



# 2016 CITY BUDGET







GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Wheat Ridge  
Colorado**

For the Fiscal Year Beginning

**January 1, 2015**

Executive Director

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# City of Wheat Ridge, Colorado Adopted Annual Budget

January 1 – December 31

Fiscal Year 2016



## City Council Members

**Joyce Jay, Mayor**

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

**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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**Patrick Goff, City Manager**  
**Heather Geyer, Administrative Services Director**  
**Dan Brennan, Police Chief**  
**Joyce Manwaring, Director of Parks and Recreation**  
**Scott Brink, Director of Public Works**  
**Ken Johnstone, Director of Community Development**  
**Judge Christopher Randall**

### **Contents and Production**

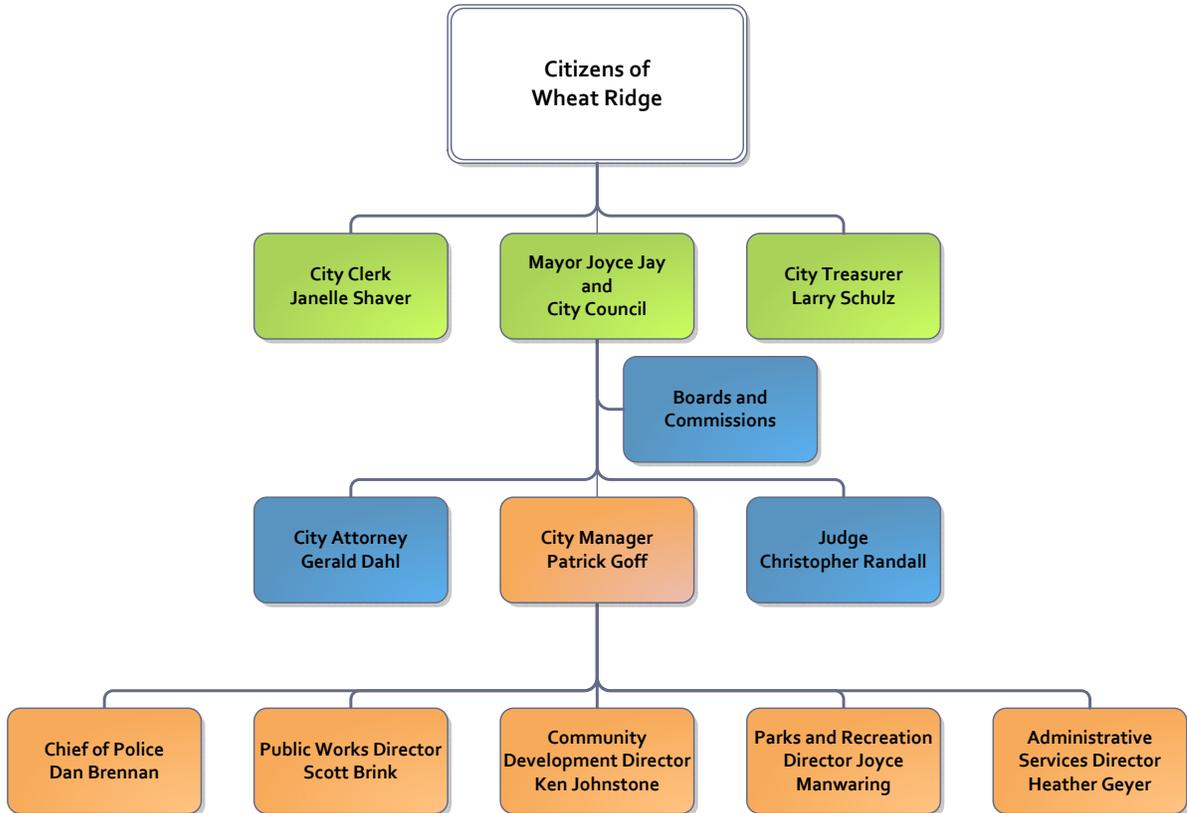
**Patrick Goff, Heather Geyer, Carly Lorentz and Karen Van Ert**

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# City of Wheat Ridge



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## Budget Message

September 14, 2015

Dear Mayor Jay and Council Members:

I present to the Mayor and City Council the 2016 Adopted Budget. This Budget provides the framework for providing services and programs to the citizens of Wheat Ridge for the year 2016, based on the delivery of core services and priorities identified in the City Council Strategic Plan. This Budget document includes the General Fund, Capital Investment Program (CIP) Fund and all Special Revenue Funds.

### OVERALL SUMMARY

Wheat Ridge's total proposed General Fund operating budget for 2016 is \$30,989,644 excluding transfers. The City's total 2016 operating budget represents a .4% increase compared to the adjusted 2015 Budget. The projected 2016 General Fund ending fund balance is \$6,362,627. Of this amount, \$5,268,239, 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 \$42,205,369. The CIP Budget is at \$5,879,821 and the eight Special Revenue Funds' proposed budgets total \$5,335,904.

Sales tax, the City's largest revenue source, is projected to increase by 7% for 2016, compared to the 2015 estimated revenue. Sales tax revenue is projected to increase by 8% compared to 2015 adjusted revenue. Overall, total General Fund revenues for 2015 are projected to increase by .2% compared to 2014 actual revenue (3.3% when one-time audit revenue in 2014 are excluded) and increase by 10% compared to 2015 adjusted revenue.

However, 2016 proposed total General Fund revenues are projected to increase by 3.9% compared to 2015 estimated revenues (excluding one-time loan proceeds in 2015 for solar panels).

The estimated 2015 Budget ending fund balance is \$8,271,981, of which \$6,991,485 or 23.8%, of operating expenditures is considered the unrestricted fund balance. The proposed 2016 Budget ending unrestricted fund balance is projected to decrease to \$5,268,239, or 17% of operating expenditures, to allow for a \$2.8 million transfer to the CIP Budget.

### LONG-TERM FISCAL CHALLENGES

Long-term fiscal sustainability remains one of the City's greatest challenges. The City's 2016 – 2024 Capital Investment Program (CIP) budget demonstrates the severity of our funding gap in regard to unfunded capital needs. The 2016 Proposed Budget includes a transfer of \$2,800,000 from General

Fund undesignated reserves to the CIP budget. Beyond 2016, funding the CIP will continue to be difficult unless new dedicated revenue sources are identified.

### **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 2016 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, the Mayor and City Council agreed to the following 2015/2016 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 2016 Budget includes the following expenditures to address the Five-Year Goals and the 2015/2016 Action Agenda:

#### **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) \$802,000 (105)
- Ridge at 38 public events \$120,000 (105)
- Citywide public relations and marketing efforts \$43,500 (105 & 113)
- Wheat Ridge Business District (WRBD) grant program \$45,000 (105 to WRBD)
- Live Local events \$50,000 (105 to WR2020)
- Building up Business Loan Program (BUBL) \$25,000 (105 to WR2020)
- Realtor, new resident and developer positioning tours \$20,000 (105 to WR2020)
- 44<sup>th</sup> Avenue Corridor marketing efforts \$5,000 (105)
- 29<sup>th</sup> Avenue Marketplace marketing efforts \$5,000 (105)
- Ridge at 38 banners and lights program \$25,000 (105)
- Ward Road Gold Line Opening Party \$20,000 (113)

#### **Goal 2: Financially Sound City Providing Quality Service**

- Preventative street maintenance \$1.9 million (CIP Fund)
- Fleet acquisition and replacement \$564,200 (303)
- Employee compensation – 3% projected Pay-for-Performance \$450,000 (610)
- Firewall electronic security software – \$230,000 (Fund 57)

- Funding for continued regionalization of RMS \$139,000 (Fund 57)
- Lakewood crime lab services \$63,000 (212)
- Regional crime lab \$31,280 (212)
- Employee safety and wellness programs \$29,680 (112)
- Priority Based Budgeting (year 5) \$15,000 (111)

### Goal 3: Choice of Desirable Neighborhoods

- Prospect Park improvements \$700,000 (OS Fund)
- Outdoor pool maintenance \$155,000 (OS Fund)
- Recreation Center maintenance \$236,150 (CT Fund)
- Active Adult Center parking lot replacement \$50,000 (CT Fund)
- Traffic Safety, Life Quality and Crime Reduction (TLC) Program \$40,000 (105 to WR2020)
- Discovery Park Cameras \$20,000 (603)
- Traffic signal upgrades \$16,600 (303)
- Home Investment Loan Program (HIP) \$25,000 (105 to WR2020)
- Police Department community-oriented neighborhood programs \$17,655 (211)
- Police Department greenbelt patrol \$30,000 (211)
- Police Department special events overtime \$15,000 (211)

### Goal 4: More Attractive Wheat Ridge

- Kipling Street multi-use path and lighting \$835,000 (CIP Fund) – partially grant funded
- Discovery Park ADA Accessibility Playground-\$80,000 (CTF)
- Parks & trails maintenance projects \$75,000 (CTF and OS Funds)
- Open Space improvements \$50,000 (OS Fund)
- Citywide right-of-way maintenance \$59,530 (603)
- Bus shelter and bench maintenance and cleaning \$16,000 (303)
- Large-item pickup program \$5,000 (303)

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 2016 Budget:

- City sponsorships/community partnerships:
  - Carnation Festival – \$67,500 and in-kind assistance \$22,500 (102) increased request by \$17,500. *City Council provided consensus to reduce this amount to \$60,000.*
  - Senior Resource Center (SRC) circulator bus \$35,000 (102) *increased request by \$5,000*
  - Carnation Festival Battle of the Bands \$2,500 (102). *City Council provided consensus to reduce this amount to \$1,000 and reallocate the \$1,500 to the Outside Agency Program.*
  - Arvada Food Bank \$15,000 (102)
  - Feed the Future Backpack Program \$10,000 (102)
  - Outside agency requests \$11,500 (102)
  - Regional Air Quality \$4,000 (102)
  - Kite Festival \$2,000 (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 \$1,500 (102)
- Outdoor Lab Foundation \$19,940 (102)
- Socrata Open Budget transparency software \$7,500 (101)
- Contractual services for specialized sales and use tax audits \$41,250 (115)

## **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 celebrates 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 impact 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. For example, the City received a \$25 million grant from DRCOG in 2015 for the reconstruction of Wadsworth Boulevard. 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 2015, the City embarked on year four 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 2016 Budget, staff added a contingency reduction exercise. Included in the City Manager’s Budget is a management contingency fund in the amount of \$75,000. This is the result of a consolidation of City-wide 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 2015. However, those items placed on the contingency fund list were not re-budgeted in 2016.

Overall, for the 2016 Budget, departmental budget requests were reduced by approximately \$775,000 in order to fund those expenses that were 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 2016 Proposed Budget is \$42,205,369. The Budget is based on projected revenues of \$38,427,846. In addition, the beginning fund balance for 2016 is projected at \$11,490,671 which brings the total available funds to \$49,918,517. This will provide for a projected ending fund balance of \$7,713,148, which is a .3% decrease compared to the 2015 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 \$31,980,290, which is a 1% increase compared to 2015 estimated revenues. In addition, the beginning fund balance for 2015 is projected at \$8,271,981, which brings the total available funds for the General Fund to \$40,252,271.

General Fund expenditures total \$30,989,644, excluding transfers. General Fund expenditures represent a .4% increase compared to the adjusted 2015 Budget and a 5% increase compared to the

estimated 2015 Budget. This will provide for a projected ending fund balance of \$6,362,627, of which \$5,268,239 (17% of operating expenditures) is considered unrestricted.

### **CAPITAL INVESTMENT PROGRAM FUND**

CIP Fund revenue is projected at \$5,264,228 (\$2,800,000 transferred from the General Fund) which is a 10% decrease compared to the 2015 estimated revenue of \$5,861,145. In addition, the beginning fund balance for 2016 is projected at \$643,332 which brings the total available funds for the CIP Fund to \$5,907,560.

The proposed 2016 CIP includes the following major projects:

- \$1.9 million for preventative street maintenance projects
- \$1.5 million for Wadsworth environmental assessment project
- \$835,000 for completion of the Kipling Street pedestrian trail improvements – partially grant funded
- \$740,000 for Gold Line Station street improvements – fully grant funded
- \$350,000 for 29<sup>th</sup> Avenue and Fenton Street intersection improvements
- \$279,821 for drainage improvement projects (rehabilitation and replacement of two major storm sewer outfalls to Clear Creek, Maple Grove Reservoir emergency planning, Sloans Lake Master Drainage and Flood Hazard Area Delineation, and Clear Creek CLOMR and LOMR)
- \$100,000 for public improvement development-related projects
- \$50,000 for Neighborhood Traffic Management Program
- \$50,000 for entryway signage
- \$50,000 for ADA transition plan for improving sidewalk accessibility Citywide
- \$25,000 for Bike/Pedestrian trail improvements

CIP expenditures total \$5,879,821 which is a 36% decrease compared to the adjusted 2015 Budget and an 18% decrease compared to the estimated 2015 Budget. This will provide for a projected ending fund balance of \$27,739.

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 2016 and beyond, limited funds will be available to transfer to the CIP Budget. To continue funding CIP projects at a more sustainable level, City Council will need to consider substantial cuts in the City's operating budget or find new revenue sources for CIP projects.

The proposed CIP Budget for 2017 to 2024 projects a \$3 million annual transfer from the General Fund for CIP projects. However, in 2019, the City will need to transfer a total of \$5.5 million to fund the City's match for the Wadsworth Boulevard reconstruction project and to continue to minimally fund street preventative maintenance projects.

### **OPEN SPACE FUND**

Open Space revenue is projected at \$1,058,000 which is a 21% decrease compared to the 2015 estimated revenue of \$1,332,036. The large decrease is primarily due to Jefferson County grants

received in 2015. In addition, the beginning fund balance for 2016 is projected at \$659,239, which brings the total available funds for the Open Space Fund to \$1,717,239.

Open Space projects for 2016 include:

- Open Space improvements – Bass Lake retaining wall
- Improvements to the Public Works and Parks Operations Facility
- Improvements to Prospect Park
- Completing the master plan design for the renovation and improvements to Prospect Park
- Outdoor pool maintenance
- Parks maintenance projects
- Trail replacement and repair
- Matching funds for the Jefferson County Open Space River Corridor signage project

Funding is also appropriated for five Parks maintenance workers. Open Space expenditures total \$1,629,337 which is a 37% decrease compared to the adjusted 2015 Budget and a 23% decrease compared to the estimated 2015 Budget. These expenditure decreases are due to construction of Hopper Hollow Park in 2015 and completion of the Parks Operations storage facility. This will provide for a projected ending fund balance of \$87,902.

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, improvements to the new public works and parks operations facility, and funding for five Parks positions.

### **CONSERVATION TRUST FUND**

Conservation Trust revenue is projected at \$300,500, which is equal to the 2015 estimated revenue. In addition, the beginning fund balance for 2015 is projected at \$215,378, which brings the total available funds for the Conservation Trust Fund to \$515,878.

Conservation Trust projects for 2016 include:

- Recreation Center maintenance projects
- Recreation Center swimming pool facility improvements and replacement of frog slide
- Active Adult Center parking lot replacement
- Discovery Park ADA accessibility playground
- Parks maintenance projects
- Resurfacing of tennis and basketball courts

Conservation Trust expenditures total \$493,150, which is an 18% increase compared to the adjusted 2015 Budget and a 20% increase compared to the estimated 2015 Budget. This will provide for a

projected ending fund balance of \$22,728. 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, playground replacement, and Anderson Building replacement.

### **RECREATION CENTER OPERATIONS FUND**

Recreation Center Operations revenue for 2016 is projected at \$2,176,828, which is an increase of .6% compared to the 2015 estimated revenue of \$2,164,850. In addition, the beginning fund balance for 2016 is projected at \$796,583 which brings the total available funds for the Recreation Center Operations Fund to \$2,973,411.

Recreation Center expenditures total \$2,382,401, which is a .4% increase compared to the adjusted 2015 Budget and a 2.7% increase compared to the estimated 2015 Budget. This will provide for a projected ending fund balance of \$591,010.

### **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 does have the following long-term financial obligations:

#### Renewal Wheat Ridge

The City's Urban Renewal Authority (Renewal Wheat Ridge), is a component of the City and does have a loan in the amount \$390,000 from the City for the purchase of an environmentally contaminated property at 38<sup>th</sup> and Yukon Court. This loan will be paid-off with the sale of the property at 38<sup>th</sup> and Yukon in 2015 or 2016. 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.

#### Community Solar Garden

On March 23, 2015, the City entered into an agreement to purchase electric generating capacity in a solar garden. The agreement was funded on April 13, 2015 with a lease agreement for \$800,000. The solar power capacity is recorded as capital assets in the amount of \$776,628. A portion of the loan proceeds was used to pay issuance costs of \$23,372. Annual payments of \$80,167.08, including principal and interest accruing at 5.75%, are due on June 1, 2015 to May 1, 2030. As of December 31, 2015, the City has a capital lease outstanding amount of \$1,155,742.07. For its participation, the City receives energy credits from Xcel to be used to pay this lease and against energy consumption at various facilities.

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## 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, 2016, 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 was 3% for the City plans noted above. The proposed 2016 budget includes \$450,000 in the Central Charges budget to fund performance increases for both sub plans.

The City continues to provide a competitive employee benefit package 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 8.3% 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 8.3% increase for 2016 is just 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 2016, 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 2016 staffing level will increase by a net of 0.5 FTE's for a total of 231.875 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 Maintenance Worker II – Public Works**

- *This position will support ongoing maintenance and repair services required to maintain City infrastructure to include: streets, sidewalks, traffic signals, bus benches and shelters. This position will support the maintenance of LED street and pedestrian lights within the City's newer residential and commercial areas. Additionally, maintenance of street banners, traffic control devices and preparation of streets for special events. Most importantly, the position will assist with snow removal and provide for scheduling symmetry to the 3-8-hour shift rotations which will increase the safety of staff.*

Previously Grant-Funded Positions:

**1.0 FTE Vice/Intelligence Detective (Police Officer II) – Police Department**

- *In 2011, the City received a COPS grant to fund this position and funding has expired. The City was required to fund this position for one year after the completion of the grant. The City recommends maintaining this position as demand continues to grow in the area of intelligence issues, liquor investigations and human trafficking. The regulatory processes and monitoring of businesses such as massage establishments, liquor, and marijuana is increasing. The IACP Study recommendations completed in August 2015 support the funding of this position.*

Position FTE Increases:

**0.5 FTE Recreation Coordinator, Active Adult Center – Parks and Recreation**

- *This is a 0.5 FTE increase to an existing part-time position at the Active Adult Center. This FTE increase will allow for additional programming to better serve older adults through recreational programming. The position currently programs special events, drop-in activities and a variety of classes. The position also supervises the Center's volunteer activities. The FTE increase results in a decrease in temporary hourly by \$17,000 and an increase in projected revenue by \$10,000.*



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 2016 are listed on pages 2 and 3 of the Budget Message.*

# **2015/2016 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.

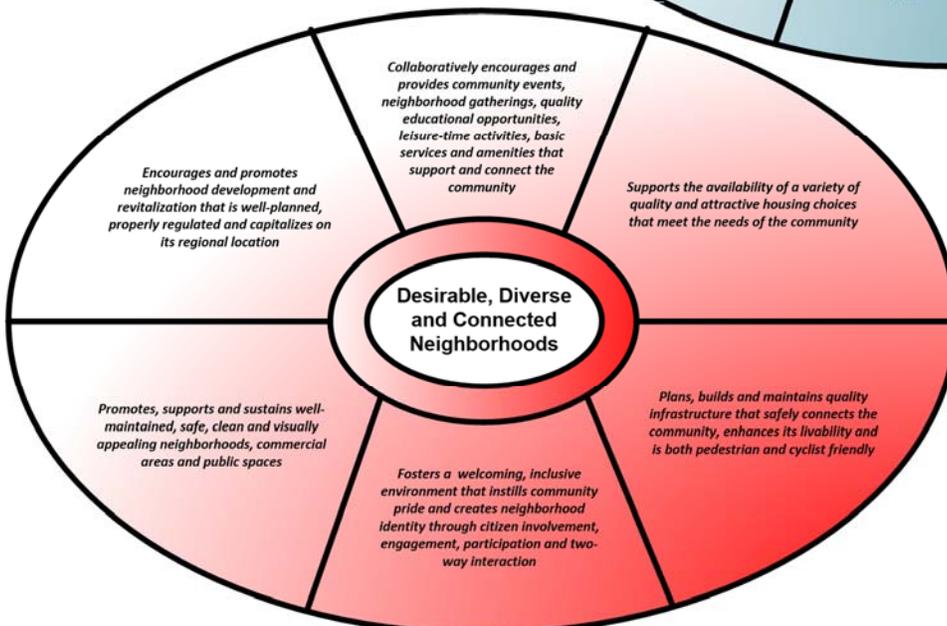
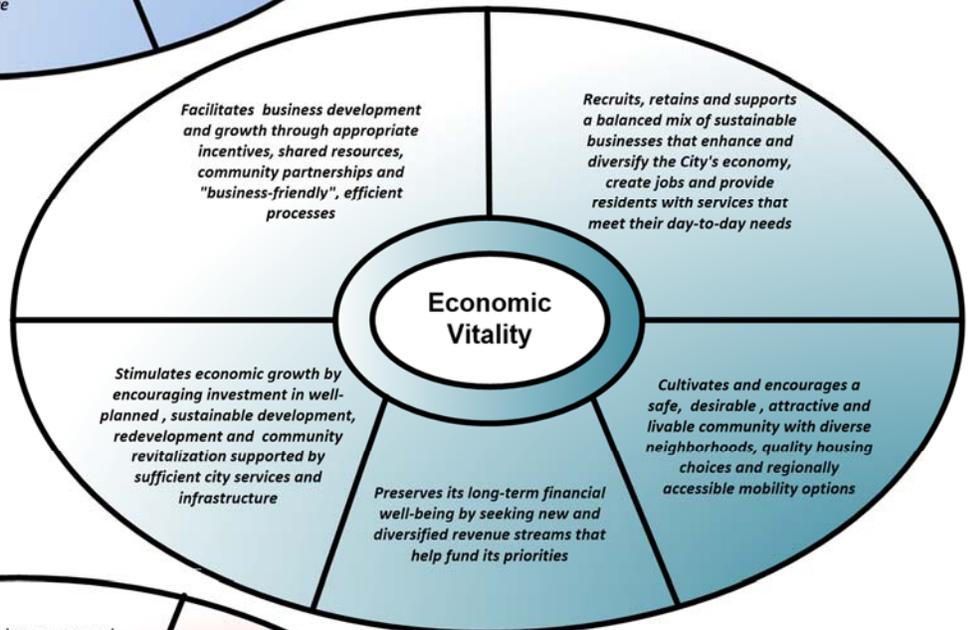
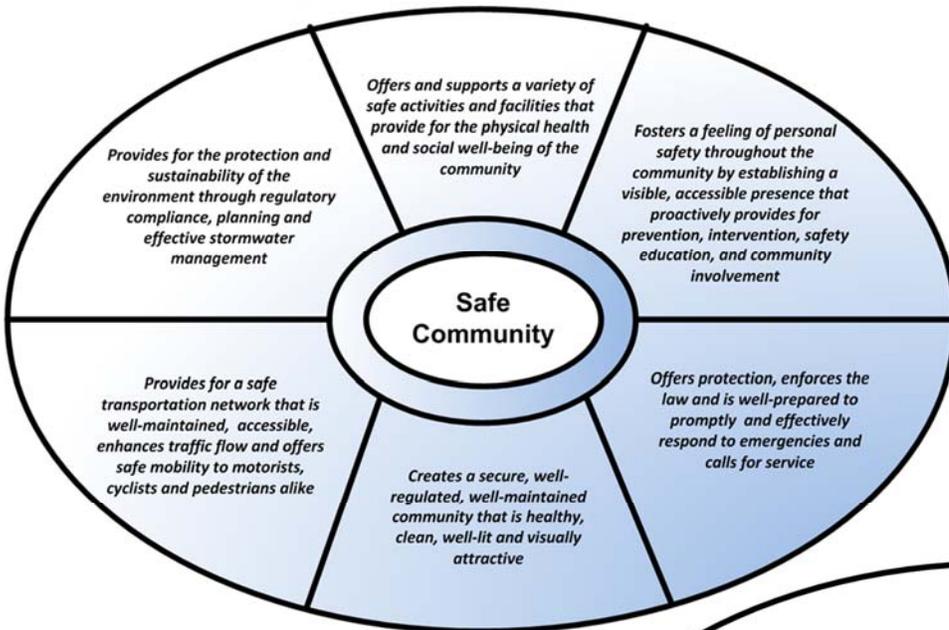
## Priority-Based Budgeting Process

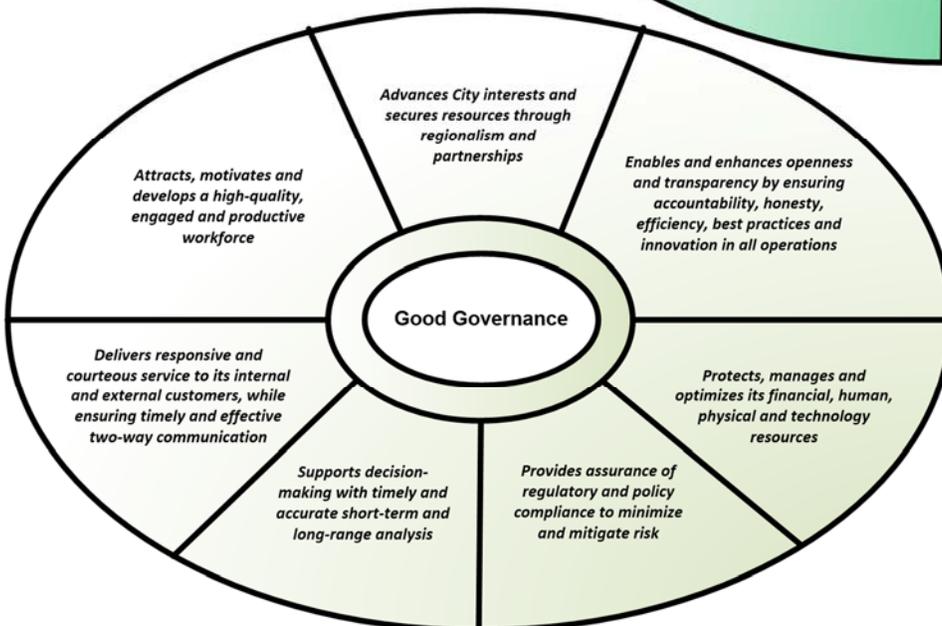
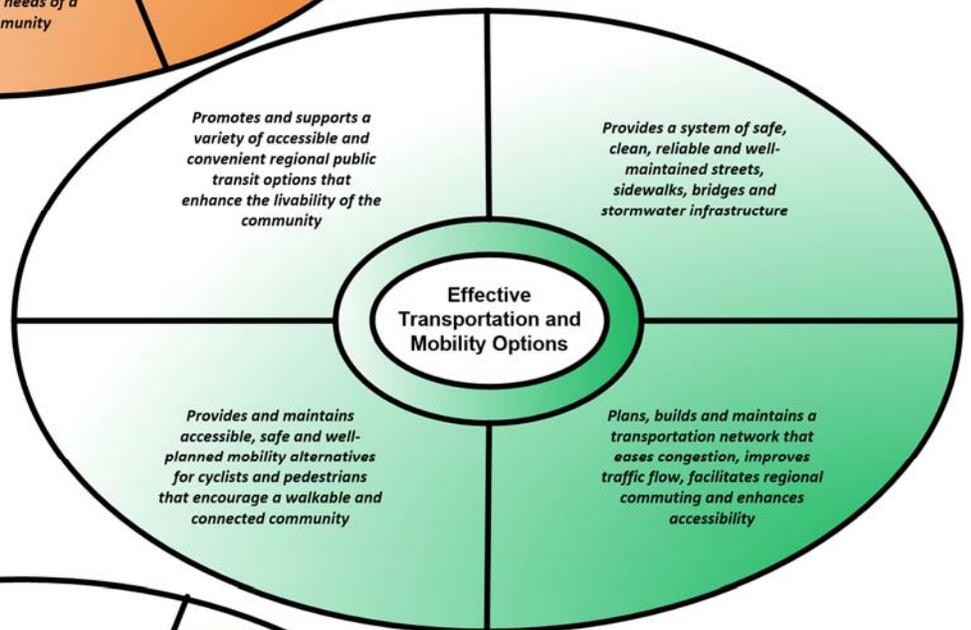
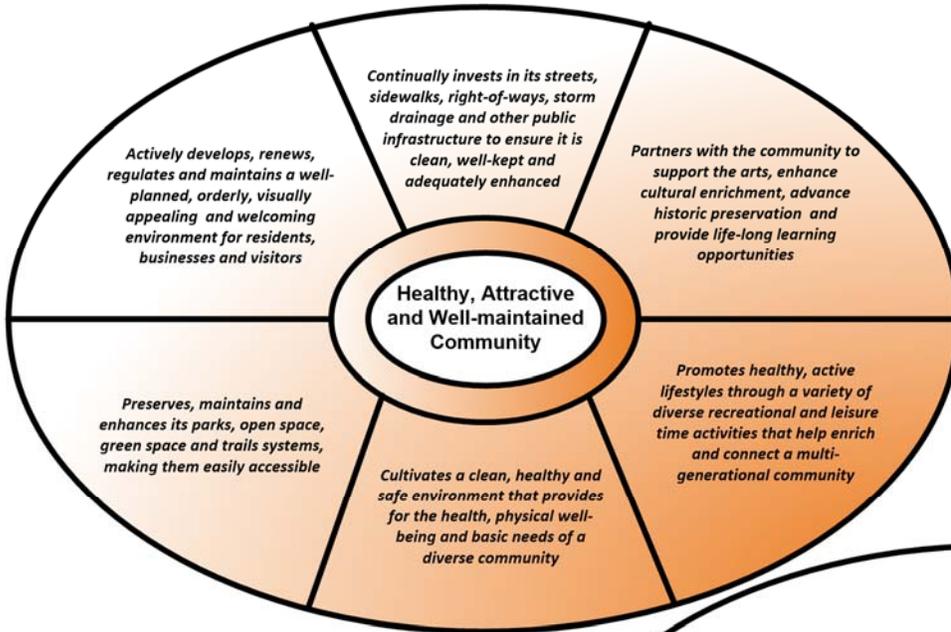
Employees throughout the organization participate in the Priority Based Budgeting process to further align City resources with the results desired. The steps in this process include:

- 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 2016 Adopted BUDGET IN BRIEF



CHOICE OF DESIRABLE  
NEIGHBORHOODS



ECONOMICALLY VIABLE  
COMMERCIAL AREAS



FINANCIALLY SOUND CITY  
PROVIDING EXCEPTIONAL  
SERVICE

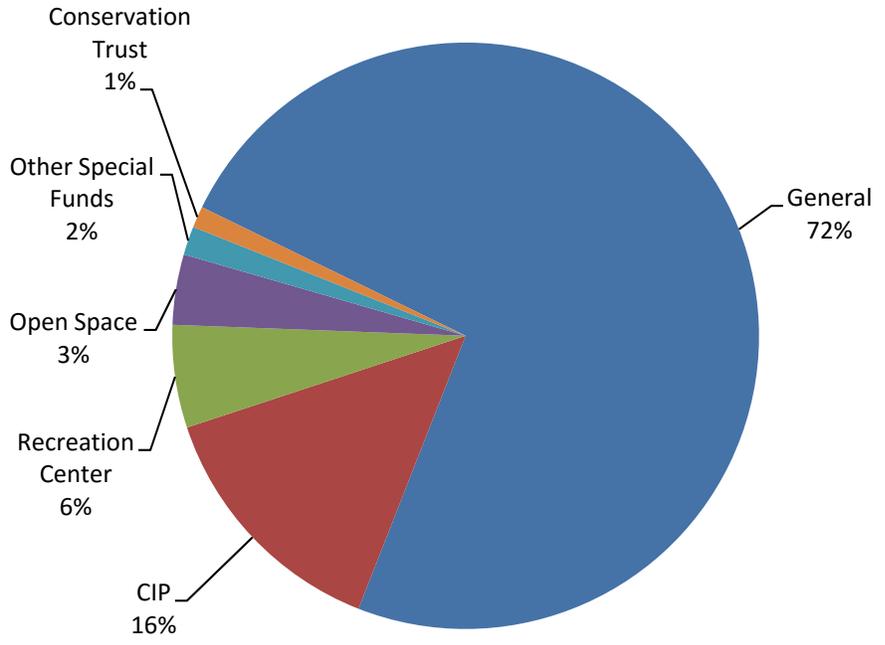


MORE ATTRACTIVE  
WHEAT RIDGE

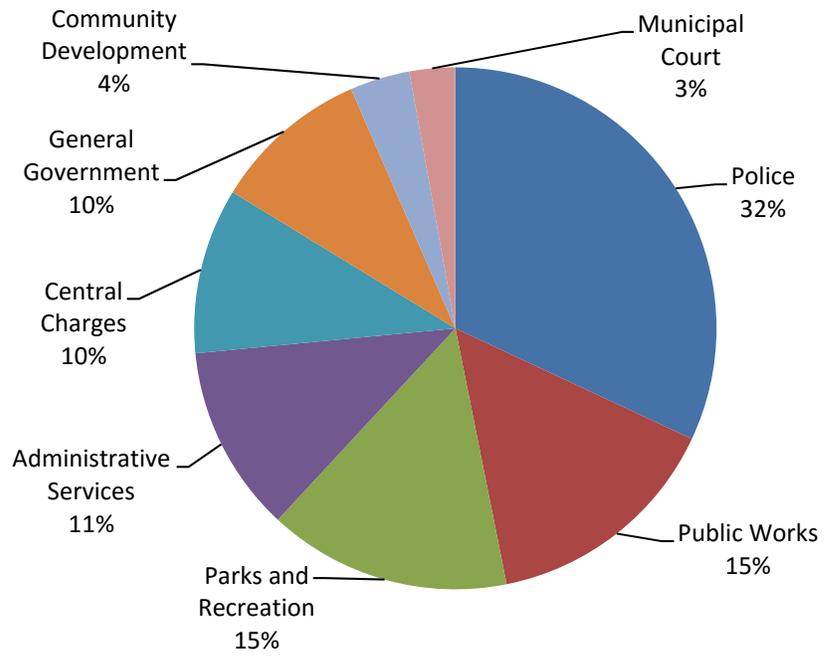


## ADOPTED 2016 BUDGET IN BRIEF

<b>2016 Total Expenditures \$42,212,869 (excluding transfers)</b>	
<b>General</b>	<b>\$30,997,144</b>
<b>Capital Investment Program</b>	<b>\$5,879,821</b>
<b>Recreation Center</b>	<b>\$2,382,401</b>
<b>Open Space</b>	<b>\$1,629,337</b>
<b>Conservation Trust</b>	<b>\$493,150</b>
<b>Crime Prevention</b>	<b>\$408,016</b>
<b>Equipment Replacement</b>	<b>\$369,000</b>
<b>Municipal Court</b>	<b>\$29,000</b>
<b>Police Investigation</b>	<b>\$25,000</b>
<b>Public Art</b>	<b>\$0</b>

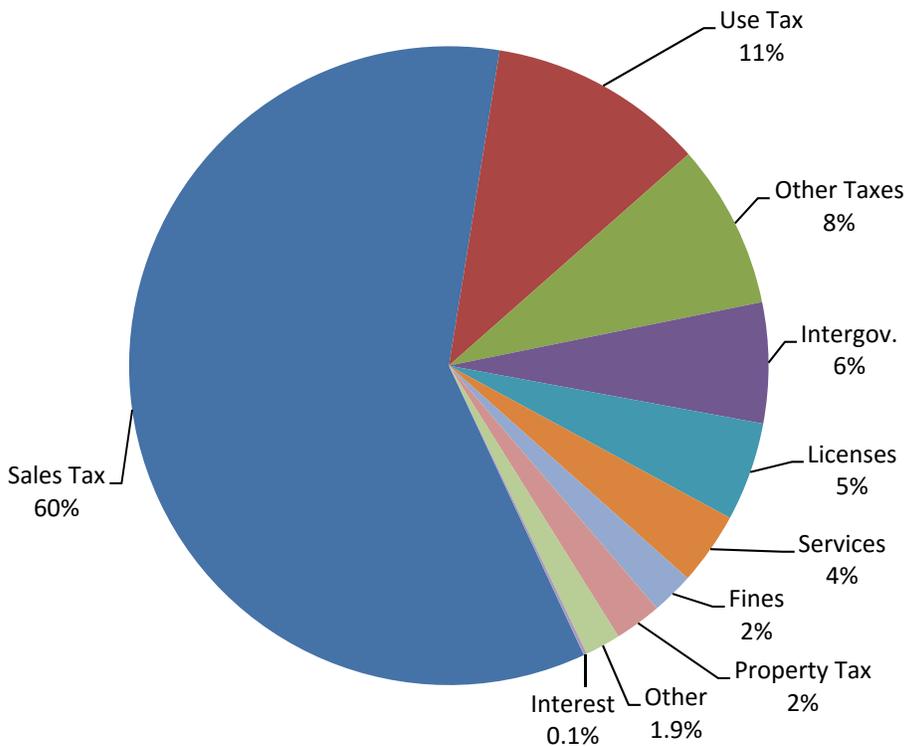


<b>2016 General Fund Expenditures \$30,989,644 (excluding transfers)</b>	
<b>Police</b>	<b>\$9,909,251</b>
<b>Parks and Recreation</b>	<b>\$4,663,694</b>
<b>Public Works</b>	<b>\$4,613,713</b>
<b>Administrative Services</b>	<b>\$3,586,615</b>
<b>Central Charges</b>	<b>\$3,182,356</b>
<b>General Government</b>	<b>\$3,007,100</b>
<b>Community Development</b>	<b>\$1,149,582</b>
<b>Municipal Court</b>	<b>\$877,333</b>
<b>Ending Fund Balance</b>	<b>\$6,362,627</b>

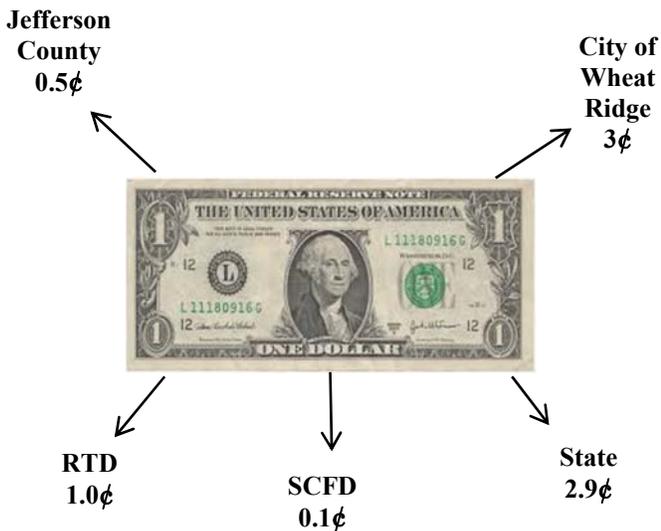


## GENERAL FUND REVENUES

2016 General Fund Revenues \$31,980,290	
<i>Beginning Fund Balance</i>	\$8,271,981
Sales Tax	\$19,024,000
Use Tax	\$3,500,000
Other Taxes	\$2,661,500
Intergovernmental	\$1,951,500
Licenses	\$1,599,300
Services	\$1,175,240
Property Tax	\$760,000
Fines	\$685,750
Other	\$573,000
Interest	\$50,000
<b>Total Available Funds</b>	<b>\$40,252,271</b>



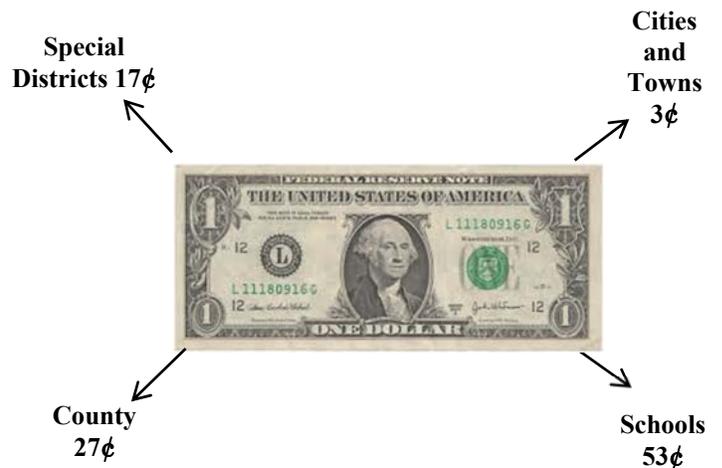
### Sales Tax Distribution



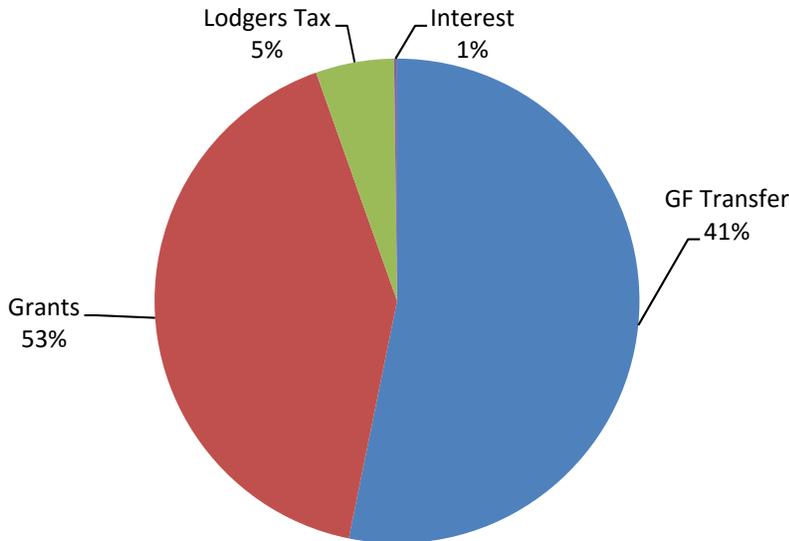
The total sales tax rate in the City of Wheat Ridge is 7.5%. For every dollar you spend on retail purchases, you pay 7.5 cents in sales tax. Only **3 cents** of this comes back to the City.

### Property Tax Distribution

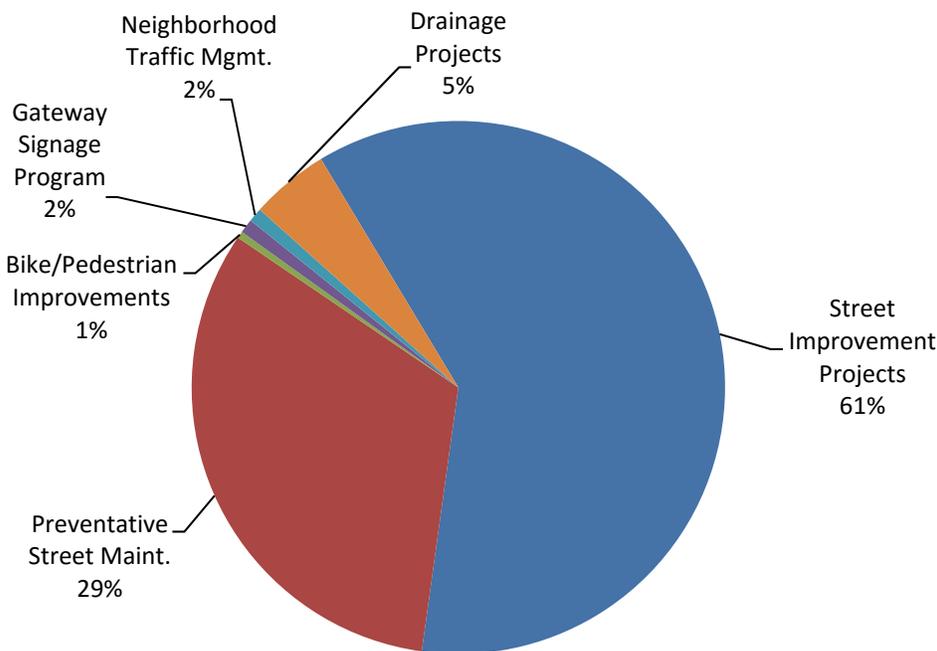
Most people will be surprised to know that for every dollar Jefferson County receives in property taxes from Wheat Ridge residents, only **3 cents** comes back to the City.



## CAPITAL INVESTMENT PROGRAM (CIP) FUND



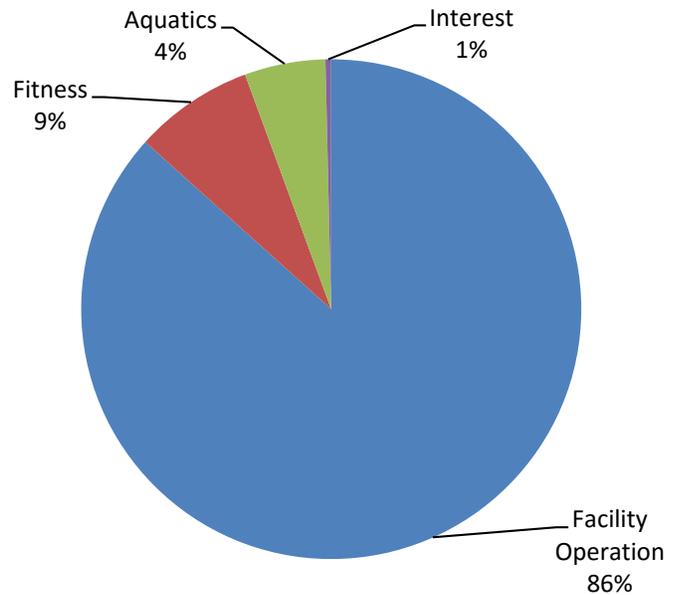
<b>2016 CIP Revenues</b>	
<b>\$5,264,228</b>	
<i>Beginning Fund Balance</i>	\$643,332
<b>Grants</b>	<b>\$2,179,228</b>
<b>Sales Tax (General Fund Transfer)</b>	<b>\$2,800,000</b>
<b>Lodger's Tax</b>	<b>\$275,000</b>
<b>Interest</b>	<b>\$10,000</b>
<b>Total Available Funds</b>	<b>\$5,907,560</b>



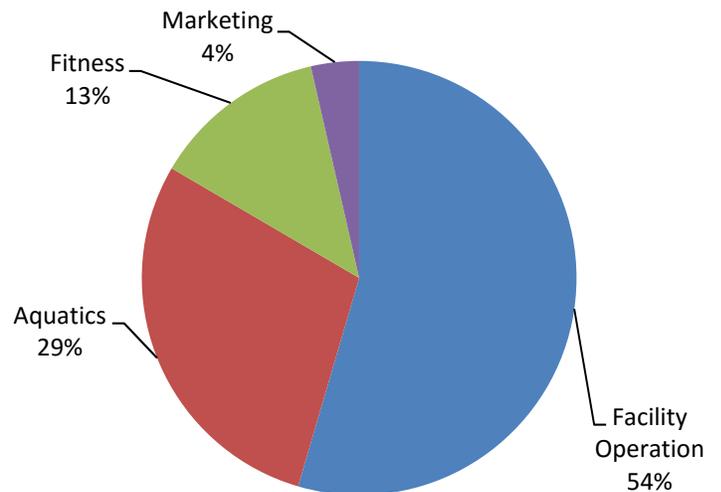
<b>2015 CIP Expenditures</b>	
<b>\$5,879,821</b>	
<b>Preventive Street Maintenance</b>	<b>\$1,900,000</b>
<b>Wadsworth EA</b>	<b>\$1,500,000</b>
<b>Kipling Pedestrian Improvements</b>	<b>\$835,000</b>
<b>Gold Line Station Street Improvements</b>	<b>\$740,000</b>
<b>Minor Street Improvements</b>	<b>\$350,000</b>
<b>Drainage Improvement Projects</b>	<b>\$279,821</b>
<b>Public Improvement Projects, Dev. Related</b>	<b>\$100,000</b>
<b>Neighborhood Traffic Management Projects</b>	<b>\$50,000</b>
<b>Gateway Signage Program</b>	<b>\$50,000</b>
<b>ADA Transition Plan</b>	<b>\$50,000</b>
<b>Bike/Pedestrian Master Plan</b>	<b>\$25,000</b>
<b>Ending Fund Balance</b>	<b>\$27,739</b>

## RECREATION CENTER OPERATIONS FUND

<b>2016 Recreation Center Operations Revenues</b>	
<b>\$2,176,828</b>	
<b>Beginning Fund Balance</b>	<b>\$796,583</b>
<b>Facility Operation</b>	<b>\$1,886,528</b>
<b>Fitness</b>	<b>\$168,300</b>
<b>Aquatics</b>	<b>\$114,000</b>
<b>Interest</b>	<b>\$8,000</b>
<b>Total Available Funds</b>	<b>\$2,973,411</b>

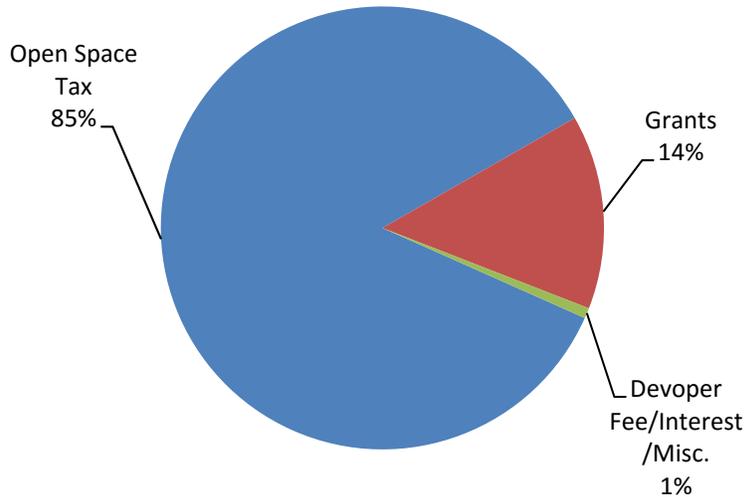


<b>2016 Recreation Center Operations Expenditures</b>	
<b>\$2,382,401</b>	
<b>Facility Operation</b>	<b>\$1,299,401</b>
<b>Fitness</b>	<b>\$309,535</b>
<b>Aquatics</b>	<b>\$688,316</b>
<b>Marketing</b>	<b>\$85,149</b>
<b>Ending Fund Balance</b>	<b>\$591,010</b>

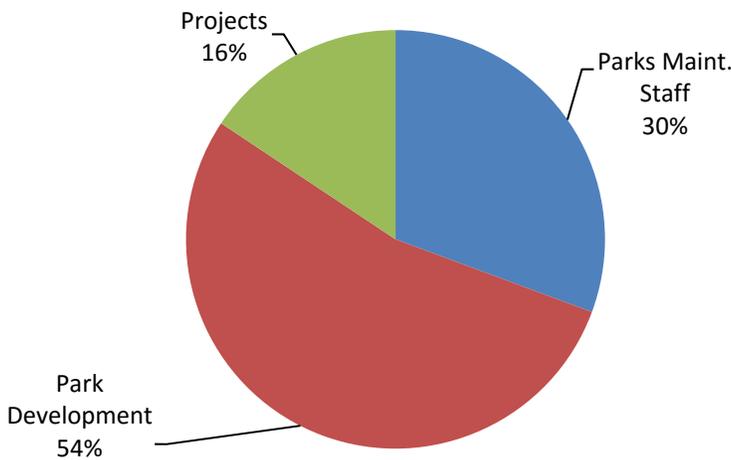


*The Wheat Ridge Recreation Center (at left) is a state-of-the-art facility located in the heart of Wheat Ridge. The Center was established through a voter approved, temporary increase in the sales and use tax rate to pay for the construction of the Center which opened in February 2000.*

## OPEN SPACE FUND



2016 Open Space Revenues \$1,058,000	
<b>Beginning Fund Balance</b>	<b>\$659,239</b>
<b>Open Space Tax</b>	<b>\$900,000</b>
<b>Grants</b>	<b>\$150,000</b>
<b>Developer Fee/Interest/Misc.</b>	<b>\$8,000</b>
<b>Total Available Funds</b>	<b>\$1,717,239</b>



2016 Open Space Expenditures \$1,629,337	
<b>Personnel</b>	<b>\$499,337</b>
<b>Maintenance Projects</b>	<b>\$255,000</b>
<b>Development Projects</b>	<b>\$875,000</b>
<b>Ending Fund Balance</b>	<b>\$87,902</b>

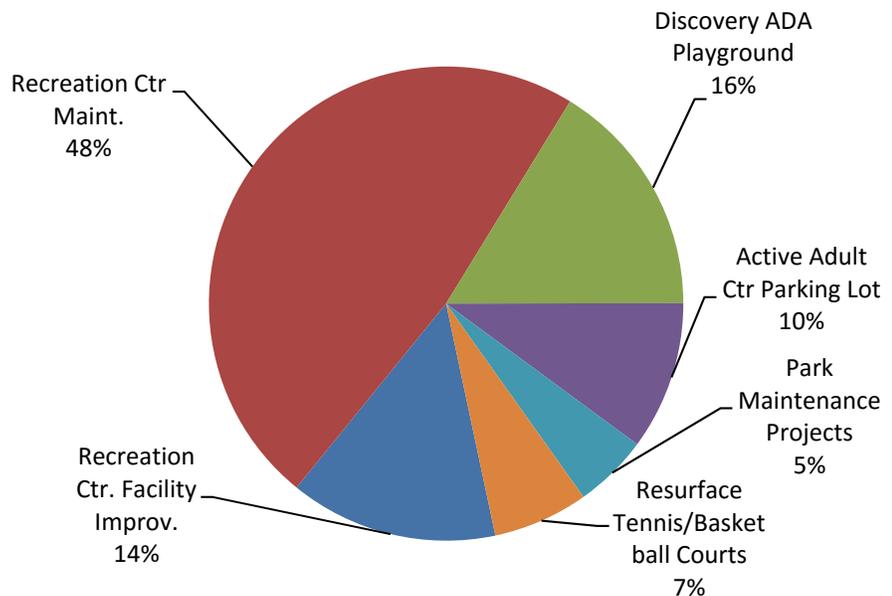
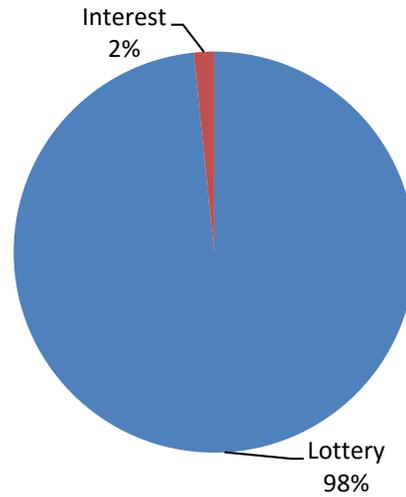


*Discovery Park (at left) opened in October of 2010 featuring playground equipment, shade shelters, a skate park, and climbing wall. The park also features the Kevin Robb "Discovering the Stars" sculpture.*

## CONSERVATION TRUST FUND

<b>2016 Conservation Trust Revenues</b>	
<b>\$300,500</b>	
<i>Beginning Fund Balance</i>	\$215,378
Colorado Lottery	\$300,000
Interest	\$500
<b>Total Available Funds</b>	<b>\$515,878</b>

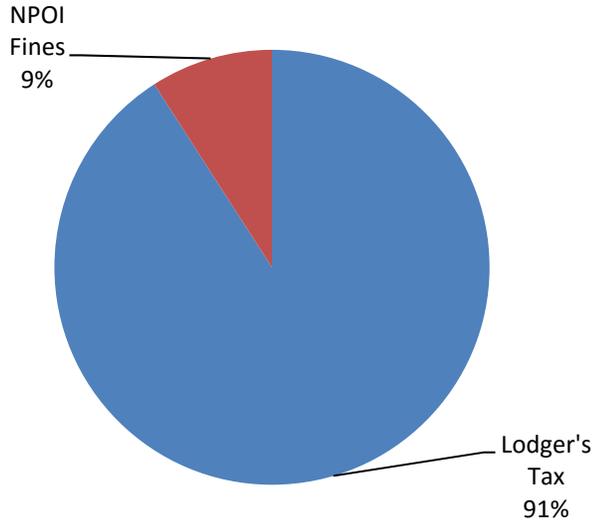
<b>2016 Conservation Trust Expenditures</b>	
<b>\$493,150</b>	
Recreation Center Maintenance	\$236,150
Discovery Park ADA Accessibility Playground	\$80,000
Facility Improvements	\$70,000
Active Adult Center Parking Lot Replacement	\$50,000
Resurface Tennis/Basketball Courts	\$32,000
Park Maintenance Projects	\$25,000
<b>Ending Fund Balance</b>	<b>\$22,728</b>



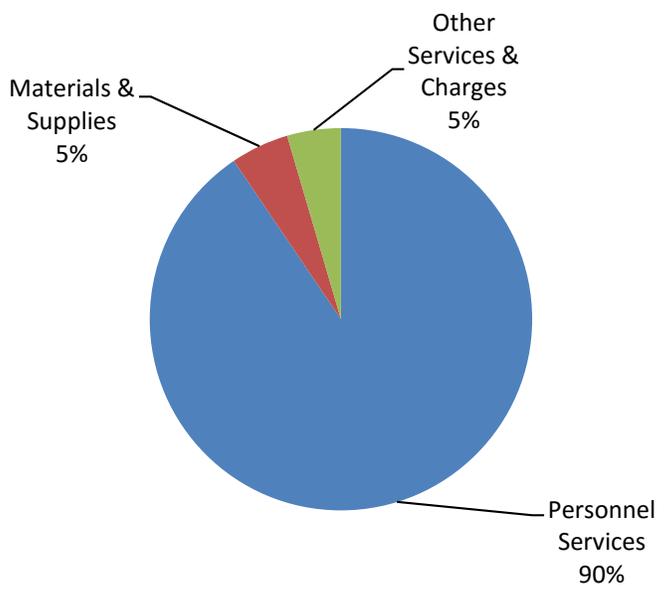
*The City of Wheat Ridge has received more than \$4 million in revenue from the Colorado Lottery since 1992. These funds have been used for park and recreation construction and maintenance projects, such as playgrounds.*

## CRIME PREVENTION/CODE ENFORCEMENT FUND

<b>2016 Crime Prevention/Code Enforcement Revenues</b>	
<b>\$331,000</b>	
<i>Beginning Fund Balance</i>	\$285,859
Lodger's Tax	\$300,000
No Proof of Insurance Fines	\$30,000
Interest	\$1,000
<b>Total Available Funds</b>	<b>\$616,859</b>



<b>2016 Crime Prevention/Code Enforcement Expenditures</b>	
<b>\$408,016</b>	
Personnel Services	\$369,383
Materials & Supplies	\$20,100
Other Services & Charges	\$18,533
<i>Ending Fund Balance</i>	\$208,843



*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.*

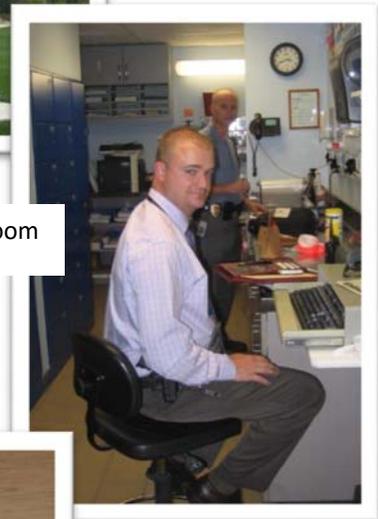
## OTHER SPECIAL REVENUE FUNDS

<b>Public Art</b> <i>Special Fund 12</i>	
<b>Beginning Balance</b>	<b>\$63,740</b>
<b>Revenues</b>	<b>\$32,600</b>
<b>Expenditures</b>	<b>\$0</b>
<b>Ending Fund Balance</b>	<b>\$96,340</b>



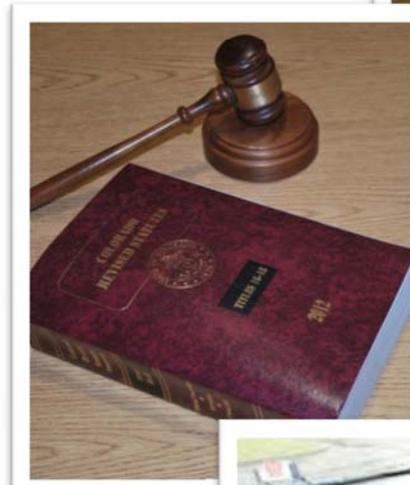
Discovery Park Sculpture

<b>Police Investigation</b> <i>Special Fund 17</i>	
<b>Beginning Balance</b>	<b>\$67,866</b>
<b>Revenues</b>	<b>\$350</b>
<b>Expenditures</b>	<b>\$25,000</b>
<b>Ending Fund Balance</b>	<b>\$43,216</b>



PD Property & Evidence Room

<b>Municipal Court</b> <i>Special Fund 33</i>	
<b>Beginning Balance</b>	<b>\$79,572</b>
<b>Revenues</b>	<b>\$28,050</b>
<b>Expenditures</b>	<b>\$29,000</b>
<b>Ending Fund Balance</b>	<b>\$78,622</b>



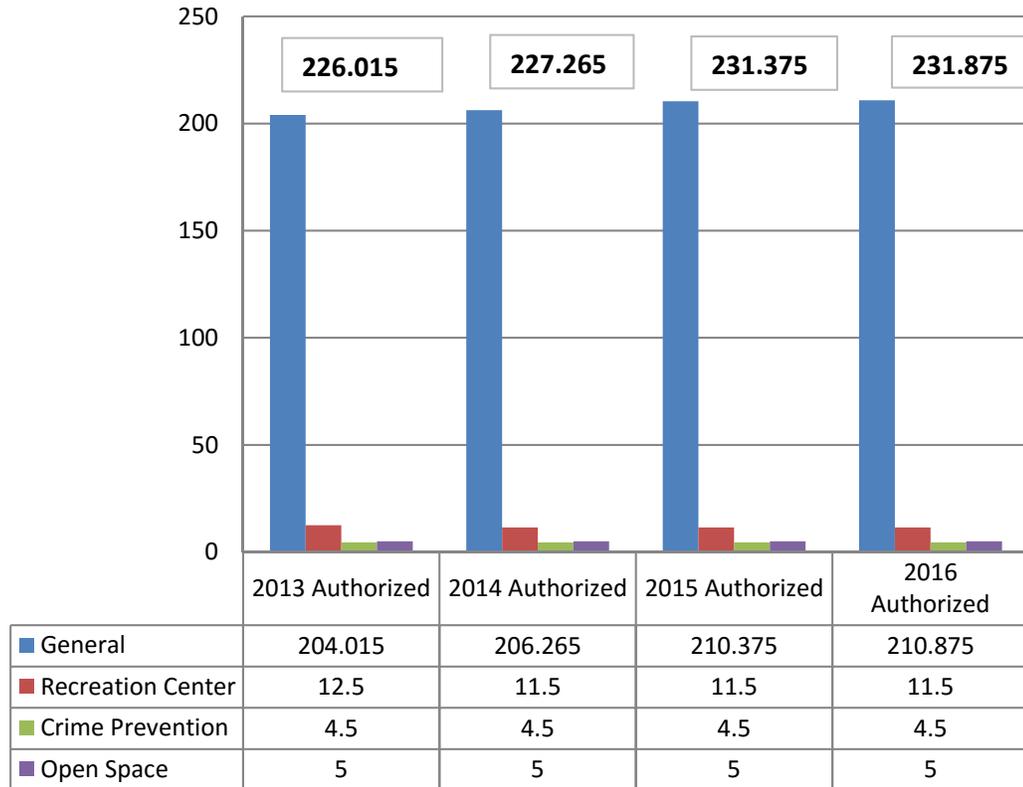
<b>Equipment Replacement</b> <i>Special Fund 57</i>	
<b>Beginning Balance</b>	<b>\$407,121</b>
<b>Revenues</b>	<b>\$156,000</b>
<b>Expenditures</b>	<b>\$369,000</b>
<b>Ending Fund Balance</b>	<b>\$194,121</b>



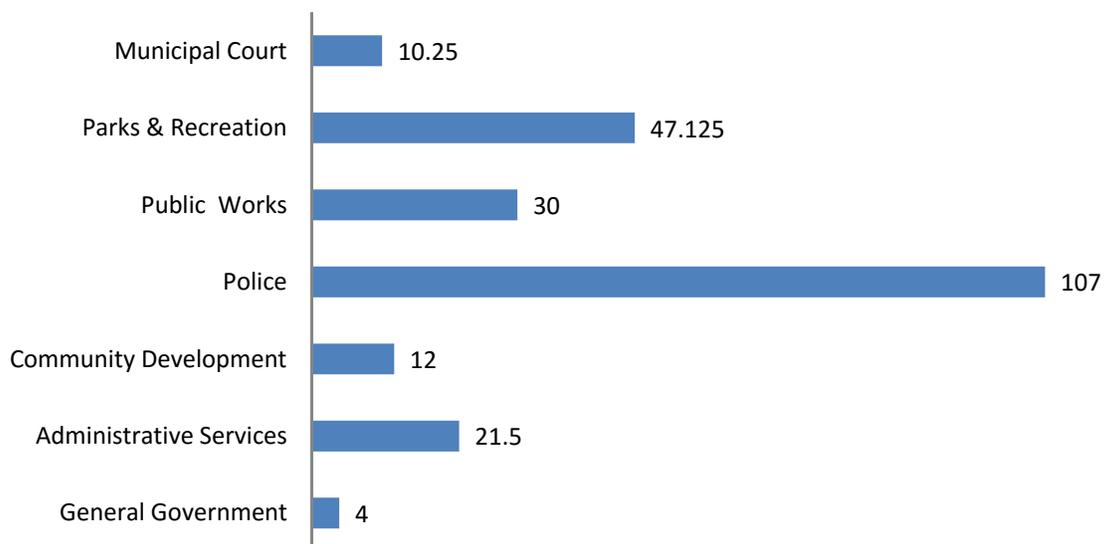
Police Radios & Equipment

## STAFFING

### 2013 - 2016



### 2016 Staffing By Department

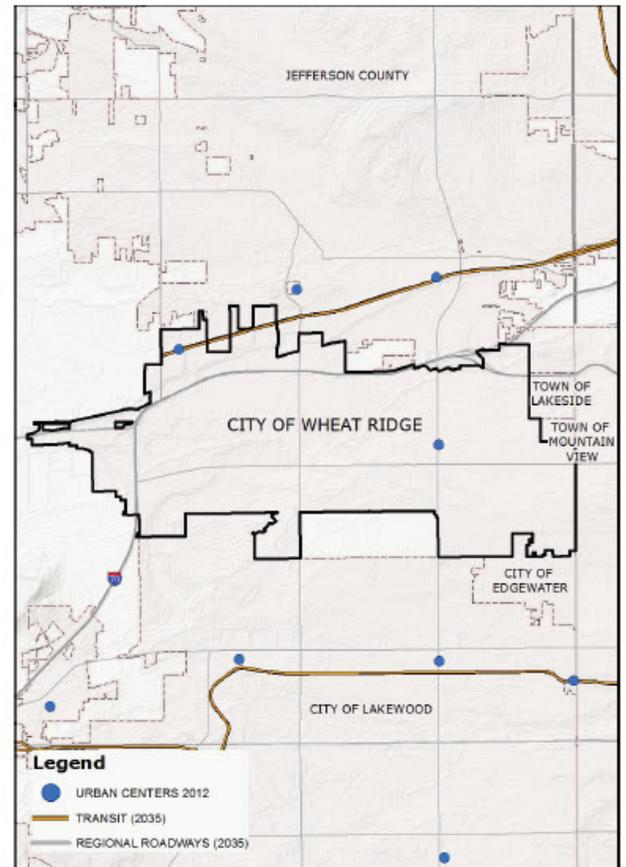


## Wheat Ridge Community Profile

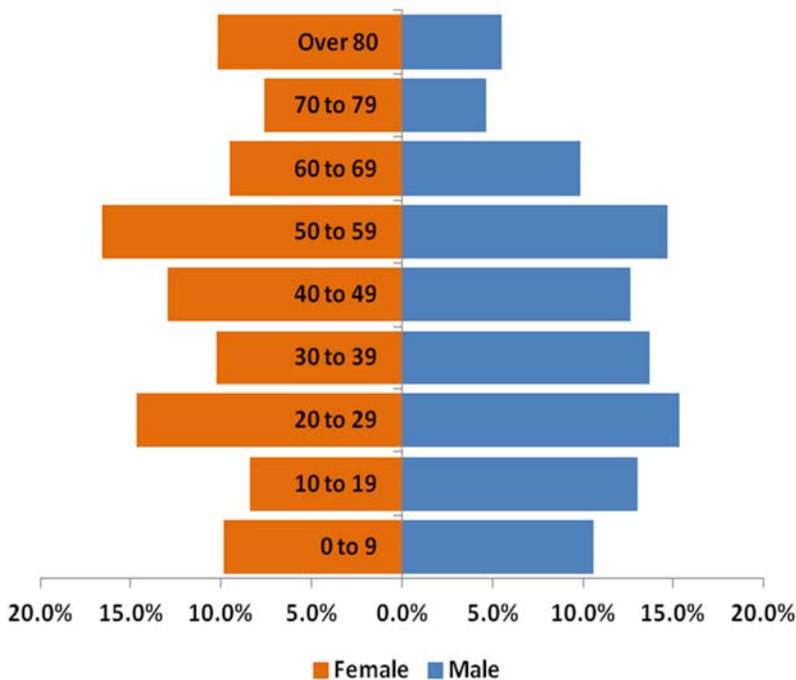
Vital Statistics		
Date of Incorporation	August 20, 1969	
Form of Government	Council - Manager	
Total Land Area	9.5 Square Miles	
	Wheat Ridge	Metro Denver
Population	30,365	2,763,317
Employment	14,925	1,433,095
Median Age	42	38
Percent of Housing Built Prior to 1980	86%	48%
Average Annual Wage	\$62,336	\$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 Transportation<sup>5</sup>



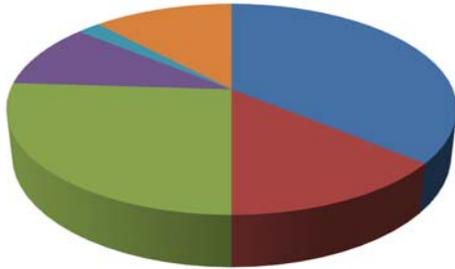
### Population by Age of Residents



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%

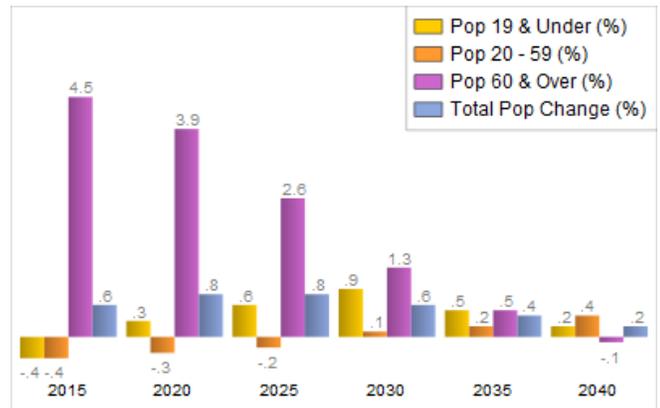
City Government Statistics	
<b>Resources</b>	
Number of Employees	
Full-time/Part-time Benefited	231.875
Part-time	289
Seasonal	121
<b>Police Protection</b>	
Number of Uniformed Officers	
Full-time	75
Number of Patrol Units	24
<b>Facilities</b>	
Public Works Shop	1
Recreation Centers	2
Active Adult Center	1
Pools	2
Parks	24
Lakes	5
Open Space	274 acres
Multi-use Trails	7+ miles
Sports Fields	46
Historic Properties	3



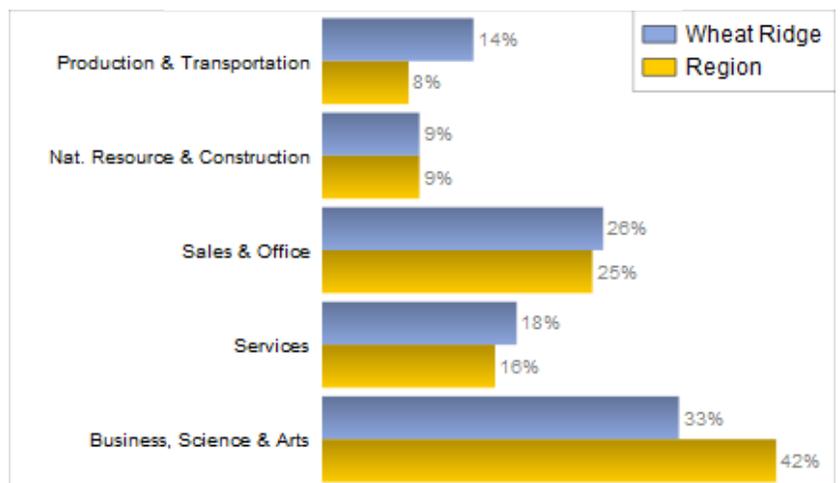
## Wheat Ridge Community Profile

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



## 2016 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 2016 budget schedule:

- May**
- Distribute budget instructions to staff
- July**
- Deadline for submittal of 2016 department budget requests and 2015 budget estimates
- First opportunity for public input
- Second opportunity for public input
- August**
- Submit 2015 revenue estimates and 2016 revenue projections
- City manager/budget officer review budget
- September**
- Distribute proposed budget to Council
- Proposed Budget Presented to Council
- October**
- Public Hearing on the 2016 Budget
- 2016 budget appropriation resolution adoption
- Property tax mill certification
- November**
- Finalize budget document and make available online
- December**
- 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 10.6: 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 (1/1/16)	+	Revenues	=	Funds Available	-	Expenses	=	Fund Balance (12/31/16)
<b>Operating Funds</b>									
General	\$8,271,981	+	\$31,980,290	=	\$40,252,271	-	\$33,889,644	=	\$6,362,627
<b>Total Operating Funds</b>	<b>\$8,271,981</b>	<b>+</b>	<b>\$31,980,290</b>	<b>=</b>	<b>\$40,252,271</b>	<b>-</b>	<b>\$33,889,644</b>	<b>=</b>	<b>\$6,362,627</b>
									<i>Unrestricted Fund Balance</i>
									<b>\$5,268,239</b>
									<b>17%</b>
<b>Capital Funds</b>									
Capital Investment Program	\$643,332	+	\$5,264,228	=	\$5,907,560	-	\$5,879,821	=	\$27,739
<b>Total Capital Funds</b>	<b>\$643,332</b>	<b>+</b>	<b>\$5,264,228</b>	<b>=</b>	<b>\$5,907,560</b>	<b>-</b>	<b>\$5,879,821</b>	<b>=</b>	<b>\$27,739</b>
<b>Special Revenue Funds</b>									
Public Art Fund	\$63,740	+	\$32,600	=	\$96,340	-	\$0	=	\$96,340
Police Investigation	\$67,866	+	\$350	=	\$68,216	-	\$25,000	=	\$43,216
Open Space	\$659,239	+	\$1,058,000	=	\$1,717,239	-	\$1,629,337	=	\$87,902
Municipal Court	\$79,572	+	\$28,050	=	\$107,622	-	\$29,000	=	\$78,622
Conservation Trust	\$215,378	+	\$300,500	=	\$515,878	-	\$493,150	=	\$22,728
Equipment Replacement	\$407,121	+	\$156,000	=	\$563,121	-	\$369,000	=	\$194,121
Crime Prevention/Code Enforcement Fund	\$285,859	+	\$331,000	=	\$616,859	-	\$408,016	=	\$208,843
Recreation Center	\$796,583	+	\$2,176,828	=	\$2,973,411	-	\$2,382,401	=	\$591,010
<b>Total Special Revenue Funds</b>	<b>\$2,575,358</b>	<b>+</b>	<b>\$4,083,328</b>	<b>=</b>	<b>\$6,658,686</b>	<b>-</b>	<b>\$5,335,904</b>	<b>=</b>	<b>\$1,322,782</b>
Total Operating Funds	\$8,271,981	+	\$31,980,290	=	\$40,252,271	-	\$33,889,644	=	\$6,362,627
Total Capital Funds	\$643,332	+	\$5,264,228	=	\$5,907,560	-	\$5,879,821	=	\$27,739
Total Special Revenue Funds	\$2,575,358	+	\$4,083,328	=	\$6,658,686	-	\$5,335,904	=	\$1,322,782
(Less Transfers)		+	(\$2,900,000)	=	(\$2,900,000)	-	(\$2,900,000)	=	
<b>GRAND TOTAL</b>	<b>\$11,490,671</b>	<b>+</b>	<b>\$38,427,846</b>	<b>=</b>	<b>\$49,918,517</b>	<b>-</b>	<b>\$42,205,369</b>	<b>=</b>	<b>\$7,713,148</b>

## General Fund Revenues

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
<b>SALES TAXES</b>				
Sales Tax	\$15,937,236	\$16,200,000	\$16,900,000	\$17,745,000
Sales Tax Audit Revenue	\$1,827,740	\$350,000	\$350,000	\$477,000
TIF - Wheat Ridge Cyclery	\$45,768	\$40,000	\$40,000	\$40,000
TIF - Town Center (Safeway)	\$477,650	\$475,000	\$0	\$0
ESTIP - Dillion Co. (King Soopers)	\$178,831	\$110,964	\$104,962	\$0
ESTIP - Liquid Art Works (Colorado Plus)	\$22,637	\$25,000	\$20,000	\$25,000
ESTIP - Muscle Masster	\$6,630	\$5,000	\$6,500	\$7,000
ESTIP - Taste of Home Cooking	\$2,058	\$0	\$0	\$0
ESTIP - Walrus (West 29th Ave Rest)	\$5,663	\$10,000	\$6,000	\$10,000
TIF - Kipling Ridge	\$0	\$250,000	\$300,000	\$520,000
TIF WR Corners	\$0	\$0	\$0	\$200,000
<b>TOTAL SALES TAXES</b>	<b>\$18,504,213</b>	<b>\$17,465,964</b>	<b>\$17,727,462</b>	<b>\$19,024,000</b>
<b>OTHER TAXES</b>				
Real Property Tax	\$735,230	\$758,000	\$750,000	\$760,000
Liquor Occupational Tax	\$59,995	\$62,500	\$58,000	\$58,000
Auto Ownership Tax	\$58,750	\$58,000	\$60,000	\$60,000
Xcel Franchise Tax	\$1,348,248	\$1,300,000	\$1,300,000	\$1,350,000
Telephone Occupation Tax	\$385,671	\$390,000	\$400,000	\$400,000
Lodgers Tax	\$688,973	\$550,000	\$750,000	\$750,000
Admissions Amusement Tax	\$40,421	\$38,000	\$43,500	\$43,500
<b>TOTAL OTHER TAXES</b>	<b>\$3,317,288</b>	<b>\$3,156,500</b>	<b>\$3,361,500</b>	<b>\$3,421,500</b>
<b>USE TAXES</b>				
Use Tax - Retail/Professional	\$898,627	\$700,000	\$700,000	\$700,000
Use Tax - Building	\$1,110,437	\$805,000	\$1,300,000	\$1,100,000
Use Tax - Auto	\$1,526,031	\$1,300,000	\$1,700,000	\$1,700,000
<b>TOTAL USE TAXES</b>	<b>\$3,535,096</b>	<b>\$2,805,000</b>	<b>\$3,700,000</b>	<b>\$3,500,000</b>
<b>LICENSE</b>				
Amusement Machine License	\$6,600	\$6,500	\$6,600	\$6,600
Arborist License	\$1,665	\$1,700	\$1,700	\$1,700
Contractors License	\$127,428	\$120,000	\$125,000	\$125,000
Liquor License Fee	\$16,195	\$12,500	\$17,500	\$18,000
Building Permits	\$602,858	\$607,000	\$800,000	\$800,000
Street Cut Permits	\$161,983	\$125,000	\$180,000	\$160,000
Cable TV Permits	\$370,585	\$365,000	\$365,000	\$365,000
Elevator Inspection Fees	\$25,200	\$26,000	\$28,040	\$28,000
Pawn Shop License Fees	\$10,000	\$10,000	\$10,000	\$10,000
Business License Fees	\$87,685	\$88,000	\$82,400	\$85,000
<b>TOTAL LICENSE</b>	<b>\$1,410,199</b>	<b>\$1,361,700</b>	<b>\$1,616,240</b>	<b>\$1,599,300</b>

## General Fund Revenues

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Cigarette Tax	\$84,888	\$85,000	\$84,000	\$84,000
County Road and Bridge	\$279,436	\$280,000	\$280,000	\$280,000
Arvada Ridge Redevelopment	\$100,000	\$100,000	\$100,000	\$100,000
Highway Users Tax	\$1,019,703	\$1,000,000	\$1,050,000	\$1,050,000
Motor Vehicle Registration	\$117,402	\$119,000	\$118,000	\$119,000
Wheat Ridge Fire Radio	\$27,800	\$29,200	\$30,000	\$31,500
E911 Reimbursements	\$43,741	\$53,000	\$72,000	\$59,500
EPA Brownfields Grant	\$93,376	\$168,357	\$97,623	\$79,000
Police - CATPA Auto Theft Grant	\$80,444	\$81,225	\$82,500	\$84,500
Police - Seat Belt Safety Grant	\$2,463	\$2,500	\$2,500	\$2,500
Police - Drug Overtime Grant	\$17,219	\$7,500	\$20,000	\$20,000
Police - COPS Grant	\$109,725	\$0	\$0	\$0
Police - Bryne Grant	\$23,399	\$15,300	\$15,300	\$0
Police - Child Safety Grant	\$4,850	\$5,000	\$4,850	\$5,000
Police - Ballistic Vest Grant	\$3,624	\$10,000	\$6,000	\$7,500
Police - LEAF Grant	\$14,772	\$5,000	\$10,000	\$17,500
Police-HVIDE	\$14,684	\$12,000	\$10,000	\$11,500
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$2,037,528</b>	<b>\$1,973,082</b>	<b>\$1,982,773</b>	<b>\$1,951,500</b>
<b>SERVICES</b>				
Zoning Applications	\$47,549	\$45,000	\$39,616	\$42,400
Planning Reimbursement Fees	\$6,670	\$6,000	\$2,875	\$3,000
Engineering Fees	\$22,564	\$7,500	\$15,000	\$14,000
Misc. Zoning Fees	\$3,313	\$3,000	\$1,696	\$1,000
Plan Review Fees	\$279,999	\$205,000	\$250,000	\$225,000
Pavilion/Park Rental Revenue	\$26,958	\$28,000	\$25,000	\$25,500
Athletics Revenue	\$119,896	\$131,036	\$106,920	\$119,430
Active Adult Center Revenue	\$191,796	\$191,100	\$189,800	\$202,600
Parks Historic Facilities	\$16,138	\$22,000	\$20,918	\$21,500
Gen. Prog. Revenue	\$160,663	\$160,000	\$159,500	\$166,510
Anderson Building Revenue	\$10,935	\$12,000	\$9,000	\$11,000
Outdoor Swimming Fees	\$143,397	\$156,600	\$140,000	\$146,100
Retail Marijuana Fees	\$77,450	\$33,000	\$126,000	\$130,000
Police Report Fees	\$12,015	\$13,000	\$15,000	\$15,000
Pawn Shop Ticket Fees	\$24,598	\$28,000	\$22,400	\$20,000
Sex Offender Registration	\$6,896	\$6,500	\$7,200	\$7,000
Police Drug Destruction Fees	\$210	\$400	\$200	\$200
Police Fees	\$5,778	\$3,500	\$5,000	\$5,000
Police Duty Reimbursement	\$14,337	\$20,000	\$20,000	\$20,000
<b>TOTAL SERVICES</b>	<b>\$1,171,161</b>	<b>\$1,071,636</b>	<b>\$1,156,125</b>	<b>\$1,175,240</b>
<b>FINES &amp; FORFEITURES</b>				
Municipal Court Fines	\$103,607	\$110,000	\$100,000	\$110,000
Nuisance Violations Fees	\$49,324	\$60,000	\$50,000	\$50,000
Handicap Parking Fees	\$675	\$500	\$500	\$750
Traffic	\$431,314	\$425,000	\$400,000	\$425,000
General	\$54,091	\$70,000	\$50,000	\$60,000
Other	\$15,403	\$20,000	\$15,000	\$18,000
Parking	\$8,802	\$8,000	\$6,750	\$7,000
No Proof of Insurance	\$13,749	\$20,000	\$15,000	\$15,000
<b>TOTAL FINE &amp; FORFEITURES</b>	<b>\$676,965</b>	<b>\$713,500</b>	<b>\$637,250</b>	<b>\$685,750</b>

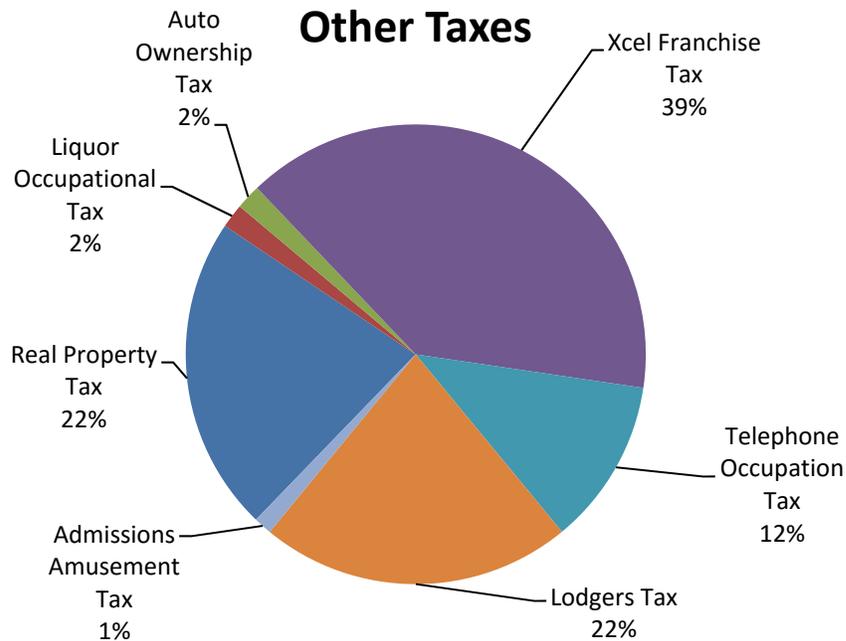
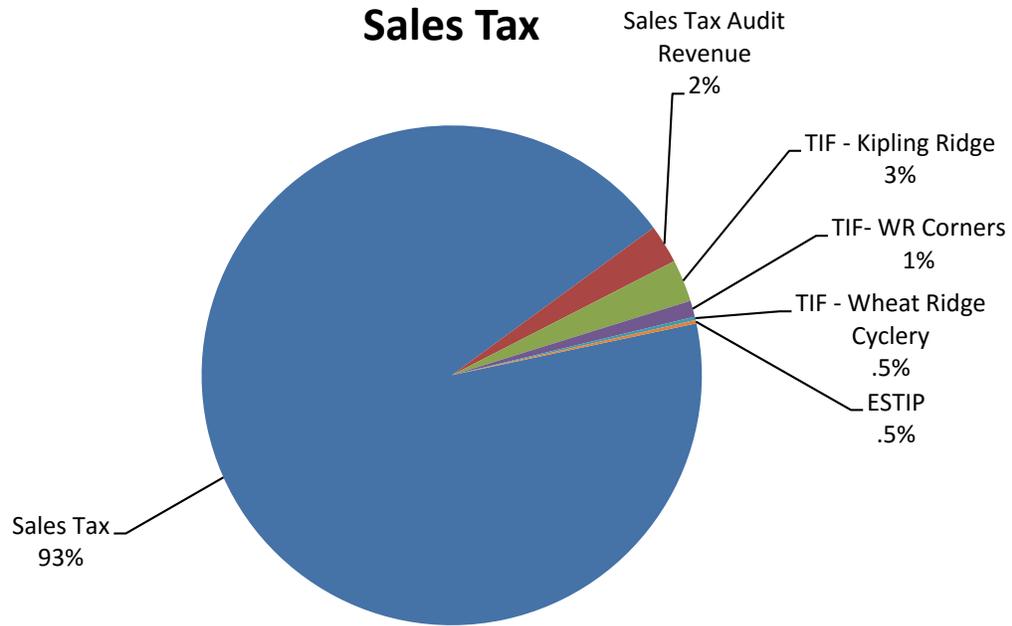
## General Fund Revenues

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
<b>INTEREST</b>				
Interest Earnings	\$193,254	\$50,000	\$50,000	\$50,000
<b>TOTAL INTEREST</b>	<b>\$193,254</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>
<b>OTHER</b>				
Cable Peg Fees	\$39,625	\$38,000	\$38,400	\$38,000
Passport Processing Fee	\$4,000	\$5,000	\$0	\$0
Zoppe Family Circus	\$64,500	\$0	\$0	\$0
Xcel Solar Garden Credits	\$0	\$0	\$28,000	\$50,000
Other Financing Sources	\$0	\$0	\$800,000	\$0
Miscellaneous Income	\$557,343	\$350,000	\$489,000	\$485,000
<b>TOTAL OTHER</b>	<b>\$665,468</b>	<b>\$393,000</b>	<b>\$1,355,400</b>	<b>\$573,000</b>
<b>Total General Fund</b>	<b>\$31,511,171</b>	<b>\$28,990,382</b>	<b>\$31,586,750</b>	<b>\$31,980,290</b>
<b>Transfers In</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Fund Balance Carryover</b>	<b>\$10,988,588</b>	<b>\$9,356,304</b>	<b>\$9,356,304</b>	<b>\$8,271,981</b>
<b>Total Funds Available</b>	<b>\$42,499,759</b>	<b>\$38,346,686</b>	<b>\$40,943,054</b>	<b>\$40,252,271</b>

# General Fund Revenues

## 2016 Revenue Summary By Fund Types

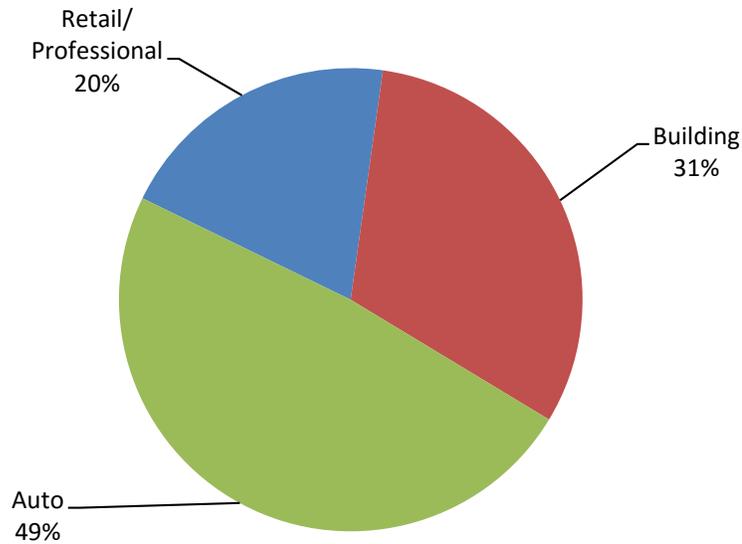
The City diligently works to maintain a strong, diverse revenue base recognizing that a dependence upon any individual revenue source would make revenue yields more vulnerable to economic cycles. All revenues are conservatively projected and are monitored and updated as necessary.



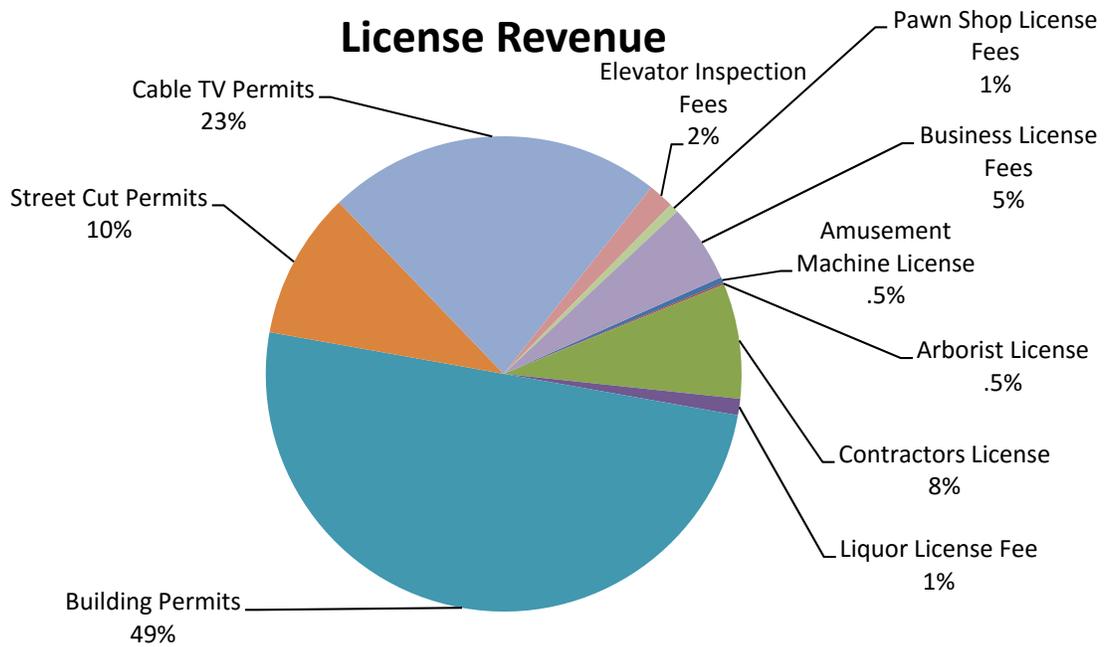
# General Fund Revenues

## 2016 Revenue Summary By Fund Types

### Use Taxes



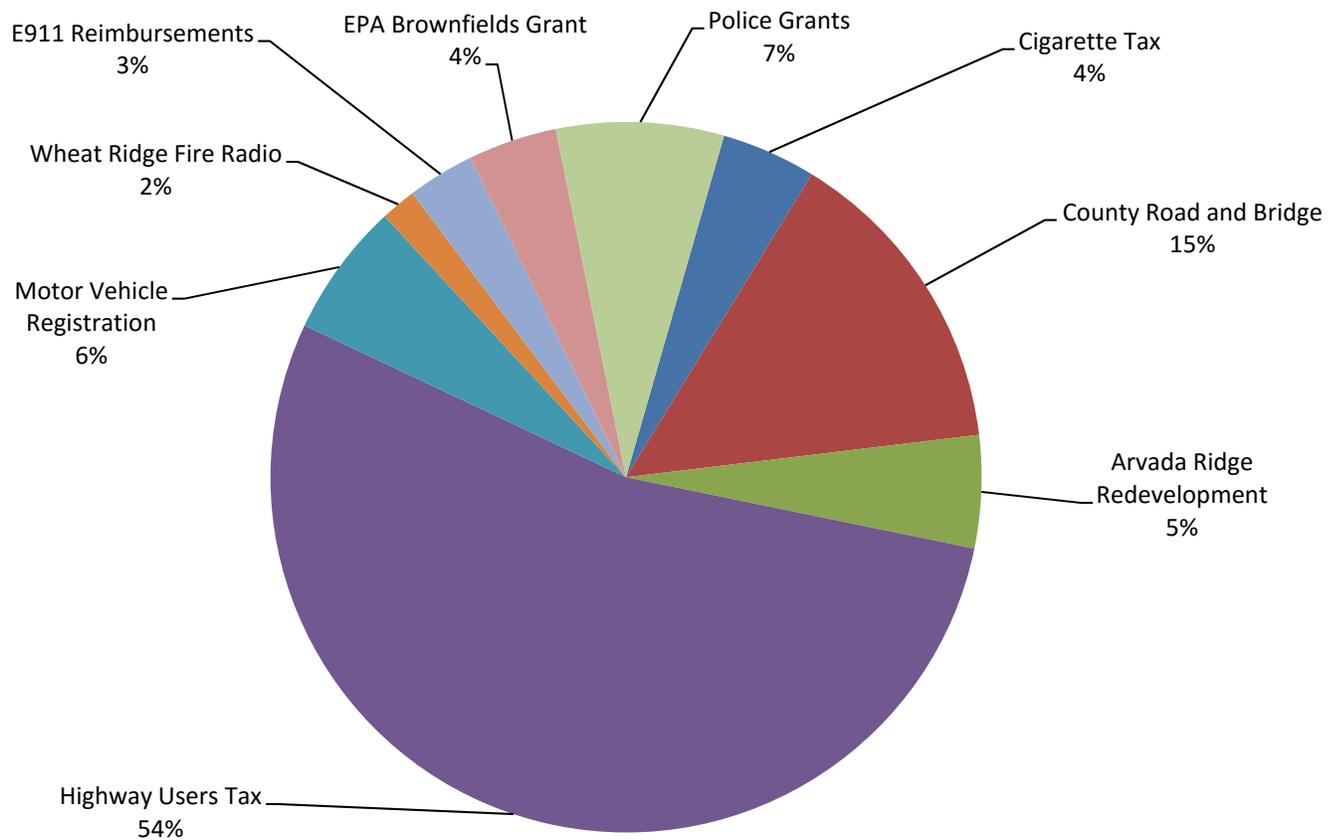
### License Revenue



# General Fund Revenues

## 2016 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>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
<b>Real Property:</b>								
<b>Commercial</b>	29.00	29.00	29.00	29.00	29.00	29.00	29.00	29.00
<b>Residential</b>	7.96	7.96	7.96	7.96	7.96	7.96	7.96	7.96
<b>Personal Property:</b>	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>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
<b>Assessed Valuation</b>	\$429	\$424	\$421	\$411.6	\$405	\$410.9	\$404.5	\$468

**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.

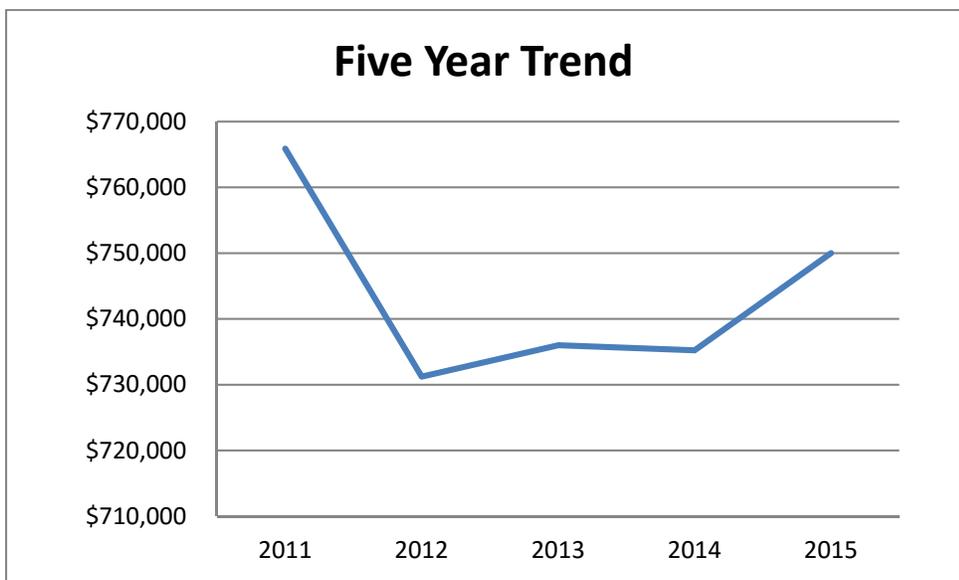
# General Fund Revenues

## 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
2011	\$767,180
2012	\$765,892
2013	\$731,234
2014	\$744,111
2015	\$750,000

**Forecast:**      **2015 \$750,000**                      **2016 \$760,000**

**Rationale:**

Forecast for 2015 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. In 2015, the City saw a significant increase in total assessed valuation as a result of new residential developments. 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%

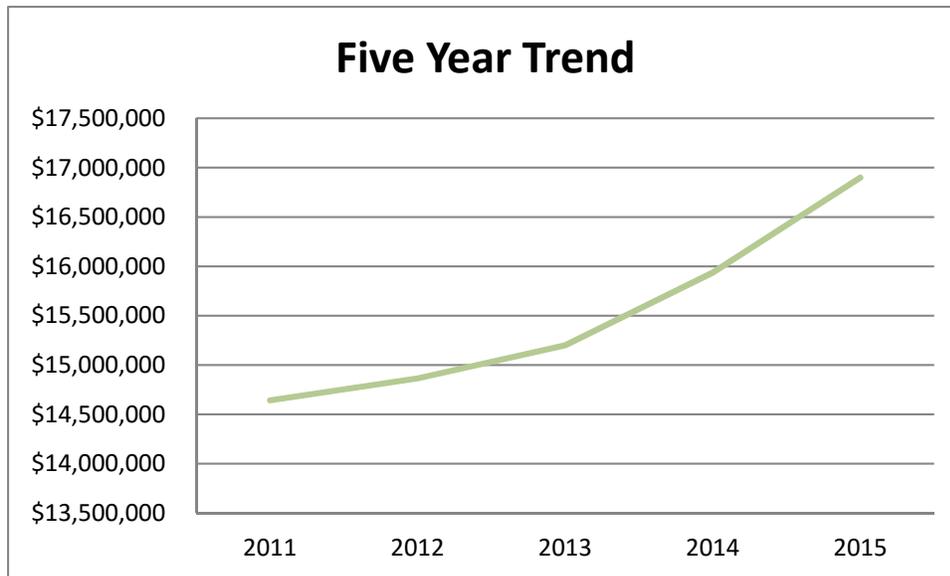
\*CIP and Capital Equipment Replacement Funds are funded in part by General Fund transfers.

**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
2011	\$14,643,189
2012	\$14,865,412
2013	\$15,466,512
2014	\$15,837,708
2015	\$16,900,000

Sales tax revenues have slowly rebounded from the economic recession that started late in 2008 and impacted the City more significantly in 2009. The City has seen steady growth beginning in 2013.

**Forecast:**      **2015 \$16,900,000**                      **2016 \$17,745,000**

**Rationale:**

The City continues to project a steady increase in sales tax revenues in 2016. Growth was seen in 2015 and a steady increase is projected in 2016. Forecast anticipates a 2% growth in Sales Tax for 2015, which is a conservative growth estimate. The City projects a 5% increase in 2016 over 2015 estimated revenue.

# General Fund Revenues

## Use Tax Revenue

**Distribution:** General Fund 100%

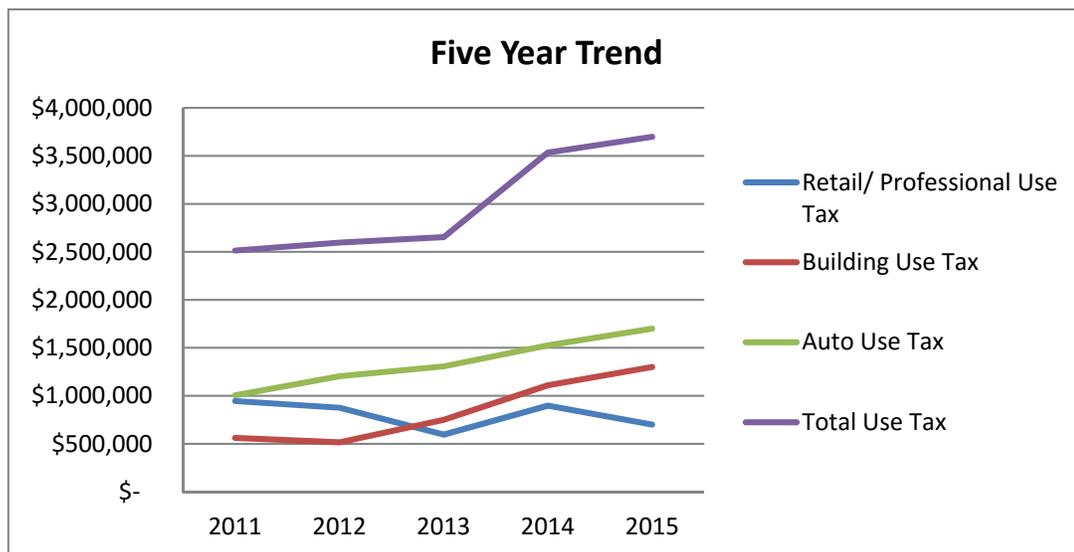
**Source:**

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
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
2015	\$700,000	\$1,300,000	\$1,700,000	\$3,700,000



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## 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:**      **2015 \$3,700,000**                      **2016 \$3,500,000**

**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

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
<b>Legislative</b>				
Legislative Services	\$445,540	\$417,301	\$413,311	\$435,315
<b>Total</b>	<b>\$445,540</b>	<b>\$417,301</b>	<b>\$413,311</b>	<b>\$435,315</b>
<b>City Manager's Office</b>				
City Manager	\$270,328	\$330,588	\$255,358	\$313,930
Economic Development	\$3,775,667	\$1,737,332	\$1,485,722	\$1,760,378
<b>Total</b>	<b>\$4,045,995</b>	<b>\$2,067,920</b>	<b>\$1,741,080</b>	<b>\$2,074,308</b>
<b>City Attorney</b>				
City Attorney	\$288,612	\$262,000	\$262,000	\$298,000
<b>Total</b>	<b>\$288,612</b>	<b>\$262,000</b>	<b>\$262,000</b>	<b>\$298,000</b>
<b>City Clerk's Office</b>				
City Clerk	\$145,035	\$147,993	\$144,693	\$156,199
<b>Total</b>	<b>\$145,035</b>	<b>\$147,993</b>	<b>\$144,693</b>	<b>\$156,199</b>
<b>City Treasurer</b>				
City Treasurer	\$33,785	\$43,438	\$43,438	\$43,278
<b>Total</b>	<b>\$33,785</b>	<b>\$43,438</b>	<b>\$43,438</b>	<b>\$43,278</b>
<b>Central Charges</b>				
Central Charges	\$2,487,947	\$3,777,728	\$3,558,597	\$3,182,356
<b>Total</b>	<b>\$2,487,947</b>	<b>\$3,777,728</b>	<b>\$3,558,597</b>	<b>\$3,182,356</b>
<b>Municipal Court</b>				
Municipal Court	\$726,611	\$854,642	\$834,599	\$877,333
<b>Total</b>	<b>\$726,611</b>	<b>\$854,642</b>	<b>\$834,599</b>	<b>\$877,333</b>
<b>Administrative Services</b>				
Administration	\$509,914	\$404,466	\$383,394	\$366,636
Public Information	\$0	\$153,217	\$147,158	\$309,656
Finance	\$237,677	\$250,385	\$248,078	\$293,249
Human Resources	\$529,139	\$449,473	\$449,333	\$546,058
Sales Tax	\$221,288	\$233,673	\$233,817	\$317,416
Purchasing and Contracting	\$106,557	\$120,052	\$119,427	\$123,176
Information Technology	\$1,643,270	\$1,625,140	\$1,572,947	\$1,630,424
<b>Total</b>	<b>\$3,247,846</b>	<b>\$3,236,406</b>	<b>\$3,154,154</b>	<b>\$3,586,615</b>
<b>Community Development</b>				
Administration	\$209,664	\$213,110	\$211,737	\$216,267
Planning	\$194,655	\$212,282	\$196,569	\$246,895
Building	\$407,330	\$507,182	\$507,182	\$521,605
Long Range Planning	\$197,741	\$444,421	\$285,693	\$164,815
<b>Total</b>	<b>\$1,009,390</b>	<b>\$1,376,995</b>	<b>\$1,201,181</b>	<b>\$1,149,582</b>
<b>Police</b>				
Administration	\$803,924	\$905,153	\$897,895	\$861,206
Grants	\$307,370	\$143,448	\$142,218	\$117,618

## General Fund Expenditures

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Community Services Team	\$264,640	\$523,645	\$490,694	\$407,860
Communications Center	\$755,403	\$899,617	\$784,390	\$924,709
Crime Prevention Team	\$319,502	\$314,448	\$314,348	\$237,644
Records Team	\$333,960	\$351,737	\$351,627	\$358,915
Training and Accreditation	\$257,801	\$261,338	\$254,674	\$288,193
Patrol	\$3,782,908	\$3,863,323	\$3,860,039	\$4,051,046
Investigations Bureau	\$1,952,408	\$1,996,625	\$1,994,125	\$2,221,775
Crime & Traffic Team	<u>\$366,439</u>	<u>\$437,697</u>	<u>\$418,789</u>	<u>\$440,285</u>
<b>Total</b>	<b>\$9,144,356</b>	<b>\$9,697,031</b>	<b>\$9,508,799</b>	<b>\$9,909,251</b>
<b>Public Works</b>				
Administration	\$140,870	\$146,420	\$145,670	\$146,869
Engineering	\$998,446	\$1,043,614	\$1,043,014	\$1,092,226
Operations	<u>\$2,971,471</u>	<u>\$3,303,458</u>	<u>\$3,226,487</u>	<u>\$3,374,618</u>
<b>Total</b>	<b>\$4,110,787</b>	<b>\$4,493,492</b>	<b>\$4,415,171</b>	<b>\$4,613,713</b>
<b>Parks and Recreation</b>				
Administration	\$222,390	\$230,671	\$218,837	\$246,969
Recreation	\$188,415	\$193,535	\$185,701	\$213,364
Parks Maintenance	\$1,220,946	\$1,404,167	\$1,300,553	\$1,478,003
Forestry	\$332,775	\$485,272	\$441,674	\$430,190
Natural Resources	\$244,669	\$301,543	\$275,992	\$307,021
Anderson Building	\$35,768	\$58,141	\$40,933	\$42,900
Athletics	\$191,722	\$210,452	\$191,195	\$192,379
General Programs	\$242,085	\$303,885	\$278,606	\$290,617
Outdoor Pool	\$182,456	\$228,593	\$198,247	\$389,928
Active Adult Center	\$475,632	\$534,116	\$512,454	\$580,758
Historic Buildings	\$33,568	\$74,368	\$74,368	\$85,776
Facility Maintenance	<u>\$411,134</u>	<u>\$467,801</u>	<u>\$425,520</u>	<u>\$405,789</u>
<b>Total</b>	<b>\$3,781,561</b>	<b>\$4,492,544</b>	<b>\$4,144,080</b>	<b>\$4,663,694</b>
<b>Total General Fund</b>	<b>\$29,467,466</b>	<b>\$30,867,490</b>	<b>\$29,421,103</b>	<b>\$30,989,644</b>
<b>Transfers</b>	<b>\$3,676,075</b>	<b>\$3,249,970</b>	<b>\$3,249,970</b>	<b>\$2,900,000</b>
<b>Total With Transfers</b>	<b>\$33,143,541</b>	<b>\$34,117,460</b>	<b>\$32,671,073</b>	<b>\$33,889,644</b>

# Long-Range Financial Plan 2017 - 2021

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted	2017 Projected	2018 Projected	2019 Projected	2020 Projected	2021 Projected	Projected Change %
<b>BEGINNING FUND BALANCE</b>	<b>\$10,988,588</b>	<b>\$9,356,304</b>	<b>\$9,356,304</b>	<b>\$8,271,981</b>	<b>\$6,362,627</b>	<b>\$6,591,838</b>	<b>\$6,625,954</b>	<b>\$6,880,125</b>	<b>\$7,115,506</b>	
<b>GENERAL FUND REVENUE:</b>										
Sales Taxes	\$18,504,213	\$17,465,964	\$17,727,462	\$19,024,000	\$19,689,840.00	\$20,378,984.40	\$20,990,354	\$21,620,065	\$22,268,666	3%
Other Taxes	\$3,317,288	\$3,156,500	\$3,361,500	\$3,421,500	\$3,524,145	\$3,629,869	\$3,738,765	\$3,850,928	\$3,966,456	3%
Use Taxes	\$3,535,096	\$2,805,000	\$3,700,000	\$3,500,000	\$3,605,000	\$3,713,150	\$3,824,545	\$3,939,281	\$4,057,459	3%
Licenses	\$1,410,199	\$1,361,700	\$1,616,240	\$1,599,300	\$1,615,293	\$1,631,446	\$1,647,760	\$1,664,238	\$1,680,880	1%
Intergovernmental Services	\$2,037,528	\$1,973,082	\$1,982,773	\$1,951,500	\$1,971,015	\$1,990,725	\$2,010,632	\$2,030,739	\$2,051,046	1%
Fines & Forfeitures	\$1,171,161	\$1,071,636	\$1,156,125	\$1,175,240	\$1,186,992	\$1,198,862	\$1,210,851	\$1,222,959	\$1,235,189	1%
Interest	\$676,965	\$713,500	\$637,250	\$685,750	\$692,608	\$699,534	\$706,529	\$713,594	\$720,730	1%
Other	\$193,254	\$50,000	\$50,000	\$50,000	\$50,500	\$51,005	\$51,515	\$52,030	\$52,551	1%
	\$665,468	\$393,000	\$1,355,400	\$573,000	\$578,730	\$584,517	\$590,362	\$596,266	\$602,229	1%
<b>TOTAL REVENUE</b>	<b>\$31,511,171</b>	<b>\$28,990,382</b>	<b>\$31,586,750</b>	<b>\$31,980,290</b>	<b>\$32,914,123</b>	<b>\$33,878,093</b>	<b>\$34,771,314</b>	<b>\$35,690,100</b>	<b>\$36,635,207</b>	
<b>TOTAL REVENUE</b>	<b>\$42,499,759</b>	<b>\$38,346,686</b>	<b>\$40,943,054</b>	<b>\$40,252,271</b>	<b>\$39,276,750</b>	<b>\$40,469,931</b>	<b>\$41,397,268</b>	<b>\$42,570,226</b>	<b>\$43,750,713</b>	
<b>GENERAL FUND EXPENDITURES:</b>										
Legislative	\$445,540	\$417,301	\$413,311	\$435,315	\$439,668.15	\$444,065	\$448,505	\$452,991	\$457,520	1%
City Manager's Office	\$4,045,995	\$2,067,920	\$1,741,080	\$2,074,308	\$2,115,794.16	\$2,158,110	\$2,201,272	\$2,245,298	\$2,290,203.64	2%
City Attorney	\$288,612	\$262,000	\$262,000	\$298,000	\$303,960	\$310,039	\$316,240	\$322,565	\$329,016	2%
City Clerk's Office	\$145,035	\$147,993	\$144,693	\$156,199	\$157,761	\$159,339	\$160,932	\$162,541	\$164,167	1%
City Treasurer	\$33,785	\$43,438	\$43,438	\$43,278	\$43,711	\$44,148	\$44,589	\$45,035	\$45,486	1%
Central Charges	\$2,487,947	\$3,777,728	\$3,558,597	\$3,182,356	\$3,277,827	\$3,376,161	\$3,477,446	\$3,581,770	\$3,689,223	3%
Municipal Court	\$726,611	\$854,642	\$834,599	\$877,333	\$894,880	\$912,777	\$931,033	\$949,653	\$968,647	2%
Administrative Services	\$3,247,846	\$3,236,406	\$3,154,154	\$3,586,615	\$3,658,347	\$3,731,514	\$3,806,145	\$3,882,267	\$3,959,913	2%
Community Development	\$1,009,390	\$1,376,995	\$1,201,181	\$1,149,582	\$1,172,573.64	\$1,196,025	\$1,219,946	\$1,244,345	\$1,269,231	2%
Police	\$9,144,356	\$9,697,031	\$9,508,799	\$9,909,251	\$10,107,436	\$10,309,585	\$10,515,776	\$10,726,092	\$10,940,614	2%
Public Works	\$4,110,787	\$4,493,492	\$4,415,171	\$4,613,713	\$4,705,987	\$4,800,107	\$4,896,109	\$4,994,031	\$5,093,911	2%
Parks and Recreation	\$3,781,561	\$4,492,544	\$4,144,080	\$4,663,694	\$4,756,968	\$4,852,107	\$4,949,149	\$5,048,132	\$5,149,095	2%
<b>TOTAL EXPENDITURES</b>	<b>\$29,467,466</b>	<b>\$30,867,490</b>	<b>\$29,421,103</b>	<b>\$30,989,644</b>	<b>\$31,634,912</b>	<b>\$32,293,977</b>	<b>\$32,967,143</b>	<b>\$33,654,720</b>	<b>\$34,357,026</b>	
<b>SURPLUS/(DEFICIT)</b>	<b>\$2,043,705</b>	<b>-\$1,877,108</b>	<b>\$2,165,647</b>	<b>\$990,646</b>	<b>\$1,279,211</b>	<b>\$1,584,116</b>	<b>\$1,804,171</b>	<b>\$2,035,381</b>	<b>\$2,278,181</b>	
<b>Transfer Payments Out</b>										
Equipment Replacement Fund	\$100,000	\$0	\$0	\$100,000	\$50,000	\$50,000	\$50,000	\$100,000	\$100,000	
CIP	\$3,576,075	\$3,249,970	\$3,249,970	\$2,800,000	\$1,000,000	\$1,500,000	\$1,500,000	\$1,700,000	\$2,000,000	
<b>TOTAL</b>	<b>\$3,676,075</b>	<b>\$3,249,970</b>	<b>\$3,249,970</b>	<b>\$2,900,000</b>	<b>\$1,050,000</b>	<b>\$1,550,000</b>	<b>\$1,550,000</b>	<b>\$1,800,000</b>	<b>\$2,100,000</b>	
<b>ENDING FUND BALANCE</b>	<b>\$9,356,218</b>	<b>\$4,229,226</b>	<b>\$8,271,981</b>	<b>\$6,362,627</b>	<b>\$6,591,838</b>	<b>\$6,625,954</b>	<b>\$6,880,125</b>	<b>\$7,115,506</b>	<b>\$7,293,686</b>	
State Mandated Reserve for Emergencies	\$884,024	\$926,025	\$882,633	\$929,689	\$949,047	\$968,819	\$989,014	\$1,009,642	\$1,030,711	
Reserved for Channel 8	\$202,496	\$202,496	\$202,496	\$150,000	\$100,000	\$150,000	\$195,000	\$245,000	\$295,000	
Reserved for URA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

**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 2017 and beyond. This projection includes planned commercial and residential development.
- Sales Tax revenue in years 2017 and 2018 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 2017 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 2017-2021 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.*

## Long-Range Financial Plan 2017 - 2021

<b>Unrestricted Fund Balance</b>	<b>\$8,269,698</b>	<b>\$3,100,705</b>	<b>\$7,186,852</b>	<b>\$5,282,938</b>	<b>\$5,542,791</b>	<b>\$5,507,135</b>	<b>\$5,696,111</b>	<b>\$5,860,864</b>	<b>\$5,967,976</b>
<i>Minimum Reserve Policy 17%</i>	\$5,009,469	\$5,247,473	\$5,001,588	\$5,268,239	\$5,377,935	\$5,489,976	\$5,604,414	\$5,721,302	\$5,840,694



## Financial Obligations

All of the City of Wheat Ridge’s debt service and financial obligations are appropriated for each budget year, whether or not they are legally classified as debt. In Colorado, Certificates of Participation (COP) and lease purchase agreements are not considered debt. The City has no outstanding bonds as of December 31, 2015.

### Community Solar Garden

The City has a lease purchase agreement to purchase electric generating capacity in a solar garden in partnership with Xcel Energy. The payments are made as part of the Central Charges program budget. As of December 31, 2015, the City has a capital lease outstanding amount of \$1,155,742.07. The following table is a list of lease purchases as of December 31, 2015:

Long-Term Debt Lease Payments	Balance
Community Solar Garden Note	\$800,000
<b>Total</b>	<b>\$800,000</b>

On *March 23, 2015*, the City entered into an agreement to purchase electric generating capacity in a solar garden. The agreement was funded on *April 13, 2015* with a lease agreement for \$800,000. The solar power capacity is recorded as capital assets in the amount of \$776,628. A portion of the loan proceeds was used to pay issuance costs of \$23,372. Annual payments of \$80,167.08, including principal and interest accruing at 5.75%, are due on *June 1, 2015 to May 1, 2030*. For its participation, the City receives energy credits to be used against energy consumption at various facilities.

Financial Obligations	Year	Interest	Principal	Total
Community Solar Garden Note	2015	27,322.90	19,441.23	46,764.13
	2016	44,561.34	35,605.74	80,167.08
	2017	42,429.22	37,737.86	80,167.08
	2018	40,169.41	39,997.67	80,167.08
	2019	37,774.27	42,392.81	80,167.08
	2020	35,235.71	44,931.37	80,167.08
	2021	32,545.14	47,621.94	80,167.08
	2022	29,693.46	50,473.62	80,167.08
	2023	26,671.01	53,496.07	80,167.08
	2024	23,467.57	56,699.51	80,167.08
	2025	20,072.31	60,094.77	80,167.08
	2026	16,473.73	63,693.35	80,167.08
	2027	12,659.65	67,507.43	80,167.08
	2028	8,617.19	71,549.89	80,167.08
	2029	4,332.67	75,834.41	80,167.08
	2030	480.62	32,922.33	33,402.95
<b>Community Solar Garden Note Total</b>		<b>\$402,506.20</b>	<b>\$800,000.00</b>	<b>\$1,202,506.20</b>



## 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.

### 2016 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 opens the ceremonies for the ground breaking of Sprouts Farmers Market at Kipling Ridge, and chats with citizens at the grand opening only seven months later.*

# General Government Legislative Services

01-102

## Core Business

The Legislative Services division of the City is comprised of the Mayor and eight Council members; each geographic Council District is represented by two Council members. The duties of the elected Council include:

- 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

## 2015 Strategic Accomplishments

- Enhanced the City's revenue base by providing a welcoming environment for new businesses
- Engaged in development and redevelopment opportunities
- Expanded the City's neighborhood improvement programs
- Developed a code enforcement strategy for all sectors of the community

## 2016 Strategic Priorities

- Encourage redevelopment of the Transit Orientated Development (TOD) Gold Line site
- Support TLC program (traffic safety, life quality and crime prevention) in building strong neighborhoods and a sense of community
- Engage in storm water review analysis
- Revisit 38<sup>th</sup> Avenue Corridor Plan
- Continue to expand pedestrian paths and bike ways in the City
- Continue proactive economic development efforts

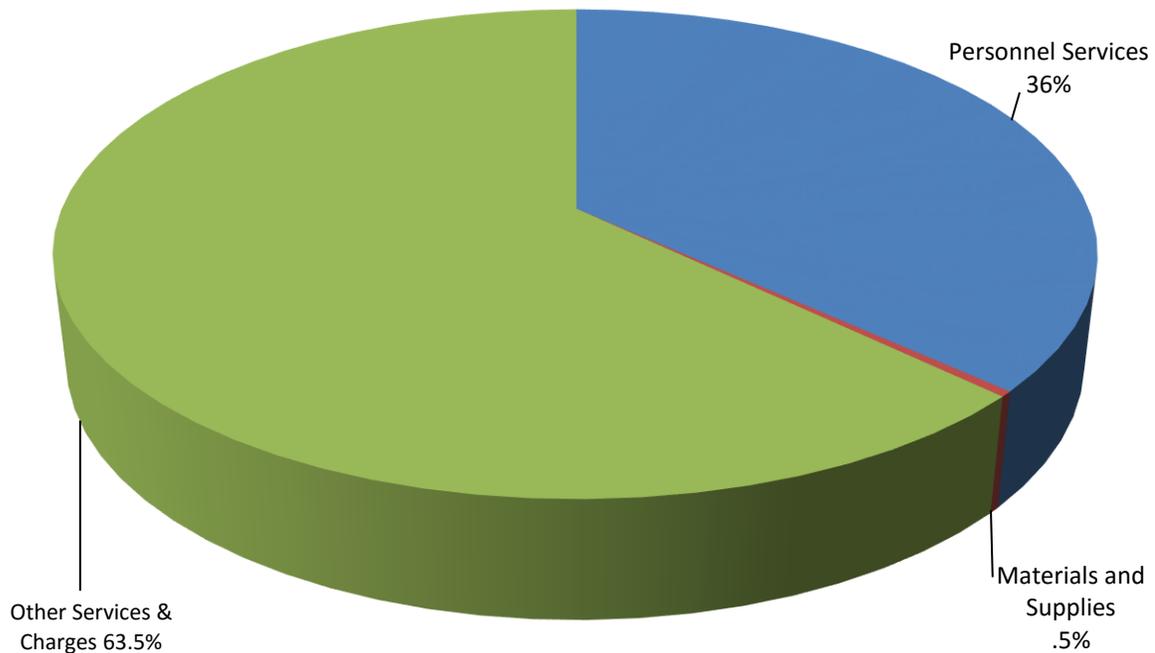
## Legislative Services

Staffing and Financial Summary  
01-102

	2013 Authorized	2014 Authorized	2015 Authorized	2016 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

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$160,604	\$160,261	\$160,261	\$160,275
Materials and Supplies	\$565	\$1,550	\$1,550	\$1,550
Other Services and Charges	\$284,372	\$255,490	\$251,500	\$273,490
Capital Outlay	\$0	\$0	\$0	\$0
	\$445,540	\$417,301	\$413,311	\$435,315

**Total 2016 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
- Assisted City Council in achieving its policy goals for the City

### 2015 Strategic Accomplishments

- 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

### 2016 Strategic Priorities

- Revise standard forms of City contracts to conform to current law and streamline contract administration
- Minimize City exposure to liability claims

## City Attorney

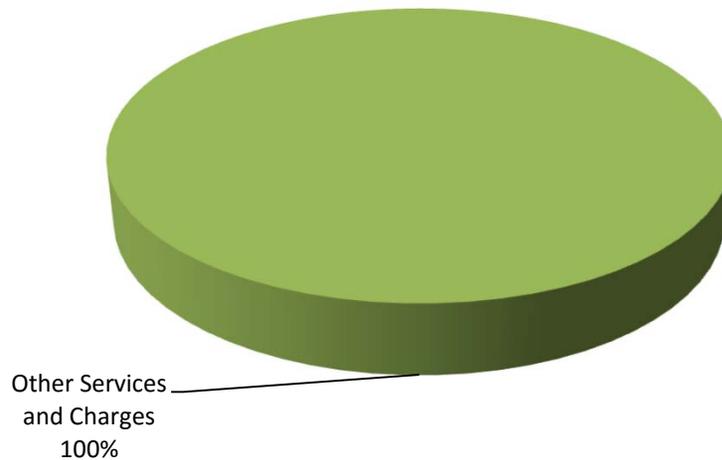
Staffing and Financial Summary

01-107

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
City Attorney	Contracted	Contracted	Contracted	Contracted
	Contracted	Contracted	Contracted	Contracted

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$0	\$0	\$0	\$0
Materials and Supplies	\$0	\$0	\$0	\$0
Other Services and Charges	\$288,612	\$262,000	\$262,000	\$298,000
Capital Outlay	\$0	\$0	\$0	\$0
	\$288,612	\$262,000	\$262,000	\$298,000

### Total 2016 Budget by Object



## Central Charges

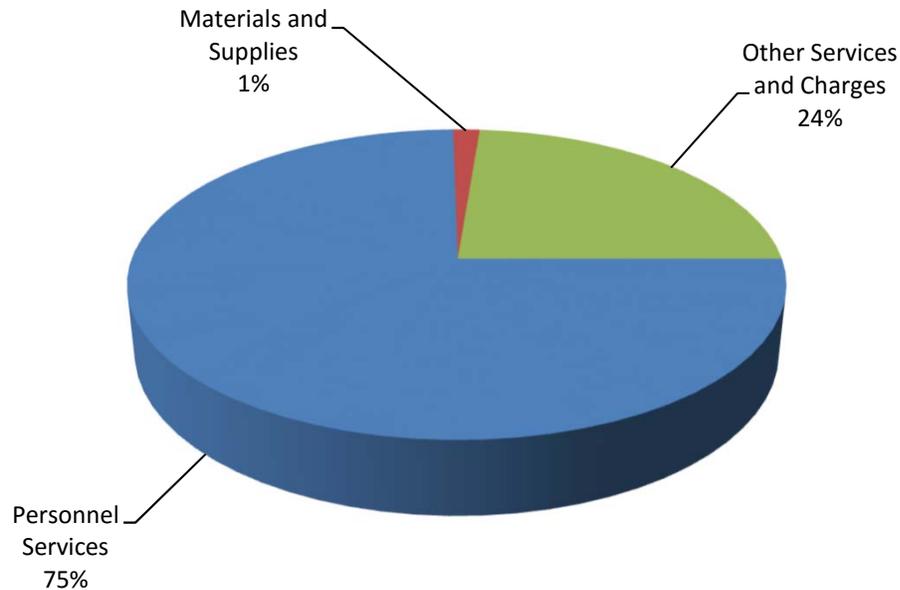
Staffing and Financial Summary

01-610

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
No Staff Authorized	0	0	0	0
	0	0	0	0

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$2,161,111	\$2,274,073	\$2,253,073	\$2,318,485
Materials and Supplies	\$34,397	\$49,500	\$45,000	\$47,250
Other Services and Charges	\$292,439	\$607,391	\$413,760	\$736,454
Capital Outlay	\$0	\$0	\$0	\$0
Debt Service	\$0	\$846,764	\$846,764	\$80,167
	\$2,487,947	\$3,777,728	\$3,558,597	\$3,182,356

### Total 2016 Budget by Object



## City Treasurer's Office

### About the Office of the City Treasurer 01-101

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

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

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

### 2016 Budget Priorities

- Pursue savings/revenue enhancing opportunities
- Pursue policies to move toward financial sustainability
- Manage investments to maintain cash flow as needed
- Maintain investment policy to reflect state law and best practices
- Transition newly-elected City Treasurer to office



Larry Schulz, City Treasurer

## City Treasurer

01-101

### Core Business

- Invest all City funds
- Manage investments to maintain a stable, revenue-enhancing portfolio
- Monitor City's available cash on a daily basis
- Sign all City checks
- Serve as City Internal Auditor

### 2015 Strategic Accomplishments

- Increased investment rates due to improved economy
- Furthered investment stability
- Accomplished all expenditures on schedule due to cash flow management
- Updated investment policy
- Conducted business license hearing eliminating illegal activity
- Supported state-wide efforts to standardize sales tax line item definitions
- Launched Socrata open budget transparency software

### 2016 Strategic Priorities

- Transition newly-elected treasurer to office

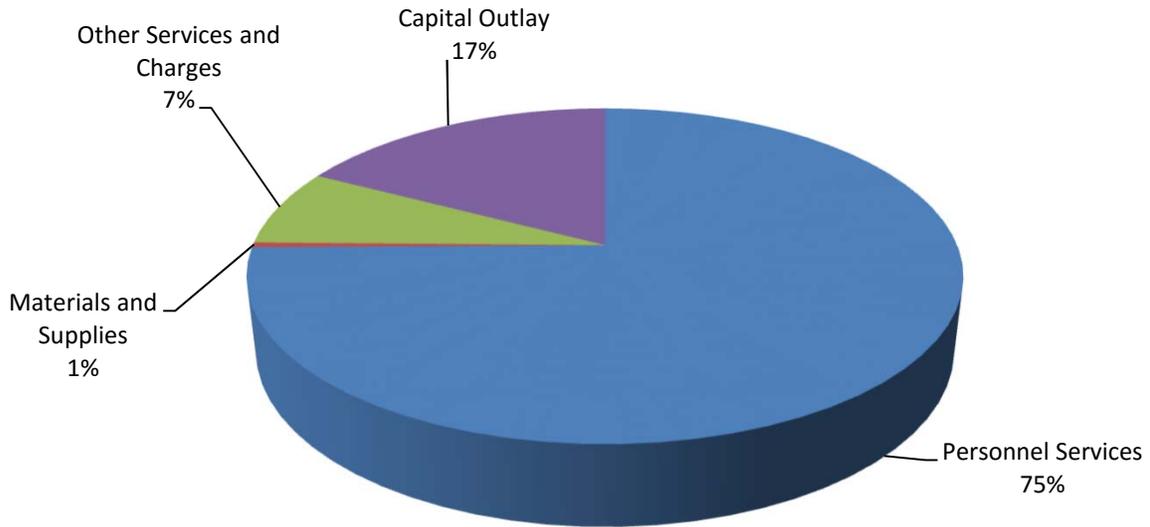
# City Treasurer

Staffing and Financial Summary  
01-101

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
City Treasurer	Elected	Elected	Elected	Elected
	Elected	Elected	Elected	Elected

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$32,511	\$32,378	\$32,378	\$32,378
Materials and Supplies	\$173	\$310	\$310	\$200
Other Services and Charges	\$1,101	\$3,250	\$3,250	\$3,200
Capital Outlay	\$0	\$7,500	\$7,500	\$7,500
	\$33,785	\$43,438	\$43,438	\$43,278

**Total 2016 Budget by Object**





## City Clerk's Office

About the City Clerk's Office

01-108

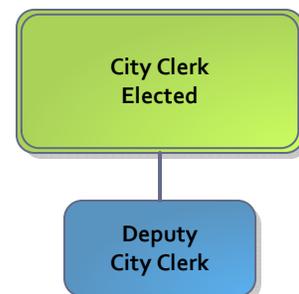
The City Clerk's Office maintains and certifies records of all City business, including resolutions, ordinances, meeting minutes, official deeds, leases, contracts and agreements. In addition, it is the duty of the City Clerk to administer all municipal elections, to act as chairperson of the election 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.

### 2016 Budget Priorities

- Improve records management system through continuing education
- Upgrade secure storage of permanent hardcopy records

## City Clerk's Office



*(l to r) Janice Smothers, Administrative Assistant to the Mayor and City Council, Kelly Stevens, Deputy City Clerk, and Janelle Shaver, City Clerk*

## 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
- 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

### 2015 Strategic Accomplishments

- Prepared a comprehensive desk reference for the Clerk's office, outlining responsibilities, and policies and procedures for the City Clerk and Deputy City Clerk
- Completed transfer of liquor records to digital archive database
- Upgraded electronic storage of essential records

### 2016 Strategic Priorities

- Complete searchable spreadsheets with all ordinances and resolutions
- Update comprehensive desk reference with new policies and procedures
- Upgrade secure storage of permanent hardcopy records
- Increase efficiency of Clerk's Office staff through increased training and continuing education

## City Clerk's Office

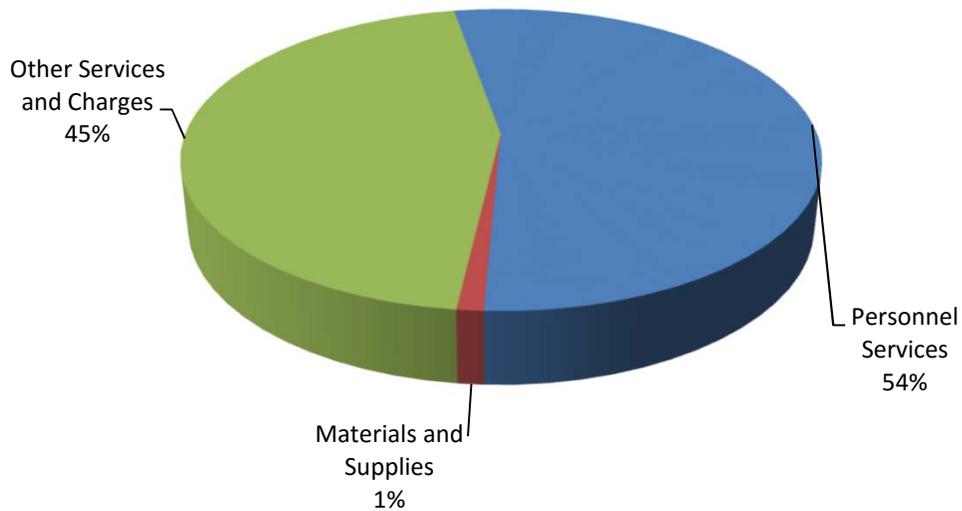
Staffing and Financial Summary

01-108

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
City Clerk	Elected	Elected	Elected	Elected
Deputy City Clerk	1	1	1	1
	1	1	1	1

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$86,414	\$84,243	\$84,243	\$83,549
Materials and Supplies	\$1,667	\$1,800	\$1,800	\$1,800
Other Services and Charges	\$56,954	\$61,950	\$58,650	\$70,850
Capital Outlay	\$0	\$0	\$0	\$0
	\$145,035	\$147,993	\$144,693	\$156,199

### Total 2016 Budget by Object





## City Manager's Office

About the City Manager's Office

01-106

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

The City Manager also serves as the Executive Director of Renewal Wheat Ridge, with the Economic Development and Urban Renewal Manager reporting to him. 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.

### 2016 Budget Priorities

- Engage development and redevelopment opportunities throughout the City
- Develop a financial strategy to fund long-term capital infrastructure needs
- Develop final streetscape design for Ridge at 38 based on robust public outreach and community consensus



City Manager Patrick Goff



Staff and Council participate in the 2015 Carnation Festival Parade

## City Manager's Office

01-106

### Core Business

- Provide overall administration for City in accordance with City Council goals and policies
- 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, employees and citizens
- Ensure organizational expectations are incorporated into daily work processes

### 2015 Strategic Accomplishments

- Celebrated the opening of the Kipling Ridge project which will generate at least \$500,000 in new revenues for the City annually
- Finalized negotiations and City approvals for the redevelopment of the S.W. corner of 38<sup>th</sup> and Wadsworth which will generate over \$1.0 million in revenues a year
- Received the City Manager of the Year award from the Colorado City and County Management Association
- Developed code enforcement strategic plan to address code enforcement concerns throughout all sectors of the City
- Awarded a \$25.0 million grant from DRCOG for reconstruction of the Wadsworth Corridor

### 2016 Strategic Priorities

- Negotiate development agreement with developer for the Clear Creek Crossing site
- Develop final plans for streetscape design for Ridge at 38
- Commence construction on the first phase of the Wheat Ridge Corners project
- Attract development to the Gold Line transit oriented development site
- Implement the recommendations from the Wadsworth PEL and acquire the additional funding required to complete the project
- Finalize negotiations with Wazee Partners for the WestEnd 38 project
- Develop a financial strategy to fund long-term capital infrastructure needs

# City Manager's Office

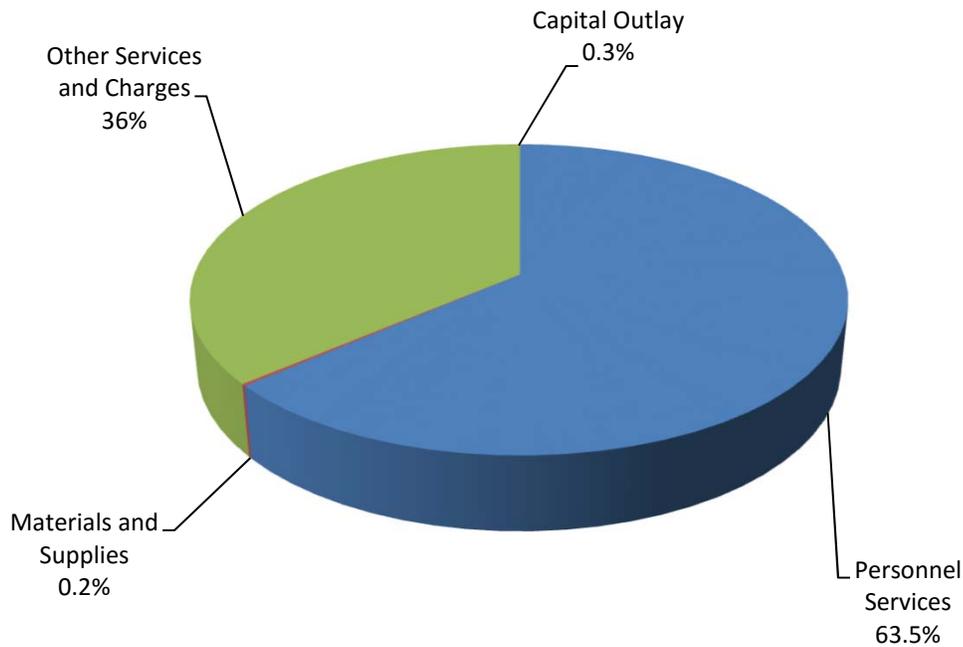
Staffing and Financial Summary

01-106

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
City Manager	1	1	1	1
	1	1	1	1

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$187,342	\$197,677	\$190,258	\$199,645
Materials and Supplies	\$48	\$600	\$500	\$600
Other Services and Charges	\$82,938	\$131,311	\$63,600	\$113,685
Capital Outlay	\$0	\$1,000	\$1,000	\$0
	\$270,328	\$330,588	\$255,358	\$313,930

**Total 2016 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
- Monitor and process accounting for ESTIP and BDZ agreements

### 2015 Strategic Accomplishments

- Developed Kipling Ridge, Wheat Ridge Corners and the Town Center Apartments Phase II
- Assured remediation compliance and negotiated a sale of the property at 38<sup>th</sup> and Yukon Court
- Developed a plan with Renewal Wheat Ridge for utilization of 38<sup>th</sup> Avenue TIF funds
- Prepared for the 2016 opening of the Gold Line

### 2016 Strategic Priorities

- Process tax increment financing (TIF) and development of Wheat Ridge Corners at the S.W. corner of Wadsworth Boulevard and W. 38<sup>th</sup> Avenue
- Process TIF for property along W. 38<sup>th</sup> Avenue between Upham Street and High Court for development of a mixed-use project
- Process development opportunities within the transit oriented development (TOD) site along the new Gold Line
- Process and assist land development for Clear Creek Crossing, N.E. corner of Kipling Street and 44<sup>th</sup> Avenue, the Ridge at 38, and Town Center North
- Continue progression of marketing Wheat Ridge through regional cooperation with Jefferson County Economic Development Committee (EDC) and the Metro Denver Chamber of Commerce

# Economic Development

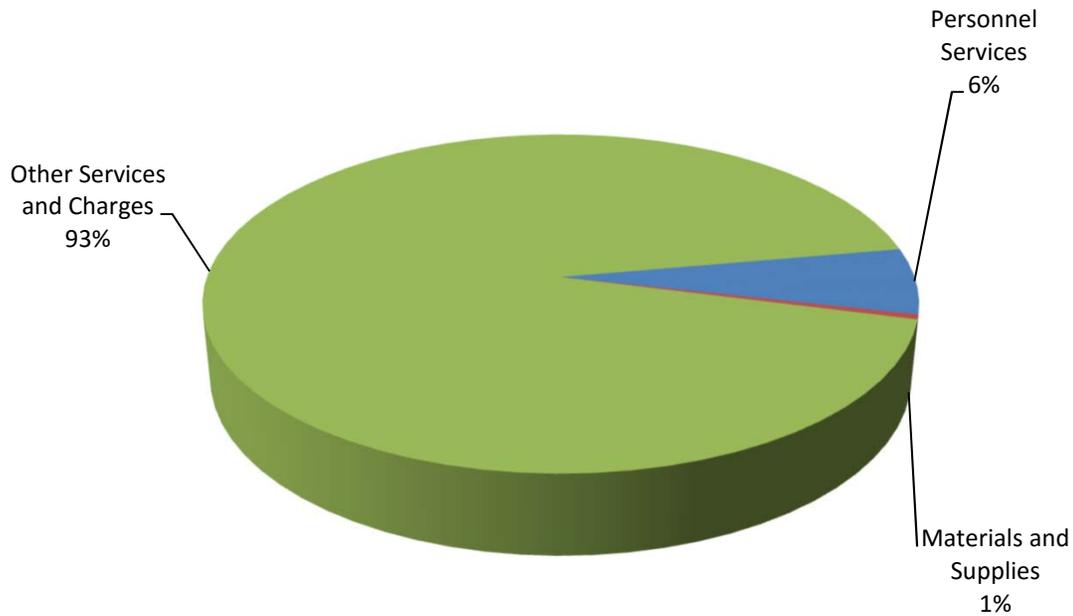
Staffing and Financial Summary

01-105

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Economic Development Manager	1	1	1	1
	1	1	1	1

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$112,209	\$110,947	\$110,947	\$110,947
Materials and Supplies	\$3,136	\$7,650	\$7,650	\$7,650
Other Services and Charges	\$3,660,323	\$1,618,735	\$1,367,125	\$1,641,781
Capital Outlay	\$0	\$0	\$0	\$0
	\$3,775,667	\$1,737,332	\$1,485,722	\$1,760,378

**Total 2016 Budget by Object**





# Municipal Court

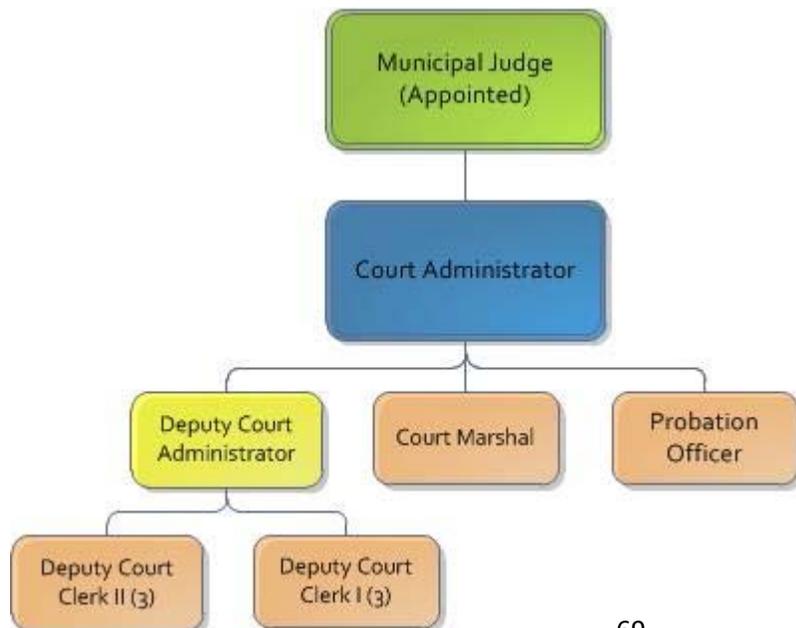
About Municipal Court  
01-109

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

**2016  
Budget Priorities**

- Develop and expand alternatives to sentencing
- Build teamwork and rapport of Court team members
- Improve Courtroom security and efficiency

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



## Municipal Court

01-109

### Core Business

- Create, maintain, and adjudicate annual case filings for criminal, traffic, juvenile, domestic violence, nuisance, 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
- Monitor sentencing compliance

### 2015 Strategic Accomplishments

- Increased efficiency and ergonomics of work stations within Court Clerk's Office
- Conducted successful recruitment processes for Deputy Court Administrator, Court Marshal, Deputy Court Clerk II, Deputy Court Clerk I
- Conducted request for proposal for security guard services

### 2016 Strategic Priorities

- Develop a proactive supportive Court process approach to juvenile cases
- Improve the efficiency of the Court management software by creating additional form letters, scanning documents directly to case files, and streamlining computer processes
- Increase the collection of revenue by the implementation of a collections program
- Monitor, modify payments and payment plans

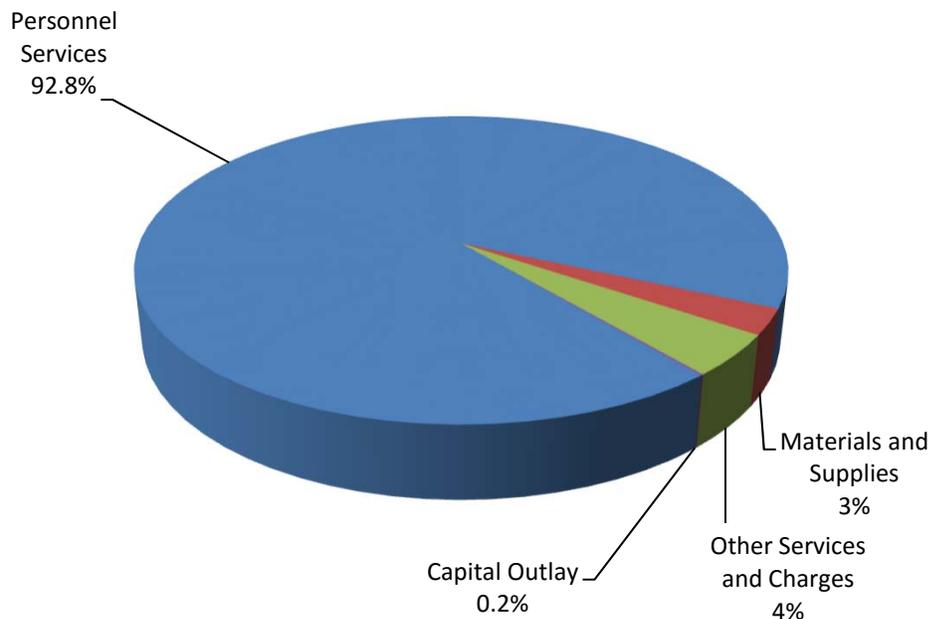
# Municipal Court

Staffing and Financial Summary  
01-109

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Municipal Judge	Contracted	Contracted	Contracted	Contracted
Court Administrator	1	1	1	1
Deputy Court Administrator	0	0	1	1
Deputy Court Clerk II	3	3	3	3
Deputy Court Clerk I	3.875	3.875	3	3
Probation Officer	1	1	1	1
Court Marshal	1.26	1.26	1.25	1.25
	10.135	10.135	10.25	10.25

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$686,603	\$795,927	\$778,734	\$813,918
Materials and Supplies	\$21,206	\$23,300	\$22,950	\$23,630
Other Services and Charges	\$18,802	\$34,415	\$31,915	\$38,285
Capital Outlay	\$0	\$1,000	\$1,000	\$1,500
	\$726,611	\$854,642	\$834,599	\$877,333

## Total 2016 Budget by Object

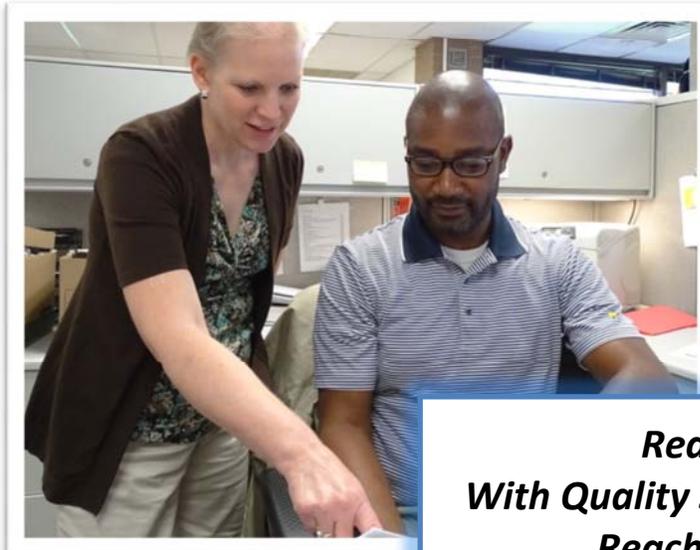




# Administrative Services

## About Administrative Services

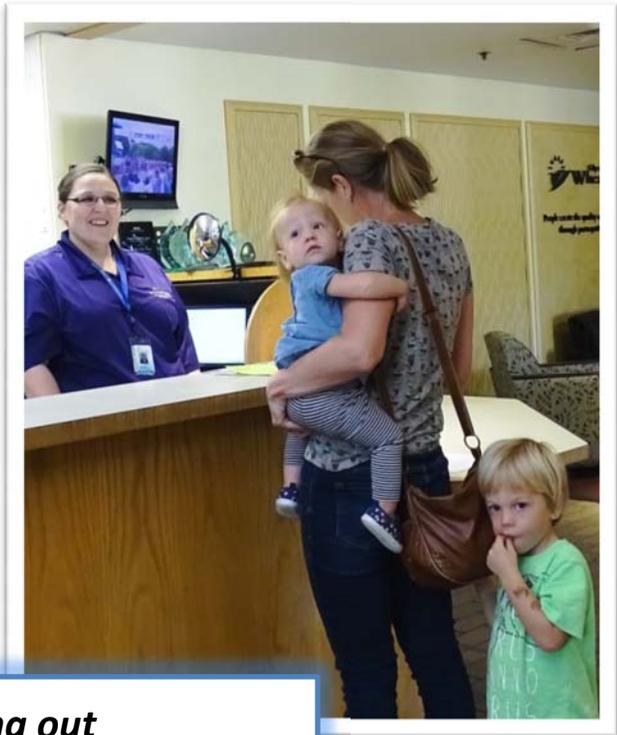
The Administrative Services Department oversees and directs the operations of Finance, Human Resources, Sales Tax, Purchasing, Information Technology, Risk Management, Budget, the Public Information Office, Front Desk Reception, and the Safety/Wellness Programs.



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

**2016  
Budget Priorities**

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



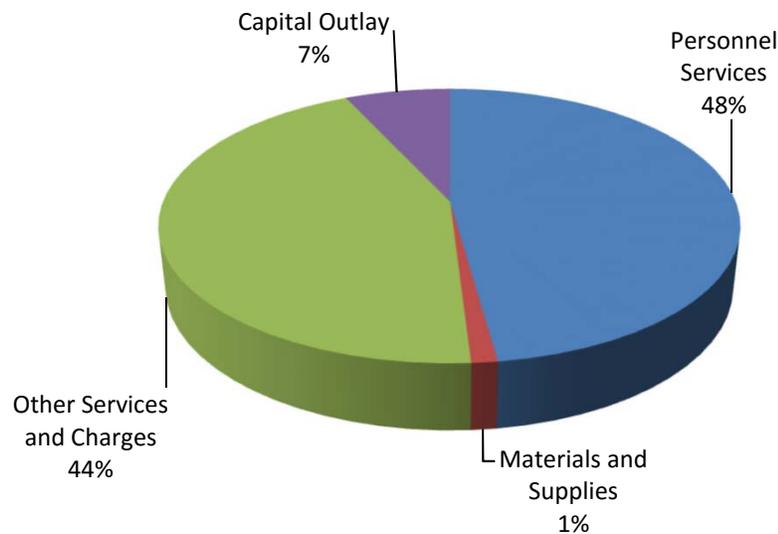
## Administrative Services

### Staffing and Financial Summary

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Finance	2.75	3	3	3
Public Information	0	0	1	1
Administrative Services	4	4	4	4
Human Resources	3	3	3	3
Sales Tax	3	3	3	3
Purchasing and Contracting	1.5	1.5	1.5	1.5
Information Technology	6	6	6	6
	20.25	20.5	21.5	21.5

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

**Total 2016 Budget by Object**

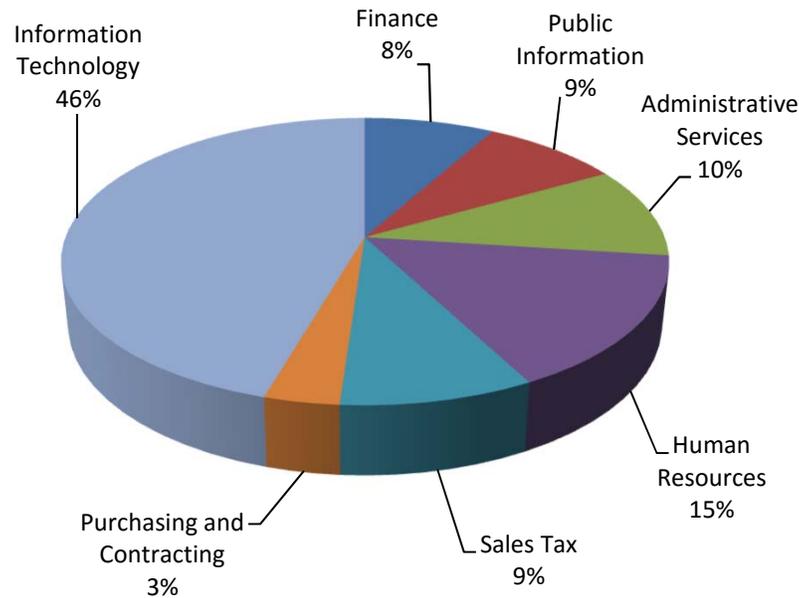


# Administrative Services

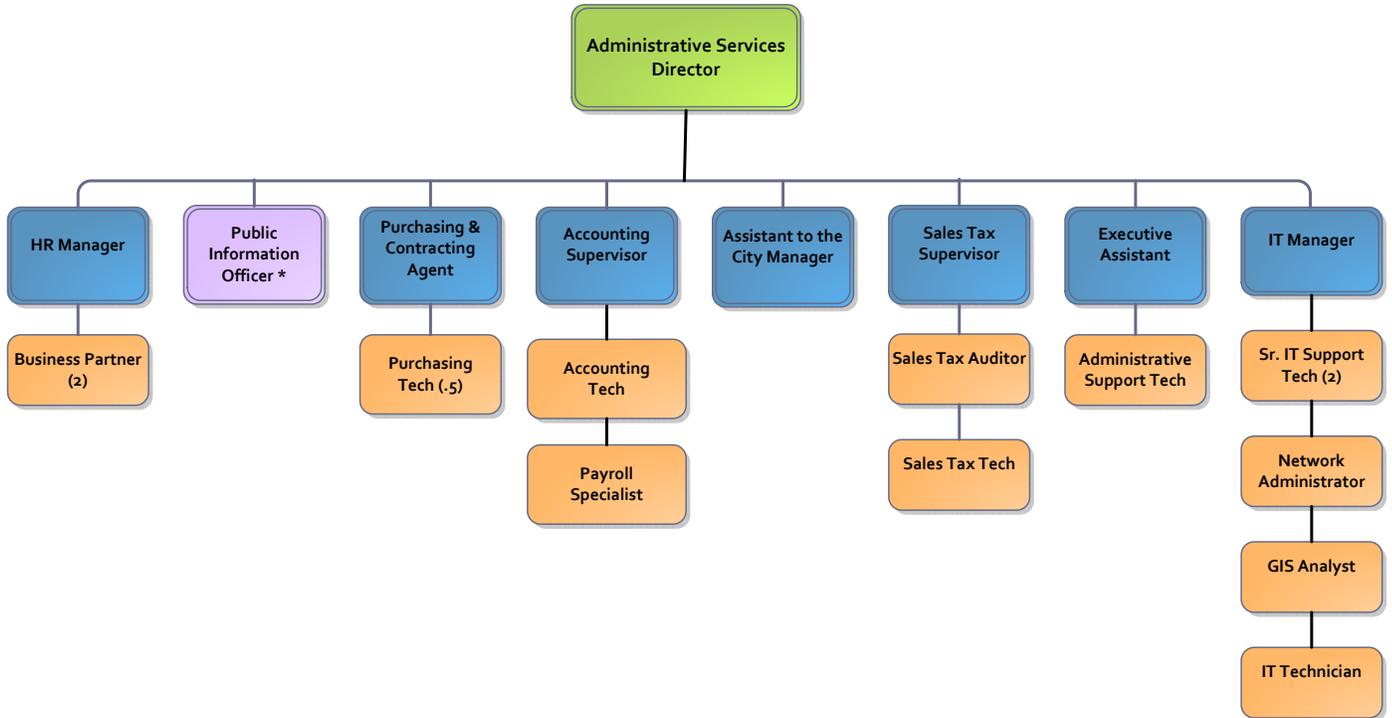
Total Budget by Program

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

Total 2016 Budget by Program



## Administrative Services



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



## Administrative Services

01-111

### Core Business

- Perform complex administrative and supervisory work in managing, planning, coordinating, and directing operations of the department including office support and support of the divisions of Finance, Human Resources, Sales Tax, Purchasing and Contracting, Information Technology, and Public Information
- Perform all duties related to budget preparation and administration
- Organize and direct the City's risk management program
- Coordinate City Council meeting agendas and packets
- Provide internal support for general City operations to include mail, supplies and phones

### 2015 Strategic Accomplishments

- Administered biennial citizen survey to measure resident satisfaction with City services
- Researched online scheduling software systems for implementation in 2016
- Implemented year three of the Pay-for-Performance Plan
- Updated City personnel policies
- Recruited and hired a City-wide Public Information Officer
- Launched a City Facebook page
- Participated in Colorado Cities and Towns Week
- Managed the implementation of the City Treasurer's budget transparency project
- Received two 3CMA Awards for excellence in video marketing and promotions
- Hosted Freddie Steinmark Remembrance Day in partnership with Wheat Ridge High School

### 2016 Strategic Priorities

- Recruit and hire a Finance Manager
- Implement online time and labor system to coincide with the conversation to bi-weekly payroll
- Implement enhanced audit program to increase audit revenues in 2016

# Administrative Services

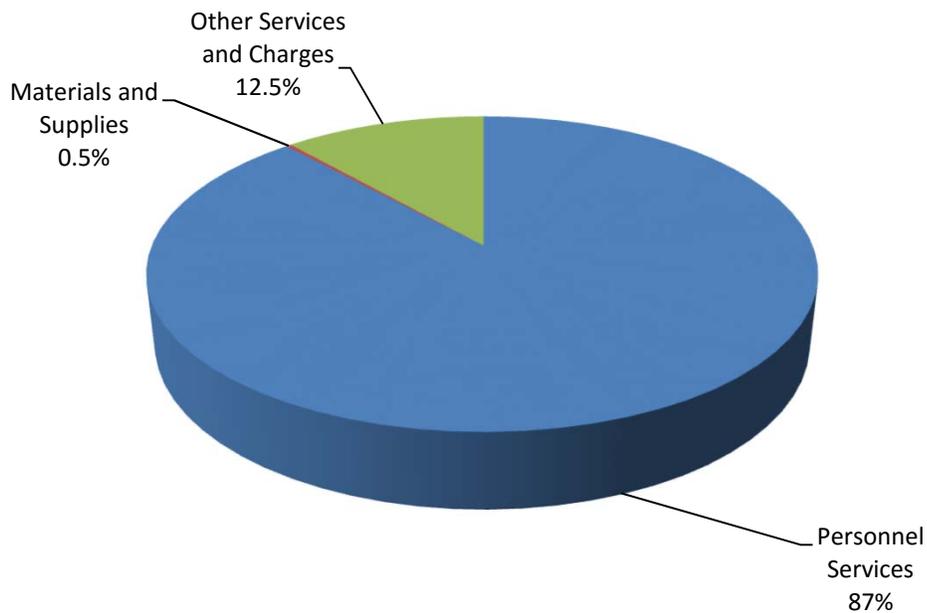
## Staffing and Financial Summary

01-111

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

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

**Total 2016 Budget by Object**



## Administrative Services

### Finance

01-103

#### Core Business

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

#### 2015 Strategic Accomplishments

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

#### 2016 Strategic Priorities

- Partner with Human Resource to enhance the HR and payroll functions in web version of FMS system to meet benefits and reporting requirements
- Train a new finance manager

## Finance

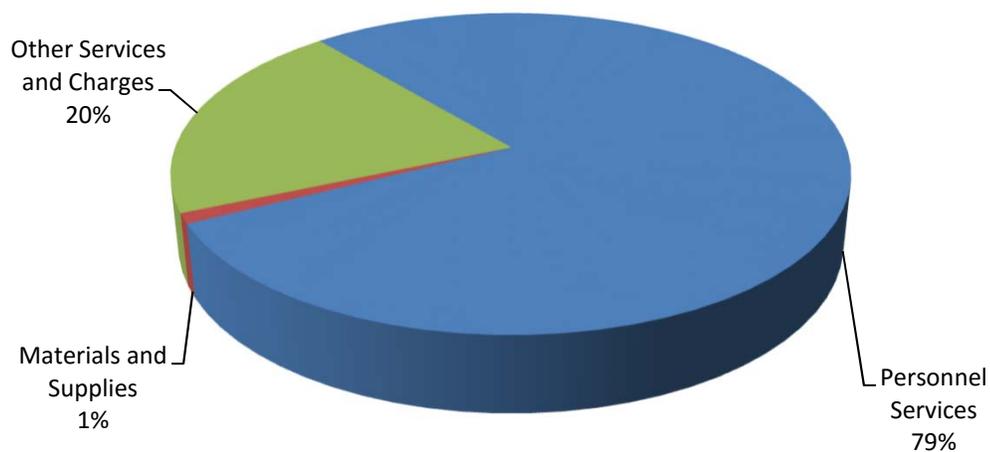
### Staffing and Financial Summary

01-103

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

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

### Total 2016 Budget by Object



## Administrative Services Human Resources

01-112

### Core Business

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

### 2015 Strategic Accomplishments

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

### 2016 Strategic Priorities

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

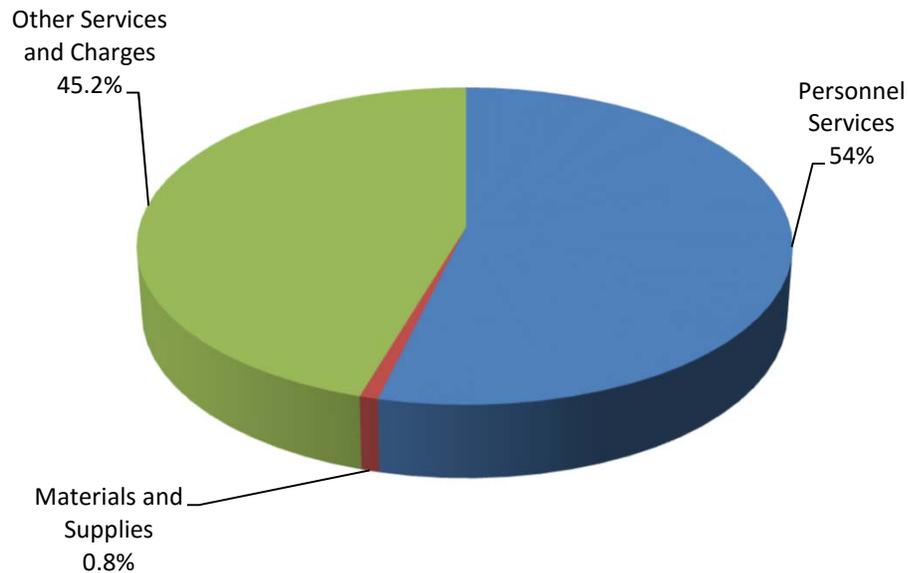
# Human Resources

Staffing and Financial Summary  
01-112

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Human Resources Manager	1	1	1	1
Human Resources Business Partner	0	0	2	2
Senior HR Analyst	1	1	0	0
Human Resources Analyst	1	1	0	0
	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

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

**Total 2016 Budget by Object**



## Administrative Services

### Public Information Officer (PIO)

01-113

#### Core Business

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

#### 2015 Strategic Accomplishments

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

#### 2016 Strategic Priorities

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

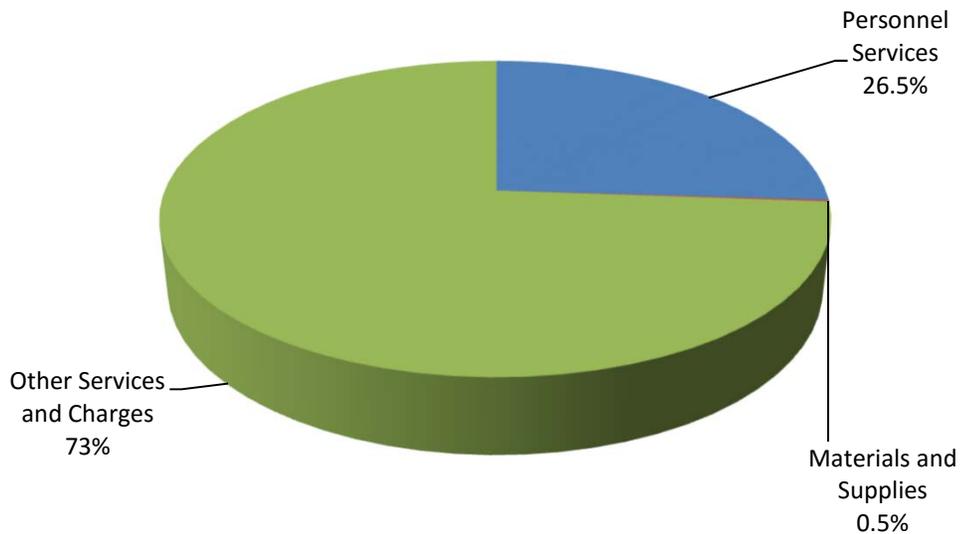
## Public Information

Staffing and Financial Summary  
01-113

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

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

**Total 2016 Budget by Object**



## Administrative Services

### Sales Tax

01-115

#### Core Business

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

#### 2015 Strategic Accomplishments

- Created and implemented a limited-license vacancy program in accordance with Ordinance 1563
- Completed lock box service change and taxpayer notification
- Developed and implemented a periodic report on significant changes in the local marijuana industry

#### 2016 Strategic Priorities

- Update the procedure and process materials to improve service sustainability
- Restructure and simplify the tax web pages for improved service
- Support voluntary revenue collections by expanding and updating industry-specific educational materials

## Sales Tax

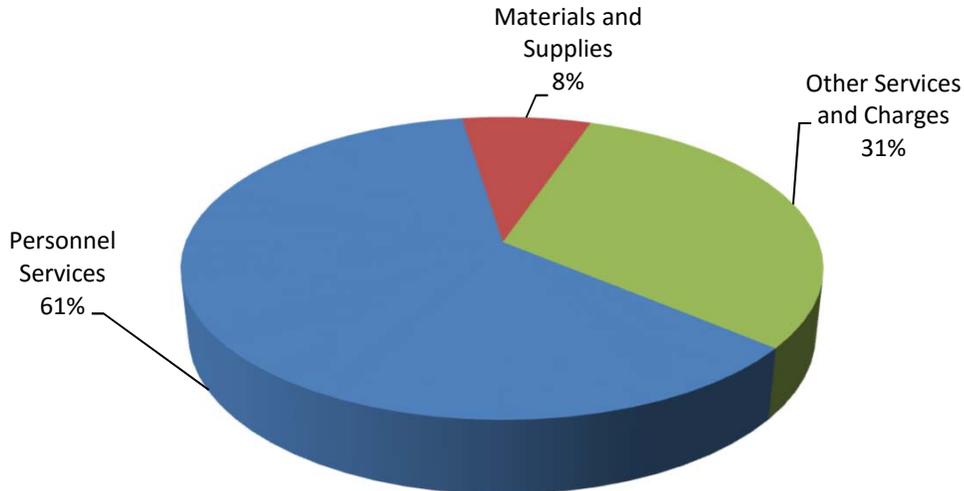
### Staffing and Financial Summary

01-115

	2013 Authorized	2014 Authorized	2015 Authorized	2016 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

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

### Total 2016 Budget by Object



## Administrative Services Purchasing and Contracting

01-116

### Core Business

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

### 2015 Strategic Accomplishments

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

### 2016 Strategic Priorities

- Research use of the ADG electronic requisitions
- Increase visibility of the City and this division by providing leadership services to the MAPO community (Multiple Assemble of Procurement Officers – a cooperative bid entity representing communities across Colorado)
- Continue development of grant management procedures

# Purchasing and Contracting

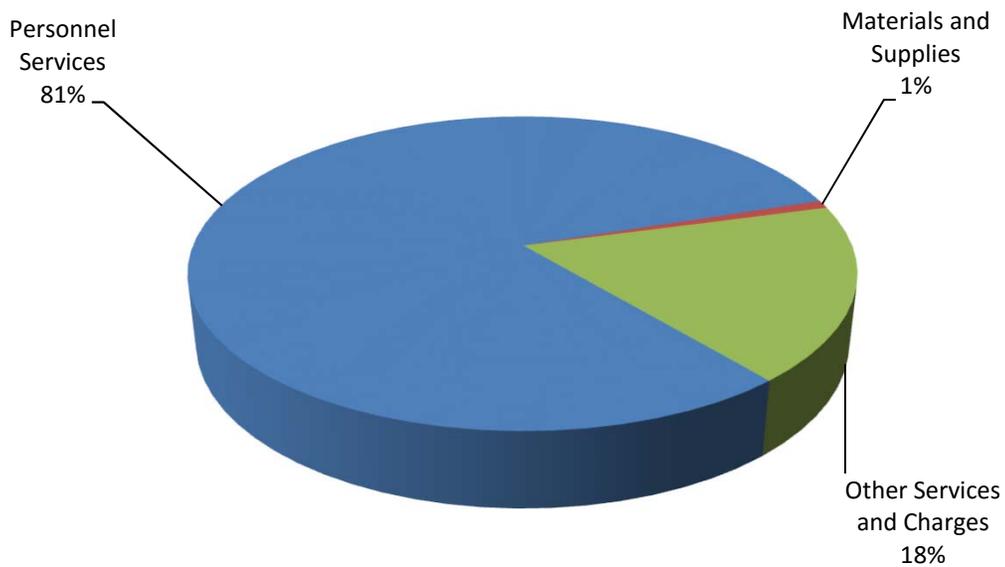
## Staffing and Financial Summary

01-116

	2013 Authorized	2014 Authorized	2015 Authorized	2016 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

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

**Total 2016 Budget by Object**



# Administrative Services Information Technology

01-117

## Core Business

- Responsible for information technology to support the City's Strategic Plan
- Procure, install, and maintain City computers
- Select and test software for City computers
- Maintain inventory of computers and software
- Negotiate technology contracts and service level agreements with providers
- Assist departments with special software projects
- Provide backup and disaster recovery for servers and telephone system
- Insure security of the technology system

## 2015 Strategic Accomplishments

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

## 2016 Strategic Priorities

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

# Information Technology

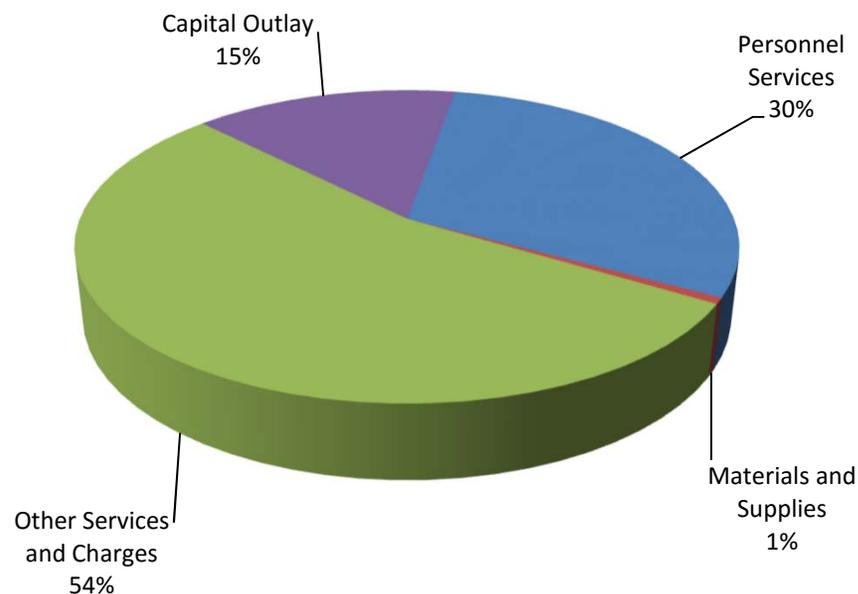
## Staffing and Financial Summary

01-117

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

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

### Total 2016 Budget by Object

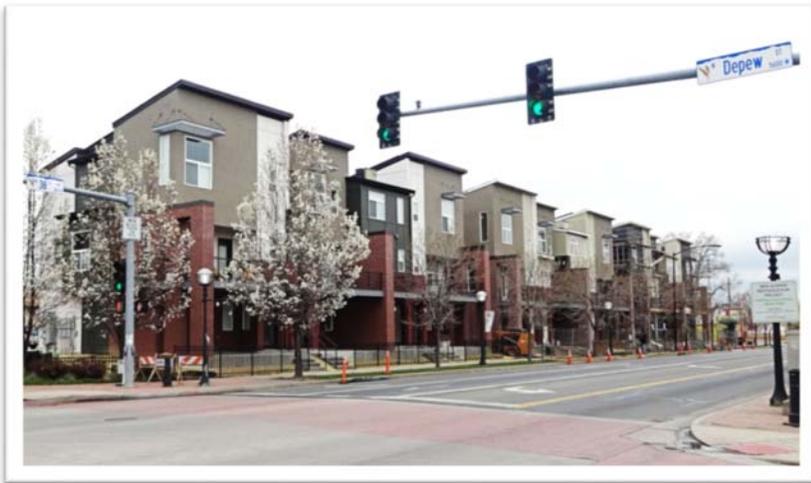




# Community Development

## 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.



New Perrin's Row Townhomes at 38<sup>th</sup> and Depew

**2016  
Budget Priorities**

- Support 38<sup>th</sup> Avenue streetscape design process and implementation of 38th Avenue Corridor Plan
- Marketing redevelopment of Fruitdale School
- Expand web-based public access to building permitting and inspection information
- Facilitate redevelopment of priority sites across the City
- Extend office hours
- Process land use entitlements for Clear Creek Crossing project
- Promote development opportunities at Ward Station



Ken Johnstone  
Community Development  
Director



Sprouts Market Grand Opening in the new Kipling Ridge Center

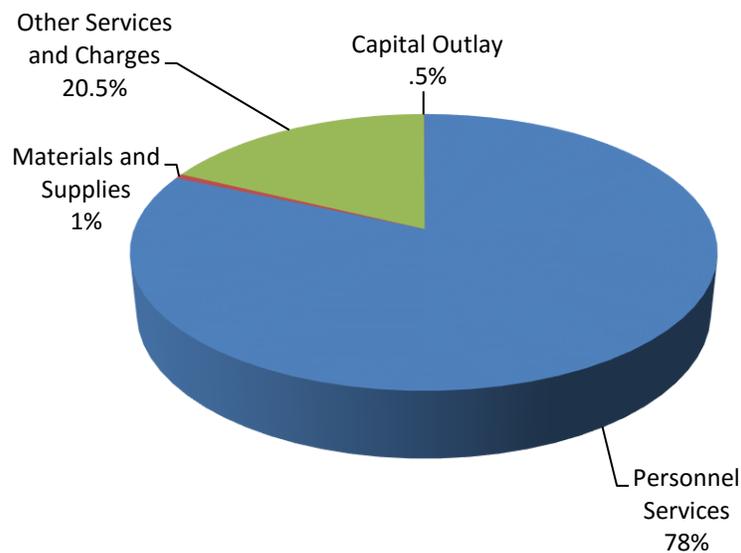
# Community Development

## Staffing and Financial Summary

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Administration	2	2	2	2
Planning	3	3	3	3
Building	4	4	4	4
Long Range Planning	1	1	1	1
	10	10	10	10

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$800,756	\$848,882	\$833,256	\$938,775
Materials and Supplies	\$4,278	\$5,565	\$5,505	\$6,093
Other Services and Charges	\$204,356	\$521,498	\$361,954	\$204,214
Capital Outlay	\$0	\$1,050	\$466	\$500
	\$1,009,390	\$1,376,995	\$1,201,181	\$1,149,582

**Total 2016 Budget by Object**

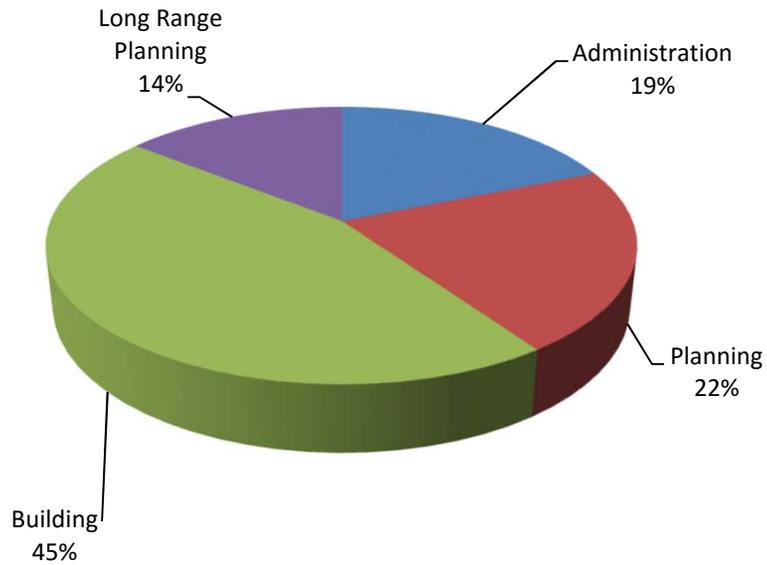


# Community Development

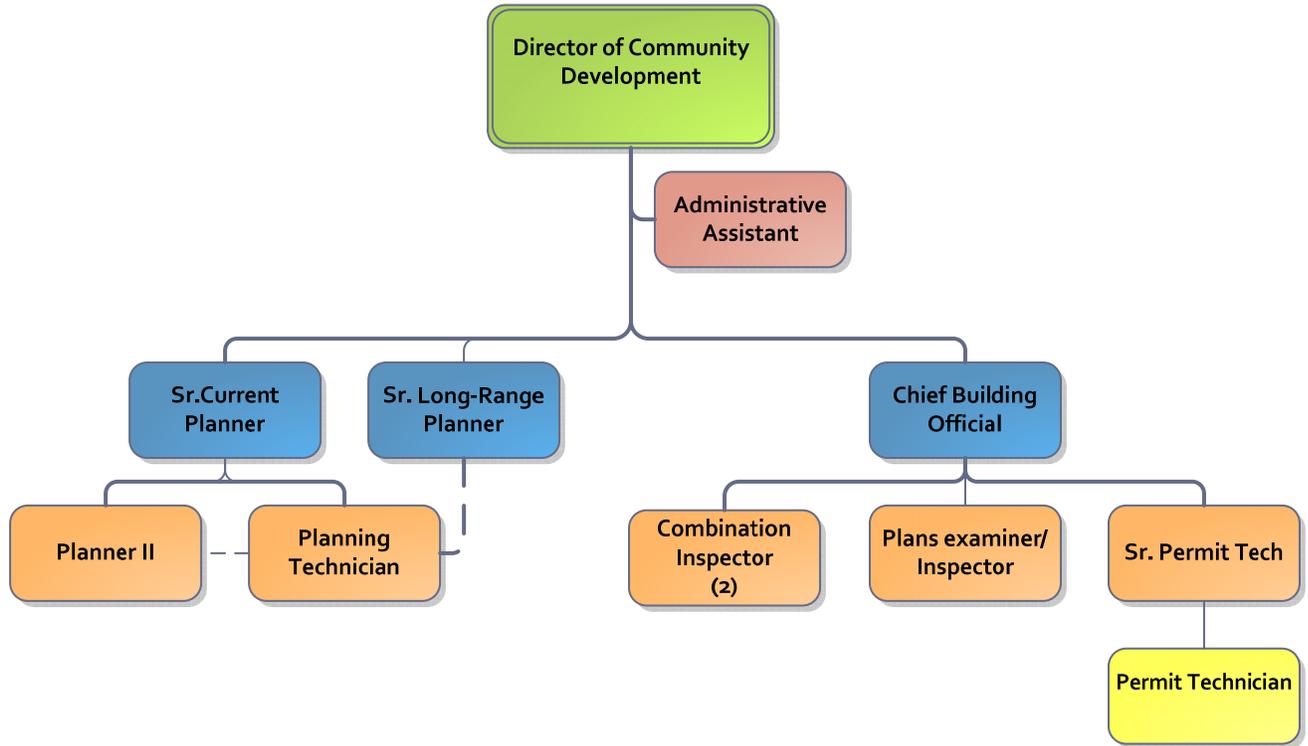
Total Budget by Program

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Administration	\$209,664	\$213,110	\$211,737	\$216,267
Planning	\$194,655	\$212,282	\$196,569	\$246,895
Building	\$407,330	\$507,182	\$507,182	\$521,605
Long Range Planning	\$197,741	\$444,421	\$285,693	\$164,815
<b>Total</b>	<b>\$1,009,390</b>	<b>\$1,376,995</b>	<b>\$1,201,181</b>	<b>\$1,149,582</b>

Total 2016 Budget by Object



# Community Development





# Community Development Administration

01-120

## Core Business

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

## 2015 Strategic Accomplishments

- Implemented upgrades to land use case file tracking database
- Actively participated in land use entitlement process and development agreement for major new commercial development at 38<sup>th</sup> and Wadsworth
- Provided staff support to initiate new public process to determine Community's vision for the future of the 38<sup>th</sup> Avenue streetscape
- Actively participated in the finalization of the Wadsworth PEL
- Promoted development opportunities surrounding Ward Road commuter rail station, including hosting Urban Land Institute Technical Advisory Panel

## 2016 Strategic Priorities

- Facilitate land use entitlements for Clear Creek Crossing development
- Provide support and leadership to for the new Chief Building Official to implement technological upgrades to the building permit and plan review functions
- Facilitate implementation of 38<sup>th</sup> Avenue Corridor Plan priorities, including new streetscape concept and private sector investment
- Seek out developer interest surrounding Ward Road commuter rail station
- Market the reuse of the historic Fruitdale School and site

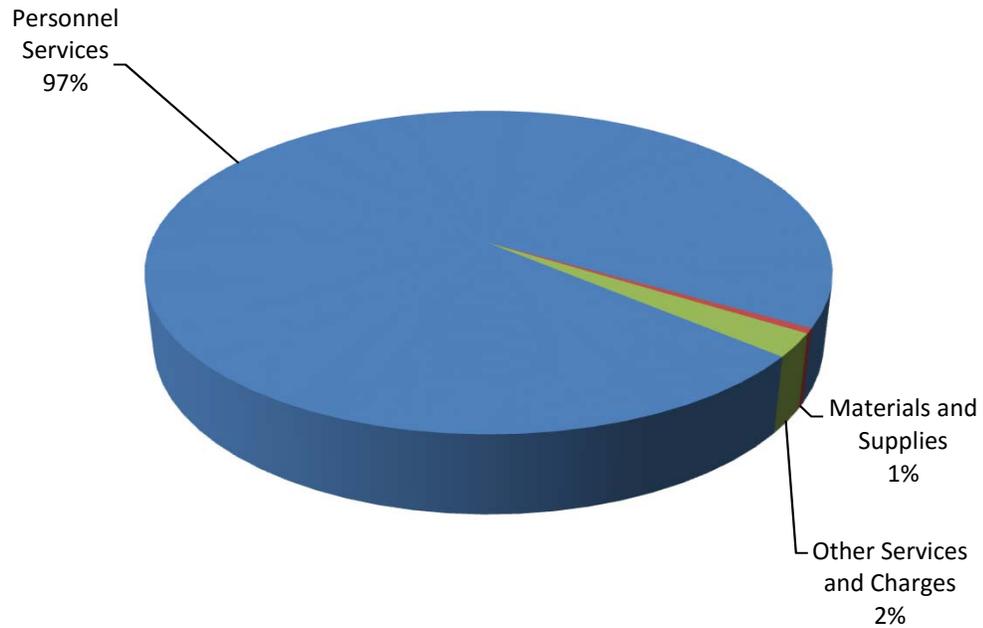
# Administration

Staffing and Financial Summary  
01-120

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Community Development Director	1	1	1	1
Administrative Assistant	1	1	1	1
	2	2	2	2

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$200,089	\$206,097	\$205,574	\$210,104
Materials and Supplies	\$546	\$1,108	\$1,108	\$1,108
Other Services and Charges	\$9,030	\$5,905	\$5,055	\$5,055
Capital Outlay	\$0	\$0	\$0	\$0
	\$209,664	\$213,110	\$211,737	\$216,267

**Total 2016 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, subarea plans and comprehensive plan amendments to reflect the City's vision for the future
- Serve as staff liaison to City Council, Planning Commission and Board of Adjustment
- Review and approve building permits for compliance with the zoning and development code and other guiding documents

## 2015 Strategic Accomplishments

- Reviewed, researched and proposed modifications to the City's billboard code
- Reviewed, researched and proposed modification to the City's sign code
- Reviewed, researched and proposed adoption of accessory dwelling unit regulations
- Participated in increased code enforcement activity
- Managed a heavy land use case load without delayed review times
- Reviewed building permits without delay in review times, including expanded over-the-counter permit reviews

## 2016 Strategic Priorities

- Participate in code enforcement efforts including the TLC program
- Facilitate development through the timely review of building permits
- Manage a heavy land use case load maintaining established review times
- Review, research and propose modifications to various sections of the zoning and development code, including the City's commercial mobile radio services regulations
- Process land use entitlement applications for the Clear Creek Crossing project

# Planning

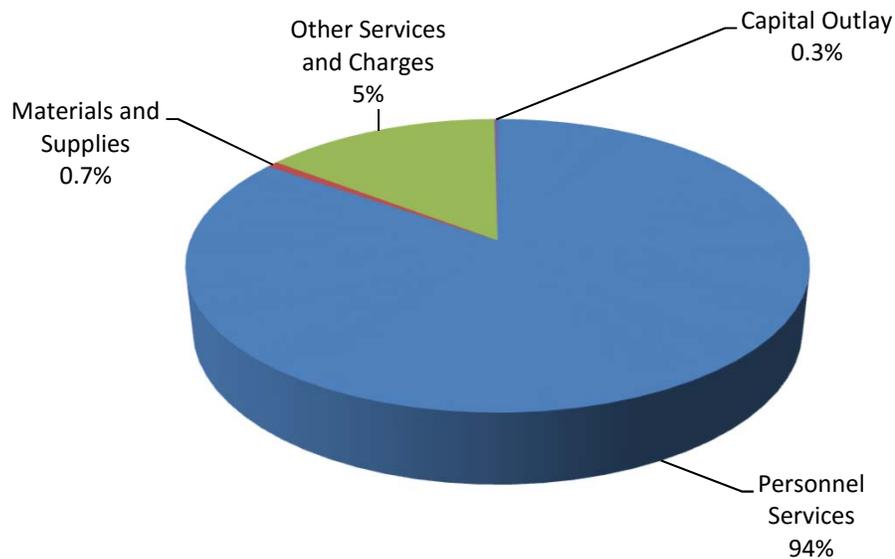
## Staffing and Financial Summary

01-121

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Senior Planner	1	1	1	1
Planner II	1	1	1	1
Planner I	1	1	0	0
Planning Technician	0	0	1	1
	3	3	3	3

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$188,951	\$199,363	\$184,260	\$209,086
Materials and Supplies	\$1,102	\$1,735	\$1,685	\$1,685
Other Services and Charges	\$4,602	\$10,684	\$10,624	\$35,624
Capital Outlay	\$0	\$500	\$0	\$500
	\$194,655	\$212,282	\$196,569	\$246,895

**Total 2016 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

## 2015 Strategic Accomplishments

- Implemented the 2012 versions of the International Codes and 2014 National Electrical Code
- Increased coordination with and involvement in code enforcement efforts by other departments and divisions, including the new Council-directed TLC program
- Maintained established plan review and inspection timeframes during a second consecutive record breaking year for building permit and inspection volume
- Increased volume of permits being issued over-the-counter through the Rapid Review program
- Implemented 11:59 pm cut off time for next day inspection requests

## 2016 Strategic Priorities

- Expand public access to web-based permitting, plan review and inspection
- Continue to partner with property owners and developers on the reuse and repurposing of existing buildings
- Extend business hours to 5 pm (currently 7 am-4 pm)
- Increase maximum amount allowed for credit card charges

# Building

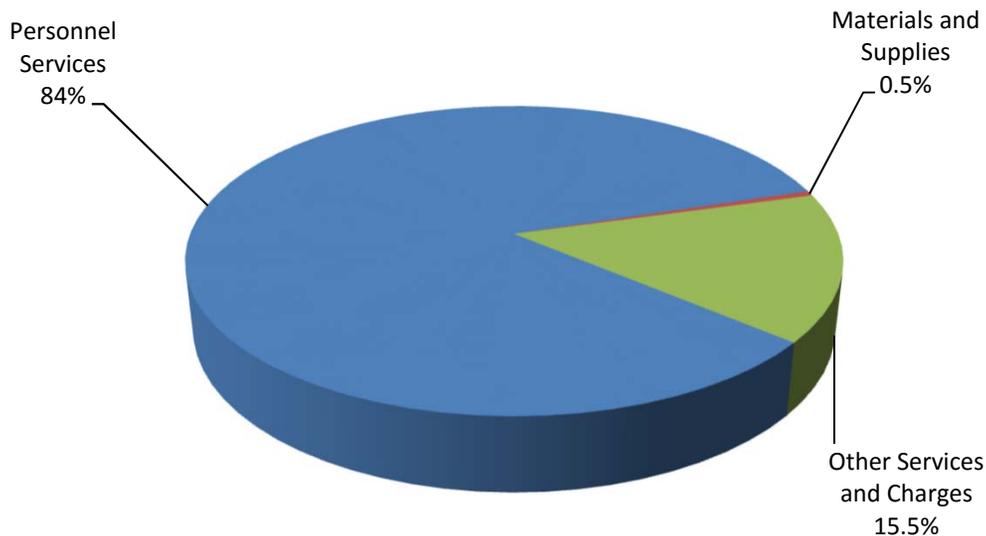
## Staffing and Financial Summary

01-122

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Chief Building Official	1	1	1	1
Plans Examiner/Inspector	1	1	2	2
Combination Inspector	1	2	1	1
Property Inspector	0	0	0	0
Senior Permit Technician	0	0	1	1
Permit Technician	1	1	1	1
<b>Total</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>6</b>

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$330,417	\$362,357	\$362,357	\$438,520
Materials and Supplies	\$2,630	\$2,600	\$2,600	\$2,600
Other Services and Charges	\$74,283	\$142,225	\$142,225	\$80,485
Capital Outlay	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$407,330</b>	<b>\$507,182</b>	<b>\$507,182</b>	<b>\$521,605</b>

### Total 2016 Budget by Object



## Community Development Long Range Planning

01-123

### Core Business

- Manage the long range planning activities of the City including preparing and updating 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

### 2015 Strategic Accomplishments

- Continued to implement the 38<sup>th</sup> Avenue Corridor Plan and Northwest Subarea Plan
- Developed strategic plan with and for the Wheat Ridge Housing Authority
- Participated on the Wadsworth PEL project team
- Managed federal EPA Brownfields grant in partnership with Economic Development Manager
- Completed final phase of a multi-year, single-family home rehab program using CDBG funds, resulting in two additional rehabbed and owner occupied homes

### 2016 Strategic Priorities

- Support 38<sup>th</sup> Avenue streetscape design process and continue to support implementation of the 38<sup>th</sup> Avenue Corridor Plan
- Support implementation of Northwest Subarea Plan and ULI technical advisory panel recommendations
- Work with prospective purchaser of Fruitdale School to determine appropriate uses and obtain necessary entitlements
- Work with the project team for the Wadsworth Environmental Assessment

# Long Range Planning

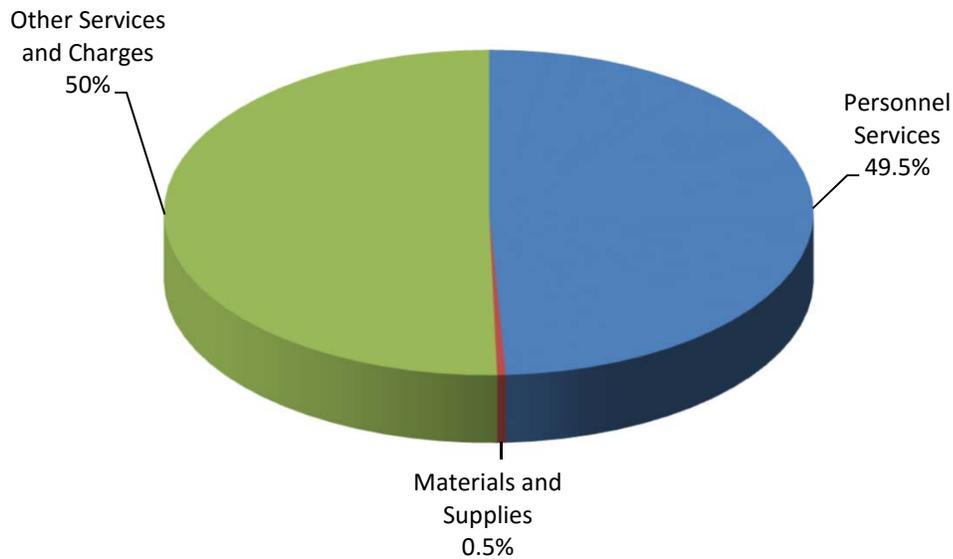
Staffing and Financial Summary

01-123

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Senior Planner	1	1	1	1
	1	1	1	1

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$81,300	\$81,065	\$81,065	\$81,065
Materials and Supplies	\$0	\$122	\$112	\$700
Other Services and Charges	\$116,441	\$362,684	\$204,050	\$83,050
Capital Outlay	\$0	\$550	\$466	\$0
	\$197,741	\$444,421	\$285,693	\$164,815

## Total 2016 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.

**2016  
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



*Cops Love Lemonade Stands!* – An interactive community program

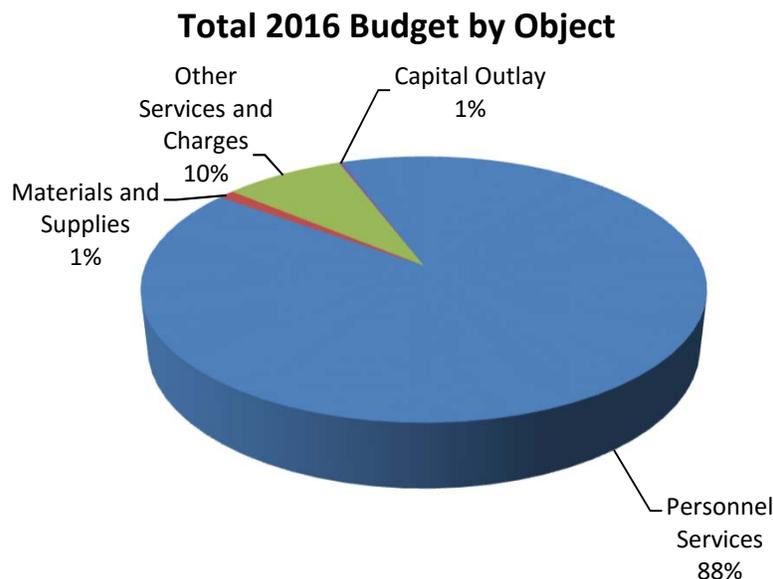
# Police Department

## Staffing and Financial Summary

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Administration	4.5	5	5	5
Grants	3	3	1	1
Community Services Team	6	6	6	6
Communications Center	11	11	13	13
Crime Prevention Team	5	4	5	4
Records Team	4	4	6	6
Accreditation & Public Information	1	1	1	1
Patrol Operations	46.5	47	45	45
Investigations Bureau	20	20	21	21
Crime & Traffic Team	5	5	5	5
<b>Total</b>	<b>106</b>	<b>106</b>	<b>108</b>	<b>107</b>

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 2016.

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$8,327,570	\$8,530,869	\$8,361,280	\$8,972,747
Materials and Supplies	\$100,130	\$129,458	\$128,648	\$107,014
Other Services and Charges	\$684,461	\$1,010,554	\$993,191	\$804,700
Capital Outlay	\$32,194	\$26,150	\$25,680	\$24,790
<b>Total</b>	<b>\$9,144,356</b>	<b>\$9,697,031</b>	<b>\$9,508,799</b>	<b>\$9,909,251</b>

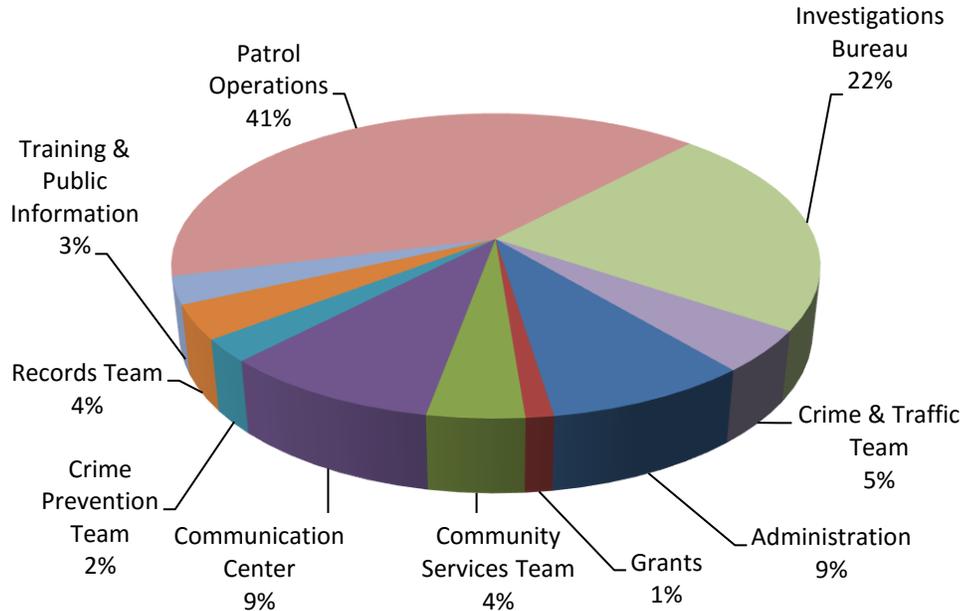


# Police Department

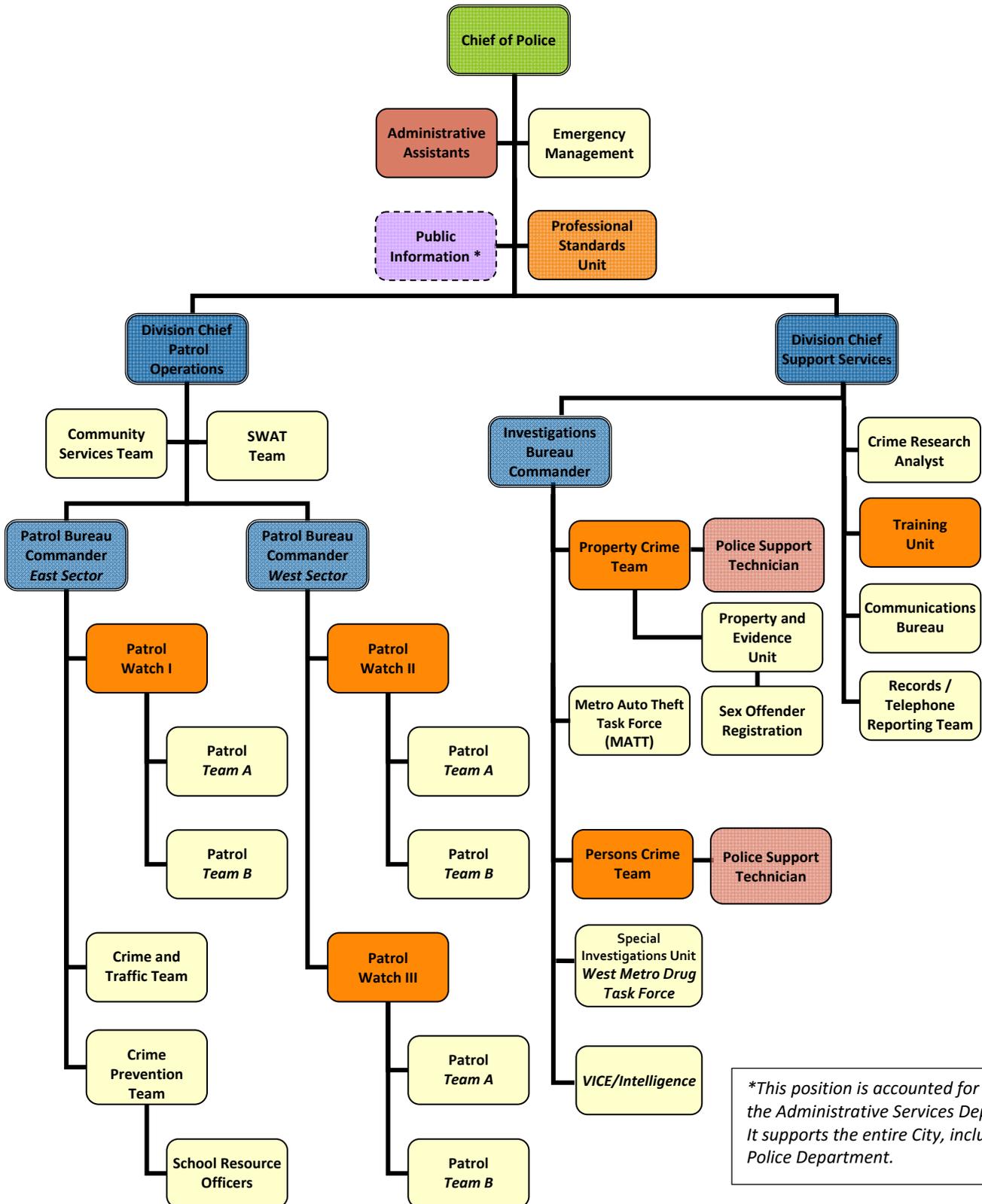
## Total Budget by Program

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Administration	\$803,924	\$905,153	\$897,895	\$861,206
Grants	\$307,370	\$143,448	\$142,218	\$117,618
Community Services Team	\$264,640	\$523,645	\$490,694	\$407,860
Communication Center	\$755,403	\$899,617	\$784,390	\$924,709
Crime Prevention Team	\$319,502	\$314,448	\$314,348	\$237,644
Records Team	\$333,960	\$351,737	\$351,627	\$358,915
Training & Public Information	\$257,801	\$261,338	\$254,674	\$288,193
Patrol Operations	\$3,782,908	\$3,863,323	\$3,860,039	\$4,051,046
Investigations Bureau	\$1,952,408	\$1,996,625	\$1,994,125	\$2,221,775
Crime & Traffic Team	\$366,439	\$437,697	\$418,789	\$440,285
<b>Total</b>	<b>\$9,144,356</b>	<b>\$9,697,031</b>	<b>\$9,508,799</b>	<b>\$9,909,251</b>

Total 2016 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
- 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

## 2015 Strategic Accomplishments

- Received state reaccreditation status through the Colorado Association of Chiefs of Police
- Initiated four problem-solving efforts to address crime, traffic and quality of life issues in targeted neighborhoods
- Developed an Inter-Government Agreement (IGA) for a regional records management system (RMS)
- Participated in four emergency preparedness exercises to test disaster preparedness response
- Conducted testing and evaluation of police body camera systems
- Participated in a staffing study of the Patrol Operations Division and Investigations Division through the International Association of Chiefs of Police

## 2016 Strategic Priorities

- Ensure quality core public safety services
- Support and maintain data-driven problem-solving strategies and programs that address the prevention, deterrence and reduction of crime, and hold offenders accountable
- Regionalize and consolidate public safety services including the RMS 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 to make the department more efficient and effective
- Evaluate and implement recommendations from the staffing study conducted by the International Association of Chiefs of Police

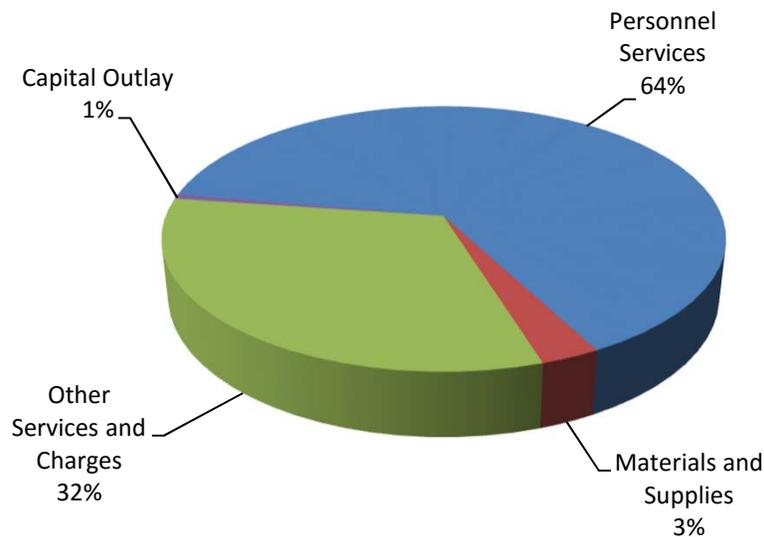
# Administration

Staffing and Financial Summary  
01-201

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Chief of Police	1	1	1	1
Division Chief	0	1	1	1
Police Commander	1	0	0	0
Police Sergeant	1	1	1	1
Administrative Assistant	1	2	2	2
Police Support Technician	0.5	0	0	0
	4.5	5	5	5

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$549,503	\$547,788	\$544,175	\$555,183
Materials and Supplies	\$14,743	\$22,800	\$22,800	\$25,100
Other Services and Charges	\$230,748	\$327,465	\$323,820	\$275,923
Capital Outlay	\$8,929	\$7,100	\$7,100	\$5,000
	\$803,924	\$905,153	\$897,895	\$861,206

## Total 2016 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

## 2015 Strategic Accomplishments

- Utilized funding from the 2014 Edward Byrne Justice Assistance Grant to purchase two sets of night vision equipment for the SWAT Team
- Utilized federal funding for programs to target crime and quality of life issues in specific neighborhoods in the community
- Conducted DUI and seatbelt enforcement projects throughout the City
- Purchased ballistic protection vests for police officers
- Participated in the Metro Auto Theft Task Force
- Met the Community Oriented Policing Services (COPS) grant requirements for funding a School Resource Officer and a Vice/Intelligence position
- Submitted a COPS grant request to partially fund one Senior Liaison Officer position

## 2016 Strategic Priorities

- Utilize funding from the 2015 Edward Byrne Assistance Grant to upgrade audio/video recording equipment in all department interview rooms to more accurately record interviews of suspects, victims and witnesses
- Conduct DUI and seatbelt enforcement projects throughout the City
- Hire a Senior Liaison Officer position pending the approval of the COPS three-year grant

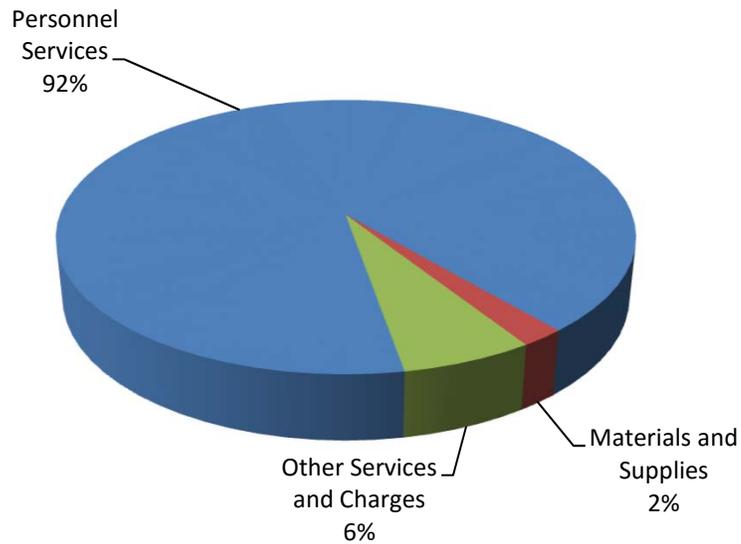
# Grants

Staffing and Financial Summary  
01-202

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Police Officer	3	3	1	1
	3	3	1	1

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$277,042	\$125,178	\$123,948	\$107,618
Materials and Supplies	\$9,747	\$8,270	\$8,270	\$2,500
Other Services and Charges	\$20,581	\$10,000	\$10,000	\$7,500
Capital Outlay	\$0	\$0	\$0	\$0
	\$307,370	\$143,448	\$142,218	\$117,618

**Total 2016 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 trash, weeds and abandoned vehicles
- Provide proactive enforcement and response to citizens calls for exterior commercial property maintenance code violations such as sign code violations, parking lot standards, and dumpster enclosure issues
- Provide proactive enforcement and education to citizens on ordinances and state laws related to domestic animals, dog licensing and wildlife management
- Provide proactive education and enforcement of City ordinances and state laws regarding parks and open spaces

### 2015 Strategic Accomplishments

- Responded to 8,132 calls for service relating to animals, parks and nuisance code violations
- Implemented the Traffic, Life Quality and Crime (TLC) program to proactively address nuisance code violations in certain residential and commercial properties
- Continued the East Wheat Ridge Community Project to address quality of life issues
- Increased proactive education and enforcement of City ordinances and park rules in parks and the greenbelt
- Completed greenbelt assessments to provide resources for the homeless
- Continued to provide public education and outreach on wildlife issues
- Achieved compliance of public safety issues and code violations at hotels and motels
- Achieved 21% in dog licensing compliance through education and enforcement

### 2016 Strategic Priorities

- Continue the TLC neighborhood program
- Report to City Council on improving Citywide nuisance code education and enforcement
- Provide education and resources for the senior population
- Increase percentage of dog-licensing compliance through continued education and enforcement

# Community Services Team

## Staffing and Financial Summary

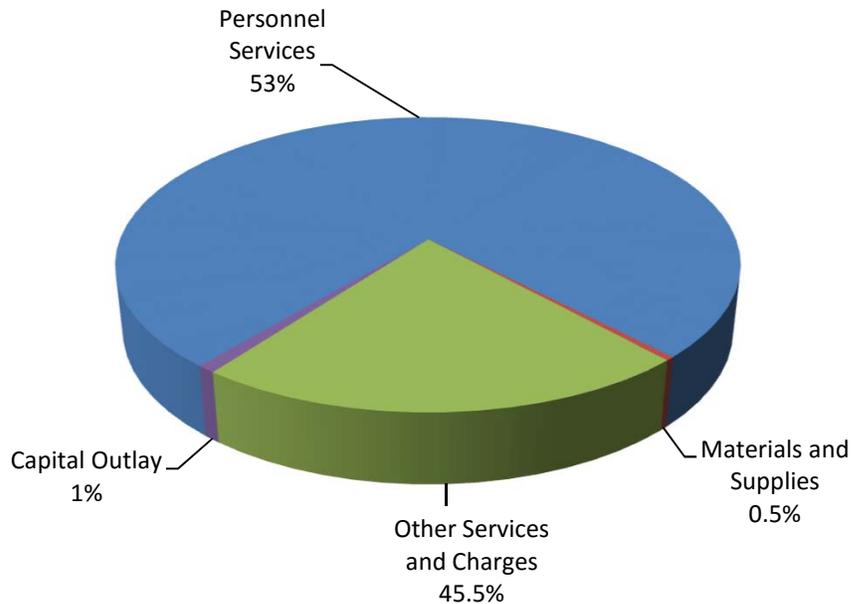
01-203

	2013 Authorized	2014 Authorized	2015 Authorized	2016 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

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$223,670	\$292,205	\$264,654	\$312,708
Materials and Supplies	\$1,368	\$1,475	\$1,475	\$1,625
Other Services and Charges	\$36,226	\$226,565	\$221,165	\$90,127
Capital Outlay	\$3,376	\$3,400	\$3,400	\$3,400
	\$264,640	\$523,645	\$490,694	\$407,860

### Total 2016 Budget by Object



# Police Department Communications Center

01-204

## Core Business

- Receive and process 911 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 and provide testimony for various court proceedings

## 2015 Strategic Accomplishments

- Dispatched all life threatening emergency calls for service within one minute of receipt
- Provided direction and referrals to citizens requiring information or resources that the City or Police Department does not provide
- Worked with public safety agencies in Jefferson County towards a regionalized communication center
- Upgraded the 911 and non-emergency telephone system in the communications center, which will provide for future IP capability and Next Generation 911
- Implemented texting 911 services
- Provided dispatch training to select sworn department members to assist with staffing

## 2016 Strategic Priorities

- Continue to work with public safety entities towards a consolidated public safety communication center in Jefferson County
- Work with Human Resources and department members to improve the quality and efficiency of the Emergency Services Specialist hiring process

# Communications Center

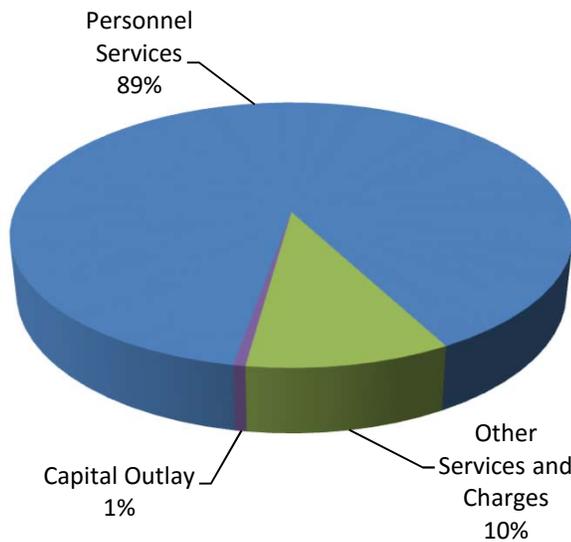
## Staffing and Financial Summary

01-204

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Communications Manager	1	1	1	1
Communications Supervisor	0	0	1	1
Lead Emergency Services Specialist	1	1	0	0
Emergency Services Specialist	9	9	11	11
<b>Total</b>	<b>11</b>	<b>11</b>	<b>13</b>	<b>13</b>

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$661,605	\$798,582	\$683,555	\$826,709
Materials and Supplies	\$0	\$0	\$0	\$0
Other Services and Charges	\$90,254	\$96,185	\$95,985	\$92,610
Capital Outlay	\$3,544	\$4,850	\$4,850	\$5,390
<b>Total</b>	<b>\$755,403</b>	<b>\$899,617</b>	<b>\$784,390</b>	<b>\$924,709</b>

### Total 2016 Budget by Object



## **Police Department Crime Prevention Team School Resource Officers (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 local schools
- Develop and maintain community partnerships and programs that deter and prevent crime, address quality of life issues, and enhance safety in our community

### **2015 Strategic Accomplishments**

- Conducted an annual meeting with school principals to collectively discuss matters of mutual interest
- Participated in Wheat Ridge Education Alliance
- Presented law-enforcement related training to include the Arrive Alive Prom program, drug awareness, safe dating, anti-sexting and anti-bullying classes
- Participated in the Trunk or Treat event
- Contributed staff to the Wheat Ridge Feed the Future Backpack Program
- Facilitated a teen crisis intervention training program for high school peer counselors
- Submitted data to the Colorado Division of Criminal Justice in compliance with HB15-1273

### **2016 Strategic Priorities**

- Increase officer classroom contact time to a minimum of two hours per week for informal instruction and problem-specific presentations
- Provide drug awareness training to school staff on recreational and medical marijuana issues
- Implement specific reporting and documentation regarding calls for service and self-initiated activity
- Problem-solve off-campus issues involving students that impact the quality of life for park users, businesses and neighborhoods
- Work collaboratively with school representatives on developing response protocols and expectations prior to the opening of the Sobesky Academy in 2016

# Crime Prevention Team

## Staffing and Financial Summary

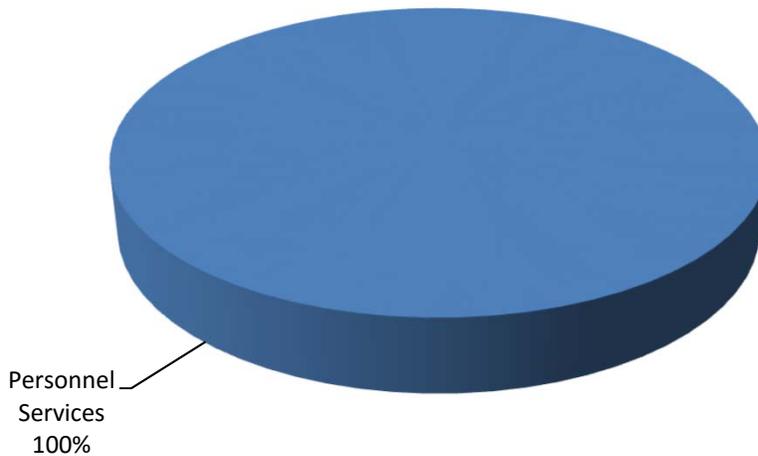
01-205

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Police Sergeant	0.5	0.5	0.5	0.5
Crime Prevention Officer	1	0	0	0
School Resource Officer	2	2	3	2
	3.5	2.5	3.5	2.5

1.5 Officers Funded out of Crime Prevention Fund

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$319,502	\$314,348	\$314,248	\$237,644
Materials and Supplies	\$0	\$0	\$0	\$0
Other Services and Charges	\$0	\$100	\$100	\$0
Capital Outlay	\$0	\$0	\$0	\$0
	\$319,502	\$314,448	\$314,348	\$237,644

### Total 2016 Budget by Object



## Police Department Records Team

01-206

### Core Business

Maintenance of Police Records is a public safety function required by the Colorado Revised Statutes and City of Wheat Ridge Code of Laws. The core tasks of the Record's Team are to:

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

Records Team members assist and document incidents for citizens who call or visit the Police Department with criminal and non-criminal police service requests that do not require the dispatching of a police officer

### 2015 Strategic Accomplishments

- Revised the job descriptions and job titles for the Telephone Reporting Unit (TRU) and Records Management Specialist, allowing for two vacancies to be filled and training completed under the new job description
- Processed 22,560 police reports; of those reports, 3,280 were released to citizens, businesses and insurance companies
- Entered 1,200 warrants from the Municipal, County and District Courts in the Colorado and national databases; of those warrants, 886 were cancelled due to arrest of the wanted person by law enforcement agencies
- Completed 1,425 counter and phone case reports
- Fingerprinted 540 persons, including residents and non-residents who work in Wheat Ridge

### 2016 Strategic Priorities

- Prepare for the configuration and implementation of a county-wide records management system that is shared by law enforcement agencies in Jefferson County
- Work towards the implementation of electronic citations and on-line reporting in the county-wide records management system
- Implement the eDiscovery project that will electronically transfer case report documents from the Police Department to the 1<sup>st</sup> Judicial District Attorney's Office

## Records Team

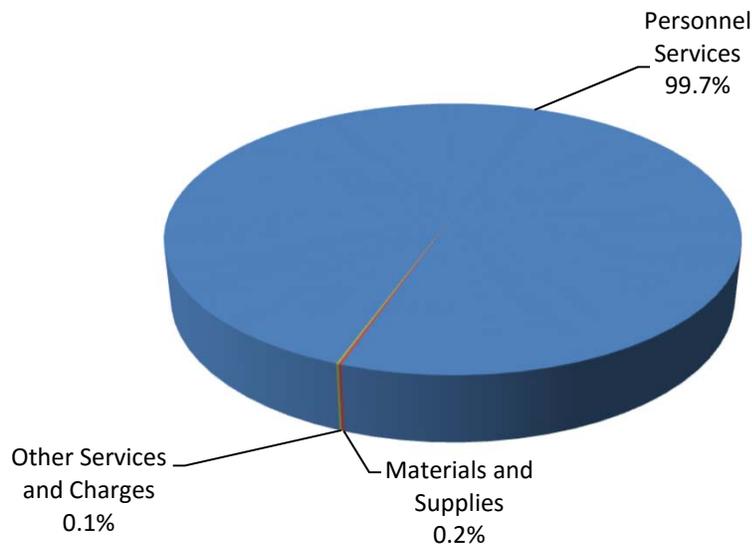
### Staffing and Financial Summary

01-206

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Records Supervisor	1	1	1	1
Records Management Specialist	3	3	5	5
	4	4	6	6

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$333,051	\$350,577	\$350,577	\$357,965
Materials and Supplies	\$674	\$660	\$550	\$550
Other Services and Charges	\$235	\$500	\$500	\$400
Capital Outlay	\$0	\$0	\$0	\$0
	\$333,960	\$351,737	\$351,627	\$358,915

### Total 2016 Budget by Object



# Police Department Accreditation and Training

01-207

## Core Business

- Coordinate training for all Police Department personnel and maintain and update training files and certifications
- Develop, plan and administer the annual 40-hour in-service training program for department employees
- Develop, plan and administer new employee orientation training
- Manage the uniform and equipment requests for department members
- Manage the department *PowerDMS* software system policy, training and accreditation modules
- Manage the national and state accreditation processes, including preparing the department for re-accreditation

## 2015 Strategic Accomplishments

- Provided annual in-service training that surpassed Police Officer Standards and Training (POST) requirements
- Provided relevant monthly briefing training to officers and investigators
- Recruited and hired an Accreditation/Training Manager
- Renewed the department's social media presence through a team approach
- Established a team under the direction of the Support Services Division Chief to ensure timely and accurate information to the public via appropriate media outlets

## 2016 Strategic Priorities

- Update training assessment program for all team members
- Implement a process to ensure compliance with time sensitive accreditation activities
- Implement training that complies with mandatory POST training requirements
- Prepare and present a training program concept that provides employees with relevant, on-going training throughout the year
- Implement the new *PowerDMS* training module

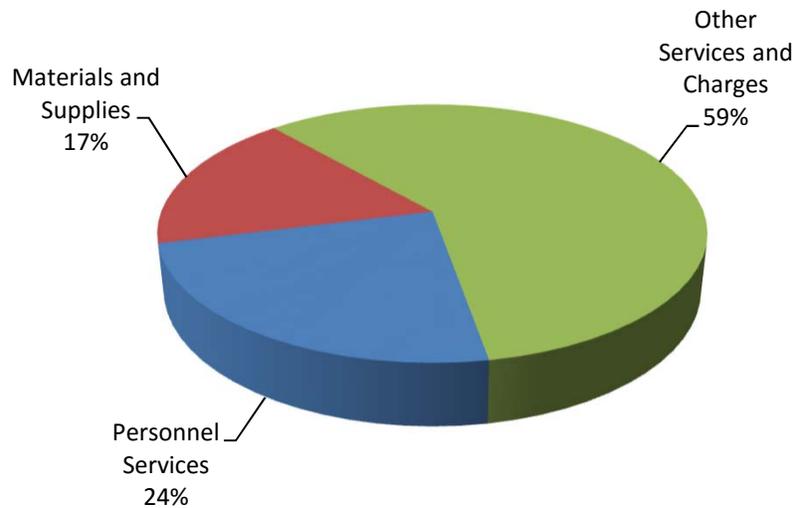
## Accreditation and Training

Staffing and Financial Summary  
01-207

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
PIO/Training Coordinator	1	1	0	0
Accreditation Manager/Training Coordinator	0	0	1	1
	1	1	0	0

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$78,984	\$38,162	\$36,948	\$68,839
Materials and Supplies	\$42,920	\$65,363	\$64,663	\$50,204
Other Services and Charges	\$135,897	\$157,813	\$153,063	\$169,150
Capital Outlay	\$0	\$0	\$0	\$0
	\$257,801	\$261,338	\$254,674	\$288,193

### Total 2016 Budget by Object



# Police Department Patrol Operations

01-211

## Core Business

- Respond to emergency and non-emergency public safety requests in a timely manner
- Build community trust through fair and transparent enforcement of laws while maintaining constitutional rights
- 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

## 2015 Strategic Accomplishments

- Responded to all emergency calls within five minutes of the time dispatched
- Conducted bicycle and greenbelt patrols and made citizen contacts in the community to help address crime and perception of fear and crime
- Worked in partnership with mental health professionals and other community resources to serve citizens in a time of crisis

## 2016 Strategic Priorities

- Promote an image that supports guardianship and partnering with the citizens to improve community safety
- Improve the quality of patrol investigations through a more balanced call load and Crime Scene Investigation (CSI) training
- Develop a culture of transparency and procedural justice for all elements of the community
- Facilitate discussions among officers on the use of force options and Crisis Intervention Team (CIT) skills
- Support officer wellness initiatives and make appropriate referrals for a physically and mentally healthy workforce
- Continue directed patrol activities to reduce crime and support traffic safety

# Patrol Operations

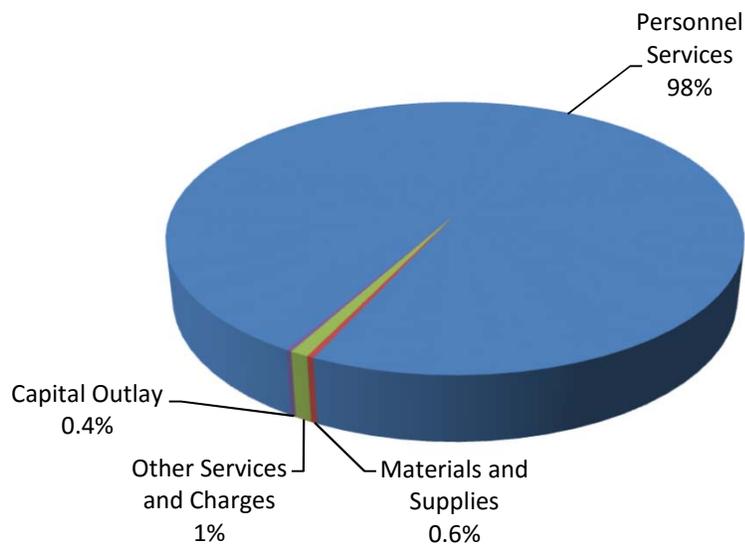
## Staffing and Financial Summary

01-211

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Division Chief	1	1	1	1
Police Commander	2	2	2	2
Police Sergeant	6	6	6	6
Police Officer	35	36	36	36
Operations Support Tech III	0.5	0	0	0
Operations Support Tech II	2	2	0	0
	46.5	47	45	45

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$3,689,308	\$3,779,917	\$3,779,863	\$3,990,536
Materials and Supplies	\$17,960	\$19,160	\$19,160	\$14,000
Other Services and Charges	\$59,296	\$54,246	\$51,036	\$35,810
Capital Outlay	\$16,345	\$10,000	\$9,980	\$10,700
	\$3,782,908	\$3,863,323	\$3,860,039	\$4,051,046

### Total 2016 Budget by Object



## Police Department Investigations Bureau

01-212

### Core Business

- Investigate felony persons crimes such as homicide, sexual assault, physical 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 motor vehicle thefts and related crimes as part of the Metropolitan Auto Theft Task Force
- Investigate vice crimes and gather relevant criminal intelligence for dissemination
- 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

### 2015 Strategic Accomplishments

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

### 2016 Strategic Priorities

- Evaluate investigative strategies and streamline case assignments as recommended by the International Association of Chiefs of Police staffing analysis
- Increase capability to investigate cold case homicide and missing person cases through the availability of advanced forensic technology, re-examine case files and interview potential witnesses
- Introduce new technology to the bureau, update audio visual recording capabilities and research databases for offender information
- Enhance communication with patrol, City departments and community members through regular meetings and correspondence concerning criminal activity and crime patterns

## Investigations Bureau

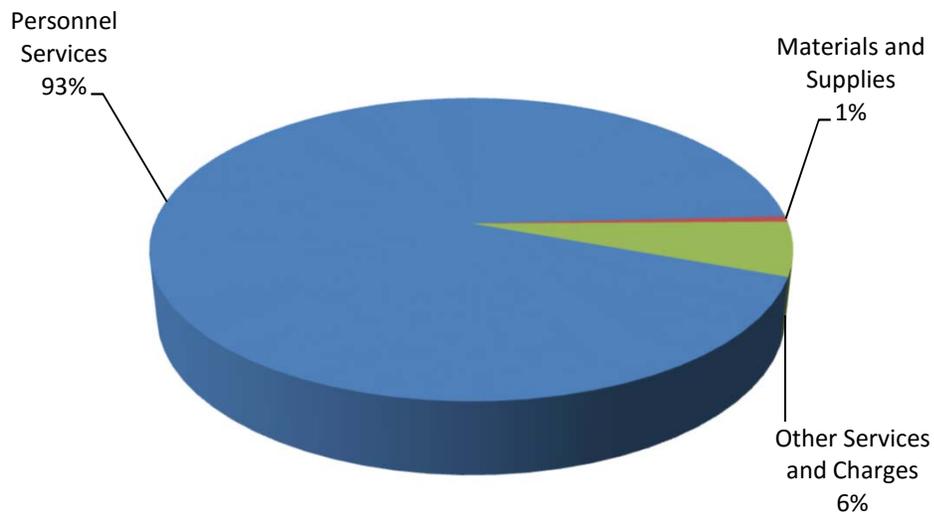
### Staffing and Financial Summary

01-212

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Police Commander	1	1	1	1
Police Sergeant	2	2	2	2
Police Officer	12	12	13	13
Operations Support Tech III	2	2	2	2
Sr. Evidence Technician	1	1	1	1
Evidence Technician	1	1	1	1
Crime Analyst	1	1	1	1
	20	20	21	21

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$1,832,606	\$1,852,475	\$1,849,975	\$2,080,820
Materials and Supplies	\$12,718	\$11,730	\$11,730	\$13,035
Other Services and Charges	\$107,084	\$132,420	\$132,420	\$127,920
Capital Outlay	\$0	\$0	\$0	\$0
	\$1,952,408	\$1,996,625	\$1,994,125	\$2,221,775

### Total 2016 Budget by Object



## Police Department Crime and Traffic Team (CATT)

01-213

### Core Business

- Reduce crime and increase traffic safety through 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
- Work with Investigations Bureau to combat human trafficking and prostitution

### 2015 Strategic Accomplishments

- Eliminated roll-over accidents on Highway 58 through directed enforcement, problem-oriented analysis and community partnerships
- Provided accident reconstruction for three major accidents in a three-month period
- Ensured compliance with CALEA professional accreditation standards
- Worked with the crime prevention team and Public Works Department to educate community members on traffic safety
- Participated in statewide DUI and traffic safety programs
- Presented Police Officer Standards and Training (P.O.S.T.) to the Jefferson County Sheriff's Academy

### 2016 Strategic Priorities

- Proactively address neighborhood traffic issues and service requests
- Participate in DUI grant initiatives
- Participate in human trafficking investigations
- Address crime and traffic safety concerns through the use of the Data Driven Accountability Crime & Traffic (DACTS) approach
- Address commercial truck safety in cooperation with the Colorado State Patrol
- Explore opportunities to educate community members on traffic safety

# Crime and Traffic Team

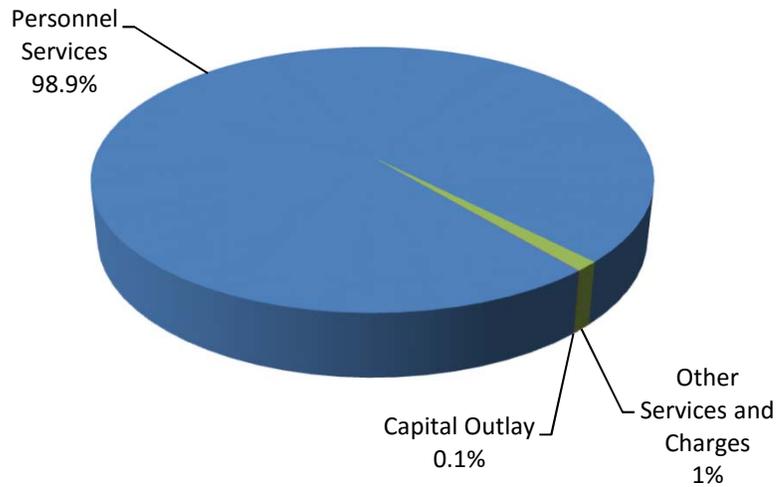
## Staffing and Financial Summary

01-213

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Police Sergeant	1	1	1	1
Police Officer	4	4	4	4
	5	5	5	5

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$362,299	\$431,637	\$413,337	\$434,725
Materials and Supplies	\$0	\$0	\$0	\$0
Other Services and Charges	\$4,141	\$5,260	\$5,102	\$5,260
Capital Outlay	\$0	\$800	\$350	\$300
	\$366,439	\$437,697	\$418,789	\$440,285

### Total 2016 Budget by Object





# Public Works

## About Public Works

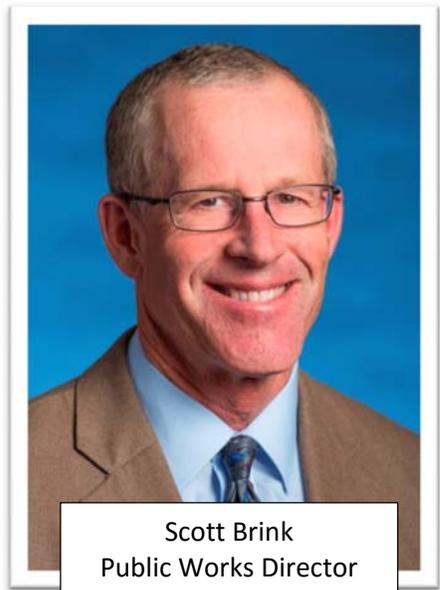
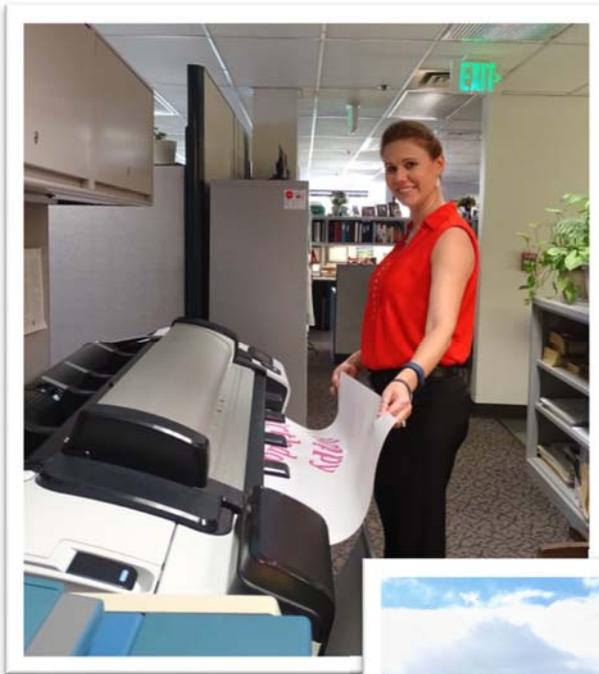
The Public Works Department is responsible for maintenance and improvements to the City's infrastructure, which includes 133 miles of streets and 36 miles of storm sewers throughout the City.

Public Works administers and 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.

### 2016 Budget Priorities

- Complete development and implementation of the Department's strategic plan
- Complete an asset management plan for improved sustainability
- Pursue alternative revenue sources for construction and maintenance of essential infrastructure
- Improve communication and education of stakeholders



Scott Brink  
Public Works Director



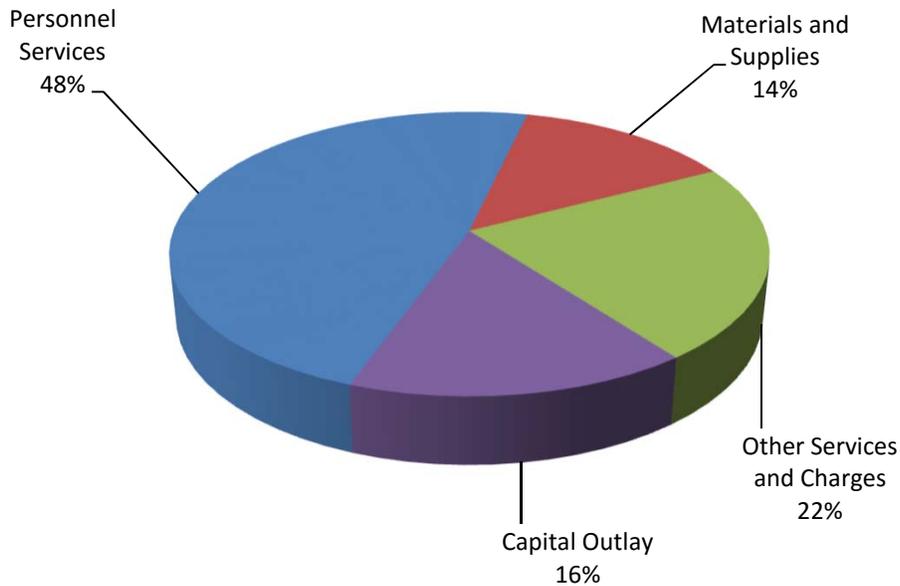
# Public Works

## Staffing and Financial Summary

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Administration	1	1	1	1
Engineering	12	12	12	12
Operations	16	16	16	17
	29	29	29	30

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$2,137,604	\$2,168,679	\$2,165,443	\$2,218,941
Materials and Supplies	\$590,150	\$644,696	\$601,745	\$632,542
Other Services and Charges	\$879,836	\$993,125	\$960,991	\$1,027,230
Capital Outlay	\$503,197	\$686,992	\$686,992	\$735,000
	\$4,110,787	\$4,493,492	\$4,415,171	\$4,613,713

**Total 2016 Budget by Object**

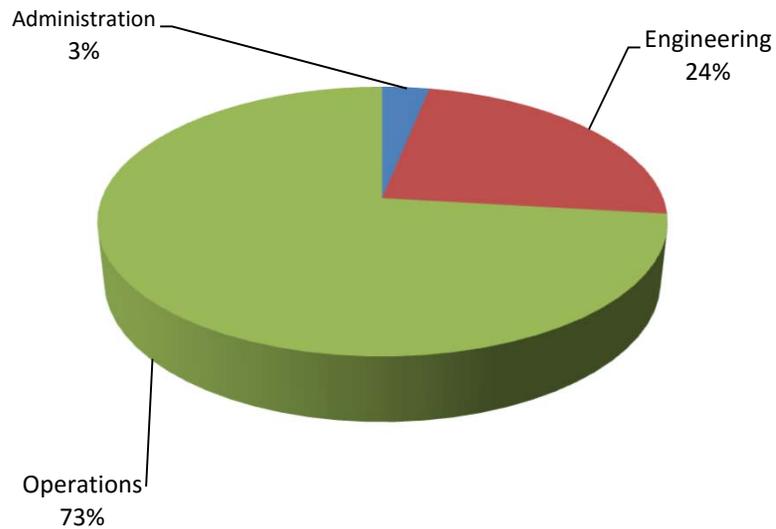


# Public Works

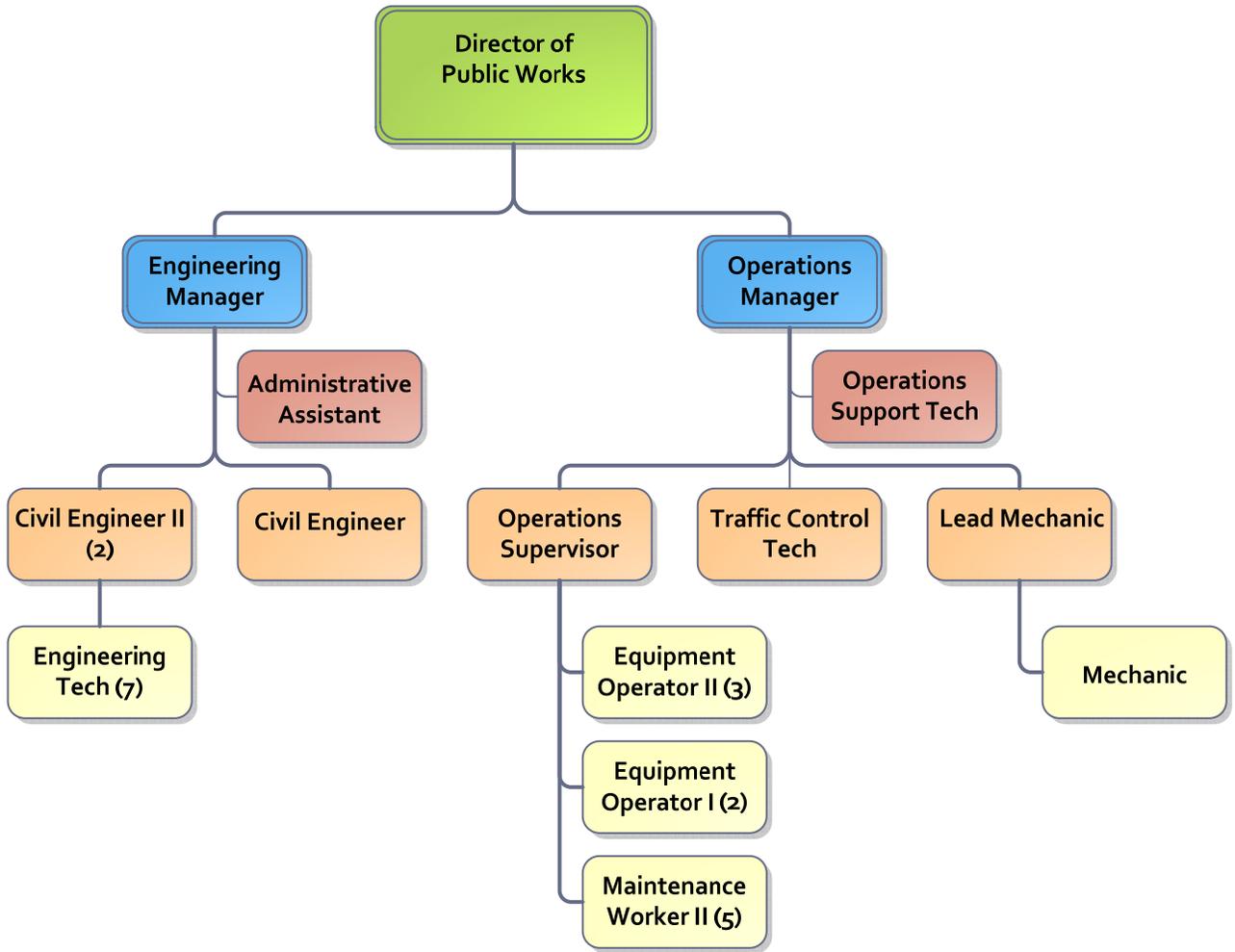
Total Budget by Program

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Administration	\$140,870	\$146,420	\$145,670	\$146,869
Engineering	\$998,446	\$1,043,614	\$1,043,014	\$1,092,226
Operations	\$2,971,471	\$3,303,458	\$3,226,487	\$3,374,618
	\$4,110,787	\$4,493,492	\$4,415,171	\$4,613,713

Total 2016 Budget by Program



# Public Works





# Public Works Administration

01-301

## Core Business

- Maintain and manage improvements for the City's essential core infrastructure, including 133 miles of streets, 36 miles of storm sewers, traffic signals, and street lights
- 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, and other internal and external stakeholders as required
- Administer and police construction activities in street rights-of-way
- Manage and maintain the City's fleet vehicles and equipment
- Manage and oversee the successful delivery of all Capital Improvement Projects

## 2015 Strategic Accomplishments

- Initiated and established the Neighborhood Traffic Management Program
- Initiated development and implementation of the ADA transition plan
- Completed a comprehensive overview of the Public Works Department to improve operating efficiency and delivery of programs, projects, and services
- Completed the Wadsworth Boulevard Planning and Environmental Linkage (PEL) document, and attained federal funding for eventual construction
- Completed a traffic study and environmental re-evaluation for the Clear Creek Crossing property per CDOT and FHWA requirements

## 2016 Strategic Priorities

- Complete the department's Strategic Plan, and implement recommendations of the Public Works Department and Engineering Division overview
- Continue to seek and attain alternative revenue sources to maintain the City's critical infrastructure and assist in the construction of high priority capital projects
- Successfully implement (with IT's assistance) an improved asset management system
- Develop and implement measures to improve overall communication between the Public Works Department and internal and external stakeholders by improving the public process and maximizing use of the website and social media

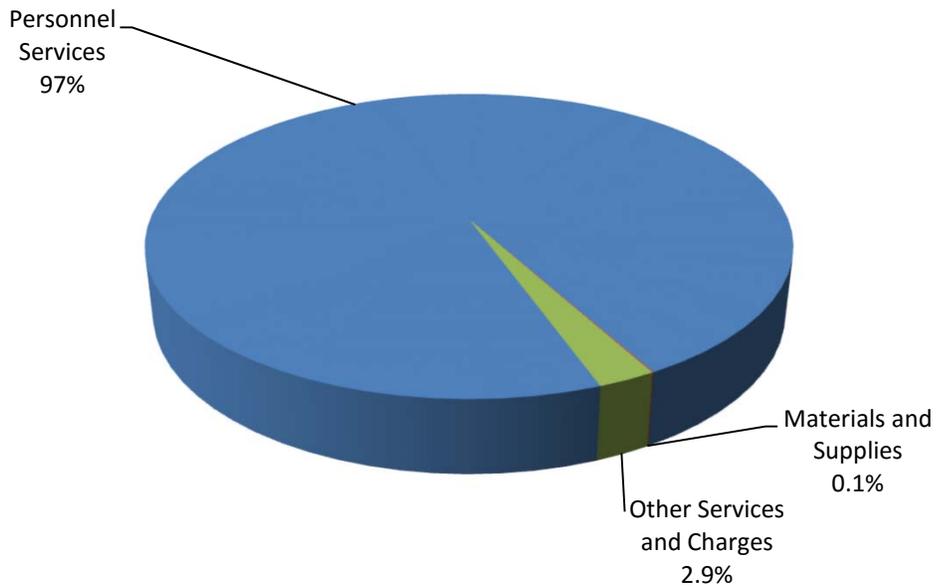
# Administration

Staffing and Financial Summary  
01-301

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Public Works Director	1	1	1	1
	1	1	1	1

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$139,175	\$143,070	\$142,470	\$143,119
Materials and Supplies	\$62	\$100	\$100	\$100
Other Services and Charges	\$1,033	\$2,650	\$2,500	\$3,650
Capital Outlay	\$600	\$600	\$600	\$0
	\$140,870	\$146,420	\$145,670	\$146,869

**Total 2016 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, including the activities and projects of other agencies
- Support the Community Development, Police, Parks, and Administration Departments on all matters requiring Engineering expertise
- Manage and support flood zone mapping, regulations, and other related issues

## 2015 Strategic Accomplishments

- Completed design and property acquisition needs for the Tabor Street multi-modal improvement project, and initiated construction
- Completed the Wadsworth Boulevard Planning and Environmental Linkage (PEL) document, and attained federal funding for eventual construction
- Substantially completed construction of the Kipling multi-use trail
- Completed annual infrastructure maintenance and improvement projects on time and within budget, including street resurfacing, bike/ped, and public infrastructure constructed as part of private redevelopments.
- Provided support service to internal and external customers

## 2016 Strategic Priorities

- Complete development and implementation of a strategic plan that maximizes the efficiency of available resources and improves upon the timely delivery of Capital Improvement Projects
- Continue to improve customer service and delivery to internal and external stakeholders
- Assure long-term sustainability and safety relating to the City's infrastructure and resources

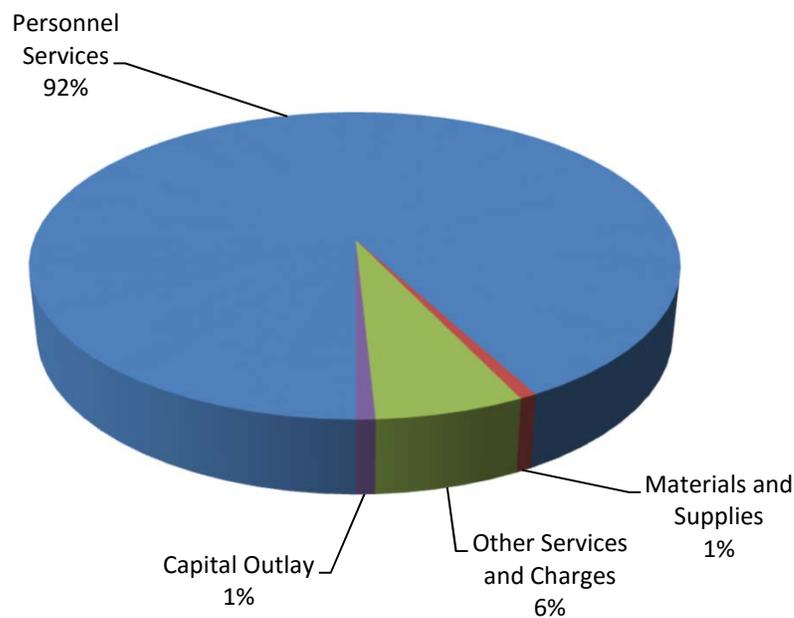
# Engineering

Staffing and Financial Summary  
01-302

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Engineering Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Civil Engineer II	2	2	3	3
Civil Engineer I	1	1	0	0
Stormwater Coordinator	0	0	1	1
Engineering Technician	7	7	6	6
<b>Total</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$962,637	\$994,177	\$994,177	\$1,006,104
Materials and Supplies	\$3,918	\$5,796	\$5,796	\$7,942
Other Services and Charges	\$31,891	\$42,241	\$41,641	\$69,180
Capital Outlay	\$0	\$1,400	\$1,400	\$9,000
<b>Total</b>	<b>\$998,446</b>	<b>\$1,043,614</b>	<b>\$1,043,014</b>	<b>\$1,092,226</b>

## Total 2016 Budget by Object



## Public Works Operations

01-303

### Core Business

- Maintain and provide 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 through maintenance and scheduled replacement
- Maintained more than 230 pieces of power equipment
- Provide snow removal and ice control on City streets
- Complete service requests for internal and external customers
- Work with risk management to provide estimates and quotes for recovery of damages to City vehicles and property

### 2015 Strategic Accomplishments

- Installed two rotating, flashing beacons on 44<sup>th</sup> Avenue
- Completed more than 200 service requests and 335 graffiti removal requests
- Upgraded obsolete traffic signal components throughout the City
- Provided support services for community events

### 2016 Strategic Priorities

- Upgrade and replace traffic signal components as needed
- Replace equipment and vehicles as necessary (2016 schedule includes two police sedans, one community service vehicle, one mechanical sweeper, one jet-vac truck and one passenger mini-bus for the Active Adult Center)
- Implement an asset management system to help manage and maintain the infrastructure of the City

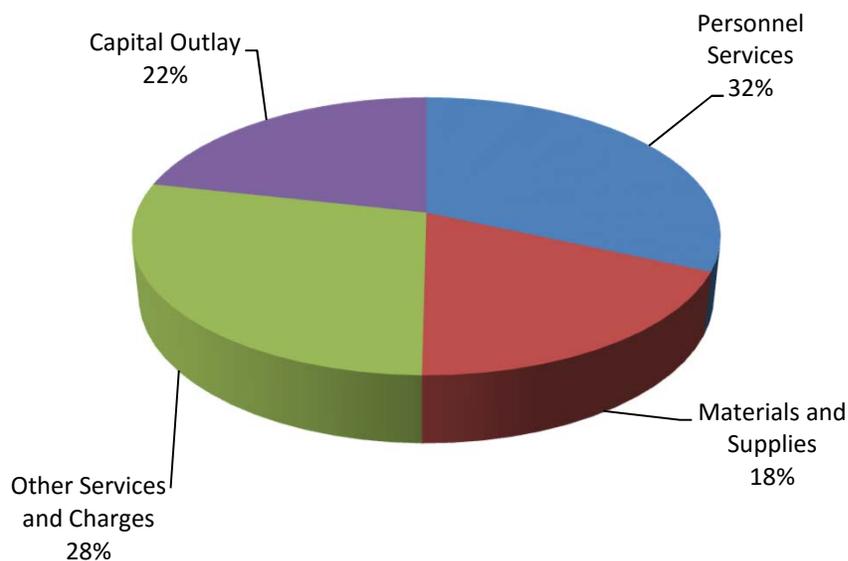
# Operations

Staffing and Financial Summary  
01-303

	2013 Authorized	2014 Authorized	2015 Authorized	2016 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	6
Traffic Control Technician	1	1	1	1
Lead Mechanic	1	1	1	1
Mechanic	1	1	1	1
<b>Total</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>17</b>

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$1,035,792	\$1,031,432	\$1,028,796	\$1,069,718
Materials and Supplies	\$586,170	\$638,800	\$595,849	\$624,500
Other Services and Charges	\$846,912	\$948,234	\$916,850	\$954,400
Capital Outlay	\$502,597	\$684,992	\$684,992	\$726,000
<b>Total</b>	<b>\$2,971,471</b>	<b>\$3,303,458</b>	<b>\$3,226,487</b>	<b>\$3,374,618</b>

## Total 2016 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:

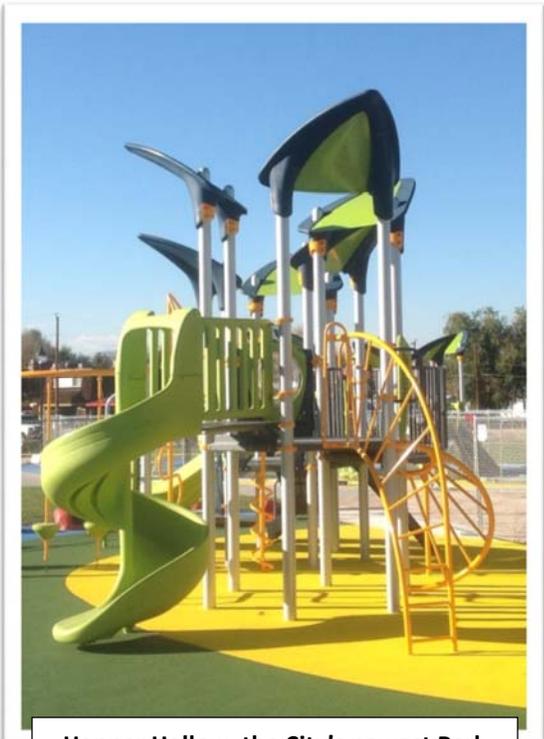
- Excellent parks and open space system
- Active social engagement opportunities
- Preservation of cultural and historical assets
- Exceptional recreation centers and facilities
- Comprehensive and innovative programming
- Stewardship of the urban tree canopy

**2016  
Budget Priorities**

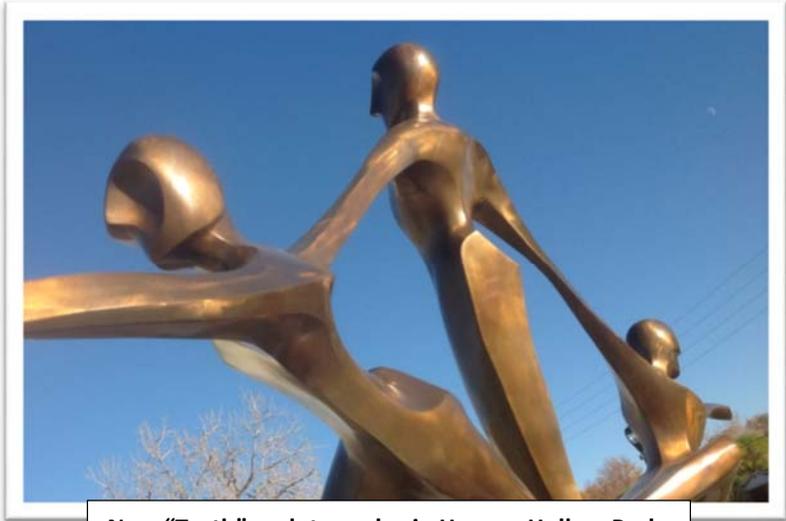
- Prospect Park Renovation
- Completion of national accreditation
- Replacement of Recreation Center circuit equipment
- Outdoor pool resurfacing and water feature repairs



Joyce Manwaring  
Director of Parks &  
Recreation



Hopper Hollow, the City's newest Park



New "Truth" sculpture also in Hopper Hollow Park

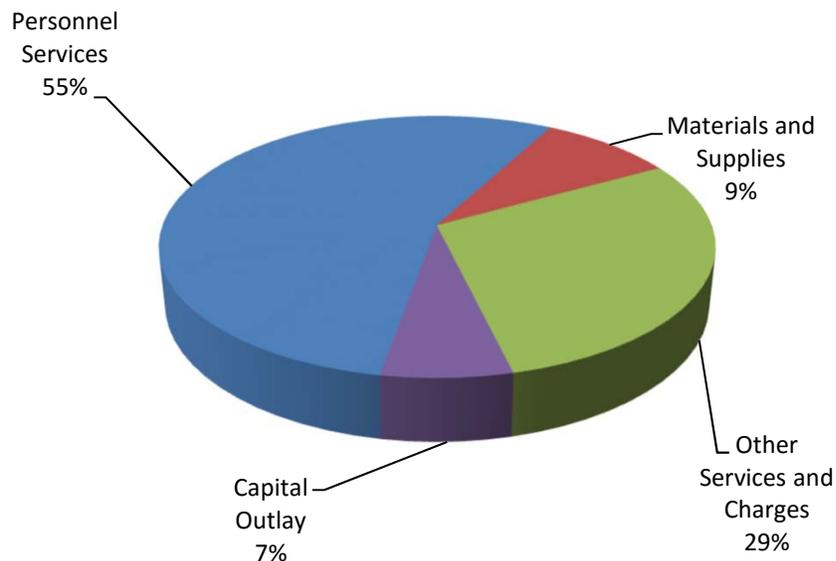
# Parks and Recreation

## Staffing and Financial Summary

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Administration	2	2	2	2
Recreation	1.5	1.5	1.5	1.5
Parks Maintenance	16	17	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	4.125	4.625
Historic Buildings	0	0	0	0
Facilities Maintenance	1	1	1	1
	34.13	35.13	35.125	35.625

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$2,241,851	\$2,485,349	\$2,391,088	\$2,570,584
Materials and Supplies	\$320,184	\$418,698	\$351,940	\$422,499
Other Services and Charges	\$1,136,924	\$1,441,207	\$1,259,143	\$1,365,185
Capital Outlay	\$82,603	\$147,290	\$141,909	\$305,426
	\$3,781,562	\$4,492,544	\$4,144,080	\$4,663,694

### Total 2016 Budget by Object

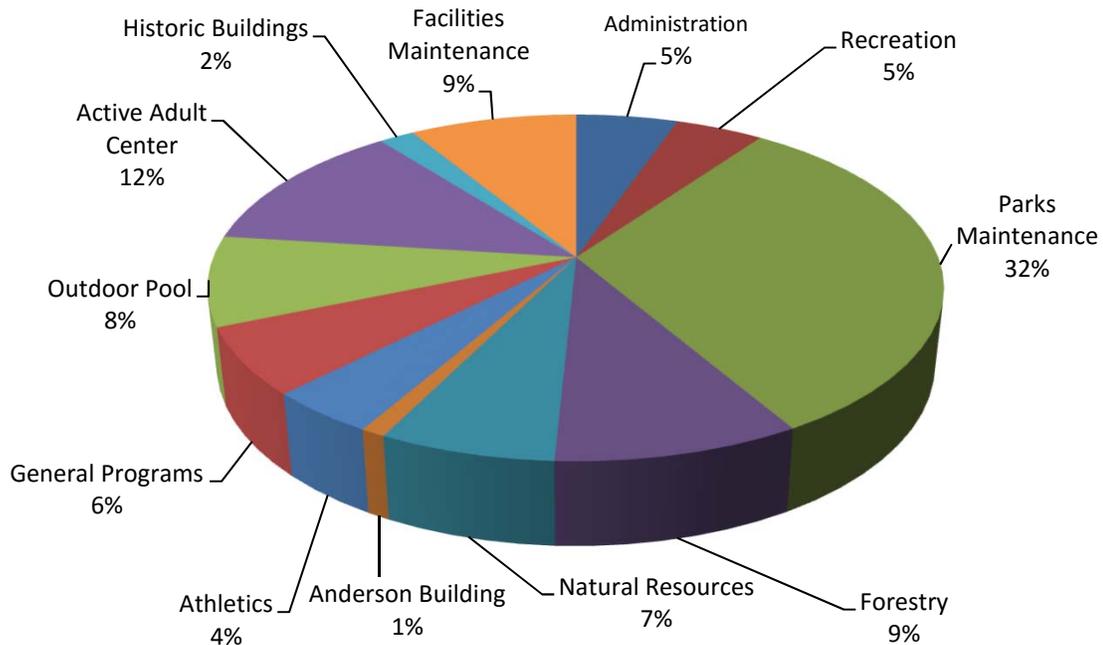


# Parks and Recreation

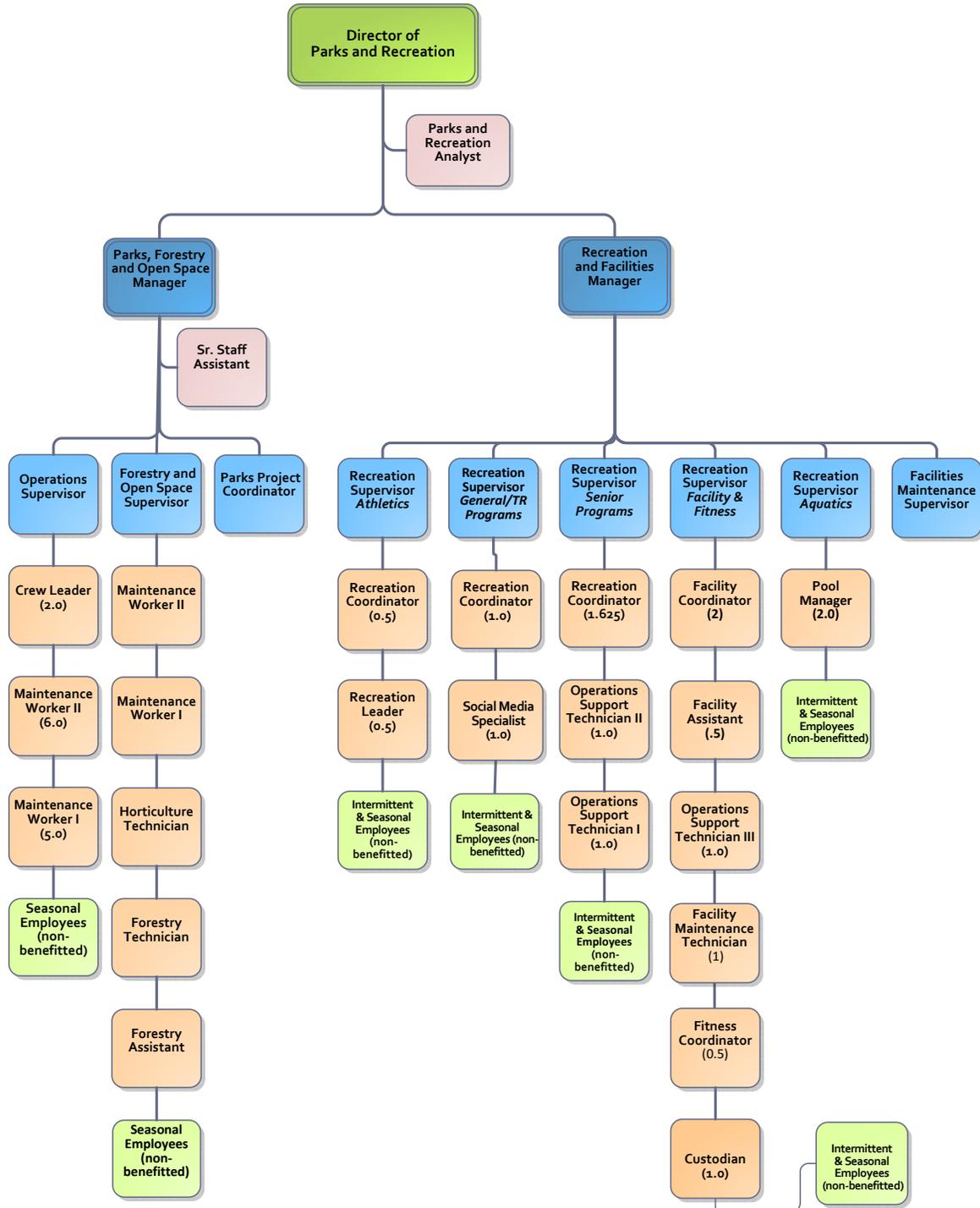
## Total Budget by Program

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Administration	\$222,390	\$230,671	\$218,837	\$246,969
Recreation	\$188,415	\$193,535	\$185,701	\$213,364
Parks Maintenance	\$1,220,947	\$1,404,167	\$1,300,553	\$1,478,003
Forestry	\$332,775	\$485,272	\$441,674	\$430,190
Natural Resources	\$244,669	\$301,543	\$275,992	\$307,021
Anderson Building	\$35,768	\$58,141	\$40,933	\$42,900
Athletics	\$191,722	\$210,452	\$191,195	\$192,379
General Programs	\$242,085	\$303,885	\$278,606	\$290,617
Outdoor Pool	\$182,456	\$228,593	\$198,247	\$389,928
Active Adult Center	\$475,632	\$534,116	\$512,454	\$580,758
Historic Buildings	\$33,568	\$74,368	\$74,368	\$85,776
Facilities Maintenance	\$411,134	\$467,801	\$425,520	\$405,789
<b>Total</b>	<b>\$3,781,562</b>	<b>\$4,492,544</b>	<b>\$4,144,080</b>	<b>\$4,663,694</b>

Total 2016 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 Recreation Center, Active Adult Center, Anderson Building, 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

### 2015 Strategic Accomplishments

- Continued work on achieving department accreditation
- Completed Parks and Recreation Master Plan
- Completed Clear Creek Trail relocation project

### 2016 Strategic Priorities

- Complete national accreditation certification for Parks and Recreation
- Renovate Prospect Park
- Resurface and repair outdoor pool water features

# Administration

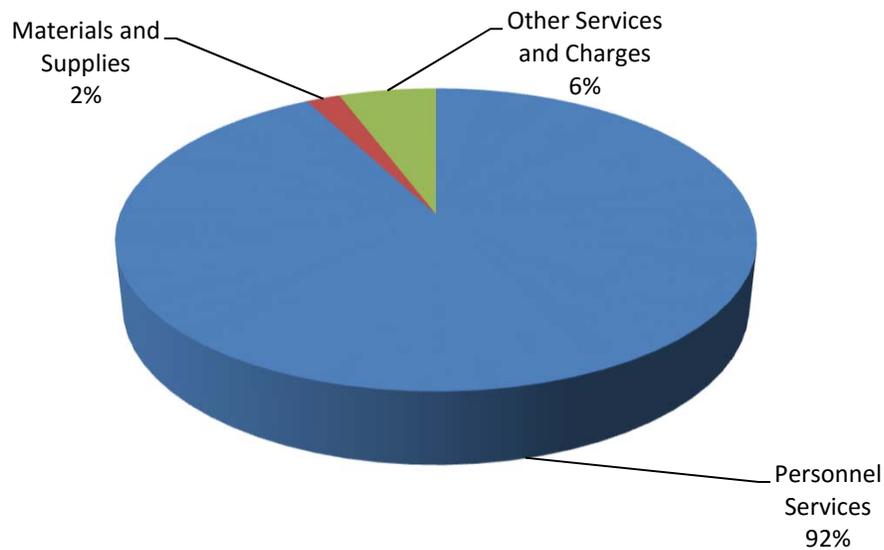
## Staffing and Financial Summary

01-601

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Parks & Recreation Director	1	1	1	1
Parks & Recreation Analyst	0	0	1	1
Administrative Assistant	1	1	0	0
	2	2	2	2

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$208,061	\$206,606	\$206,606	\$227,719
Materials and Supplies	\$4,353	\$5,000	\$5,000	\$5,000
Other Services and Charges	\$9,977	\$19,065	\$7,231	\$14,250
Capital Outlay	\$0	\$0	\$0	\$0
	\$222,390	\$230,671	\$218,837	\$246,969

### Total 2016 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

### 2015 Strategic Accomplishments

- Participated in Department master plan and accreditation processes
- Supported the transition of hiring a graphic artist and creating an updated design for the Recreation activity guide
- Initiated redesign of Parks and Recreation webpages including the reorganization of content and layout
- Increased online registration use and revenue

### 2016 Strategic Priorities

- Participate in Department accreditation process
- Continue to develop the recreation programming plan for the division
- Develop and implement brand identity for the Parks and Recreation department
- Develop four to six marketing campaigns for the department to provide a more proactive and strategic approach to marketing programs and services

## Recreation

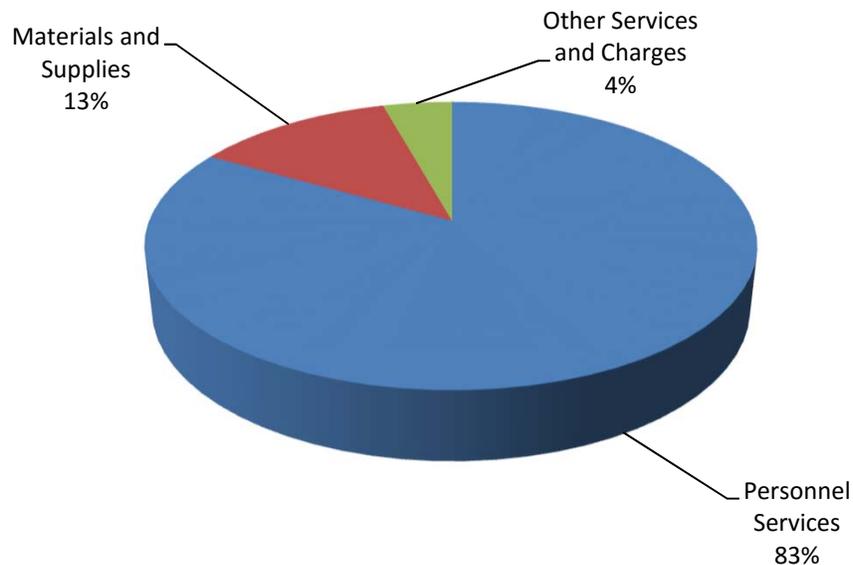
### Staffing and Financial Summary

01-602

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Recreation & Facilities Manager	1	1	1	1
Marketing Coordinator	0.5	0.5	0	0
Social Media Specialist	0	0	0.5	0.5
	1.5	1.5	1.5	1.5

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$162,660	\$154,400	\$154,400	\$177,746
Materials and Supplies	\$22,582	\$29,874	\$25,700	\$26,461
Other Services and Charges	\$3,173	\$9,261	\$5,601	\$9,157
Capital Outlay	\$0	\$0	\$0	\$0
	\$188,415	\$193,535	\$185,701	\$213,364

### Total 2016 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

### 2015 Strategic Accomplishments

- Worked on Parks and Recreation accreditation and master plan processes
- Continued working toward accreditation of the Wheat Ridge Park and Recreation Department
- Implemented new facilities management software in both the Parks and Recreation divisions
- Integrated Hopper Hollow Park into the existing park system management and maintenance
- Continued to implement City sustainability program goals

### 2016 Strategic Priorities

- Complete required standards for Parks and Recreation Accreditation
- Design and construct equipment storage bays at maintenance facility
- Maintain facilities management software
- Renovate Prospect Park

# Parks Maintenance

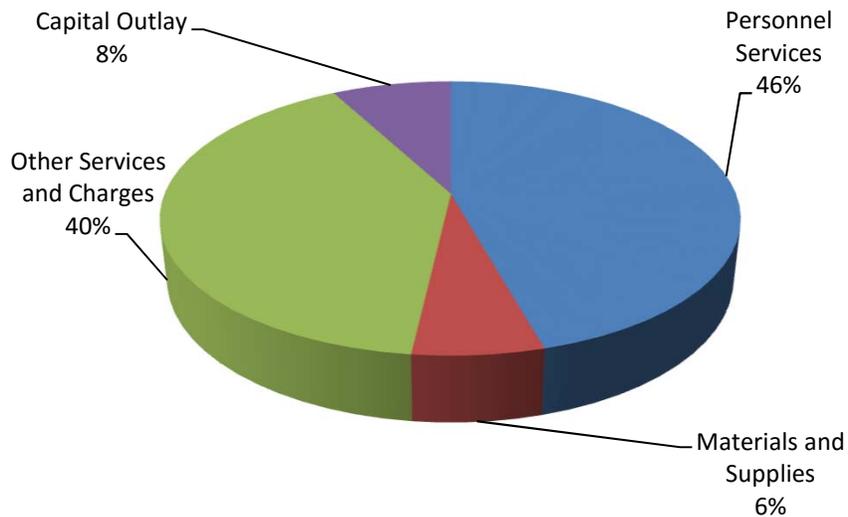
Staffing and Financial Summary  
01-603

	2013 Authorized	2014 Authorized	2015 Authorized	2016 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	4	5	6	6
Parks Maintenance Worker I	6	6	5	5
Sr. Staff Assistant	1	1	1	1
<b>Total</b>	<b>16</b>	<b>17</b>	<b>17</b>	<b>17</b>

Five (5) positions funded out of Open Space Fund

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$606,651	\$673,999	\$661,973	\$674,641
Materials and Supplies	\$66,265	\$85,611	\$57,365	\$91,311
Other Services and Charges	\$544,218	\$621,767	\$558,642	\$595,625
Capital Outlay	\$3,813	\$22,790	\$22,573	\$116,426
<b>Total</b>	<b>\$1,220,947</b>	<b>\$1,404,167</b>	<b>\$1,300,553</b>	<b>\$1,478,003</b>

## Total 2016 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

### 2015 Strategic Accomplishments

- Drafted and reviewed Forestry Management Plan
- Updated the tree inventory, care and health records
- Integrated procedures and protocols into daily operations including Emerald Ash Borer sub plan and response strategies

### 2016 Strategic Priorities

- Adopt Forestry management plan
- Update the tree inventory, care and health records
- Integrate new procedures and response strategies into daily operations

## Forestry

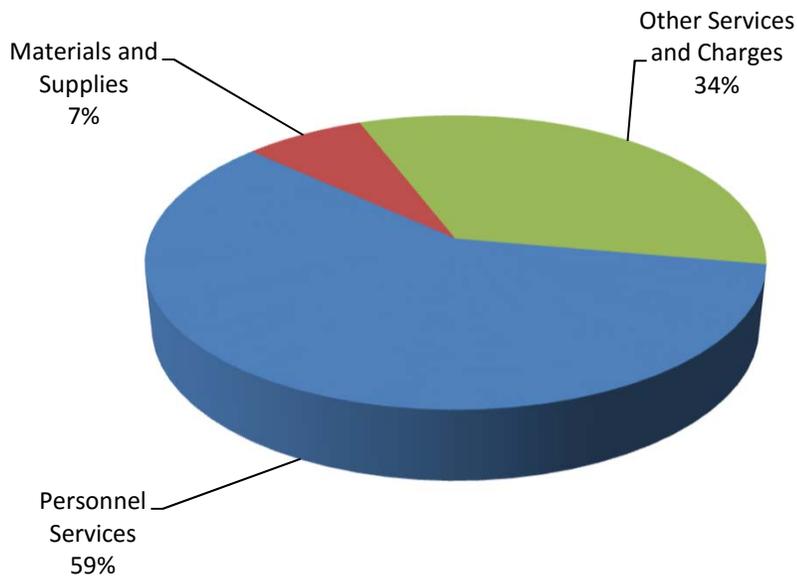
### Staffing and Financial Summary

01-604

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Forestry Technician	1	1	1	1
Forestry Assistant	1	1	1	1
Horticulture Technician	1	1	1	1
	3	3	3	3

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$205,603	\$253,736	\$223,097	\$253,826
Materials and Supplies	\$27,013	\$29,195	\$20,973	\$31,635
Other Services and Charges	\$100,159	\$138,841	\$136,268	\$144,729
Capital Outlay	\$0	\$63,500	\$61,336	\$0
	\$332,775	\$485,272	\$441,674	\$430,190

### Total 2016 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

### 2015 Strategic Accomplishments

- Expanded program for fuel load reduction
- Continued successful multi-year partnerships with Institute for Environmental Solutions, students, and other community volunteers to help care for and monitor plants and re-vegetate trails and park areas
- Provided an alternative route and expansion of the Clear Creek Trail

### 2016 Strategic Priorities

- Expand multi-partner pilot program for debris and noxious woody plant removal and fuel load reduction within the Wheat Ridge Greenbelt
- Implement 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 fabrication (disruption pushed this project launch to 2016)
- Partner with other Jefferson County providers of outdoor recreational opportunities through *Be Wild Jeffco* for collaborative programming efforts
- Provide additional accessible shade structures within the Wheat Ridge Greenbelt

## Natural Resources

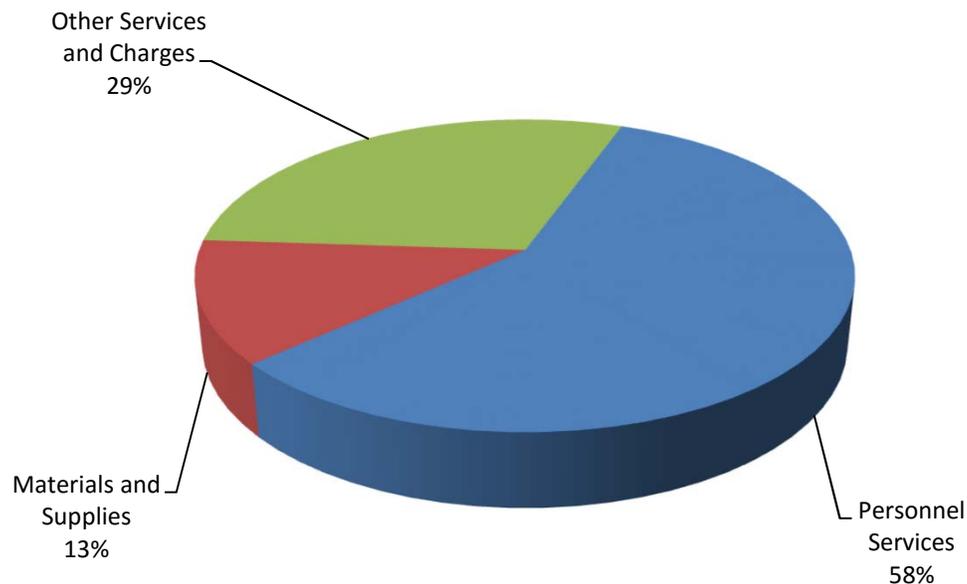
### Staffing and Financial Summary

01-605

	2013 Authorized	2014 Authorized	2015 Authorized	2016 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

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$164,245	\$175,686	\$171,602	\$177,501
Materials and Supplies	\$15,129	\$29,262	\$25,262	\$38,910
Other Services and Charges	\$65,296	\$87,595	\$73,128	\$90,610
Capital Outlay	\$0	\$9,000	\$6,000	\$0
	\$244,669	\$301,543	\$275,992	\$307,021

### Total 2016 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

### 2015 Strategic Accomplishments

- Installed snow bar on north side of gymnasium roof
- Increased number of youth sports classes offered in gymnasium
- Conducted indoor archery classes

### 2016 Strategic Priorities

- Host one special event rental (i.e. - sports competition)
- Improve scheduling communication between staff by utilizing Outlook for room scheduling
- Secure one long-term renter to increase gym rental revenues

# Anderson Building

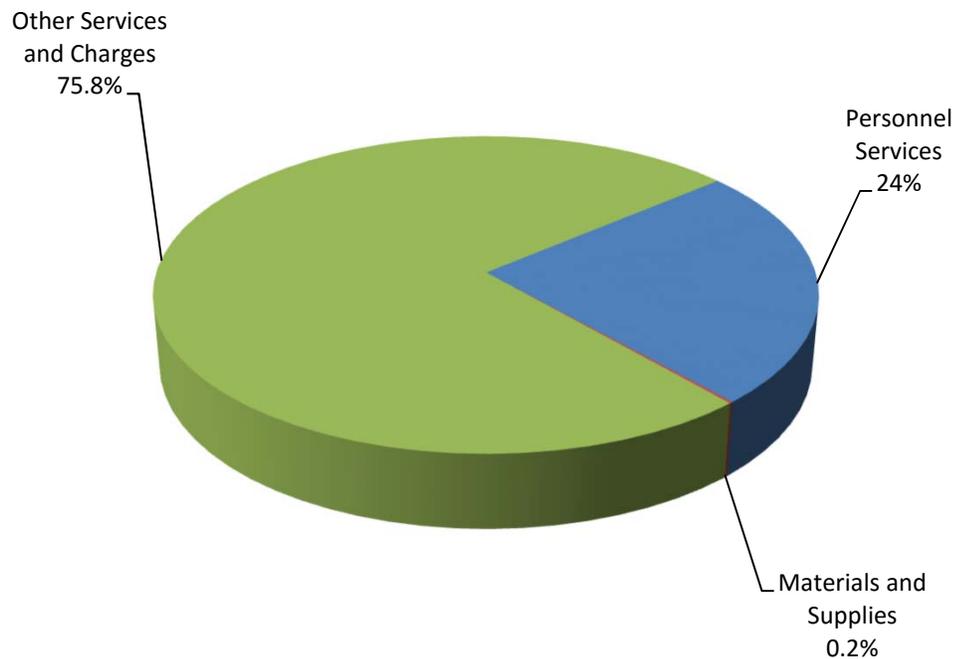
Staffing and Financial Summary

01-620

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
No Staff Authorized	0	0	0	0
	0	0	0	0

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$7,617	\$14,121	\$9,195	\$10,498
Materials and Supplies	\$0	\$68	\$68	\$68
Other Services and Charges	\$28,151	\$43,952	\$31,670	\$32,334
Capital Outlay	\$0	\$0	\$0	\$0
	\$35,768	\$58,141	\$40,933	\$42,900

## Total 2016 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

### 2015 Strategic Accomplishments

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

### 2016 Strategic Priorities

- Increase participation in sports party packages
- Research the feasibility of offering a youth volleyball league
- Increase participation in the Everitt Middle School Sports Program
- Expand adult outdoor volleyball league
- Participate in Department accreditation processes

# Athletics

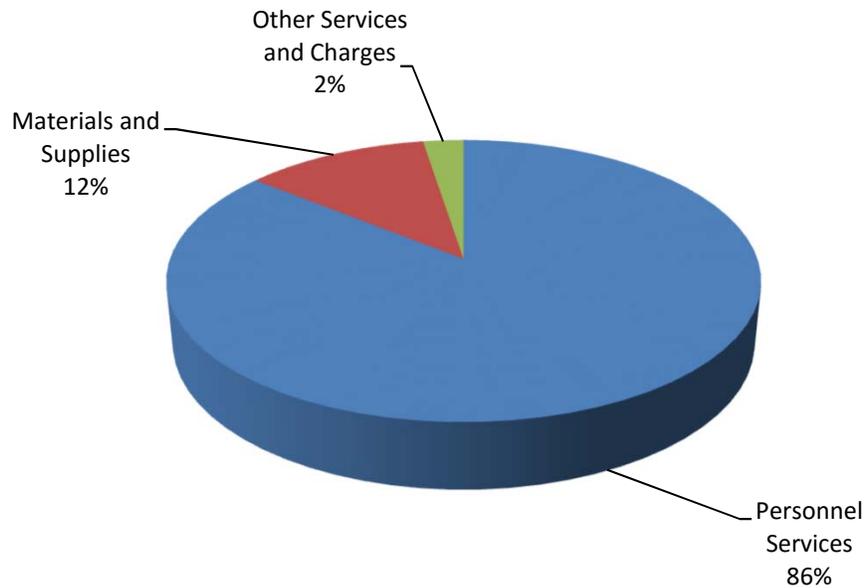
## Staffing and Financial Summary

01-621

	2013 Authorized	2014 Authorized	2015 Authorized	2016 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

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$162,822	\$170,159	\$166,280	\$165,036
Materials and Supplies	\$19,354	\$24,409	\$21,500	\$22,428
Other Services and Charges	\$9,546	\$15,884	\$3,415	\$4,915
Capital Outlay	\$0	\$0	\$0	\$0
	\$191,722	\$210,452	\$191,195	\$192,379

### Total 2016 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

### 2015 Strategic Accomplishments

- Increased partnerships in the community to offer additional new programming
- Redesigned sponsorship package to provide additional information to businesses on the benefits of sponsorships
- Increased participation in therapeutic recreation programs by networking with care providers in the community
- Participated in Department master plan and accreditation processes
- Created online class evaluations to increase feedback from patrons

### 2016 Strategic Priorities

- Restructure camp registration and fees to maximize revenue
- Increase the Colorado SHINE licensed preschool program rating from a level 1 to a level 2
- Develop marketing strategies for outdoor recreation programs to increase awareness and participation
- Participate in Department accreditation processes

## General Programs

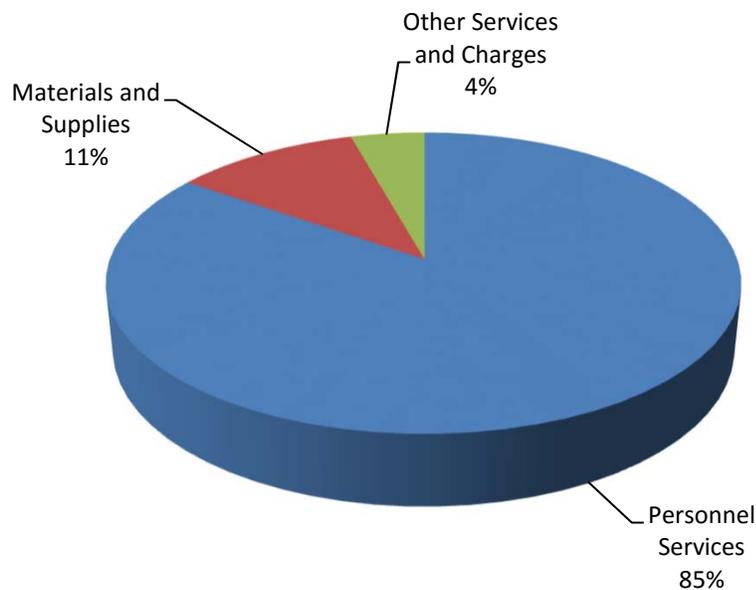
Staffing and Financial Summary

01-622

	2013 Authorized	2014 Authorized	2015 Authorized	2016 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

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$199,562	\$251,882	\$242,543	\$246,043
Materials and Supplies	\$27,822	\$31,747	\$25,000	\$31,897
Other Services and Charges	\$14,701	\$20,256	\$11,063	\$12,677
Capital Outlay	\$0	\$0	\$0	\$0
	\$242,085	\$303,885	\$278,606	\$290,617

### Total 2016 Budget by Object



## Parks and Recreation 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 programs
- 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

### 2015 Strategic Accomplishments

- Revised manuals and operating procedures to meet industry standards
- Installed energy-saving pool covers
- Conducted weekly trainings for lifeguards to ensure emergency preparedness
- Administered American Red Cross examinations to ensure lifeguard rescue preparedness
- Hosted the Foothills Swim Association league swim meet
- Provided community education on pool safety through the learn-to-swim program

### 2016 Strategic Priorities

- Resurface lap pool
- Replace grates in all of the pools
- Provide community education on water and sun safety during the summer months
- Renovate existing features and amenities
- Provide additional shade structures
- Provide continual training for the aquatic staff to ensure a fun and safe facility

# Outdoor Pool

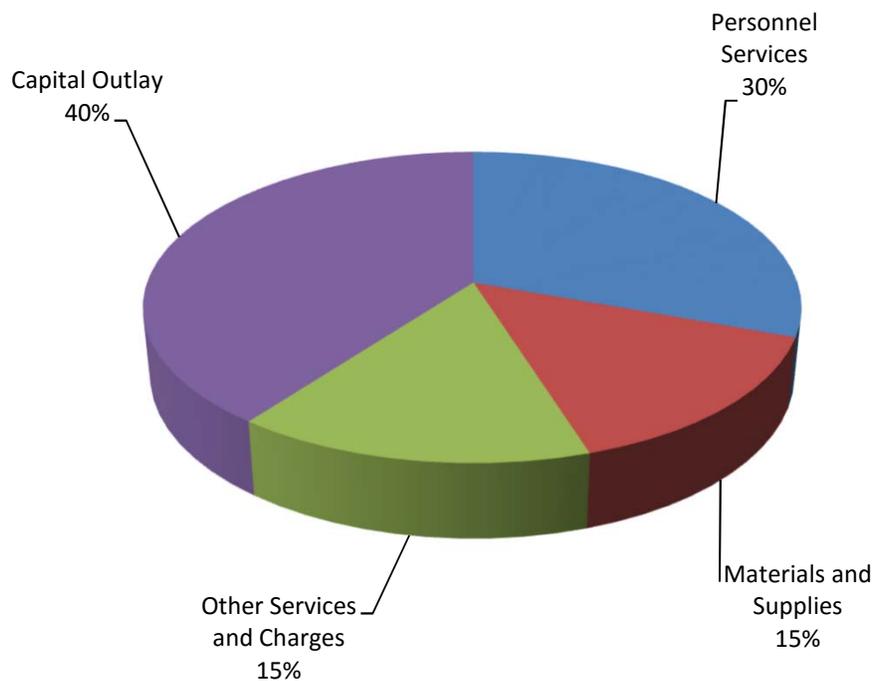
## Staffing and Financial Summary

01-623

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
No Staff Authorized	0	0	0	0
	0	0	0	0

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$88,517	\$119,680	\$104,061	\$119,151
Materials and Supplies	\$38,680	\$51,055	\$46,050	\$56,778
Other Services and Charges	\$36,204	\$57,858	\$48,136	\$58,999
Capital Outlay	\$19,055	\$0	\$0	\$155,000
	\$182,456	\$228,593	\$198,247	\$389,928

**Total 2016 Budget by Object**



## Parks and Recreation

### Active Adult Center

01-624

#### Core Business

- Enhance the quality of life for Wheat Ridge residents ages 50 and older by providing opportunities to grow socially, stay healthy and be involved in their community through recreation programs, social events, trips and tours throughout the Denver-metro area
- Augment funding for improvements to the Active Adult Center
- Enhance programs through activity sponsorships, fund raising and the Wheat Ridge Community Foundation
- Promote the Active Adult Center programs by producing and distributing 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

#### 2015 Strategic Accomplishments

- Increased SilverSneakers® visits and drop-in attendance
- Created paid part-time staff driver position for van trips and outdoor recreation program and increased program revenue to offset staff expense
- Implemented activity fees for computer classes to reflect the current market trends and increased program revenue
- Participated in Department master plan and accreditation processes

#### 2016 Strategic Priorities

- Increase class offerings to meet the needs of a changing senior population
- Replace one 15-passenger vehicle to ensure safety and reliability of transportation for citizen trips, outings and summer camp programs
- Reallocate space within the center for improved customer service and activity programming
- Update kitchen appliances utilizing Wheat Ridge Community Foundation funds
- Increase participation in registered dance programs
- Participate in Department accreditation processes

# Active Adult Center

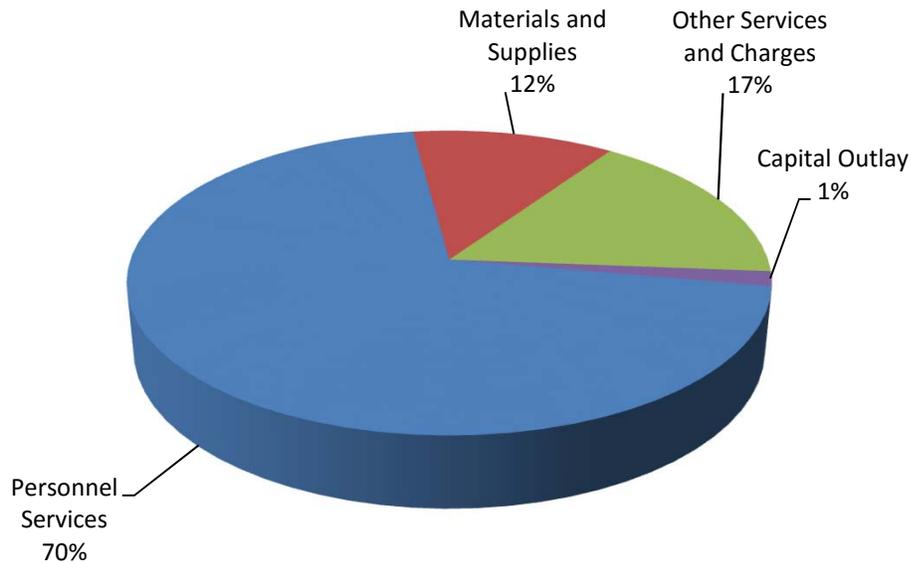
## Staffing and Financial Summary

01-624

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Recreation Supervisor	1	1	1	1
Recreation Coordinator	1.13	1.13	1.125	1.625
Operations Support Technician II	1	1	1	1
Operations Support Technician I	1	1	1	1
	4.13	4.13	4.125	4.625

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$332,226	\$354,487	\$341,394	\$407,249
Materials and Supplies	\$58,483	\$83,185	\$80,755	\$68,093
Other Services and Charges	\$84,923	\$96,444	\$90,305	\$96,416
Capital Outlay	\$0	\$0	\$0	\$9,000
	\$475,632	\$534,116	\$512,454	\$580,758

### Total 2016 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
- Preserve cultural and historic assets of the City
- Maintain facility and grounds of the Richards-Hart Estate to provide a unique setting for weddings, receptions and events

### 2015 Strategic Accomplishments

- Completed repairs to the staircase of the Richards-Hart Estate
- Completed the maintenance plan for City-owned historical properties
- Repaired plaster at the Baugh House
- Completed faux painting of Richards-Hart Estate interior walls

### 2016 Strategic Priorities

- Replace boiler at Richards-Hart Estate
- Repair sagging floor in main room of Richards-Hart Estate
- Complete needed repairs to wood exterior walls and gutters at the Brick House Museum

# Historic Buildings

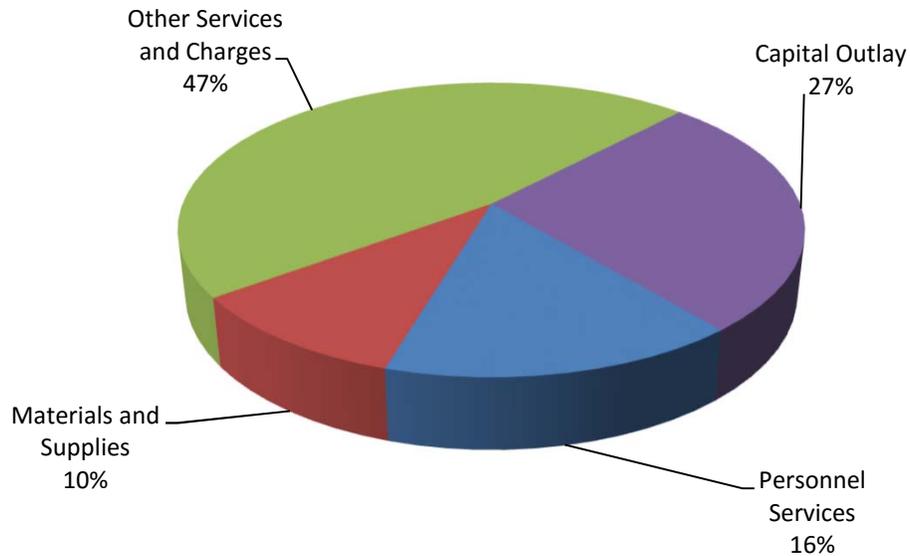
## Staffing and Financial Summary

01-625

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
No Staff Authorized	0	0	0	0
	0	0	0	0

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$4,769	\$12,907	\$12,907	\$13,488
Materials and Supplies	\$6,088	\$8,267	\$8,267	\$8,843
Other Services and Charges	\$22,711	\$53,194	\$53,194	\$40,445
Capital Outlay	\$0	\$0	\$0	\$23,000
	\$33,568	\$74,368	\$74,368	\$85,776

### Total 2016 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

### 2015 Strategic Accomplishments

- Reviewed engineering quotes for Courtroom/Council Chambers metal roof project
- Coordinated first floor Administration/Human Resources remodel
- Coordinated HVAC coils and ductwork cleaning at City Hall

### 2016 Strategic Priorities

- Complete Courtroom/Council Chambers metal roof project
- Replace Police Department second floor restroom counter tops
- Coordinate various work space remodels
- Continue to provide responsive internal customer service

# Facilities Maintenance

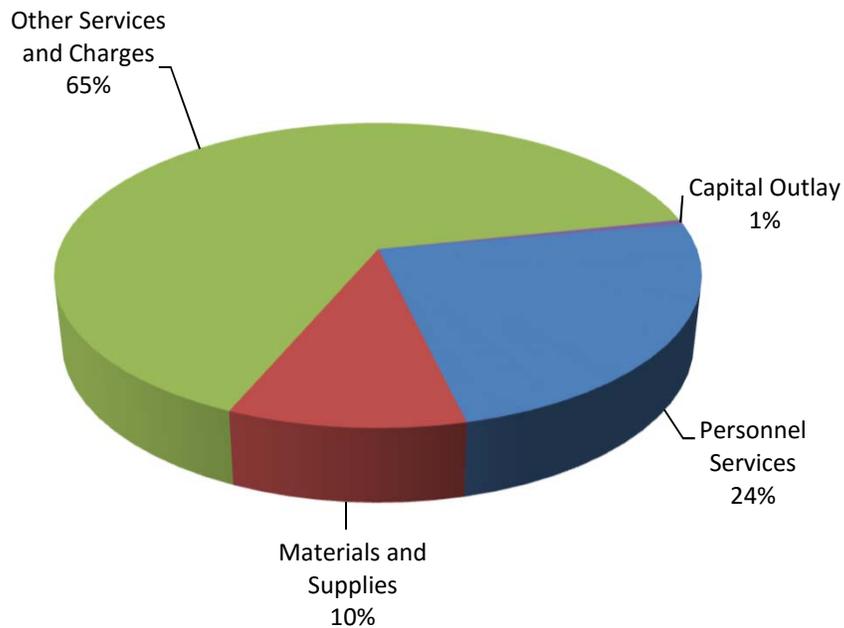
Staffing and Financial Summary

01-118

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Facility Maintenance Supervisor	1	1	1	1
	1	1	1	1

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$99,118	\$97,686	\$97,030	\$97,686
Materials and Supplies	\$34,415	\$41,025	\$36,000	\$41,075
Other Services and Charges	\$217,866	\$277,090	\$240,490	\$265,028
Capital Outlay	\$59,735	\$52,000	\$52,000	\$2,000
	\$411,134	\$467,801	\$425,520	\$405,789

**Total 2016 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 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.

### 2016 Budget Priorities

- Replace weight circuit equipment
- Replace elliptical machines
- Replace frog slide
- Replace pool grates



*Facilities for all ages  
and abilities...*



*Photos by Erin Perrin*

## Recreation Center Fund

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
<b>Beginning Fund Balance</b>	\$1,140,275	\$952,648	\$952,648	\$796,583
<b>Revenues</b>				
Facility Operations	\$1,815,163	\$1,826,880	\$1,876,850	\$1,886,528
Aquatics	\$126,359	\$110,030	\$114,000	\$114,000
Fitness	\$160,411	\$129,732	\$166,000	\$168,300
Interest	\$10,757	\$8,000	\$8,000	\$8,000
Miscellaneous	\$193	\$0	\$0	\$0
<b>Total Revenues</b>	\$2,112,883	\$2,074,642	\$2,164,850	\$2,176,828
<b>Total Available Funds</b>	\$3,253,158	\$3,027,290	\$3,117,498	\$2,973,411
<b>EXPENDITURES</b>				
Facility Operations	\$1,273,128	\$1,291,224	\$1,247,214	\$1,299,401
Aquatics	\$662,568	\$683,146	\$675,935	\$688,316
Fitness	\$295,377	\$300,248	\$315,998	\$309,535
Marketing	\$69,436	\$88,483	\$81,768	\$85,149
<b>Total Expenditures</b>	\$2,300,509	\$2,363,101	\$2,320,915	\$2,382,401
<b>Ending Fund Balance</b>	\$952,649	\$664,189	\$796,583	\$591,010

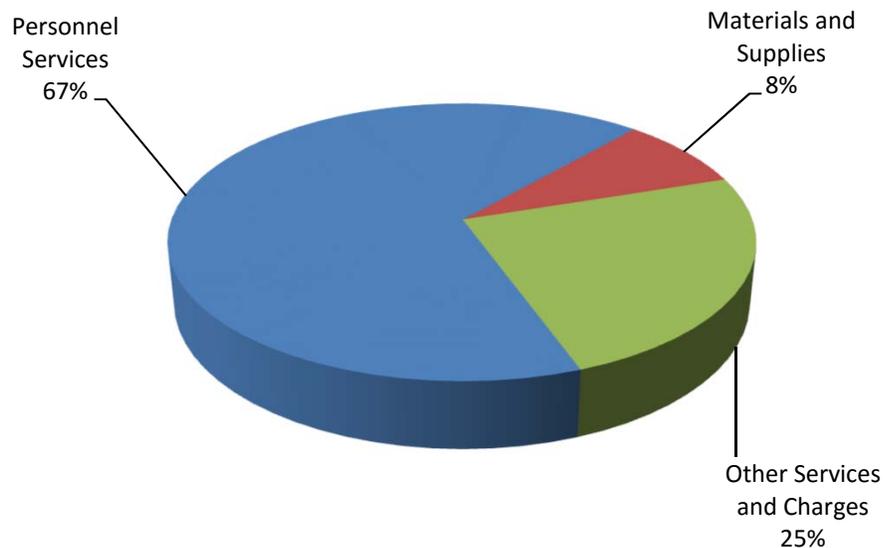
# Recreation Center Fund

## Staffing and Financial Summary

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Facility Operations	7	7	7	6.5
Aquatics	4	3	3	3.5
Fitness	1	1	1	1
Marketing	0.5	0.5	0.5	0.5
	12.5	11.5	11.5	11.5

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$1,582,027	\$1,577,825	\$1,565,010	\$1,597,365
Materials and Supplies	\$168,053	\$225,108	\$205,870	\$201,363
Other Services and Charges	\$550,430	\$569,933	\$550,035	\$583,673
Capital Outlay	\$0	\$0	\$0	\$0
	\$2,300,509	\$2,372,866	\$2,320,915	\$2,382,401

**Total 2016 Budget by Object**

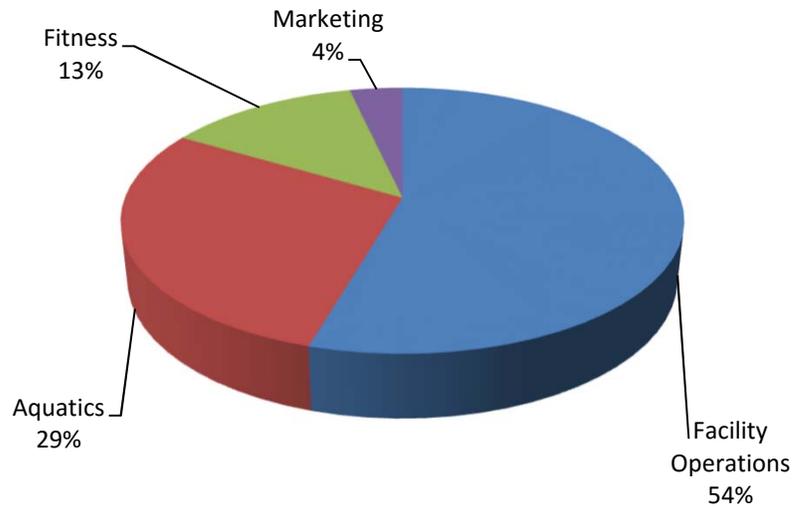


# Recreation Center Fund

Total Budget by Program

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Facility Operations	\$1,273,128	\$1,286,944	\$1,247,214	\$1,299,401
Aquatics	\$662,568	\$681,441	\$675,935	\$688,316
Fitness	\$295,377	\$315,998	\$315,998	\$309,535
Marketing	\$69,436	\$88,483	\$81,768	\$85,149
<b>Total</b>	<b>\$2,300,509</b>	<b>\$2,372,866</b>	<b>\$2,320,915</b>	<b>\$2,382,401</b>

Total 2016 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 rental usage of center community rooms and park shelters and pavilions

### 2015 Strategic Accomplishments

- Cleaned entire facility during annual maintenance shutdown
- Resurfaced all hard wood floors and repaired tile and grout in pool and locker room areas
- Painted interior and exterior of the Recreation Center, as needed
- Replaced carpet in ballroom, hallway, activity room, offices, lobby, front desk
- Revamped team member training for improved internal and external customer service
- Researched and increased annual membership fees to offset rising costs of operation
- Participated in Department master plan and accreditation processes

### 2016 Strategic Priorities

- Continue to implement sustainability plan for the facility
- Participate in Department accreditation processes
- Monitor and prioritize five-year replacement schedule for capital equipment
- Plan, coordinate and execute new web-based program registration software upgrade

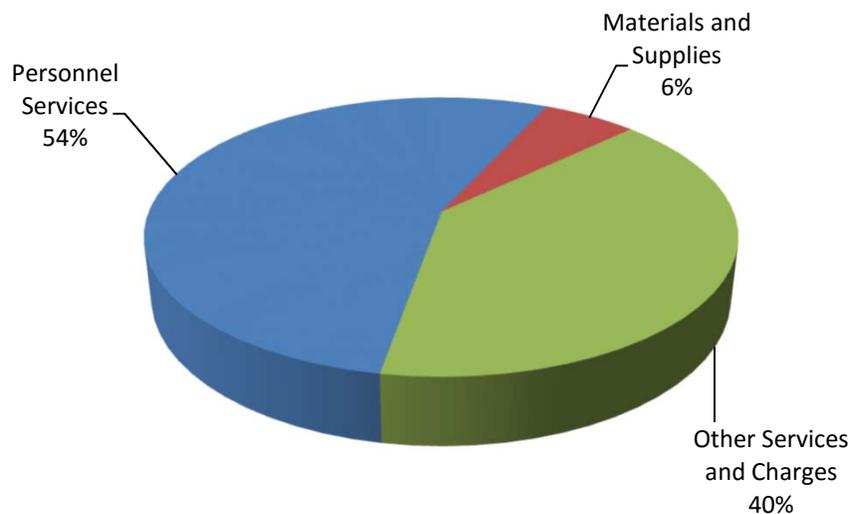
## Facility Operations

Staffing and Financial Summary  
64-602

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Facility Operations Supervisor	1	1	1	1
Facility Coordinator	0	0	0	2
Facility Assistant	3	3	3	0.5
Recreation Support Technician	1	1	1	1
Custodian	1	1	1	1
Facility Maintenance Technician	1	1	1	1
	<b>7</b>	<b>7</b>	<b>7</b>	<b>6.5</b>

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$701,366	\$690,128	\$678,247	\$702,888
Materials and Supplies	\$66,161	\$86,505	\$76,440	\$79,030
Other Services and Charges	\$505,601	\$510,311	\$492,527	\$517,483
Capital Outlay	\$0	\$0	\$0	\$0
	<b>\$1,273,128</b>	<b>\$1,286,944</b>	<b>\$1,247,214</b>	<b>\$1,299,401</b>

### Total 2016 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

#### 2015 Strategic Accomplishments

- Investigated alternative disinfectant products for the spa and leisure pool
- Participated in the American Red Cross Aquatic Examiner program to ensure rescue preparedness
- Investigated and implemented aqua Zumba classes
- Educated the community on aquatic safety through the learn-to-swim program
- Provided a safe and well-maintained facility
- Updated operational manuals and procedures to meet industry standards
- Participated in Department master plan and accreditation processes

#### 2016 Strategic Priorities

- Replace grating in the leisure pool
- Replace frog slide
- Continue to provide aquatic education to guests on water safety
- Provide a venue for competitive swim teams to practice
- Continue to provide training to aquatic staff on industry standards and best practices
- Participate in Department accreditation processes

# Aquatics

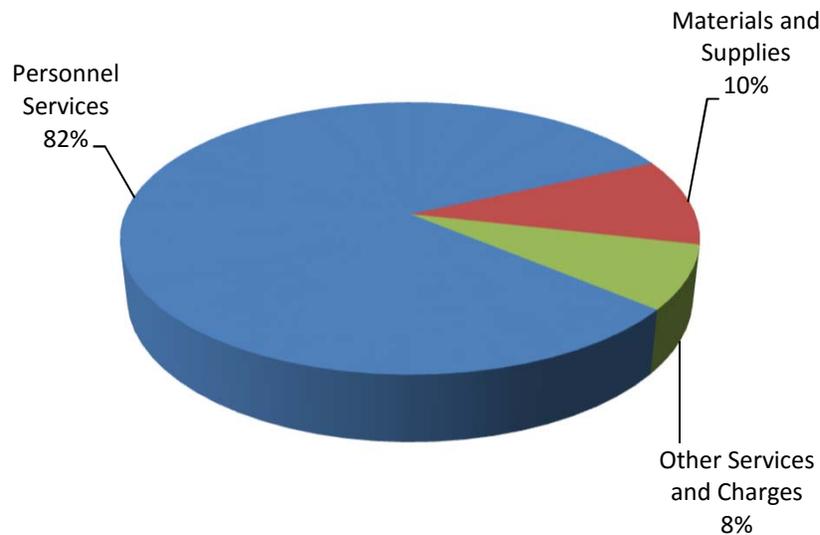
## Staffing and Financial Summary

64-604

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Recreation Supervisor	1	1	1	1
Pool Manager	3	2	2	2.5
	4	3	3	3.5

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$569,965	\$566,396	\$565,638	\$565,034
Materials and Supplies	\$55,156	\$68,834	\$65,000	\$71,300
Other Services and Charges	\$37,447	\$46,211	\$45,297	\$51,982
Capital Outlay	\$0	\$0	\$0	\$0
	\$662,568	\$681,441	\$675,935	\$688,316

### Total 2016 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, personal training, CARE Fit, aerobics, cycling, SilverSneakers, and 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 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

#### 2015 Strategic Accomplishments

- Provided new youth fitness class, Kids Yoga
- Purchased and installed new dumbbells and stepmill for fitness area
- Conducted a successful Tri-Like-a-Do event which allowed individuals the opportunity to participate or observe a variety of classes
- Participated in Department master plan and accreditation processes

#### 2016 Strategic Priorities

- Increase participation numbers in current fitness programs by seeking more effective marketing opportunities
- Expand youth fitness opportunities
- Research and replace elliptical and circuit equipment on fitness floor
- Research and implement new youth fitness concept by pairing athletics and fitness into one class
- Participate in Department accreditation process

## Fitness

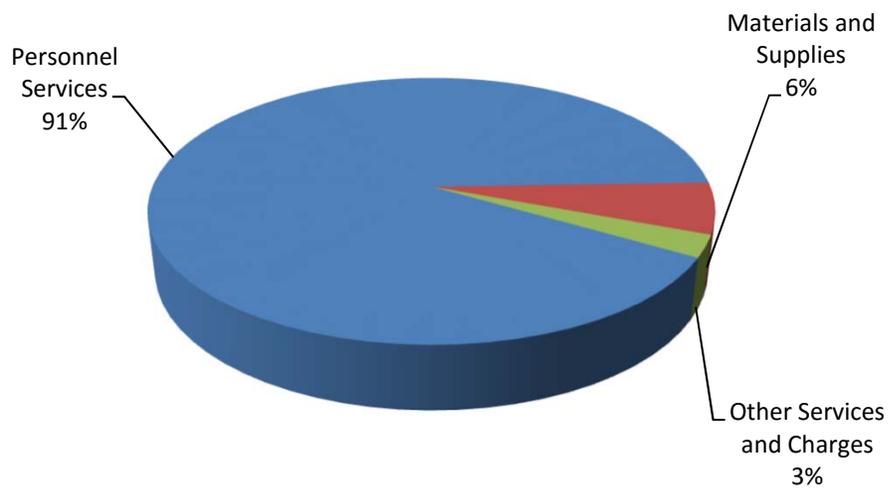
### Staffing and Financial Summary

64-605

	2013 Authorized	2014 Authorized	2015 Authorized	2016 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

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$271,693	\$275,185	\$275,185	\$282,152
Materials and Supplies	\$18,003	\$33,350	\$33,350	\$19,150
Other Services and Charges	\$5,681	\$7,463	\$7,463	\$8,233
Capital Outlay	\$0	\$0	\$0	\$0
	\$295,377	\$315,998	\$315,998	\$309,535

### Total 2016 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 2,000 – 3,000 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

## 2015 Strategic Accomplishments

- Developed a strategic marketing plan for the Department
- Developed and distributed online program/class evaluations to improve customer satisfaction and loyalty, and for marketing research purposes
- Improved use of registration software functions to access and analyze data to improve customer relationship management, including coupon tracking and redemption
- Increased social media “likes” on web page
- Initiated redesign and reorganization of Parks and Recreation webpages
- Increased online registration use and revenue
- Redesigned Parks and Recreation Activities Guide providing an updated, customer-friendly look and feel
- Created an online interactive Activities Guide providing one-click access to online registration, City websites, staff emails and more
- Implemented a highly successful gift card promotion campaign
- Participated in Department master plan and accreditation processes

## 2016 Strategic Priorities

- Redesign Parks and Recreation print materials including flyers, trifold brochures and mailings
- Develop brand identity and implementation strategy for the Parks and Recreation Department
- Develop four to six new marketing campaigns to provide a more proactive and strategic approach to marketing programs and services
- Participate in Department accreditation processes

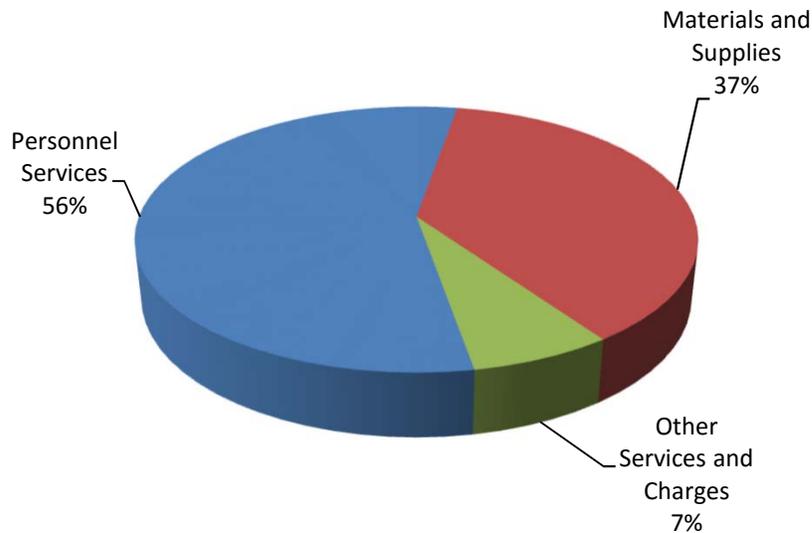
# Marketing

Staffing and Financial Summary  
64-607

	2013 Authorized	2014 Authorized	2015 Authorized	2016 Authorized
Marketing Coordinator	0.5	0.5	0	0
Social Media Specialist	0	0	0.5	0.5
	0.5	0.5	0.5	0.5

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
Personnel Services	\$39,002	\$46,116	\$45,940	\$47,291
Materials and Supplies	\$28,733	\$36,419	\$31,080	\$31,883
Other Services and Charges	\$1,701	\$5,948	\$4,748	\$5,975
Capital Outlay	\$0	\$0	\$0	\$0
	\$69,436	\$88,483	\$81,768	\$85,149

**Total 2016 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

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
<b>Beginning Fund Balance</b>	<b>\$38,206</b>	<b>\$52,615</b>	<b>\$52,615</b>	<b>\$63,740</b>
<b>Revenues</b>				
Building Use Tax	\$8,803	\$6,009	\$6,500	\$4,500
Building Permits	\$3,186	\$3,000	\$3,000	\$3,000
Plan Review Fees	\$2,249	\$2,000	\$1,500	\$2,000
Interest	\$170	\$118	\$125	\$100
One Percent Public Projects	\$0	\$28,110	\$0	\$23,000
<b>Total Revenues</b>	<b>\$14,409</b>	<b>\$39,238</b>	<b>\$11,125</b>	<b>\$32,600</b>
<b>Total Available Funds</b>	<b>\$52,615</b>	<b>\$91,852</b>	<b>\$63,740</b>	<b>\$96,340</b>
<b>Expenditures</b>				
Public Art Acquisition	\$0	\$20,000	\$0	\$0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>
<b>Ending Fund Balance</b>	<b>\$52,615</b>	<b>\$71,852</b>	<b>\$63,740</b>	<b>\$96,340</b>

## 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

	2014	Actual	2015 Adjusted	2015 Estimated	2016 Adopted
<b>Beginning Fund Balance</b>		\$41,075	\$91,539	\$91,539	\$67,866
<b>Revenues</b>					
Interest		\$424	\$350	\$350	\$350
Miscellaneous Revenue		\$74,700	\$977	\$977	\$0
<b>Total Revenues</b>		<b>\$75,124</b>	<b>\$1,327</b>	<b>\$1,327</b>	<b>\$350</b>
<b>Total Available Funds</b>		<b>\$116,199</b>	<b>\$92,867</b>	<b>\$92,866</b>	<b>\$68,216</b>
<b>Expenditures</b>					
Operating Supplies		\$2,863	\$5,000	\$5,000	\$5,000
Other Major Equipment		\$8,800	\$0	\$0	\$0
Building Improvements		\$13,725	\$20,000	\$20,000	\$20,000
<b>Total Expenditures</b>		<b>\$25,388</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>Ending Fund Balance</b>		<b>\$90,812</b>	<b>\$67,867</b>	<b>\$67,866</b>	<b>\$43,216</b>



## 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

#### 2015 Strategic Accomplishments

- Constructed Parks vehicle storage building
- Completed the Master Plan design for the renovation of Prospect Park
- Completed construction of Clear Creek Trail realignment

#### 2016 Strategic Priorities

- Prospect Park Renovation
- Bass Lake retaining wall replacement
- Clear Creek Trail replacement and repairs



Clear Creek Trail

## Open Space Fund

Special Funds

Fund 32

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
<b>Beginning Fund Balance</b>	<b>\$1,196,626</b>	<b>\$1,435,023</b>	<b>\$1,435,023</b>	<b>\$659,239</b>
<b>Revenues</b>				
State Grants	\$0	\$39,975	\$39,975	\$0
Open Space Tax	\$1,054,662	\$885,000	\$950,000	\$900,000
Developer Fees	\$284,068	\$54,940	\$54,940	\$0
County Grants	\$211,000	\$276,121	\$276,121	\$150,000
Interest Earning	\$13,043	\$4,063	\$8,000	\$8,000
Miscellaneous Fees	\$3,000	\$3,000	\$3,000	\$0
Transfers from General Fund	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$1,565,773</b>	<b>\$1,338,099</b>	<b>\$1,332,036</b>	<b>\$1,058,000</b>
<b>Total Available Funds</b>	<b>\$2,762,399</b>	<b>\$2,773,122</b>	<b>\$2,767,059</b>	<b>\$1,717,239</b>
<b>Expenditures</b>				
Acquisitions	\$0	\$0	\$0	\$0
Development Projects	\$817,383	\$1,133,203	\$817,203	\$875,000
Maintenance Projects	\$35,269	\$959,731	\$798,000	\$255,000
Salaries and Benefits	\$474,724	\$492,379	\$492,617	\$499,337
Transfers to General Fund	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$1,327,376</b>	<b>\$2,585,313</b>	<b>\$2,107,820</b>	<b>\$1,629,337</b>
<b>Ending Fund Balance</b>	<b>\$1,435,023</b>	<b>\$187,809</b>	<b>\$659,239</b>	<b>\$87,902</b>

## 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

#### 2015 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
- Improved safety measures to protect Judge, witnesses, and staff when Court is in session

#### 2016 Strategic Priorities

- Improve safety measures to protect Judge, witnesses, and staff while Court is in session
- Provide financial assistance to indigent defendants sentenced to probation
- Provide domestic violence counseling and behavior modification courses
- Support victims of crime by collecting and distributing direct services funds with a portion of court fees and fees imposed in domestic violence convictions



## Municipal Court Fund

Special Funds

Fund 33

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
<b>Beginning Fund Balance</b>	<b>\$72,289</b>	<b>\$77,022</b>	<b>\$77,022</b>	<b>\$79,572</b>
<b>Revenues</b>				
\$1 Court Fees	\$1,787	\$2,000	\$2,000	\$2,000
\$4 Court Fees	\$7,143	\$8,000	\$7,500	\$8,000
Direct Victim Services	\$10,401	\$12,000	\$11,000	\$12,000
Warrants/Judgements	\$2,985	\$4,000	\$3,500	\$4,000
Transcript Fees	\$450	\$1,500	\$1,500	\$1,500
Interest	\$297	\$550	\$550	\$550
<b>Total Revenues</b>	<b>\$23,062</b>	<b>\$28,050</b>	<b>\$26,050</b>	<b>\$28,050</b>
<b>Total Available Funds</b>	<b>\$95,351</b>	<b>\$105,072</b>	<b>\$103,072</b>	<b>\$107,622</b>
<b>Expenditures</b>				
Outside Personnel	\$0	\$0	\$0	\$0
Transcript Fees	\$325	\$1,500	\$1,500	\$1,500
Equipment Maintenance	\$904	\$1,000	\$1,000	\$1,000
Court \$4 Expenses	\$0	\$3,000	\$3,000	\$5,000
Warrants/Judgements	\$2,490	\$4,500	\$4,000	\$4,500
Direct Victim Services	\$10,896	\$14,000	\$12,000	\$14,000
Probation \$1 Expenses	\$3,715	\$2,000	\$2,000	\$3,000
Office Equipment	\$0	\$0	\$0	\$0
Other Major Equipment	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$18,329</b>	<b>\$26,000</b>	<b>\$23,500</b>	<b>\$29,000</b>
<b>Ending Fund Balance</b>	<b>\$77,022</b>	<b>\$79,072</b>	<b>\$79,572</b>	<b>\$78,622</b>

## Conservation Trust Fund

### Special Fund 54

#### 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

#### 2015 Strategic Accomplishments

- Repaired and replaced equipment at Recreation Center
- Replaced Active Adult Center parking lot
- Replaced Hank Stites Park playground

#### 2016 Strategic Priorities

- Replace circuit equipment at Recreation Center
- Resurface miscellaneous park basketball and tennis courts
- Replace frog slide and grates in leisure pool at Recreation Center



## Conservation Trust Fund

Special Funds

Fund 54

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
<b>Beginning Fund Balance</b>	<b>\$573,434</b>	<b>\$326,100</b>	<b>\$326,099</b>	<b>\$215,378</b>
<b>Revenues</b>				
Colorado Lottery	\$298,314	\$300,000	\$300,000	\$300,000
Grants	\$0	\$0	\$0	\$0
Interest	\$895	\$1,000	\$500	\$500
Miscellaneous Income	\$0	\$0	\$0	\$0
Transfers from General Fund	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$299,209</b>	<b>\$301,000</b>	<b>\$300,500</b>	<b>\$300,500</b>
<b>Total Available Funds</b>	<b>\$872,643</b>	<b>\$627,100</b>	<b>\$626,599</b>	<b>\$515,878</b>
<b>Expenditures</b>				
Development Projects	\$250,565	\$100,000	\$100,000	\$120,000
Maintenance Projects	\$295,978	\$317,831	\$311,221	\$373,150
General Fund Transfers	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$546,543</b>	<b>\$417,831</b>	<b>\$411,221</b>	<b>\$493,150</b>
<b>Ending fund Balance</b>	<b>\$326,100</b>	<b>\$209,269</b>	<b>\$215,378</b>	<b>\$22,728</b>

## 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 is based on the life of the asset plus the estimated replacement cost.

#### 2015 Strategic Accomplishments

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

#### 2016 Strategic Priority

- Replace two firewalls to protect the City’s internet by preventing malicious code and hackers from infecting the City’s system
- Continue with regionalization of RMS
- Develop an interface between the new RMS system, Niche and the current Logysis computer-aided dispatch system

## Equipment Replacement Fund

Special Funds  
Fund 57

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
<b>Beginning Fund Balance</b>	<b>\$368,605</b>	<b>\$474,021</b>	<b>\$474,021</b>	<b>\$407,121</b>
<b>Revenues</b>				
E911 Reimbursements	\$0	\$53,000	\$53,000	\$53,000
Transfer from General Fund	\$100,000	\$0	\$0	\$100,000
Interest	\$5,416	\$3,799	\$4,100	\$3,000
<b>Total Revenues</b>	<b>\$105,416</b>	<b>\$56,799</b>	<b>\$57,100</b>	<b>\$156,000</b>
<b>Total Available Funds</b>	<b>\$474,021</b>	<b>\$530,820</b>	<b>\$531,121</b>	<b>\$563,121</b>
<b>Expenditures</b>				
CAD/RMS	\$0	\$0	\$0	\$0
Police Radios	\$0	\$0	\$0	\$0
Other Major Equipment	\$0	\$44,000	\$44,000	\$0
Professional Services	\$0	\$191,000	\$80,000	\$139,000
Other Major Equipment IT	\$0	\$0	\$0	\$230,000
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$235,000</b>	<b>\$124,000</b>	<b>\$369,000</b>
<b>Ending Fund Balance</b>	<b>\$474,021</b>	<b>\$295,820</b>	<b>\$407,121</b>	<b>\$194,121</b>





## Police Department Crime Prevention/Code Enforcement Fund Special Fund 63

### Core Business

- Administer and fund crime prevention programs, community awareness events, and educational classes taught by the Police Department and the Community Services Team
- Develop programs to deter and prevent crime and enhance the quality of life for residents and businesses in the community
- Administer funds designated through the hotel/motel tax to programs relating to the Crime Free Program
- Help hotels and motels comply with the Crime Free Program and reduce the number of calls for police service

### 2015 Strategic Accomplishments

- Inspected more than 200 motel rooms for compliance with City ordinances
- Completed two Crime Prevention Through Environmental Design (CPTED) surveys and provided education to business leaders and residents on the CPTED program
- Promoted the Crime Free Program to City motels and multi-housing complexes
- Implemented a police chaplain program as part of the volunteer effort to involve faith-based community members as partners in crime prevention
- Utilized volunteers at City events and in a traffic safety role
- Conducted a Citizen's Police Academy

### 2016 Strategic Priorities

- Provide education to business owners on the Standard Emergency Contact Update and Response (SECURE) program for afterhours contact
- Further engage the faith-based community in helping to address crime and quality of life issues
- Collaborate with other City Department and community leaders in developing problem-solving strategies to address crime, traffic and quality of life
- Involve volunteers in Walk and Watch program to impact crime issues involving parks and greenbelt areas
- Implement the 2016 Citizen's Police Academy and the Volunteer Academy

## Crime Prevention/Code Enforcement Fund

Special Funds

Fund 63

	2014 Actual	2015 Adjusted	2015 Estimated	2016 Adopted
<b>Beginning Fund Balance</b>	<b>\$280,311</b>	<b>\$346,170</b>	<b>\$346,170</b>	<b>\$285,859</b>
<b>Revenues</b>				
Lodger's Tax	\$413,384	\$300,000	\$300,000	\$300,000
CDOT - Safety fair Grant	\$0	\$0	\$0	\$0
No Proof of Insurance	\$34,336	\$30,000	\$30,000	\$30,000
Interest	\$1,072	\$1,000	\$1,000	\$1,000
<b>Total Revenues</b>	<b>\$448,791</b>	<b>\$331,000</b>	<b>\$331,000</b>	<b>\$331,000</b>
<b>Total Available Funds</b>	<b>\$729,102</b>	<b>\$677,170</b>	<b>\$677,170</b>	<b>\$616,859</b>
<b>Expenditures</b>				
Personnel Services	\$356,726	\$359,051	\$360,576	\$369,383
Materials & Supplies	\$21,431	\$14,150	\$14,150	\$20,100
Other Services & Charges	\$4,775	\$25,123	\$16,585	\$18,533
<b>Total Expenditures</b>	<b>\$382,932</b>	<b>\$398,324</b>	<b>\$391,311</b>	<b>\$408,016</b>
<b>Ending Fund Balance</b>	<b>\$346,170</b>	<b>\$278,846</b>	<b>\$285,859</b>	<b>\$208,843</b>



# Capital Investment Program (CIP)

## About CIP

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

The City of Wheat Ridge continually faces the fact that it 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.

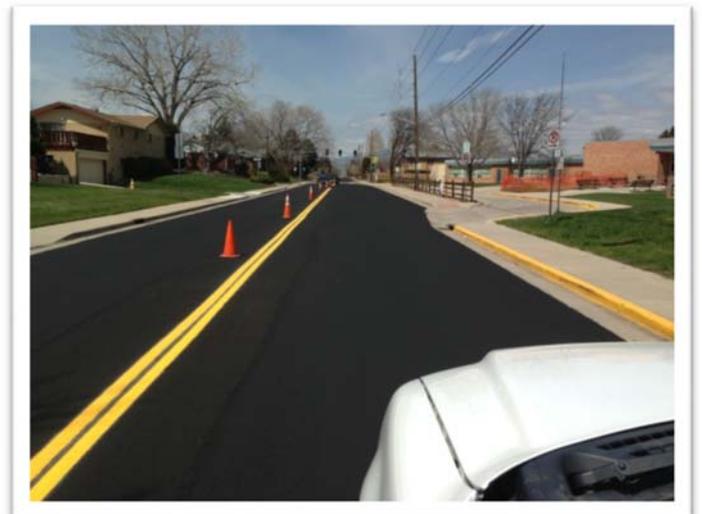
### 2016 Budget Priorities

- Complete bicycle and pedestrian improvements as designated
- Complete next phase of the Wadsworth Blvd. Corridor design and the environmental assessment
- Complete Tabor Street improvements for the Gold Line Station Area
- Complete ADA Transition Plan



New overlay along 41<sup>st</sup> Avenue

Multi-use trail construction along the east side of Kipling Street from 32<sup>nd</sup> to 34<sup>th</sup>



## Capital Investment Program (CIP)

### Special Funds

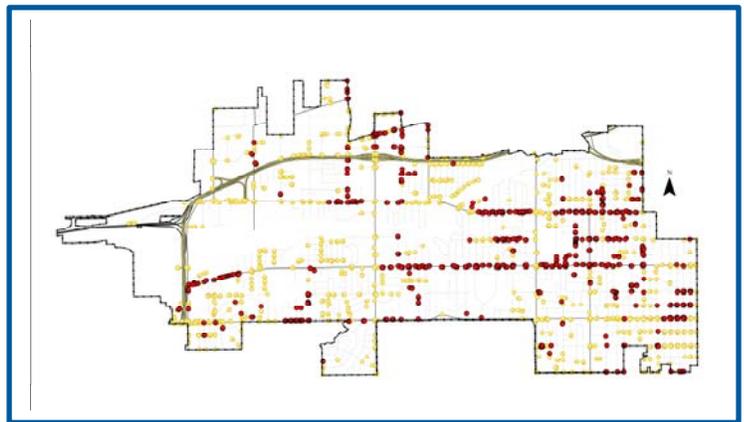
	2014 Actual	2015 Adjusted	2015 Estimated	2016 Proposed
<b>Beginning Fund Balance</b>	<b>\$2,412,039</b>	<b>\$1,996,568</b>	<b>\$1,996,568</b>	<b>\$643,332</b>
<b>Revenues</b>				
Lodger's Tax	\$275,589	\$250,000	\$275,000	\$275,000
Grant - RTD Gold Line Station	\$13,640	\$680,228	\$300,000	\$380,228
Grant - CDOT Wadsworth	\$18,736	\$0	\$0	\$0
Grant - Wadsworth PEL	\$275,270	\$181,000	\$353,496	\$0
Grant- Wadsworth (FED)	\$0	\$0	\$20,000	\$1,200,000
Grant - CDOT Bus Benches	\$121,531	\$0	\$0	\$0
Grant - Kipling Trail	\$0	\$2,199,000	\$1,600,000	\$599,000
Interest	\$13,723	\$10,000	\$25,000	\$10,000
Miscellaneous Revenue	\$17,626	\$0	\$37,679	\$0
Transfers from General Fund	\$3,576,075	\$3,249,970	\$3,249,970	\$2,800,000
<b>Total Revenues</b>	<b>\$4,312,190</b>	<b>\$6,570,198</b>	<b>\$5,861,145</b>	<b>\$5,264,228</b>
<b>Total Available Funds</b>	<b>\$6,724,229</b>	<b>\$8,566,766</b>	<b>\$7,857,713</b>	<b>\$5,907,560</b>
<b>Expenditures</b>				
Drainage	\$892,738	\$621,021	\$460,000	\$279,821
Streets	\$3,936,678	\$8,354,713	\$6,646,381	\$5,500,000
Traffic	\$53,640	\$140,588	\$20,000	\$50,000
Facilities	\$0	\$0	\$0	\$0
Parks & Recreation Projects	\$0	\$0	\$0	\$0
Economic Development	\$0	\$0	\$20,000	\$50,000
Municipal Projects	\$156,292	\$68,000	\$68,000	\$0
Utility Undergrounding	\$0	\$0	\$0	\$0
Transfers to General Fund	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$5,039,348</b>	<b>\$9,184,322</b>	<b>\$7,214,381</b>	<b>\$5,879,821</b>
<b>Ending Fund Balance</b>	<b>\$1,684,881</b>	<b>(\$617,556)</b>	<b>\$643,332</b>	<b>\$27,739</b>

Capital Investment Program  
Project Profile

ADA TRANSITION PLAN			
<b>Project Description:</b> Completion of an ADA Transition Plan (Americans with Disabilities Act) in accordance with Federal and State requirements			
<b>City Goals</b>	Financially Sound	Yes – Required per federal/state mandate	
	Economically Viable	Yes – provides means for a long-term plan to leverage resources for needed improvements with other City projects, such as pavement management.	
	Desirable Neighborhoods	Yes – will provide improved mobility in neighborhoods	
	More Attractive	Yes – Can add with other concurrent improvements in neighborhoods.	
<b>Benefits of Project</b>			
The plan will identify needs and improvements and upgrades needed within street public right-of-ways that may include curb ramps and other types of mobility access amenities. Provides a means for a long-term plan to leverage resources for needed improvements with other City projects, such as pavement management. Costs include City-wide inventory, development of a plan including policies for addressing needs and requirements, and subsequent construction of improvements.			
<b>Plan Estimates</b>			
	2016	2017	2018
Streets/Drainage	\$50,000	\$50,000	\$50,000
Bike/Ped	\$	\$	\$
Utilities	\$	\$	\$
Maintenance	\$	\$	\$
Plans/Studies	\$	\$	\$
Equipment	\$	\$	\$
Other Agency Projects	\$	\$	\$
<b>Total</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>



ADA Ramp



Ramp Location Map

Capital Investment Program  
Project Profile

**BICYCLE AND PEDESTRIAN ANNUAL IMPROVEMENTS**

**Project Description:**

Miscellaneous projects City-wide in accordance with priorities established in the City’s Bike/Ped Master Plan. A variety of projects that may include re-stripping of roadways with bike lanes, construction of missing sidewalk links, and other potential bicycle and pedestrian facilities.

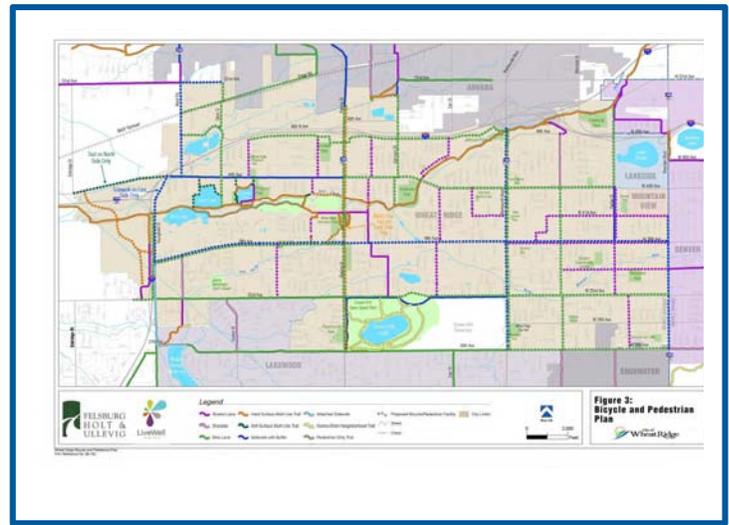
<b>City Goals</b>	Financially Sound	Yes – Generally lower cost alternatives available with exceptions
	Economically Viable	Yes – Addresses multi-modal transportation needs and safety
	Desirable Neighborhoods	Yes – Adds to quality of life, livability, and safety
	More Attractive	Yes – Adds to neighborhood vitality

**Benefits of Project**

Provides alternative transportation and recreation options for residents, including improved and safer access to schools, parks, businesses, and other destinations. In many cases reduces roadway speeds and enhances livability in neighborhoods, as well as improving linkages within Wheat Ridge and neighboring communities. In 2016 the existing master plan will be updated.

**Plan/Project Estimates**

	2016	2017	2018
Streets/Drainage	\$	\$	\$
Bike/Ped	\$	\$100,000	\$100,000
Utilities	\$	\$	\$
Maintenance	\$	\$	\$
Plans/Studies	\$25,000	\$	\$
Equipment	\$	\$	\$
Other Agency Projects	\$	\$	\$
<b>Total</b>	<b>\$25,000</b>	<b>\$100,000</b>	<b>\$100,000</b>



Bicycle lanes are clearly marked for safety and convenience

Capital Investment Program  
Project Profile

**CLEAR CREEK CLOMR AND LOMR**

**Project Description:**

Review of the hydrology of Clear Creek started in 2015, in cooperation with the Urban Drainage and Flood Control District (UDFCD) and the City of Golden. Other partners may also join in this effort at a later date. A preliminary analysis of the stream flows that have been recorded for several decades at a stream gauge in Golden indicate that the calculated flows being utilized to map the regulatory floodplain of Clear Creek may be high. If this is collectively determined to be valid, a Conditional Letter of Map Revision (CLOMR) will be submitted requesting FEMA’s permission to lower the calculated flows to match the stream gauge data. If the CLOMR is approved in the Spring of 2016, a subsequent Letter of Map Revision (LOMR) will be sought to remap portions of the floodplain to reflect the lower flows. If this is the case, a significant number of properties within Wheat Ridge, that are currently within FEMA’s 100-year flood plain, could potentially be removed, eliminating the need for large and expensive capital projects, and providing significant savings in insurance premiums.

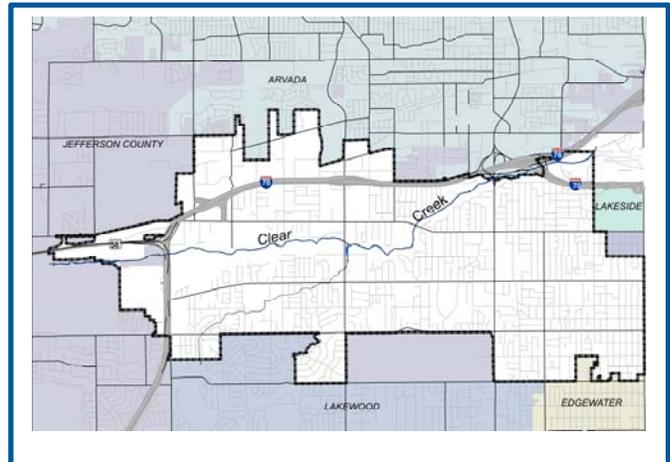
<b>City Goals</b>	Financially Sound	Yes – Will help determine the need and feasibility of future projects
	Economically Viable	Yes – May potentially save the City and property owners significant amounts of money in the future.
	Desirable Neighborhoods	Yes – neighborhoods with flood risk properties may potentially be provided significant risk reductions
	More Attractive	Yes – See above

**Benefits of Project**

Flood risk reduction, including protection of properties, could reduce flood insurance premiums.

**Project Estimates**

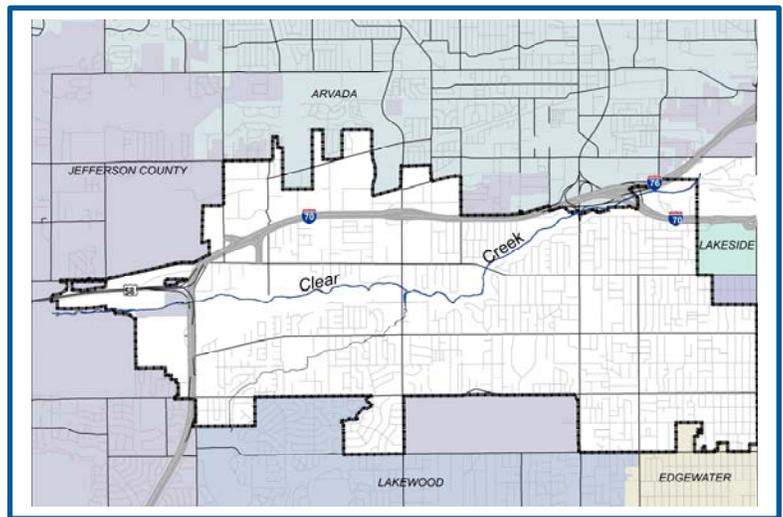
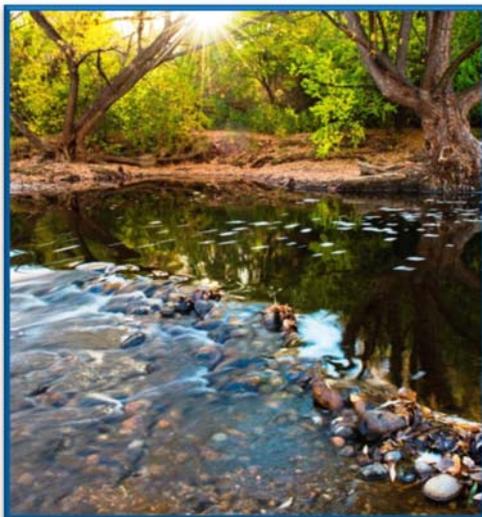
	2016	2017	2018
Streets/Drainage	\$50,000	\$	\$
Bike/Ped	\$	\$	\$
Utilities	\$	\$	\$
Other Agency Projects	\$	\$	\$
<b>Total</b>	<b>\$50,000</b>	<b>\$</b>	<b>\$</b>



Clear Creek

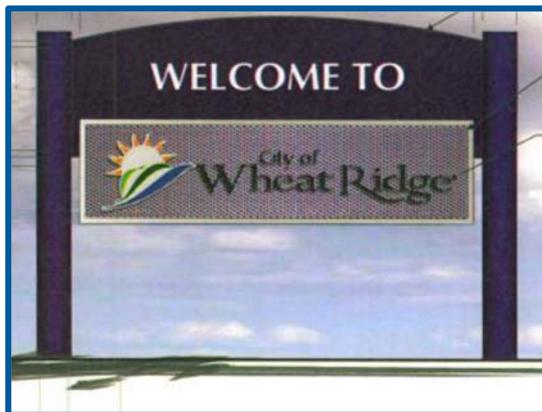
Capital Investment Program  
Project Profile

CLEAR CREEK MASTER PLAN			
<b>Project Description:</b> Per FEMA requirements, if a Conditional Letter of Map Revision (CLOMR), and a subsequent Letter of Map Revision (LOMR) is received in the Spring 2016, revisions to the existing master plan for Clear Creek will also be sought to reflect the impacts of the lower flows. This plan will determine the scope of work and address the extent of the positive impact of proposed future flood mitigation and/or water quality projects.			
<b>City Goals</b>	Financially Sound	Yes – Will determine feasibility of future projects	
	Economically Viable	Yes – In addition to determining feasibility of future projects, the plan will also identify opportunities for leveraging projects and potential funding sources with other agencies	
	Desirable Neighborhoods	Yes – neighborhoods with flood risk properties may potentially be provided significant risk reductions	
	More Attractive	Yes – See above	
<b>Benefits of Projects</b>			
Flood risk reduction opportunities, including protection of properties, reduced flood insurance premiums.			
<b>Project Estimates</b>			
	2016	2017	2018
Streets/Drainage	\$50,000	\$	\$0
Bike/Ped	\$	\$	\$
Utilities	\$	\$	\$
Other Agency Projects	\$	\$	\$
<b>Total</b>	<b>\$50,000</b>	<b>\$</b>	<b>\$</b>

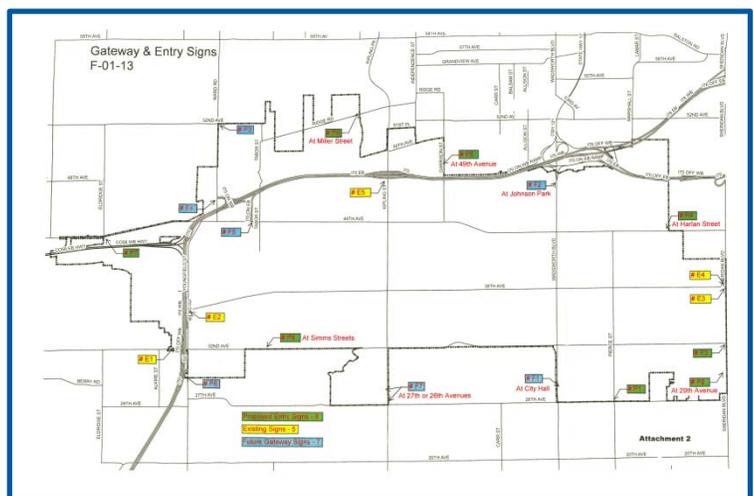


Capital Investment Program  
Project Profile

GATEWAY SIGNAGE PROGRAM			
<b>Project Description:</b>			
The project provides for installation of gateway or entryway signs at various locations throughout the City. A plan has been developed that identifies specific locations where a standard entryway sign on collector or local streets into residential neighborhoods is anticipated. Signs for entry into the City from arterials or major collectors, such as commercial areas, would likely have a larger or custom-designed signs, depending on the need or context of the location. Sign installations may require additional rights-of-way or easement acquisitions and/or will need to address potential utility conflicts prior to construction.			
<b>City Goals</b>	Financially Sound	If there are no utility, property, or easement needs, projects are very feasible.	
	Economically Viable	Yes – May be combined or leveraged with other improvements, such as redevelopments.	
	Desirable Neighborhoods	Yes – Can improve overall sense of community	
	More Attractive	Yes – Can provide aesthetic enhancement for neighborhoods and entries into the City.	
<b>Benefits of Projects</b>			
Projects may improve overall attractiveness and sense of community			
<b>Project Estimates</b>			
	2016	2017	2018
Streets/Drainage	\$50,000	\$	\$
Bike/Ped	\$	\$	\$
Utilities	\$	\$	\$
Other Agency Projects	\$	\$	\$
<b>Total</b>	<b>\$50,000</b>	<b>\$</b>	<b>\$</b>



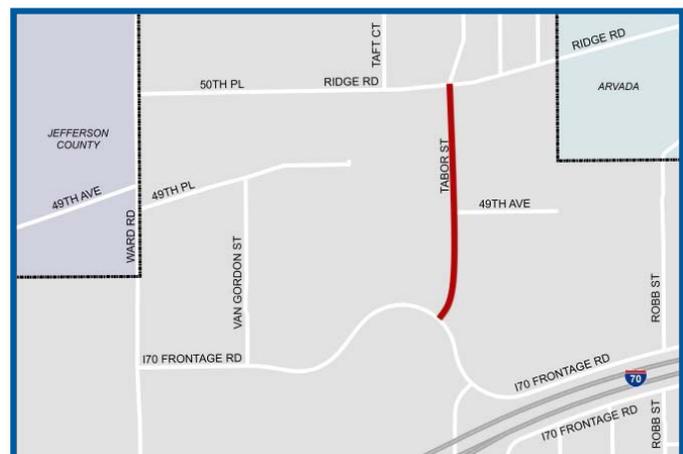
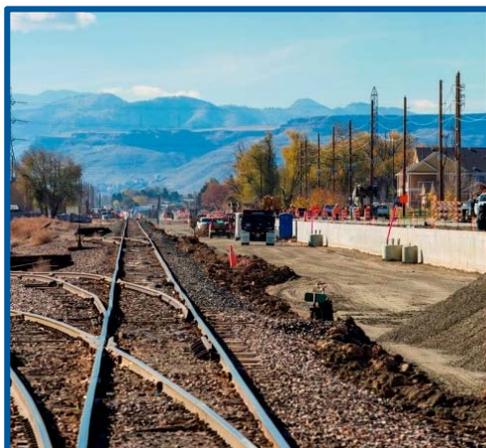
Residential sign rendering and location map



Capital Investment Program  
Project Profile

<b>GOLD LINE STATION STREET PROJECT (TABOR STREET)</b>			
<b>Project Description:</b>			
The project provides for the reconstruction of Tabor Street between the I-70 North Frontage Road and Ridge Road (Gold Line Station). The street will be reconstructed with concrete curb and gutter, new asphalt pavement with on-road bike lanes, sidewalks, and lighting.			
<b>City Goals</b>	Financially Sound	Yes – Upgrades an existing street that is in poor condition and does not currently accommodate future transportation and land use needs	
	Economically Viable	Yes – Addresses multi-modal transportation needs and safety	
	Desirable Neighborhoods	Yes – Adds to quality of life, livability, and safety	
	More Attractive	Yes – Adds to overall attractiveness of the street and area in general	
<b>Benefits of Project</b>			
Provides a reconstruction and upgrade to an existing street that is in poor condition, does not meet future traffic and transportation needs, and has poor drainage. The completed street will accommodate multi-modal transportation options (bicycle, pedestrian, and auto), access the new Gold Line Station (opening in 2016), and enhance redevelopment options in the area in accordance with the Northwest Sub-Area Plan. Funding is provided through a federal grant administered through RTD.			
<b>Construction Estimates</b>			
	2016	2017	2018
Streets/Drainage	\$740,000	\$0	\$0
Bike/Ped	\$	\$	\$
Maintenance	\$	\$	\$
Plans/Studies	\$	\$	\$
Other Agency Projects	\$	\$	\$
<b>Total</b>	<b>\$740,000</b>	<b>\$</b>	<b>\$</b>
<b>Anticipated Funding Source</b>			
Federal (RTD) and City (General Funds) 80/20*	\$740,000	\$0	\$0

\*Cost split may vary depending on right-of-way and/or other costs



Project Location: Tabor Street between I-70 and Ridge Road

## Capital Investment Program Project Profile

KIPLING BICYCLE AND PEDESTRIAN IMPROVEMENTS			
<b>Project Description:</b> The completion (final construction and administration) of the Kipling multi-use trail between 32 <sup>nd</sup> Avenue and 44 <sup>th</sup> Avenue.			
<b>City Goals</b>	Financially Sound	Yes – Reduces long term maintenance costs and enhances safety	
	Economically Viable	Yes – Addresses multi-modal transportation needs	
	Desirable Neighborhoods	Yes – Adds to quality of life, livability and connectivity	
	More Attractive	Yes – Adds to aesthetics and viability of the Kipling corridor	
<b>Benefits of Project</b>			
Completion of the Kipling multi-use trail between 32 <sup>nd</sup> Avenue and 44 <sup>th</sup> Avenue will connect bicyclists and pedestrians between Crown Hill Park, the Clear Creek Regional Trail, the Wheat Ridge Recreation Center, Discovery Park, and Everett School. The trail will also provide a vital north/south transportation link to eventually connect destinations in neighboring communities (Lakewood and Arvada), including the West Line and Gold Line rail stations. The project includes a new bridge over Clear Creek, which was installed in December of 2015.			
<b>Construction Estimates</b>			
	2016	2017	2018
Streets/Drainage	\$	\$	\$
Bike/Ped	\$835,000	\$	\$
Maintenance	\$	\$	\$
Plans/Studies	\$	\$	\$
Other Agency Projects	\$	\$	\$
<b>Total</b>	<b>\$835,000</b>	<b>\$</b>	<b>\$</b>
<b>Anticipated Funding Source</b>			
Federal and City (General) Funds (80/20)*	\$835,000	\$	\$

\*Cost share may vary according to rights-of-way and/or other costs



Project Location: East side of Kipling Street between 32<sup>nd</sup> Avenue and 44<sup>th</sup> Avenue

Capital Investment Program  
Project Profile

**MAPLE GROVE RESERVOIR EMERGENCY PLANNING**

**Project Description:**

Joint study effort with Consolidated Water, Urban Drainage and Flood Control District, and the City of Lakewood to study release rates, establish mapping, and refine communications in the event of excessive rainfall and potential flooding of downstream properties in the event of a 100-year or greater flood event.

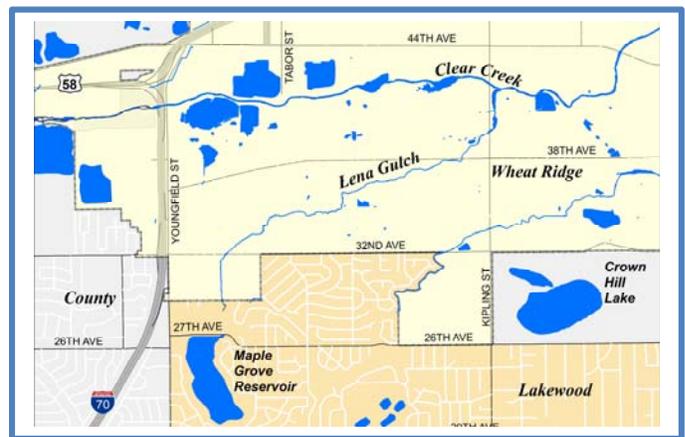
<b>City Goals</b>	Financially Sound	Yes - Relatively low cost
	Economically Viable	Yes - Very large benefit-to-cost ratio
	Desirable Neighborhoods	Yes - Protects properties and enhances public safety
	More Attractive	Yes - Reduces flooding and maintenance needs

**Benefits of Project**

The project/study will provide added protection of properties (public and private) downstream from Maple Grove Reservoir dam (via Lena Gulch) in the event of a major event, as well as assist Police and Public Works in identifying trigger points to issue warnings to residents, impose traffic restrictions, and help provide as much notice and protection as possible.

**Estimated Contribution**

	2016	2017	2018
Streets/Drainage	\$10,000	\$	\$
Bike/Ped	\$	\$	\$
Utilities	\$	\$	\$
Maintenance	\$	\$	\$
Plans/Studies	\$	\$	\$
Equipment	\$	\$	\$
Other Agency Projects	\$	\$	\$
<b>Total</b>	<b>\$10,000</b>	<b>\$</b>	<b>\$</b>

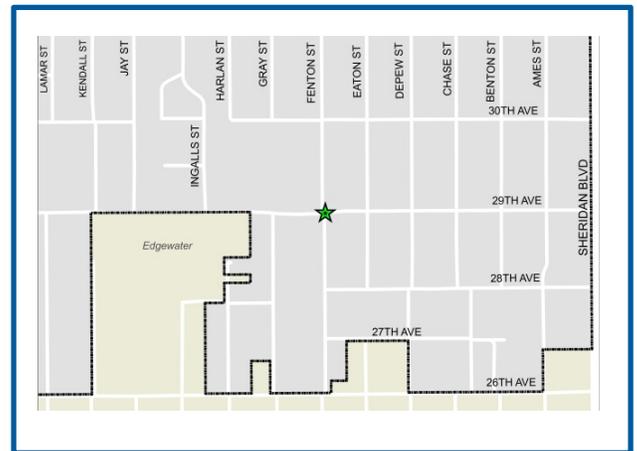


Study Area Location: Lena Gulch between Maple Grove Reservoir and Clear Creek

## Capital Investment Program Project Profile

MINOR STREET IMPROVEMENT PROJECT – 29 <sup>th</sup> Avenue at Fenton St.			
<b>Project Description:</b> Street reconstruction and re-alignment of 29 <sup>th</sup> Avenue as a result of completion of Ashland Reservoir, the Denver Water Reservoir Construction at 29 <sup>th</sup> Avenue and Fenton Street. City contribution is the result of an Inter Government Agreement (IGA) with Denver Water.			
<b>City Goals</b>	Financially Sound	Yes – reduces long term maintenance costs and improves traffic	
	Economically Viable	Yes – Inter-agency partnership	
	Desirable Neighborhoods	Yes – Street Improvement adds to quality of life by improving safety	
	More Attractive	Yes – Street alignment and improvement adds to neighborhood vitality	
<b>Benefits of Project</b>			
With the completion of the Ashland Reservoir project by Denver Water, the intersection of 29 <sup>th</sup> Avenue and Fenton Street will be re-aligned and improved. This improvement has been desired and planned by the City, even before the reservoir project. With Denver Water and the City’s joint participation, this project will complete a long-awaited goal of the City.			
<b>Construction Estimate</b>			
	2016	2017	2018
Streets/Drainage	\$350,000	\$	\$0
Bike/Ped	\$	\$	\$
Utilities	\$	\$	\$
Maintenance	\$	\$	\$
Plans/Studies	\$	\$	\$
Equipment	\$	\$	\$
Other Agency Projects	\$	\$	\$
<b>Total</b>	<b>\$350,000</b>	<b>\$</b>	<b>\$</b>

\*City’s contribution per terms of the IGA with Denver Water

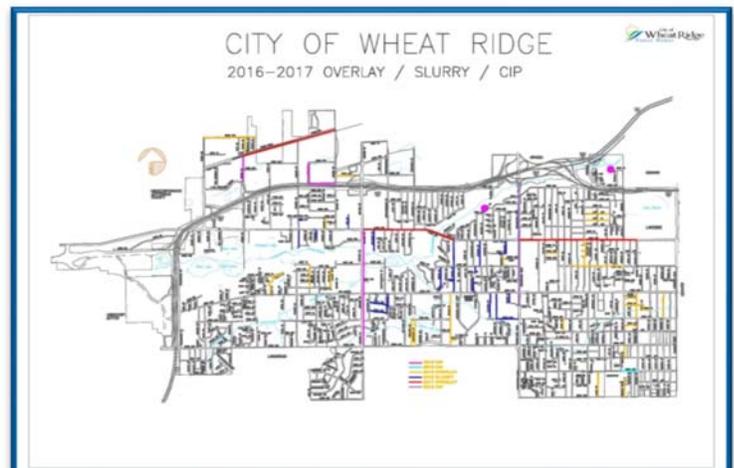


29<sup>th</sup> and Fenton Street

## Capital Investment Program Project Profile

PREVENTIVE MAINTENANCE PROJECTS			
<b>Project Description:</b>			
Each year, the City performs a variety of preventive maintenance projects to maintain the City's roadway infrastructure of over 100 miles of streets. The City utilizes a pavement management system that provides a systematic ranking of street conditions and rehabilitation strategies that includes crack sealing, slurry sealing, and mill and overlay projects. The intent is to provide the best maintenance practices at the appropriate time to effectively maintain and prolong the life of the City's critical street infrastructure investment.			
<b>City Goals</b>	Financially Sound	Yes – The pavement management program and associated annual maintenance projects provide the means for the most effective and economic maintaining of the City's streets.	
	Economically Viable	Yes – Protects and maintains the City's investments, which contribute to the economic vitality and livability of the City. The projects also reduce overall maintenance costs.	
	Desirable Neighborhoods	Yes – Adequately maintained streets supports property values.	
	More Attractive	Yes – Good streets enhance appearance, safety and transportation options.	
<b>Benefits of Project</b>			
The preventive maintenance projects provide a means for the most effective and economic maintenance of the City's streets for the long term, as well as maintaining property values and reducing long-term maintenance costs. These projects also leverage bicycle and pedestrian, and utility and drainage improvements where feasible.			
<b>Cost Estimates</b>			
	2016	2017	2018
Streets/Drainage	\$1,900,000	\$2,000,000	\$2,000,000
Bike/Ped	\$	\$	\$
Maintenance	\$	\$	\$
<b>Total</b>	<b>\$1,900,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>

\*Federal funding attained with local commitment. Complete funding details, including sources and amounts are currently being refined.

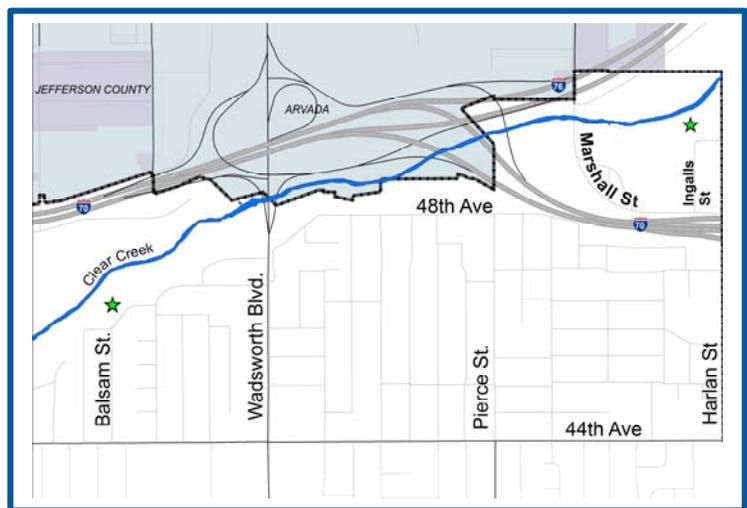


Capital Investment Program  
Project Profile

MISCELLANEOUS DRAINAGE PROJECTS			
<b>Project Description:</b> Rehabilitation and Replacement of two major storm sewer outfalls to Clear Creek.			
<b>City Goals</b>	Financially Sound	Yes - Provides long-term sustainability of public infrastructure investment and reduces maintenance costs	
	Economically Viable	Yes - Feasible to construct: reduces maintenance costs and property damage	
	Desirable Neighborhoods	Yes - Protects public and private property and enhances safety	
	More Attractive	Yes - Protects properties: reduces flooding, erosion, and downstream sedimentation	
<b>Benefits of Project</b>			
Two major storm sewer outfalls that empty into Clear Creek (near Balsam Street and Ingalls Street), have deteriorated and eroded to a stage where severe property damage and public safety issues will eventually result. Completion of the projects will protect public and private property, reduce erosion and maintenance costs, protect water quality to Clear Creek and help restore parkland.			
<b>Construction Estimates</b>			
	2016	2017	2018
Streets/Drainage	\$152,821	\$	\$0
Bike/Ped	\$	\$	\$
Utilities	\$	\$	\$
Maintenance	\$	\$	\$
Plans/Studies	\$	\$	\$
Equipment	\$	\$	\$
Other Agency Projects	\$	\$	\$
<b>Total</b>	<b>\$152,821</b>	<b>\$</b>	<b>\$</b>



Storm sewer outfall



South of Clear Creek near Balsam and Ingalls Streets

Capital Investment Program  
Project Profile

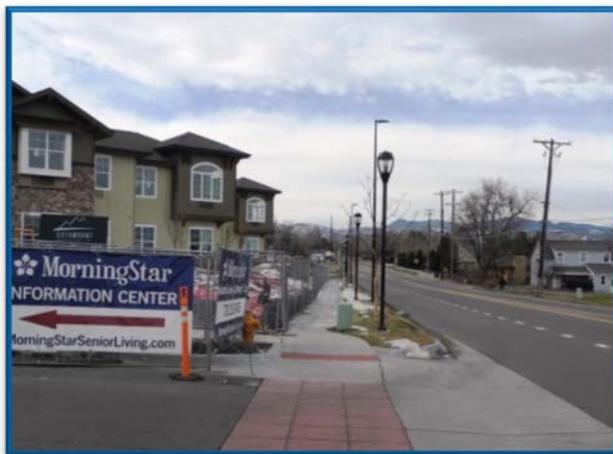
NEIGHBORHOOD TRAFFIC MANAGEMENT PROJECTS			
<b>Project Description:</b> Neighborhood driven projects that essentially provide for traffic calming improvements to address traffic issues that may include speeding and/or traffic volumes. Projects may include speed humps, curb extensions, improved signing and striping, increased enforcement, and/or other measures as requested or petitioned by residents.			
<b>City Goals</b>	Financially Sound	Yes – Project costs may vary, but generally have been feasible within existing budgets since the program commenced in 2014.	
	Economically Viable	Yes – No direct cost to residents	
	Desirable Neighborhoods	Yes – Can improve overall livability in neighborhoods by addressing traffic issues.	
	More Attractive	Yes – Traffic calming measures may enhance attractiveness, depending on type of improvement and value judgement by residents and roadway users alike.	
<b>Benefits of Projects</b>			
Projects may improve overall livability of neighborhood by addressing traffic issues and sense of overall public safety.			
<b>Project Estimates</b>			
	2016	2017	2018
Streets/Drainage	\$50,000	\$0	\$0
Bike/Ped	\$	\$	\$
Utilities	\$	\$	\$
Other Agency Projects	\$	\$	\$
<b>Total</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$</b>



City-wide project  
Example of neighborhood speed bump

Capital Investment Program  
Project Profile

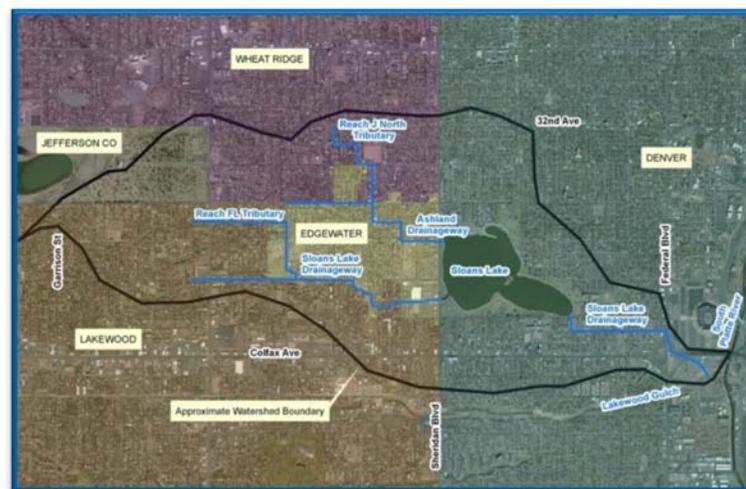
PUBLIC IMPROVEMENT PROJECTS – DEVELOPMENT RELATED			
<b>Project Description:</b> Additional public infrastructure investment related to development/redevelopment projects, providing additional public benefit beyond the development itself. Projects may include City contributions to complete sidewalk gaps adjacent or outside of the development itself, assist in the construction of traffic signals, bicycle/pedestrian enhancements, and/or other constructions that may provide long-term benefits to the City and general public.			
<b>City Goals</b>	Financially Sound	Yes – Opportunities for public/private partnerships	
	Economically Viable	Yes – Addresses long term City needs/sustainability	
	Desirable Neighborhoods	Yes – Adds to quality of life, livability, and safety	
	More Attractive	Yes – Assists redevelopment/property improvements	
<b>Benefits of Project</b>			
Provides overall public benefit in tandem with private redevelopment. Provides opportunities leverage strategically with partners to complete public improvements that may or may not be the attributable to the development itself. Projects can take advantage of construction timing and resources where normally would not be available.			
<b>Construction Contribution Estimates</b>			
	2016	2017	2018
Streets/Drainage	\$100,000	\$	\$
Bike/Ped	\$	\$	\$
Maintenance	\$	\$	\$
Plans/Studies	\$	\$	\$
Equipment	\$	\$	\$
Other Agency Projects	\$	\$	\$
<b>Total</b>	<b>\$100,000</b>	<b>\$</b>	<b>\$</b>



Public infrastructure improvements include sidewalks and lighting  
City-wide project on an as needed basis

## Capital Investment Program Project Profile

SLOANS LAKE MDP & FHAD UPDATE			
<p>The Sloans Lake Master Drainage Plan (MDP) and Flood Hazard Area Delineation (FHAD) were last updated in 1977. The MDP provides guidance on drainage system improvements that can be implemented to reduce flooding potential; in this case, in the southeast portion of the City. The FHAD determines floodplain limits; in this case, that are not regulated by FEMA. The City can use these floodplain limits to alert property owners of the potential for flooding and can also decide to regulate them to help reduce the risk of flooding. This work is being done in partnership with Denver, Lakewood, and Urban Drainage and Flood Control District (UDFCD)</p>			
<b>City Goals</b>	Financially Sound	Yes – Will determine the need and feasibility of future projects	
	Economically Viable	Yes – In addition to determining feasibility of future projects, the plan will also identify opportunities for leveraging projects and potential funding sources with other projects and agencies	
	Desirable Neighborhoods	Yes – Drainage improvements and reduced flooding risks may be identified.	
	More Attractive	Yes – Prevention of flooding and protection of property	
<b>Benefits of Study/Project</b>			
Drainage improvement projects and flood risk reduction opportunities, including protection of properties may be identified.			
<b>Project Estimates</b>			
	2016	2017	2018
Streets/Drainage	\$17,000	\$	\$
Bike/Ped	\$	\$	\$
Utilities	\$	\$	\$
Other Agency Projects	\$	\$	\$
<b>Total</b>	<b>\$17,000</b>	<b>\$</b>	<b>\$</b>



2015  
Map of Sloans Lake Basin MDP & FHAD

Capital Investment Program  
Project Profile

<b>WADSWORTH BOULEVARD ENVIRONMENTAL ASSESSMENT, DESIGN, AND CONSTRUCTION</b>			
<b>Project Description:</b>			
The project provides for the planning, design, and eventual reconstruction of Wadsworth Boulevard between 34 <sup>th</sup> Avenue and I-70. Efforts in 2016 and 2017 will consist primarily of completion of an environmental assessment and identification of right-of-way acquisition needs.			
<b>City Goals</b>	Financially Sound	Yes – The combination and leveraging of federal, city, state, and other funds will address traffic congestion, safety, capacity, and multi-modal transportation needs well into the future.	
	Economically Viable	Yes – In addition to rehabilitating deteriorating roadway, it will improve economic opportunities within the corridor	
	Desirable Neighborhoods	Yes – Adds to value and future redevelopment opportunities	
	More Attractive	Yes – Plan includes streetscape and other amenities	
<b>Benefits of Project</b>			
Provides much of the up-front design and environmental work needed for the eventual reconstruction of Wadsworth Boulevard, including improvements that address future needs for capacity and safety, drainage and utilities, pedestrian and bicycle mobility, and overall public safety. The eventual improvements will provide opportunities for future redevelopment and economic growth in the corridor.			
<b>Wadsworth Boulevard Cost Estimates</b>			
	2016	2017	2018
Streets/Drainage	\$1,500,000	\$2,000,000	\$2,000,000
Bike/Ped	\$	\$	\$
Utilities	\$	\$	\$
Maintenance	\$	\$	\$
Other Agency Projects	\$	\$	\$
<b>Total</b>	<b>\$1,500,000</b>	<b>\$2,000,000</b>	<b>\$2,000,000</b>

\*Federal funding attained with local commitment. Complete funding details, including sources and amounts are currently being refined.



Between 34<sup>th</sup> Avenue and I-70



Wadsworth Rendering



REVENUES													
	2014	2015	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
	ACTUAL	ADJUSTED	ESTIMATED	ADOPTED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	
30-580-00-589	<b>Beginning Fund Balance</b>	\$2,412,039	\$1,996,568	\$1,996,568	\$643,332	\$27,739	\$662,739	\$247,739	\$32,739	\$797,739	\$632,739	\$467,739	\$302,739
30-500-00-508	Lodger's Tax	\$275,589	\$250,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000
30-520-11-539	Grant - RTD Gold Line Station	\$13,640	\$680,228	\$300,000	\$380,228	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-520-03-539	Grant-CDOT-Wadsworth	\$18,736	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-520-09-539	Grant - Wadsworth PEL	\$275,270	\$181,000	\$353,496	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-520-12-539	Grant - Wadsworth Widening (FED)	\$0	\$0	\$20,000	\$1,200,000	\$1,600,000	\$6,200,000	\$12,000,000	\$4,280,000	\$0	\$0	\$0	\$0
30-520-13-539	Grant - Wadsworth Widening (CDOT & Other)	\$0	\$0	\$0	\$0	\$0	\$3,500,000	\$0	\$10,400,000	\$0	\$0	\$0	\$0
30-520-10-539	CDOT Grant-Bus Benches	\$121,531	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-520-08-539	Grant - Kipling Trail	\$0	\$2,199,000	\$1,600,000	\$599,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-580-00-581	Interest	\$13,723	\$10,000	\$25,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
30-580-00-588	Misc. Revenue	\$17,626	\$0	\$37,679	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-590-00-591	Transfer from General Fund	\$3,576,075	\$3,249,970	\$3,249,970	\$2,800,000	\$3,000,000	\$3,000,000	\$5,500,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000
	<b>TOTAL REVENUE</b>	<b>\$4,312,190</b>	<b>\$6,570,198</b>	<b>\$5,861,145</b>	<b>\$5,264,228</b>	<b>\$4,885,000</b>	<b>\$12,985,000</b>	<b>\$17,785,000</b>	<b>\$17,965,000</b>	<b>\$3,285,000</b>	<b>\$3,285,000</b>	<b>\$3,285,000</b>	<b>\$3,285,000</b>
	<b>TOTAL AVAILABLE FUNDS</b>	<b>\$6,724,229</b>	<b>\$8,566,766</b>	<b>\$7,857,713</b>	<b>\$5,907,560</b>	<b>\$4,912,739</b>	<b>\$13,647,739</b>	<b>\$18,032,739</b>	<b>\$17,997,739</b>	<b>\$4,082,739</b>	<b>\$3,917,739</b>	<b>\$3,752,739</b>	<b>\$3,587,739</b>
EXPENDITURES													
	2014	2015	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
	ACTUAL	ADJUSTED	ESTIMATED	ADOPTED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	PROPOSED	
	<b>DPW DRAINAGE</b>												
30-302-800-831	Maple Grove Reservoir	\$0	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30-302-800-833	Misc. Drainage Improvements Projects	\$17,626	\$252,821	\$100,000	\$152,821	\$0	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	
30-302-800-834	Arvada Channel Improvements	\$0	\$350,000	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-302-800-835	29th Ave Drainage Improvements	\$875,112	\$8,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-302-800-836	Sloans Lake MDP & FHAD Update	\$0	\$0	\$0	\$17,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-302-800-837	Clear Creek Master Plan Update	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-302-800-838	Clear Creek CLOMR and LOMR	\$0	\$0	\$10,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>TOTAL DRAINAGE</b>	<b>\$892,738</b>	<b>\$621,021</b>	<b>\$460,000</b>	<b>\$279,821</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	
	<b>DPW STREETS</b>												
30-303-800-840	Minor Street Improvements Projects	\$7,535	\$0	\$0	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-303-800-841	32nd & Youngfield improvements	\$1,398,777	\$22,590	\$91,590	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-303-800-842	Kipling pedestrian improvements	\$440,633	\$2,874,344	\$2,000,000	\$835,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-303-800-851	Public Improvement Projects, Dev. Related	\$25,000	\$0	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
30-303-800-852	Bike/Pedestrian Improvements	\$82,979	\$197,094	\$197,094	\$0	\$100,000	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
30-303-800-853	Bike/Pedestrian Master Plan	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-303-800-854	Wadsworth PEL	\$656,692	\$852,924	\$470,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-303-800-860	Gold Line station street project	\$21,477	\$780,064	\$300,000	\$740,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-303-800-861	ADA Transition Plan	\$0	\$50,000	\$10,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
30-303-800-864	Street Lights, Installation of Approved Lights	\$0	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-303-800-865	Wadsworth EA Design and Construction	\$0	\$0	\$0	\$1,500,000	\$2,000,000	\$11,250,000	\$16,000,000	\$14,750,000	\$0	\$0	\$0	
30-303-800-884	Preventive Maintenance Projects	\$1,230,351	\$3,562,699	\$3,562,699	\$1,900,000	\$2,000,000	\$2,000,000	\$1,850,000	\$2,000,000	\$3,000,000	\$3,000,000	\$3,000,000	
30-303-800-892	38th Ave Revitalization	\$73,234	\$4,998	\$4,998	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>TOTAL STREETS</b>	<b>\$3,936,678</b>	<b>\$8,354,713</b>	<b>\$6,646,381</b>	<b>\$5,500,000</b>	<b>\$4,250,000</b>	<b>\$13,400,000</b>	<b>\$18,000,000</b>	<b>\$17,000,000</b>	<b>\$3,250,000</b>	<b>\$3,250,000</b>	<b>\$3,250,000</b>	
	<b>DPW TRAFFIC</b>												
30-304-800-843	Traffic Signal Improvement Project	\$53,640	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-304-800-844	Neighborhood Traffic Management Projects	\$0	\$140,588	\$20,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>TOTAL TRAFFIC</b>	<b>\$53,640</b>	<b>\$140,588</b>	<b>\$20,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
	<b>DPW FACILITIES</b>												
30-305-800-811	New Shop Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>TOTAL DPW FACILITIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
	<b>PARKS &amp; RECREATION CAPITAL PROJECTS</b>												
30-603-800-864	Parking Lots and Drives Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>TOTAL PARKS &amp; RECREATION</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
	<b>ECONOMIC DEVELOPMENT</b>												
30-610-700-725	Conditions Surveys - URA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
30-610-700-724	Gateway Signage Program	\$0	\$0	\$20,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
	<b>MUNICIPAL CAPITAL PROJECTS</b>												
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	\$156,292	\$68,000	\$68,000	\$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	\$0	\$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	
	<b>TOTAL MUNICIPAL</b>	<b>\$156,292</b>	<b>\$68,000</b>	<b>\$68,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
	<b>UTILITY UNDERGROUNDING EXPENDITURES</b>												
30-306-800-802	Easements and ROW	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>TOTAL UNDERGROUNDING</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
	<b>Transfers</b>												
30-902-890-891	General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>TOTAL TRANSFERS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
	<b>TOTAL EXPENDITURES</b>	<b>\$5,039,348</b>	<b>\$9,184,322</b>	<b>\$7,214,381</b>	<b>\$5,879,821</b>	<b>\$4,250,000</b>	<b>\$13,400,000</b>	<b>\$18,000,000</b>	<b>\$17,200,000</b>	<b>\$3,450,000</b>	<b>\$3,450,000</b>	<b>\$3,450,000</b>	
	<b>ENDING FUND BALANCE</b>	<b>\$1,684,881</b>	<b>-\$617,556</b>	<b>\$643,332</b>	<b>\$27,739</b>	<b>\$662,739</b>	<b>\$247,739</b>	<b>\$32,739</b>	<b>\$797,739</b>	<b>\$632,739</b>	<b>\$467,739</b>	<b>\$302,739</b>	

## 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 and adjusted minimum pay rates to

reflect the increase in minimum wage. The next market survey update for both pay plans will be conducted in 2016.

Employees will be eligible for a performance increase effective January 3, 2016. Following the performance evaluation due dates scheduled in the fall of 2015, 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
<b>Salary Grade 10</b>			<b>\$27,000</b>	<b>\$36,400</b>
Parks & Rec /Recreation		Custodian	\$12.98	\$17.50
Parks & Rec /Parks		Maintenance Worker I - Parks		
<b>Salary Grade 20</b>			<b>\$29,600</b>	<b>\$41,400</b>
Parks & Rec /Recreation		Operations Support Technician I-P&R	\$14.23	\$19.90
Public Works		Maintenance Worker I		
<b>Salary Grade 30</b>			<b>\$32,300</b>	<b>\$45,200</b>
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		
<b>Salary Grade 40</b>			<b>\$35,000</b>	<b>\$49,000</b>
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		
<b>Salary Grade 50</b>			<b>\$37,100</b>	<b>\$53,900</b>
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		

<b>Salary Grade 60</b>		<b>\$40,100</b>	<b>\$58,100</b>
Mayor's Office	Admin. Assistant-Mayor/Council	\$19.28	\$27.93
Community Development	Administrative Assistant-CD		
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 Specialist		
Parks & Rec /Recreation	Facility Coordinator		
Parks & Rec /Recreation	Facilities Maintenance Technician		
Parks & Rec /Recreation	Recreation Coordinator		
<b>Salary Grade 70</b>		<b>\$44,200</b>	<b>\$64,200</b>
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		
<b>Salary Grade 80</b>		<b>\$48,400</b>	<b>\$72,600</b>
	No positions	\$23.27	\$34.90
<b>Salary Grade 90</b>		<b>\$53,200</b>	<b>\$79,700</b>
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		
<b>Salary Grade 100</b>		<b>\$59,200</b>	<b>\$88,800</b>
	No positions	\$28.46	\$42.69
<b>Salary Grade 110</b>		<b>\$70,000</b>	<b>\$105,000</b>
Police Department	Sergeant	\$33.65	\$50.48

# Exempt Summary Report

## Job Titles Listed by Salary Grade

Salary Grade		Job Title	Range Minimum	Range Maximum
<b>Salary Grade 200</b>			<b>\$43,400</b>	<b>\$65,000</b>
Community Development		Planner Technician	\$20.87	\$31.25
<b>Salary Grade 210</b>			<b>\$49,600</b>	<b>\$74,400</b>
Community Development		Planner II	\$23.85	\$35.77
Administrative Services		Sales Tax Auditor		
Parks & Rec/Recreation		Parks & Recreation Analyst		
Public Works		Stormwater Coordinator		
<b>Salary Grade 220</b>			<b>\$54,400</b>	<b>\$81,600</b>
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 Analyst		
Administrative Services		Human Resources Business Partner		
Police Department		Training & Accreditation Manager		
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		
<b>Salary Grade 230</b>			<b>\$62,700</b>	<b>\$94,100</b>
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		Public Information Officer		
Administrative Services		Assistant to the City Manager		
<b>Salary Grade 240</b>			<b>\$69,200</b>	<b>\$103,800</b>
Public Works		Civil Engineer II	\$33.27	\$49.90
Administrative Services		Network Administrator		
Community Development		Senior Planner		
<b>Salary Grade 250</b>			<b>\$77,000</b>	<b>\$115,600</b>
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		

<b>Salary Grade 260</b>		<b>\$82,400</b>	<b>\$127,600</b>
Public Works	Engineering Manager	\$39.62	\$61.35
Administrative Services	IT Manager		
Police Department	Police Commander		
<b>Salary Grade 270</b>		<b>\$88,600</b>	<b>\$137,400</b>
Police Department	Police Division Chief	\$42.60	\$66.06
<b>Salary Grade 280</b>		<b>\$97,300</b>	<b>\$150,700</b>
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		
<b>Salary Grade 290</b>		<b>\$107,500</b>	<b>\$166,500</b>
Police Department	Chief of Police	\$51.68	\$80.05
<b>Salary Grade 300</b>		<b>\$126,900</b>	<b>\$203,100</b>
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
<b>Salary Grade PT1</b>			<b>\$8.03</b>	<b>\$10.82</b>
Parks & Recreation	Assistant Coach			
	Building Supervisor			
	Childcare Attendant			
	Climbing Wall Attendant			
	Concession Worker			
	Gym Attendant			
	Recreation Aide			
	Weight Room Attendant			
<b>Salary Grade PT2</b>			<b>\$8.65</b>	<b>\$12.12</b>
Parks & Recreation	Coach			
	Guest Service Attendant			
	Head Childcare Attendant			
	Head Weight Room Attendant			
	Instructor - Sports			
	Lifeguard			
	Maintenance Worker - Seasonal			
	Scorekeeper			
<b>Salary Grade PT3</b>			<b>\$9.52</b>	<b>\$13.37</b>
Parks & Recreation	Head Coach			
	Head Lifeguard			
	Lead Maintenance Worker - Seasonal			
	Preschool Group Leader - Licensed			
	Summer Camp Specialist			
	Water Safety Instructor			
<b>Salary Grade PT4</b>			<b>\$10.87</b>	<b>\$15.77</b>
Parks & Recreation	Custodian			
<b>Salary Grade PT5</b>			<b>\$12.36</b>	<b>\$17.93</b>
Parks & Recreation	Concession Manager			
	Driver			
	Instructor - Dance			
	Instructor - Recreation			
	Recreation Leader			
	Sports Official			

<b>Salary Grade PT6</b>		<b>\$13.56</b>	<b>\$19.62</b>
Parks & Recreation	Summer Camp Specialist		
Parks & Recreation	Preschool Specialist - Licensed		
Parks & Recreation	Wellness Instructor I and II		
<b>Salary Grade PT7</b>		<b>\$15.29</b>	<b>\$22.88</b>
Parks & Recreation	Instructor - Aqua Aerobics		
	Instructor - Fitness		
	Instructor - Martial Arts		
Police Department	Community Service Officer		
<b>Salary Grade PT8</b>		<b>\$17.31</b>	<b>\$25.96</b>
Parks & Recreation	Facility Assistant		
	GIS Technician - Parks		
	Instructor - Nutritionist		
	Personal Trainer		
	Pool Manager		
<b>Salary Grade PT9</b>		<b>\$19.47</b>	<b>\$29.18</b>
Parks & Recreation	Graphic Designer		
	Instructor - Special Fitness		
	Wellness Therapist		

## Staffing Table

	2013	2014	2015	2016
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
<b>GENERAL FUND</b>				
<b>LEGISLATIVE</b>				
<b>Legislative Services</b>				
Mayor - <b>1 position</b>	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>
Council Member - <b>8 positions</b>	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>
Administrative Assistant	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<b>Total</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>
<b>TREASURY</b>				
<b>Treasury</b>				
City Treasurer	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>
<b>CITY MANAGER'S OFFICE</b>				
<b>General Management Services</b>				
City Manager	1.000	1.000	1.000	1.000
Economic Development Manager	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<b>Total</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>
<b>CITY ATTORNEY</b>				
<b>Legal Services</b>				
City Attorney	<i>Contracted</i>	<i>Contracted</i>	<i>Contracted</i>	<i>Contracted</i>
<b>CITY CLERK</b>				
<b>City Clerk</b>				
City Clerk	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>	<i>Elected</i>
Deputy City Clerk	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<b>Total</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>
<b>MUNICIPAL COURT</b>				
<b>Municipal Court</b>				
Municipal Judge	<i>Contracted</i>	<i>Contracted</i>	<i>Contracted</i>	<i>Contracted</i>
Court Administrator	1.000	1.000	1.000	1.000
Deputy Court Administrator	0.000	0.000	1.000	1.000
Deputy Court Clerk II	3.000	3.000	3.000	3.000
Deputy Court Clerk I	3.875	3.875	3.000	3.000
Probation Officer	1.000	1.000	1.000	1.000
Court Marshal	<u>1.260</u>	<u>1.260</u>	<u>1.250</u>	<u>1.250</u>
<b>Total</b>	<b>10.135</b>	<b>10.135</b>	<b>10.250</b>	<b>10.250</b>

## Staffing Table

	2013	2014	2015	2016
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
<b>ADMINISTRATIVE SERVICES</b>				
<b>Administration</b>				
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	1.000	1.000
Management Analyst	1.000	1.000	0.000	0.000
Operations Support Technician II	1.000	1.000	1.000	1.000
<i>Subtotal</i>	4.000	4.000	4.000	4.000
<b>Public Information Office</b>				
Public Information Officer	<u>0.000</u>	<u>0.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	0.000	0.000	1.000	1.000
<b>Finance</b>				
Finance Manager	0.000	0.000	0.000	1.000
Accounting Supervisor	1.000	1.000	1.000	0.000
Accounting Technician	1.000	1.000	1.000	1.000
Payroll Specialist	0.000	0.000	1.000	1.000
Payroll Technician	<u>0.750</u>	<u>1.000</u>	<u>0.000</u>	<u>0.000</u>
<i>Subtotal</i>	2.750	3.000	3.000	3.000
<b>Sales Tax</b>				
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
<b>Human Resources</b>				
Human Resources Manager	1.000	1.000	1.000	1.000
Human Resources Business Partner	0.000	0.000	2.000	2.000
Senior HR Analyst	1.000	1.000	0.000	0.000
Human Resources Analyst	<u>1.000</u>	<u>1.000</u>	<u>0.000</u>	<u>0.000</u>
<i>Subtotal</i>	3.000	3.000	3.000	3.000
<b>Purchasing and Contracting</b>				
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
<b>Information Systems</b>				
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 Analyst	0.000	0.000	1.000	1.000
GIS Specialist	1.000	1.000	0.000	0.000
IT Technician	0.000	0.000	1.000	1.000
Web & Imaging Technician	0.500	0.500	0.000	0.000
Help Desk Technician	<u>0.500</u>	<u>0.500</u>	<u>0.000</u>	<u>0.000</u>
<i>Subtotal</i>	6.000	6.000	6.000	6.000
<b>Total</b>	<b>20.250</b>	<b>20.500</b>	<b>21.500</b>	<b>21.500</b>

## Staffing Table

	2013	2014	2015	2016
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
<b>COMMUNITY DEVELOPMENT</b>				
<b>Administration</b>				
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
<b>Planning</b>				
Senior Planner	1.000	1.000	1.000	1.000
Planner II	1.000	1.000	1.000	1.000
Planner I	1.000	1.000	0.000	0.000
Planning Technician	<u>0.000</u>	<u>0.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	3.000	3.000	3.000	3.000
<b>Building</b>				
Chief Building Official	1.000	1.000	1.000	1.000
Plans Examiner/Inspector	1.000	1.000	2.000	2.000
Combination Inspector	1.000	2.000	1.000	1.000
Property Inspector	0.000	0.000	0.000	0.000
Senior Permit Technician	0.000	0.000	1.000	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	5.000	6.000	6.000
<b>Long Range Planning</b>				
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
<b>Total</b>	<b>10.000</b>	<b>11.000</b>	<b>12.000</b>	<b>12.000</b>

### POLICE DEPARTMENT

#### Administration

Chief of Police	1.000	1.000	1.000	1.000
Division Chief	0.000	1.000	1.000	1.000
Police Commander	1.000	0.000	0.000	0.000
Police Sergeant	1.000	1.000	1.000	1.000
Administrative Assistant	1.000	2.000	2.000	2.000
Police Support Technician	<u>0.500</u>	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
<i>Subtotal</i>	4.500	5.000	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	1.000	1.000
Lead Emergency Services Specialist	1.000	1.000	0.000	0.000
Emergency Services Specialist	<u>9.000</u>	<u>9.000</u>	<u>11.000</u>	<u>11.000</u>
<i>Subtotal</i>	11.000	11.000	13.000	13.000

## Staffing Table

	2013	2014	2015	2016
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
<b>Crime Prevention Team</b>				
Police Sergeant	0.500	0.500	0.500	0.500
Crime Prevention Officer	1.000	0.000	0.000	0.000
School Resource Officer	<u>2.000</u>	<u>2.000</u>	<u>3.000</u>	<u>2.000</u>
<i>Subtotal</i>	3.500	2.500	3.500	2.500
<b>Grants</b>				
Police Officer	<u>3.000</u>	<u>3.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	3.000	3.000	1.000	1.000
<b>Records Team</b>				
Records Supervisor	1.000	1.000	1.000	1.000
Records Management Specialist	<u>3.000</u>	<u>3.000</u>	<u>5.000</u>	<u>5.000</u>
<i>Subtotal</i>	4.000	4.000	6.000	6.000
<b>Accreditation &amp; Training</b>				
PIO/Training Coordinator	1.000	1.000	0.000	0.000
Accreditation Manager/Training Coordinator	<u>0.000</u>	<u>0.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	1.000	1.000	1.000	1.000
<b>Patrol Operations</b>				
Division Chief	1.000	1.000	1.000	1.000
Police Commander	2.000	2.000	2.000	2.000
Police Lieutenant	0.000	0.000	0.000	0.000
Police Sergeant	6.000	6.000	6.000	6.000
Police Officer	35.000	36.000	36.000	36.000
Operations Support Tech III	0.500	0.000	0.000	0.000
Operations Support Tech II	<u>2.000</u>	<u>2.000</u>	<u>0.000</u>	<u>0.000</u>
<i>Subtotal</i>	46.500	47.000	45.000	45.000
<b>Investigations Bureau</b>				
Police Commander	1.000	1.000	1.000	1.000
Police Lieutenant	0.000	0.000	0.000	0.000
Police Sergeant	2.000	2.000	2.000	2.000
Police Officer	12.000	12.000	13.000	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>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	20.000	20.000	21.000	21.000
<b>Crime &amp; Traffic Team</b>				
Police Sergeant	1.000	1.000	1.000	1.000
Police Officer	<u>4.000</u>	<u>4.000</u>	<u>4.000</u>	<u>4.000</u>
<i>Subtotal</i>	5.000	5.000	5.000	5.000
<b>Total</b>	<b>101.500</b>	<b>101.500</b>	<b>103.500</b>	<b>102.500</b>

## Staffing Table

	2013	2014	2015	2016
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
<b>PUBLIC WORKS DEPARTMENT</b>				
<b>Administration</b>				
Public Works Director	1.000	1.000	1.000	1.000
Subtotal	1.000	1.000	1.000	1.000
<b>Engineering</b>				
Engineering Manager	1.000	1.000	1.000	1.000
Administrative Assistant	1.000	1.000	1.000	1.000
Civil Engineer II	2.000	2.000	3.000	3.000
Civil Engineer I	1.000	1.000	0.000	0.000
Stormwater Coordinator	0.000	0.000	1.000	1.000
Engineering Technician	7.000	7.000	6.000	6.000
Subtotal	12.000	12.000	12.000	12.000
<b>Operations</b>				
Operations Manager	1.000	1.000	1.000	1.000
Operations Supervisor	1.000	1.000	1.000	1.000
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	6.000
Traffic Control Technician	1.000	1.000	1.000	1.000
Lead Mechanic	1.000	1.000	1.000	1.000
Mechanic	1.000	1.000	1.000	1.000
Subtotal	16.000	16.000	16.000	17.000
<b>Total</b>	<b>29.000</b>	<b>29.000</b>	<b>29.000</b>	<b>30.000</b>
<b>PARKS AND RECREATION</b>				
<b>Administration</b>				
Parks & Recreation Director	1.000	1.000	1.000	1.000
Parks & Recreation Analyst	0.000	0.000	1.000	1.000
Administrative Assistant	1.000	1.000	0.000	0.000
Subtotal	2.000	2.000	2.000	2.000
<b>Recreation</b>				
Recreation & Facilities Manager	1.000	1.000	1.000	1.000
Marketing Coordinator	0.500	0.500	0.000	0.000
Social Media Specialist	0.000	0.000	0.500	0.500
Subtotal	1.500	1.500	1.500	1.500
<b>Parks Maintenance</b>				
Parks Maintenance Worker II	4.000	5.000	6.000	6.000
Parks Maintenance Worker I	6.000	6.000	5.000	5.000
Sr. Staff Assistant	1.000	1.000	1.000	1.000
Subtotal	11.000	12.000	12.000	12.000
<b>Forestry</b>				
Forestry Technician	1.000	1.000	1.000	1.000
Forestry Assistant	1.000	1.000	1.000	1.000
Horticulture Technician	1.000	1.000	1.000	1.000
Subtotal	3.000	3.000	3.000	3.000

## Staffing Table

	2013	2014	2015	2016
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
<b>Natural Resources</b>				
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
<b>Athletics</b>				
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
<b>General Fitness Programs</b>				
Recreation Supervisor	1.000	1.000	1.000	1.000
Recreation Coordinator	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>	<u>0.500</u>
<i>Subtotal</i>	1.500	1.500	1.500	1.500
<b>Active Adult Center</b>				
Recreation Supervisor	1.000	1.000	1.000	1.000
Recreation Coordinator	1.130	1.130	1.125	1.625
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	4.125	4.625
<b>Facilities Maintenance</b>				
Facility Maintenance Supervisor	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	1.000	1.000	1.000	1.000
<b>Total</b>	<b>29.130</b>	<b>30.130</b>	<b>30.125</b>	<b>30.625</b>
<b>General Fund Total</b>	<b>204.015</b>	<b>206.265</b>	<b>210.375</b>	<b>210.875</b>
<b><u>OPEN SPACE FUND</u></b>				
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
<b>Open Space Fund Total</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>
<b><u>CRIME PREVENTION</u></b>				
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	1.000	1.000
Community Service Officer - Comm. Services (PD)	3.000	3.000	2.000	2.000
<b>Crime Prevention Fund Total</b>	<b>4.500</b>	<b>4.500</b>	<b>4.500</b>	<b>4.500</b>

## Staffing Table

	2013	2014	2015	2016
	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>	<u>Authorized</u>
<b><u>RECREATION CENTER OPERATIONS FUND</u></b>				
<b>Facility Operation</b>				
Facility Operations Supervisor	1.000	1.000	1.000	1.000
Facility Coordinator	0.000	0.000	0.000	2.000
Facility Assistant	3.000	3.000	3.000	0.500
Recreation Support Technician	1.000	1.000	1.000	1.000
Custodian	1.000	1.000	1.000	1.000
Facility Maintenance Technician	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>	<u>1.000</u>
<i>Subtotal</i>	7.000	7.000	7.000	6.500
<b>Aquatics</b>				
Recreation Supervisor	1.000	1.000	1.000	1.000
Pool Manager	<u>3.000</u>	<u>2.000</u>	<u>2.000</u>	<u>2.500</u>
<i>Subtotal</i>	4.000	3.000	3.000	3.500
<b>Fitness</b>				
Recreation Coordinator	0.500	0.500	0.500	0.500
Recreation Supervisor	<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
<b>Marketing</b>				
Marketing Coordinator	0.500	0.500	0.000	0.000
Social Media Specialist	<u>0.000</u>	<u>0.000</u>	<u>0.500</u>	<u>0.500</u>
<i>Subtotal</i>	0.500	0.500	0.500	0.500
<b>Recreation Center Operations Fund Total</b>	<b>12.500</b>	<b>11.500</b>	<b>11.500</b>	<b>11.500</b>
<b>Grand Total</b>	<b>226.015</b>	<b>227.265</b>	<b>231.375</b>	<b>231.875</b>

## 2016 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

## 2016 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

## 2016 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
Dog Licensing Fees	\$20.00 for each animal, regardless of whether it has been spayed or neutered
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

## 2016 Fee Schedule

### Parks and Recreation

<b>Anderson Community Building Gymnasium</b>	\$30.00 per hour
<b>Richards Hart Estate</b>	\$300/\$500 damage deposit (\$500 if alcohol is served)
<i>Available Monday -Sunday 8 am to 11 pm</i>	
Friday evenings & weekend events (Oct.-Apr.)	\$100.00 per hr. /six-hour minimum
Friday evenings & weekend events (May-Sept.)	\$150.00 per hr./ six-hour minimum
All-day rental	\$1,200.00
Weekday events (Oct. - Apr.)	\$75.00 per hour/three-hour min.
Weekday events (May-Sept.)	\$100.00 per hour/three-hour min.
Alcohol liability insurance fee	\$100.00 fewer than 50 persons
(required by City insurance - cost may vary)	\$125.00 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
<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

#### Outdoor Pool Pavillion Rental

Available in two hour time slots: 11:30 am - 1:30 pm; 2-4 pm; or 4:30-6:30 pm

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

	\$100.00 residents
	\$130.00 non residents
After hours pool rental (7-8:30 pm)	\$380.00 fewer than 50 guests
	\$420.00 50 to 150 guests
	call for quote on more than 150 guests

## Parks and Recreation

### Wheat Ridge Recreation Center

<i>Daily Drop-in Fees</i>	<i>Resident</i>	<i>Jeffco</i>	<i>Non Resident</i>
Child 2 & under	free	free	free
Child 3-5 years	\$3.50	\$4.00	\$4.50
Youth 6-17 years	\$4.50	\$5.50	\$6.00
Adult 18 and over	\$5.00	\$6.00	\$6.50
Senior 65 and over	\$4.50	\$5.50	\$6.00
Family	\$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 Friday Saturday Sunday	7 am - 10 pm 7 am - 6 pm 8 am - 8 pm 11 am - 8 pm
Recreation Center Ballroom (Packages may be available)			
Per hour/per section	\$45.00	Mon - Fri	varies
Per hour/per section	\$75.00	eve, Sat, Sun	Sat 11 am -midnight/Sun noon - 8 pm
Three sections/kitchen (Oct-Apr)	\$1,800.00	Sat-Sun	Sat 11 am -midnight/Sun noon - 8 pm
Three sections/kitchen (May-Sept)	\$2,000.00	Sat-Sun	Sat 11 am -midnight/Sun noon - 8 pm
Damage deposit/ per section	\$100.00	Sun-Sat	No alcohol
	\$300.00		All sections/no alcohol
	\$500.00	Fri - Sun	All sections/serving alcohol
Kitchen Fee	\$75.00		
Alcohol liability insurance fee		\$100.00	fewer than 50 persons
(required by City insurance - cost may vary)		\$125.00	50 or more persons

## Parks and Recreation

### Active Adult Center

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

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

### Field Rental Fees

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

### Tournaments:

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

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

### Wheat Ridge Youth Sports Organizations

Includes the following Wheat Ridge organizations: Wheat Ridge area Baseball Association, Midget Football, Girl's Softball Association, boy's and girl's basketball, Avalanche Soccer, Piranhas Swim Team, Sts. Peter & Paul Athletic Association and Beth Eden School

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

### Tennis Courts

Per court	\$15.00 per hour
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### Greenbelt & Clear Creek Trail

Approved special interest groups	\$50.00
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## Parks and Recreation

### Parks Pavilions & Shelters

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

#### Park Pavilions

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

#### Park Shelters

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

**Damage Deposits - All Parks** \$100.00 groups of 75 or more persons; refundable

**Weekly Group Rentals** Mon - Friday \$100.00 per day plus \$100 refundable deposit (applies to camps, schools, etc.)

#### Rental Exceptions

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

## 2016 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
<b>Associated Case Fees</b>	
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
<b>Failure to Appear or Comply with</b>	
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
<b>Jury Trial Fees</b>	
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

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 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	1,811	1,798	1,798	1,798
625 Medicare Portion FICA	424	420	420	420
630 ICMA Retirement	1,165	1,160	1,160	1,160
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$32,511</b>	<b>\$32,378</b>	<b>\$32,378</b>	<b>\$32,378</b>
651 Office Supplies	173	310	310	200
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$173</b>	<b>\$310</b>	<b>\$310</b>	<b>\$200</b>
702 Conference/Meeting	1,101	2,000	2,000	2,000
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	0	250	250	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	0	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
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$1,101</b>	<b>\$3,250</b>	<b>\$3,250</b>	<b>\$3,200</b>
800 Office Furniture & Equipment	0	0	0	0
802 Office Equipment	0	0	0	0
806 Software	0	7,500	7,500	7,500
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$7,500</b>	<b>\$7,500</b>	<b>\$7,500</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$33,785</b>	<b>\$43,438</b>	<b>\$43,438</b>	<b>\$43,278</b>

## General Government - Legislative Services

01-102

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	58,482	58,100	58,100	58,100
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	21,846	22,500	22,500	22,500
617 Temporary Personnel - Hourly	668	0	0	0
619 Temporary Personnel - Non Hourly	67,680	67,680	67,680	67,680
620 FICA Expenses Employer	7,664	7,840	7,840	7,840
625 Medicare Portion FICA	1,969	1,817	1,817	1,831
630 ICMA Retirement	2,294	2,324	2,324	2,324
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$160,604</b>	<b>\$160,261</b>	<b>\$160,261</b>	<b>\$160,275</b>
651 Office Supplies	215	600	600	600
654 Photocopy/Printing	0	500	500	500
655 Postage	0	0	0	0
660 Operating Supplies	350	450	450	450
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$565</b>	<b>\$1,550</b>	<b>\$1,550</b>	<b>\$1,550</b>
702 Conference/Meeting	29,907	33,250	30,000	33,950
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	2,391	2,500	2,400	2,500
712 Annual Appreciation Dinner	5,713	6,000	6,000	6,000
716 Legislative Membership	33,948	35,000	35,000	35,500
723 Tuition Reimbursement	0	0	0	0
728 Training	0	400	0	400
740 Auto Mileage Reimbursement	394	600	400	500
750 Professional Service	98,226	50,000	50,000	60,000
758 Rentals and Leases	0	0	0	0
759 Telephone Expense	0	0	0	0
780 Outside Agency Contributions	89,906	123,150	123,150	130,090
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	23,888	4,590	4,550	4,550
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$284,372</b>	<b>\$255,490</b>	<b>\$251,500</b>	<b>\$273,490</b>
800 Office Furniture & Equipment	0	0	0	0
802 Office Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$445,540</b>	<b>\$417,301</b>	<b>\$413,311</b>	<b>\$435,315</b>

## Administrative Services - Finance

01-103

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	164,920	162,856	162,856	201,580
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	0	6,010	6,010	5,732
617 Temporary Personnel - Hourly	0	0	0	0
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	10,057	10,097	10,097	12,422
625 Medicare Portion FICA	2,352	2,361	2,361	2,904
630 ICMA Retirement	6,212	6,514	6,514	8,014
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$183,541</b>	<b>\$187,838</b>	<b>\$187,838</b>	<b>\$230,652</b>
651 Office Supplies	427	600	600	600
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	1,800	1,800	1,800	2,400
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$2,226</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$3,000</b>
702 Conference/Meeting	831	1,690	1,690	5,190
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	1,654	1,957	1,000	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	170	1,750	600	1,750
740 Auto Mileage Reimbursement	520	700	500	700
750 Professional Service	26,500	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	7,352	8,000	8,000	8,000
799 Miscellaneous Services and Charges	14,582	19,000	19,000	15,500
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$51,610</b>	<b>\$59,597</b>	<b>\$57,290</b>	<b>\$59,597</b>
800 Office Furniture & Equipment	300	550	550	0
802 Office Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$300</b>	<b>\$550</b>	<b>\$550</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$237,677</b>	<b>\$250,385</b>	<b>\$248,078</b>	<b>\$293,249</b>

## City Manager's Office - Economic Development

01-105

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	101,042	99,370	99,370	99,370
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
607 Cell Phone Allowance	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	5,817	6,161	6,161	6,161
625 Medicare Portion FICA	1,360	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
<b>PERSONNEL SERVICES</b>	<b>\$112,209</b>	<b>\$110,947</b>	<b>\$110,947</b>	<b>\$110,947</b>
651 Office Supplies	217	100	100	100
654 Photocopy/Printing	107	1,700	1,700	1,700
655 Postage	11	1,000	1,000	1,000
660 Operating Supplies	2,801	4,850	4,850	4,850
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$3,136</b>	<b>\$7,650</b>	<b>\$7,650</b>	<b>\$7,650</b>
702 Conference/Meeting	1,625	3,280	3,000	3,280
704 Contractual Services	33,877	88,550	88,550	6,850
706 Dues/Books/Subscriptions	10,600	5,755	5,000	6,151
710 Marketing and Sponsorships	156,994	169,050	169,050	194,950
714 Legals & Publishing	0	0	0	0
718 TIF- Wheat Ridge Urban Renewal Authority	0	300,000	300,000	760,000
719 Economic Development Incentive	2,691,638	500,000	250,000	42,000
720 Economic Development - WRURA	523,418	300,000	300,000	300,000
721 NRS Implementation	227,000	225,000	225,000	301,000
728 Training	882	2,000	1,565	2,000
740 Auto Mileage Reimbursement	488	1,000	860	1,000
750 Professional Service	13,802	24,100	24,100	24,550
798 Management Contingent	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$3,660,323</b>	<b>\$1,618,735</b>	<b>\$1,367,125</b>	<b>\$1,641,781</b>
800 Office Furniture & Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$3,775,667</b>	<b>\$1,737,332</b>	<b>\$1,485,722</b>	<b>\$1,760,378</b>

## City Manager's Office - City Manager

01-106

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	157,573	166,551	160,145	168,152
604 Deferred Compensation	15,189	16,655	16,014	16,815
606 Auto Allowance	3,600	3,600	3,600	3,600
607 Cell Phone Allowance	1,320	830	830	1,200
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	7,301	7,626	7,347	7,440
625 Medicare Portion FICA	2,358	2,415	2,322	2,438
630 ICMA Retirement	0	0	0	0
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$187,342</b>	<b>\$197,677</b>	<b>\$190,258</b>	<b>\$199,645</b>
651 Office Supplies	48	500	500	500
654 Photocopy/Printing	0	100	0	100
660 Operating Supplies	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$48</b>	<b>\$600</b>	<b>\$500</b>	<b>\$600</b>
702 Conference/Meeting	7,376	9,050	8,000	9,050
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	4,457	4,635	4,500	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	65,889	40,000	40,000	25,000
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	5,216	77,626	11,100	75,000
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$82,938</b>	<b>\$131,311</b>	<b>\$63,600</b>	<b>\$113,685</b>
802 Office Furniture & Equipment	0	1,000	1,000	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$270,328</b>	<b>\$330,588</b>	<b>\$255,358</b>	<b>\$313,930</b>

## General Government - City Attorney

01-107

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	0	0	0	0
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	0	0	0	0
617 Temporary Personnel - Hourly	0	0	0	0
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	0	0	0	0
625 Medicare Portion FICA	0	0	0	0
630 ICMA Retirement	0	0	0	0
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
660 Operating Supplies	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
702 Conference/Meeting	0	0	0	0
704 Contractual Services	82,300	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	206,313	178,000	178,000	214,000
758 Rentals and Leases	0	0	0	0
759 Telephone Expense	0	0	0	0
780 Outside Agency Contributions	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$288,612</b>	<b>\$262,000</b>	<b>\$262,000</b>	<b>\$298,000</b>
802 Office Furniture & Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$288,612</b>	<b>\$262,000</b>	<b>\$262,000</b>	<b>\$298,000</b>

# City Clerk's Office

01-108

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	67,795	75,453	75,453	74,831
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	3,891	4,678	4,678	4,640
625 Medicare Portion FICA	910	1,094	1,094	1,085
630 ICMA Retirement	2,704	3,018	3,018	2,993
640 Outside Personnel Services	11,114	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$86,414</b>	<b>\$84,243</b>	<b>\$84,243</b>	<b>\$83,549</b>
651 Office Supplies	1,667	1,800	1,800	1,800
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$1,667</b>	<b>\$1,800</b>	<b>\$1,800</b>	<b>\$1,800</b>
702 Conference/Meeting	3,570	4,200	4,200	4,700
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	590	550	550	700
708 Election Expense	27,528	26,000	26,000	26,000
714 Legals & Publishing	14,617	15,000	15,000	15,000
715 Recording Fees	161	3,500	1,000	2,000
721 NRS Implementation	0	0	0	0
728 Training	2,022	3,900	3,900	3,900
740 Auto Mileage Reimbursement	460	500	500	500
750 Professional Service	8,006	8,300	7,500	18,050
758 Rentals and Leases	0	0	0	0
759 Telephone Expense	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$56,954</b>	<b>\$61,950</b>	<b>\$58,650</b>	<b>\$70,850</b>
800 Office Furniture & Equipment	0	0	0	0
802 Office Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$145,035</b>	<b>\$147,993</b>	<b>\$144,693</b>	<b>\$156,199</b>

# Municipal Court

01-109

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	560,435	638,000	638,000	683,317
604 Deferred Compensation	5,971	7,254	7,254	7,495
606 Auto Allowance	0	0	0	0
607 Cell Phone Allowance	1,200	780	780	600
610 Overtime and Premium Pay	4,505	6,800	5,800	6,300
617 Temporary Personnel - Hourly	21,042	24,040	24,000	6,000
619 Temporary Personnel - Non Hourly	11,559	13,520	11,500	11,700
620 FICA Expenses Employer	34,960	34,937	33,500	41,906
625 Medicare Portion FICA	8,367	9,895	8,900	10,263
630 ICMA Retirement	16,388	26,201	24,000	21,337
640 Outside Personnel Services	22,176	34,500	25,000	25,000
<b>PERSONNEL SERVICES</b>	<b>\$686,603</b>	<b>\$795,927</b>	<b>\$778,734</b>	<b>\$813,918</b>
651 Office Supplies	3,706	2,950	2,950	3,000
654 Photocopy/Printing	497	1,500	1,500	1,500
655 Postage	0	0	0	0
660 Operating Supplies	17,004	18,850	18,500	19,130
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$21,206</b>	<b>\$23,300</b>	<b>\$22,950</b>	<b>\$23,630</b>
702 Conference/Meeting	2,665	9,000	8,500	11,500
704 Contractual Services	150	6,000	5,250	7,250
706 Dues/Books/Subscriptions	635	815	815	935
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	500	500	500
732 Witness & Juror Fees	818	1,800	1,500	1,800
740 Auto Mileage Reimbursement	40	400	350	400
750 Professional Service	14,494	15,900	15,000	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
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$18,802</b>	<b>\$34,415</b>	<b>\$31,915</b>	<b>\$38,285</b>
802 Office Furniture & Equipment	0	1,000	1,000	1,500
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,500</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$726,611</b>	<b>\$854,642</b>	<b>\$834,599</b>	<b>\$877,333</b>

## Administrative Services - Administration

01-111

Account Name/Detailed Explanation	2014	2015	2015	2016
	Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602 Staff Salaries & Wages	297,474	281,307	281,307	285,550
604 Deferred Compensation	6,149	6,125	6,125	6,560
606 Auto Allowance	3,600	3,600	3,600	3,600
607 Cell Phone Allowance	900	600	600	600
610 Overtime and Premium Pay	0	276	276	0
617 Temporary Personnel - Hourly	672	168	168	0
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	17,459	18,129	16,654	16,917
625 Medicare Portion FICA	4,189	4,239	4,078	4,140
630 ICMA Retirement	6,833	7,036	6,004	6,174
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$337,277</b>	<b>\$321,480</b>	<b>\$318,812</b>	<b>\$323,541</b>
651 Office Supplies	1,094	1,000	1,000	1,000
654 Photocopy/Printing	5,094	4,330	3,277	0
655 Postage	0	0	0	0
660 Operating Supplies	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$6,189</b>	<b>\$5,330</b>	<b>\$4,277</b>	<b>\$1,000</b>
702 Conference/Meeting	17,356	8,590	7,000	14,400
704 Contractual Services	45,383	0	0	0
706 Dues/Books/Subscriptions	6,790	3,025	2,545	3,695
714 Legals & Publishing	0	0	0	0
715 Recording Fees	0	0	0	0
728 Training	8,884	8,500	7,000	6,500
732 Witness & Juror Fees	0	0	0	0
740 Auto Mileage Reimbursement	340	1,000	500	1,000
750 Professional Service	66,242	56,281	43,000	16,500
755 Computer Software	0	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
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$144,995</b>	<b>\$77,396</b>	<b>\$60,045</b>	<b>\$42,095</b>
802 Office Furniture & Equipment	0	260	260	0
809 Other Major Equipment	21,454	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$21,454</b>	<b>\$260</b>	<b>\$260</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$509,914</b>	<b>\$404,466</b>	<b>\$383,394</b>	<b>\$366,636</b>

## Administrative Services - Human Resources

01-112

Account Name/Detailed Explanation	2014	2015	2015	2016
	Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602 Staff Salaries & Wages	252,650	231,266	231,266	244,493
604 Deferred Compensation	0	0	0	0
610 Overtime and Premium Pay	0	0	0	0
617 Temporary Personnel - Hourly	0	2,500	2,500	19,500
619 Temporary Personnel - Non Hourly	0	0	0	0
620 FICA Expenses Employer	14,849	14,338	14,338	16,368
623 Unemployment Insurance	8,029	0	0	0
625 Medicare Portion FICA	3,473	3,354	3,354	3,828
630 ICMA Retirement	11,572	9,251	9,251	9,780
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$290,574</b>	<b>\$260,709</b>	<b>\$260,709</b>	<b>\$293,969</b>
651 Office Supplies	3,645	3,400	3,400	4,500
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$3,645</b>	<b>\$3,400</b>	<b>\$3,400</b>	<b>\$4,500</b>
702 Conference/Meeting	6,883	9,880	9,880	6,780
704 Contractual Services	23	0	0	0
706 Dues/Books/Subscriptions	6,864	8,309	8,309	9,404
712 Employee Functions	16,678	21,700	21,700	21,700
724 Pre-Employment Physicals	26,733	25,000	25,000	25,500
726 Recruitment & Advertising	27,895	40,725	40,725	44,725
728 Training	15,035	18,700	18,700	33,050
729 Safety	6,809	7,300	7,300	9,980
731 Wellness Program	24,669	14,650	14,650	19,700
740 Auto Mileage Reimbursement	296	500	500	250
750 Professional Service	66,196	38,000	38,000	76,500
776 Other Equip Maintenance	1,200	0	0	0
797 Vacation Accrual Cash-Out	35,638	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$234,920</b>	<b>\$184,764</b>	<b>\$184,764</b>	<b>\$247,589</b>
802 Office Furniture & Equipment	0	600	460	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$600</b>	<b>\$460</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$529,139</b>	<b>\$449,473</b>	<b>\$449,333</b>	<b>\$546,058</b>

## Administrative Services - Public Information

01-113

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	0	22,153	22,153	72,000
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
607 Cell Phone 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	1,373	1,373	4,464
625 Medicare Portion FICA	0	321	321	1,044
630 ICMA Retirement	0	886	886	2,880
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$0</b>	<b>\$24,733</b>	<b>\$24,733</b>	<b>\$80,388</b>
651 Office Supplies	0	0	0	500
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500</b>
702 Conference/Meeting	0	90	90	3,590
704 Contractual Services	0	51,098	51,098	86,223
706 Dues/Books/Subscriptions	0	3,285	3,225	3,455
714 Legals & Publishing	0	0	0	0
715 Recording Fees	0	0	0	0
728 Training	0	0	0	500
732 Witness & Juror Fees	0	0	0	0
740 Auto Mileage Reimbursement	0	0	0	500
750 Professional Service	0	34,022	34,022	99,500
755 Computer Software	0	39,989	33,989	35,000
759 Telephone Expense	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$0</b>	<b>\$128,484</b>	<b>\$122,425</b>	<b>\$228,768</b>
802 Office Furniture & Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$0</b>	<b>\$153,217</b>	<b>\$147,158</b>	<b>\$309,656</b>

## Administrative Services - Sales Tax

01-115

Account Name/Detailed Explanation	2014	2015	2015	2016
	Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602 Staff Salaries & Wages	176,078	171,204	171,204	174,750
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	10,530	10,840	10,835	10,835
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	2,463	2,535	2,534	2,534
630 ICMA Retirement	7,020	6,993	6,990	6,990
640 Outside Personnel Services	0	8,676	9,210	0
<b>PERSONNEL SERVICES</b>	<b>\$196,091</b>	<b>\$200,248</b>	<b>\$200,773</b>	<b>\$195,109</b>
651 Office Supplies	768	720	600	480
654 Photocopy/Printing	36	840	840	840
655 Postage	11,087	11,590	11,590	22,990
660 Operating Supplies	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$11,891</b>	<b>\$13,150</b>	<b>\$13,030</b>	<b>\$24,310</b>
702 Conference/Meeting	594	750	750	2,250
704 Contractual Services	9,793	15,060	14,149	91,282
706 Dues/Books/Subscriptions	1,000	1,515	1,515	1,515
712 Employee Functions	0	0	0	0
723 Tuition Reimbursement	0	0	0	0
728 Training	1,307	1,750	1,750	1,750
740 Auto Mileage Reimbursement	612	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
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$13,306</b>	<b>\$20,275</b>	<b>\$19,364</b>	<b>\$97,997</b>
800 Office Furniture & Equipment	0	0	650	0
802 Office Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$650</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$221,288</b>	<b>\$233,673</b>	<b>\$233,817</b>	<b>\$317,416</b>

## Administrative Services - Purchasing and Contracting

01-116

Account Name/Detailed Explanation	2014	2015	2015	2016
	Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602 Staff Salaries & Wages	81,292	87,637	87,637	89,490
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	4,804	5,434	5,434	5,549
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	1,124	1,270	1,270	1,297
630 ICMA Retirement	3,219	3,516	3,516	3,580
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$90,439</b>	<b>\$97,857</b>	<b>\$97,857</b>	<b>\$99,916</b>
651 Office Supplies	99	500	500	500
654 Photocopy/Printing	18	370	370	390
655 Postage	0	0	0	0
660 Operating Supplies	0	0	0	100
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$117</b>	<b>\$870</b>	<b>\$870</b>	<b>\$990</b>
702 Conference/Meeting	269	1,400	1,200	4,015
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	900	1,100	1,100	1,100
712 Employee Functions	0	0	0	0
723 Tuition Reimbursement	0	0	0	0
728 Training	2,229	1,925	1,500	1,255
740 Auto Mileage Reimbursement	327	500	500	500
750 Professional Service	12,000	15,000	15,000	15,000
759 Telephone Expense	0	200	200	200
776 Other Equipment Maintenance/Repair	276	200	200	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
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$16,001</b>	<b>\$20,325</b>	<b>\$19,700</b>	<b>\$22,270</b>
800 Office Furniture & Equipment	0	1,000	1,000	0
802 Office Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$106,557</b>	<b>\$120,052</b>	<b>\$119,427</b>	<b>\$123,176</b>

## Administrative Services - Information Technology

01-117

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	433,516	433,516	433,516	420,261
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	599	6,500	5,500	5,000
614 Standby Pay	14,615	16,000	15,600	15,500
617 Temporary Personnel - Hourly	0	0	0	0
620 FICA Expenses Employer	26,618	26,871	26,736	26,736
625 Medicare Portion FICA	6,225	6,284	6,253	6,253
630 ICMA Retirement	16,942	17,336	17,249	17,249
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$498,515</b>	<b>\$506,507</b>	<b>\$504,854</b>	<b>\$490,999</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	15,971	12,150	10,500	10,000
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$15,971</b>	<b>\$12,150</b>	<b>\$10,500</b>	<b>\$10,000</b>
702 Conference/Meeting	7,476	5,100	4,500	16,000
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	4,052	5,800	4,500	5,300
728 Training	4,880	11,500	11,500	4,000
740 Auto Mileage Reimbursement	586	1,200	800	800
750 Professional Service	19,598	9,500	6,500	27,215
755 Computer Software	0	0	0	0
759 Telephone Expense	243,221	266,768	256,768	249,800
774 Facility Repair & Maint	0	0	0	0
776 Other Equipment Maintenance	516,762	552,000	547,000	577,575
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$796,575</b>	<b>\$851,868</b>	<b>\$831,568</b>	<b>\$880,690</b>
802 Office Furniture & Equipment	28,814	18,975	18,975	19,875
803 Tools and Work Equipment	0	0	0	0
806 Computer Software	9,432	8,590	5,000	40,400
808 Capital Leases	42,832	65,000	65,000	65,000
809 Other Major Equipment	251,131	162,050	137,050	123,460
<b>CAPITAL OUTLAY</b>	<b>\$332,209</b>	<b>\$254,615</b>	<b>\$226,025</b>	<b>\$248,735</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$1,643,270</b>	<b>\$1,625,140</b>	<b>\$1,572,947</b>	<b>\$1,630,424</b>

# Parks and Recreation - Facilities

01-118

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 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	12,108	11,656	11,000	11,656
614 Standby Pay	9,110	9,232	9,232	9,232
617 Temporary Personnel - Hourly	0	0	0	0
620 FICA Expenses Employer	5,335	5,471	5,471	5,471
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	1,248	1,280	1,280	1,280
630 ICMA Retirement	2,704	2,694	2,694	2,694
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$99,118</b>	<b>\$97,686</b>	<b>\$97,030</b>	<b>\$97,686</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	34,415	41,025	36,000	41,075
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$34,415</b>	<b>\$41,025</b>	<b>\$36,000</b>	<b>\$41,075</b>
702 Conference/Meeting	0	0	0	0
704 Contractual Services	57,637	76,200	63,000	65,038
706 Dues/Books/Subscriptions	0	0	0	0
728 Training	0	1,000	0	0
730 Uniforms & Protective Clothing	530	690	690	690
750 Professional Services	0	9,700	9,000	0
758 Rentals & Leases	3,808	3,500	3,500	3,500
759 Telephone Expense	0	0	0	0
760 Utilities	108,406	113,000	111,000	114,000
774 Facility Repair & Maintenance	41,083	62,700	43,000	69,300
776 Other Equipment Maintenance	6,402	10,300	10,300	12,500
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$217,866</b>	<b>\$277,090</b>	<b>\$240,490</b>	<b>\$265,028</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	1,771	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	57,964	50,000	50,000	0
<b>CAPITAL OUTLAY</b>	<b>\$59,735</b>	<b>\$52,000</b>	<b>\$52,000</b>	<b>\$2,000</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$411,134</b>	<b>\$467,801</b>	<b>\$425,520</b>	<b>\$405,789</b>

## Community Development - Administration

01-120

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	171,765	172,276	172,276	179,629
604 Deferred Compensation	6,369	6,730	6,730	6,730
606 Auto Allowance	3,600	3,600	3,600	3,600
607 Cell Phone Allowance	720	180	180	0
610 Overtime and Premium Pay	1,221	3,600	3,600	3,600
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	10,021	9,964	9,683	10,139
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	2,521	2,498	2,498	2,605
630 ICMA Retirement	1,755	1,749	1,507	1,801
640 Outside Personnel Services	2,115	5,500	5,500	2,000
<b>PERSONNEL SERVICES</b>	<b>\$200,089</b>	<b>\$206,097</b>	<b>\$205,574</b>	<b>\$210,104</b>
651 Office Supplies	513	1,000	1,000	1,000
654 Photocopy/Printing	0	108	108	108
655 Postage	0	0	0	0
660 Operating Supplies	33	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$546</b>	<b>\$1,108</b>	<b>\$1,108</b>	<b>\$1,108</b>
702 Conference/Meeting	936	4,505	3,655	3,655
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	690	900	900	900
712 Employee Functions	0	0	0	0
718 Ordinance Enforcement	0	0	0	0
728 Training	0	500	500	500
730 Uniforms & Protective Clothing	0	0	0	0
750 Professional Service	7,404	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
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$9,030</b>	<b>\$5,905</b>	<b>\$5,055</b>	<b>\$5,055</b>
802 Office Furniture & Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$209,664</b>	<b>\$213,110</b>	<b>\$211,737</b>	<b>\$216,267</b>

## Community Development - Planning

01-121

Account Name/Detailed Explanation	2014	2015	2015	2016
	Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602 Staff Salaries & Wages	169,719	178,561	165,033	187,790
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	10,199	11,071	10,232	11,333
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	2,385	2,589	2,393	2,651
630 ICMA Retirement	6,648	7,142	6,602	7,312
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$188,951</b>	<b>\$199,363</b>	<b>\$184,260</b>	<b>\$209,086</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	494	420	420	420
655 Postage	0	0	0	0
660 Operating Supplies	608	1,315	1,265	1,265
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$1,102</b>	<b>\$1,735</b>	<b>\$1,685</b>	<b>\$1,685</b>
702 Conference/Meeting	2,023	5,700	5,700	5,700
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	2,122	2,939	2,879	2,879
712 Employee Functions	0	0	0	0
728 Training	245	1,645	1,645	1,645
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	213	400	400	400
750 Professional Service	0	0	0	25,000
758 Rentals & Leases	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$4,602</b>	<b>\$10,684</b>	<b>\$10,624</b>	<b>\$35,624</b>
802 Office Furniture & Equipment	0	500	0	500
803 Tools and Work Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$500</b>	<b>\$0</b>	<b>\$500</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$194,655</b>	<b>\$212,282</b>	<b>\$196,569</b>	<b>\$246,895</b>

## Community Development - Building

01-122

Account Name/Detailed Explanation	2014	2015	2015	2016
	Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602 Staff Salaries & Wages	296,999	314,116	314,116	390,076
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
610 Overtime and Premium Pay	0	3,500	3,500	3,000
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Non-Hourly	0	0	0	0
620 FICA Expenses Employer	17,567	24,185	24,185	24,185
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	4,108	5,656	5,656	5,656
630 ICMA Retirement	11,743	14,900	14,900	15,603
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$330,417</b>	<b>\$362,357</b>	<b>\$362,357</b>	<b>\$438,520</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	144	1,700	1,700	1,700
655 Postage	2,486	0	0	0
660 Operating Supplies	0	900	900	900
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$2,630</b>	<b>\$2,600</b>	<b>\$2,600</b>	<b>\$2,600</b>
702 Conference/Meeting	913	1,575	1,575	1,575
704 Contractual Services	66,774	129,560	129,560	67,820
706 Dues/Books/Subscriptions	4,152	6,025	6,025	6,025
718 Ordinance Enforcement	0	0	0	0
712 Employee Functions	0	0	0	0
728 Training	1,767	3,005	3,005	3,005
730 Uniforms & Protective Clothing	593	1,560	1,560	1,560
740 Auto Mileage Reimbursement	83	500	500	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
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$74,283</b>	<b>\$142,225</b>	<b>\$142,225</b>	<b>\$80,485</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$407,330</b>	<b>\$507,182</b>	<b>\$507,182</b>	<b>\$521,605</b>

## Community Development - Long Range Planning

01-123

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	70,612	72,600	72,600	72,600
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	4,292	4,505	4,505	4,505
623 Unemployment Insurance	2,622	0	0	0
625 Medicare Portion FICA	1,004	1,054	1,054	1,054
630 ICMA Retirement	2,770	2,906	2,906	2,906
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$81,300</b>	<b>\$81,065</b>	<b>\$81,065</b>	<b>\$81,065</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	22	12	300
655 Postage	0	0	0	0
660 Operating Supplies	0	100	100	400
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$0</b>	<b>\$122</b>	<b>\$112</b>	<b>\$700</b>
702 Conference/Meeting	1,124	3,300	3,300	3,300
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	400	650	650	650
712 Employee Functions	0	0	0	0
718 Ordinance Enforcement	0	0	0	0
728 Training	144	0	0	0
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	106	100	100	100
750 Professional Service	114,667	279,317	200,000	79,000
758 Rentals & Leases	0	0	0	0
798 Management Contingency	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$116,441</b>	<b>\$283,367</b>	<b>\$204,050</b>	<b>\$83,050</b>
802 Office Furniture & Equipment	0	550	466	0
803 Tools and Work Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$550</b>	<b>\$466</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$197,741</b>	<b>\$365,104</b>	<b>\$285,693</b>	<b>\$164,815</b>

## Police - Administration

01-201

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	474,046	466,078	466,078	474,771
605 Extra Duty Pay	17,416	20,000	20,000	20,000
607 Cell Phone Allowance	1,320	780	780	600
610 Overtime and Premium Pay	326	1,500	1,000	1,200
614 Standby Pay	0	0	0	0
617 Temp. Personnel Hourly	0	2,000	800	0
620 FICA Expenses Employer	7,251	7,173	7,173	7,173
625 Medicare Portion FICA	5,231	6,729	4,816	6,884
630 ICMA Retirement	4,697	4,471	4,471	4,628
633 Police Retirement	35,156	35,230	35,230	35,908
634 State Disability	4,060	3,827	3,827	4,019
<b>PERSONNEL SERVICES</b>	<b>\$549,503</b>	<b>\$547,788</b>	<b>\$544,175</b>	<b>\$555,183</b>
651 Office Supplies	7,299	7,300	7,300	8,300
654 Photocopy/Printing	5,345	7,900	7,900	8,200
655 Postage	110	500	500	2,000
660 Operating Supplies	1,988	7,100	7,100	6,600
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$14,743</b>	<b>\$22,800</b>	<b>\$22,800</b>	<b>\$25,100</b>
702 Conference/Meeting	11,101	13,100	13,100	13,950
704 Contractual Services	6,541	6,545	6,545	6,870
706 Dues/Books/Subscriptions	25,013	17,740	16,345	17,515
728 Training	1,695	0	0	0
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	8	0	0	0
741 Uniform Allowance	25,592	33,780	33,780	29,700
750 Professional Service	159,632	252,250	252,250	206,088
755 Computer Software	0	2,250	0	0
776 Other Equipment Maintenance	1,166	1,800	1,800	1,800
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$230,748</b>	<b>\$327,465</b>	<b>\$323,820</b>	<b>\$275,923</b>
802 Office Furniture & Equipment	8,929	7,100	7,100	5,000
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$8,929</b>	<b>\$7,100</b>	<b>\$7,100</b>	<b>\$5,000</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$803,924</b>	<b>\$905,153</b>	<b>\$897,895</b>	<b>\$861,206</b>

## Police - Grants

01-202

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	196,242	76,400	76,400	56,000
605 Extra Duty Pay	0	0	0	0
610 Overtime and Premium Pay	51,687	39,030	37,800	43,750
614 Standby Pay	0	0	0	0
618 Court Pay	0	0	0	0
620 FICA Expenses Employer	(53)	0	0	0
625 Medicare Portion FICA	3,351	1,108	1,108	812
630 ICMA Retirement	11	0	0	0
633 Police Retirement	22,305	7,640	7,640	5,600
634 State Disability	3,500	1,000	1,000	1,456
<b>PERSONNEL SERVICES</b>	<b>\$277,042</b>	<b>\$125,178</b>	<b>\$123,948</b>	<b>\$107,618</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	9,747	8,270	8,270	2,500
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$9,747</b>	<b>\$8,270</b>	<b>\$8,270</b>	<b>\$2,500</b>
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	11,250	10,000	10,000	7,500
740 Auto Mileage Reimbursement	0	0	0	0
750 Professional Service	9,331	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
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$20,581</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$7,500</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$307,370</b>	<b>\$143,448</b>	<b>\$142,218</b>	<b>\$117,618</b>

## Police - Community Services Team

01-203

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	135,873	156,453	155,902	157,255
605 Extra Duty Pay	0	0	0	0
610 Overtime and Premium Pay	3,344	5,000	5,000	3,000
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	64,442	105,750	78,750	127,350
618 Court Pay	179	750	750	750
620 FICA Expenses Employer	12,426	14,583	14,583	14,633
625 Medicare Portion FICA	2,906	3,411	3,411	3,430
630 ICMA Retirement	4,500	6,258	6,258	6,290
633 Police Retirement	0	0	0	0
634 State Disability Insurance	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$223,670</b>	<b>\$292,205</b>	<b>\$264,654</b>	<b>\$312,708</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	1,368	1,475	1,475	1,625
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$1,368</b>	<b>\$1,475</b>	<b>\$1,475</b>	<b>\$1,625</b>
702 Conference/Meeting	48	250	150	250
704 Contractual Services	4,975	15,000	10,000	15,000
706 Dues/Books/Subscriptions	0	0	0	0
720 Veterinary Services	291	1,000	700	1,000
721 Jeffco Animal Shelter	29,581	208,915	208,915	72,477
728 Training	1,332	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	0	1,400	1,400	1,400
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$36,226</b>	<b>\$226,565</b>	<b>\$221,165</b>	<b>\$90,127</b>
802 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	3,376	3,400	3,400	3,400
<b>CAPITAL OUTLAY</b>	<b>\$3,376</b>	<b>\$3,400</b>	<b>\$3,400</b>	<b>\$3,400</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$264,640</b>	<b>\$523,645</b>	<b>\$490,694</b>	<b>\$407,860</b>

## Police - Communications Center

01-204

Account Name/Detailed Explanation	2014	2015	2015	2016
	Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602 Staff Salaries & Wages	515,806	640,742	540,700	671,392
605 Extra Duty Pay	0	0	0	0
607 Cell Phone Allowance	0	0	0	0
610 Overtime and Premium Pay	32,810	42,000	42,000	42,000
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	48,463	35,000	35,000	35,000
618 Court Pay	60	100	100	100
620 FICA Expenses Employer	35,305	44,506	34,890	41,626
625 Medicare Portion FICA	8,341	10,409	8,160	9,735
630 ICMA Retirement	20,491	25,630	22,510	26,856
633 Police Retirement	329	195	195	0
634 State Disability	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$661,605</b>	<b>\$798,582</b>	<b>\$683,555</b>	<b>\$826,709</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
702 Conference/Meeting	600	800	600	800
704 Contractual Services	88,711	92,885	92,885	89,310
706 Dues/Books/Subscriptions	943	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	2,500	2,500	2,500
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$90,254</b>	<b>\$96,185</b>	<b>\$95,985</b>	<b>\$92,610</b>
802 Office Furniture & Equipment	0	0	0	0
805 Communications Equipment	3,544	4,850	4,850	5,390
803 Tools and Work Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$3,544</b>	<b>\$4,850</b>	<b>\$4,850</b>	<b>\$5,390</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$755,403</b>	<b>\$899,617</b>	<b>\$784,390</b>	<b>\$924,709</b>

## Police - Crime Prevention Team (SRO)

01-205

Account Name/Detailed Explanation	2014	2015	2015	2016
	Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602 Staff Salaries & Wages	271,813	266,679	266,679	198,510
605 Extra Duty Pay	0	0	0	0
607 Cell Phone Allowance	0	0	0	0
610 Overtime and Premium Pay	13,752	13,290	13,290	13,290
617 Temporary Personnel - Hourly	0	0	0	0
618 Court Pay	299	100	0	0
620 FICA Expenses Employer	0	0	0	0
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	3,303	3,867	3,867	2,878
630 ICMA Retirement	0	0	0	0
633 Police Retirement	26,630	26,668	26,668	19,851
634 State Disability	3,706	3,744	3,744	3,115
<b>PERSONNEL SERVICES</b>	<b>\$319,502</b>	<b>\$314,348</b>	<b>\$314,248</b>	<b>\$237,644</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
702 Conference/Meeting	0	100	100	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 Maintenance	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$0</b>	<b>\$100</b>	<b>\$100</b>	<b>\$0</b>
802 Office Furniture & Equipment	0	0	0	0
805 Communications Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$319,502</b>	<b>\$314,448</b>	<b>\$314,348</b>	<b>\$237,644</b>

## Police - Records Team

01-206

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	282,281	294,868	294,868	295,778
605 Extra Duty Pay	0	0	0	0
607 Cell Phone Allowance	0	0	0	0
610 Overtime and Premium Pay	17,464	21,356	21,356	27,729
617 Temporary Personnel - Hourly	0	0	0	0
618 Court Pay	0	0	0	0
620 FICA Expenses Employer	17,892	18,282	18,282	18,338
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	4,184	4,276	4,276	4,289
630 ICMA Retirement	11,229	11,795	11,795	11,831
633 Police Retirement	0	0	0	0
634 State Disability Insurance	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$333,051</b>	<b>\$350,577</b>	<b>\$350,577</b>	<b>\$357,965</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	674	660	550	550
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$674</b>	<b>\$660</b>	<b>\$550</b>	<b>\$550</b>
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 Maintenance	235	500	500	400
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$235</b>	<b>\$500</b>	<b>\$500</b>	<b>\$400</b>
802 Office Furniture & Equipment	0	0	0	0
805 Communications Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$333,960</b>	<b>\$351,737</b>	<b>\$351,627</b>	<b>\$358,915</b>

## Police - Accreditation & Training

01-207

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	72,062	31,187	30,000	61,655
605 Extra Duty Pay	0	0	0	0
607 Cell Phone 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	3,661	3,712	3,712	3,823
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	856	868	841	894
630 ICMA Retirement	2,404	2,395	2,395	2,467
633 Police Retirement	0	0	0	0
634 State Disability Insurance	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$78,984</b>	<b>\$38,162</b>	<b>\$36,948</b>	<b>\$68,839</b>
651 Office Supplies	(20)	0	0	0
654 Photocopy/Printing	0	0	0	0
657 Range Supplies	42,545	64,363	64,363	50,104
660 Operating Supplies	395	1,000	300	100
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$42,920</b>	<b>\$65,363</b>	<b>\$64,663</b>	<b>\$50,204</b>
702 Conference/Meeting	17,689	19,500	15,000	19,500
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	0	0	0	0
728 Training	67,326	62,100	62,100	75,000
730 Uniforms and Protective Clothing	44,529	69,000	69,000	66,900
740 Auto Mileage Reimbursement	140	500	250	250
750 Professional Service	3,713	3,713	3,713	4,500
755 Computer Software	0	0	0	0
758 Rentals and Leases	2,500	3,000	3,000	3,000
776 Other Equipment Maintenace	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$135,897</b>	<b>\$157,813</b>	<b>\$153,063</b>	<b>\$169,150</b>
802 Office Furniture & Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$257,801</b>	<b>\$261,338</b>	<b>\$254,674</b>	<b>\$288,193</b>

# Police - Patrol Operations

01-211

Account Name/Detailed Explanation	2014	2015	2015	2016
	Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602 Staff Salaries & Wages	3,054,486	3,109,693	3,109,639	3,290,379
605 Extra Duty Pay	0	0	0	0
607 Cell Phone Allowance	0	0	0	0
610 Overtime and Premium Pay	200,510	206,955	206,955	218,915
614 Standby Pay	0	4,000	4,000	6,500
618 Court Pay	29,740	28,125	28,125	28,125
620 FICA Expenses Employer	12,777	6,581	6,581	0
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	39,855	45,148	45,148	47,710
630 ICMA Retirement	5,833	4,160	4,160	0
633 Police Retirement	288,326	311,364	311,364	329,038
634 State Disability Insurance	57,781	63,891	63,891	69,869
<b>PERSONNEL SERVICES</b>	<b>\$3,689,308</b>	<b>\$3,779,917</b>	<b>\$3,779,863</b>	<b>\$3,990,536</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
657 Range Supplies	0	0	0	0
660 Operating Supplies	17,960	19,160	19,160	14,000
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$17,960</b>	<b>\$19,160</b>	<b>\$19,160</b>	<b>\$14,000</b>
702 Conference/Meeting	838	510	300	510
704 Contractual Services	0	0	0	0
727 Expense Reimbursement	0	1,000	500	500
728 Training	0	0	0	0
730 Uniforms and Protective Clothing	31,494	27,486	27,486	10,300
740 Auto Mileage Reimbursement	0	0	0	0
750 Professional Service	10,685	9,500	7,000	9,500
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	0	0	0
776 Other Equipment Maintenance	16,279	15,750	15,750	15,000
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$59,296</b>	<b>\$54,246</b>	<b>\$51,036</b>	<b>\$35,810</b>
802 Office Furniture & Equipment	0	0	0	0
805 Communications Equipment	9,345	3,000	3,000	3,200
809 Other Major Equipment	7,000	7,000	6,980	7,500
<b>CAPITAL OUTLAY</b>	<b>\$16,345</b>	<b>\$10,000</b>	<b>\$9,980</b>	<b>\$10,700</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$3,782,908</b>	<b>\$3,863,323</b>	<b>\$3,860,039</b>	<b>\$4,051,046</b>

## Police - Investigations Bureau

01-212

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	1,481,505	1,490,210	1,490,210	1,673,068
605 Extra Duty Pay	0	0	0	0
607 Cell Phone Allowance	0	0	0	0
610 Overtime and Premium Pay	118,733	126,246	126,246	138,000
614 Standby Pay	38,043	34,034	34,034	42,277
617 Temp Personnel-Hourly	0	0	0	0
618 Court Pay	6,712	9,500	7,000	7,000
620 FICA Expenses Employer	14,221	14,522	14,522	20,022
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	20,253	21,608	21,608	24,260
630 ICMA Retirement	9,179	9,369	9,369	9,769
633 Police Retirement	123,036	125,598	125,598	142,884
634 State Disability Insurance	20,923	21,388	21,388	23,540
<b>PERSONNEL SERVICES</b>	<b>\$1,832,606</b>	<b>\$1,852,475</b>	<b>\$1,849,975</b>	<b>\$2,080,820</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
660 Operating Supplies	12,718	11,730	11,730	13,035
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$12,718</b>	<b>\$11,730</b>	<b>\$11,730</b>	<b>\$13,035</b>
702 Conference/Meeting	242	340	340	340
704 Contractual Services	93,440	116,730	116,730	113,030
706 Dues/Books/Subscriptions	0	0	0	0
727 Expense Reimbursement	2,343	4,000	4,000	4,000
728 Training	0	0	0	0
730 Uniforms and Protective Clothing	829	1,000	1,000	1,000
740 Auto Mileage Reimbursement	0	0	0	0
750 Professional Service	10,045	8,450	8,450	8,650
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	500	500	500
776 Other Equipment Maintenance	184	1,400	1,400	400
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$107,084</b>	<b>\$132,420</b>	<b>\$132,420</b>	<b>\$127,920</b>
802 Office Furniture & Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$1,952,408</b>	<b>\$1,996,625</b>	<b>\$1,994,125</b>	<b>\$2,221,775</b>

## Police - Crime & Traffic Team

01-213

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	304,043	364,203	346,203	365,814
605 Extra Duty Pay	0	0	0	0
607 Cell Phone Allowance	0	0	0	0
610 Overtime and Premium Pay	20,462	19,500	19,500	19,370
618 Court Pay	1,902	3,500	3,200	2,500
620 FICA Expenses Employer	0	0	0	0
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	4,473	5,020	5,020	5,304
630 ICMA Retirement	0	0	0	0
633 Police Retirement	28,158	34,620	34,620	36,581
634 State Disability Insurance	3,260	4,794	4,794	5,156
<b>PERSONNEL SERVICES</b>	<b>\$362,299</b>	<b>\$431,637</b>	<b>\$413,337</b>	<b>\$434,725</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
660 Operating Supplies	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
702 Conference/Meeting	113	500	442	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	3,995	4,410	4,410	4,610
750 Professional Service	33	350	250	150
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
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$4,141</b>	<b>\$5,260</b>	<b>\$5,102</b>	<b>\$5,260</b>
802 Office Furniture & Equipment	0	0	0	0
809 Other Major Equipment	0	800	350	300
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$800</b>	<b>\$350</b>	<b>\$300</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$366,439</b>	<b>\$437,697</b>	<b>\$418,789</b>	<b>\$440,285</b>

## Public Works - Administration

01-301

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	120,462	123,600	123,600	123,600
604 Deferred Compensation	6,023	6,180	6,180	6,180
606 Auto Allowance	3,600	3,600	3,600	3,600
607 Cell Phone	0	600	0	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	7,286	7,286	7,286	7,347
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	1,805	1,804	1,804	1,792
630 ICMA Retirement	0	0	0	0
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$139,175</b>	<b>\$143,070</b>	<b>\$142,470</b>	<b>\$143,119</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	62	100	100	100
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$62</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
702 Conference/Meeting	816	1,500	1,500	2,500
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	150	500	500	500
727 Expense Reimbursement	0	0	0	0
728 Training	0	500	500	500
730 Uniforms & Protective Clothing	67	150	0	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
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$1,033</b>	<b>\$2,650</b>	<b>\$2,500</b>	<b>\$3,650</b>
802 Office Furniture & Equipment	600	600	600	0
804 Engineering & Photo Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$600</b>	<b>\$600</b>	<b>\$600</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$140,870</b>	<b>\$146,420</b>	<b>\$145,670</b>	<b>\$146,869</b>

## Public Works - Engineering

01-302

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	858,897	868,651	868,651	875,178
604 Deferred Compensation	0	0	0	0
606 Auto Allowance	0	0	0	0
607 Cell Phone Allowance	0	0	0	0
610 Overtime and Premium Pay	6,804	10,000	10,000	10,000
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	0	12,600	12,600	18,000
619 Temporary Personnel - Non-Hourly	0	0	0	0
620 FICA Expenses Employer	51,078	55,257	55,257	55,257
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	11,946	12,923	12,923	12,923
630 ICMA Retirement	33,912	34,746	34,746	34,746
<b>PERSONNEL SERVICES</b>	<b>\$962,637</b>	<b>\$994,177</b>	<b>\$994,177</b>	<b>\$1,006,104</b>
651 Office Supplies	1,144	1,546	1,546	1,546
654 Photocopy/Printing	261	500	500	500
655 Postage	13	250	250	250
660 Operating Supplies	2,500	3,500	3,500	5,646
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$3,918</b>	<b>\$5,796</b>	<b>\$5,796</b>	<b>\$7,942</b>
702 Conference/Meeting	604	2,500	2,500	1,500
704 Contractual Services	20,450	15,600	15,000	16,350
706 Dues/Books/Subscriptions	3,459	4,390	4,390	4,290
727 Expense Reimbursement	0	0	0	0
728 Training	5,559	5,650	5,650	7,770
730 Uniforms & Protective Clothing	1,740	2,470	2,470	2,470
740 Auto Mileage Reimbursement	79	300	300	300
750 Professional Services	0	8,831	8,831	35,000
776 Other Equipment Maintenance	0	2,000	2,000	1,000
793 Title Searches	0	500	500	500
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$31,891</b>	<b>\$42,241</b>	<b>\$41,641</b>	<b>\$69,180</b>
802 Office Furniture & Equipment	0	0	0	0
804 Engineering & Photo Equipment	0	0	0	0
809 Other Major Equipment	0	1,400	1,400	9,000
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$1,400</b>	<b>\$1,400</b>	<b>\$9,000</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$998,446</b>	<b>\$1,043,614</b>	<b>\$1,043,014</b>	<b>\$1,092,226</b>

## Public Works - Operations

01-303

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	882,659	876,012	873,530	910,630
607 Cell Phone Allowance	0	0	0	0
610 Overtime and Premium Pay	33,458	37,000	37,000	36,000
614 Standby Pay	16,992	16,500	16,500	17,000
617 Temporary Personnel - Hourly	0	0	0	0
620 FICA Expenses Employer	54,706	54,313	54,159	56,459
623 Unemployment Insurance	0	0	0	0
625 Medicare Portion FICA	12,794	12,666	12,666	13,204
630 ICMA Retirement	35,183	34,941	34,941	36,425
<b>PERSONNEL SERVICES</b>	<b>\$1,035,792</b>	<b>\$1,031,432</b>	<b>\$1,028,796</b>	<b>\$1,069,718</b>
651 Office Supplies	313	849	849	500
654 Photocopy/Printing	0	0	0	0
660 Operating Supplies	215,694	241,151	231,500	277,000
661 Oil & Gas - Shops	264,178	320,000	290,000	269,700
662 Vehicle & Equipment Maintenance	104,678	73,500	70,500	73,500
663 Hazardous Waste Disposal	1,307	3,300	3,000	3,800
665 Special Equipment	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$586,170</b>	<b>\$638,800</b>	<b>\$595,849</b>	<b>\$624,500</b>
702 Conference/Meeting	311	500	500	500
704 Contractual Services	155,928	217,384	195,000	232,500
706 Dues/Books/Subscriptions	613	1,200	1,200	1,200
728 Training	4,370	6,000	6,000	6,000
730 Uniforms & Protective Clothing	9,109	9,500	9,500	13,500
740 Auto Mileage Reimbursement	0	0	0	0
758 Rentals and Leases	0	0	0	0
760 Utilities	24,070	28,000	24,000	29,000
761 Street Lighting	644,756	660,000	655,000	660,000
774 Facility Repair & Maintenance	7,755	25,650	25,650	11,700
776 Other Equipment Maintenance	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$846,912</b>	<b>\$948,234</b>	<b>\$916,850</b>	<b>\$954,400</b>
803 Tools & Work Equipment	0	0	0	3,000
807 Fleet Replacement	412,122	545,992	545,992	564,200
809 Other Major Equipment	90,475	139,000	139,000	158,800
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$502,597</b>	<b>\$684,992</b>	<b>\$684,992</b>	<b>\$726,000</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$2,971,471</b>	<b>\$3,303,458</b>	<b>\$3,226,487</b>	<b>\$3,374,618</b>

## Parks and Recreation - Administration

01-601

Account Name/Detailed Explanation	2014	2015	2015	2016
	Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602 Staff Salaries & Wages	182,006	181,011	181,011	200,416
604 Deferred Compensation	7,047	7,020	7,020	7,301
606 Auto Allowance	3,600	3,600	3,600	3,600
607 Cell Phone Allowance	1,320	780	780	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	9,761	9,865	9,865	10,720
625 Medicare Portion FICA	2,696	2,706	2,706	2,906
630 ICMA Retirement	1,631	1,624	1,624	2,176
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$208,061</b>	<b>\$206,606</b>	<b>\$206,606</b>	<b>\$227,719</b>
651 Office Supplies	4,012	4,000	4,000	4,000
654 Photocopy/Printing	0	400	400	400
655 Postage	0	300	300	300
660 Operating Supplies	341	300	300	300
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$4,353</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
702 Conference/Meeting	3,444	13,000	1,266	10,550
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	528	490	490	500
728 Training	25	500	500	500
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	600	700	600	700
750 Professional Service	5,380	4,375	4,375	2,000
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
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$9,977</b>	<b>\$19,065</b>	<b>\$7,231</b>	<b>\$14,250</b>
800 Office Furniture & Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$222,390</b>	<b>\$230,671</b>	<b>\$218,837</b>	<b>\$246,969</b>

## Parks and Recreation - Recreation

01-602

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	131,826	123,496	123,496	123,621
604 Deferred Compensation	0	0	0	0
607 Cell Phone Allowance	0	0	0	0
610 Overtime and Premium Pay	0	125	125	0
617 Temporary Personnel - Hourly	11,668	15,600	15,600	36,899
620 FICA Expenses Employer	8,765	8,410	8,410	9,953
625 Medicare Portion FICA	2,050	1,967	1,967	2,328
630 ICMA Retirement	4,925	4,802	4,802	4,945
640 Outside Personnel Services	3,425	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$162,660</b>	<b>\$154,400</b>	<b>\$154,400</b>	<b>\$177,746</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	14,303	16,101	15,200	16,401
655 Postage	3,533	6,179	5,500	5,190
660 Operating Supplies	4,746	7,594	5,000	4,870
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$22,582</b>	<b>\$29,874</b>	<b>\$25,700</b>	<b>\$26,461</b>
702 Conference/Meeting	0	4,270	1,000	4,445
704 Contractual Services	0	466	466	512
706 Dues/Books/Subscriptions	421	620	580	595
728 Training	0	200	200	400
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	325	455	455	105
750 Professional Service	2,428	3,000	2,800	2,800
755 Computer Software	0	250	100	300
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
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$3,173</b>	<b>\$9,261</b>	<b>\$5,601</b>	<b>\$9,157</b>
800 Office Furniture & Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$188,415</b>	<b>\$193,535</b>	<b>\$185,701</b>	<b>\$213,364</b>

## Parks and Recreation - Parks Maintenance

01-603

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	415,780	442,039	442,039	442,039
607 Cell Phone Allowance	0	0	0	0
610 Overtime and Premium Pay	7,913	16,189	16,189	16,263
614 Standby Pay	3,390	7,850	7,836	8,086
617 Temporary Personnel - Hourly	121,372	143,932	134,718	143,932
620 FICA Expenses Employer	33,809	37,839	37,839	37,839
625 Medicare Portion FICA	7,907	8,703	5,905	8,800
630 ICMA Retirement	16,479	17,447	17,447	17,682
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$606,651</b>	<b>\$673,999</b>	<b>\$661,973</b>	<b>\$674,641</b>
651 Office Supplies	598	800	800	800
654 Photocopy/Printing	0	0	0	0
655 Postage	0	0	0	0
660 Operating Supplies	65,667	84,811	56,565	90,511
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$66,265</b>	<b>\$85,611</b>	<b>\$57,365</b>	<b>\$91,311</b>
702 Conference/Meeting	0	1,700	1,700	1,700
704 Contractual Services	76,975	86,115	80,061	91,509
728 Training	1,535	2,917	2,547	2,045
730 Uniforms & Protective Clothing	9,344	11,230	10,880	11,855
740 Auto Mileage Reimbursement	429	780	780	780
750 Professional Service	52	9,724	8,654	8,800
755 Computer Software	0	466	466	722
758 Rentals and Leases	23,432	25,810	26,360	26,610
760 Utilities	337,602	326,624	313,833	338,198
774 Facility Repair and Maintenance	79,182	143,040	100,000	106,200
776 Other Equipment Maintenance	10,010	13,361	13,361	7,206
799 Miscellaneous Services & Charges	5,658	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$544,218</b>	<b>\$621,767</b>	<b>\$558,642</b>	<b>\$595,625</b>
800 Office Furniture & Equipment	0	4,000	4,000	0
803 Tools and Work Equipment	0	0	0	5,000
809 Other Major Equipment	0	16,790	16,704	111,426
812 Building Improvements	3,813	2,000	1,869	0
<b>CAPITAL OUTLAY</b>	<b>\$3,813</b>	<b>\$22,790</b>	<b>\$22,573</b>	<b>\$116,426</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$1,220,947</b>	<b>\$1,404,167</b>	<b>\$1,300,553</b>	<b>\$1,478,003</b>

## Parks and Recreation - Forestry

01-604

Account Name/Detailed Explanation	2014	2015	2015	2016
	Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602 Staff Salaries & Wages	131,023	130,204	127,556	133,308
607 Cell Phone Allowance	0	0	0	0
610 Overtime and Premium Pay	6,298	9,000	5,000	4,679
614 Standby Pay	2,154	2,310	2,004	2,365
617 Temporary Personnel - Hourly	47,128	89,352	73,677	97,944
620 FICA Expenses Employer	11,138	14,314	7,908	8,265
625 Medicare Portion FICA	2,616	3,348	1,850	1,933
630 ICMA Retirement	5,247	5,208	5,102	5,332
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$205,603</b>	<b>\$253,736</b>	<b>\$223,097</b>	<b>\$253,826</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	500	0	0
655 Postage	0	0	0	0
660 Operating Supplies	27,013	28,695	20,973	31,635
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$27,013</b>	<b>\$29,195</b>	<b>\$20,973</b>	<b>\$31,635</b>
702 Conference/Meeting	647	587	587	505
704 Contractual Services	92,679	126,100	126,000	133,360
706 Dues/Books/Subscriptions	140	650	650	492
728 Training	785	1,640	989	869
730 Uniforms & Protective Clothing	1,393	2,864	2,442	3,143
740 Auto Mileage Reimbursement	0	0	0	0
750 Professional Service	0	550	550	650
755 Computer Software	0	0	0	0
758 Rentals and Leases	3,961	2,450	2,450	3,110
760 Utilities	95	2,500	1,100	1,100
774 Facility Repair and Maintenance	0	0	0	0
776 Other Equipment Maintenance	460	1,500	1,500	1,500
799 Miscellaneous Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$100,159</b>	<b>\$138,841</b>	<b>\$136,268</b>	<b>\$144,729</b>
800 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	3,767	3,767	0
809 Other Major Equipment	0	59,733	57,569	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$63,500</b>	<b>\$61,336</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$332,775</b>	<b>\$485,272</b>	<b>\$441,674</b>	<b>\$430,190</b>

## Parks and Recreation - Natural Resources

01-605

Account Name/Detailed Explanation	2014	2015	2015	2016
	Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602 Staff Salaries & Wages	134,526	138,032	138,032	138,032
607 Cell Phone Allowance	0	0	0	0
610 Overtime and Premium Pay	2,436	2,600	2,600	2,679
614 Standby Pay	836	2,097	2,097	2,159
617 Temporary Personnel - Hourly	10,225	15,629	12,661	18,314
620 FICA Expenses Employer	8,786	9,569	8,453	8,558
625 Medicare Portion FICA	2,055	2,238	2,238	2,238
630 ICMA Retirement	5,381	5,521	5,521	5,521
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$164,245</b>	<b>\$175,686</b>	<b>\$171,602</b>	<b>\$177,501</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	14,000	10,000	12,000
655 Postage	0	0	0	0
660 Operating Supplies	15,129	15,262	15,262	26,910
663 Hazardous Waste Disposal	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$15,129</b>	<b>\$29,262</b>	<b>\$25,262</b>	<b>\$38,910</b>
702 Conference/Meeting	269	320	320	320
704 Contractual Services	46,460	49,550	48,150	51,400
706 Dues/Books/Subscriptions	75	160	145	240
728 Training	0	610	250	340
730 Uniforms & Protective Clothing	1,861	3,027	2,402	3,395
740 Auto Mileage Reimbursement	322	650	500	600
750 Professional Service	0	0	0	0
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	550	400	565
760 Utilities	0	5,878	3,900	4,800
774 Facility Repair and Maintenance	15,665	26,200	16,658	28,300
776 Other Equipment Maintenance	643	650	403	650
799 Miscellaneous Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$65,296</b>	<b>\$87,595</b>	<b>\$73,128</b>	<b>\$90,610</b>
800 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	9,000	6,000	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$9,000</b>	<b>\$6,000</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$244,669</b>	<b>\$301,543</b>	<b>\$275,992</b>	<b>\$307,021</b>

## General Government - Central Charges

01-610

Account Name/Detailed Explanation	2014	2015	2015	2016
	Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
620 FICA Expenses Employer	0	0	0	0
621 Workers' Compensation	387,885	442,173	442,173	389,000
623 Unemployment Insurance	0	0	0	0
624 Work Comp Deductible	55,560	32,000	32,000	30,000
625 Medicare Portion FICA	0	0	0	0
626 Medical	1,514,680	1,605,000	1,587,000	1,691,485
627 Dental	101,599	93,000	91,000	93,000
628 LTD/STD	52,946	54,000	53,000	65,000
629 Life/ADD/DEP	48,441	47,900	47,900	50,000
<b>PERSONNEL SERVICES</b>	<b>\$2,161,111</b>	<b>\$2,274,073</b>	<b>\$2,253,073</b>	<b>\$2,318,485</b>
651 Office Supplies	480	0	0	0
653 Postage	20,574	32,500	30,000	30,000
654 Photocopy/Printing	11,854	14,000	12,000	14,000
660 Operating Supplies	1,489	3,000	3,000	3,250
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$34,397</b>	<b>\$49,500</b>	<b>\$45,000</b>	<b>\$47,250</b>
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	226,457	205,000	205,000	222,694
782 Uninsured Losses	62,236	205,000	205,000	60,000
797 Performance Management	0	193,631	0	450,000
799 Misc. Services & Charges	0	0	0	0
799 Miscellaneous Services and Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$292,439</b>	<b>\$607,391</b>	<b>\$413,760</b>	<b>\$736,454</b>
800 Office Furniture & Equipment	0	0	0	0
808 Capital Leases	0	0	0	0
809 Other Major Equipment	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
901 Debt Service Principal	0	19,441	19,441	35,606
902 Debt Service Interest	0	27,323	27,323	44,561
903 Finance Origination Fees	0	23,372	23,372	0
904 Lease Payment	0	776,628	776,628	0
<b>DEBT SERVICE</b>	<b>\$0</b>	<b>\$846,764</b>	<b>\$846,764</b>	<b>\$80,167</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$2,487,947</b>	<b>\$3,777,728</b>	<b>\$3,558,597</b>	<b>\$3,182,356</b>

## Parks and Recreation - Anderson Building

01-620

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	0	0	0	0
610 Overtime and Premium Pay	0	45	45	0
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	7,076	13,075	8,500	9,752
619 Temporary Personnel - Non-Hourly	0	0	0	0
620 FICA Expenses Employer	439	811	527	605
625 Medicare Portion FICA	103	190	123	141
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$7,617</b>	<b>\$14,121</b>	<b>\$9,195</b>	<b>\$10,498</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	0	0	0
660 Operating Supplies	0	68	68	68
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$0</b>	<b>\$68</b>	<b>\$68</b>	<b>\$68</b>
702 Conference/Meeting	0	1,170	1,170	970
704 Contractual Services	376	0	0	0
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	23,985	30,282	25,000	25,364
774 Facility Repair and Maintenance	3,655	11,500	4,500	5,000
776 Other Equipment Maintenance	135	1,000	1,000	1,000
799 Miscellaneous Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$28,151</b>	<b>\$43,952</b>	<b>\$31,670</b>	<b>\$32,334</b>
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
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$35,768</b>	<b>\$58,141</b>	<b>\$40,933</b>	<b>\$42,900</b>

## Parks and Recreation - Athletics

01-621

Account Name/Detailed Explanation	2014	2015	2015	2016
	Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602 Staff Salaries & Wages	114,215	117,221	117,221	117,221
610 Overtime and Premium Pay	35	0	0	0
614 Standby Pay	18	875	163	0
617 Temporary Personnel - Hourly	12,316	13,983	13,000	12,740
619 Temporary Personnel - Non-Hourly	7,527	8,273	7,500	6,381
620 FICA Expenses Employer	7,401	8,528	8,364	8,454
625 Medicare Portion FICA	1,731	1,993	1,956	1,977
630 ICMA Retirement	4,372	4,576	4,576	4,689
640 Outside Personnel Services	15,207	14,710	13,500	13,574
<b>PERSONNEL SERVICES</b>	<b>\$162,822</b>	<b>\$170,159</b>	<b>\$166,280</b>	<b>\$165,036</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	0	0	0
660 Operating Supplies	19,354	24,409	21,500	22,428
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$19,354</b>	<b>\$24,409</b>	<b>\$21,500</b>	<b>\$22,428</b>
702 Conference/Meeting	289	1,570	645	1,570
704 Contractual Services	9,004	12,285	1,785	1,840
706 Dues/Books/Subscriptions	155	225	225	225
Training	83	1,270	470	970
730 Uniforms & Protective Clothing	0	90	90	90
740 Auto Mileage Reimbursement	16	444	200	220
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
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$9,546</b>	<b>\$15,884</b>	<b>\$3,415</b>	<b>\$4,915</b>
802 Office Furniture & Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$191,722</b>	<b>\$210,452</b>	<b>\$191,195</b>	<b>\$192,379</b>

## Parks and Recreation - General Programs

01-622

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	90,157	105,908	105,908	105,908
610 Overtime and Premium Pay	112	500	300	300
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	69,647	84,210	80,000	81,917
619 Temporary Personnel - Non-Hourly	17,563	26,289	24,500	24,643
620 FICA Employer Expenses	10,572	13,331	13,331	13,173
622 Medical/Dental Insurance	501	0	0	0
625 Medicare Portion FICA	2,472	3,118	3,118	3,081
630 ICMA Retirement	3,779	4,161	4,161	4,236
640 Outside Personnel Services	4,760	14,365	11,225	12,785
<b>PERSONNEL SERVICES</b>	<b>\$199,562</b>	<b>\$251,882</b>	<b>\$242,543</b>	<b>\$246,043</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	0	0	0
660 Operating Supplies	27,822	31,747	25,000	31,897
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$27,822</b>	<b>\$31,747</b>	<b>\$25,000</b>	<b>\$31,897</b>
702 Conference/Meeting	708	1,520	875	1,695
704 Contractual Services	12,396	14,566	7,500	7,612
706 Dues/Books/Subscriptions	113	150	113	120
728 Training	1,032	3,140	2,000	2,570
730 Uniforms & Protective Clothing	452	780	500	580
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
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$14,701</b>	<b>\$20,256</b>	<b>\$11,063</b>	<b>\$12,677</b>
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
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$242,085</b>	<b>\$303,885</b>	<b>\$278,606</b>	<b>\$290,617</b>

## Parks and Recreation - Outdoor Pool

01-623

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	0	0	0	0
610 Overtime and Premium Pay	2,160	2,000	2,000	1,500
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	79,249	109,232	95,620	109,290
617 Temporary Personnel - Non-Hourly	0	0	0	0
620 FICA Employer Expenses	5,036	6,847	5,120	6,776
622 Medical/Dental Insurance	895	0	0	0
625 Medicare Portion FICA	1,178	1,601	1,321	1,585
630 ICMA Retirement	0	0	0	0
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$88,517</b>	<b>\$119,680</b>	<b>\$104,061</b>	<b>\$119,151</b>
651 Office Supplies	0	0	0	0
655 Postage Costs	0	0	0	0
660 Operating Supplies	38,680	51,055	46,050	56,778
663 Hazardous Waste Disposal	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$38,680</b>	<b>\$51,055</b>	<b>\$46,050</b>	<b>\$56,778</b>
702 Conference/Meeting	0	0	0	0
704 Contractual Services	7,450	7,453	7,356	7,499
706 Dues/Books/Subscriptions	0	0	0	0
728 Training	0	700	425	700
730 Uniforms & Protective Clothing	713	2,205	2,205	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	17,618	18,300	18,300	18,000
774 Facility Repair and Maintenance	10,424	29,200	19,850	31,000
776 Other Equipment Maintenance	0	0	0	0
799 Miscellaneous Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$36,204</b>	<b>\$57,858</b>	<b>\$48,136</b>	<b>\$58,999</b>
800 Office Furniture & Equipment	0	0	0	0
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	19,055	0	0	0
812 Building Improvements	0	0	0	155,000
<b>CAPITAL OUTLAY</b>	<b>\$19,055</b>	<b>\$0</b>	<b>\$0</b>	<b>\$155,000</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$182,456</b>	<b>\$228,593</b>	<b>\$198,247</b>	<b>\$389,928</b>

## Parks and Recreation - Active Adult Center

01-624

Account Name/Detailed Explanation	2014	2015	2015	2016
	Actual Budget	Adjusted Budget	Estimated Budget	Adopted Budget
602 Staff Salaries & Wages	205,888	211,912	211,912	268,412
610 Overtime and Premium Pay	0	0	0	0
614 Standby Pay	0	0	0	0
617 Temporary Personnel - Hourly	63,404	73,028	65,000	64,939
617 Temporary Personnel - Non-Hourly	14,312	16,598	15,000	16,598
620 FICA Employer Expenses	16,536	18,083	16,500	20,400
622 Medical/Dental Insurance	0	0	0	0
625 Medicare Portion FICA	3,867	4,229	3,900	4,771
630 ICMA Retirement	8,121	8,082	8,082	9,574
640 Outside Personnel Services	20,098	22,555	21,000	22,555
<b>PERSONNEL SERVICES</b>	<b>\$332,226</b>	<b>\$354,487</b>	<b>\$341,394</b>	<b>\$407,249</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	13,813	15,500	14,000	13,500
655 Postage Costs	7,358	6,755	6,755	7,155
660 Operating Supplies	37,312	60,930	60,000	47,438
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$58,483</b>	<b>\$83,185</b>	<b>\$80,755</b>	<b>\$68,093</b>
702 Conference/Meeting	50	920	400	920
704 Contractual Services	37,349	42,416	40,000	40,378
706 Dues/Books/Subscriptions	563	955	955	955
728 Training	666	2,595	1,300	3,095
730 Uniforms & Protective Clothing	102	250	250	250
740 Auto Mileage Reimbursement	14	224	100	224
750 Professional Service	3,025	6,200	5,800	4,700
758 Rentals and Leases	0	0	0	0
760 Utilities	19,523	19,800	19,000	19,750
774 Facility Repair and Maintenance	22,434	21,259	21,000	22,514
776 Other Equipment Maintenance	1,198	1,825	1,500	3,630
799 Miscellaneous Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$84,923</b>	<b>\$96,444</b>	<b>\$90,305</b>	<b>\$96,416</b>
800 Office Furniture & Equipment	0	0	0	2,000
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	7,000
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,000</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$475,632</b>	<b>\$534,116</b>	<b>\$512,454</b>	<b>\$580,758</b>

## Parks and Recreation - Historic Buildings

01-625

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 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	4,430	11,990	11,990	12,529
617 Temporary Personnel - Non-Hourly	0	0	0	0
620 FICA Employer Expenses	275	743	743	777
622 Medical/Dental Insurance	0	0	0	0
625 Medicare Portion FICA	64	174	174	182
630 ICMA Retirement	0	0	0	0
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$4,769</b>	<b>\$12,907</b>	<b>\$12,907</b>	<b>\$13,488</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	300
655 Postage Costs	2	0	0	276
660 Operating Supplies	6,086	8,267	8,267	8,267
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$6,088</b>	<b>\$8,267</b>	<b>\$8,267</b>	<b>\$8,843</b>
702 Conference/Meeting	0	0	0	0
704 Contractual Services	3,529	4,212	4,212	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	4,620	4,620	0
758 Rentals and Leases	1,977	2,200	2,200	2,200
760 Utilities	8,601	17,132	17,132	17,132
774 Facility Repair and Maintenance	8,604	24,830	24,830	16,701
776 Other Equipment Maintenance	0	200	200	200
799 Miscellaneous Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$22,711</b>	<b>\$53,194</b>	<b>\$53,194</b>	<b>\$40,445</b>
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	23,000
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,000</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$33,568</b>	<b>\$74,368</b>	<b>\$74,368</b>	<b>\$85,776</b>

# Public Art Fund

## Fund 12

		2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
12-580-00-589	<b>BEGINNING FUND BALANCE</b>	<b>\$38,206</b>	<b>\$52,615</b>	<b>\$52,615</b>	<b>\$63,740</b>
	<b>REVENUES</b>				
12-500-02-505	Building Use Tax	\$8,803	\$6,009	\$6,500	\$4,500
12-510-00-516	Building Permits	\$3,186	\$3,000	\$3,000	\$3,000
12-550-05-551	Plan Review Fees	\$2,249	\$2,000	\$1,500	\$2,000
12-580-00-581	Interest	\$170	\$118	\$125	\$100
12-580-00-582	1 percent Public Projects	\$0	\$28,110	\$0	\$23,000
	<b>TOTAL REVENUES</b>	<b>\$14,409</b>	<b>\$39,238</b>	<b>\$11,125</b>	<b>\$32,600</b>
	<b>TOTAL AVAILABLE FUNDS</b>	<b>\$52,615</b>	<b>\$91,852</b>	<b>\$63,740</b>	<b>\$96,340</b>
	<b>EXPENDITURES</b>				
12-601-800-809	Public Art Acquisition	\$0	\$20,000	\$0	\$0
	<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>
	<b>ENDING FUND BALANCE</b>	<b>\$52,615</b>	<b>\$71,852</b>	<b>\$63,740</b>	<b>\$96,340</b>

# Police Investigation Fund

## Fund 17

	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
<b>BEGINNING FUND BALANCE</b>	<b>\$41,075</b>	<b>\$91,539</b>	<b>\$91,539</b>	<b>\$67,866</b>
17-580-00-589				
<b>REVENUES</b>				
17-580-00-581	Interest	\$424	\$350	\$350
17-580-00-588	Miscellaneous Revenue	\$74,700	\$977	\$0
<b>TOTAL REVENUES</b>				
	<b>\$75,124</b>	<b>\$1,327</b>	<b>\$1,327</b>	<b>\$350</b>
<b>TOTAL AVAILABLE FUNDS</b>				
	<b>\$116,199</b>	<b>\$92,867</b>	<b>\$92,866</b>	<b>\$68,216</b>
<b>EXPENDITURES</b>				
17-202-650-660	Operating Supplies	\$2,863	\$5,000	\$5,000
17-202-800-806	Computer Software	\$8,800	\$0	\$0
17-202-800-809	Other Major Equipment	\$13,725	\$20,000	\$20,000
17-202-800-812	Building Improvements	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>				
	<b>\$25,388</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>ENDING FUND BALANCE</b>				
	<b>\$90,812</b>	<b>\$67,867</b>	<b>\$67,866</b>	<b>\$43,216</b>

OPEN SPACE FUND 32		2014 ACTUAL	2015 ADJUSTED	2015 ESTIMATED	2016 ADOPTED	2017 PROPOSED	2018 PROPOSED	2019 PROPOSED	2020 PROPOSED	2021 PROPOSED
32-580-00-589	<b>BEGINNING FUND BALANCE</b>	\$1,196,626	\$1,435,023	\$1,435,023	\$659,239	\$87,902	\$207,628	\$142,220	\$116,474	\$130,184
	<b>REVENUES</b>									
32-520-00-539	<b>State of Colorado Grant</b>									
	<i>State Historic Fund</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>GOCO Grant</b>									
	<i>Trail Grant - Clear Creek Trail</i>	\$0	\$39,975	\$39,975	\$0	\$0	\$0	\$0	\$0	\$0
32-520-00-540	<b>Jefferson County Open Space Tax</b>	\$1,054,662	\$885,000	\$950,000	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000	\$900,000
32-550-00-555	<b>Developer Fees</b>	\$284,068	\$54,940	\$54,940	\$0	\$0	\$0	\$0	\$0	\$0
32-520-00-564	<b>Jefferson County Joint Venture Grant</b>									
	<i>Park Development (District II Park)</i>	\$211,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Clear Creek Trail</i>	\$0	\$276,121	\$276,121	\$0	\$0	\$0	\$0	\$0	\$0
	<i>2015/16 Grant Project</i>	\$0	\$75,000	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0
32-580-00-581	<b>Interest Earnings</b>	\$13,043	\$4,063	\$8,000	\$8,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
32-580-00-588	<b>Miscellaneous Fees</b>	\$3,000	\$3,000	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0
32-590-00-591	<b>Transfers from General Fund</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>TOTAL REVENUES</b>	<b>\$1,565,773</b>	<b>\$1,338,099</b>	<b>\$1,332,036</b>	<b>\$1,058,000</b>	<b>\$904,000</b>	<b>\$904,000</b>	<b>\$904,000</b>	<b>\$904,000</b>	<b>\$904,000</b>
	<b>TOTAL AVAILABLE FUNDS</b>	<b>\$2,762,399</b>	<b>\$2,773,122</b>	<b>\$2,767,059</b>	<b>\$1,717,239</b>	<b>\$991,902</b>	<b>\$1,111,628</b>	<b>\$1,046,220</b>	<b>\$1,020,474</b>	<b>\$1,034,184</b>
	<b>EXPENDITURES</b>									
	<b>Acquisitions</b>									
32-601-800-809	<i>Park Acquisition</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>Development Projects</b>									
32-601-800-861	<i>Happiness Gardens Improvements</i>	\$6,850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
32-601-800-869	<i>Jeffco OS River Corridor Project Match</i>	\$0	\$16,000	\$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>Hopper Hollow Park/District II Park</i>	\$691,925	\$18,429	\$18,429	\$0	\$0	\$0	\$0	\$0	\$0
32-601-800-865	<i>PW/Parks Operations Facility</i>	\$85,577	\$631,816	\$631,816	\$150,000	\$0	\$250,000	\$300,000	\$300,000	\$400,000
32-601-800-873	<i>Prospect Park Improvements</i>	\$0	\$380,000	\$80,000	\$700,000	\$250,000	\$200,000	\$0	\$0	\$0
32-601-800-868	<i>Kipling Pedestrian Improvements Grant Match</i>	\$0	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0
32-601-800-875	<i>Master Plan Updates</i>	\$33,031	\$16,958	\$16,958	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal</b>	<b>\$817,383</b>	<b>\$1,133,203</b>	<b>\$817,203</b>	<b>\$875,000</b>	<b>\$250,000</b>	<b>\$450,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$400,000</b>
	<b>Maintenance Projects</b>									
32-601-800-870	<i>Open Space Improvements</i>	\$0	\$90,000	\$90,000	\$50,000	\$25,000	\$0	\$0	\$25,000	\$25,000
32-601-800-871	<i>Park Maintenance Projects</i>	\$0	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$25,000	\$25,000
32-601-800-872	<i>Trail Replacement/Repair</i>	\$35,269	\$589,731	\$583,000	\$50,000	\$0	\$0	\$100,000	\$0	\$0
32-601-800-872	<i>Outdoor Pool Maintenance</i>	\$0	\$180,000	\$25,000	\$155,000	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal</b>	<b>\$35,269</b>	<b>\$959,731</b>	<b>\$798,000</b>	<b>\$255,000</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$50,000</b>	<b>\$50,000</b>
	<b>Park Maintenance Staff</b>									
32-601-600-602	<i>Salaries</i>	\$372,537	\$379,919	\$380,157	\$391,562	\$399,393	\$407,381	\$415,529	\$423,839	\$432,316
32-601-600-610	<i>Overtime</i>	\$289	\$3,000	\$3,000	\$3,000	\$3,030	\$3,060	\$3,091	\$3,122	\$3,153
32-601-600-614	<i>Standby Pay</i>	\$92	\$2,000	\$2,000	\$2,000	\$2,020	\$2,040	\$2,061	\$2,081	\$2,102
32-601-600-620	<i>FICA</i>	\$21,962	\$23,865	\$23,865	\$24,277	\$24,763	\$25,258	\$25,763	\$26,278	\$26,804
32-601-600-622	<i>Medical/Dental</i>	\$59,898	\$62,617	\$62,617	\$57,159	\$58,302	\$59,468	\$60,658	\$61,871	\$63,108
32-601-600-625	<i>Medicare</i>	\$5,136	\$5,581	\$5,581	\$5,677	\$5,791	\$5,906	\$6,024	\$6,145	\$6,268
32-601-600-630	<i>ICMA Retirement</i>	\$14,810	\$15,397	\$15,397	\$15,662	\$15,975	\$16,295	\$16,621	\$16,953	\$17,292
	<b>Subtotal</b>	<b>\$474,724</b>	<b>\$492,379</b>	<b>\$492,617</b>	<b>\$499,337</b>	<b>\$509,274</b>	<b>\$519,409</b>	<b>\$529,746</b>	<b>\$540,289</b>	<b>\$551,043</b>
	<b>Transfers</b>									
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
	<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$1,327,376</b>	<b>\$2,585,313</b>	<b>\$2,107,820</b>	<b>\$1,629,337</b>	<b>\$784,274</b>	<b>\$969,409</b>	<b>\$929,746</b>	<b>\$890,289</b>	<b>\$1,001,043</b>
	<b>ENDING FUND BALANCE</b>	<b>\$1,435,023</b>	<b>\$187,809</b>	<b>\$659,239</b>	<b>\$87,902</b>	<b>\$207,628</b>	<b>\$142,220</b>	<b>\$116,474</b>	<b>\$130,184</b>	<b>\$33,141</b>



# Municipal Court Fund

## Fund 33

		2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
33-580-00-589	<b>BEGINNING FUND BALANCE</b>	<b>\$72,289</b>	<b>\$77,022</b>	<b>\$77,022</b>	<b>\$79,572</b>
	<b>REVENUES</b>				
33-560-00-562	\$1 of Court Fees	\$1,787	\$2,000	\$2,000	\$2,000
33-560-00-563	\$4 of Court Fees	\$7,143	\$8,000	\$7,500	\$8,000
33-560-00-565	Direct Victim Services	\$10,401	\$12,000	\$11,000	\$12,000
33-560-00-566	Warrant/Judgments	\$2,985	\$4,000	\$3,500	\$4,000
33-560-00-567	Transcript Fees	\$450	\$1,500	\$1,500	\$1,500
33-580-00-581	Interest	\$297	\$550	\$550	\$550
	<b>TOTAL REVENUES</b>	<b>\$23,062</b>	<b>\$28,050</b>	<b>\$26,050</b>	<b>\$28,050</b>
	<b>TOTAL AVAILABLE FUNDS</b>	<b>\$95,351</b>	<b>\$105,072</b>	<b>\$103,072</b>	<b>\$107,622</b>
	<b>EXPENDITURES</b>				
33-109-600-640	Outside Personnel	\$0	\$0	\$0	\$0
33-109-700-715	Transcript Fees	\$325	\$1,500	\$1,500	\$1,500
33-109-700-776	Equipment Maintenance	\$904	\$1,000	\$1,000	\$1,000
33-109-700-783	Court \$4 Expenses	\$0	\$3,000	\$3,000	\$5,000
33-109-700-787	Warrant/Judgments	\$2,490	\$4,500	\$4,000	\$4,500
33-109-700-790	Direct Victim Services	\$10,896	\$14,000	\$12,000	\$14,000
33-109-700-792	Probation \$1 Expense	\$3,715	\$2,000	\$2,000	\$3,000
33-109-800-802	Office Equipment	\$0	\$0	\$0	\$0
33-109-800-809	Other Major Equipment	\$0	\$0	\$0	\$0
	<b>TOTAL EXPENDITURES</b>	<b>\$18,329</b>	<b>\$26,000</b>	<b>\$23,500</b>	<b>\$29,000</b>
	<b>ENDING FUND BALANCE</b>	<b>\$77,022</b>	<b>\$79,072</b>	<b>\$79,572</b>	<b>\$78,622</b>



CONSERVATION TRUST FUND 54		2014 ACTUAL	2015 ADJUSTED	2015 ESTIMATED	2016 ADOPTED	2017 PROPOSED	2018 PROPOSED	2019 PROPOSED	2020 PROPOSED	2021 PROPOSED
54-580-00-589	<b>BEGINNING FUND BALANCE</b>	\$573,434	\$326,100	\$326,099	\$215,378	\$22,728	\$62,728	\$22,728	\$118,728	\$269,728
<b>REVENUES</b>										
54-520-00-539	State of Colorado Lottery	\$298,314	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
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	\$895	\$1,000	\$500	\$500	\$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
	<b>TOTAL REVENUES</b>	<b>\$299,209</b>	<b>\$301,000</b>	<b>\$300,500</b>	<b>\$300,500</b>	<b>\$301,000</b>	<b>\$301,000</b>	<b>\$301,000</b>	<b>\$301,000</b>	<b>\$301,000</b>
	<b>TOTAL AVAILABLE FUNDS</b>	<b>\$872,643</b>	<b>\$627,100</b>	<b>\$626,599</b>	<b>\$515,878</b>	<b>\$323,728</b>	<b>\$363,728</b>	<b>\$323,728</b>	<b>\$419,728</b>	<b>\$570,728</b>
<b>EXPENDITURES</b>										
<b>Development Projects</b>										
54-601-800-860	Facility Improvements	\$565	\$0	\$0	\$70,000	\$0	\$0	\$0	\$0	\$0
54-601-800-861	Park Site Development (Kendall)	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54-601-800-863	Anderson Building Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000
54-601-800-864	Active Adult Center Parking Lot	\$0	\$75,000	\$75,000	\$50,000	\$0	\$0	\$0	\$0	\$0
54-601-800-865	Outdoor Fitness/Workout Park	\$0	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal</b>	<b>\$250,565</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$120,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>
<b>Maintenance Projects</b>										
54-601-800-870	Recreation Center	\$84,828	\$106,422	\$99,812	\$236,150	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
54-601-800-872	Park Maintenance Projects	\$90,000	\$96,409	\$96,409	\$25,000	\$50,000	\$40,000	\$40,000	\$40,000	\$40,000
54-601-800-873	Resurface Tennis/Basketball Courts	\$22,150	\$30,000	\$30,000	\$32,000	\$21,000	\$131,000	\$10,000	\$10,000	\$10,000
54-601-800-874	Prospect Park Expansion Playground	\$99,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54-601-800-875	Stites Park Playground Replacement	\$0	\$85,000	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0
54-601-800-876	Discovery Park ADA Accessibility Playground	\$0	\$0	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0
54-601-800-878	Playground Replacement	\$0	\$0	\$0	\$0	\$90,000	\$70,000	\$55,000	\$0	\$0
	<b>Subtotal</b>	<b>\$295,978</b>	<b>\$317,831</b>	<b>\$311,221</b>	<b>\$373,150</b>	<b>\$261,000</b>	<b>\$341,000</b>	<b>\$205,000</b>	<b>\$150,000</b>	<b>\$150,000</b>
<b>General Fund Transfers</b>										
54-601-890-891	General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$546,543</b>	<b>\$417,831</b>	<b>\$411,221</b>	<b>\$493,150</b>	<b>\$261,000</b>	<b>\$341,000</b>	<b>\$205,000</b>	<b>\$150,000</b>	<b>\$550,000</b>
	<b>ENDING FUND BALANCE</b>	<b>\$326,100</b>	<b>\$209,269</b>	<b>\$215,378</b>	<b>\$22,728</b>	<b>\$62,728</b>	<b>\$22,728</b>	<b>\$118,728</b>	<b>\$269,728</b>	<b>\$20,728</b>



# Equipment Replacement Fund

## Fund 57

	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
<b>BEGINNING FUND</b>				
57-580-00-589	<b>\$368,605</b>	<b>\$474,021</b>	<b>\$474,021</b>	<b>\$407,121</b>
<b>REVENUES</b>				
57-520-00-548	E911 Reimbursements	\$0	\$53,000	\$53,000
57-590-00-591	Transfer from General Fund	\$100,000	\$0	\$100,000
57-580-00-581	Interest	<u>\$5,416</u>	<u>\$3,799</u>	<u>\$3,000</u>
<b>TOTAL REVENUES</b>		<b>\$105,416</b>	<b>\$56,799</b>	<b>\$156,000</b>
<b>TOTAL AVAILABLE FUNDS</b>		<b>\$474,021</b>	<b>\$530,820</b>	<b>\$563,121</b>
<b>EXPENDITURES</b>				
57-204-700-750	Professional Services	\$0	\$191,000	\$139,000
57-204-800-805	CAD/RMS	\$0	\$0	\$0
57-204-800-805	Police Radios	\$0	\$0	\$0
57-201-800-809	Other Major Equipment Police	\$0	\$44,000	\$0
57-610-800-809	Other Major Equipment IT	<u>\$0</u>	<u>\$0</u>	<u>\$230,000</u>
<b>TOTAL EXPENDITURES</b>		<b>\$0</b>	<b>\$235,000</b>	<b>\$369,000</b>
<b>ENDING FUND</b>				
<b>BALANCE</b>		<b>\$474,021</b>	<b>\$295,820</b>	<b>\$194,121</b>

# Crime Prevention/Code Enforcement Fund

## Fund 63

		2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
<b>BEGINNING FUND</b>					
63-580-00-589	<b>BALANCE</b>	<b>\$280,311</b>	<b>\$346,170</b>	<b>\$346,170</b>	<b>\$285,859</b>
<b>REVENUES</b>					
63-500-00-508	Lodger's Tax	\$413,384	\$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	\$34,336	\$30,000	\$30,000	\$30,000
63-580-00-581	Interest	\$1,072	\$1,000	\$1,000	\$1,000
<b>TOTAL REVENUES</b>		<b>\$448,791</b>	<b>\$331,000</b>	<b>\$331,000</b>	<b>\$331,000</b>
<b>TOTAL AVAILABLE FUNDS</b>		<b>\$729,102</b>	<b>\$677,170</b>	<b>\$677,170</b>	<b>\$616,859</b>
<b>EXPENDITURES</b>					
63-201-600-602	Salaries & Wages	\$276,569	\$276,174	\$276,174	\$287,367
63-201-600-610	Overtime & Premium Pay	\$5,362	\$9,675	\$11,000	\$5,850
63-201-600-618	Court Pay	\$1,013	\$500	\$700	\$1,000
63-201-600-620	FICA	\$9,183	\$9,517	\$9,517	\$10,163
63-201-600-622	Medical/Dental Insurance	\$44,376	\$41,420	\$41,420	\$41,420
63-201-600-625	Medicare Portion FICA	\$2,184	\$3,357	\$3,357	\$4,166
63-201-600-630	ICMA Retirement	\$6,042	\$6,140	\$6,140	\$6,367
63-201-600-633	Police Retirement	\$11,992	\$12,268	\$12,268	\$11,981
63-201-600-634	State Disability Insurance	\$3	\$0	\$0	\$1,069
<b>PERSONNEL SERVICES</b>		<b>\$356,726</b>	<b>\$359,051</b>	<b>\$360,576</b>	<b>\$369,383</b>
63-201-650-660	Operating Supplies	\$21,431	\$14,150	\$14,150	\$20,100
<b>MATERIALS &amp; SUPPLIES</b>		<b>\$21,431</b>	<b>\$14,150</b>	<b>\$14,150</b>	<b>\$20,100</b>
63-201-700-702	Conference/Meeting	\$2,290	\$6,100	\$6,100	\$6,100
63-201-700-706	Dues, Books, Subscriptions	\$75	\$1,485	\$1,485	\$1,485
63-201-700-730	Uniforms & Protective Clothing	\$2,410	\$12,690	\$5,000	\$7,000
63-201-700-750	Professional Services	\$0	\$4,848	\$4,000	\$3,948
<b>OTHER SERVICES &amp; CHARGES</b>		<b>\$4,775</b>	<b>\$25,123</b>	<b>\$16,585</b>	<b>\$18,533</b>
<b>TOTAL EXPENDITURES</b>		<b>\$382,932</b>	<b>\$398,324</b>	<b>\$391,311</b>	<b>\$408,016</b>
<b>ENDING FUND</b>					
<b>BALANCE</b>		<b>\$346,170</b>	<b>\$278,846</b>	<b>\$285,859</b>	<b>\$208,843</b>

## Recreation Center - Facilities

64-602

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	331,868	320,319	311,000	325,818
610 Overtime and Premium Pay	5,141	7,730	7,200	7,020
614 Standby Pay	8,704	9,299	8,400	9,299
617 Temporary Personnel - Hourly	223,494	219,000	219,000	229,570
620 FICA Employer Expenses	33,590	34,362	33,827	35,445
622 Medical/Dental Insurance	77,684	78,569	78,569	74,413
625 Medicare Portion FICA	7,856	8,036	7,811	8,290
630 ICMA Retirement	13,029	12,813	12,440	13,033
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$701,366</b>	<b>\$690,128</b>	<b>\$678,247</b>	<b>\$702,888</b>
651 Office Supplies	470	1,200	900	1,200
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	198	1,040	1,040	580
660 Operating Supplies	65,493	84,265	74,500	77,250
663 Hazardous Waste Disposal	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$66,161</b>	<b>\$86,505</b>	<b>\$76,440</b>	<b>\$79,030</b>
702 Conference/Meeting	0	820	450	820
704 Contractual Services	62,762	64,423	63,000	64,890
706 Dues/Books/Subscriptions	0	291	291	291
728 Training	1,397	5,475	2,250	4,500
730 Uniforms & Protective Clothing	1,842	3,236	3,236	3,760
740 Auto Mileage Reimbursement	596	1,300	700	910
750 Professional Service	0	0	0	0
755 Computer Software	0	0	0	0
758 Rentals and Leases	3,732	2,160	300	660
760 Utilities	375,302	368,406	360,000	375,000
774 Facility Repair and Maintenance	55,080	57,300	57,300	59,752
776 Other Equipment Maintenance	4,890	6,900	5,000	6,900
799 Miscellaneous Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$505,601</b>	<b>\$510,311</b>	<b>\$492,527</b>	<b>\$517,483</b>
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$1,273,128</b>	<b>\$1,286,944</b>	<b>\$1,247,214</b>	<b>\$1,299,401</b>

## Recreation Center - Aquatics

64-604

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	166,487	178,127	178,127	171,097
610 Overtime and Premium Pay	1,842	3,700	3,700	2,500
614 Standby Pay	928	2,808	2,050	2,808
617 Temporary Personnel - Hourly	333,738	314,012	314,012	315,529
620 FICA Employer Expenses	31,036	30,869	30,869	30,500
622 Medical/Dental Insurance	22,310	22,536	22,536	28,623
625 Medicare Portion FICA	7,259	7,219	7,219	7,133
630 ICMA Retirement	6,364	7,125	7,125	6,844
640 Outside Personnel Services	0	0	0	0
<b>PERSONNEL SERVICES</b>	<b>\$569,965</b>	<b>\$566,396</b>	<b>\$565,638</b>	<b>\$565,034</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	0	0	0
660 Operating Supplies	55,156	68,834	65,000	71,300
663 Hazardous Waste Disposal	0	0	0	0
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$55,156</b>	<b>\$68,834</b>	<b>\$65,000</b>	<b>\$71,300</b>
702 Conference/Meeting	603	820	400	820
704 Contractual Services	2,815	4,466	4,300	4,362
706 Dues/Books/Subscriptions	0	175	97	175
728 Training	4,724	6,500	6,500	6,450
730 Uniforms & Protective Clothing	4,139	4,250	4,000	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	25,166	30,000	30,000	35,925
776 Other Equipment Maintenance	0	0	0	0
799 Miscellaneous Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$37,447</b>	<b>\$46,211</b>	<b>\$45,297</b>	<b>\$51,982</b>
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$662,568</b>	<b>\$681,441</b>	<b>\$675,935</b>	<b>\$688,316</b>

## Recreation Center - Fitness

64-605

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	27,907	20,509	20,509	20,509
610 Overtime and Premium Pay	0	0	0	0
614 Standby Pay	18	0	0	0
617 Temporary Personnel - Hourly	147,503	151,000	151,000	156,431
619 Temporary Personnel - Non-Hourly	70,648	78,000	78,000	79,040
620 FICA Employer Expenses	15,107	15,469	15,469	15,871
622 Medical/Dental Insurance	5,528	5,370	5,370	5,370
625 Medicare Portion FICA	3,533	3,617	3,617	3,711
630 ICMA Retirement	1,049	820	820	820
640 Outside Personnel Services	400	400	400	400
<b>PERSONNEL SERVICES</b>	<b>\$271,693</b>	<b>\$275,185</b>	<b>\$275,185</b>	<b>\$282,152</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	0	0	0	0
655 Postage Costs	0	50	50	50
660 Operating Supplies	18,003	33,300	33,300	19,100
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$18,003</b>	<b>\$33,350</b>	<b>\$33,350</b>	<b>\$19,150</b>
702 Conference/Meeting	528	350	350	350
704 Contractual Services	4,117	4,500	4,500	5,268
706 Dues/Books/Subscriptions	118	38	38	40
728 Training	901	2,500	2,500	2,300
730 Uniforms & Protective Clothing	0	0	0	200
740 Auto Mileage Reimbursement	17	75	75	75
755 Computer Software	0	0	0	0
758 Rentals and Leases	0	0	0	0
760 Utilities	0	0	0	0
774 Facility Repair and Maintenance	0	0	0	0
776 Other Equipment Maintenance	0	0	0	0
799 Miscellaneous Services & Charges	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$5,681</b>	<b>\$7,463</b>	<b>\$7,463</b>	<b>\$8,233</b>
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$295,377</b>	<b>\$315,998</b>	<b>\$315,998</b>	<b>\$309,535</b>

## Recreation Center - Marketing

64-607

Account Name/Detailed Explanation	2014 Actual Budget	2015 Adjusted Budget	2015 Estimated Budget	2016 Adopted Budget
602 Staff Salaries & Wages	30,437	35,500	35,500	36,550
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	1,872	2,201	2,201	2,266
622 Medical/Dental Insurance	2,083	2,620	2,620	2,623
625 Medicare Portion FICA	438	515	515	530
630 ICMA Retirement	869	1,420	1,420	1,462
640 Outside Personnel Services	3,304	3,860	3,684	3,860
<b>PERSONNEL SERVICES</b>	<b>\$39,002</b>	<b>\$46,116</b>	<b>\$45,940</b>	<b>\$47,291</b>
651 Office Supplies	0	0	0	0
654 Photocopy/Printing	14,386	17,821	13,780	14,480
655 Postage Costs	4,433	6,277	5,500	5,966
660 Operating Supplies	9,914	12,321	11,800	11,437
<b>MATERIALS &amp; SUPPLIES</b>	<b>\$28,733</b>	<b>\$36,419</b>	<b>\$31,080</b>	<b>\$31,883</b>
702 Conference/Meeting	0	350	350	350
704 Contractual Services	0	0	0	0
706 Dues/Books/Subscriptions	126	1,928	1,928	2,055
728 Training	200	1,000	400	1,200
730 Uniforms & Protective Clothing	0	0	0	0
740 Auto Mileage Reimbursement	13	170	50	170
750 Professional Services	1,363	2,400	1,920	1,900
755 Computer Software	0	100	100	300
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
<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$1,701</b>	<b>\$5,948</b>	<b>\$4,748</b>	<b>\$5,975</b>
803 Tools and Work Equipment	0	0	0	0
809 Other Major Equipment	0	0	0	0
812 Building Improvements	0	0	0	0
<b>CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DEPARTMENT ACCOUNT TOTALS:</b>	<b>\$69,436</b>	<b>\$88,483</b>	<b>\$81,768</b>	<b>\$85,149</b>

# Financial Policies

## CITY OF WHEAT RIDGE ACCOUNTING, BUDGETING AND FINANCIAL POLICIES 2016

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.

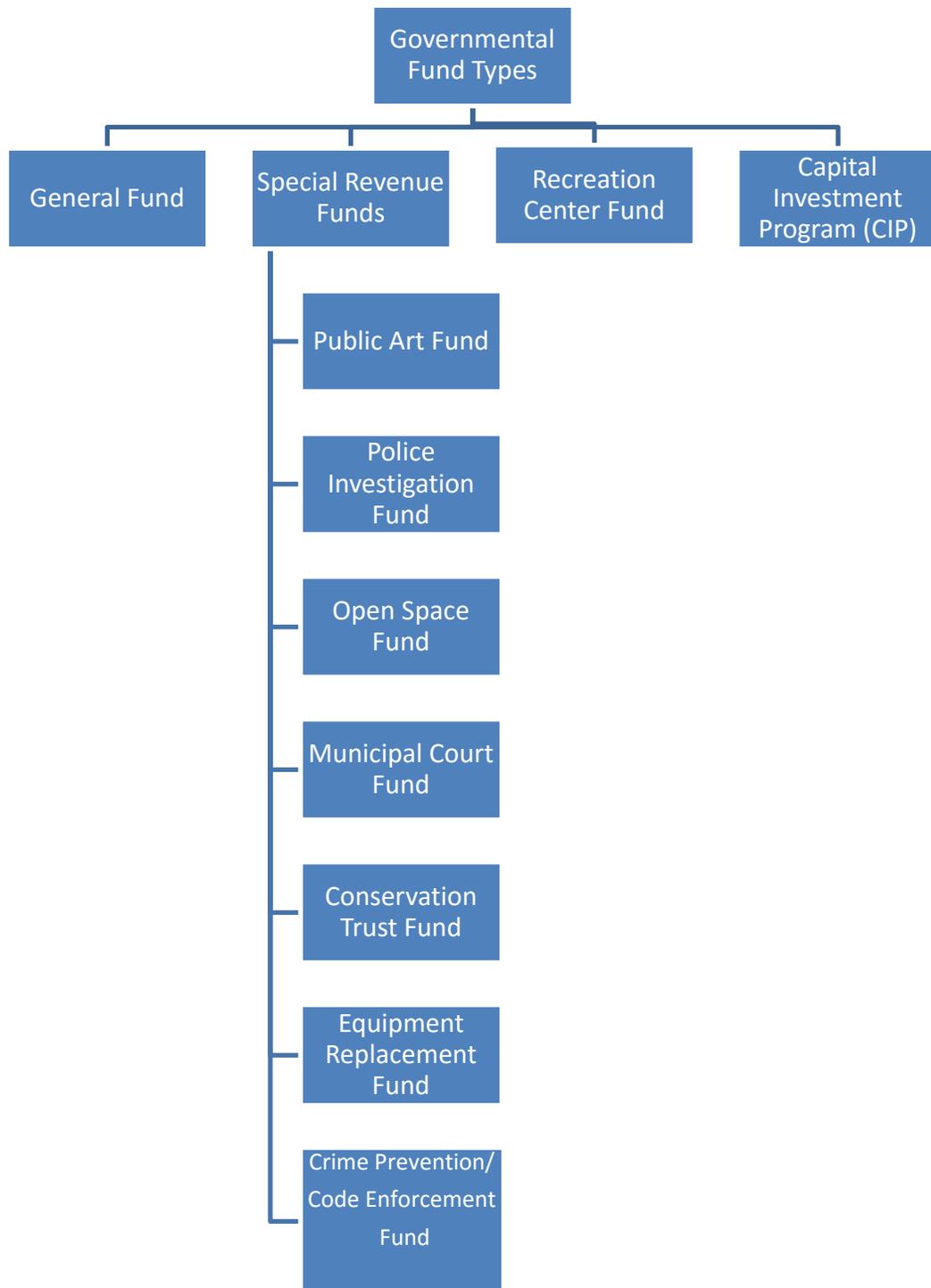
### **Capital Investment Program Fund**

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.



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# 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.

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### **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.

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# 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.

**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.