community Development

Staffing and Financial Summary

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Administration	2	2	2	2
Planning	3	3	3	3
Building	4	4	5	6
Long Range Planning	1	1	1	1
Total	10	10	11	12

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$747,882	\$825,296	\$808,403	\$885,803
Materials and Supplies	\$4,398	\$5,933	\$5,273	\$7,715
Other Services and Charges	\$160,716	\$671,980	\$184,241	\$191,836
Capital Outlay	\$0	\$0	\$0	\$1,050
Total	\$912,996	\$1,503,209	\$997,917	\$1,086,404

Total 2015 Budget by Object

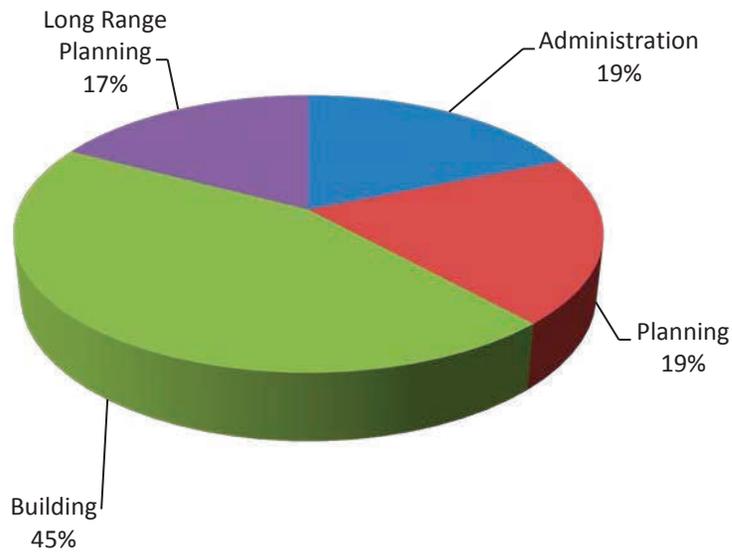


Community Development

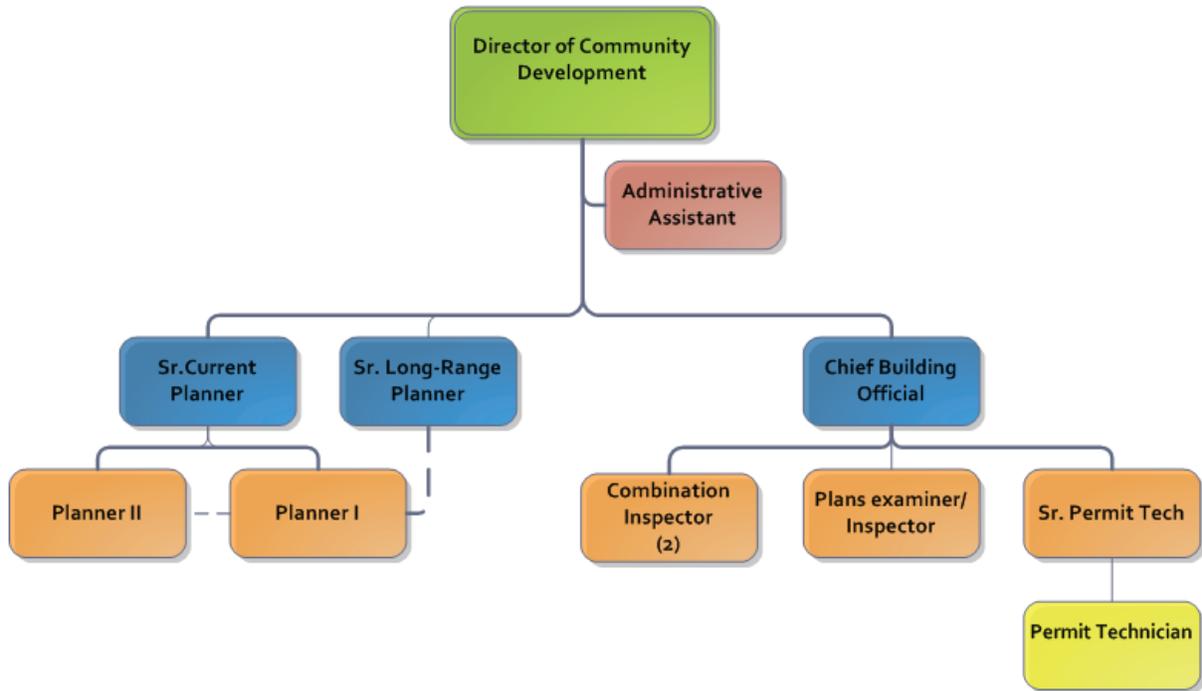
Total Budget by Program

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Administration	\$192,704	\$218,301	\$209,481	\$203,873
Planning	\$204,461	\$210,037	\$208,901	\$211,412
Building	\$331,796	\$412,993	\$383,719	\$483,652
Long Range Planning	\$184,036	\$661,878	\$195,816	\$187,467
	\$912,996	\$1,503,209	\$997,917	\$1,086,404

Total 2015 Budget by Object



Community Development





Community Development Administration

01-120

Core Business

- Provide leadership for long range planning, development review and building permitting program activities
- Manage administrative activities pertaining to budget, records retention, purchasing, public noticing and meeting minutes for four appointed citizen 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

2014 Strategic Accomplishments

- Presented at local and regional forums to promote redevelopment and investment opportunities in Wheat Ridge
- Continued implementation efforts on 38th Avenue
- Facilitated necessary land use approvals for redevelopment efforts at 38th and Wadsworth and 38th and Kipling
- In partnership with City Manager and Economic Development Manager, fostered an organizational culture that encourages high quality economic and community development

2015 Strategic Priorities

- Facilitate additional land use entitlements for the Clear Creek Crossing development and surrounding properties in the I-70/Youngfield corridor
- Provide leadership and oversight on various aspects of 38th Avenue Corridor Plan implementation, including streetscape initiatives
- Provide policy leadership for Kipling Corridor subarea plan development
- Actively participate in the finalization of the Wadsworth PEL and pursue funding for implementation
- Promote development opportunities surrounding Ward Road commuter rail station, including oversight of the ULI technical advisory panel

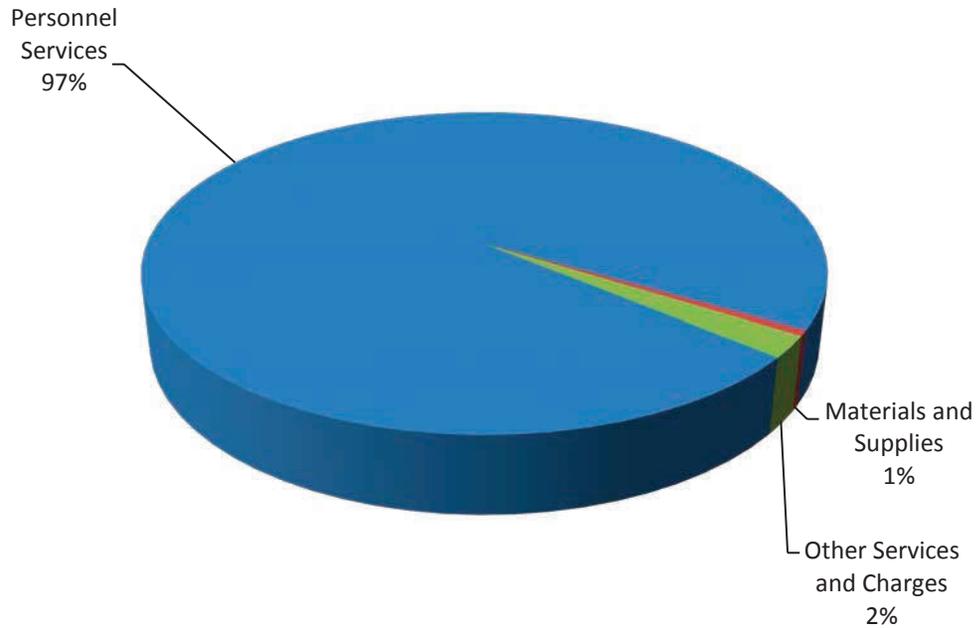
Administration

Staffing and Financial Summary
01-120

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Community Development Director	1	1	1	1
Administrative Assistant	1	1	1	1
	2	2	2	2

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$187,455	\$204,503	\$199,361	\$198,310
Materials and Supplies	\$707	\$1,108	\$1,050	\$1,108
Other Services and Charges	\$4,543	\$12,690	\$9,070	\$4,455
Capital Outlay	\$0	\$0	\$0	\$0
	\$192,704	\$218,301	\$209,481	\$203,873

Total 2015 Budget by Object



Community Development Planning

01-121

Core Business

- Provide research, analysis and reports on various land use and development applications to implement 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 use development
- Develop zoning code amendments to 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 design standards

2014 Strategic Accomplishments

- Modified land use case processing procedures to support sustainability efforts
- Researched, drafted and received City Council approval of substantial modifications to the Subdivision Regulations
- Assisted with implementation steps for the 38th Avenue Subarea Plan
- Managed a heavy land use case load without delayed review times
- Reviewed building permits without delay in review times, and expanded over the counter permit reviews
- Participated in a Code Enforcement task force to determine recommendations to City Council for increased activity

2015 Strategic Priorities

- Review, research and propose modifications to the City's sign code
- Review, research and propose adoption of accessory dwelling unit regulations
- Review, research and propose modifications to the City's commercial mobile radio services regulations
- Participate in implementation of increased code enforcement activity
- Continue to manage a heavy land use case load maintaining established review times

Planning

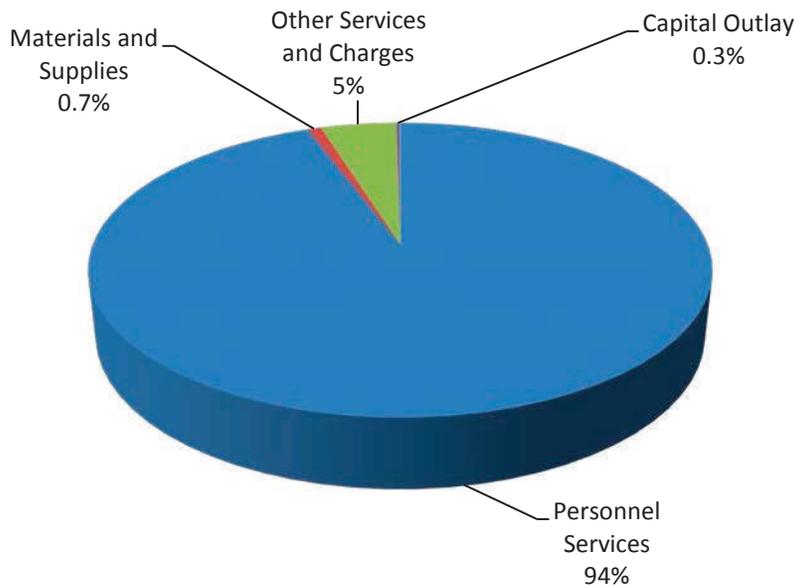
Staffing and Financial Summary

01-121

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Senior Planner	1	1	1	1
Planner II	1	1	1	1
Planner I	1	1	1	1
	3	3	3	3

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$196,598	\$200,449	\$200,449	\$199,363
Materials and Supplies	\$1,404	\$2,125	\$1,723	\$1,735
Other Services and Charges	\$6,458	\$7,463	\$6,729	\$9,814
Capital Outlay	\$0	\$0	\$0	\$500
	\$204,461	\$210,037	\$208,901	\$211,412

Total 2015 Budget by Object



Community Development Building

01-122

Core Business

- Issue building permits and license contractors for residential and commercial construction throughout the City
- Review plans and documents to ensure compliance with adopted codes
- Conduct construction field inspections 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

2014 Strategic Accomplishments

- Adopted the 2012 versions of International Codes and the 2014 National Electrical Code
- Established and published standardized timeframes for processing permit applications and completing plan reviews
- Revised and published all informational handouts to reflect adopted code changes
- Accepted, reviewed and issued a record number of applications for building permits

2015 Strategic Priorities

- Implement the 2012 versions of the International Codes and 2014 National Electrical Code
- Expand web-based access to permitting and inspection software to the public
- Increase coordination with and involvement in code enforcement efforts by other departments and divisions
- Improve and expand building permit tracking mechanisms to ensure excellent customer service

Building

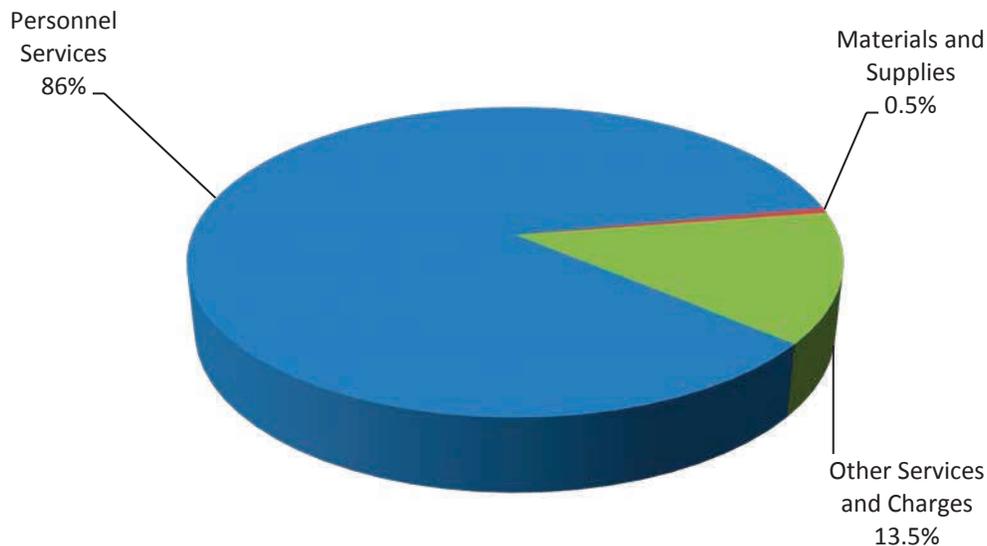
Staffing and Financial Summary

01-122

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Chief Building Official	1	1	1	1
Plans Examiner/Inspector	1	1	1	2
Combination Inspector	1	1	2	1
Property Inspector	0	0	0	0
Senior Permit Technician	0	0	0	1
Permit Technician	1	1	1	1
Total	4	4	5	6

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$277,041	\$333,368	\$328,919	\$415,557
Materials and Supplies	\$2,190	\$2,700	\$2,500	\$2,600
Other Services and Charges	\$52,564	\$76,925	\$52,300	\$65,495
Capital Outlay	\$0	\$0	\$0	\$0
Total	\$331,796	\$412,993	\$383,719	\$483,652

Total 2015 Budget by Object



Community Development Long Range Planning

01-123

Core Business

- Manage the long range planning activities of the City to include preparation and updating of the comprehensive plan and subarea plans
- Implement recommendations of 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
- Participate in special projects related to transportation planning and other regional planning activities

2014 Strategic Accomplishments

- Managed the EPA Brownfields Assessment Grant to facilitate redevelopment of contaminated or potentially contaminated properties
- Rehabilitated and sold single family homes purchased by the WRHA
- Managed expenditure of Community Development Block Grant funds
- Managed expenditure of State Historic Fund preservation grant to complete historic assessment and prepare construction documents for Fruitdale School
- Determined future use for the Fruitdale School and identified prospective purchaser
- Worked with the project team for the Wadsworth Planning and Environmental Linkage (PEL) study

2015 Strategic Priorities

- Develop scope of work for Kipling Subarea Plan, participate in review and selection of consultant, and manage subarea planning process
- Continue implementation of the 38th Avenue Corridor Plan and Northwest Subarea Plan
- Develop strategic plan with and for the Wheat Ridge Housing Authority
- Continue participation on the Wadsworth PEL Project Team
- Manage federal EPA Brownfields grant in partnership with Economic Development Manager

Long Range Planning

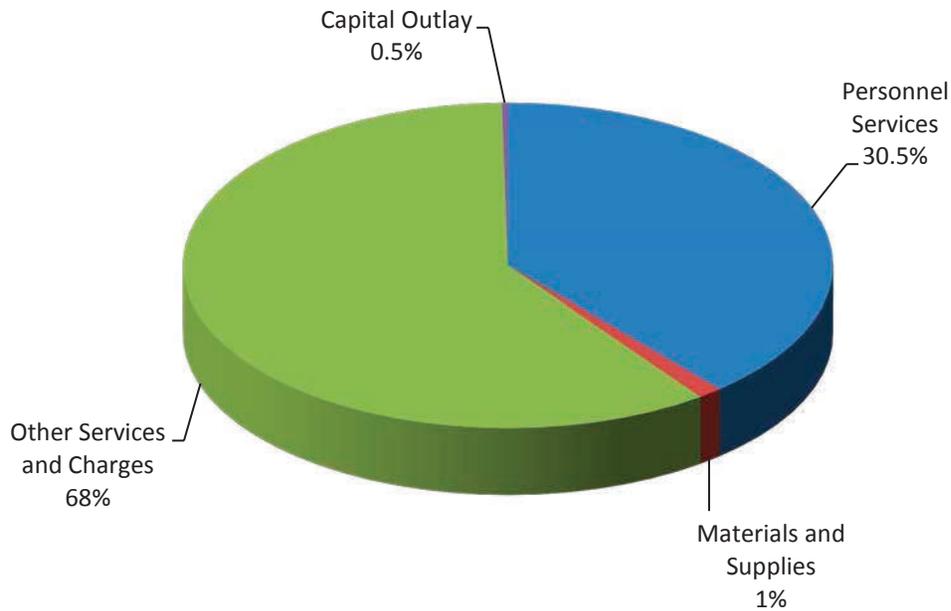
Staffing and Financial Summary

01-123

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Senior Planner	1	1	1	1
	1	1	1	1

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$86,788	\$86,976	\$79,674	\$72,573
Materials and Supplies	\$97	\$0	\$0	\$2,272
Other Services and Charges	\$97,151	\$574,902	\$116,142	\$112,072
Capital Outlay	\$0	\$0	\$0	\$550
	\$184,036	\$661,878	\$195,816	\$187,467

Total 2015 Budget by Object





Police Department

About the 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

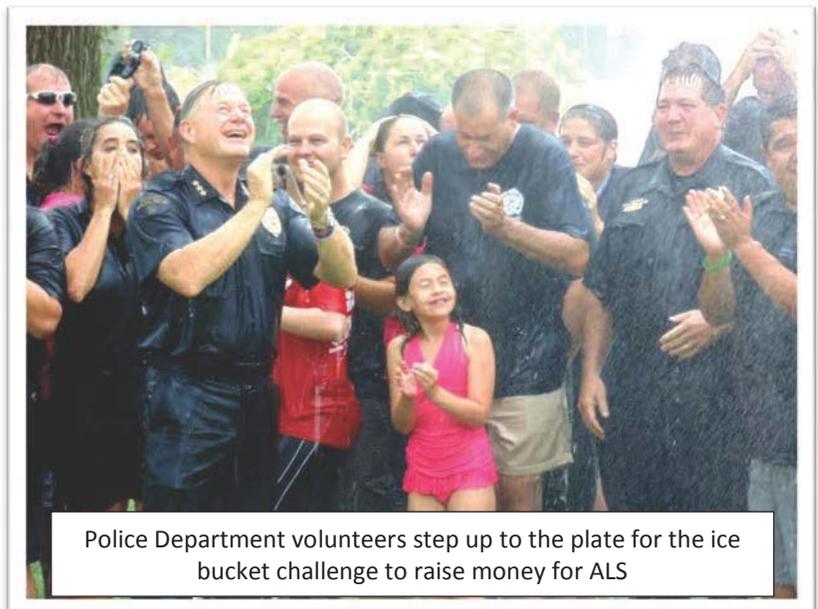
The Wheat Ridge Police Department is committed to providing the highest standards of service in partnership with the community.

**2015
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



Police Department volunteers step up to the plate for the ice bucket challenge to raise money for ALS

Police Department

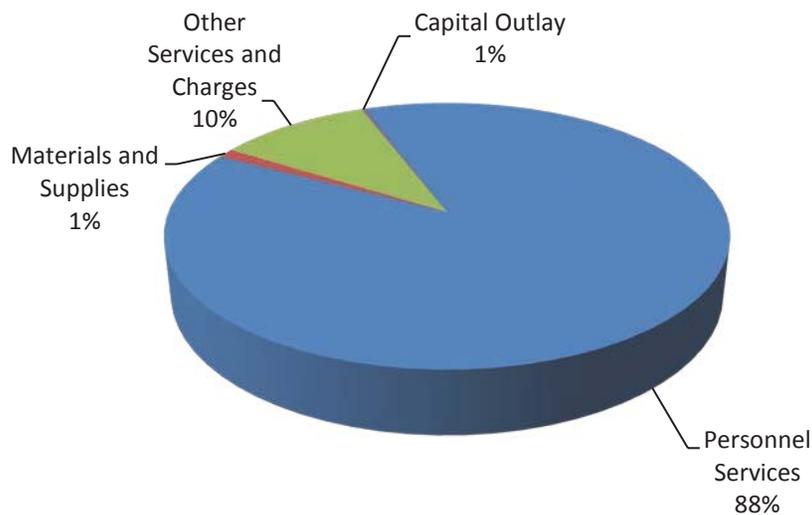
Staffing and Financial Summary

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Administration	4.5	4.5	5	5
Grants	3	3	3	1
Community Services Team	6	6	6	6
Communications Center	11	11	11	13
Crime Prevention Team	5	5	4	5
Records Team	5	4	4	6
Training & Public Information	1	1	1	1
Patrol Operations	45.5	46.5	47	45
Investigations Bureau	20	20	20	21
Crime & Traffic Team	5	5	5	5
Total	106	106	106	108

3.0 Community Service Officers; 1.0 Crime Prevention Officer and 0.5 Police Sergeant are funded out of the Crime Prevention Fund. School Resource Officer and Vice/Intell Officer, moved from Grants to Crime Prevention and Investigations for 2015.

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$7,882,132	\$8,382,819	\$8,363,599	\$8,524,904
Materials and Supplies	\$98,462	\$142,966	\$136,906	\$108,124
Other Services and Charges	\$632,557	\$747,976	\$706,958	\$997,055
Capital Outlay	\$20,064	\$37,477	\$30,884	\$26,150
Total	\$8,633,214	\$9,311,238	\$9,238,347	\$9,656,233

Total 2015 Budget by Object

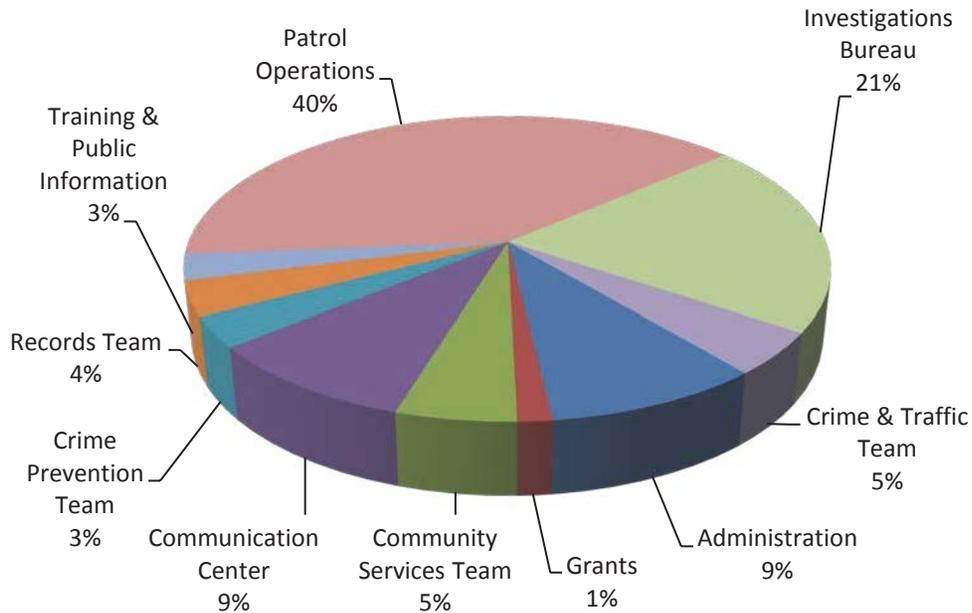


Police Department

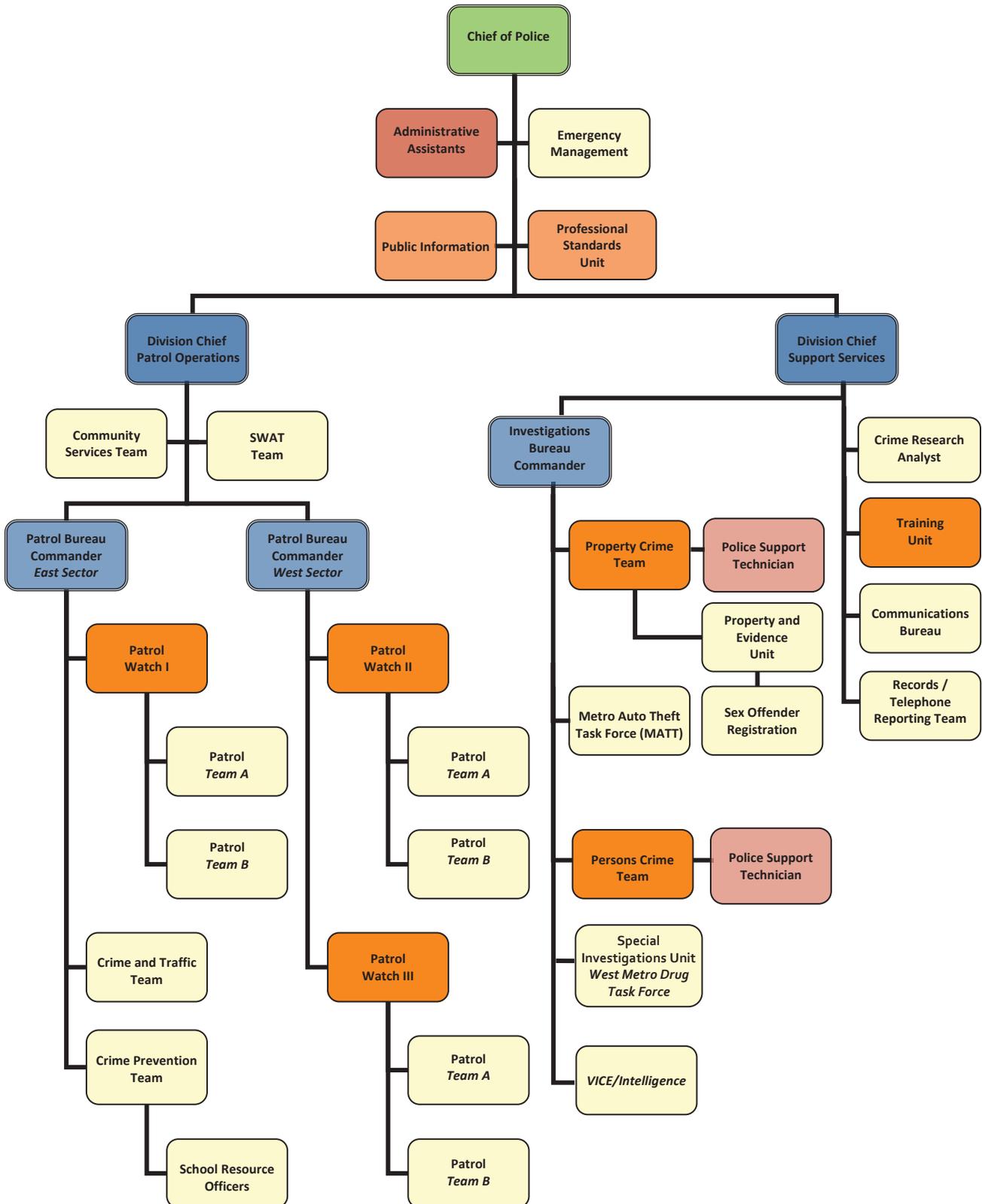
Total Budget by Program

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Administration	\$715,634	\$803,203	\$792,592	\$893,730
Grants	\$258,197	\$274,919	\$274,979	\$142,448
Community Services Team	\$241,174	\$284,440	\$278,346	\$494,477
Communication Center	\$740,216	\$827,506	\$803,277	\$899,422
Crime Prevention Team	\$318,608	\$304,409	\$304,409	\$314,448
Records Team	\$207,694	\$346,561	\$333,566	\$351,737
Training & Public Information	\$217,667	\$261,883	\$257,581	\$267,443
Patrol Operations	\$3,976,477	\$4,071,595	\$4,061,265	\$3,858,706
Investigations Bureau	\$1,679,457	\$1,788,721	\$1,785,181	\$1,996,625
Crime & Traffic Team	\$269,390	\$348,001	\$347,151	\$437,197
Emergency Operations	\$8,700	\$0	\$0	\$0
Total	\$8,633,214	\$9,311,238	\$9,238,347	\$9,656,233

Total 2015 Budget by Program



Police Department





Police Department Administration

01-201

Core Business

- Provide overall administration for the Police Department's emergency and non-emergency service delivery programs
- 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

2014 Strategic Accomplishments

- Achieved state and national law enforcement accreditation status
- Supported and maintained data-driven strategies and programs that addressed the prevention, deterrence and reduction of crime, and held offenders accountable
- Continued efforts to regionalize, consolidate or share public safety services
- Worked with federal, state and local emergency preparedness entities to develop and implement a comprehensive disaster preparedness response
- Evaluated law enforcement technology to improve the efficiency and effectiveness of public safety services
- Participated in planning and opening of a Jefferson County Regional Forensic Crime Lab

2015 Strategic Priorities

- Utilize financial resources fairly, efficiently and effectively to ensure quality core public safety services
- 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 including a regionalized records management system and 911 Center
- Work with federal, state and local emergency preparedness entities to develop and implement best practices for comprehensive disaster preparedness response
- Evaluate technology trends to make the department more efficient and effective in providing public safety services

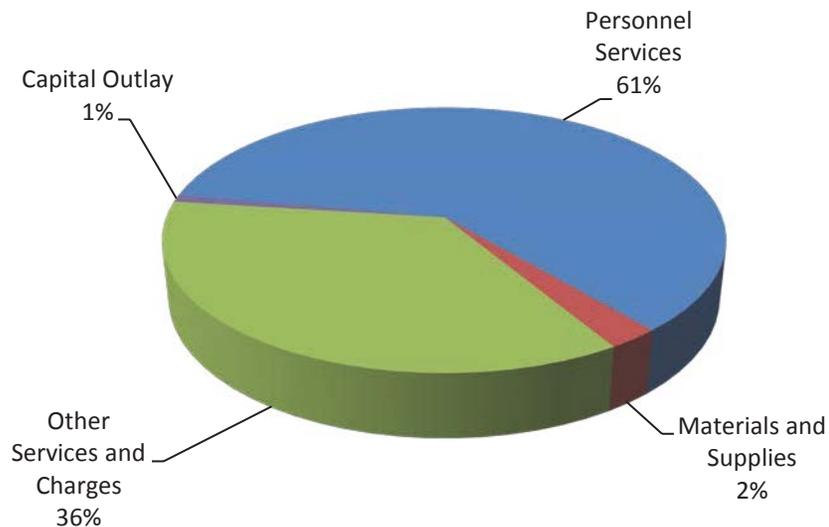
Administration

Staffing and Financial Summary
01-201

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Chief of Police	1	1	1	1
Division Chief	0	0	1	1
Police Commander	1	1	0	0
Police Sergeant	1	1	1	1
Administrative Assistant	1	1	2	2
Police Support Technician	0.5	0.5	0	0
	4.5	4.5	5	5

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$492,256	\$532,167	\$526,167	\$545,365
Materials and Supplies	\$25,568	\$23,300	\$21,700	\$22,800
Other Services and Charges	\$182,115	\$238,249	\$236,725	\$318,465
Capital Outlay	\$15,696	\$9,487	\$8,000	\$7,100
	\$715,634	\$803,203	\$792,592	\$893,730

Total 2015 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:

- Preventing and controlling crime
- Providing police training and resources
- Improving the criminal justice system
- Increasing law enforcement services to the community

2014 Strategic Accomplishments

- Utilized funding from the 2011 Edward Byrne Justice Assistance Grant for physical abilities testing of recruit police officers, and crime prevention efforts in East Wheat Ridge
- Utilized funding from the 2013 Edward Byrne Justice Assistance Grant to supplement police department equipment, upgrade SWAT weapons and provide directed enforcement activities in the East Wheat Ridge Project area
- Conducted DUI and seatbelt enforcement projects utilizing Department of Transportation funding
- Purchased ballistic protective vests for police officers utilizing grant funds
- Participated in the Metro Auto Theft Task Force
- Utilized Community Oriented Policing Services (COPS) grant funding for a School Resource Officer and Vice/Intelligence Officer position

2015 Strategic Priorities

- Utilize funding from the 2014 Edward Byrne Justice Assistance Grant for the SWAT Team to purchase two sets of night vision equipment
- Utilize federal funding for crime prevention strategies targeting crime and quality of life issues in specific neighborhoods in the community
- Conduct DUI and seatbelt enforcement projects throughout the City

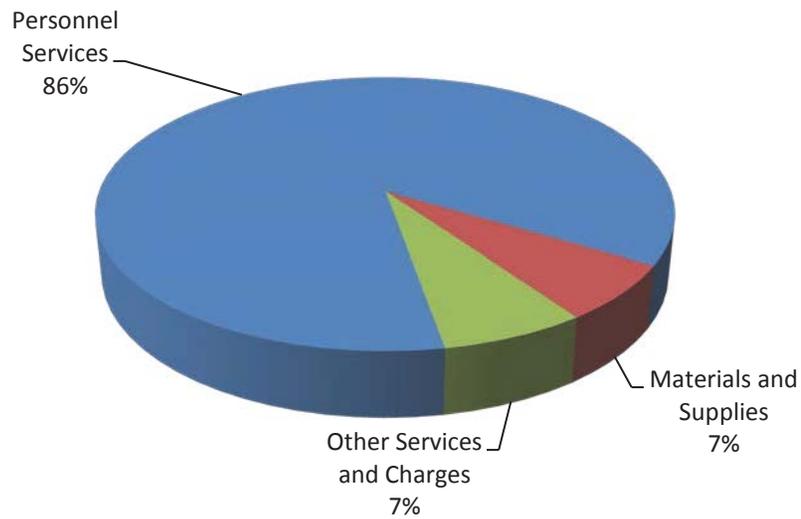
Grants

Staffing and Financial Summary
01-202

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Police Officer	3	3	3	1
	3	3	3	1

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$228,260	\$237,580	\$237,640	\$122,948
Materials and Supplies	\$18,905	\$16,750	\$16,750	\$9,500
Other Services and Charges	\$11,032	\$20,589	\$20,589	\$10,000
Capital Outlay	\$0	\$0	\$0	\$0
	\$258,197	\$274,919	\$274,979	\$142,448

Total 2015 Budget by Object



Police Department Community Services Team

01-203

Core Business

- Provide proactive enforcement and response to citizen calls for service due to nuisance code violations such as junk, weeds and abandoned vehicles
- Provide proactive enforcement and response to citizens calls for exterior commercial property maintenance code violations such as the 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
- Provide proactive education and enforcement of City ordinances and state laws regarding parks and open spaces

2014 Strategic Accomplishments

- The Community Services Team responded to 7,746 total calls for service, including 2,199 nuisance code calls, 1,848 animal related calls and 198 parks calls for service
- Increased proactive enforcement of nuisance code violations on residential and commercial properties due to an increase in seasonal CSOs
- Improved compliance of public safety issues and code violations at the hotel and motels
- Implemented the Coyote Management Plan
- Continued the East Wheat Ridge Community project to address quality of life issues
- Implemented proactive education and enforcement of City ordinances in parks and greenbelt areas
- Achieved 20% dog license compliance through education and enforcement

2015 Strategic Priorities

- Continue the East Wheat Ridge Community project to address quality of life issues
- Continue proactive education and enforcement of nuisance code violations on residential and commercial properties
- Continue to gain compliance on public safety issues and code violations at hotels and motels

Community Services Team

Staffing and Financial Summary

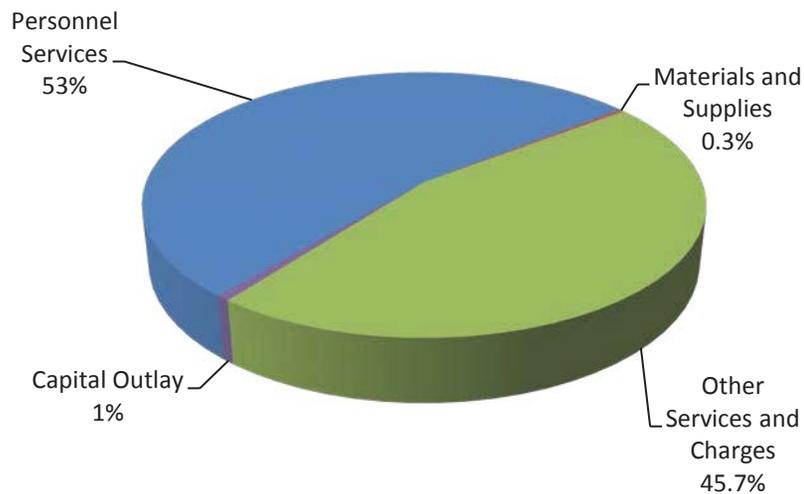
01-203

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Community Service Supervisor	1	1	1	1
Community Service Officer	2	2	2	2
	3	3	3	3

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

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$190,127	\$232,315	\$232,315	\$263,037
Materials and Supplies	\$1,383	\$1,475	\$1,000	\$1,475
Other Services and Charges	\$49,665	\$47,250	\$41,631	\$226,565
Capital Outlay	\$0	\$3,400	\$3,400	\$3,400
	\$241,174	\$284,440	\$278,346	\$494,477

Total 2015 Budget by Object



Police Department Communications Center

01-204

Core Business

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

2014 Strategic Accomplishments

- Utilized the CodeRED citizen notification system to alert citizens of situations that may impact their safety
- Received and processed 78,180 incoming telephone calls
- Dispatched 3,892 emergency calls for service and 16,949 non-emergency calls for service
- Entered in excess of 550 “hotfile” records into the Colorado and National Crime Information computer databases. Records include reports on stolen, impounded or repossessed vehicles, license plates, missing persons, and guns

2015 Strategic Priorities

- Dispatch all life threatening emergency calls for service within one minute of receipt
- Provide direction and referrals to citizens requiring information or resources that the City or Police Department does not provide
- Work with other public safety agencies in Jefferson County towards a regionalized communication center

Communications Center

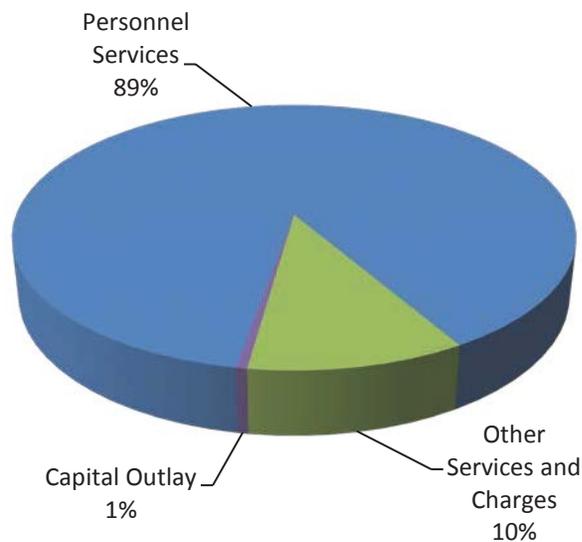
Staffing and Financial Summary

01-204

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Communications Manager	1	1	1	1
Communications Supervisor	0	0	0	1
Lead Emergency Services Specialist	1	1	1	0
Emergency Services Specialist	9	9	9	11
	11	11	11	13

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$631,849	\$707,981	\$707,981	\$798,387
Materials and Supplies	\$0	\$0	\$0	\$0
Other Services and Charges	\$108,367	\$116,025	\$91,812	\$96,185
Capital Outlay	\$0	\$3,500	\$3,484	\$4,850
	\$740,216	\$827,506	\$803,277	\$899,422

Total 2015 Budget by Object



Police Department Crime Prevention Team (SRO)

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 for students in these schools
- Develop and maintain community partnerships and programs that deter and prevent crime, address quality of life issues, and enhance safety in the community

2014 Strategic Accomplishments

- Conducted an annual meeting with school principals to collectively discuss matters of mutual interest
- Responded to more than 85% of all calls for service in the public and private schools
- Increased the number of neighborhood watch programs from 22 to 25
- Completed an audit of participants in the Lock-Box program
- Expanded the Coffee With A Cop program to include the Active Adult Center
- Presented Police Department crime prevention programs at the Carnation Festival and safety fairs in Jefferson County
- Participated on the Excellence in Wheat Ridge Schools committee
- Promoted the Crime Prevention Through Environmental Design (C.P.T.E.D.) program by training an additional officer and increasing the team members who respond to the community needs and requests

2015 Strategic Priorities

- Increase officer 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 community 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

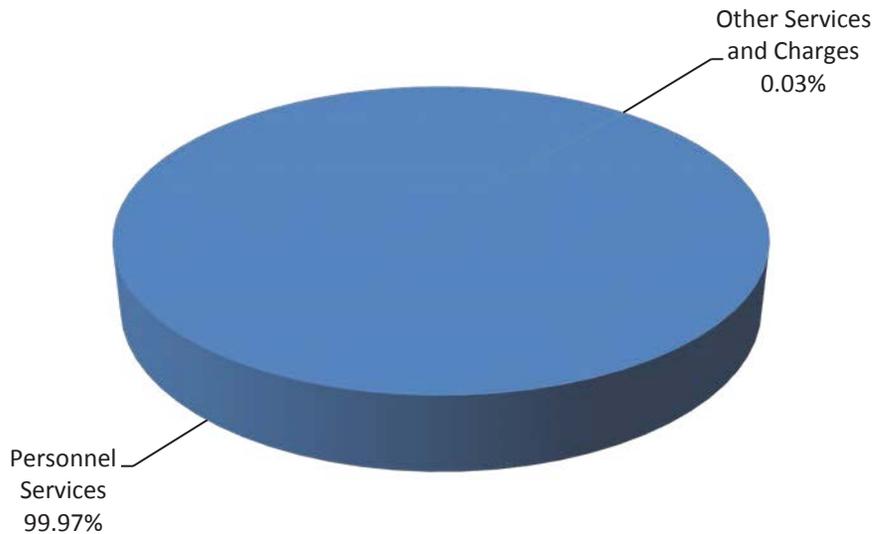
01-205

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Police Sergeant	0.5	0.5	0.5	0.5
Crime Prevention Officer	1	1	0	0
School Resource Officer	2	2	2	3
	3.5	3.5	2.5	3.5

1.5 Officers Funded out of Crime Prevention Fund

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$318,608	\$304,309	\$304,309	\$314,348
Materials and Supplies	\$0	\$0	\$0	\$0
Other Services and Charges	\$0	\$100	\$100	\$100
Capital Outlay	\$0	\$0	\$0	\$0
	\$318,608	\$304,409	\$304,409	\$314,448

Total 2015 Budget by Object



Police Department Records Team

01-206

Core Business

Maintenance of 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

The Telephone Reporting Unit (TRU) is responsible for assisting and documenting incidents for citizens who come to or call the Police Department with criminal and non-criminal police service requests that do not require the dispatching of a police officer

2014 Strategic Accomplishments

- Received 3,047 release requests for criminal justice records, of which 798 were accidents, from citizens and insurance companies
- Sold and processed 240 dog licenses for Jefferson County Animal Shelter
- Processed 23,855 police reports which included data entry for paper documents, attaching electronic images of paper documents to the case reports, and filing the documents
- Entered 921 warrants received from the municipal, county and district courts into CCIC/NCIC and cancelled 622 arrests for Wheat Ridge warrants for persons arrested by other law enforcement agencies
- Processed 1,948 counter and phone case reports taken by the Telephone Reporting Unit (TRU)

2015 Strategic Priorities

- Implement electronic citations to reduce data entry time for Police Records staff
- Implement on-line program for citizens to report incidents with no suspect information
- Hire and train for vacant Telephone Reporting Unit (TRU) position
- Continue active participation in regionalization effort to implement a single records management system for all Jefferson County Law Enforcement Agencies

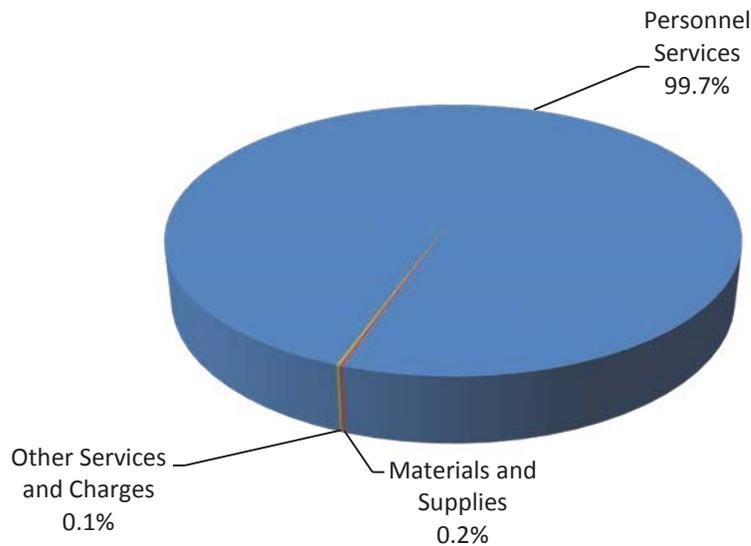
Records Team

Staffing and Financial Summary
01-206

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Records Supervisor	1	1	1	1
Records Management Specialist	4	3	3	5
	5	4	4	6

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$206,904	\$345,331	\$332,651	\$350,577
Materials and Supplies	\$429	\$730	\$645	\$660
Other Services and Charges	\$360	\$500	\$270	\$500
Capital Outlay	\$0	\$0	\$0	\$0
	\$207,694	\$346,561	\$333,566	\$351,737

Total 2015 Budget by Object



Police Department Public Information and Training

01-207

Core Business

- Coordinate training for all 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 and video programs

2014 Strategic Accomplishments

- Provided over 8,000 hours of classroom, skills and briefing training for department personnel, and 3,500 hours of in-service training of department personnel and members from two other Jefferson County Law Enforcement agencies
- Facilitated over 750 hours of orientation training for new hires
- Authored and distributed over 60 media and community awareness releases and articles
- Created the department's first video program to include a YouTube channel and the department's first video training archive

2015 Strategic Priorities

- Provide annual in-service training
- Provide relevant briefing training to officers and investigators
- Provide leadership training for police supervisors
- Maximize community outreach and education by updating the City website and department social media sites
- Ensure timely and accurate information is delivered to the public via appropriate media outlets

Training and Public Information

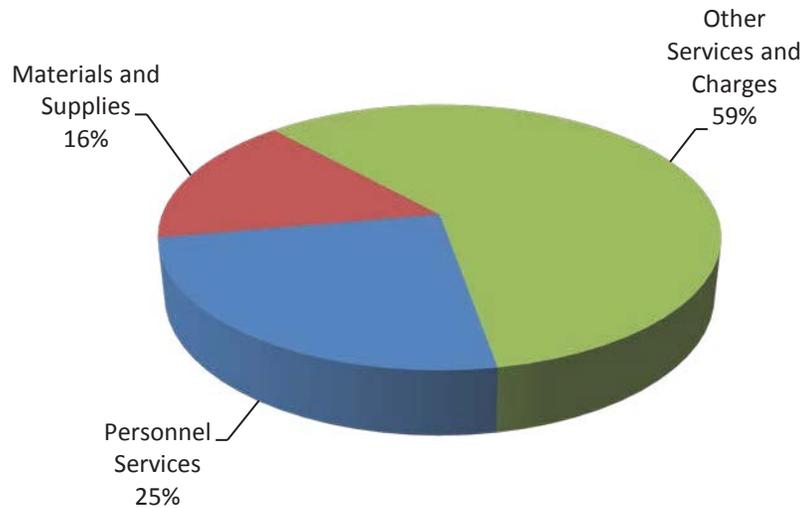
Staffing and Financial Summary

01-207

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
PIO/Training Coordinator	1	1	1	1
	1	1	1	1

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$53,337	\$64,757	\$64,757	\$66,844
Materials and Supplies	\$22,631	\$67,211	\$66,811	\$42,799
Other Services and Charges	\$141,698	\$129,915	\$126,013	\$157,800
Capital Outlay	\$0	\$0	\$0	\$0
	\$217,667	\$261,883	\$257,581	\$267,443

Total 2015 Budget by Object



Police Department Patrol Operations

01-211

Core Business

- Respond to citizen emergency and non-emergency public safety requests in a timely manner
- 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 statistics to respond efficiently to crime and traffic issues
- Provide proactive, fair and impartial enforcement of the City, state, and federal government laws

2014 Strategic Accomplishments

- Responded to 33,917 calls for service, including 1,460 traffic accidents, 4,784 traffic citations were issued and completed 1,070 arrests
- Provided monthly briefing training to patrol officers and 310 hours of tactical emergency response training to police officers, fire department and Pridemark Ambulance Service
- Conducted 232.5 hours of bicycle and greenbelt patrols resulting in improved community relations and crime suppression
- The West Metro SWAT Team (a partnership with the Lakewood Police Department) conducted 39 SWAT operations and 33 days of training
- Conducted seven major community-oriented policing projects and programs including East Wheat Ridge, Boyd's Crossing, Negotiate 58, and SAFER

2015 Strategic Priorities

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

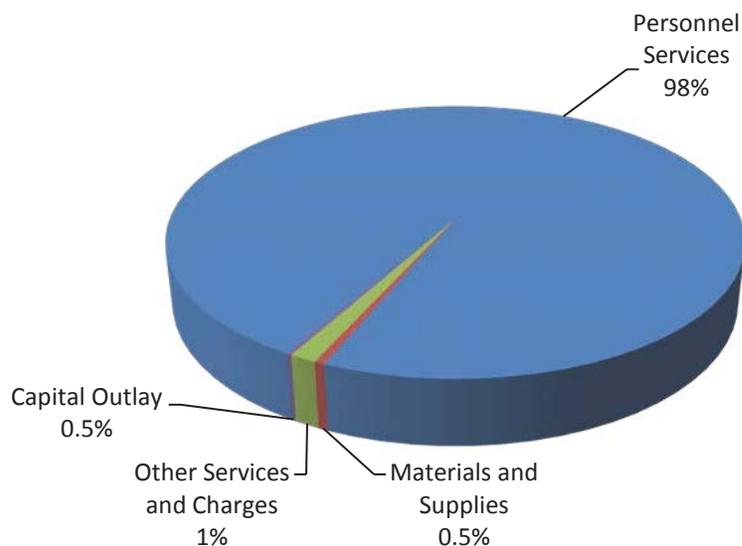
Patrol Operations

Staffing and Financial Summary
01-211

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Division Chief	0	1	1	1
Police Commander	1	2	2	2
Police Lieutenant	2	0	0	0
Police Sergeant	6	6	6	6
Police Officer	34	35	36	36
Operations Support Tech III	0.5	0.5	0	0
Operations Support Tech II	2	2	2	0
	45.5	46.5	47	45

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$3,917,914	\$3,960,297	\$3,960,297	\$3,779,786
Materials and Supplies	\$14,591	\$20,240	\$18,000	\$19,160
Other Services and Charges	\$41,098	\$69,968	\$66,968	\$49,760
Capital Outlay	\$2,875	\$21,090	\$16,000	\$10,000
	\$3,976,477	\$4,071,595	\$4,061,265	\$3,858,706

Total 2015 Budget by Object



Police Department Investigations Bureau

01-212

Core Business

- Investigate felony persons crimes such as homicide, sexual assault, and assault and robbery
- Investigate felony property crimes 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

2014 Strategic Accomplishments

- Maintained an 83% conviction rate on cases files with the First Judicial District Court
- Re-evaluated case assignment priorities to focus on higher priority cases
- Integrated additional technological resources to make investigations more efficient
- Ensured compliance with CALEA professional accreditation standards
- Participated in local and federal partnerships to address child abduction, human trafficking, witness protection and fugitive apprehension

2015 Strategic Priorities

- Maintain an 80% or higher conviction rate on cases filed with the District Court
- Initiate proactive investigations of property crimes using GPS technology
- Evaluate cases for special prosecution in the DA's Office's new Special Victims Unit
- Re-evaluate DNA evidence submissions in light of the new regional forensic laboratory

Investigations Bureau

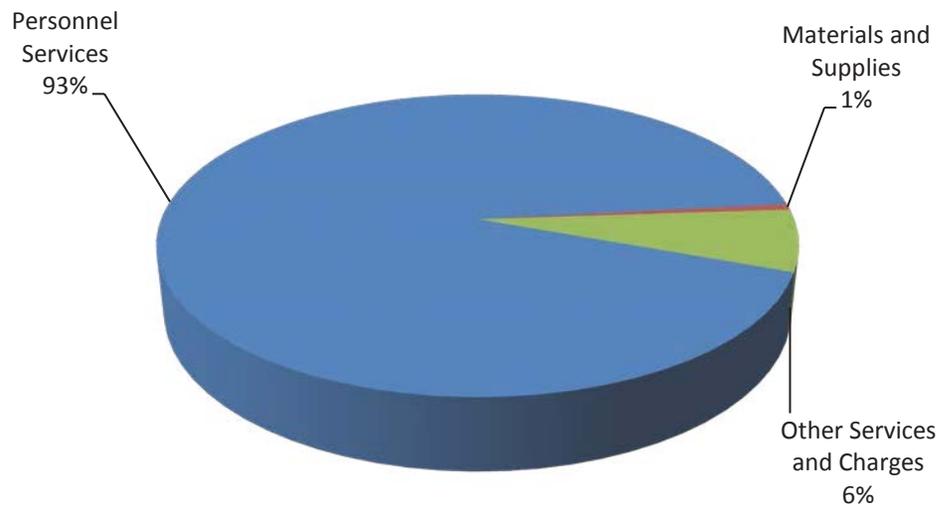
Staffing and Financial Summary

01-212

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Police Commander	0	1	1	1
Police Lieutenant	1	0	0	0
Police Sergeant	2	2	2	2
Police Officer	13	12	12	13
Operations Support Tech III	2	2	2	2
Sr. Evidence Technician	1	1	1	1
Evidence Technician	1	1	1	1
Crime Analyst	0	1	1	1
	20	20	20	21

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$1,576,969	\$1,656,421	\$1,656,421	\$1,852,475
Materials and Supplies	\$12,884	\$13,260	\$12,000	\$11,730
Other Services and Charges	\$89,603	\$119,040	\$116,760	\$132,420
Capital Outlay	\$0	\$0	\$0	\$0
	\$1,679,457	\$1,788,721	\$1,785,181	\$1,996,625

Total 2015 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 human trafficking and prostitution

2014 Strategic Accomplishments

- Participated in statewide and metro-area traffic safety and enforcement programs
- Reduced crime and increased traffic safety through directed enforcement, problem oriented analysis and community partnerships, resulting in a 50% decrease in fatal accidents and no rollover truck accidents
- Continued working with the multi-jurisdictional drug interdiction unit
- Met compliance requirements for professional accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA)

2015 Strategic Priorities

- Reduce crime and increase traffic safety through directed enforcement, problem oriented analysis and community partnerships
- Partner with area law enforcement agencies to work drug interdiction along I-70.
- Ensure compliance with CALEA professional accreditation standards
- Work with crime prevention team to educate community members on traffic safety
- Participate in statewide DUI and traffic safety programs

Crime and Traffic Team

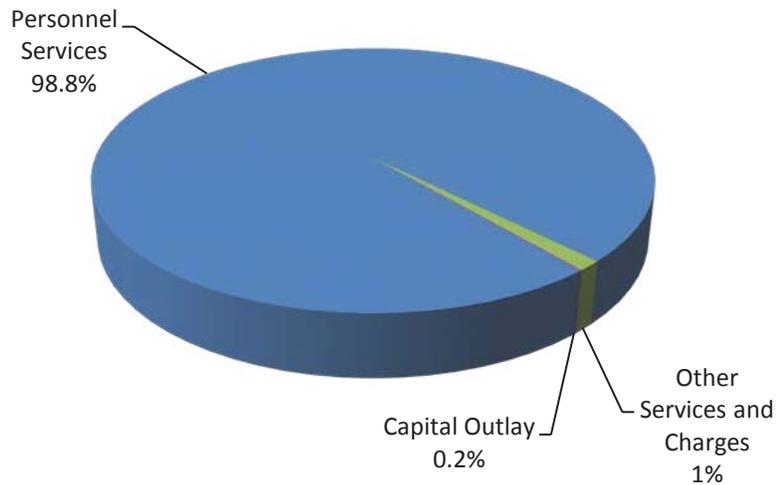
Staffing and Financial Summary

01-213

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Police Sergeant	1	1	1	1
Police Officer	4	4	4	4
	5	5	5	5

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$265,908	\$341,661	\$341,061	\$431,137
Materials and Supplies	\$0	\$0	\$0	\$0
Other Services and Charges	\$1,990	\$6,340	\$6,090	\$5,260
Capital Outlay	\$1,493	\$0	\$0	\$800
	\$269,390	\$348,001	\$347,151	\$437,197

Total 2015 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

	2012 Authorized	2013 Authorized	2014 Authorized	015 Authorized
No staff Authorized	0	0	0	0
	0	0	0	0

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$0	\$0	\$0	\$0
Materials and Supplies	\$2,071	\$0	\$0	\$0
Other Services and Charges	\$6,629	\$0	\$0	\$0
Capital Outlay	\$0	\$0	\$0	\$0
	\$8,700	\$0	\$0	\$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 monitors all construction activities within the street rights-of-way. The department also manages and delivers the Capital Improvements Projects, and manages and maintains the City's vehicles and equipment.

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.

2015 Budget Priorities

- Deliver the Neighborhood Traffic Management Plan
- Complete an asset management plan for the City's storm sewer system
- Complete the ADA transition program
- Implement the multi-modal transportation improvement plan
- Upgrade the City's traffic and signal system



Scott Brink
Public Works Director



More than 300 graffiti tags are removed each year, usually within 24 hours.



New "man bucket" will ensure safety of employees cleaning large vehicles.



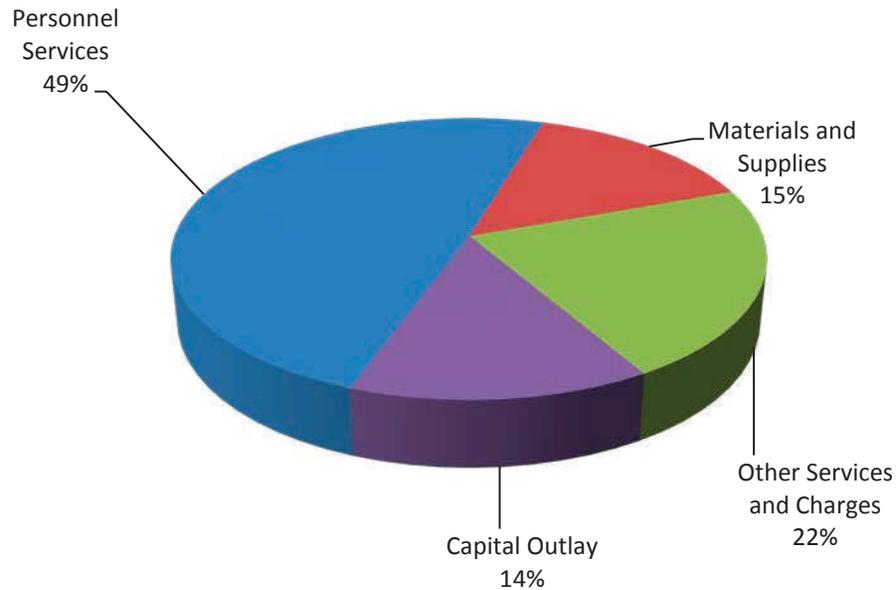
Public Works

Staffing and Financial Summary

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Administration	1	1	1	1
Engineering	12	12	12	12
Operations	16	16	16	16
Total	29	29	29	29

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$2,087,766	\$2,106,233	\$2,104,233	\$2,142,917
Materials and Supplies	\$549,489	\$662,950	\$639,330	\$644,696
Other Services and Charges	\$854,802	\$906,028	\$899,758	\$961,850
Capital Outlay	\$526,932	\$526,053	\$462,100	\$612,000
Total	\$4,018,990	\$4,201,264	\$4,105,421	\$4,361,463

Total 2015 Budget by Object

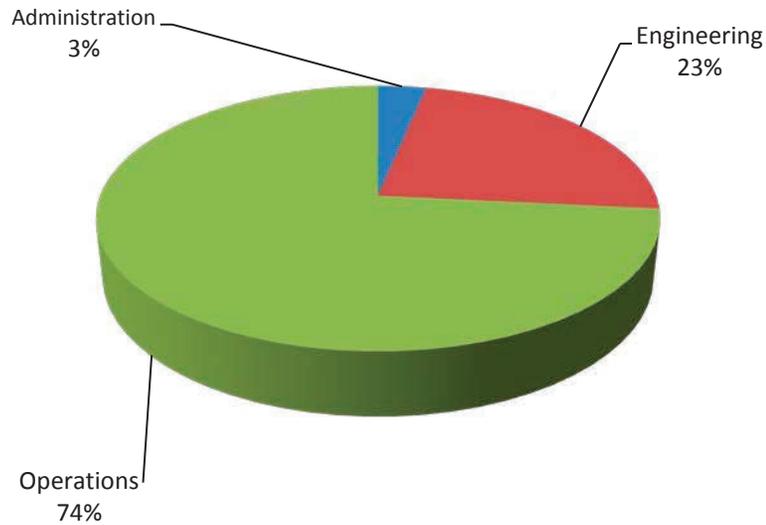


Public Works

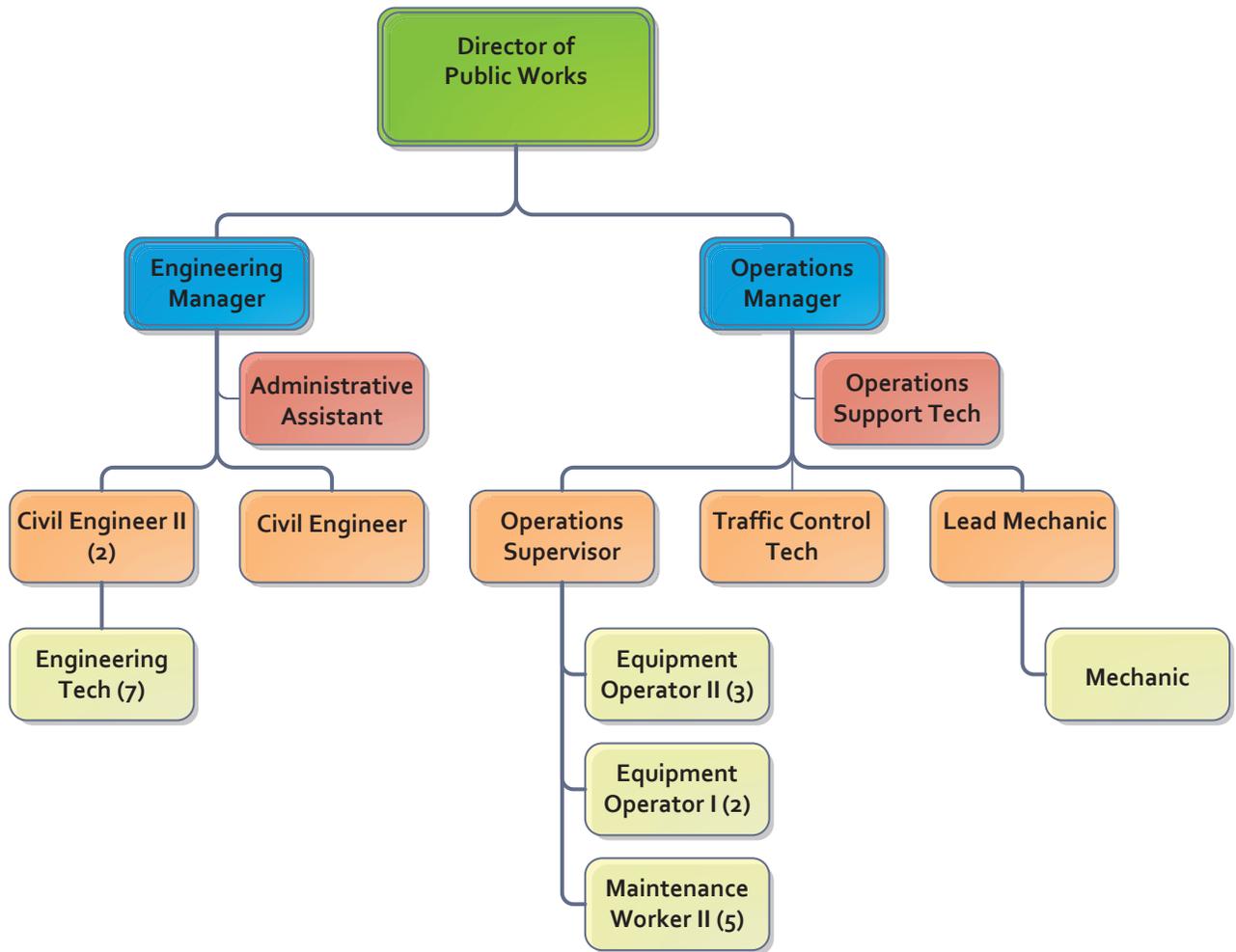
Total Budget by Program

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Administration	\$150,797	\$142,836	\$142,836	\$142,544
Engineering	\$998,535	\$979,571	\$978,501	\$1,016,453
Operations	\$2,869,658	\$3,078,857	\$2,984,084	\$3,202,466
	\$4,018,990	\$4,201,264	\$4,105,421	\$4,361,463

Total 2015 Budget by Program



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 police construction activities in street rights-of-way
- Manage and maintain the City's fleet vehicles and equipment

2014 Strategic Accomplishments

- Developed new infrastructure revenue sources
- Developed and began implementation of a neighborhood traffic management program
- Developed a 10-year Capital Improvement Plan
- Developed and began implementation of a multi-modal transportation improvement plan
- Attained funding for the Ridge Road/Gold Station area catalytic study

2015 Strategic Priorities

- Develop new revenue sources
- Develop and implement and ADA transition plan
- Develop procedures, policies and an implementation plan to achieve bicycle-friendly status for the City

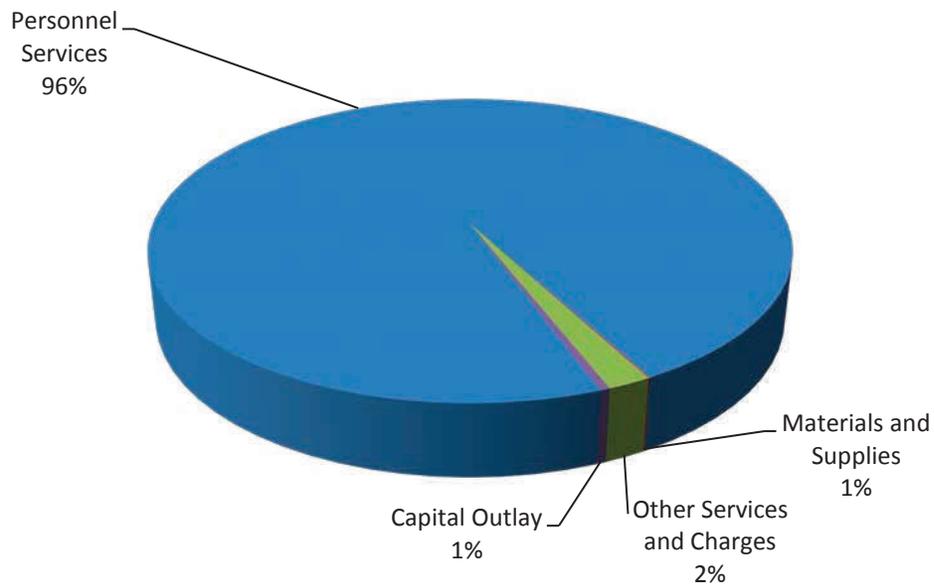
Administration

Staffing and Financial Summary
01-301

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Public Works Director	1	1	1	1
	1	1	1	1

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$150,287	\$139,486	\$139,486	\$139,194
Materials and Supplies	\$36	\$100	\$100	\$100
Other Services and Charges	\$474	\$2,650	\$2,650	\$2,650
Capital Outlay	\$0	\$600	\$600	\$600
	\$150,797	\$142,836	\$142,836	\$142,544

Total 2015 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, internally and externally
- Support the Community Development Department on proposed development matters related to Engineering

2014 Strategic Accomplishments

- Completed the 29th Avenue and Chase Street drainage improvement project
- Completed the Pierce Street Bike Lane Project
- Completed Phase 1 and 2 of 38th Avenue Streetscape Designs through an extensive public process
- Completed construction of the Ridge Road tributary outfall basin
- Negotiated an IGA for construction of the Arvada Channel regional drainage way
- Completed the 32nd Avenue and Youngfield Project

2015 Strategic Priorities

- Design and build the Tabor Street multi-modal improvement project
- Prepare final design and begin construction of the 38th Avenue Streetscape project
- Complete preliminary design for Wadsworth Boulevard improvements between 34th and 48th Avenue
- Complete construction of the Kipling multi-use trail
- Complete annual infrastructure maintenance and improvement projects on time and within budget
- Provide a high level of support service to internal and external customers

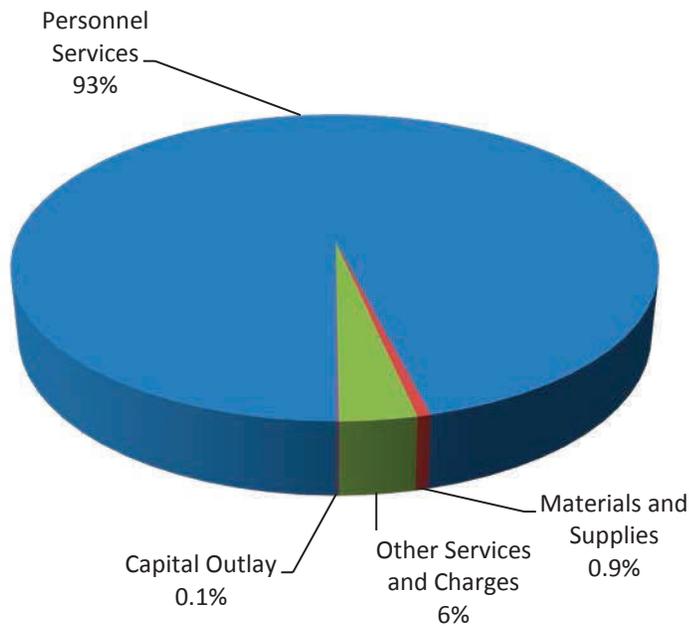
Engineering

Staffing and Financial Summary
01-302

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Engineering Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Civil Engineer II	2	2	2	2
Civil Engineer I	1	1	1	1
Stormwater Coordinator	0	0	0	1
Engineering Technician	7	7	7	6
Total	12	12	12	12

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$944,434	\$933,240	\$933,240	\$975,907
Materials and Supplies	\$4,091	\$6,050	\$6,050	\$5,796
Other Services and Charges	\$49,710	\$40,281	\$39,211	\$33,350
Capital Outlay	\$300	\$0	\$0	\$1,400
Total	\$998,535	\$979,571	\$978,501	\$1,016,453

Total 2015 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

2014 Strategic Accomplishments

- Installed flashing beacons on 38th Avenue and Miller Street, and at 41st Avenue and Allison Street
- Completed approximately 230 service requests from internal and external customers
- Completed approximately 335 graffiti removals in public right of ways
- Upgraded obsolete traffic signal components throughout the City
- Replaced equipment and vehicles in accordance with schedule and budget requirements

2015 Strategic Priorities

- Continue to upgrade and enhance traffic signal communication capabilities and replace outdated equipment as resources allow
- Provide a high level of service to internal and external customers
- Replace equipment and vehicles according to schedule and budget as follows:
 - 4 Police sedans
 - 1 Police motorcycle
 - 1 Public Works wheel loader
 - 1 Public Works mechanical sweeper
 - 1 Parks 4X4 pickup
- Provide service and support for community special events
- Provide service and support for new and existing City Council initiatives such as stronger code enforcement and neighborhood traffic requests

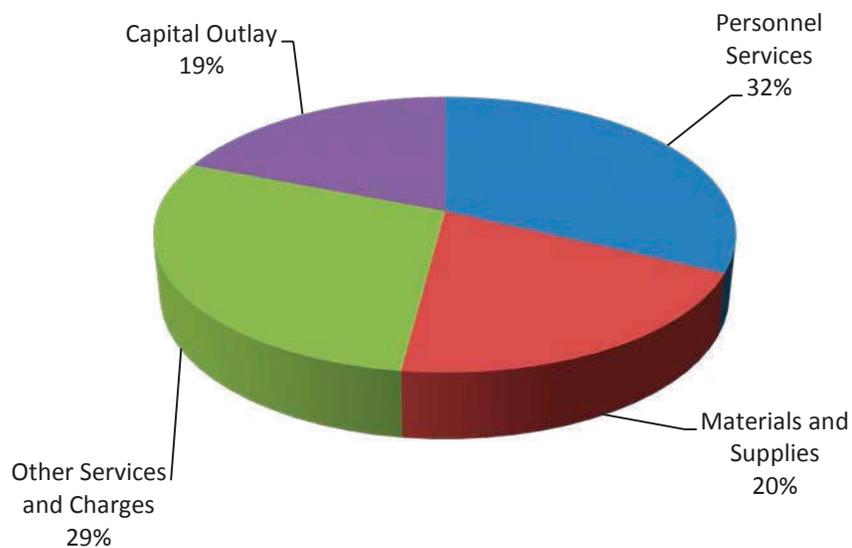
Operations

Staffing and Financial Summary
01-303

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Operations Manager	1	1	1	1
Operations Supervisor	1	1	1	1
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

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$993,046	\$1,033,507	\$1,031,507	\$1,027,816
Materials and Supplies	\$545,363	\$656,800	\$633,180	\$638,800
Other Services and Charges	\$804,617	\$863,097	\$857,897	\$925,850
Capital Outlay	\$526,632	\$525,453	\$461,500	\$610,000
Total	\$2,869,658	\$3,078,857	\$2,984,084	\$3,202,466

Total 2015 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

**2015
Budget Priorities**

- Clear Creek Trail relocation and construction
- Replacement of Active Adult Center parking lot
- Completion of 2015 Master Plan
- Develop and implement HEAL initiatives



Joyce Manwaring
Director of Parks & Recreation



New playground at Hopper Hollow Park



Recreation Center track and equipment

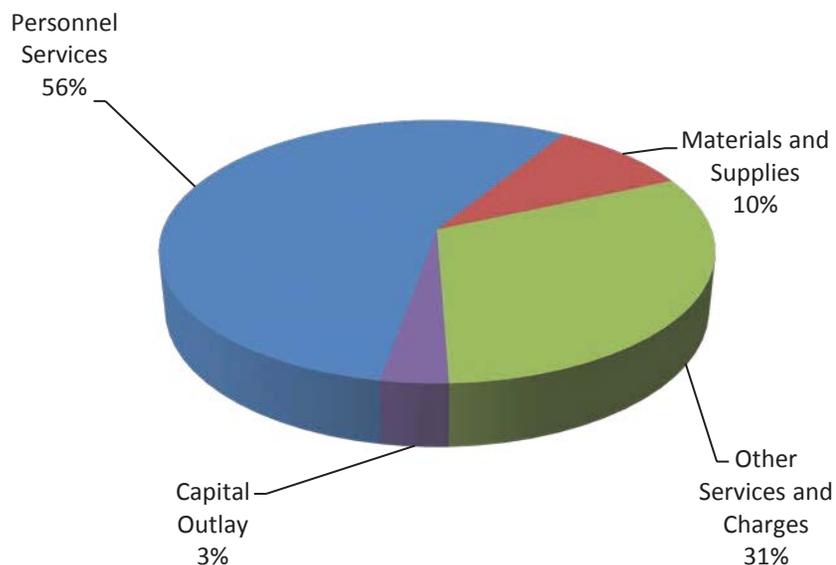
Parks and Recreation

Staffing and Financial Summary

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Administration	2	2	2	2
Recreation	1.5	1.5	1.5	1.5
Parks Maintenance	16	16	17	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	4.125
Historic Buildings	0	0	0	0
Facilities Maintenance	1	1	1	1
	34.13	34.13	35.13	35.125

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$2,184,742	\$2,415,309	\$2,274,994	\$2,451,489
Materials and Supplies	\$339,772	\$397,522	\$364,545	\$415,406
Other Services and Charges	\$1,173,085	\$1,458,824	\$1,304,948	\$1,361,159
Capital Outlay	\$162,016	\$106,931	\$89,881	\$147,290
	\$3,859,615	\$4,378,586	\$4,034,368	\$4,375,344

Total 2015 Budget by Object

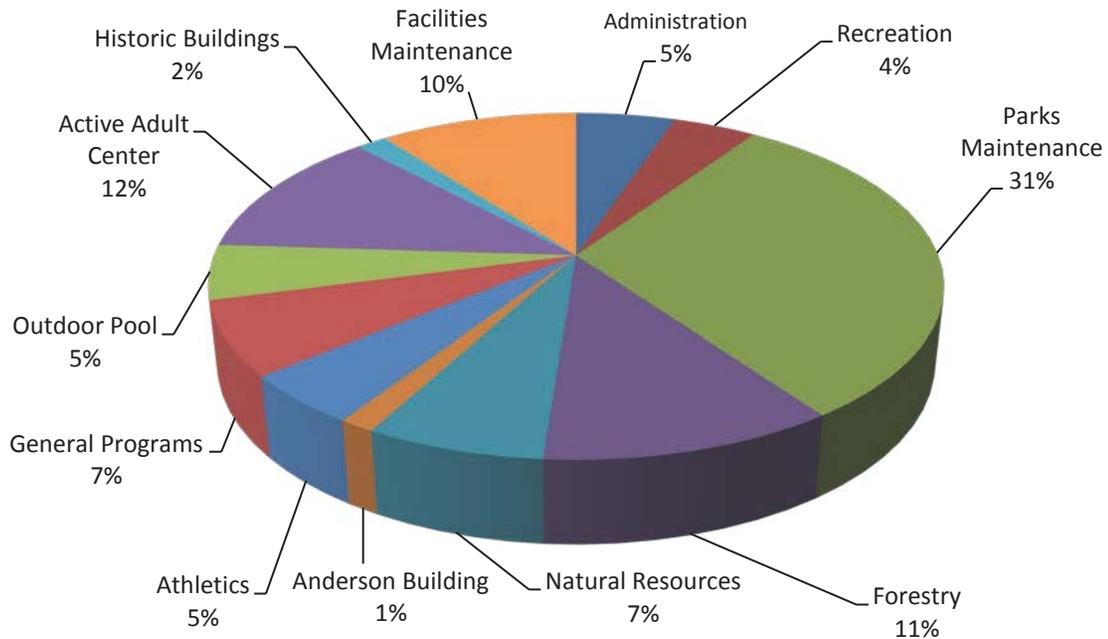


Parks and Recreation

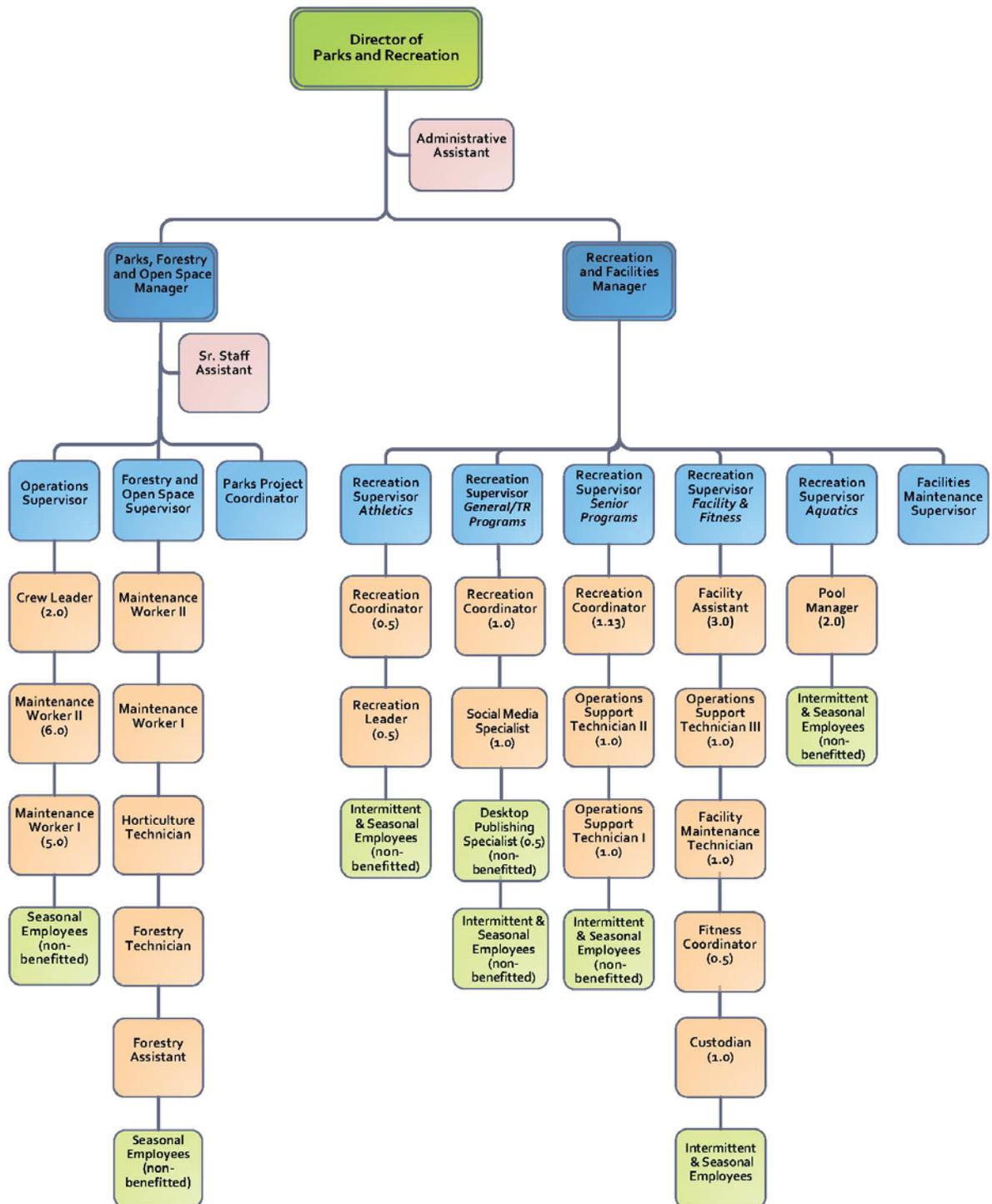
Total Budget by Program

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Administration	\$211,932	\$220,126	\$219,548	\$226,022
Recreation	\$201,267	\$203,033	\$197,216	\$190,008
Parks Maintenance	\$1,168,860	\$1,462,230	\$1,336,902	\$1,339,196
Forestry	\$380,211	\$385,835	\$350,461	\$485,032
Natural Resources	\$276,012	\$274,317	\$251,640	\$293,361
Anderson Building	\$55,275	\$63,321	\$47,750	\$58,096
Athletics	\$183,959	\$198,807	\$180,315	\$207,635
General Programs	\$242,108	\$271,796	\$259,933	\$301,995
Outdoor Pool	\$199,422	\$242,003	\$221,251	\$224,088
Active Adult Center	\$471,969	\$519,211	\$488,387	\$528,862
Historic Buildings	\$56,752	\$55,305	\$45,634	\$69,748
Facilities Maintenance	\$411,849	\$482,602	\$435,331	\$451,301
Total	\$3,859,615	\$4,378,586	\$4,034,368	\$4,375,344

Total 2015 Budget by Program



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

2014 Strategic Accomplishments

- Upgraded 38th Avenue streetscape plantings, design and maintenance
- Constructed Hopper Hollow Park
- Planned and designed Clear Creek Trail improvements
- Updated Master Plan
- Developed large event packet to improve customer service and coordination between departments
- Awarded Jefferson County Open Space Grant in the amount of \$358,621 and a state trails grant in the amount of \$39,975 for the relocation of Clear Creek Trail

2015 Strategic Priorities

- Continue work on achieving department accreditation
- Completion of Master Plan update
- Completion of Clear Creek Trail relocation project

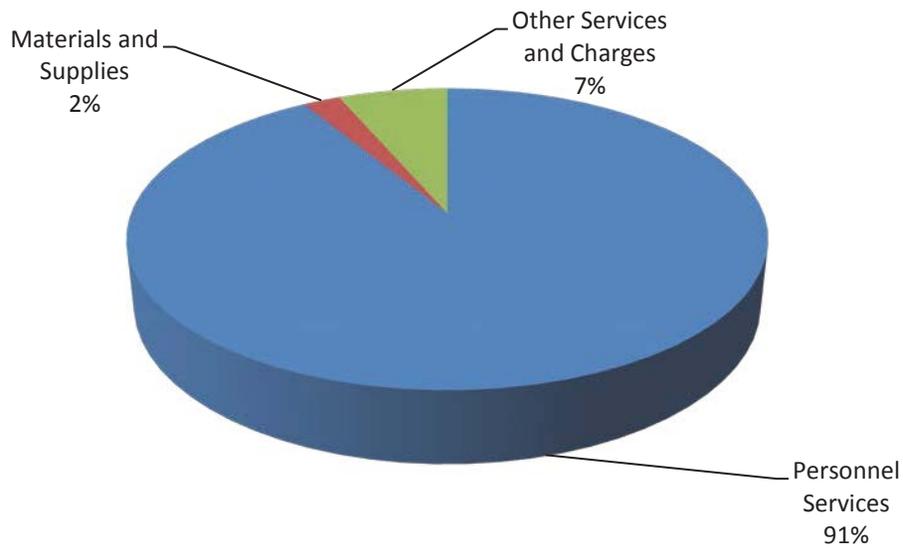
Administration

Staffing and Financial Summary
01-601

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Parks & Recreation Director	1	1	1	1
Administrative Assistant	1	1	1	1
	2	2	2	2

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$192,456	\$204,035	\$203,698	\$206,372
Materials and Supplies	\$6,066	\$4,821	\$4,700	\$5,000
Other Services and Charges	\$13,410	\$11,270	\$11,150	\$14,650
Capital Outlay	\$0	\$0	\$0	\$0
	\$211,932	\$220,126	\$219,548	\$226,022

Total 2015 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

2014 Strategic Accomplishments

- Developed social media campaigns and marketing strategies using the digital display boards at the Recreation Center
- Networked with area organizations to promote Active Adult Center and Richard Hart Estate rentals
- Began working toward national accreditation through the National Recreation and Park Association
- Coordinated Police Department and Administrative Services office remodels
- Implemented Division Enrichment Training program for various team members

2015 Strategic Priorities

- Participate in Department master plan and accreditation processes
- Implement facility maintenance software and train staff on its use
- Develop and implement strategic marketing plan for the Department

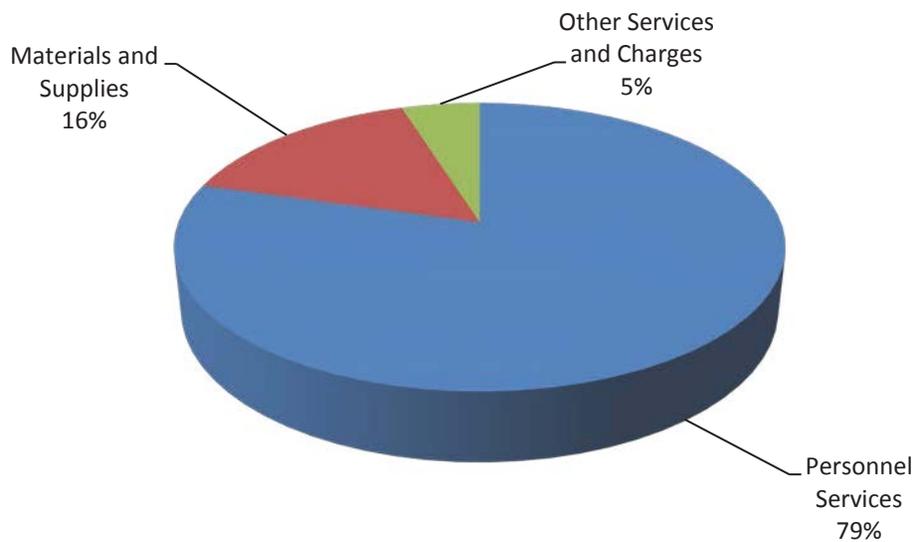
Recreation

Staffing and Financial Summary
01-602

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Recreation & Facilities Manager	1	1	1	1
Marketing Coordinator	0.5	0.5	0.5	0
Social Media Specialist	0	0	0	0.5
	1.5	1.5	1.5	1.5

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$160,329	\$166,391	\$164,691	\$150,833
Materials and Supplies	\$24,355	\$31,517	\$27,500	\$29,874
Other Services and Charges	\$16,583	\$5,125	\$5,025	\$9,301
Capital Outlay	\$0	\$0	\$0	\$0
	\$201,267	\$203,033	\$197,216	\$190,008

Total 2015 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 turf at City parks and facilities
- Maintain irrigation systems in parks
- Implement Parks and Recreation Department Strategic Plan Initiatives
- Oversee and direct maintenance work of contractors within specified right-of-way areas

2014 Strategic Accomplishments

- Continued to track information for EPA pesticide general permit program for water quality protection
- Designed and bid new playground in Prospect Park Annex
- Participated in design and construction of Hopper Hollow Park
- Developed scope of work for Prospect Park ball field renovation and Lovejoy property conversion to playing fields
- Assisted in special events (Holiday Lighting Ceremony, Carnation Festival, Zoppe' Circus, National Night Out, Kite Flite Festival, and E-Waste Recycling Event)
- Assisted in interviews, training, orientation and communications with Community Service staff to facilitate additional seasonal patrol of parks and open space areas

2015 Strategic Priorities

- Work on Parks and Recreation accreditation and master plan processes
- Continue working toward accreditation of the Wheat Ridge Park and Recreation Department
- Implement new facilities management software in both the Parks and Recreation divisions
- Design and construct storage structures at the Wheat Ridge Maintenance Facility
- Integrate Hopper Hollow Park into the existing park system management and maintenance
- Continue to implement City sustainability program goals

Parks Maintenance

Staffing and Financial Summary

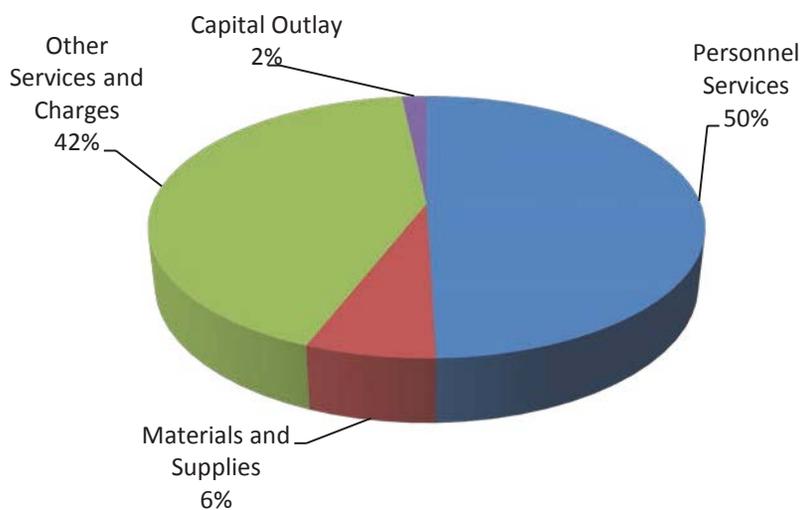
01-603

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
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	4	5	6
Parks Maintenance Worker I	5	6	6	5
Sr. Staff Assistant	1	1	1	1
Total	16	16	17	17

Five (5) positions funded out of Open Space Fund

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$556,594	\$665,710	\$617,171	\$663,548
Materials and Supplies	\$78,082	\$85,696	\$82,473	\$85,761
Other Services and Charges	\$491,427	\$699,348	\$629,932	\$567,097
Capital Outlay	\$42,757	\$11,476	\$7,326	\$22,790
Total	\$1,168,860	\$1,462,230	\$1,336,902	\$1,339,196

Total 2015 Budget by Object



Parks and Recreation Forestry

01-604

Core Business

- Ensure a beautiful, safe, and healthy tree canopy
- Provide forest and horticultural planning for management of trees, shrubs, perennials 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

2014 Strategic Accomplishments

- Completed initial tree inventory
- Provided and maintained floral displays throughout the City
- Expanded and maintained areas of landscaping on 38th Avenue
- Completed draft Forestry Management Plan
- Maintained a healthy forest canopy through disease treatments, scheduled trimming, prioritized removals and replacement plantings
- Completed renovation of Happiness Gardens

2015 Strategic Priorities

- Adoption of Forestry Management Plan
- Integration of procedures and protocols into daily operations including Emerald Ash Borer sub plan and response strategies
- Continue to update the tree inventory, care and health records using a new, simplified tracking system
- Assess and expand the multi-partner pilot program for woody plant removal within the Wheat Ridge Greenbelt and adjacent properties.

Forestry

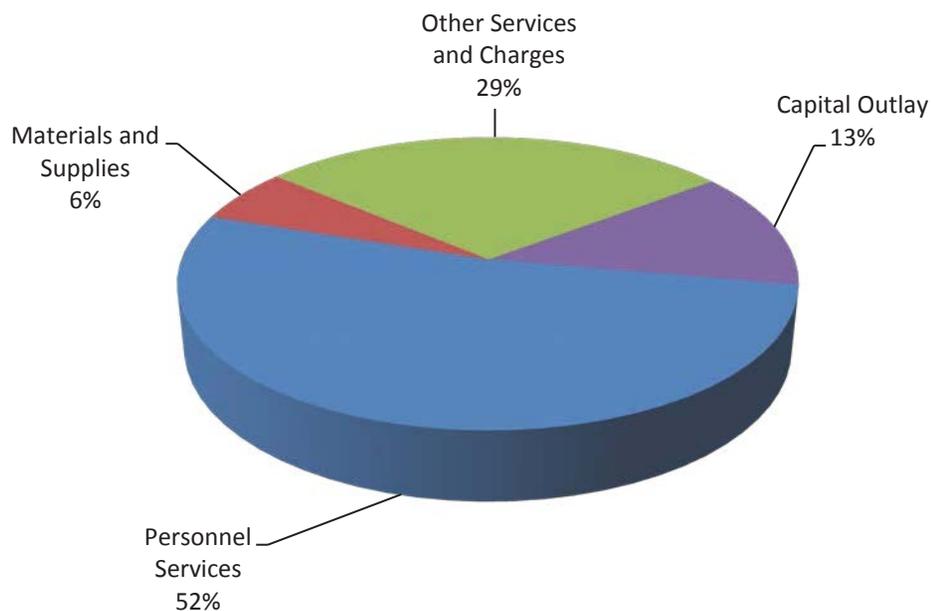
Staffing and Financial Summary

01-604

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Forestry Technician	1	1	1	1
Forestry Assistant	1	1	1	1
Horticulture Technician	1	1	1	1
	3	3	3	3

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$222,496	\$235,390	\$206,291	\$253,736
Materials and Supplies	\$23,386	\$31,880	\$31,680	\$29,375
Other Services and Charges	\$128,948	\$118,565	\$112,490	\$138,421
Capital Outlay	\$5,381	\$0	\$0	\$63,500
	\$380,211	\$385,835	\$350,461	\$485,032

Total 2015 Budget by Object



Parks and Recreation Natural Resources

01-605

Core Business

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

2014 Strategic Accomplishments

- Replaced the public composting toilet with a plumbed restroom facility at Youngfield Trailhead near the Greenbelt
- Continued revegetation efforts on the Greenbelt through partnerships, grants and community support
- Managed and signed leased for area west of Youngfield for recreational gold panning activities within Clear Creek
- Participated in the first phase of a collaborative signage and mapping plan for the regional Clear Creek Trail system
- Controlled noxious weeds through a combination of contractual services, staff and volunteer efforts and partnership with the State Department of Agriculture
- Participated in selection of design consultant for the new trail addition through Zarlengo Open Space
- Assisted in design of the Kipling Trail Project

2015 Strategic Priorities

- Expand program for fuel load reduction
- Implement second phase of a collaborative signage and mapping plan for the regional Peaks to Plains multi-agency partnership involving the Wheat Ridge portion of the Clear Creek Trail
- Assess and expand multi-partner pilot program for debris and noxious woody plant removal and fuel load reduction within the Wheat Ridge Greenbelt

Natural Resources

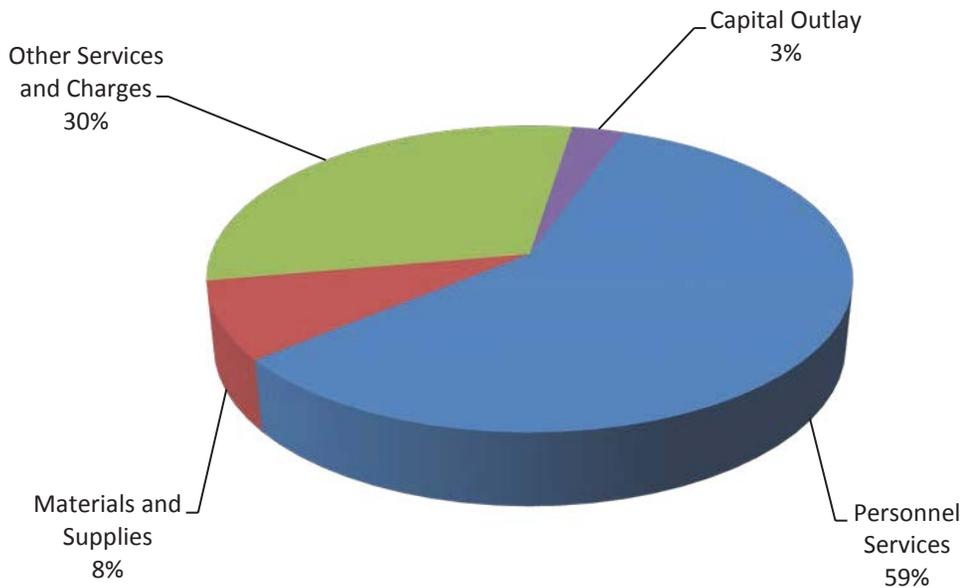
Staffing and Financial Summary

01-605

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
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

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$158,784	\$175,473	\$166,446	\$171,504
Materials and Supplies	\$10,964	\$19,140	\$16,440	\$24,140
Other Services and Charges	\$69,349	\$69,704	\$68,754	\$88,717
Capital Outlay	\$36,915	\$10,000	\$0	\$9,000
	\$276,012	\$274,317	\$251,640	\$293,361

Total 2015 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
- League play and practices
- Jazzercise
- Yoga, martial arts, ballet, fitness, gymnastics and youth athletics classes

2014 Strategic Accomplishments

- Increased gymnasium rental income by 30% over revenue projection
- Repainted gymnasium and lower lobby restrooms

2015 Strategic Priorities

- Install snow bar on north side of gymnasium roof
- Conduct indoor archery classes and increase number of youth sports classes

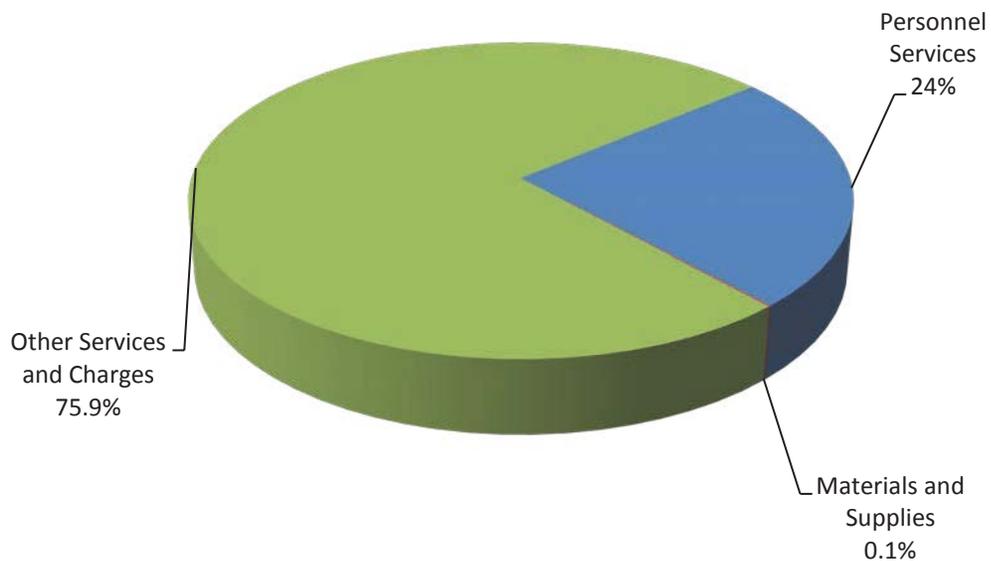
Anderson Building

Staffing and Financial Summary
01-620

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
No Staff Authorized	0	0	0	0
	0	0	0	0

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$9,287	\$14,201	\$10,750	\$14,076
Materials and Supplies	\$65	\$68	\$0	\$68
Other Services and Charges	\$45,923	\$49,052	\$37,000	\$43,952
Capital Outlay	\$0	\$0	\$0	\$0
	\$55,275	\$63,321	\$47,750	\$58,096

Total 2015 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

2014 Strategic Accomplishments

- Offered three sessions of recreational archery lessons
- Introduced flag football league as part of the middle school sports program
- Provided two soccer coach training clinics through Challenger British Soccer
- Conducted summer youth lacrosse camp

2015 Strategic Priorities

- Work with Parks Division to reconfigure Kullerstrand 8v8 soccer fields
- Offer goal keeper clinics for U9 and U10 soccer players to promote skill development and safe play
- Participate in Department master plan and accreditation processes

Athletics

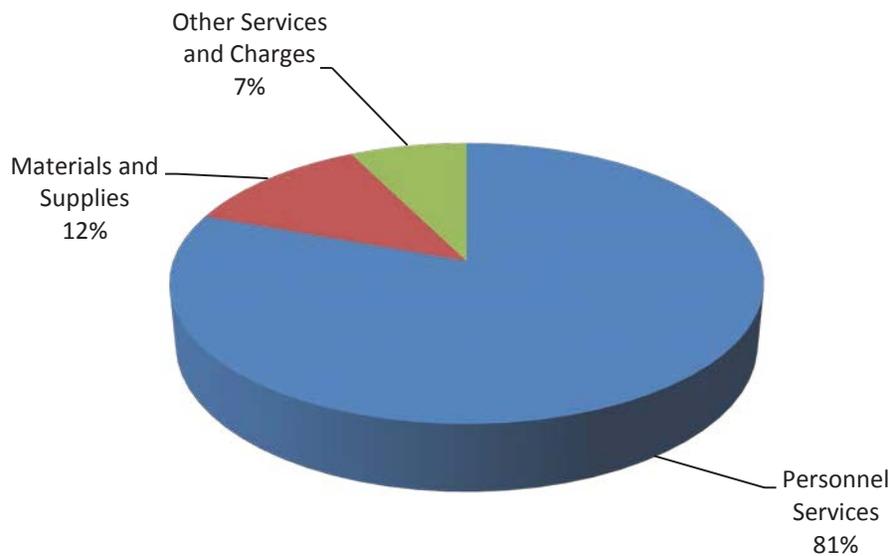
Staffing and Financial Summary

01-621

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Recreation Supervisor	1	1	1	1
Recreation Coordinator	0.5	0.5	0.5	0.5
Recreation Leader	0.5	0.5	0.5	0.5
	2	2	2	2

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$155,831	\$165,764	\$152,205	\$167,342
Materials and Supplies	\$22,674	\$22,169	\$18,000	\$24,909
Other Services and Charges	\$5,454	\$10,874	\$10,110	\$15,384
Capital Outlay	\$0	\$0	\$0	\$0
	\$183,959	\$198,807	\$180,315	\$207,635

Total 2015 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 educational, arts and crafts and general interest programs for parents and tots, preschool, youth, teens and adults
- 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

2014 Strategic Accomplishments

- Maintained current level of classes and activities through continued innovative and effective program planning
- Expanded programming for teenagers by increasing number of classes offered
- Increased fitness and wellness programs for individuals with disabilities
- Offered Performance in the Park series with 13 performances and 150-550 individuals in attendance per performance
- Partnered with Lutheran Medical Center to offer a wellness education series in support of Colorado's Healthy Eating Active Living (HEAL) campaign

2015 Strategic Priorities

- Increase partnerships in the community to offer new and additional programming
- Redesign sponsorship package to provide additional information to businesses on the benefits of sponsorships
- Increase participation in therapeutic recreation programs by networking with care providers in our community
- Participate in Department master plan and accreditation processes

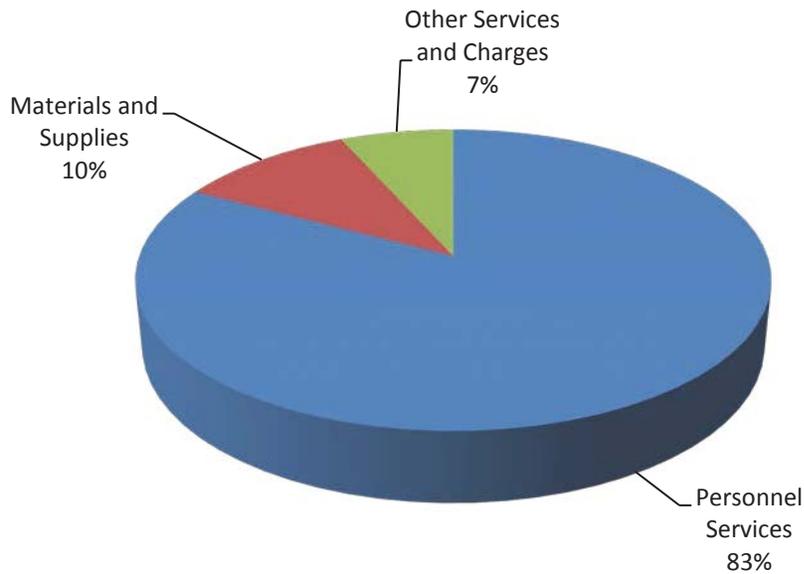
General Programs

Staffing and Financial Summary
01-622

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Recreation Supervisor	1	1	1	1
Recreation Coordinator	0.5	0.5	0.5	0.5
	1.5	1.5	1.5	1.5

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$206,294	\$223,758	\$215,570	\$249,992
Materials and Supplies	\$26,688	\$29,330	\$27,500	\$31,747
Other Services and Charges	\$9,126	\$18,708	\$16,863	\$20,256
Capital Outlay	\$0	\$0	\$0	\$0
	\$242,108	\$271,796	\$259,933	\$301,995

Total 2015 Budget by Object



Outdoor Pool

01-623

Core Business

- Provide a variety of programs and services for 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

2014 Strategic Accomplishments

- Provided education to the community about aquatic safety for all ages
- Trained employees on emergency procedures and effective lifeguarding techniques
- Assisted the Parks and Recreation Department in complying with the new ADA regulations
- Developed methods to educate staff in upholding the City's values, policies and safety standards
- Researched industry trends and determined the feasibility of implementing new programs
- Provided a safe and well-maintained facility

2015 Strategic Priorities

- Continue to develop and revise part-time training materials
- Install energy saving pool covers
- Provide weekly trainings for lifeguards to ensure emergency preparedness
- Continue the American Red Cross examiner program for lifeguards
- Provide a venue for the Foothills Swim Association to host their league swim meet

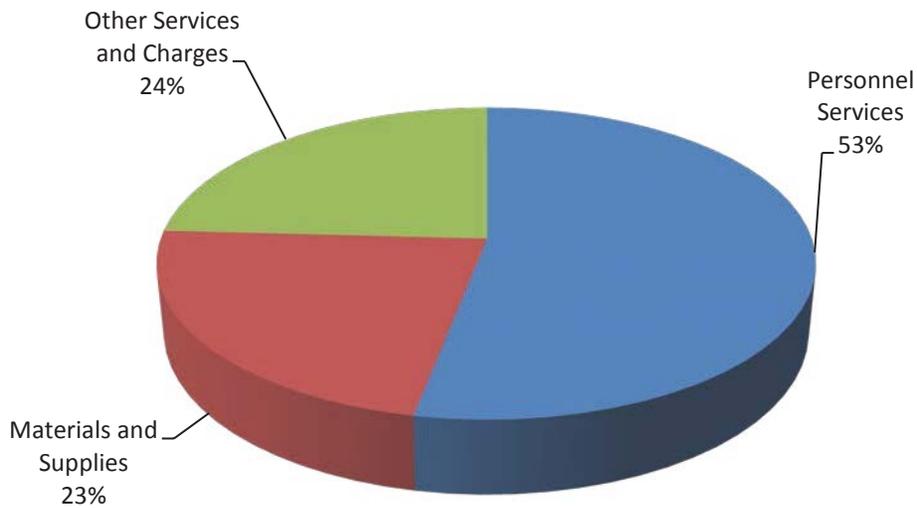
Outdoor Pool

Staffing and Financial Summary
01-623

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
No Staff Authorized	0	0	0	0
	0	0	0	0

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$101,050	\$112,378	\$103,351	\$118,880
Materials and Supplies	\$44,783	\$50,805	\$49,800	\$51,055
Other Services and Charges	\$28,630	\$56,820	\$49,000	\$54,153
Capital Outlay	\$24,960	\$22,000	\$19,100	\$0
	\$199,422	\$242,003	\$221,251	\$224,088

Total 2015 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 and 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 newsletter, flyers, press releases and by developing social media campaigns
- Offer the SilverSneakers® program for members of 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

2014 Strategic Accomplishments

- Expanded marketing through social media marketing strategies and targeted the distribution of the Possibilities newsletter more effectively
- Trained staff on building safety procedures and implemented incident response manual
- Increased SilverSneakers® outreach to new members
- Reviewed City Council aging needs assessment draft and identified additional opportunities to engage the community
- Earned the 2014 Colorado Association of Senior Center's Award for Outstanding Program

2015 Strategic Priorities

- Increase SilverSneakers® visits and drop-in attendance
- Provide funding for part-time staff drivers for van trips and outdoor recreation program
- Participate in Department master plan and accreditation processes
- Implement activity fees for computer classes to reflect the current market trends

Active Adult Center

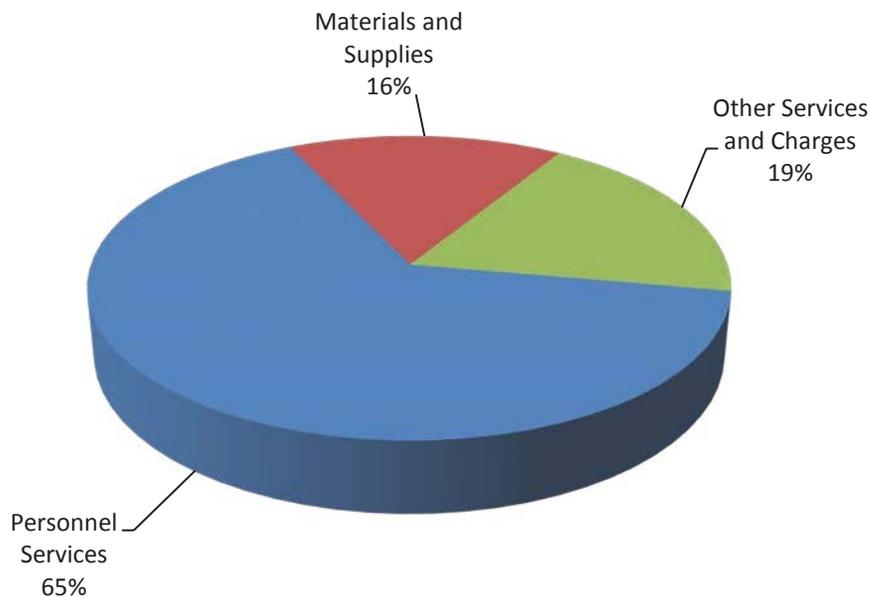
Staffing and Financial Summary

01-624

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Recreation Supervisor	1	1	1	1
Recreation Coordinator	1.13	1.13	1.13	1.125
Operations Support Technician II	1	1	1	1
Operations Support Technician I	1	1	1	1
	4.13	4.13	4.13	4.125

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$322,695	\$341,875	\$330,425	\$344,613
Materials and Supplies	\$61,993	\$69,004	\$63,952	\$84,185
Other Services and Charges	\$87,281	\$108,332	\$94,010	\$100,064
Capital Outlay	\$0	\$0	\$0	\$0
	\$471,969	\$519,211	\$488,387	\$528,862

Total 2015 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
- Maintain facility and grounds of the Richards-Hart Estate, provide a unique setting for weddings, receptions and events

2014 Strategic Accomplishments

- Followed the Secretary of the Interior standards and the Colorado Historical Society's 20-year covenant regarding the maintenance of historic places
- Completed the ADA accessibility plan for the Baugh House and property
- Hired a tour guide to assist the Historical Society with community outreach
- Rebuilt back porch on Brick House Museum at Historic Park
- Rebuilt porch on Post Office at Historical Park
- Assisted Public Works staff with 29th Ave./Richards-Hart Estate Drainage Project

2015 Strategic Priorities

- Complete repairs to the staircase of the Richards-Hart Estate
- Complete the maintenance plan for City-owned historical properties
- Assess needed repairs to wood exterior walls on the south side of the Brick House Museum
- Repair plaster at the Baugh House

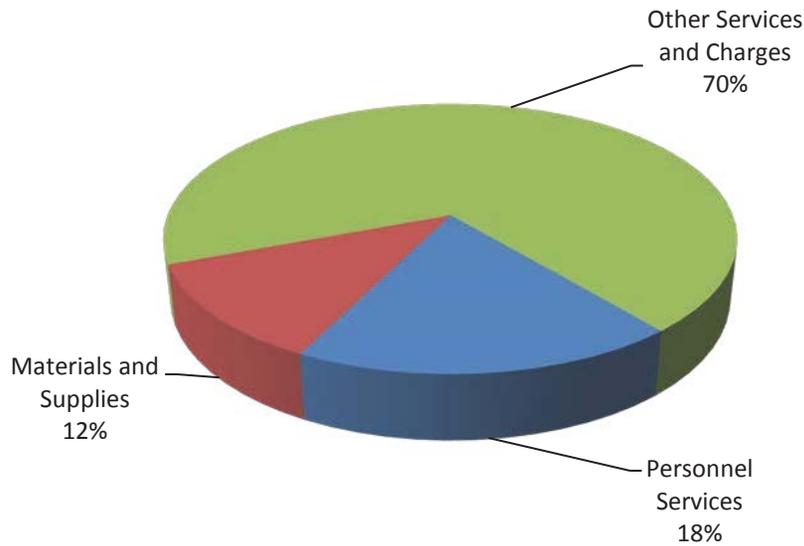
Historic Buildings

Staffing and Financial Summary
01-625

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
No Staff Authorized	0	0	0	0
	0	0	0	0

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$2,903	\$9,990	\$8,210	\$12,907
Materials and Supplies	\$10,493	\$9,717	\$7,500	\$8,267
Other Services and Charges	\$43,355	\$35,598	\$29,924	\$48,574
Capital Outlay	\$0	\$0	\$0	\$0
	\$56,752	\$55,305	\$45,634	\$69,748

Total 2015 Budget by Object



Parks and Recreation Facilities Maintenance

01-118

Core Business

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

2014 Strategic Accomplishments

- Coordinated installation of new carpet for second floor administration area at City Hall
- Coordinated Police Department first floor remodel
- Actively participated in projects that included the second floor conference room remodel, second floor Building Division work station replacement and HVAC for Council Chambers video control room

2015 Strategic Priorities

- Coordinate Courtroom/Council Chambers metal roof replacement
- Assist with Courtroom /Council Chambers remodel

Facilities Maintenance

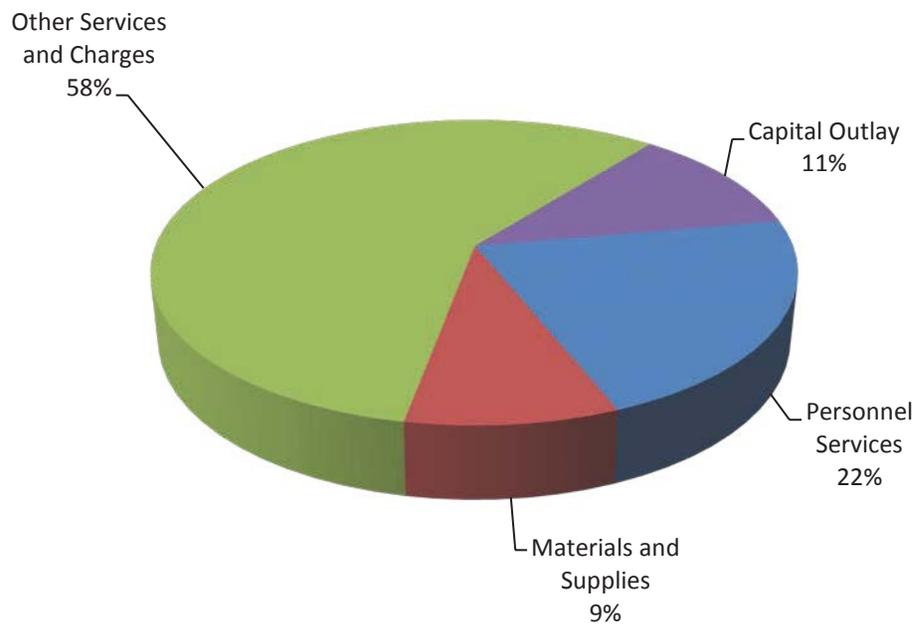
Staffing and Financial Summary

01-118

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Facility Maintenance Supervisor	1	1	1	1
	1	1	1	1

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$96,024	\$100,344	\$96,186	\$97,686
Materials and Supplies	\$30,225	\$43,375	\$35,000	\$41,025
Other Services and Charges	\$233,597	\$275,428	\$240,690	\$260,590
Capital Outlay	\$52,003	\$63,455	\$63,455	\$52,000
	\$411,849	\$482,602	\$435,331	\$451,301

Total 2015 Budget by Object





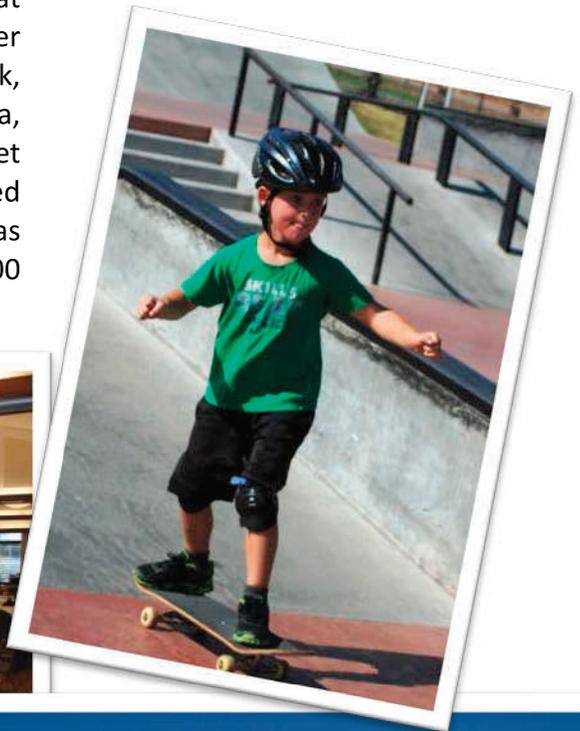
Recreation Center Fund

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 and event 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.

2015 Budget Priorities

- Refinish pool slide with gel coat
- Replace elliptical machine on the fitness floor
- Replace fitness dumbbells



Rental space, skate park, outdoor pool and climbing wall are just some of the facilities offered by the Wheat Ridge Recreation Center.

Recreation Center Fund

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Beginning Fund Balance	\$1,337,329	\$1,140,275	\$1,140,275	\$1,000,075
Revenues				
Facility Operations	\$1,826,113	\$1,820,300	\$1,829,253	\$1,826,880
Aquatics	\$114,751	\$101,000	\$110,613	\$110,030
Fitness	\$129,983	\$132,584	\$131,500	\$129,732
Interest	\$10,630	\$8,000	\$8,000	\$8,000
Miscellaneous	\$1,025	\$0	\$193	\$0
Total Revenues	\$2,082,502	\$2,061,884	\$2,079,559	\$2,074,642
Total Available Funds	\$3,419,831	\$3,202,159	\$3,219,834	\$3,074,717
EXPENDITURES				
Facility Operations	\$1,211,097	\$1,187,712	\$1,177,255	\$1,289,999
Aquatics	\$664,495	\$647,823	\$639,447	\$684,371
Fitness	\$334,746	\$347,829	\$310,481	\$300,248
Marketing	\$69,217	\$98,948	\$92,576	\$88,483
Total Expenditures	\$2,279,556	\$2,282,312	\$2,219,759	\$2,363,101
Ending Fund Balance	\$1,140,275	\$919,847	\$1,000,075	\$711,616

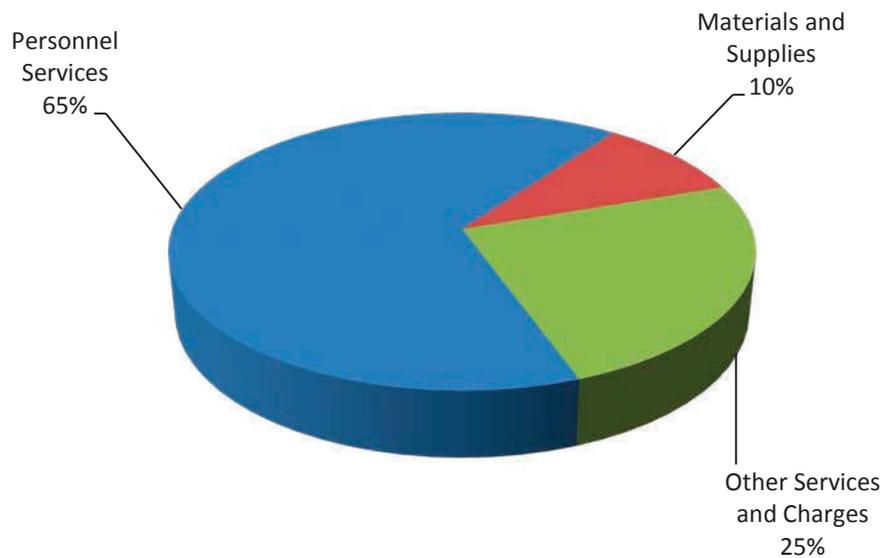
Recreation Center Fund

Staffing and Financial Summary

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Facility Operations	7	7	7	7
Aquatics	4	4	3	3
Fitness	1	1	1	1
Marketing	0.5	0.5	0.5	0.5
	12.5	12.5	11.5	11.5

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$1,544,001	\$1,571,875	\$1,529,325	\$1,551,027
Materials and Supplies	\$216,968	\$191,309	\$186,266	\$227,793
Other Services and Charges	\$518,587	\$519,128	\$504,168	\$584,281
Capital Outlay	\$0	\$0	\$0	\$0
	\$2,279,556	\$2,282,312	\$2,219,759	\$2,363,101

Total 2015 Budget by Object

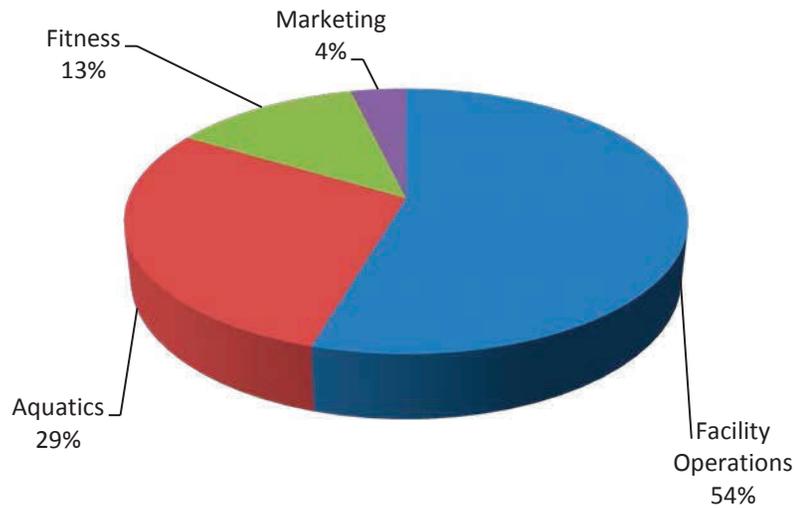


Recreation Center Fund

Total Budget by Program

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Facility Operations	\$1,211,097	\$1,187,712	\$1,177,255	\$1,289,999
Aquatics	\$664,495	\$647,823	\$639,447	\$684,371
Fitness	\$334,746	\$347,829	\$310,481	\$300,248
Marketing	\$69,217	\$98,948	\$92,576	\$88,483
	\$2,279,556	\$2,282,312	\$2,219,759	\$2,363,101

Total 2015 Budget by Program





Recreation Center Operations Fund Facility Operations

64-602

Core Business

- Operate and manage a 70,000 square-foot recreation center
- Process 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
- Coordinate and schedule event rental of center community rooms and park shelters and pavilions

2014 Strategic Accomplishments

- Repaired concrete, refinished window well covers
- Cleaned entire facility during annual maintenance shutdown
- Resurfaced all hard wood floors and repaired tile and grout in pool and locker room areas
- Replaced water heater in the kitchen
- Painted interior and exterior of the Recreation Center, as needed
- Promoted room rental packages to increase revenue
- Replaced carpet in second floor fitness area

2015 Strategic Priorities

- 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
- Revamp team member training for improved internal and external customer service
- Participate in Department master plan and accreditation processes

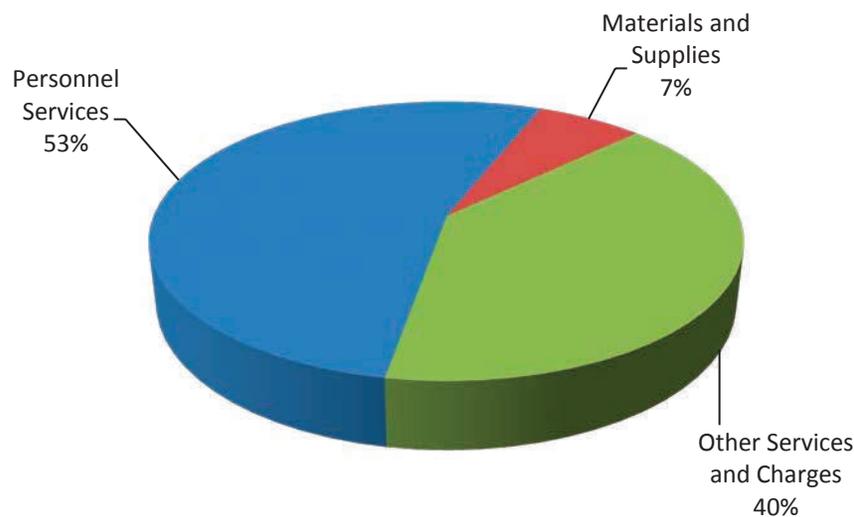
Facility Operations

Staffing and Financial Summary
64-602

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Facility Operations Supervisor	1	1	1	1
Facility Assistant	3	3	3	3
Recreation Support Technician	1	1	1	1
Custodian	1	1	1	1
Facility Maintenance Technician	1	1	1	1
	7	7	7	7

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$647,305	\$655,602	\$651,809	\$688,000
Materials and Supplies	\$82,401	\$64,700	\$64,700	\$87,965
Other Services and Charges	\$481,392	\$467,410	\$460,746	\$514,034
Capital Outlay	\$0	\$0	\$0	\$0
	\$1,211,097	\$1,187,712	\$1,177,255	\$1,289,999

Total 2015 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

2014 Strategic Accomplishments

- Provided educational opportunities to the community regarding aquatic safety
- Investigated 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
- Educate staff about meeting and following the City's values, policies and safety standards

2015 Strategic Priorities

- Investigate sustainability for salt-generated chlorine and calcium chloride sanitation systems
- Continue using the American Red Cross Aquatic Examiner program
- Investigate and implement new trends in aquatic exercise programs as community need dictates
- Continue to educate the community on aquatic safety
- Provide a safe and well-maintained facility
- Continue to update operational manuals and procedures to meet industry standards
- Participate in Department master plan and accreditation processes

Aquatics

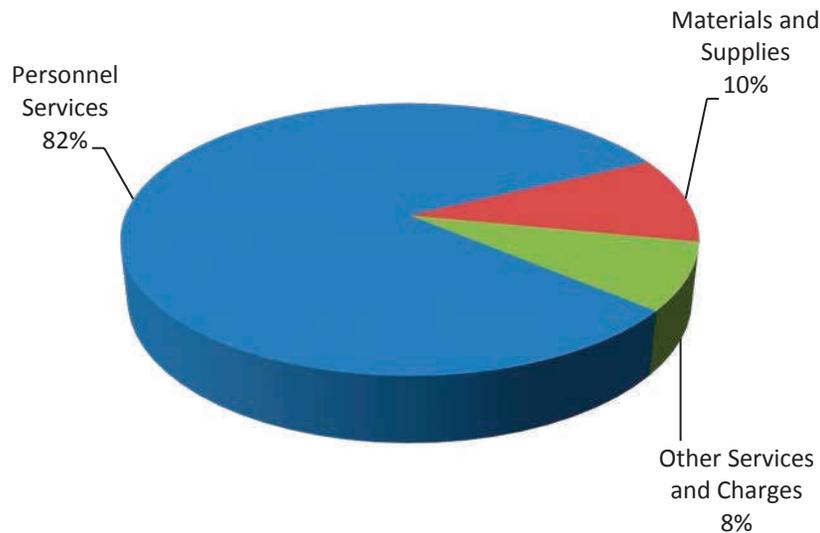
Staffing and Financial Summary

64-604

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Recreation Supervisor	1	1	1	1
Pool Manager	3	3	2	2
	4	4	3	3

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$566,368	\$537,690	\$537,440	\$559,376
Materials and Supplies	\$69,246	\$68,181	\$68,181	\$70,059
Other Services and Charges	\$28,881	\$41,952	\$33,826	\$54,936
Capital Outlay	\$0	\$0	\$0	\$0
	\$664,495	\$647,823	\$639,447	\$684,371

Total 2015 Budget by Object



Recreation Center Operations Fund

Fitness

64-605

Core Business

- Coordinate comprehensive fitness programs for all ages including: specialty fitness classes, massage, reiki, reflexology, personal training, CARE Fit, aerobics, cycling, Silver Sneakers, other fitness/wellness programming
- Supervise certified fitness staff including: personal trainers, fitness assistant, head weight room attendant, weight room attendants, specialty fitness instructors, fitness Instructors, wellness therapists, fitness coordinator
- 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

2014 Strategic Accomplishments

- Provided new fitness opportunities specifically targeted to youth, including personal training, Sports Conditioning Camp and Care Fit, for youth with chronic illnesses
- Researched and purchased seven new treadmills
- Fitness staff participated in annual shutdown and maintenance of the Recreation Center and focused on deep cleaning the second floor fitness areas

2015 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
- Purchase new dumbbells for free weight area
- Growth and implementation of youth fitness opportunities
- Participate in Department master plan and accreditation processes

Fitness

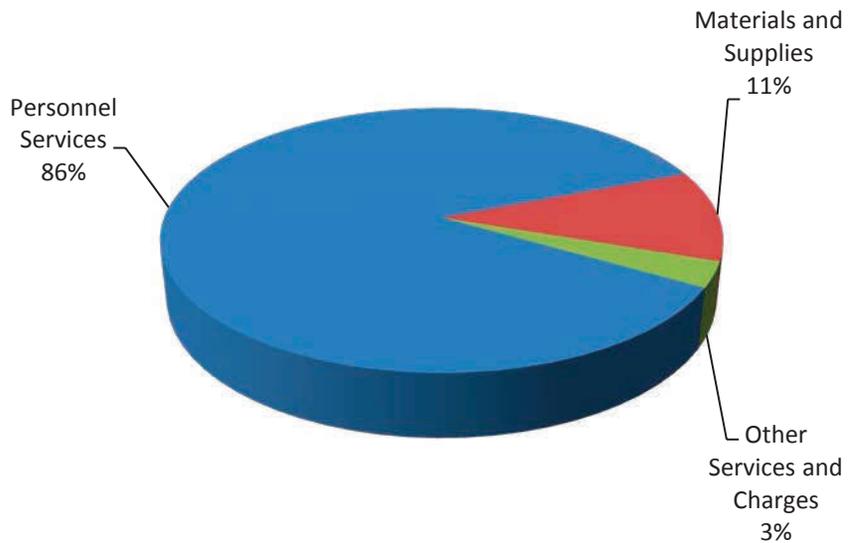
Staffing and Financial Summary

64-605

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Recreation Coordinator	0.5	0.5	0.5	0.5
Recreation Supervisor	0.5	0.5	0.5	0.5
	1	1	1	1

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$294,236	\$321,143	\$283,845	\$257,535
Materials and Supplies	\$33,470	\$19,535	\$19,535	\$33,350
Other Services and Charges	\$7,041	\$7,151	\$7,101	\$9,363
Capital Outlay	\$0	\$0	\$0	\$0
	\$334,746	\$347,829	\$310,481	\$300,248

Total 2015 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

2014 Strategic Accomplishments

- Acquired software for digital display screens that integrate with registration software to improve data transfer and consistent information
- Consistently reached over 1,000 customers each month via e-newsletter through Constant Contact email marketing
- Increased likes on social media sites
- Developed new graphic standards guideline manual and templates
- Improved design and function of online registration site
- Revised online registration policies to offer a more customer-friendly process

2015 Strategic Priorities

- Develop and implement strategic marketing plan for the Department
- Develop and consistently distribute online program/class evaluations to improve customer satisfaction and loyalty, and for marketing research purposes
- Increase use of registration software functions to effectively access and analyze data to improve customer relationship management
- Increase social media likes and the number of individuals on email distribution lists

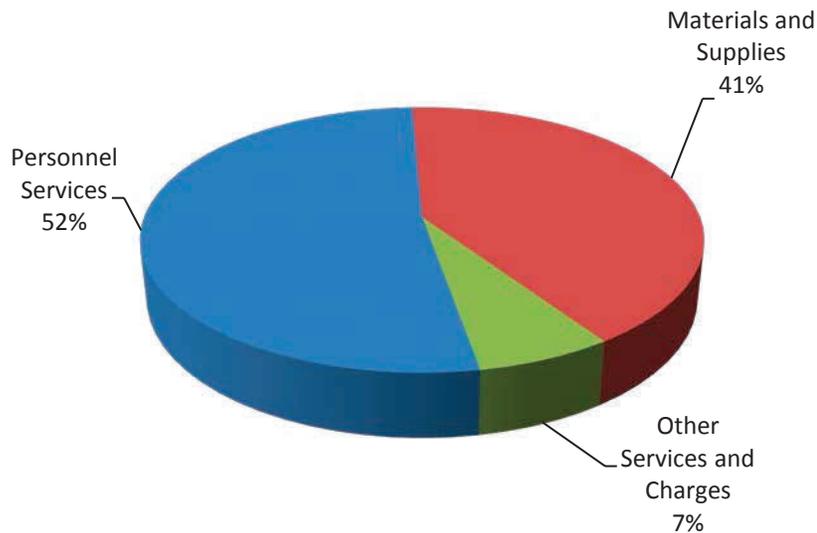
Marketing

Staffing and Financial Summary
64-607

	2012 Authorized	2013 Authorized	2014 Authorized	2015 Authorized
Marketing Coordinator	0.5	0.5	0.5	0
Social Media Specialist	0	0	0	0.5
	0.5	0.5	0.5	0.5

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Personnel Services	\$36,092	\$57,440	\$56,231	\$46,116
Materials and Supplies	\$31,852	\$38,893	\$33,850	\$36,419
Other Services and Charges	\$1,273	\$2,615	\$2,495	\$5,948
Capital Outlay	\$0	\$0	\$0	\$0
	\$69,217	\$98,948	\$92,576	\$88,483

Total 2015 Budget by Object





Public Art Fund

Special Fund 12

Core Business

In 2010, the City Council adopted Resolution 63 establishing a committed public art fund as defined by GASB No. 54 for use in all areas of the City. Revenues are generated from 1% 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
- Development review fees charged in connection with private site development, having an anticipated construction cost of \$100,000 or greater

Public Art Fund

Special Funds
Fund 12

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Beginning Fund Balance	\$13,956	\$37,081	\$38,206	\$47,331
Revenues				
Building Use Tax	\$5,381	\$6,845	\$4,250	\$4,500
Building Permits	\$2,904	\$3,108	\$2,900	\$3,000
Plan Review Fees	\$1,861	\$1,980	\$1,900	\$2,000
Interest	\$104	\$75	\$75	\$100
One Percent Public Projects	\$14,000	\$12,100	\$0	\$28,110
Total Revenues	\$24,250	\$24,108	\$9,125	\$37,710
Total Available Funds	\$38,206	\$61,189	\$47,331	\$85,041
Expenditures				
Public Art Acquisition	\$0	\$0	\$0	\$20,000
Total Expenditures	\$0	\$0	\$0	\$20,000
Ending Fund Balance	\$38,206	\$61,189	\$47,331	\$65,041

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 as defined by GASB No. 54. and used by the Police Department solely for purposes other than normal operating expenses.

Police Investigation Fund

Special Funds
Fund 17

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Beginning Fund Balance	\$42,276	\$41,075	\$41,075	\$80,725
Revenues				
Interest	\$57	\$40	\$450	\$350
Miscellaneous Revenue	\$1,693	\$0	\$74,700	\$0
Total Revenues	\$1,750	\$40	\$75,150	\$350
Total Available Funds	\$44,027	\$41,115	\$116,225	\$81,075
Expenditures				
Operating Supplies	\$2,952	\$5,000	\$5,000	\$5,000
Other Major Equipment	\$0	\$18,500	\$29,000	\$20,000
Building Improvements	\$0	\$1,500	\$1,500	\$0
Total Expenditures	\$2,952	\$25,000	\$35,500	\$25,000
Ending Fund Balance	\$41,075	\$16,115	\$80,725	\$56,075



Open Space Fund

Special Fund 32

Core Business

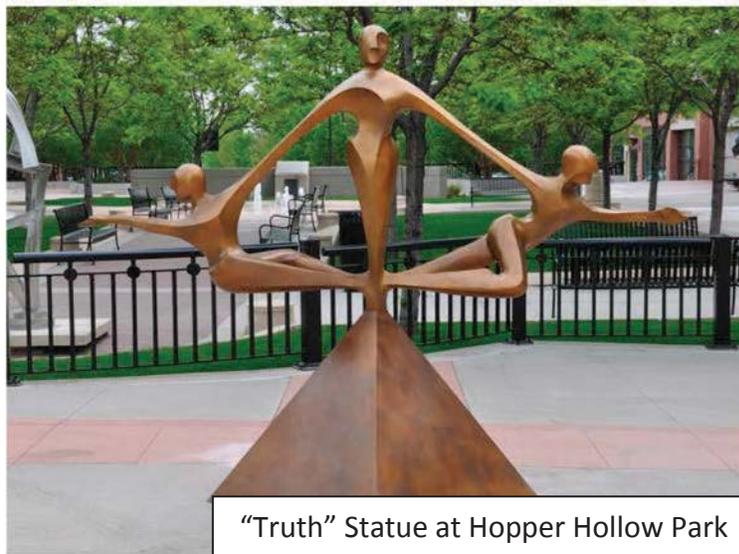
- Established in 1972, the Open Space Fund is a restricted fund according to GASB No. 54, and is funded by the half-cent sales tax per capita allotment through Jefferson County Open Space for the purpose of acquiring, developing and maintaining open space and park properties within the City of Wheat Ridge
- The Open Space Fund generates approximately \$875,000 in revenue per year

2014 Strategic Accomplishments

- Constructed Hopper Hollow Park
- Completed acquisition of public art for Hopper Hollow Park
- Designed and awarded contract for Parks vehicle storage building
- Completed design for Clear Creek Trail improvements
- Initiated process for Parks and Recreation Department Master Plan update

2015 Strategic Priorities

- Construct Parks vehicle storage building
- Complete the Master Plan design for the renovation of Prospect Park



"Truth" Statue at Hopper Hollow Park

Open Space Fund

Special Funds

Fund 32

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Beginning Fund Balance	\$895,900	\$1,196,627	\$1,196,627	\$442,511
Revenues				
State Grants	\$0	\$0	\$39,975	\$0
Open Space Tax	\$1,012,720	\$885,000	\$885,000	\$885,000
Developer Fees	\$21,540	\$261,750	\$261,750	\$0
County Grants	\$0	\$50,000	\$569,621	\$75,000
Interest Earning	\$1,518	\$4,000	\$10,000	\$4,000
Miscellaneous Fees	\$3,000	\$3,000	\$3,000	\$3,000
Transfers from General Fund	\$0	\$0	\$0	\$0
Total Revenues	\$1,038,777	\$1,203,750	\$1,769,346	\$967,000
Total Available Funds	\$1,934,677	\$2,400,377	\$2,965,973	\$1,409,511
Expenditures				
Acquisitions	\$0	\$0	\$0	\$0
Development Projects	\$265,330	\$1,701,714	\$1,575,512	\$395,000
Maintenance Projects	\$7,589	\$465,569	\$465,569	\$420,000
Salaries and Benefits	\$465,132	\$482,381	\$482,381	\$492,379
Transfers to General Fund	\$0	\$0	\$0	\$0
Total Expenditures	\$738,051	\$2,649,664	\$2,523,462	\$1,307,379
Ending Fund Balance	\$1,196,627	(\$249,287)	\$442,511	\$102,132

Municipal Court Fund

Special Fund 33

Core Business

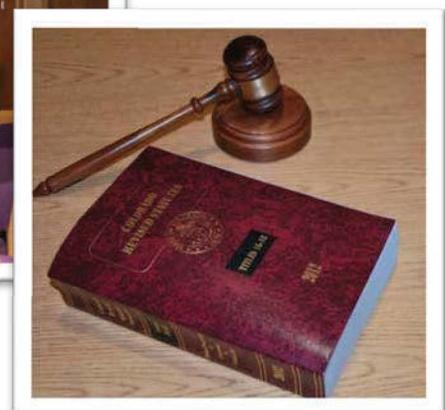
- The Municipal Court Fund was established in 1993 as a committed fund, according to GASB No. 54, in order to provide a means to track court fees and to enable the court to expend these amounts
- The Fund receives revenue from a portion of each Court fee, victim services fee and outstanding judgment 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

2014 Strategic Accomplishments

- Provided financial assistance to indigent defendants for domestic violence counseling, juvenile work programs and behavior modification courses
- Supported victims of crime by collecting and distributing direct services funds with a portion of court fees and fees imposed in domestic violence convictions

2015 Strategic Priorities

- Improve safety measures to protect Judge, witnesses, and Court staff while Court is in session
- Provide financial assistance to eligible indigent defendants
- 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

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Beginning Fund Balance	\$65,876	\$56,076	\$73,000	\$30,350
Revenues				
\$1 Court Fees	\$1,764	\$2,000	\$1,800	\$2,000
\$4 Court Fees	\$7,046	\$8,000	\$7,000	\$8,000
Direct Victim Services	\$10,757	\$12,000	\$10,500	\$12,000
Warrants/Judgements	\$2,715	\$4,000	\$3,700	\$4,000
Transcript Fees	\$175	\$1,500	\$750	\$1,500
Interest	\$281	\$550	\$350	\$550
Total Revenues	\$22,739	\$28,050	\$24,100	\$28,050
Total Available Funds	\$88,615	\$84,126	\$97,100	\$58,400
Expenditures				
Outside Personnel	\$0	\$0	\$0	\$0
Transcript Fees	\$345	\$1,500	\$750	\$1,500
Equipment Maintenance	\$330	\$1,000	\$1,000	\$1,000
Court \$4 Expenses	\$0	\$45,000	\$45,000	\$3,000
Warrants/Judgements	\$2,703	\$4,500	\$4,000	\$4,500
Direct Victim Services	\$10,769	\$14,000	\$12,000	\$14,000
Probation \$1 Expenses	\$2,180	\$4,000	\$4,000	\$2,000
Office Equipment	\$0	\$0	\$0	\$0
Other Major Equipment	\$0	\$0	\$0	\$0
Total Expenditures	\$16,326	\$70,000	\$66,750	\$26,000
Ending Fund Balance	\$72,289	\$14,126	\$30,350	\$32,400

Conservation Trust Fund

Special Fund 34

Core Business

- Established in 1974, the Conservation Fund is a restricted fund according to GASB No. 54. Per the Colorado Constitution, the Conservation Trust Fund receives 40% of the net proceeds of the Colorado Lottery
- Conservation funds are distributed on a quarterly, per capita basis to municipalities, counties and other eligible entities for parks, recreation and open space purposes
- Conservation funds are used for new projects as well as maintenance projects

2014 Strategic Accomplishments

- Constructed Hopper Hollow neighborhood park
- Implemented revised ADA mandates
- Replaced Prospect Park west playground
- Resurfaced and repaired specific basketball and tennis courts
- Replaced treadmills at Recreation Center
- Repaired and replaced miscellaneous items at Recreation Center

2015 Strategic Priorities

- Repair and replace equipment at Recreation Center
- Replace Active Adult Center parking lot
- Install outdoor fitness equipment at Hayward Park
- Replace Hank Stites Park playground



Conservation Trust Fund

Special Funds

Fund 54

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Beginning Fund Balance	\$418,979	\$573,434	\$573,434	\$315,538
Revenues				
Colorado Lottery	\$328,393	\$300,000	\$300,000	\$300,000
Grants	\$0	\$0	\$0	\$0
Interest	\$1,066	\$1,000	\$1,000	\$1,000
Miscellaneous Income	\$0	\$0	\$0	\$0
Transfers from General Fund	\$0	\$0	\$0	\$0
Total Revenues	\$329,459	\$301,000	\$301,000	\$301,000
Total Available Funds	\$748,438	\$874,434	\$874,434	\$616,538
Expenditures				
Development Projects	\$146,883	\$475,290	\$264,010	\$100,000
Maintenance Projects	\$28,121	\$320,886	\$294,886	\$265,000
General Fund Transfers	\$0	\$0	\$0	\$0
Total Expenditures	\$175,005	\$796,176	\$558,896	\$365,000
Ending fund Balance	\$573,434	\$78,258	\$315,538	\$251,538

Equipment Replacement Fund

Special Fund 57

Core Business

- The Equipment Replacement Fund was created in 2008 as an assigned fund, according to GASB No. 54., to set aside funds on an annual basis for the acquisition of high dollar equipment
- The amount set aside based on the life of the asset plus the estimated replacement cost

2014 Strategic Accomplishments

- Phase I of a three-year, fiber-build project to connect the Police Department's emergency dispatch center to an existing fiber connection to allow for enhanced communication to other law enforcement agencies in Jefferson County was not completed due to other priorities

2015 Strategic Priority

- Begin Phase II of a three-year project to regionalize the Police Department's Records Management System (RMS)
- Research new financial management software system

Equipment Replacement Fund

Special Funds
Fund 57

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Beginning Fund Balance	\$270,317	\$370,817	\$368,605	\$530,705
Revenues				
E911 Reimbursements	\$0	\$0	\$56,500	\$53,000
Transfer from General Fund	\$100,000	\$100,000	\$100,000	\$0
Interest	(\$1,712)	\$500	\$5,600	\$1,000
Total Revenues	\$98,288	\$100,500	\$162,100	\$54,000
Total Available Funds	\$368,605	\$471,317	\$530,705	\$584,705
Expenditures				
CAD/RMS	\$0	\$0	\$0	\$0
Police Radios	\$0	\$0	\$0	\$0
Other Major Equipment	\$0	\$100,000	\$0	\$44,000
Professional Services	\$0	\$0	\$0	\$191,000
Total Expenditures	\$0	\$100,000	\$0	\$235,000
Ending Fund Balance	\$368,605	\$371,317	\$530,705	\$349,705



Police Department Crime Prevention/Code Enforcement Fund Special Fund 63

Core Business

- Established in 1988, the Crime Prevention/Code Enforcement Fund is a committed fund according to GASB No. 54
- 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
- Develop programs for hotels and motels that help reduce the need to call for police service and help them comply with the Crime Free Program

2014 Strategic Accomplishments

- Completed compliance inspections on nearly 200 hotel/motel rooms in the City
- Organized the Citizens on Patrol program with three active volunteers
- Delivered the 2014 Citizens' Police Academy and started the second police volunteer academy
- Managed the Colorado Life-Trak, Lock Box and P.O.W.E.R. network programs
- Conducted and participated in several safety fairs in Wheat Ridge and Jefferson County

2015 Strategic Priorities

- Continue inspections of hotel and motel rooms for compliance with building and property maintenance codes
- Expand the Crime Prevention Through Environmental Design (C.P.T.E.D.) to businesses and residences
- Continue to promote the Crime Free Program to hotels, motels and multi-housing complexes
- Increase volunteer participation in the Citizens on Patrol and speed monitoring programs

Crime Prevention/Code Enforcement Fund

Special Funds

Fund 63

	2013 Actual	2014 Adjusted	2014 Estimated	2015 Adopted
Beginning Fund Balance	\$291,878	\$280,311	\$280,311	\$230,275
Revenues				
Lodger's Tax	\$326,566	\$300,000	\$300,000	\$300,000
CDOT - Safety fair Grant	\$0	\$0	\$0	\$0
No Proof of Insurance	\$32,417	\$30,000	\$30,000	\$30,000
Interest	\$1,058	\$1,000	\$1,000	\$1,000
Total Revenues	\$360,041	\$331,000	\$331,000	\$331,000
Total Available Funds	\$651,919	\$611,311	\$611,311	\$561,275
Expenditures				
Personnel Services	\$346,854	\$351,657	\$352,698	\$317,631
Materials & Supplies	\$21,153	\$22,500	\$22,500	\$14,150
Other Services & Charges	\$3,601	\$6,088	\$5,838	\$25,123
Total Expenditures	\$371,608	\$380,245	\$381,036	\$356,904
Ending Fund Balance	\$280,311	\$231,066	\$230,275	\$204,371



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.

**2015
Budget Priorities**

- Complete construction of Kipling Multi-use trail
- Complete the Wadsworth Boulevard Corridor Planning and Environmental Linkage Study
- Complete infrastructure plans for the Gold Line Station area, including improvement plans for Tabor Street and Ridge Road

This storm water overflow basin was completed in 2014 to help mitigate flooding in the southeastern part of the City.



Pierce Street bike lane was extended and new markings installed. The bike lane is now complete from Lakewood to the Clear Creek Trail.



In 2015 the City will inventory and inspect more than 2,000 ramps and update them as necessary to meet ADA's new standards.

Capital Investment Program 2015 Budget

Drainage Improvements

1. Drainage Improvement Projects \$250,000

Description: Mainline storm sewer outfall replacements along Clear Creek

Justification: Two mainline storm sewer outfalls into Clear Creek are in disrepair and can no longer be maintained. Replacement is needed in order to prevent significant erosion and safety issues.

2. Maple Grove Reservoir \$10,000

Description: A joint effort with Urban Drainage Flood Control District, City of Lakewood and Consolidated Mutual Water Company to implement an enhanced early flood warning system for Lena Gulch and developing a modified operation plan for the dam spillway crest gates on Maple Grove Reservoir.

Justification: The rainfall event of September 9-13, 2013 and the subsequent Maple Grove Reservoir spillway flows prompted Lakewood, Wheat Ridge and The Consolidated Mutual Water Company to request immediate District assistance in implementing the flood warning system enhancements recommended in the master plan.

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. Tabor Street Improvements \$680,228

Description: Reconstruction of Tabor Street between Ridge Road and the I-70 frontage road.

Justification: Grant received from RTD to facilitate improved multi-modal access to the Gold Line Station, scheduled to open in 2016.

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

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

Asphalt overlay: \$3,050,000

Various streets and alleys east of Wadsworth Boulevard

Patching: \$30,000

Throughout the City by priority

Crack sealing area: \$45,000

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 \$470,000*

Description: A Planning and Environmental Linkage (PEL) project initiated in 2014 will be completed for the widening of Wadsworth Boulevard from 35th Avenue to 46th Avenue.

Justification: A federal grant funds 53% of the cost of the PEL.

5. ADA Transition Plan \$50,000

Description: Complete a City-wide inventory and implementation plan for improving sidewalk accessibility.

Justification: Mandated per federal requirements.

6. Bike/Pedestrian Improvements \$100,000

Description: Bicycle and Pedestrian Improvements.

Justification: Improve bicycle and pedestrian related infrastructure at high priority locations as identified in the Bike/Pedestrian Master Plan.

7. Street Light Installation \$10,000

Description: Providing street light installations by resident request

Justification: To improve nighttime traffic and neighborhood safety

Traffic/Streets

1. Neighborhood Traffic Management Program (NTMP) \$100,000

Description: Traffic calming measures on residential streets as identified through the NTMP public process and neighborhood monument signage.

Justification: The NTMP was reinstated by Council in 2014.

**Project funding was encumbered in 2014, with project and work to be completed in 2015*



2015 10-yr CIP Budget

REVENUES												
	2013	2014	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	ACTUAL	ADJUSTED	ESTIMATED	ADOPTED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED
30-580-00-589	Beginning Fund Balance											
30-500-00-508	\$4,172,433	\$2,412,039	\$2,412,039	\$1,879,302	\$64,302	\$19,302	\$270,302	\$521,302	\$772,302	\$1,023,302	\$1,274,302	\$1,525,302
30-520-11-539	Lodger's Tax	\$217,710	\$200,000	\$260,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
30-520-03-539	Grant - RTD Gold Line Station	\$0	\$0	\$60,000	\$680,228	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-520-00-539	Grant-CDOT-Wadsworth	\$0	\$0	\$18,736	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-520-09-539	Grant - Wadsworth Trail	\$13,034	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-520-10-539	Grant - Wadsworth PEL	\$7,234	\$0	\$455,000	\$181,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-520-06-539	CDOT Grant-Bus Benches	\$0	\$0	\$121,531	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-520-08-539	Grant - 32nd and Youngfield	\$2,922,822	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-520-08-539	Grant - Kipling Trail	\$209,974	\$2,199,000	\$35,259	\$2,199,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-550-00-551	Public Improvement Fee	\$7,678	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-580-00-581	Interest	\$34,241	\$1,000	\$15,000	\$10,000	\$5,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
30-580-00-588	Misc. Revenue	\$1,287,082	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-590-00-591	Transfer from General Fund	\$860,000	\$3,576,075	\$3,576,075	\$2,570,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL REVENUE	\$5,559,774	\$5,976,075	\$4,541,601	\$5,890,228	\$305,000	\$251,000	\$251,000	\$251,000	\$251,000	\$251,000	\$251,000
	TOTAL AVAILABLE FUNDS	\$9,732,208	\$8,388,114	\$6,953,640	\$7,769,530	\$369,302	\$270,302	\$521,302	\$772,302	\$1,023,302	\$1,274,302	\$1,525,302
EXPENDITURES												
	2013	2014	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	ACTUAL	ADJUSTED	ESTIMATED	ADOPTED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED
	DPW DRAINAGE											
30-302-800-833	Misc. Drainage Improvements Projects	\$0	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-302-800-831	Maple Grove Reservoir	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-302-800-835	29th Ave Drainage Improvements	\$16,978	\$927,699	\$927,699	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL DRAINAGE	\$16,978	\$927,699	\$927,699	\$260,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	DPW STREETS											
30-303-800-840	Minor Street Improvements Projects	\$143,184	\$23,116	\$23,116	\$0	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0
30-303-800-841	32nd & Youngfield improvements	\$5,197,391	\$1,371,258	\$1,371,258	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-303-800-842	Kipling pedestrian improvements	\$202,958	\$2,997,472	\$350,314	\$2,835,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-303-800-844	Wadsworth bike/ped trail	\$19,278	\$23,420	\$23,420	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-303-800-852	Bike/Pedestrian Improvements	\$0	\$100,000	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-303-800-851	Public Improvement Projects, Dev. Related	\$48,192	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-303-800-860	Gold Line station street project	\$0	\$121,312	\$60,000	\$680,228	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-303-800-864	Street Lights, Installation of Approved Lights	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-303-800-884	Preventative Maintenance Projects	\$1,502,367	\$1,330,556	\$1,330,556	\$3,200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-303-800-854	Wadsworth PEL	\$0	\$1,186,360	\$500,000	\$470,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-303-800-892	38th Ave Revitalization	\$131,587	\$803,846	\$53,846	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-303-800-861	ADA Transition Plan.	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL STREETS	\$7,244,956	\$7,982,340	\$3,837,510	\$7,345,228	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0
	DPW TRAFFIC											
30-304-800-843	Traffic Signal Improvement Project	\$0	\$13,640	\$42,443	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-304-800-844	Neighborhood Traffic Management Projects	\$0	\$41,865	\$41,865	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL TRAFFIC	\$0	\$55,505	\$84,308	\$100,000	\$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	\$3,338	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL ECONOMIC DEVELOPMENT	\$3,338	\$0	\$0	\$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	\$45,014	\$224,821	\$224,821	\$0	\$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	\$9,882	\$0	\$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	\$54,896	\$224,821	\$224,821	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$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	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL EXPENDITURES	\$7,320,168	\$9,190,365	\$5,074,338	\$7,705,228	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0
	ENDING FUND BALANCE	\$2,412,039	-\$802,251	\$1,879,302	\$64,302	\$19,302	\$270,302	\$521,302	\$772,302	\$1,023,302	\$1,274,302	\$1,525,302

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.

Market Survey Update - The City conducted a *biennial* market analysis update in 2014 to see how the City's pay practices relate to the employer comparison group. For 2015, the market shift in compensation is 3% for the City plans (this does not include the part-time pay plan). This market shift is reflected in the 2015 pay plan. 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 implemented the new Part-Time Employee Pay Plan in 2014.

Employees will be eligible for a performance increase effective January 3, 2015. Following the performance evaluation due dates scheduled in the fall of 2014, 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.

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	\$60,600	\$63,872	\$66,747	\$69,650	\$72,645	\$75,623	\$78,700
Hourly	\$29.13	\$30.71	\$32.09	\$33.49	\$34.93	\$36.36	\$37.84
% spread between steps		5.4%	4.5%	4.3%	4.3%	4.1%	4.1%

Non-Exempt Summary Report

Job Titles Listed by Salary Grade

Salary Grade	Job Title	Range Minimum	Range Maximum
Salary Grade 10		\$27,000	\$36,400
Parks & Rec /Recreation	Custodian	\$12.98	\$17.50
Parks & Rec /Parks	Maintenance Worker I - Parks		
Salary Grade 20		\$29,600	\$41,400
Parks & Rec /Recreation	Operations Support Technician I-P&R	\$14.23	\$19.90
Public Works	Maintenance Worker I		
Salary Grade 30		\$32,300	\$45,200
Administrative Services	Accounting Technician	\$15.53	\$21.73
Parks & Rec /Parks	Forestry Assistant		
Administrative Services	IT Technician		
Parks & Rec /Parks	Maintenance Worker II - Parks		
Administrative Services	Operations Support Technician II-Admin		
Parks & Rec /Recreation	Operations Support Technician II-P&R		
Salary Grade 40		\$35,000	\$49,000
Municipal Court	Deputy Court Clerk I	\$16.83	\$23.56
Police Department	Records Management Specialist		
Parks & Rec /Recreation	Recreation Leader		
Administrative Services	Sales Tax Technician		
Salary Grade 50		\$37,100	\$53,900
Municipal Court	Deputy Court Clerk II	\$17.84	\$25.91
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		
Administrative Services	Purchasing Technician		

Salary Grade 60		\$40,100	\$58,100
Mayor's Office	Admin. Assistant-Mayor/Council	\$19.28	\$27.93
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		
Police Department	Emergency Services Specialist		
Public Works	Equipment Operator I		
Police Department	Evidence Technician I		
Parks & Rec /Recreation	Social Media Specialist		
Public Works	Mechanic		
Administrative Services	Payroll Technician		
Parks & Rec /Recreation	Facility Coordinator		
Parks & Rec /Recreation	Facilities Maintenance Technician		
Parks & Rec /Recreation	Recreation Coordinator		
Salary Grade 70		\$44,200	\$64,200
Police Department	Community Service Officer - Lead	\$21.25	\$30.87
Municipal Court	Court Marshal		
City Clerk's Office	Deputy City Clerk		
Community Development	Senior Permit Technician		
Public Works	Engineering Technician		
Police Department	Evidence Technician II		
Parks & Rec /Recreation	Facilities Maintenance Supervisor		
Parks & Rec /Parks	Crew Leader-Parks		
Public Works	Mechanic - Lead		
Municipal Court	Probation Officer		
Public Works	Traffic Control Technician		
Public Works	Equipment Operator II		
Salary Grade 80		\$48,400	\$72,600
		\$23.27	\$34.90
Salary Grade 90		\$53,200	\$79,700
Community Development	Combination Inspector	\$25.58	\$38.32
Police Department	Communications Supervisor		
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		\$59,200	\$88,800
		\$28.46	\$42.69
Salary Grade 110		\$70,000	\$105,000
Police Department	Sergeant	\$33.65	\$50.48

Exempt Summary Report

Job Titles Listed by Salary Grade

Salary Grade		Job Title	Range Minimum	Range Maximum
Salary Grade 200			\$43,400	\$65,000
Community Development		Planner I	\$20.87	\$31.25
Salary Grade 210			\$49,600	\$74,400
Community Development		Planner II	\$23.85	\$35.77
Administrative Services		Sales Tax Auditor		
Public Works		Stormwater Coordinator		
Salary Grade 220			\$54,400	\$81,600
Administrative Services		Accounting Supervisor	\$26.15	\$39.23
Municipal Court		Deputy Court Administrator		
Public Works		Civil Engineer I		
Police Department		Crime/Research/Analyst		
Administrative Services		GIS Specialist		
Administrative Services		Human Resources Business Partner		
Police Department		PIO/Police Training Coord		
Parks & Rec /Recreation		Recreation Supervisor-Facilities		
Parks & Rec /Parks		Recreation Supervisor		
Parks & Rec /Parks		Forestry & Open Space Supervisor		
Parks & Rec /Parks		Operations Supervisor - Parks		
Parks & Rec /Recreation		Project Coordinator		
Salary Grade 230			\$62,700	\$94,100
Municipal Court		Court Administrator	\$30.14	\$45.24
City Manager's Office		Economic Development Manager		
Public Works		Operations Supervisor		
Administrative Services		Purchasing & Contract Agent		
Administrative Services		Sales Tax Supervisor		
Administrative Services		Assistant to the City Manager		
Salary Grade 240			\$69,200	\$103,800
Public Works		Civil Engineer II	\$33.27	\$49.90
Administrative Services		Network Administrator		
Community Development		Senior Planner		
Salary Grade 250			\$77,000	\$115,600
Community Development		Chief Building Official	\$37.02	\$55.58
Police Department		Communications Manager		
Administrative Services		Human Resources Manager		
Public Works		Operations Manager		
Parks & Rec /Parks		Parks,Open Space,Forestry Manager		
Parks & Rec /Recreation		Recreation & Facilities Manager		

Salary Grade 260		\$82,400	\$127,600
Public Works	Engineering Manager	\$39.62	\$61.35
Administrative Services	IT Manager		
Police Department	Police Commander		
Salary Grade 270		\$88,600	\$137,400
Police Department	Police Division Chief	\$42.60	\$66.06
Salary Grade 280		\$97,300	\$150,700
Administrative Services	Director-Administrative Services	\$46.78	\$72.45
Community Development	Director-Community Development		
Parks & Rec /Recreation	Director of Parks & Recreation		
Public Works	Director of Public Works		
Salary Grade 290		\$107,500	\$166,500
Police Department	Chief of Police	\$51.68	\$80.05
Salary Grade 300		\$126,900	\$203,100
City Manager's Office	City Manager	\$61.01	\$97.64

Part-Time Summary Report

Job Titles Listed by Salary Grade

Salary Grade		Job Title	Range Minimum	Range Maximum
Salary Grade PT1			\$8.03	\$10.82
Parks & Recreation	Assistant Coach Building Supervisor Childcare Attendant Climbing Wall Attendant Concession Worker Gym Attendant Recreation Aide Weight Room Attendant			
Salary Grade PT2			\$8.65	\$12.12
Parks & Recreation	Coach Guest Service Attendant Head Childcare Attendant Head Weight Room Attendant Instructor - Sports Lifeguard Maintenance Worker - Seasonal Scorekeeper			
Salary Grade PT3			\$9.52	\$13.37
Parks & Recreation	Head Coach Head Lifeguard Lead Maintenance Worker - Seasonal Preschool Group Leader - Licensed Summer Camp Specialist Water Safety Instructor			
Salary Grade PT4			\$10.87	\$15.77
Parks & Recreation	Custodian			
Salary Grade PT5			\$12.36	\$17.93
Parks & Recreation	Concession Manager Driver Instructor - Dance Instructor - Recreation Preschool Specialist - Licensed Recreation Leader Sports Official			

Salary Grade PT6		\$13.56	\$19.62
Parks & Recreation	Wellness Instructor I and II		
Salary Grade PT7		\$15.29	\$22.88
Parks & Recreation	Instructor - Aqua Aerobics		
	Instructor - Fitness		
	Instructor - Martial Arts		
Police Department	Community Service Officer		
Salary Grade PT8		\$17.31	\$25.96
Parks & Recreation	Facility Assistant		
	GIS Technician - Parks		
	Instructor - Nutritionist		
	Personal Trainer		
	Pool Manager		
Salary Grade PT9		\$19.47	\$29.18
Parks & Recreation	Desktop Publishing Specialist		
	Instructor - Special Fitness		
	Wellness Therapist		

Staffing Table

	2012	2013	2014	2015
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
GENERAL FUND				
LEGISLATIVE				
<i>Legislative Services</i>				
<i>Mayor - 1 position</i>	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>
<i>Council Member - 8 positions</i>	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>
<i>Administrative Assistant</i>	<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>				
<i>City Treasurer</i>	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>
CITY MANAGER'S OFFICE				
<i>General Management Services</i>				
<i>City Manager</i>	1.000	1.000	1.000	1.000
<i>Economic Development Manager</i>	<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>				
<i>City Attorney</i>	<i>Contracted</i>	<i>Contracted</i>	<i>Contracted</i>	<i>Contracted</i>
CITY CLERK				
<i>City Clerk</i>				
<i>City Clerk</i>	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>
<i>Deputy City Clerk</i>	<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>				
<i>Municipal Judge</i>	<i>Contracted</i>	<i>Contracted</i>	<i>Contracted</i>	<i>Contracted</i>
<i>Court Administrator</i>	1.000	1.000	1.000	1.000
<i>Deputy Court Administrator</i>	0.000	0.000	0.000	1.000
<i>Deputy Court Clerk II</i>	3.000	3.000	3.000	3.000
<i>Deputy Court Clerk I</i>	3.875	3.875	3.875	3.000
<i>Probation Officer</i>	1.000	1.000	1.000	1.000
<i>Court Marshal</i>	<u>1.260</u>	<u>1.260</u>	<u>1.260</u>	<u>1.250</u>
Total	10.135	10.135	10.135	10.250

Staffing Table

	2012	2013	2014	2015
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
ADMINISTRATIVE SERVICES				
Administration				
Administrative Services Director	1.000	1.000	1.000	1.000
Executive Assistant	1.000	1.000	1.000	1.000
Assistant to the City Manager	0.000	0.000	0.000	1.000
Management Analyst	1.000	1.000	1.000	0.000
Operations Support Technician II	0.000	1.000	1.000	1.000
Receptionist	<u>1.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
<i>Subtotal</i>	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>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	2.750	2.750	3.000	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>
<i>Subtotal</i>	3.000	3.000	3.000	3.000
Human Resources				
Human Resources Manager	1.000	1.000	1.000	1.000
Human Resources Business Partner	0.000	0.000	0.000	2.000
Senior HR Analyst	1.000	1.000	1.000	0.000
Human Resources Analyst	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>0.000</u>
<i>Subtotal</i>	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>
<i>Subtotal</i>	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
IT Technician	0.000	0.000	0.000	1.000
Web & Imaging Technician	0.500	0.500	0.500	0.000
Help Desk Technician	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.000</u>
<i>Subtotal</i>	6.000	6.000	6.000	6.000
Total	20.250	20.250	20.500	20.500

Staffing Table

	2012	2013	2014	2015
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</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>
<i>Subtotal</i>	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>
<i>Subtotal</i>	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	2.000
Combination Inspector	1.000	1.000	2.000	1.000
Property Inspector	0.000	0.000	0.000	0.000
Senior Permit Technician	0.000	0.000	0.000	1.000
Permit Technician	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	4.000	4.000	5.000	6.000
Long Range Planning				
Senior Planner	<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
Total	10.000	10.000	11.000	12.000
POLICE DEPARTMENT				
Administration				
Chief of Police	1.000	1.000	1.000	1.000
Division Chief	0.000	0.000	1.000	1.000
Police Commander	1.000	1.000	0.000	0.000
Police Sergeant	1.000	1.000	1.000	1.000
Administrative Assistant	1.000	1.000	2.000	2.000
Police Support Technician	<u>0.500</u>	<u>0.500</u>	<u>0.000</u>	<u>0.000</u>
<i>Subtotal</i>	4.500	4.500	5.000	5.000
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>
<i>Subtotal</i>	3.000	3.000	3.000	3.000
Communications Center				
Communications Manager	1.000	1.000	1.000	1.000
Communications Supervisor	0.000	0.000	0.000	1.000
Lead Emergency Services Specialist	1.000	1.000	1.000	0.000
Emergency Services Specialist	<u>9.000</u>	<u>9.000</u>	<u>9.000</u>	<u>11.000</u>
<i>Subtotal</i>	11.000	11.000	11.000	13.000

Staffing Table

	2012	2013	2014	2015
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
Crime Prevention Team				
Police Sergeant	0.500	0.500	0.500	0.500
Crime Prevention Officer	1.000	1.000	0.000	0.000
School Resource Officer	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>	<u>3.000</u>
Subtotal	3.500	3.500	2.500	3.500
Grants				
Police Officer	<u>3.000</u>	<u>3.000</u>	<u>3.000</u>	<u>1.000</u>
Subtotal	3.000	3.000	3.000	1.000
Records Team				
Records Supervisor	1.000	1.000	1.000	1.000
Records Management Specialist	<u>4.000</u>	<u>3.000</u>	<u>3.000</u>	<u>5.000</u>
Subtotal	5.000	4.000	4.000	6.000
Training & Public Information				
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 Operations				
Division Chief	0.000	1.000	1.000	1.000
Police Commander	1.000	2.000	2.000	2.000
Police Lieutenant	2.000	0.000	0.000	0.000
Police Sergeant	6.000	6.000	6.000	6.000
Police Officer	34.000	35.000	36.000	36.000
Operations Support Tech III	0.500	0.500	0.000	0.000
Operations Support Tech II	<u>2.000</u>	<u>2.000</u>	<u>2.000</u>	<u>0.000</u>
Subtotal	45.500	46.500	47.000	45.000
Investigations Bureau				
Police Commander	0.000	1.000	1.000	1.000
Police Lieutenant	1.000	0.000	0.000	0.000
Police Sergeant	2.000	2.000	2.000	2.000
Police Officer	13.000	12.000	12.000	13.000
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>1.000</u>	<u>1.000</u>	<u>1.000</u>
Subtotal	20.000	20.000	20.000	21.000
Crime & Traffic Team				
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	101.500	101.500	101.500	103.500

Staffing Table

	2012	2013	2014	2015
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</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 I	1.000	1.000	1.000	1.000
Stormwater Coordinator	0.000	0.000	0.000	1.000
Engineering Technician	<u>7.000</u>	<u>7.000</u>	<u>7.000</u>	<u>6.000</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	0.500	0.500	0.500	0.000
Social Media Specialist	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.500</u>
<i>Subtotal</i>	1.500	1.500	1.500	1.500
Parks Maintenance				
Parks Maintenance Worker II	5.000	4.000	5.000	6.000
Parks Maintenance Worker I	5.000	6.000	6.000	5.000
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	12.000	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

	2012	2013	2014	2015
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</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>
<i>Subtotal</i>	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>
<i>Subtotal</i>	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>
<i>Subtotal</i>	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	1.125
Operations Support Technician II	1.000	1.000	1.000	1.000
Operations Support Technician I	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	4.130	4.130	4.130	4.125
Facilities Maintenance				
Facility Maintenance Supervisor	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	1.000	1.000	1.000	1.000
Total	29.130	29.130	30.130	30.125
General Fund Total	204.015	204.015	206.265	209.375
<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 - Lead - Comm. Services (PD)	0.000	0.000	0.000	1.000
Community Service Officer - Comm. Services (PD)	3.000	3.000	3.000	2.000
Crime Prevention Fund Total	4.500	4.500	4.500	4.500

Staffing Table

	2012	2013	2014	2015
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</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>	1.000	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>	7.000	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>2.000</u>	<u>2.000</u>
<i>Subtotal</i>	4.000	4.000	3.000	3.000
<i>Fitness</i>				
<i>Recreation Coordinator</i>	0.500	0.500	0.500	0.500
<i>Recreation Supervisor</i>	<u>0.500</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>	0.500	0.500	0.500	0.000
<i>Social Media Specialist</i>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>	<u>0.500</u>
<i>Subtotal</i>	0.500	0.500	0.500	0.500
<i>Recreation Center Operations Fund Total</i>	12.500	12.500	11.500	11.500
Grand Total	226.015	226.015	227.265	230.375

2015 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	\$0.00 no charge for first hour \$30.00 each additional 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 the City
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

2015 Fee Schedule

Public Works & Building Fees

Contractor License

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

Development Review Fees

Processing fee	\$100.00
Single-family/duplex residential review	\$50.00
Commercial/multi-family review	\$600.00 incl. 2 submittals of technical civil docs
Review of existing technical documents	\$200.00
Initial review of technical civil documents	\$600.00 includes first two submittals
Stormwater Management Plan (SWMP) review	\$100.00
O & M Schedule and SMA recording	\$100.00
Trip generation study review	\$200.00
Traffic impact study review	\$600.00 includes first two submittals/ subsequent reviews subject to resubmittal fees

Resubmittal Fees

Third submittal	\$300.00 (half of initial review fee)
Fourth submittal	\$600.00 (full initial review fee)
All subsequent submittals	\$600.00

Right-of-Way Construction Permit Fees

Processing fee	\$75.00
Inspection fees	
Structures	\$40.00 each
Surface work	\$0.15 per sq. ft (\$50 minimum)
Sub-surface work	\$0.40 per sq. ft (\$60 minimum)
Boring	\$0.20 per sq. ft (\$60 minimum)
Traffic control plan	\$25.00 each
Stormwater compliance	\$100.00
Reinspection	\$65.00 per day

Surcharge for working without a permit	Double fee	(\$250 minimum)
Permits for work in excess of two million		Inspector wage x 1.5

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

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

2015 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	\$5.00 per fingerprint card 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

2015 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				\$100.00 fewer than 50 persons
(required by City insurance provider)				\$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	\$82.50	
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	
<i>Outdoor Pool Pavillion Rental</i>				
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	\$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	\$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	\$215.00	\$250.00	\$290.00
Youth 6-17 years	\$300.00	\$375.00	\$400.00
Adult 18 and over	\$400.00	\$450.00	\$490.00
Senior 65 and over	\$300.00	\$375.00	\$400.00

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%.

Area	Cost	Days Available	Hours Available
Lap pool (per hour/per lane)	\$12.00	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 - Sat	
	\$500.00	Fri - Saturday	Events after 8 pm with more than 100 persons and alcohol is served
Kitchen Fee	\$75.00	Sun - Fri	Fee is included for Saturday rentals

Parks and Recreation

Ballroom rental hours	Sun - Thurs	7 am - 10 pm
	Friday (June - August)	7 am - 12 am
	Friday (Sept. - May)	7 am - 5 pm
	Saturday	11 am - 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 tournament

- *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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2015 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 Up to six month probation \$150.00 Over six month probation
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

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted 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	1,809	1,798	1,798	1,798
625	Medicare Portion FICA	423	420	420	420
630	ICMA Retirement	1,165	1,160	1,160	1,160
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$32,509	\$32,378	\$32,378	\$32,378
651	Office Supplies	50	200	200	200
654	Photocopy/Printing	0	0	0	0
655	Postage	0	0	0	0
MATERIALS & SUPPLIES		\$50	\$200	\$200	\$200
702	Conference/Meeting	3,911	2,000	2,000	2,000
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	0	200	200	200
716	Legislative Membership	0	0	0	0
723	Tuition Reimbursement	0	0	0	0
726	Recruitment & Advertisement	0	0	0	0
728	Training	0	0	0	0
730	Uniforms & Protective Clothing	0	0	0	0
740	Auto Mileage Reimbursement	0	0	0	0
741	Uniform Allowance	0	0	0	0
750	Professional Service	738	1,000	1,000	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		\$4,649	\$3,200	\$3,200	\$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:		\$37,207	\$35,778	\$35,778	\$35,778

General Government - Legislative Services

01-102

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	58,352	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	23,290	25,000	25,000	22,500
617	Temporary Personnel - Hourly	0	1,000	1,000	0
619	Temporary Personnel - Non Hourly	67,740	67,680	67,680	67,680
620	FICA Expenses Employer	7,482	7,800	7,800	7,780
625	Medicare Portion FICA	1,931	1,825	1,825	1,817
630	ICMA Retirement	2,294	2,285	2,285	2,285
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$161,089	\$162,722	\$162,722	\$159,194
651	Office Supplies	535	600	600	600
654	Photocopy/Printing	522	500	500	500
655	Postage	0	0	0	0
660	Operating Supplies	312	450	450	450
MATERIALS & SUPPLIES		\$1,368	\$1,550	\$1,550	\$1,550
702	Conference/Meeting	36,430	38,850	38,850	36,750
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	3,950	4,750	2,360	2,500
712	Annual Appreciation Dinner	5,739	6,000	5,800	6,000
716	Legislative Membership	34,088	35,000	34,000	35,000
723	Tuition Reimbursement	0	0	0	0
728	Training	780	400	0	400
740	Auto Mileage Reimbursement	452	600	500	600
750	Professional Service	93,848	105,376	105,376	50,000
758	Rentals and Leases	0	0	0	0
759	Telephone Expense	0	0	0	0
780	Outside Agency Contributions	75,235	98,500	73,014	100,650
798	Management Contingency	0	0	0	0
799	Miscellaneous Services and Charges	15,365	27,090	27,090	4,590
OTHER SERVICES & CHARGES		\$265,888	\$316,566	\$286,990	\$236,490
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:		\$428,345	\$480,838	\$451,262	\$397,234

Administrative Services - Finance

01-103

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	148,397	173,078	173,078	154,139
604	Deferred Compensation	0	0	0	0
606	Auto Allowance	0	0	0	0
610	Overtime and Premium Pay	0	0	0	5,106
617	Temporary Personnel - Hourly	0	0	0	0
619	Temporary Personnel - Non Hourly	0	0	0	0
620	FICA Expenses Employer	9,211	10,421	10,421	9,873
625	Medicare Portion FICA	2,154	2,437	2,437	2,310
630	ICMA Retirement	5,563	6,700	6,700	6,166
640	Outside Personnel Services	20,916	0	0	0
PERSONNEL SERVICES		\$186,241	\$192,636	\$192,636	\$177,594
651	Office Supplies	593	600	600	600
654	Photocopy/Printing	0	1,800	0	0
655	Postage	0	0	0	0
660	Operating Supplies	794	0	1,800	1,800
MATERIALS & SUPPLIES		\$1,387	\$2,400	\$2,400	\$2,400
702	Conference/Meeting	640	1,600	1,600	1,690
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	1,304	1,764	1,764	1,957
712	Annual Appreciation Dinner	0	0	0	0
716	Legislative Membership	0	0	0	0
723	Tuition Reimbursement	0	0	0	0
728	Training	0	1,750	1,750	1,750
740	Auto Mileage Reimbursement	509	700	700	700
750	Professional Service	26,200	26,500	26,500	26,500
758	Rentals and Leases	0	0	0	0
759	Telephone Expense	0	0	0	0
780	Outside Agency Contributions	0	0	0	0
784	Jeffco Treas Collection Fees	7,360	8,000	8,000	8,000
799	Miscellaneous Services and Charges	14,176	17,000	17,000	19,000
OTHER SERVICES & CHARGES		\$50,190	\$57,314	\$57,314	\$59,597
800	Office Furniture & Equipment	0	550	550	550
802	Office Equipment	0	0	0	0
809	Other Major Equipment	0	0	0	0
CAPITAL OUTLAY		\$0	\$550	\$550	\$550
DEPARTMENT ACCOUNT TOTALS:		\$237,818	\$252,900	\$252,900	\$240,141

City Manager's Office - Economic Development

01-105

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	100,752	99,370	99,370	99,370
604	Deferred Compensation	0	0	0	0
606	Auto Allowance	0	0	0	0
607	Cell Phone/ Ipad Allowance	0	0	0	0
617	Temporary Personnel - Hourly	0	500	0	0
619	Temporary Personnel - Non Hourly	0	0	0	0
620	FICA Expenses Employer	6,087	6,161	6,161	6,161
625	Medicare Portion FICA	1,424	1,441	1,441	1,441
630	ICMA Retirement	3,990	3,975	3,975	3,975
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$112,253	\$111,447	\$110,947	\$110,947
651	Office Supplies	254	100	100	100
654	Photocopy/Printing	108	700	700	1,700
655	Postage	600	1,000	1,000	1,000
660	Operating Supplies	4,371	4,050	4,050	4,850
MATERIALS & SUPPLIES		\$5,333	\$5,850	\$5,850	\$7,650
702	Conference/Meeting	1,413	3,830	3,830	3,280
704	Contractual Services	2,571	39,800	39,800	88,550
706	Dues/Books/Subscriptions	10,451	10,555	10,255	5,755
710	Marketing and Sponsorships	177,998	156,450	156,450	169,050
714	Legals & Publishing	0	0	0	0
718	WR Cyclery-URA	59,480	0	0	0
719	Economic Development Incentive	48,577	2,618,515	2,316,477	400,000
720	Economic Development - WRURA	439,134	465,000	440,000	300,000
721	NRS Implementation	309,955	227,000	227,000	225,000
728	Training	0	2,000	2,000	2,000
740	Auto Mileage Reimbursement	991	1,000	500	1,000
750	Professional Service	14,740	17,300	17,300	24,100
798	Management Contingent	0	0	0	0
799	Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$1,065,310	\$3,541,450	\$3,213,612	\$1,218,735
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:		\$1,182,896	\$3,658,747	\$3,330,409	\$1,337,332

City Manager's Office - City Manager

01-106

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	146,510	151,410	151,410	166,551
604	Deferred Compensation	14,476	15,141	15,141	16,655
606	Auto Allowance	3,600	3,600	3,600	3,600
607	Cell Phone Allowance/ I Pad Allowance	1,320	1,320	1,320	600
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	7,133	7,254	7,254	7,626
625	Medicare Portion FICA	2,267	2,195	2,195	2,415
630	ICMA Retirement	0	0	0	0
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$175,305	\$180,920	\$180,920	\$197,447
651	Office Supplies	186	500	500	500
654	Photocopy/Printing	36	100	0	100
660	Operating Supplies	0	0	0	0
MATERIALS & SUPPLIES		\$222	\$600	\$500	\$600
702	Conference/Meeting	10,573	8,550	8,500	9,050
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	4,334	4,715	4,032	4,635
714	Legals & Publishing	0	0	0	0
728	Training	0	0	0	0
740	Auto Mileage Reimbursement	0	0	0	0
750	Professional Service	30,628	60,300	57,300	30,000
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	3,810	21,281	2,000	100,000
799	Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$49,345	\$94,846	\$71,832	\$143,685
802	Office Furniture & Equipment	0	0	0	1,000
809	Other Major Equipment	0	0	0	0
CAPITAL OUTLAY		\$0	\$0	\$0	\$1,000
DEPARTMENT ACCOUNT TOTALS:		\$224,872	\$276,366	\$253,252	\$342,732

General Government - City Attorney

01-107

Account Name/Detailed Explanation	2013 Actual Budget	2014 Adjusted Budget	2014 Estimated Budget	2015 Adopted Budget
602 Staff Salaries & Wages	0	0	0	0
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	0	0	0	0
617 Temporary Personnel - Hourly	0	0	0	0
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	0	0	0	0
625 Medicare Portion FICA	0	0	0	0
630 ICMA Retirement	0	0	0	0
640 Outside Personnel Services	0	0	0	0
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	81,576	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	167,332	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	\$248,908	\$262,000	\$262,000	\$262,000
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:	\$248,908	\$262,000	\$262,000	\$262,000

City Clerk's Office

01-108

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	74,523	66,400	64,600	75,453
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	4,344	4,594	4,005	4,678
625	Medicare Portion FICA	1,016	1,074	937	1,094
630	ICMA Retirement	2,941	2,964	2,584	3,018
640	Outside Personnel Services	0	7,700	7,700	0
PERSONNEL SERVICES		\$82,824	\$82,732	\$79,826	\$84,243
651	Office Supplies	1,848	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		\$1,848	\$1,800	\$1,800	\$1,800
702	Conference/Meeting	2,574	4,200	4,200	4,200
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	550	550	550	550
708	Election Expense	10,263	13,500	13,500	13,500
714	Legals & Publishing	13,721	15,000	15,000	15,000
715	Recording Fees	1,204	3,500	3,500	3,500
721	NRS Implementation	0	0	0	0
728	Training	1,240	3,900	3,900	3,900
740	Auto Mileage Reimbursement	836	500	500	500
750	Professional Service	6,334	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		\$36,722	\$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:		\$121,394	\$133,982	\$131,076	\$135,493

Municipal Court

01-109

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	559,114	578,463	570,000	655,016
604	Deferred Compensation	7,530	5,948	5,948	7,254
606	Auto Allowance	0	0	0	0
607	Cell Phone Allowance/ I Pad Allowance	600	1,320	1,320	600
610	Overtime and Premium Pay	2,524	6,600	5,900	6,800
617	Temporary Personnel - Hourly	3,063	13,000	13,000	7,040
619	Temporary Personnel - Non Hourly	11,214	13,520	12,500	13,520
620	FICA Expenses Employer	33,427	36,999	36,999	34,937
625	Medicare Portion FICA	7,966	8,788	8,788	9,895
630	ICMA Retirement	16,600	18,380	18,380	26,201
640	Outside Personnel Services	19,964	25,000	25,000	25,000
PERSONNEL SERVICES		\$662,002	\$708,018	\$697,835	\$786,263
651	Office Supplies	2,577	3,050	2,900	2,950
654	Photocopy/Printing	480	1,500	1,500	1,500
655	Postage	0	0	0	0
660	Operating Supplies	16,489	19,350	19,000	18,850
MATERIALS & SUPPLIES		\$19,547	\$23,900	\$23,400	\$23,300
702	Conference/Meeting	3,946	10,350	8,600	9,000
704	Contractual Services	220	4,000	2,000	6,000
706	Dues/Books/Subscriptions	297	650	650	815
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	500
732	Witness & Juror Fees	466	1,800	1,400	1,800
740	Auto Mileage Reimbursement	166	400	400	400
750	Professional Service	13,482	12,800	12,800	15,900
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		\$18,577	\$31,000	\$26,350	\$34,415
802	Office Furniture & Equipment	0	0	0	1,000
809	Other Major Equipment	0	0	0	0
CAPITAL OUTLAY		\$0	\$0	\$0	\$1,000
DEPARTMENT ACCOUNT TOTALS:		\$700,126	\$762,918	\$747,585	\$844,978

Administrative Services - Administration

01-111

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	257,436	287,000	287,000	278,970
604	Deferred Compensation	5,226	5,500	5,500	6,125
606	Auto Allowance	3,600	3,600	3,600	3,600
607	Cell Phone Allowance/ I Pad Allowance	1,320	1,320	875	600
610	Overtime and Premium Pay	156	0	0	0
617	Temporary Personnel - Hourly	0	0	0	10,560
619	Temporary Personnel - Non Hourly	0	0	0	0
620	FICA Expenses Employer	15,401	17,788	17,788	18,129
625	Medicare Portion FICA	3,602	4,162	4,162	4,239
630	ICMA Retirement	5,952	7,000	7,000	7,036
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$292,692	\$326,370	\$325,925	\$329,259
651	Office Supplies	684	1,000	1,000	1,000
654	Photocopy/Printing	4,073	4,500	4,500	4,500
655	Postage	0	0	0	0
660	Operating Supplies	0	0	0	0
MATERIALS & SUPPLIES		\$4,757	\$5,500	\$5,500	\$5,500
702	Conference/Meeting	14,411	13,790	13,790	8,590
704	Contractual Services	37,094	45,723	45,723	51,098
706	Dues/Books/Subscriptions	5,568	5,875	5,875	6,310
714	Legals & Publishing	0	0	0	0
715	Recording Fees	0	0	0	0
728	Training	143	8,500	8,500	8,500
732	Witness & Juror Fees	0	0	0	0
740	Auto Mileage Reimbursement	779	1,000	750	1,000
750	Professional Service	32,629	96,992	96,992	69,063
755	Computer Software	16,358	0	0	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		\$106,984	\$171,880	\$171,630	\$144,561
802	Office Furniture & Equipment	330	0	0	0
809	Other Major Equipment	0	22,270	21,454	0
CAPITAL OUTLAY		\$330	\$22,270	\$21,454	\$0
DEPARTMENT ACCOUNT TOTALS:		\$404,763	\$526,020	\$524,509	\$479,320

Administrative Services - Human Resources

01-112

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	230,118	253,389	253,389	231,266
604	Deferred Compensation	0	0	0	0
610	Overtime and Premium Pay	0	0	0	0
617	Temporary Personnel - Hourly	0	0	0	2,500
619	Temporary Personnel - Non Hourly	0	0	0	0
620	FICA Expenses Employer	13,366	15,437	15,437	14,338
623	Unemployment Insurance	19,121	8,029	8,029	0
625	Medicare Portion FICA	3,126	3,611	3,611	3,354
630	ICMA Retirement	5,613	12,946	9,109	9,251
640	Outside Personnel Services	5,113	0	0	0
PERSONNEL SERVICES		\$276,456	\$293,412	\$289,575	\$260,709
651	Office Supplies	3,441	3,950	3,950	3,400
654	Photocopy/Printing	0	0	0	0
655	Postage	0	0	0	0
660	Operating Supplies	0	0	0	0
MATERIALS & SUPPLIES		\$3,441	\$3,950	\$3,950	\$3,400
702	Conference/Meeting	4,239	7,035	7,035	9,880
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	2,620	7,490	7,490	8,309
712	Employee Functions	11,850	21,700	16,500	21,700
724	Pre-Employment Physicals	25,927	19,000	19,000	25,000
726	Recruitment & Advertising	27,967	34,225	34,225	40,725
728	Training	22,127	24,350	16,000	18,700
729	Safety	4,578	8,500	6,550	7,300
731	Wellness Program	9,002	23,700	22,000	14,650
740	Auto Mileage Reimbursement	273	500	500	500
750	Professional Service	90,348	58,000	58,000	50,000
776	Other Equip Maintenance	1,640	1,308	1,200	0
797	Vacation Accrual Cash-Out	46,520	50,000	50,000	0
OTHER SERVICES & CHARGES		\$247,091	\$255,808	\$238,500	\$196,764
802	Office Furniture & Equipment	960	0	0	600
809	Other Major Equipment	0	0	0	0
CAPITAL OUTLAY		\$960	\$0	\$0	\$600
DEPARTMENT ACCOUNT TOTALS:		\$527,948	\$553,170	\$532,025	\$461,473

Administrative Services - Sales Tax

01-115

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	174,571	171,657	171,657	174,822
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	10,543	10,643	10,643	10,840
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	2,466	2,489	2,489	2,535
630	ICMA Retirement	6,863	6,866	6,866	6,993
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$194,443	\$191,655	\$191,655	\$195,190
651	Office Supplies	752	852	852	720
654	Photocopy/Printing	590	0	0	840
655	Postage	10,094	11,062	11,062	11,590
660	Operating Supplies	0	0	0	0
MATERIALS & SUPPLIES		\$11,436	\$11,914	\$11,914	\$13,150
702	Conference/Meeting	0	750	750	750
704	Contractual Services	12,137	17,640	15,060	15,060
706	Dues/Books/Subscriptions	1,061	1,195	1,195	1,195
712	Employee Functions	0	0	0	0
723	Tuition Reimbursement	0	0	0	0
728	Training	2,897	2,100	2,100	1,750
740	Auto Mileage Reimbursement	882	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		\$16,977	\$22,885	\$20,305	\$19,955
800	Office Furniture & Equipment	421	425	0	0
802	Office Equipment	0	0	0	0
809	Other Major Equipment	0	0	0	0
CAPITAL OUTLAY		\$421	\$425	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:		\$223,277	\$226,879	\$223,874	\$228,295

Administrative Services - Purchasing and Contracting

01-116

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	77,616	83,356	83,000	85,498
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	4,649	5,168	5,146	5,301
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	1,087	1,209	1,204	1,240
630	ICMA Retirement	2,983	3,334	3,334	3,420
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$86,335	\$93,067	\$92,684	\$95,459
651	Office Supplies	572	400	400	500
654	Photocopy/Printing	364	200	200	200
655	Postage	0	0	0	0
660	Operating Supplies	0	0	0	0
MATERIALS & SUPPLIES		\$936	\$600	\$600	\$700
702	Conference/Meeting	654	1,050	1,050	1,400
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	604	1,459	1,275	1,100
712	Employee Functions	0	0	0	0
723	Tuition Reimbursement	0	0	0	0
728	Training	650	1,400	1,400	1,925
740	Auto Mileage Reimbursement	279	500	480	500
750	Professional Service	12,000	12,000	12,000	15,000
759	Telephone Expense	0	0	0	200
776	Other Equipment Maintenance/Repair	0	300	300	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		\$14,187	\$16,709	\$16,505	\$20,325
800	Office Furniture & Equipment	0	0	0	1,000
802	Office Equipment	0	0	0	0
809	Other Major Equipment	0	0	0	0
CAPITAL OUTLAY		\$0	\$0	\$0	\$1,000
DEPARTMENT ACCOUNT TOTALS:		\$101,458	\$110,376	\$109,789	\$117,484

Administrative Services - Information Technology

01-117

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	430,980	424,000	424,000	420,261
604	Deferred Compensation	0	0	0	0
606	Auto Allowance	0	0	0	0
610	Overtime and Premium Pay	2,909	6,500	6,000	6,500
614	Standby Pay	9,611	16,000	16,000	16,000
617	Temporary Personnel - Hourly	0	0	0	0
620	FICA Expenses Employer	26,653	26,000	26,000	26,871
625	Medicare Portion FICA	6,233	6,000	6,000	6,284
630	ICMA Retirement	16,815	17,000	17,000	17,336
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$493,201	\$495,500	\$495,000	\$493,252
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	0
655	Postage	0	0	0	0
660	Operating Supplies	16,731	12,150	12,150	12,150
MATERIALS & SUPPLIES		\$16,731	\$12,150	\$12,150	\$12,150
702	Conference/Meeting	3,809	10,100	7,100	5,100
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	4,176	5,000	5,000	5,800
728	Training	20,479	16,000	14,000	5,000
740	Auto Mileage Reimbursement	1,113	1,200	1,000	1,200
750	Professional Service	17,411	21,000	18,000	16,000
755	Computer Software	0	0	0	0
759	Telephone Expense	261,726	275,168	263,168	266,768
774	Facility Repair & Maint	0	0	0	0
776	Other Equipment Maintenance	481,159	547,100	530,000	552,000
799	Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$789,873	\$875,568	\$838,268	\$851,868
802	Office Furniture & Equipment	29,098	27,475	20,000	18,975
803	Tools and Work Equipment	0	0	0	0
806	Computer Software	598	40,940	23,940	8,590
808	Capital Leases	67,914	65,000	65,000	65,000
809	Other Major Equipment	117,122	274,628	265,000	162,050
CAPITAL OUTLAY		\$214,732	\$408,043	\$373,940	\$254,615
DEPARTMENT ACCOUNT TOTALS:		\$1,514,537	\$1,791,261	\$1,719,358	\$1,611,885

Parks and Recreation - Facilities

01-118

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	68,612	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	9,568	11,656	10,000	11,656
614	Standby Pay	8,696	9,232	9,200	9,232
617	Temporary Personnel - Hourly	0	2,470	0	0
620	FICA Expenses Employer	5,222	5,624	5,624	5,471
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	1,221	1,315	1,315	1,280
630	ICMA Retirement	2,704	2,694	2,694	2,694
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$96,024	\$100,344	\$96,186	\$97,686
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	0
655	Postage	0	0	0	0
660	Operating Supplies	30,225	43,375	35,000	41,025
MATERIALS & SUPPLIES		\$30,225	\$43,375	\$35,000	\$41,025
702	Conference/Meeting	0	0	0	0
704	Contractual Services	66,920	75,738	69,000	76,200
706	Dues/Books/Subscriptions	0	0	0	0
728	Training	0	1,000	1,000	1,000
730	Uniforms & Protective Clothing	658	690	690	690
750	Professional Services	5,000	0	0	7,500
758	Rentals & Leases	3,378	4,000	3,500	3,500
759	Telephone Expense	0	0	0	0
760	Utilities	105,640	110,000	108,000	113,000
774	Facility Repair & Maintenance	48,043	71,500	47,500	46,200
776	Other Equipment Maintenance	3,959	12,500	11,000	12,500
799	Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$233,597	\$275,428	\$240,690	\$260,590
802	Office Furniture & Equipment	0	0	0	0
803	Tools and Work Equipment	1,882	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	50,121	61,455	61,455	50,000
CAPITAL OUTLAY		\$52,003	\$63,455	\$63,455	\$52,000
DEPARTMENT ACCOUNT TOTALS:		\$411,849	\$482,602	\$435,331	\$451,301

Community Development - Administration

01-120

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	161,746	170,602	170,602	170,602
604	Deferred Compensation	5,857	6,344	6,344	6,344
606	Auto Allowance	3,600	3,600	3,600	3,600
607	Cell Phone/I Pad Allowance	120	720	720	0
610	Overtime and Premium Pay	1,541	7,050	1,400	1,577
614	Standby Pay	0	0	0	0
617	Temporary Personnel - Hourly	609	508	508	0
619	Temporary Personnel - Non-Hourly	0	0	0	0
620	FICA Expenses Employer	9,861	9,964	9,964	9,964
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	2,416	2,474	2,474	2,474
630	ICMA Retirement	1,704	1,749	1,749	1,749
640	Outside Personnel Services	0	1,492	2,000	2,000
PERSONNEL SERVICES		\$187,455	\$204,503	\$199,361	\$198,310
651	Office Supplies	671	1,000	1,000	1,000
654	Photocopy/Printing	36	108	50	108
655	Postage	0	0	0	0
660	Operating Supplies	0	0	0	0
MATERIALS & SUPPLIES		\$707	\$1,108	\$1,050	\$1,108
702	Conference/Meeting	843	3,120	2,000	3,305
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	650	820	820	900
712	Employee Functions	0	0	0	0
718	Ordinance Enforcement	0	0	0	0
728	Training	50	250	250	250
730	Uniforms & Protective Clothing	0	0	0	0
750	Professional Service	3,000	8,500	6,000	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		\$4,543	\$12,690	\$9,070	\$4,455
802	Office Furniture & Equipment	0	0	0	0
CAPITAL OUTLAY		\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:		\$192,704	\$218,301	\$209,481	\$203,873

Community Development - Planning

01-121

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	176,676	179,534	179,534	178,561
604	Deferred Compensation	0	0	0	0
606	Auto Allowance	0	0	0	0
610	Overtime and Premium Pay	0	0	0	0
614	Standby Pay	0	0	0	0
617	Temporary Personnel - Hourly	0	0	0	0
620	FICA Expenses Employer	10,620	11,131	11,131	11,071
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	2,484	2,603	2,603	2,589
630	ICMA Retirement	6,819	7,181	7,181	7,142
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$196,598	\$200,449	\$200,449	\$199,363
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	286	610	408	420
655	Postage	0	0	0	0
660	Operating Supplies	1,118	1,515	1,315	1,315
MATERIALS & SUPPLIES		\$1,404	\$2,125	\$1,723	\$1,735
702	Conference/Meeting	2,616	2,900	2,896	5,800
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	2,995	3,138	2,888	2,939
712	Employee Functions	0	0	0	0
728	Training	707	1,025	545	675
730	Uniforms & Protective Clothing	0	0	0	0
740	Auto Mileage Reimbursement	140	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		\$6,458	\$7,463	\$6,729	\$9,814
802	Office Furniture & Equipment	0	0	0	500
803	Tools and Work Equipment	0	0	0	0
812	Building Improvements	0	0	0	0
CAPITAL OUTLAY		\$0	\$0	\$0	\$500
DEPARTMENT ACCOUNT TOTALS:		\$204,461	\$210,037	\$208,901	\$211,412

Community Development - Building

01-122

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	247,846	294,150	294,150	369,511
604	Deferred Compensation	0	0	0	0
606	Auto Allowance	0	0	0	0
610	Overtime and Premium Pay	1,035	3,166	500	3,000
614	Standby Pay	0	0	0	0
617	Temporary Personnel - Non-Hourly	0	0	0	0
620	FICA Expenses Employer	14,917	19,186	18,238	22,909
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	3,489	4,488	4,265	5,357
630	ICMA Retirement	9,754	12,378	11,766	14,780
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$277,041	\$333,368	\$328,919	\$415,557
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	1,483	1,600	1,400	1,700
655	Postage	0	0	0	0
660	Operating Supplies	707	1,100	1,100	900
MATERIALS & SUPPLIES		\$2,190	\$2,700	\$2,500	\$2,600
702	Conference/Meeting	264	1,100	1,100	1,575
704	Contractual Services	48,262	68,360	45,360	53,600
706	Dues/Books/Subscriptions	2,030	3,370	2,740	6,015
718	Ordinance Enforcement	0	0	0	0
712	Employee Functions	0	0	0	0
728	Training	1,288	2,495	2,200	3,005
730	Uniforms & Protective Clothing	720	850	600	800
740	Auto Mileage Reimbursement	0	750	300	500
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		\$52,564	\$76,925	\$52,300	\$65,495
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:		\$331,796	\$412,993	\$383,719	\$483,652

Community Development - Long Range Planning

01-123

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	77,913	77,900	71,450	65,000
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	4,700	4,830	4,365	4,030
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	1,099	1,130	1,021	943
630	ICMA Retirement	3,077	3,116	2,838	2,600
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$86,788	\$86,976	\$79,674	\$72,573
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	572
655	Postage	0	0	0	1,000
660	Operating Supplies	97	0	0	700
MATERIALS & SUPPLIES		\$97	\$0	\$0	\$2,272
702	Conference/Meeting	1,124	1,124	1,124	2,400
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	498	500	480	500
712	Employee Functions	0	0	0	0
718	Ordinance Enforcement	0	0	0	0
728	Training	0	300	280	0
730	Uniforms & Protective Clothing	0	0	0	0
740	Auto Mileage Reimbursement	8	200	200	100
750	Professional Service	95,521	572,778	114,058	109,072
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		\$97,151	\$574,902	\$116,142	\$112,072
802	Office Furniture & Equipment	0	0	0	550
803	Tools and Work Equipment	0	0	0	0
812	Building Improvements	0	0	0	0
CAPITAL OUTLAY		\$0	\$0	\$0	\$550
DEPARTMENT ACCOUNT TOTALS:		\$184,036	\$661,878	\$195,816	\$187,467

Police - Administration

01-201

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	427,435	450,992	450,992	464,078
605	Extra Duty Pay	11,768	25,000	20,000	20,000
607	Cell Phone Allowance/ I Pad Allowance	1,320	1,320	1,320	600
610	Overtime and Premium Pay	1,480	1,500	500	1,500
614	Standby Pay	0	0	0	0
617	Temp. Personnel Hourly	0	0	0	2,000
620	FICA Expenses Employer	5,079	6,664	6,664	6,930
625	Medicare Portion FICA	4,609	4,816	4,816	6,729
630	ICMA Retirement	3,275	4,299	4,299	4,471
633	Police Retirement	33,422	33,931	33,931	35,230
634	State Disability	3,868	3,645	3,645	3,827
PERSONNEL SERVICES		\$492,256	\$532,167	\$526,167	\$545,365
651	Office Supplies	6,300	7,300	7,300	7,300
654	Photocopy/Printing	10,554	7,900	7,900	7,900
655	Postage	1,296	1,000	500	500
660	Operating Supplies	7,417	7,100	6,000	7,100
MATERIALS & SUPPLIES		\$25,568	\$23,300	\$21,700	\$22,800
702	Conference/Meeting	9,008	8,450	8,450	13,100
704	Contractual Services	0	6,545	6,545	6,545
706	Dues/Books/Subscriptions	11,987	21,745	21,745	17,740
728	Training	3,250	2,500	1,000	0
730	Uniforms & Protective Clothing	0	0	0	0
740	Auto Mileage Reimbursement	0	0	0	0
741	Uniform Allowance	31,709	30,000	30,000	33,780
750	Professional Service	124,326	167,185	167,185	243,250
755	Computer Software	0	0	0	2,250
776	Other Equipment Maintenance	1,836	1,824	1,800	1,800
799	Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$182,115	\$238,249	\$236,725	\$318,465
802	Office Furniture & Equipment	4,196	9,487	8,000	7,100
809	Other Major Equipment	11,500	0	0	0
CAPITAL OUTLAY		\$15,696	\$9,487	\$8,000	\$7,100
DEPARTMENT ACCOUNT TOTALS:		\$715,634	\$803,203	\$792,592	\$893,730

Police - Grants

01-202

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	179,131	168,000	168,000	76,400
605	Extra Duty Pay	0	0	0	0
610	Overtime and Premium Pay	25,852	45,976	45,976	37,800
614	Standby Pay	0	0	0	0
618	Court Pay	0	0	0	0
620	FICA Expenses Employer	0	0	0	0
625	Medicare Portion FICA	2,843	2,436	2,436	1,108
630	ICMA Retirement	0	0	60	0
633	Police Retirement	17,758	16,800	16,800	7,640
634	State Disability	2,677	4,368	4,368	0
PERSONNEL SERVICES		\$228,260	\$237,580	\$237,640	\$122,948
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	0
655	Postage	0	0	0	0
660	Operating Supplies	18,905	16,750	16,750	9,500
MATERIALS & SUPPLIES		\$18,905	\$16,750	\$16,750	\$9,500
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
730	Uniforms and Protective Clothing	0	11,250	11,250	10,000
740	Auto Mileage Reimbursement	0	0	0	0
750	Professional Service	11,032	9,339	9,339	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		\$11,032	\$20,589	\$20,589	\$10,000
802	Office Furniture & Equipment	0	0	0	0
803	Tools and Work Equipment	0	0	0	0
809	Other Major Equipment	0	0	0	0
CAPITAL OUTLAY		\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:		\$258,197	\$274,919	\$274,979	\$142,448

Police - Community Services Team

01-203

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	152,965	148,689	148,689	156,453
605	Extra Duty Pay	0	0	0	0
610	Overtime and Premium Pay	1,565	4,500	4,500	2,832
614	Standby Pay	0	0	0	0
617	Temporary Personnel - Hourly	21,067	61,060	61,060	78,750
618	Court Pay	583	750	750	750
620	FICA Expenses Employer	8,764	9,212	9,212	14,583
625	Medicare Portion FICA	2,050	2,156	2,156	3,411
630	ICMA Retirement	3,134	5,948	5,948	6,258
633	Police Retirement	0	0	0	0
634	State Disability Insurance	0	0	0	0
PERSONNEL SERVICES		\$190,127	\$232,315	\$232,315	\$263,037
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	0
655	Postage	0	0	0	0
660	Operating Supplies	1,383	1,475	1,000	1,475
MATERIALS & SUPPLIES		\$1,383	\$1,475	\$1,000	\$1,475
702	Conference/Meeting	48	250	150	250
704	Contractual Services	16,783	15,000	10,000	15,000
706	Dues/Books/Subscriptions	0	0	0	0
720	Veterinary Services	930	1,000	500	1,000
721	Jeffco Animal Shelter	29,404	29,600	29,581	208,915
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	1,400	1,400	1,400
799	Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$49,665	\$47,250	\$41,631	\$226,565
802	Office Furniture & Equipment	0	0	0	0
803	Tools and Work Equipment	0	0	0	0
809	Other Major Equipment	0	3,400	3,400	3,400
CAPITAL OUTLAY		\$0	\$3,400	\$3,400	\$3,400
DEPARTMENT ACCOUNT TOTALS:		\$241,174	\$284,440	\$278,346	\$494,477

Police - Communications Center

01-204

Account Name/Detailed Explanation	2013 Actual Budget	2014 Adjusted Budget	2014 Estimated Budget	2015 Adopted Budget
602 Staff Salaries & Wages	500,690	549,569	549,569	640,742
605 Extra Duty Pay	0	0	0	0
607 Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610 Overtime and Premium Pay	50,831	42,000	42,000	42,000
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	19,641	51,000	51,000	35,000
618 Court Pay	59	100	100	100
620 FICA Expenses Employer	34,073	34,625	34,625	44,506
625 Medicare Portion FICA	8,151	8,098	8,098	10,409
630 ICMA Retirement	18,381	22,339	22,339	25,630
633 Police Retirement	23	250	250	0
634 State Disability	0	0	0	0
PERSONNEL SERVICES	\$631,849	\$707,981	\$707,981	\$798,387
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	0	0	0	0
MATERIALS & SUPPLIES	\$0	\$0	\$0	\$0
702 Conference/Meeting	578	875	600	800
704 Contractual Services	107,245	112,650	88,712	92,885
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	545	2,500	2,500	2,500
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$108,367	\$116,025	\$91,812	\$96,185
802 Office Furniture & Equipment	0	0	0	0
805 Communications Equipment	0	3,500	3,484	4,850
803 Tools and Work Equipment	0	0	0	0
CAPITAL OUTLAY	\$0	\$3,500	\$3,484	\$4,850
DEPARTMENT ACCOUNT TOTALS:	\$740,216	\$827,506	\$803,277	\$899,422

Police - Crime Prevention Team (SRO)

01-205

Account Name/Detailed Explanation	2013 Actual Budget	2014 Adjusted Budget	2014 Estimated Budget	2015 Adopted Budget
602 Staff Salaries & Wages	275,431	256,531	256,531	266,679
605 Extra Duty Pay	0	0	0	0
607 Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610 Overtime and Premium Pay	8,119	13,455	13,455	13,290
617 Temporary Personnel - Hourly	0	0	0	0
618 Court Pay	0	100	100	100
620 FICA Expenses Employer	0	0	0	0
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	3,241	3,068	3,068	3,867
630 ICMA Retirement	0	0	0	0
633 Police Retirement	26,761	25,653	25,653	26,668
634 State Disability	5,056	5,502	5,502	3,744
PERSONNEL SERVICES	\$318,608	\$304,309	\$304,309	\$314,348
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	0	0	0	0
MATERIALS & SUPPLIES	\$0	\$0	\$0	\$0
702 Conference/Meeting	0	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	\$0	\$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:	\$318,608	\$304,409	\$304,409	\$314,448

Police - Records Team

01-206

Account Name/Detailed Explanation	2013 Actual Budget	2014 Adjusted Budget	2014 Estimated Budget	2015 Adopted Budget
602 Staff Salaries & Wages	168,678	285,406	285,406	294,868
605 Extra Duty Pay	0	0	0	0
607 Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610 Overtime and Premium Pay	17,541	25,680	13,000	21,356
617 Temporary Personnel - Hourly	65	0	0	0
618 Court Pay	0	0	0	0
620 FICA Expenses Employer	11,180	18,501	18,501	18,282
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	2,615	4,327	4,327	4,276
630 ICMA Retirement	6,825	11,417	11,417	11,795
633 Police Retirement	0	0	0	0
634 State Disability Insurance	0	0	0	0
PERSONNEL SERVICES	\$206,904	\$345,331	\$332,651	\$350,577
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	429	730	645	660
MATERIALS & SUPPLIES	\$429	\$730	\$645	\$660
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 Maintenece	360	500	270	500
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$360	\$500	\$270	\$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:	\$207,694	\$346,561	\$333,566	\$351,737

Police - Training & Public Information

01-207

Account Name/Detailed Explanation	2013 Actual Budget	2014 Adjusted Budget	2014 Estimated Budget	2015 Adopted Budget
602 Staff Salaries & Wages	47,846	58,000	58,000	59,869
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
617 Temporary Personnel - Hourly	0	0	0	0
618 Court Pay	0	0	0	0
620 FICA Expenses Employer	2,932	3,596	3,596	3,712
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	686	841	841	868
630 ICMA Retirement	1,874	2,320	2,320	2,395
633 Police Retirement	0	0	0	0
634 State Disability Insurance	0	0	0	0
PERSONNEL SERVICES	\$53,337	\$64,757	\$64,757	\$66,844
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
657 Range Supplies	22,193	66,211	66,211	41,799
660 Operating Supplies	438	1,000	600	1,000
MATERIALS & SUPPLIES	\$22,631	\$67,211	\$66,811	\$42,799
702 Conference/Meeting	18,067	18,000	18,000	19,500
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	0	0	0	0
728 Training	75,383	58,300	58,300	62,100
730 Uniforms and Protective Clothing	43,703	46,645	43,000	69,000
740 Auto Mileage Reimbursement	1,254	500	500	500
750 Professional Service	3,292	3,713	3,713	3,700
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	2,757	2,500	3,000
776 Other Equipment Maintenance	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$141,698	\$129,915	\$126,013	\$157,800
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:	\$217,667	\$261,883	\$257,581	\$267,443

Police - Patrol Operations

01-211

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	3,248,131	3,302,042	3,302,042	3,113,693
605	Extra Duty Pay	0	0	0	0
607	Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610	Overtime and Premium Pay	212,187	192,375	192,375	206,955
617	Temporary Personnel - Hourly	0	0	0	0
618	Court Pay	29,479	28,125	28,125	28,125
620	FICA Expenses Employer	16,912	12,241	12,241	6,450
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	42,779	41,880	41,880	45,148
630	ICMA Retirement	8,353	14,240	14,240	4,160
633	Police Retirement	299,076	302,584	302,584	311,364
634	State Disability Insurance	60,997	66,810	66,810	63,891
PERSONNEL SERVICES		\$3,917,914	\$3,960,297	\$3,960,297	\$3,779,786
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	0
657	Range Supplies	0	0	0	0
660	Operating Supplies	14,591	20,240	18,000	19,160
MATERIALS & SUPPLIES		\$14,591	\$20,240	\$18,000	\$19,160
702	Conference/Meeting	357	510	510	510
704	Contractual Services	0	0	0	0
727	Expense Reimbursement	0	0	0	1,000
728	Training	0	0	0	0
730	Uniforms and Protective Clothing	8,737	41,708	41,708	23,000
740	Auto Mileage Reimbursement	0	0	0	0
750	Professional Service	13,828	12,000	9,000	9,500
755	Computer Software	0	0	0	0
758	Rentals and Leases	0	0	0	0
776	Other Equipment Maintenance	18,176	15,750	15,750	15,750
799	Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$41,098	\$69,968	\$66,968	\$49,760
802	Office Furniture & Equipment	0	0	0	0
805	Communications Equipment	2,875	14,090	9,000	3,000
809	Other Major Equipment	0	7,000	7,000	7,000
CAPITAL OUTLAY		\$2,875	\$21,090	\$16,000	\$10,000
DEPARTMENT ACCOUNT TOTALS:		\$3,976,477	\$4,071,595	\$4,061,265	\$3,858,706

Police - Investigations Bureau

01-212

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	1,276,377	1,316,186	1,316,186	1,490,210
605	Extra Duty Pay	0	0	0	0
607	Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610	Overtime and Premium Pay	101,024	125,376	125,376	126,246
614	Standby Pay	33,996	34,034	34,034	34,034
617	Temp Personnel-Hourly	39	0	0	0
618	Court Pay	6,724	9,500	9,500	9,500
620	FICA Expenses Employer	10,399	13,798	13,798	14,522
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	17,102	17,313	17,313	21,608
630	ICMA Retirement	6,749	8,902	8,902	9,369
633	Police Retirement	107,343	114,363	114,363	125,598
634	State Disability Insurance	17,217	16,949	16,949	21,388
PERSONNEL SERVICES		\$1,576,969	\$1,656,421	\$1,656,421	\$1,852,475
651	Office Supplies	54	0	0	0
654	Photocopy/Printing	0	0	0	0
660	Operating Supplies	12,830	13,260	12,000	11,730
MATERIALS & SUPPLIES		\$12,884	\$13,260	\$12,000	\$11,730
702	Conference/Meeting	165	340	160	340
704	Contractual Services	78,843	104,810	104,810	116,730
706	Dues/Books/Subscriptions	0	0	0	0
727	Expense Reimbursement	3,762	4,000	3,000	4,000
728	Training	0	0	0	0
730	Uniforms and Protective Clothing	507	1,000	300	1,000
740	Auto Mileage Reimbursement	0	0	0	0
750	Professional Service	6,021	6,990	6,990	8,450
755	Computer Software	0	0	0	0
758	Rentals and Leases	125	500	500	500
776	Other Equipment Maintenance	181	1,400	1,000	1,400
799	Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$89,603	\$119,040	\$116,760	\$132,420
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:		\$1,679,457	\$1,788,721	\$1,785,181	\$1,996,625

Police - Crime & Traffic Team

01-213

Account Name/Detailed Explanation	2013 Actual Budget	2014 Adjusted Budget	2014 Estimated Budget	2015 Adopted Budget
602 Staff Salaries & Wages	224,668	284,368	284,368	364,203
605 Extra Duty Pay	0	0	0	0
607 Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610 Overtime and Premium Pay	12,562	18,304	18,304	19,000
618 Court Pay	2,123	3,100	2,500	3,500
620 FICA Expenses Employer	0	0	0	0
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	3,292	4,123	4,123	5,020
630 ICMA Retirement	0	0	0	0
633 Police Retirement	21,560	28,437	28,437	34,620
634 State Disability Insurance	1,701	3,329	3,329	4,794
PERSONNEL SERVICES	\$265,908	\$341,661	\$341,061	\$431,137
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	229	500	250	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	1,761	5,490	5,490	4,410
750 Professional Service	0	350	350	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	\$1,990	\$6,340	\$6,090	\$5,260
802 Office Furniture & Equipment	0	0	0	0
809 Other Major Equipment	1,493	0	0	800
CAPITAL OUTLAY	\$1,493	\$0	\$0	\$800
DEPARTMENT ACCOUNT TOTALS:	\$269,390	\$348,001	\$347,151	\$437,197

Police - Emergency Operations

01-215

Account Name/Detailed Explanation	2013 Actual Budget	2014 Adjusted Budget	2014 Estimated Budget	2015 Adopted 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	0	0	0
660 Operating Supplies	658	0	0	0
663 Hazardous Waste Disposal	1,413	0	0	0
MATERIALS & SUPPLIES	\$2,071	\$0	\$0	\$0
702 Conference/Meeting	88	0	0	0
704 Contractual Services	6,541	0	0	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 Maintenance	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$6,629	\$0	\$0	\$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:	\$8,700	\$0	\$0	\$0

Public Works - Administration

01-301

Account Name/Detailed Explanation	2013 Actual Budget	2014 Adjusted Budget	2014 Estimated Budget	2015 Adopted Budget
602 Staff Salaries & Wages	130,296	120,000	120,000	120,000
604 Deferred Compensation	6,086	6,000	6,000	6,000
606 Auto Allowance	3,450	3,600	3,600	3,600
607 Cell Phone/I Pad Allowance	420	1,320	1,320	600
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	8,132	6,826	6,826	7,254
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	1,902	1,740	1,740	1,740
630 ICMA Retirement	0	0	0	0
640 Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES	\$150,287	\$139,486	\$139,486	\$139,194
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	36	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	0	100	100	100
MATERIALS & SUPPLIES	\$36	\$100	\$100	\$100
702 Conference/Meeting	243	1,500	1,500	1,500
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	231	500	500	500
727 Expense Reimbursement	0	0	0	0
728 Training	0	500	500	500
730 Uniforms & Protective Clothing	0	150	150	150
740 Auto Mileage Reimbursement	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	\$474	\$2,650	\$2,650	\$2,650
802 Office Furniture & Equipment	0	600	600	600
804 Engineering & Photo Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
CAPITAL OUTLAY	\$0	\$600	\$600	\$600
DEPARTMENT ACCOUNT TOTALS:	\$150,797	\$142,836	\$142,836	\$142,544

Public Works - Engineering

01-302

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	842,087	826,906	826,906	852,287
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	6,672	10,000	10,000	10,000
614	Standby Pay	0	0	0	0
617	Temporary Personnel - Hourly	0	0	0	12,600
619	Temporary Personnel - Non-Hourly	0	0	0	0
620	FICA Expenses Employer	50,631	51,268	51,268	54,243
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	11,841	11,990	11,990	12,686
630	ICMA Retirement	33,204	33,076	33,076	34,091
PERSONNEL SERVICES		\$944,434	\$933,240	\$933,240	\$975,907
651	Office Supplies	889	1,550	1,550	1,546
654	Photocopy/Printing	0	500	500	500
655	Postage	12	250	250	250
660	Operating Supplies	3,189	3,750	3,750	3,500
MATERIALS & SUPPLIES		\$4,091	\$6,050	\$6,050	\$5,796
702	Conference/Meeting	476	1,000	1,000	2,500
704	Contractual Services	15,217	16,100	15,030	15,600
706	Dues/Books/Subscriptions	3,937	4,000	4,000	4,330
727	Expense Reimbursement	0	0	0	0
728	Training	3,966	5,000	5,000	5,650
730	Uniforms & Protective Clothing	1,727	2,050	2,050	2,470
740	Auto Mileage Reimbursement	138	300	300	300
750	Professional Services	24,250	8,831	8,831	0
776	Other Equipment Maintenance	0	2,500	2,500	2,000
793	Title Searches	0	500	500	500
799	Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$49,710	\$40,281	\$39,211	\$33,350
802	Office Furniture & Equipment	300	0	0	0
804	Engineering & Photo Equipment	0	0	0	0
809	Other Major Equipment	0	0	0	1,400
CAPITAL OUTLAY		\$300	\$0	\$0	\$1,400
DEPARTMENT ACCOUNT TOTALS:		\$998,535	\$979,571	\$978,501	\$1,016,453

Public Works - Operations

01-303

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	845,375	876,012	876,012	876,012
607	Cell Phone/I Pad Allowance	0	0	0	0
610	Overtime and Premium Pay	32,811	35,000	33,000	35,000
614	Standby Pay	16,187	16,500	16,500	16,500
617	Temporary Personnel - Hourly	0	0	0	0
620	FICA Expenses Employer	53,069	57,506	57,506	54,313
623	Unemployment Insurance	0	0	0	0
625	Medicare Portion FICA	12,411	13,449	13,449	12,236
630	ICMA Retirement	33,192	35,040	35,040	33,755
PERSONNEL SERVICES		\$993,046	\$1,033,507	\$1,031,507	\$1,027,816
651	Office Supplies	488	500	480	500
654	Photocopy/Printing	0	0	0	0
660	Operating Supplies	216,927	229,500	229,500	241,500
661	Oil & Gas - Shops	255,322	313,000	290,000	320,000
662	Vehicle & Equipment Maintenance	72,024	110,500	110,500	73,500
663	Hazardous Waste Disposal	602	3,300	2,700	3,300
665	Special Equipment	0	0	0	0
MATERIALS & SUPPLIES		\$545,363	\$656,800	\$633,180	\$638,800
702	Conference/Meeting	275	500	500	500
704	Contractual Services	117,887	237,997	237,997	195,000
706	Dues/Books/Subscriptions	667	1,200	1,000	1,200
728	Training	1,085	5,000	5,000	6,000
730	Uniforms & Protective Clothing	10,410	9,000	9,000	9,500
740	Auto Mileage Reimbursement	0	0	0	0
758	Rentals and Leases	0	0	0	0
760	Utilities	23,732	27,000	24,000	28,000
761	Street Lighting	638,710	575,000	575,000	660,000
774	Facility Repair & Maintenance	11,851	7,400	5,400	25,650
776	Other Equipment Maintenance	0	0	0	0
OTHER SERVICES & CHARGES		\$804,617	\$863,097	\$857,897	\$925,850
803	Tools & Work Equipment	4,369	0	0	0
807	Fleet Replacement	455,836	426,253	372,500	471,000
809	Other Major Equipment	66,427	99,200	89,000	139,000
812	Building Improvements	0	0	0	0
CAPITAL OUTLAY		\$526,632	\$525,453	\$461,500	\$610,000
DEPARTMENT ACCOUNT TOTALS:		\$2,869,658	\$3,078,857	\$2,984,084	\$3,202,466

Parks and Recreation - Administration

01-601

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	167,895	178,434	178,434	181,011
604	Deferred Compensation	6,641	6,750	6,413	7,020
606	Auto Allowance	3,600	3,600	3,600	3,600
607	Cell Phone Allowance/ I Pad Allowance	1,320	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	9,176	9,937	9,937	9,772
625	Medicare Portion FICA	2,501	2,587	2,587	2,625
630	ICMA Retirement	1,323	2,007	2,007	1,624
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$192,456	\$204,035	\$203,698	\$206,372
651	Office Supplies	4,988	3,700	3,700	4,000
654	Photocopy/Printing	138	400	400	400
655	Postage	283	300	300	300
660	Operating Supplies	657	421	300	300
MATERIALS & SUPPLIES		\$6,066	\$4,821	\$4,700	\$5,000
702	Conference/Meeting	937	2,800	2,800	13,000
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	442	570	450	450
728	Training	198	500	500	500
730	Uniforms & Protective Clothing	0	0	0	0
740	Auto Mileage Reimbursement	584	700	700	700
750	Professional Service	11,249	6,700	6,700	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		\$13,410	\$11,270	\$11,150	\$14,650
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:		\$211,932	\$220,126	\$219,548	\$226,022

Parks and Recreation - Recreation

01-602

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	126,535	128,000	128,000	120,054
604	Deferred Compensation	0	0	0	0
607	Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610	Overtime and Premium Pay	130	200	0	0
617	Temporary Personnel - Hourly	13,334	15,600	15,600	15,600
620	FICA Expenses Employer	8,995	8,903	8,903	8,410
625	Medicare Portion FICA	2,104	2,082	2,082	1,967
630	ICMA Retirement	5,006	5,606	5,606	4,802
640	Outside Personnel Services	4,225	6,000	4,500	0
PERSONNEL SERVICES		\$160,329	\$166,391	\$164,691	\$150,833
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	13,994	16,101	16,000	16,101
655	Postage	5,244	7,009	5,500	6,179
660	Operating Supplies	5,117	8,407	6,000	7,594
MATERIALS & SUPPLIES		\$24,355	\$31,517	\$27,500	\$29,874
702	Conference/Meeting	165	560	560	4,270
704	Contractual Services	0	0	0	466
706	Dues/Books/Subscriptions	445	660	660	660
728	Training	187	200	200	200
730	Uniforms & Protective Clothing	0	0	0	0
740	Auto Mileage Reimbursement	391	455	455	455
750	Professional Service	15,395	3,000	3,000	3,000
755	Computer Software	0	250	150	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		\$16,583	\$5,125	\$5,025	\$9,301
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:		\$201,267	\$203,033	\$197,216	\$190,008

Parks and Recreation - Parks Maintenance

01-603

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	393,873	407,269	394,876	432,615
607	Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610	Overtime and Premium Pay	10,425	16,189	16,189	15,789
614	Standby Pay	3,441	7,836	7,836	7,850
617	Temporary Personnel - Hourly	95,554	175,390	139,740	143,932
620	FICA Expenses Employer	30,926	34,635	34,635	37,212
625	Medicare Portion FICA	7,233	8,100	8,100	8,703
630	ICMA Retirement	15,142	16,291	15,795	17,447
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$556,594	\$665,710	\$617,171	\$663,548
651	Office Supplies	510	600	600	600
654	Photocopy/Printing	0	0	0	0
655	Postage	0	0	0	0
660	Operating Supplies	77,571	85,096	81,873	85,161
MATERIALS & SUPPLIES		\$78,082	\$85,696	\$82,473	\$85,761
702	Conference/Meeting	0	0	0	1,700
704	Contractual Services	81,391	94,613	94,613	86,115
728	Training	1,759	2,002	1,810	2,917
730	Uniforms & Protective Clothing	7,581	10,580	10,580	11,230
740	Auto Mileage Reimbursement	0	446	446	450
750	Professional Service	300	2,000	500	9,724
755	Computer Software	0	800	466	466
758	Rentals and Leases	25,615	23,614	23,614	25,810
760	Utilities	276,598	386,521	386,521	326,624
774	Facility Repair and Maintenance	64,317	155,411	88,551	88,700
776	Other Equipment Maintenance	25,190	13,361	12,831	13,361
799	Miscellaneous Services & Charges	8,677	10,000	10,000	0
OTHER SERVICES & CHARGES		\$491,427	\$699,348	\$629,932	\$567,097
800	Office Furniture & Equipment	0	0	0	4,000
803	Tools and Work Equipment	0	0	0	0
809	Other Major Equipment	42,757	4,150	0	16,790
812	Building Improvements	0	7,326	7,326	2,000
CAPITAL OUTLAY		\$42,757	\$11,476	\$7,326	\$22,790
DEPARTMENT ACCOUNT TOTALS:		\$1,168,860	\$1,462,230	\$1,336,902	\$1,339,196

Parks and Recreation - Forestry

01-604

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	130,047	127,556	127,556	130,204
607	Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610	Overtime and Premium Pay	7,970	8,500	8,500	9,000
614	Standby Pay	2,446	2,004	2,004	2,310
617	Temporary Personnel - Hourly	61,706	82,470	53,371	89,352
620	FICA Expenses Employer	12,310	7,908	7,908	14,314
625	Medicare Portion FICA	2,879	1,850	1,850	3,348
630	ICMA Retirement	5,139	5,102	5,102	5,208
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$222,496	\$235,390	\$206,291	\$253,736
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	500	300	500
655	Postage	0	0	0	0
660	Operating Supplies	23,386	31,380	31,380	28,875
MATERIALS & SUPPLIES		\$23,386	\$31,880	\$31,680	\$29,375
702	Conference/Meeting	435	585	585	390
704	Contractual Services	119,428	104,617	98,600	126,100
706	Dues/Books/Subscriptions	134	232	232	427
728	Training	140	1,640	1,640	1,640
730	Uniforms & Protective Clothing	1,359	2,992	2,934	2,864
740	Auto Mileage Reimbursement	0	0	0	0
750	Professional Service	0	550	550	550
755	Computer Software	0	0	0	0
758	Rentals and Leases	90	3,949	3,949	2,450
760	Utilities	0	2,500	2,500	2,500
774	Facility Repair and Maintenance	6,200	0	0	0
776	Other Equipment Maintenance	1,162	1,500	1,500	1,500
799	Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$128,948	\$118,565	\$112,490	\$138,421
800	Office Furniture & Equipment	0	0	0	0
803	Tools and Work Equipment	5,381	0	0	3,500
809	Other Major Equipment	0	0	0	60,000
812	Building Improvements	0	0	0	0
CAPITAL OUTLAY		\$5,381	\$0	\$0	\$63,500
DEPARTMENT ACCOUNT TOTALS:		\$380,211	\$385,835	\$350,461	\$485,032

Parks and Recreation - Natural Resources

01-605

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	128,596	132,886	132,886	134,011
607	Cell Phone Allowance/ I Pad Allowance	0	0	0	0
610	Overtime and Premium Pay	3,423	2,629	2,629	2,600
614	Standby Pay	618	2,050	2,050	2,097
617	Temporary Personnel - Hourly	10,634	22,024	12,997	15,629
620	FICA Expenses Employer	8,527	8,453	8,453	9,569
625	Medicare Portion FICA	1,994	1,977	1,977	2,238
630	ICMA Retirement	4,991	5,454	5,454	5,360
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$158,784	\$175,473	\$166,446	\$171,504
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	4,000	4,000	10,000
655	Postage	0	0	0	0
660	Operating Supplies	10,964	15,140	12,440	14,140
663	Hazardous Waste Disposal	0	0	0	0
MATERIALS & SUPPLIES		\$10,964	\$19,140	\$16,440	\$24,140
702	Conference/Meeting	0	200	200	320
704	Contractual Services	51,430	47,465	46,565	49,550
706	Dues/Books/Subscriptions	54	204	204	160
728	Training	915	360	360	610
730	Uniforms & Protective Clothing	2,551	2,865	2,865	3,027
740	Auto Mileage Reimbursement	464	650	600	650
750	Professional Service	0	0	0	0
755	Computer Software	0	0	0	0
758	Rentals and Leases	0	760	760	550
760	Utilities	0	0	0	7,000
774	Facility Repair and Maintenance	6,709	16,600	16,600	26,200
776	Other Equipment Maintenance	67	600	600	650
799	Miscellaneous Services & Charges	7,158	0	0	0
OTHER SERVICES & CHARGES		\$69,349	\$69,704	\$68,754	\$88,717
800	Office Furniture & Equipment	0	0	0	0
803	Tools and Work Equipment	2,319	0	0	9,000
809	Other Major Equipment	7,565	0	0	0
812	Building Improvements	27,031	10,000	0	0
CAPITAL OUTLAY		\$36,915	\$10,000	\$0	\$9,000
DEPARTMENT ACCOUNT TOTALS:		\$276,012	\$274,317	\$251,640	\$293,361

General Government - Central Charges

01-610

Account Name/Detailed Explanation	2013 Actual Budget	2014 Adjusted Budget	2014 Estimated Budget	2015 Adopted Budget
620 FICA Expenses Employer	0	0	0	0
621 Workers' Compensation	384,776	387,885	387,885	418,982
623 Unemployment Insurance	0	0	0	0
624 Work Comp Deductible	52,731	40,000	40,000	43,600
625 Medicare Portion FICA	0	0	0	0
626 Medical	1,471,120	1,564,823	1,564,823	1,610,000
627 Dental	90,891	93,000	90,100	93,000
628 LTD/STD	52,859	56,554	53,135	54,000
629 Life/ADD/DEP	46,453	47,938	47,900	47,900
PERSONNEL SERVICES	\$2,098,830	\$2,190,200	\$2,183,843	\$2,267,482
651 Office Supplies	212	750	300	0
653 Postage	28,504	32,500	32,500	32,500
654 Photocopy/Printing	14,333	14,000	14,000	14,000
660 Operating Supplies	1,219	2,000	2,000	2,750
MATERIALS & SUPPLIES	\$44,268	\$49,250	\$48,800	\$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	3,746	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	194,466	226,160	226,105	196,301
782 Uninsured Losses	35,975	66,395	65,000	50,000
797 Bonus Pay Incentive	0	0	0	450,000
799 Misc. Services & Charges	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$234,186	\$296,315	\$294,865	\$700,061
800 Office Furniture & Equipment	0	0	0	0
808 Capital Leases	0	0	0	0
809 Other Major Equipment	0	0	0	0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0
DEPARTMENT ACCOUNT TOTALS:	\$2,377,285	\$2,535,765	\$2,527,508	\$3,016,793

Parks and Recreation - Anderson Building

01-620

Account Name/Detailed Explanation	2013 Actual Budget	2014 Adjusted Budget	2014 Estimated Budget	2015 Adopted 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	8,627	13,192	10,000	13,075
619 Temporary Personnel - Non-Hourly	0	0	0	0
620 FICA Expenses Employer	535	818	600	811
625 Medicare Portion FICA	125	191	150	190
640 Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES	\$9,287	\$14,201	\$10,750	\$14,076
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	0	0	0
660 Operating Supplies	65	68	0	68
MATERIALS & SUPPLIES	\$65	\$68	\$0	\$68
702 Conference/Meeting	0	0	0	0
704 Contractual Services	280	1,170	500	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	37,869	38,282	30,000	30,282
774 Facility Repair and Maintenance	6,675	7,600	5,500	11,500
776 Other Equipment Maintenance	1,100	2,000	1,000	1,000
799 Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$45,923	\$49,052	\$37,000	\$43,952
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:	\$55,275	\$63,321	\$47,750	\$58,096

Parks and Recreation - Athletics

01-621

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	113,418	111,709	111,709	114,404
610	Overtime and Premium Pay	205	0	0	0
614	Standby Pay	0	875	0	875
617	Temporary Personnel - Hourly	11,192	14,629	12,500	13,983
619	Temporary Personnel - Non-Hourly	7,124	9,723	6,000	8,273
620	FICA Expenses Employer	7,573	8,955	7,400	8,528
625	Medicare Portion FICA	1,771	2,094	1,700	1,993
630	ICMA Retirement	4,331	4,468	4,396	4,576
640	Outside Personnel Services	10,217	13,311	8,500	14,710
PERSONNEL SERVICES		\$155,831	\$165,764	\$152,205	\$167,342
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	0
655	Postage Costs	0	0	0	0
660	Operating Supplies	22,674	22,169	18,000	24,909
MATERIALS & SUPPLIES		\$22,674	\$22,169	\$18,000	\$24,909
702	Conference/Meeting	992	645	645	1,570
704	Contractual Services	4,233	8,700	8,700	12,285
706	Dues/Books/Subscriptions	157	225	225	225
728	Training	72	770	250	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		\$5,454	\$10,874	\$10,110	\$15,384
802	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:		\$183,959	\$198,807	\$180,315	\$207,635

Parks and Recreation - General Programs

01-622

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	86,602	88,000	88,000	104,018
610	Overtime and Premium Pay	91	1,000	500	500
614	Standby Pay	0	0	0	0
617	Temporary Personnel - Hourly	75,982	81,050	81,050	84,210
619	Temporary Personnel - Non-Hourly	20,170	28,293	21,500	26,289
620	FICA Employer Expenses	10,766	12,562	12,562	13,331
622	Medical/Dental Insurance	80	0	0	0
625	Medicare Portion FICA	2,518	2,938	2,938	3,118
630	ICMA Retirement	3,547	3,520	3,520	4,161
640	Outside Personnel Services	6,537	6,395	5,500	14,365
PERSONNEL SERVICES		\$206,294	\$223,758	\$215,570	\$249,992
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	0
655	Postage Costs	0	0	0	0
660	Operating Supplies	26,688	29,330	27,500	31,747
MATERIALS & SUPPLIES		\$26,688	\$29,330	\$27,500	\$31,747
702	Conference/Meeting	600	875	875	1,520
704	Contractual Services	7,026	14,500	14,500	15,066
706	Dues/Books/Subscriptions	108	113	113	150
728	Training	971	2,340	1,000	2,640
730	Uniforms & Protective Clothing	422	780	300	780
740	Auto Mileage Reimbursement	0	100	75	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		\$9,126	\$18,708	\$16,863	\$20,256
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:		\$242,108	\$271,796	\$259,933	\$301,995

Parks and Recreation - Outdoor Pool

01-623

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	0	0	0	0
610	Overtime and Premium Pay	106	2,160	2,160	1,200
614	Standby Pay	0	0	0	0
617	Temporary Personnel - Hourly	93,763	101,084	94,000	109,232
617	Temporary Personnel - Non-Hourly	0	0	0	0
620	FICA Employer Expenses	5,820	7,403	5,828	6,847
625	Medicare Portion FICA	1,361	1,731	1,363	1,601
630	ICMA Retirement	0	0	0	0
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$101,050	\$112,378	\$103,351	\$118,880
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	0
655	Postage Costs	0	0	0	0
660	Operating Supplies	44,783	50,805	49,800	51,055
663	Hazardous Waste Disposal	0	0	0	0
MATERIALS & SUPPLIES		\$44,783	\$50,805	\$49,800	\$51,055
702	Conference/Meeting	0	0	0	0
704	Contractual Services	7,341	7,200	7,200	7,453
706	Dues/Books/Subscriptions	0	0	0	0
728	Training	0	1,200	800	700
730	Uniforms & Protective Clothing	707	1,200	1,000	1,800
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	18,000	15,000	15,000
774	Facility Repair and Maintenance	20,582	29,220	25,000	29,200
776	Other Equipment Maintenance	0	0	0	0
799	Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$28,630	\$56,820	\$49,000	\$54,153
800	Office Furniture & Equipment	0	0	0	0
803	Tools and Work Equipment	0	0	0	0
809	Other Major Equipment	24,960	22,000	19,100	0
812	Building Improvements	0	0	0	0
CAPITAL OUTLAY		\$24,960	\$22,000	\$19,100	\$0
DEPARTMENT ACCOUNT TOTALS:		\$199,422	\$242,003	\$221,251	\$224,088

Parks and Recreation - Active Adult Center

01-624

Account Name/Detailed Explanation	2013 Actual Budget	2014 Adjusted Budget	2014 Estimated Budget	2015 Adopted Budget
602 Staff Salaries & Wages	199,833	202,038	202,038	202,038
610 Overtime and Premium Pay	0	0	0	0
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	62,286	66,060	64,000	73,028
617 Temporary Personnel - Non-Hourly	16,507	25,387	16,500	16,598
620 FICA Employer Expenses	16,306	17,922	17,517	18,083
622 Medical/Dental Insurance	0	0	0	0
625 Medicare Portion FICA	3,813	4,191	4,097	4,229
630 ICMA Retirement	7,835	8,082	8,082	8,082
640 Outside Personnel Services	16,115	18,195	18,191	22,555
PERSONNEL SERVICES	\$322,695	\$341,875	\$330,425	\$344,613
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	11,975	18,900	16,000	15,500
655 Postage Costs	7,280	9,152	7,000	6,755
660 Operating Supplies	42,737	40,952	40,952	61,930
MATERIALS & SUPPLIES	\$61,993	\$69,004	\$63,952	\$84,185
702 Conference/Meeting	82	0	0	920
704 Contractual Services	35,897	41,583	37,000	42,416
706 Dues/Books/Subscriptions	212	915	915	955
728 Training	1,351	2,245	2,245	1,595
730 Uniforms & Protective Clothing	208	250	250	250
740 Auto Mileage Reimbursement	50	234	100	224
750 Professional Service	2,000	6,200	4,000	6,200
758 Rentals and Leases	0	0	0	0
760 Utilities	18,545	22,320	19,000	19,800
774 Facility Repair and Maintenance	28,235	31,760	29,000	25,879
776 Other Equipment Maintenance	702	2,825	1,500	1,825
799 Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$87,281	\$108,332	\$94,010	\$100,064
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:	\$471,969	\$519,211	\$488,387	\$528,862

Parks and Recreation - Historic Buildings

01-625

Account Name/Detailed Explanation	2013 Actual Budget	2014 Adjusted Budget	2014 Estimated Budget	2015 Adopted 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	2,697	9,406	7,626	11,990
617 Temporary Personnel - Non-Hourly	0	0	0	0
620 FICA Employer Expenses	168	473	473	743
622 Medical/Dental Insurance	0	0	0	0
625 Medicare Portion FICA	39	111	111	174
630 ICMA Retirement	0	0	0	0
640 Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES	\$2,903	\$9,990	\$8,210	\$12,907
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	2	100	0	0
660 Operating Supplies	10,491	9,617	7,500	8,267
MATERIALS & SUPPLIES	\$10,493	\$9,717	\$7,500	\$8,267
702 Conference/Meeting	0	0	0	0
704 Contractual Services	3,029	5,423	3,537	4,212
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	128	2,196	2,152	2,200
760 Utilities	9,317	15,558	15,558	17,132
774 Facility Repair and Maintenance	30,882	12,221	8,477	24,830
776 Other Equipment Maintenance	0	200	200	200
799 Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$43,355	\$35,598	\$29,924	\$48,574
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:	\$56,752	\$55,305	\$45,634	\$69,748

Public Art Fund

Fund 12

		2013 Actual Budget	2014 Adjusted Budget	2014 Estimated Budget	2015 Adopted Budget
BEGINNING FUND BALANCE		\$13,956	\$37,081	\$38,206	\$47,331
REVENUES					
12-500-02-505	Building Use Tax	\$5,381	\$6,845	\$4,250	\$4,500
12-510-00-516	Building Permits	\$2,904	\$3,108	\$2,900	\$3,000
12-550-05-551	Plan Review Fees	\$1,861	\$1,980	\$1,900	\$2,000
12-580-00-581	Interest	\$104	\$75	\$75	\$100
12-580-00-582	1 percent Public Projects	\$14,000	\$12,100	\$0	\$28,110
TOTAL REVENUES		\$24,250	\$24,108	\$9,125	\$37,710
TOTAL AVAILABLE FUNDS		\$38,206	\$61,189	\$47,331	\$85,041
EXPENDITURES					
12-601-800-809	Public Art Acquisition	\$0	\$0	\$0	\$20,000
TOTAL EXPENDITURES		\$0	\$0	\$0	\$20,000
ENDING FUND BALANCE		\$38,206	\$61,189	\$47,331	\$65,041

Police Investigation Fund

Fund 17

	2013 Actual Budget	2014 Adjusted Budget	2014 Estimated Budget	2015 Adopted Budget
BEGINNING FUND BALANCE	\$42,276	\$41,075	\$41,075	\$80,725
REVENUES				
17-580-00-581 Interest	\$57	\$40	\$450	\$350
17-580-00-588 Miscellaneous Revenue	<u>\$1,693</u>	<u>\$0</u>	<u>\$74,700</u>	<u>\$0</u>
TOTAL REVENUES	\$1,750	\$40	\$75,150	\$350
TOTAL AVAILABLE FUNDS	\$44,027	\$41,115	\$116,225	\$81,075
EXPENDITURES				
17-202-650-660 Operating Supplies	\$2,952	\$5,000	\$5,000	\$5,000
17-202-800-809 Other Major Equipment	\$0	\$18,500	\$29,000	\$20,000
17-202-800-812 Building Improvements	<u>\$0</u>	<u>\$1,500</u>	<u>\$1,500</u>	<u>\$0</u>
TOTAL EXPENDITURES	\$2,952	\$25,000	\$35,500	\$25,000
ENDING FUND BALANCE	\$41,075	\$16,115	\$80,725	\$56,075

OPEN SPACE FUND 32		2013 ACTUAL	2014 ADJUSTED	2014 ESTIMATED	2015 ADOPTED	2016 PROPOSED	2017 PROPOSED	2018 PROPOSED	2019 PROPOSED	2020 PROPOSED
32-580-00-589	BEGINNING FUND BALANCE	\$895,900	\$1,196,627	\$1,196,627	\$442,511	\$102,132	\$106,132	\$95,132	\$174,132	\$203,132
REVENUES										
32-520-00-539	State of Colorado Grant									
	<i>State Historic Fund</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	GOCO Grant									
	<i>Trail Grant - Clear Creek Trail</i>	\$0	\$0	\$39,975	\$0	\$0	\$0	\$0	\$0	\$0
32-520-00-540	Jefferson County Open Space Tax	\$1,012,720	\$885,000	\$885,000	\$885,000	\$885,000	\$885,000	\$885,000	\$885,000	\$885,000
32-550-00-555	Developer Fees	\$21,540	\$261,750	\$261,750	\$0	\$0	\$0	\$0	\$0	\$0
32-520-00-564	Jefferson County Joint Venture Grant									
	<i>Park Development (District II Park)</i>	\$0	\$50,000	\$211,000	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Clear Creek Trail</i>	\$0	\$0	\$358,621	\$0	\$0	\$0	\$0	\$0	\$0
	<i>2015 Grant Project</i>	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0
32-580-00-581	Interest Earnings	\$1,518	\$4,000	\$10,000	\$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	\$0	\$0	\$0	\$0	\$0
32-590-00-591	Transfers from General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL REVENUES	\$1,038,777	\$1,203,750	\$1,769,346	\$967,000	\$889,000	\$889,000	\$889,000	\$889,000	\$889,000
	TOTAL AVAILABLE FUNDS	\$1,934,677	\$2,400,377	\$2,965,973	\$1,409,511	\$991,132	\$995,132	\$984,132	\$1,063,132	\$1,092,132
EXPENDITURES										
Acquisitions										
32-601-800-809	<i>Randall Park Acquisition</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Development Projects										
32-601-800-861	<i>Happiness Gardens Improvements</i>	\$42,248	\$6,850	\$6,850	\$0	\$0	\$0	\$0	\$0	\$0
32-601-800-869	<i>Jeffco OS River Corridor Project match</i>	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0
32-601-800-859	<i>Anderson Park Master Plan/park reconstruction</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
32-601-800-864	<i>District II Park Development 44th and Kendall</i>	\$86,338	\$713,662	\$713,662	\$0	\$0	\$0	\$0	\$0	\$0
32-601-800-865	<i>PW/Parks Operations Facility</i>	\$18,798	\$731,202	\$725,000	\$0	\$0	\$200,000	\$200,000	\$300,000	\$400,000
32-601-800-866	<i>Sign Fabrication Parks/Open Space</i>	\$117,926	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
32-601-800-873	<i>Prospect Park Improvements</i>	\$0	\$80,000	\$80,000	\$300,000	\$400,000	\$200,000	\$0	\$0	\$0
32-601-800-874	<i>Randall Park acquisition improvements</i>	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
32-601-800-863	<i>Discovery Park Phase I, II, III</i>	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
32-601-800-868	<i>Kipling Pedestrian Improvements Grant Match</i>	\$0	\$70,000	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0
32-601-800-875	<i>Master Plan updates</i>	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$265,330	\$1,701,714	\$1,575,512	\$395,000	\$400,000	\$400,000	\$200,000	\$300,000	\$400,000
Maintenance Projects										
32-601-800-870	<i>Open Space Improvements</i>	\$0	\$15,569	\$15,569	\$90,000	\$0	\$0	\$0	\$25,000	\$25,000
32-601-800-871	<i>Park Maintenance Projects</i>	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$25,000	\$25,000
32-601-800-872	<i>Trail Replacement/Repair</i>	\$7,589	\$450,000	\$450,000	\$50,000	\$0	\$0	\$100,000	\$0	\$0
32-601-800-872	<i>Outdoor Pool Maintenance</i>	\$0	\$0	\$0	\$180,000	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$7,589	\$465,569	\$465,569	\$420,000	\$0	\$0	\$100,000	\$50,000	\$50,000
Park Maintenance Staff										
32-601-600-602	<i>Salaries</i>	\$365,800	\$368,847	\$368,847	\$379,919	\$0	\$0	\$0	\$0	\$0
32-601-600-610	<i>Overtime</i>	\$336	\$3,000	\$3,000	\$3,000	\$0	\$0	\$0	\$0	\$0
32-601-600-614	<i>Standby Pay</i>	\$0	\$2,000	\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$0
32-601-600-620	<i>FICA</i>	\$21,648	\$22,409	\$22,409	\$23,865	\$0	\$0	\$0	\$0	\$0
32-601-600-622	<i>Medical/Dental</i>	\$57,852	\$66,427	\$66,427	\$62,617	\$0	\$0	\$0	\$0	\$0
32-601-600-625	<i>Medicare</i>	\$5,063	\$5,241	\$5,241	\$5,581	\$0	\$0	\$0	\$0	\$0
32-601-600-630	<i>ICMA Retirement</i>	\$14,432	\$14,457	\$14,457	\$15,397	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$465,132	\$482,381	\$482,381	\$492,379	\$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	\$738,051	\$2,649,664	\$2,523,462	\$1,307,379	\$885,000	\$900,000	\$810,000	\$860,000	\$960,000
	ENDING FUND BALANCE	\$1,196,627	(\$249,287)	\$442,511	\$102,132	\$106,132	\$95,132	\$174,132	\$203,132	\$132,132

Municipal Court Fund

Fund 33

	2013 Actual Budget	2014 Adjusted Budget	2014 Estimated Budget	2015 Adopted Budget
BEGINNING FUND BALANCE	\$65,876	\$56,076	\$73,000	\$30,350
REVENUES				
33-560-00-562 \$1 of Court Fees	\$1,764	\$2,000	\$1,800	\$2,000
33-560-00-563 \$4 of Court Fees	\$7,046	\$8,000	\$7,000	\$8,000
33-560-00-565 Direct Victim Services	\$10,757	\$12,000	\$10,500	\$12,000
33-560-00-566 Warrant/Judgments	\$2,715	\$4,000	\$3,700	\$4,000
33-560-00-567 Transcript Fees	\$175	\$1,500	\$750	\$1,500
33-580-00-581 Interest	\$281	\$550	\$350	\$550
TOTAL REVENUES	\$22,739	\$28,050	\$24,100	\$28,050
TOTAL AVAILABLE FUNDS	\$88,615	\$84,126	\$97,100	\$58,400
EXPENDITURES				
33-109-600-640 Outside Personnel	\$0	\$0	\$0	\$0
33-109-700-715 Transcript Fees	\$345	\$1,500	\$750	\$1,500
33-109-700-776 Equipment Maintenance	\$330	\$1,000	\$1,000	\$1,000
33-109-700-783 Court \$4 Expenses	\$0	\$45,000	\$45,000	\$3,000
33-109-700-787 Warrant/Judgments	\$2,703	\$4,500	\$4,000	\$4,500
33-109-700-790 Direct Victim Services	\$10,769	\$14,000	\$12,000	\$14,000
33-109-700-792 Probation \$1 Expense	\$2,180	\$4,000	\$4,000	\$2,000
33-109-800-802 Office Equipment	\$0	\$0	\$0	\$0
33-109-800-809 Other Major Equipment	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$16,326	\$70,000	\$66,750	\$26,000
ENDING FUND BALANCE	\$72,289	\$14,126	\$30,350	\$32,400



CONSERVATION TRUST FUND 54		2013 ACTUAL	2014 ADJUSTED	2014 ESTIMATED	2015 ADOPTED	2016 PROPOSED	2017 PROPOSED	2018 PROPOSED	2019 PROPOSED	2020 PROPOSED
54-580-00-589	BEGINNING FUND BALANCE	\$418,979	\$573,434	\$573,434	\$315,538	\$251,538	\$342,538	\$423,538	\$594,538	\$765,538
REVENUES										
54-520-00-539	State of Colorado Lottery	\$328,393	\$300,000	\$300,000	\$300,000	\$280,000	\$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	\$1,066	\$1,000	\$1,000	\$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	\$329,459	\$301,000	\$301,000	\$301,000	\$281,000	\$281,000	\$281,000	\$281,000	\$281,000
	TOTAL AVAILABLE FUNDS	\$748,438	\$874,434	\$874,434	\$616,538	\$532,538	\$623,538	\$704,538	\$875,538	\$1,046,538
EXPENDITURES										
Development Projects										
54-601-800-860	<i>Facility Improvements - Cleavis Restroom</i>	\$146,883	\$25,290	\$14,010	\$0	\$0	\$0	\$0	\$0	\$0
54-601-800-865	<i>Outdoor Fitness/Workout Park</i>	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0
54-601-800-864	<i>Active Adult Center Parking Lot</i>	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0
54-601-800-860	<i>Anderson Building Replacement</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54-601-800-863	<i>Anderson Building Replacement</i>	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$900,000
54-601-800-862	<i>Park Site Development(Discovery Park)</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54-601-800-861	<i>Park Site Development (Kendall)</i>	\$0	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$146,883	\$475,290	\$264,010	\$100,000	\$0	\$0	\$0	\$0	\$900,000
Maintenance Projects										
54-601-800-870	<i>Recreation Center</i>	\$22,146	\$105,886	\$105,886	\$100,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
54-601-800-872	<i>Park Maintenance Projects</i>	\$0	\$90,000	\$90,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
54-601-800-873	<i>Resurface Tennis/Basketball Courts</i>	\$5,975	\$25,000	\$0	\$30,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
54-601-800-874	<i>Prospect Park Expansion Playground</i>	\$0	\$100,000	\$99,000	\$0	\$0	\$0	\$0	\$0	\$0
54-601-800-875	<i>Stites Park Playground Replacement</i>	\$0	\$0	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0
54-601-800-876	<i>Discovery ADA accessibility playground</i>	\$0	\$0	\$0	\$0	\$80,000	\$0	\$0	\$0	\$0
54-601-800-878	<i>Boyd's Crossing Playground Replacement</i>	\$0	\$0	\$0	\$0	\$0	\$90,000	\$0	\$0	\$0
	Subtotal	\$28,121	\$320,886	\$294,886	\$265,000	\$190,000	\$200,000	\$110,000	\$110,000	\$110,000
General Fund Transfers										
54-601-890-891	<i>General Fund</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL EXPENDITURES	\$175,005	\$796,176	\$558,896	\$365,000	\$190,000	\$200,000	\$110,000	\$110,000	\$1,010,000
	ENDING FUND BALANCE	\$573,434	\$78,258	\$315,538	\$251,538	\$342,538	\$423,538	\$594,538	\$765,538	\$36,538

Equipment Replacement Fund

Fund 57

	2013 Actual Budget	2014 Adjusted Budget	2014 Estimated Budget	2015 Adopted Budget
BEGINNING FUND BALANCE	\$270,317	\$370,817	\$368,605	\$530,705
REVENUES				
57-520-00-548 E911 Reimbursements	\$0	\$0	\$56,500	\$53,000
57-590-00-591 Transfer from General Fund	\$100,000	\$100,000	\$100,000	\$0
57-580-00-581 Interest	<u>-\$1,712</u>	<u>\$500</u>	<u>\$5,600</u>	<u>\$1,000</u>
TOTAL REVENUES	\$98,288	\$100,500	\$162,100	\$54,000
TOTAL AVAILABLE FUNDS	\$368,605	\$471,317	\$530,705	\$584,705
EXPENDITURES				
57-204- Professional Services	\$0	\$0	\$0	\$191,000
57-204-800-805 CAD/RMS	\$0	\$0	\$0	\$0
57-204-800-805 Police Radios	\$0	\$0	\$0	\$0
57-201-800-809 Other Major equipment	<u>\$0</u>	<u>\$100,000</u>	<u>\$0</u>	<u>\$44,000</u>
TOTAL EXPENDITURES	\$0	\$100,000	\$0	\$235,000
ENDING FUND BALANCE	\$368,605	\$371,317	\$530,705	\$349,705

Crime Prevention Fund

Fund 63

	2013 Actual Budget	2014 Adjusted Budget	2014 Estimated Budget	2015 Adopted Budget	
63-580-00-589	BEGINNING FUND BALANCE	\$291,878	\$280,311	\$280,311	\$230,275
	REVENUES				
63-500-00-508	Lodger's Tax	\$326,566	\$300,000	\$300,000	\$300,000
63-520-03-539	CDOT-Safety Fair Grant	\$0	\$0	\$0	\$0
63-560-00-561	No Proof of Insurance	\$32,417	\$30,000	\$30,000	\$30,000
63-580-00-581	Interest	\$1,058	\$1,000	\$1,000	\$1,000
	TOTAL REVENUES	\$360,041	\$331,000	\$331,000	\$331,000
	TOTAL AVAILABLE FUNDS	\$651,919	\$611,311	\$611,311	\$561,275
	EXPENDITURES				
63-201-600-602	Salaries & Wages	\$270,527	\$269,000	\$268,785	\$276,174
63-201-600-610	Overtime & Premium Pay	\$3,222	\$9,000	\$9,000	\$9,675
63-201-600-618	Court Pay	\$188	\$500	\$500	\$500
63-201-600-620	FICA	\$11,032	\$11,100	\$10,892	\$9,517
63-201-600-622	Medical/Dental Insurance	\$39,660	\$41,000	\$40,646	\$0
63-201-600-625	Medicare Portion FICA	\$2,884	\$2,124	\$2,124	\$3,357
63-201-600-630	ICMA Retirement	\$7,038	\$7,100	\$7,100	\$6,140
63-201-600-633	Police Retirement	\$11,644	\$11,833	\$11,833	\$12,268
63-201-600-634	State Disability Insurance	\$659	\$0	\$1,818	\$0
	PERSONNEL SERVICES	\$346,854	\$351,657	\$352,698	\$317,631
63-201-650-660	Operating Supplies	\$21,153	\$22,500	\$22,500	\$14,150
	MATERIALS & SUPPLIES	\$21,153	\$22,500	\$22,500	\$14,150
63-201-700-702	Conference/Meeting	\$3,195	\$2,600	\$2,600	\$6,100
63-201-700-706	Dues, Books, Subscriptions	\$406	\$700	\$700	\$1,485
63-201-700-730	Uniforms & Protective Clothing	\$0	\$2,440	\$2,190	\$12,690
63-201-700-750	Professional Services	\$0	\$348	\$348	\$4,848
	OTHER SERVICES & CHARGES	\$3,601	\$6,088	\$5,838	\$25,123
	TOTAL EXPENDITURES	\$371,608	\$380,245	\$381,036	\$356,904
	ENDING FUND BALANCE	\$280,311	\$231,066	\$230,275	\$204,371

Recreation Center - Facilities

64-602

Account Name/Detailed Explanation	2013 Actual Budget	2014 Adjusted Budget	2014 Estimated Budget	2015 Adopted Budget
602 Staff Salaries & Wages	310,185	302,521	302,521	320,319
610 Overtime and Premium Pay	4,615	6,000	6,000	7,730
614 Standby Pay	8,251	8,000	8,000	9,299
617 Temporary Personnel - Hourly	205,424	214,000	210,000	216,872
620 FICA Employer Expenses	31,345	32,892	32,892	34,362
622 Medical/Dental Insurance	67,846	72,395	72,395	78,569
625 Medicare Portion FICA	7,331	7,693	7,900	8,036
630 ICMA Retirement	12,308	12,101	12,101	12,813
640 Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES	\$647,305	\$655,602	\$651,809	\$688,000
651 Office Supplies	1,187	1,200	1,200	1,200
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	322	500	500	500
660 Operating Supplies	80,892	63,000	63,000	86,265
663 Hazardous Waste Disposal	0	0	0	0
MATERIALS & SUPPLIES	\$82,401	\$64,700	\$64,700	\$87,965
702 Conference/Meeting	0	650	650	820
704 Contractual Services	65,921	80,000	75,000	71,497
706 Dues/Books/Subscriptions	0	100	100	291
728 Training	510	1,500	1,500	2,250
730 Uniforms & Protective Clothing	2,680	2,400	2,400	3,110
740 Auto Mileage Reimbursement	1,126	1,100	1,100	1,300
750 Professional Service	0	0	0	0
755 Computer Software	0	0	0	0
758 Rentals and Leases	1,524	4,160	2,496	2,160
760 Utilities	345,343	320,000	320,000	368,406
774 Facility Repair and Maintenance	50,876	50,000	50,000	57,300
776 Other Equipment Maintenance	13,411	7,500	7,500	6,900
799 Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES	\$481,392	\$467,410	\$460,746	\$514,034
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:	\$1,211,097	\$1,187,712	\$1,177,255	\$1,289,999

Recreation Center - Aquatics

64-604

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	197,416	159,595	159,595	165,127
610	Overtime and Premium Pay	2,531	2,000	1,750	2,500
614	Standby Pay	0	1,100	1,100	2,808
617	Temporary Personnel - Hourly	298,854	316,500	316,500	322,120
620	FICA Employer Expenses	30,879	29,642	29,642	30,538
622	Medical/Dental Insurance	21,878	15,537	15,537	22,536
625	Medicare Portion FICA	7,222	6,932	6,932	7,142
630	ICMA Retirement	7,588	6,384	6,384	6,605
640	Outside Personnel Services	0	0	0	0
PERSONNEL SERVICES		\$566,368	\$537,690	\$537,440	\$559,376
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	0
655	Postage Costs	0	0	0	0
660	Operating Supplies	69,246	68,181	68,181	70,059
663	Hazardous Waste Disposal	0	0	0	0
MATERIALS & SUPPLIES		\$69,246	\$68,181	\$68,181	\$70,059
702	Conference/Meeting	0	360	340	820
704	Contractual Services	3,231	2,478	2,478	4,466
706	Dues/Books/Subscriptions	72	75	69	175
728	Training	6,987	6,000	5,800	6,500
730	Uniforms & Protective Clothing	2,786	4,139	4,139	4,250
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	15,806	28,900	21,000	38,725
776	Other Equipment Maintenance	0	0	0	0
799	Miscellaneous Services & Charges	0	0	0	0
OTHER SERVICES & CHARGES		\$28,881	\$41,952	\$33,826	\$54,936
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:		\$664,495	\$647,823	\$639,447	\$684,371

Recreation Center - Fitness

64-605

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	57,969	56,750	39,847	20,509
610	Overtime and Premium Pay	0	0	0	0
614	Standby Pay	0	0	0	0
617	Temporary Personnel - Hourly	136,514	146,000	145,000	142,485
619	Temporary Personnel - Non-Hourly	68,627	85,000	70,000	70,118
620	FICA Employer Expenses	16,043	17,382	15,800	14,453
622	Medical/Dental Insurance	9,052	9,260	7,503	5,370
625	Medicare Portion FICA	3,752	4,081	3,695	3,380
630	ICMA Retirement	2,279	2,270	1,600	820
640	Outside Personnel Services	0	400	400	400
PERSONNEL SERVICES		\$294,236	\$321,143	\$283,845	\$257,535
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	0	0	0	0
655	Postage Costs	60	50	50	50
660	Operating Supplies	33,409	19,485	19,485	33,300
MATERIALS & SUPPLIES		\$33,470	\$19,535	\$19,535	\$33,350
702	Conference/Meeting	689	700	700	350
704	Contractual Services	3,466	4,500	4,500	4,500
706	Dues/Books/Subscriptions	72	76	76	38
728	Training	2,814	1,800	1,800	4,400
730	Uniforms & Protective Clothing	0	0	0	0
740	Auto Mileage Reimbursement	0	75	25	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		\$7,041	\$7,151	\$7,101	\$9,363
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:		\$334,746	\$347,829	\$310,481	\$300,248

Recreation Center - Marketing

64-607

		2013	2014	2014	2015
Account Name/Detailed Explanation		Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602	Staff Salaries & Wages	28,476	44,855	44,855	35,500
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	1,752	2,781	2,781	2,201
622	Medical/Dental Insurance	260	3,500	3,100	2,620
625	Medicare Portion FICA	410	650	650	515
630	ICMA Retirement	1,119	1,794	1,445	1,420
640	Outside Personnel Services	4,076	3,860	3,400	3,860
PERSONNEL SERVICES		\$36,092	\$57,440	\$56,231	\$46,116
651	Office Supplies	0	0	0	0
654	Photocopy/Printing	13,988	16,500	16,500	17,821
655	Postage Costs	5,246	5,200	5,000	6,277
660	Operating Supplies	12,618	17,193	12,350	12,321
MATERIALS & SUPPLIES		\$31,852	\$38,893	\$33,850	\$36,419
702	Conference/Meeting	0	0	0	350
704	Contractual Services	0	0	0	0
706	Dues/Books/Subscriptions	50	145	145	1,928
728	Training	0	200	200	1,000
730	Uniforms & Protective Clothing	0	0	0	0
740	Auto Mileage Reimbursement	23	170	50	170
750	Professional Services	1,200	2,000	2,000	2,400
755	Computer Software	0	100	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		\$1,273	\$2,615	\$2,495	\$5,948
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:		\$69,217	\$98,948	\$92,576	\$88,483

Financial Policies

CITY OF WHEAT RIDGE ACCOUNTING, BUDGETING AND FINANCIAL POLICIES 2015

The City of Wheat Ridge, Colorado financial policies set forth the basic framework for the fiscal management of the City. These policies were developed within the parameters established by applicable provisions of the Colorado Revised Statutes and the City of Wheat Ridge City Charter. The policies are to be reviewed on an annual basis and modified to accommodate changing circumstances or conditions.

Basis of Accounting

The City's finances are accounted for in accordance with generally accepted accounting principles (GAAP) as established by the Governmental Accounting Standards Board (GASB).

Basis of accounting refers to the point at which revenues or expenditures are recognized in the accounts and reported in the financial statements. The government-wide financial statements, as well as the financial statements for proprietary funds and fiduciary funds, are reported using the economic resource measurement focus and the accrual basis of accounting. Under accrual basis of accounting, revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of when the cash is received.

Governmental fund financial statements are reported using current financial resources measurement focus and the modified accrual basis of accounting. Under modified accrual basis of accounting, revenues are recognized as soon as they become both measurable and available, and expenditures are recorded in the period that the expenditure occurs and becomes a liability.

For accounting purposes, the budget for each department is broken down into a variety of divisions and/or program budgets. Expenditures are classified as the following:

- Personnel Services
- Services & Supplies
- Capital Outlay

Personnel Services includes salaries for full-time and part-time employees, overtime pay, insurance, retirement, and other costs related to the City. The compensation plan is intended to provide all employees with fair and equitable pay and to provide a uniform system of payment. The City has adopted a Performance-Based Pay Plan. This plan equates an employee's salary based upon the performance evaluation rating.

Services & Supplies encompasses administrative costs such as office supplies, uniforms, small tools, ammunition, salt, sand and gravel, dues, subscriptions, travel and training expense, safety

programs, audit/legal/consulting fees, telephone/utility charges, principal and interest payments, and photocopying, to name a few.

Capital Outlay consists of fixed assets over \$5,000 and a useful life of greater than one year. This expenditure area consists of furniture/fixtures, computer hardware, land, buildings, and other infrastructure. A detailed, “line-item” budget is provided to departments to facilitate monitoring of day-to-day expenditures.

Basis of Budgeting

Basis of budgeting refers to the methodology used to include revenues and expenditures in the budget. The City of Wheat Ridge budgets on a cash basis. The City does not budget for non-cash items such as depreciation and amortization. The revenues and expenditures are assumed to be collected or spent during the period appropriated. Using this assumption, the current year revenues are compared to expenditures to ensure that each fund has sufficient revenues to cover expenditures during the budget year, or that there are sufficient cash reserves in the fund to cover a revenue shortfall. The City’s operating budget and all special funds are adopted on an annual basis (the fiscal year begins with the first day of January and ends on the last day of December) with all appropriations lapsing at fiscal year-end. Capital projects and grant funds have multi-year budgets. Outstanding encumbrances at fiscal year-end are re-appropriated by approval of the City Council in the subsequent fiscal year.

Basis of Budgeting vs. Basis of Accounting

The basis of budgeting differs from the basis of accounting only by the assumptions that are made in regard to the timing of the recognition of revenues and expenditures. The budget assumes that all revenues and expenditures, as well as the associated cash, will be expended or received during the budget period. Conversely, the basis of accounting only recognizes revenues when they become both measurable and available, and expenditures when incurred. Cash is not necessarily received or expended at the same time.

Basis of Presentation – Fund Accounting

The activities of the City are organized into separate funds that are designated for a specific purpose or set of purposes. Each fund is considered a separate accounting entity, so the operations of each fund are accounted for with a set of self-balancing accounts that comprise its revenues, expenses, assets, liabilities, and fund equity as appropriate.

The number and variety of funds used by the City promotes accountability but can also make municipal budgeting and finance complex. Therefore, understanding the fund structure is an important part of understanding the City’s finances. The City uses Governmental Funds and within this fund type the City has Special Revenue Funds and a Capital Investment Project Fund.

The following is a description of the General Fund, Special Revenue Funds, the Capital Investment Program (CIP) and the Recreation Center Fund.

Governmental Funds

General Fund

The General Fund is the City's primary operating fund and is used to track the revenues and expenditures associated with the basic City services that are not required to be accounted for in other funds. This includes services such as police, public works, parks and recreation, and other support services such as human resources. These services are funded by general purpose tax revenues and other revenues that are unrestricted. This means that the City Council, with input from the public, has the ability to distribute the funds in a way that best meets the needs of the community as opposed to other funds that are restricted to predefined uses.

Special Revenue Funds

Special Revenue funds account for activities supported by revenues that are received or set aside for a specific purpose that is legally restricted. These funds are described in greater detail under the Special Funds tab of this budget document. The City has seven Special Revenue Funds: Public Art Fund, Police Investigation Fund, Open Space Fund, Municipal Court Fund, Conservation Trust Fund, Equipment Replacement Fund, and Crime Prevention Fund.

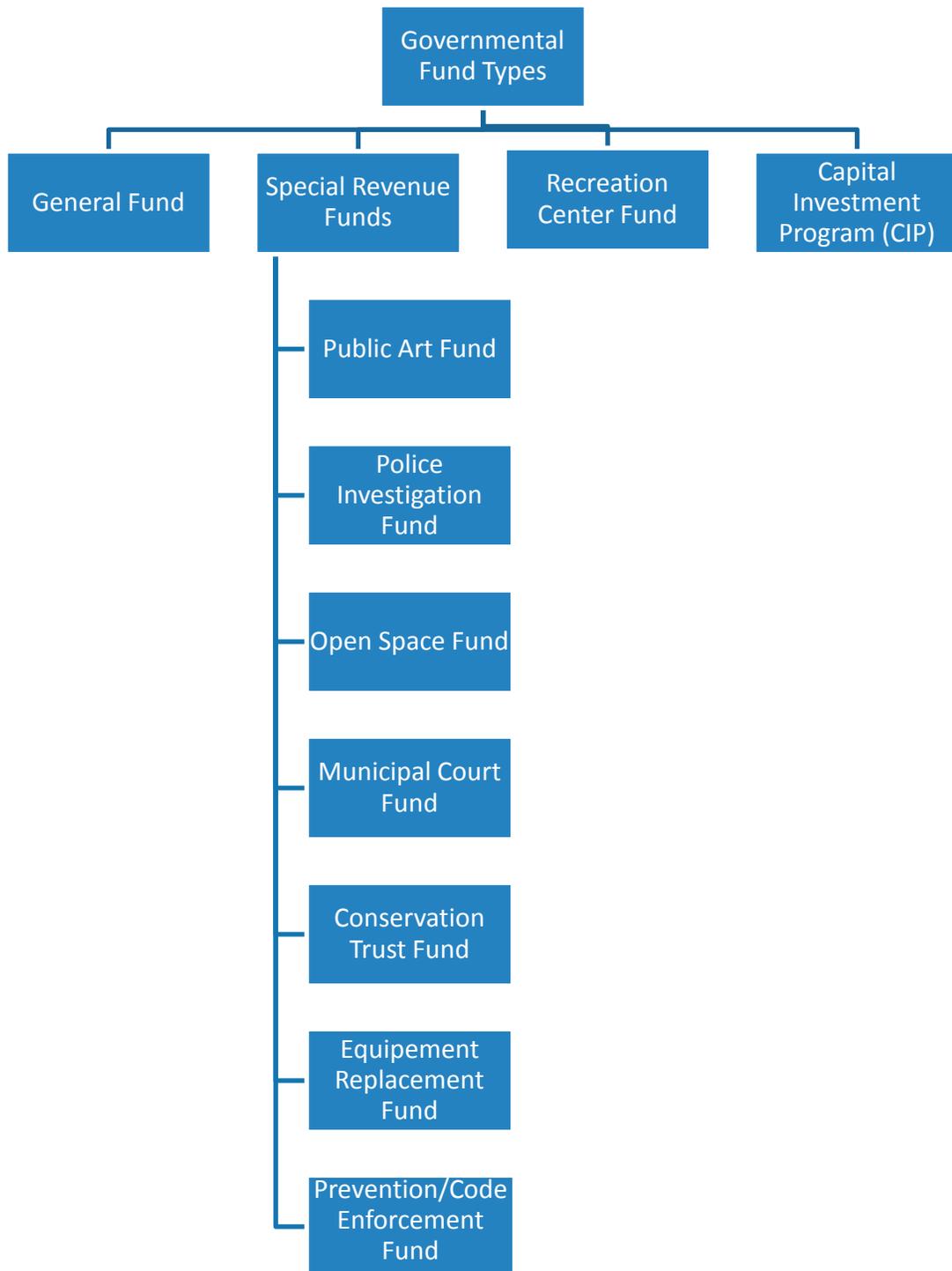
Capital Investment Program Fund

The Capital Investment Program (CIP) Fund account is for financial resources that must be used for the acquisition, improvements or construction of major capital projects. The CIP is funded by a transfer from the General Fund in addition to other revenue sources such as grants, and lodger's tax. The 10-year Capital Investment Plan lists approved and anticipated capital projects of the City, and can be located in the CIP tab of this budget document.

Recreation Center Fund

The Recreation Center Fund is a governmental fund whereby the expense of providing goods and services to the general public on a continuing basis are financed or recovered primarily through user charges. However, the Recreation Center Fund is not completely self-sufficient and internal services such as information technology and human resources costs are covered under the General Fund. In the event that these user charges are insufficient to cover the operations of the Recreation Center Fund, transfers can be made from other fund types to provide additional financial support.

A chart depicting the City's Governmental Fund Types is included on the next page.



Budget Process & Timeline

In accordance with the City Charter, the annual budget process and timeline is outlined in the Budget in Brief section of this budget document.

Procurement Planning

All City purchases of goods or services are made in accordance with the State of Colorado Revised Statutes, Wheat Ridge City Charter and the City's Purchasing Guidelines.

Financial Reporting

The City's accounting records are audited by an independent certified public accounting firm following the conclusion of each fiscal year in accordance with the City Charter and state law. The City Manager and Administrative Services Director prepares a Comprehensive Annual Financial Report (CAFR) in accordance with generally accepted accounting principles (GAAP) as applicable to state and local governments established by the Governmental Accounting Standards Board (GASB) for governmental accounting and financial reporting principles. The CAFR shows the status of the City's finances on the basis of GAAP. The CAFR shows fund revenues and expenditures on both a GAAP basis and budget basis for comparison purposes.

Debt Management Policy

The City Council adopted a Debt Management Policy in June of 2011. This policy is included on page 296.

Unrestricted Fund Balance Policy

The City Council adopted an Unrestricted Fund Balance Policy in June of 2011. This policy is included on page 299.



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 Investment 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 Investment Program

The Capital Investment 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 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 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 Officers' 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 level as soon as possible, but only after the City's current operational needs are met, and in no case, more than two years subsequent in which the unrestricted fund balance was used. For any and all other instances, as permitted by this policy, in which the City elects to use its unrestricted fund balance, the City will replenish the unrestricted fund balance as soon as revenues are available, but only after the City's current operational needs have been met.

Excess Funds

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

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

Review of Policy

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



GLOSSARY

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

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.

Assigned Fund Balance – amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.

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.

Committed Fund Balance – amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as Committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

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 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.

Non-spendable Fund Balance - amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).

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.

Restricted Fund Balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

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.

Unassigned Fund Balance – amounts that are available for any purpose; these amounts are reported only in the General Fund.

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.