

Administrative Services

About Administrative Services

The Administrative Services Department coordinates and directs the operations of Finance, Human Resources, Sales Tax, Purchasing, Information Technology, Risk Management, Budget, Urban Renewal and the Safety and Wellness Programs. In addition, the Deputy City Manager assumes the duties of City Manager as directed.

2008 Budget Highlights

- Channel 8 *Top of the Hour* show
- New city website
- Citizen survey
- Connection Newsletter redesign
- Supervisory training curriculum



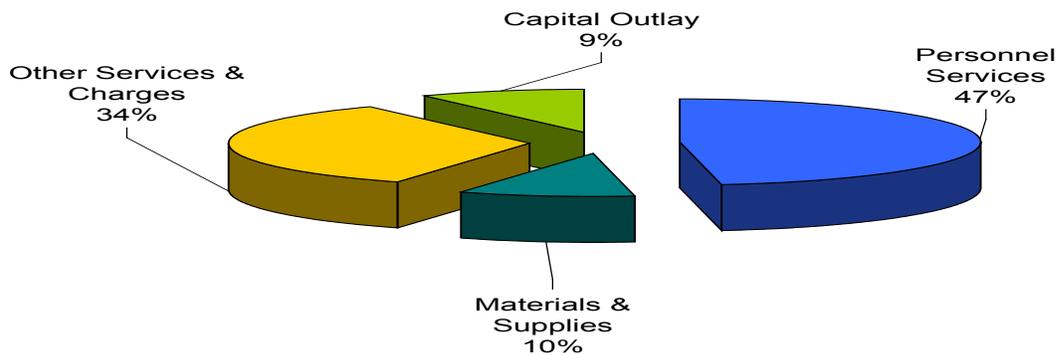
Administrative Services

Staffing and Financial Summary

	2005 Authorized	2006 Authorized	2007 Authorized	2008 Adopted
Finance	3	2.5	2.75	2.75
Administrative Services	2	2	3	4.125
Human Resources	2	3	3	3
Sales Tax	3	3	3	3
Purchasing and Contracting	1	1.5	1.5	1.5
Information Technology	5	5	6	6
TOTAL	16	17	19.25	20.375

	2006 Actual	2007 Adjusted	2007 Estimated	2008 Adopted
Personnel Services	\$1,175,616	\$1,378,419	\$1,370,469	\$1,491,334
Materials & Supplies	\$21,403	\$85,594	\$84,794	\$115,815
Other Services & Charges	\$720,217	\$922,954	\$896,721	\$1,034,411
Capital Outlay	\$342,578	\$229,310	\$232,110	\$259,315
TOTAL	\$2,259,814	\$2,616,277	\$2,584,094	\$2,900,875

Total 2008 Budget by Object

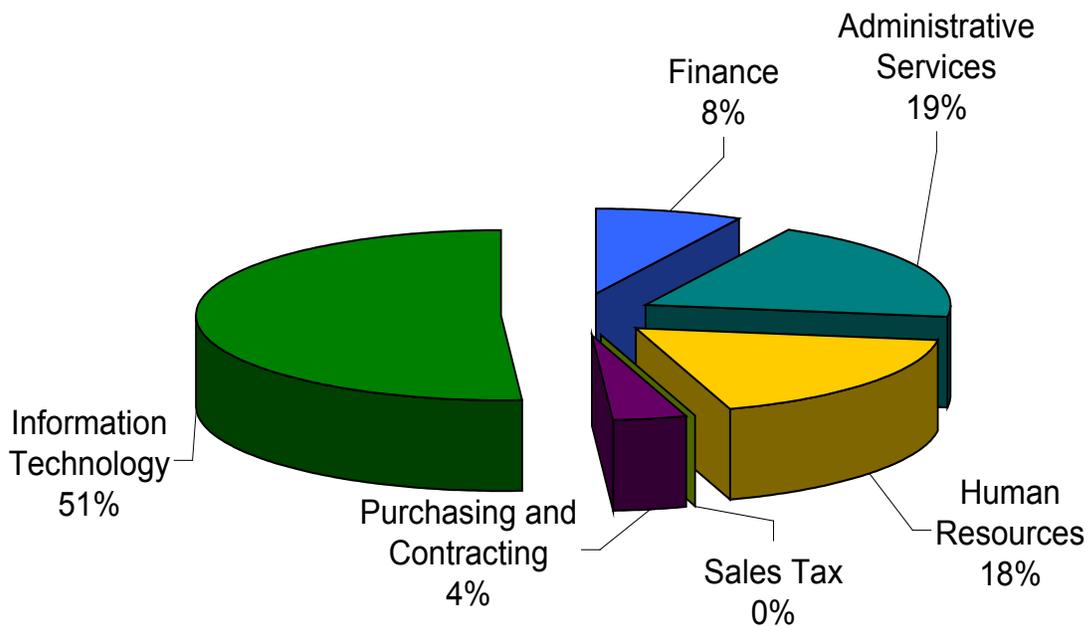


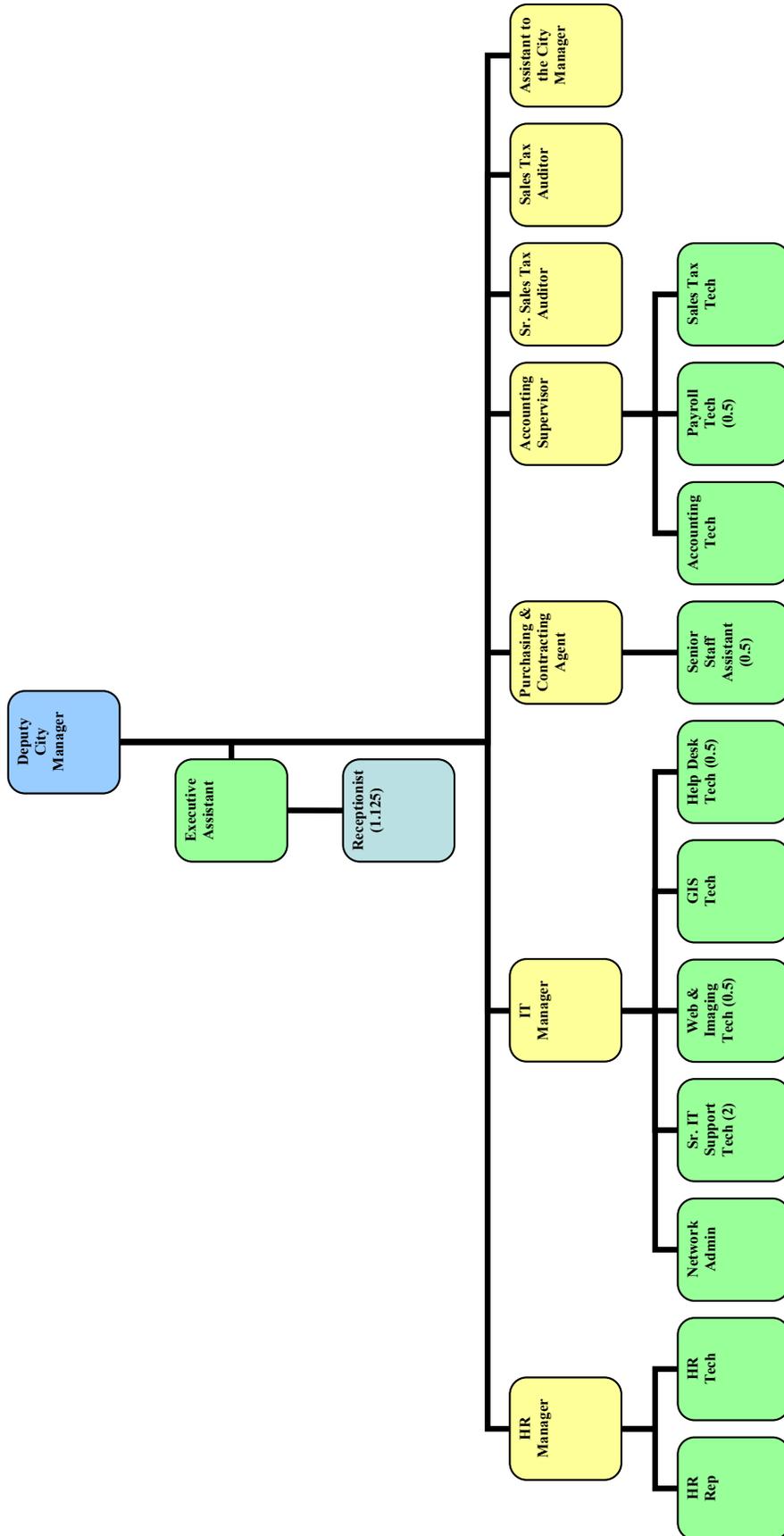
Administrative Services

Total Budget by Program

	2006 Actual	2007 Adjusted	2007 Estimated	2008 Adopted
Finance	\$179,258	\$199,451	\$199,451	\$208,331
Administrative Services	\$199,335	\$458,246	\$452,178	\$546,818
Human Resources	\$384,656	\$437,329	\$439,631	\$473,936
Sales Tax	\$185,123	\$202,018	\$201,718	\$208,373
Purchasing and Contracting	\$91,812	\$101,074	\$90,557	\$103,302
Information Technology	\$1,219,630	\$1,218,159	\$1,200,559	\$1,360,115
TOTAL	\$2,259,814	\$2,616,277	\$2,584,094	\$2,900,875

Total Budget by Program







**ADMINISTRATIVE
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Administrative Services

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DID YOU KNOW

The City receives on average \$30 per household in annual property taxes.

Administrative Services

Overview

- Perform administrative, supervisory and professional work in planning, coordinating and directing the operations of the Administrative Services Department to include assigned office support and the divisions of Finance, Human Resources, Sales Tax, Urban Renewal, Purchasing and Contracting and Information Technology.
- Organize and direct the City's risk management, safety wellness and employee benefits programs.
- Perform all duties related to budget preparation and administration.
- Assume duties of the City Manager as directed.
- Coordinate public information program through multiple mediums.

2007 Achievements

- Developed the Wheat Ridge Civic Engagement Plan and Policy to create a sense of identity for the media relations, public relations and public information activities of the City.
- Enhanced Channel 8 programming with the addition of the Mayor's State of the City Address, Cody the Code Ranger, and airing of Planning Commission meetings.
- Increased the frequency and use of news releases as a tool to encourage positive coverage of City services, programs and activities.
- Enhanced the design and content of the quarterly Wheat Ridge Connections Newsletter.
- Developed a new marketing logo for the City to build on the Wheat Ridge 2020 revitalization efforts.
- Supported the Mayor's D.I.R.T. Task Force televising Task Force meetings on Channel 8 to educate and involve the community in the prioritization of capital projects.
- Developed and coordinated the inaugural Citizen Civic Academy.
- Reviewed employee pension plan and recommended changes for 2008 calendar year.

2008 Objectives

- Implement the City's new marketing logo as identified in the marketing logo implementation plan which includes priorities such as: development of a new City Web site, redesign of the Connections Newsletter, and creation of new City stationary and letterhead.
- Coordinate the bi-annual Citizen Survey to assess citizen satisfaction with City services and programs.
- Complete an emergency action plan for City facilities to coordinate procedures to respond to threats to employee safety.
- Complete an alternative revenue evaluation study.

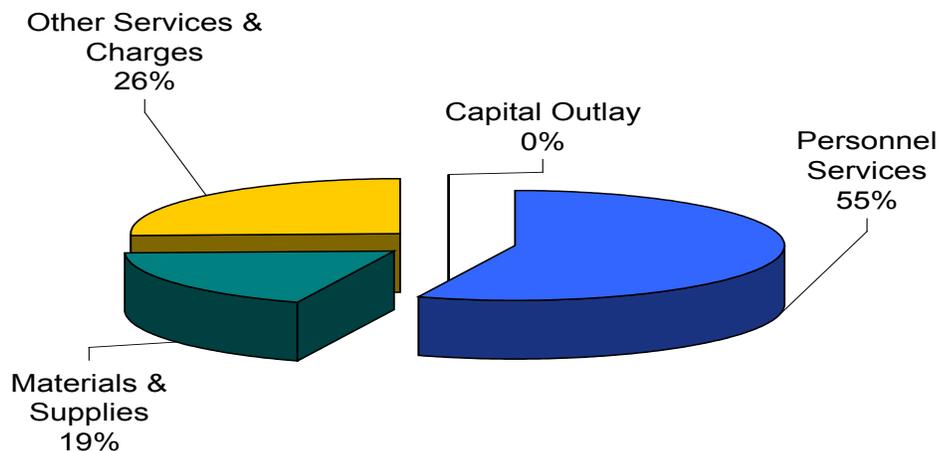
Administrative Services

Staffing and Financial Summary

	2005 Authorized	2006 Authorized	2007 Authorized	2008 Adopted
Deputy City Manager	1	1	1	1
Executive Assistant	1	1	1	1
Assistant to the City Manager	0	0	1	1
Receptionist	0	0	0	1.125
TOTAL	2	2	3	4.125

	2006 Actual	2007 Adjusted	2007 Estimated	2008 Adopted
Personnel Services	\$184,747	\$266,165	\$262,955	\$319,267
Materials & Supplies	\$3,461	\$65,548	\$65,548	\$95,500
Other Services & Charges	\$8,004	\$125,533	\$122,675	\$132,051
Capital Outlay	\$3,123	\$1,000	\$1,000	\$0
TOTAL	\$199,335	\$458,246	\$452,178	\$546,818

Total 2008 Budget by Object



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DID YOU KNOW

Finance processes approximately 550 purchase card transactions each month.

Finance

Overview

- Receive, process, and deposit daily revenue from all City sources.
- Process all purchase requisitions for City.
- Use purchase encumbrance system to enter expenditures.
- Process semi-monthly accounts payable checks.
- Responds to all vendor and department inquiries regarding City-wide accounts payable.
- Manage the general ledger accounting system.
- Reconcile the City's monthly purchasing card statement.
- Process, create, reconcile and deliver payroll including manual and electronic disposition of all pension, medical and tax withholding.
- Prepare quarterly and annual payroll reports.
- Track and record acquisitions and dispositions of and prepare statement of City's fixed assets.
- Prepare year-end audit work papers.
- Assist outside auditors in completion of City's comprehensive annual financial report.
- Monitor, enforce and recommend adjustments to financial accounting controls.
- Provide accurate and timely monthly financial information.
- Provide support to the Sales Tax Division.

2007 Achievements

- Implemented credit card receipts for Court.
- Implemented accounts payable and payroll laser check writing.
- Implemented paperless storage of payroll reports and journals.
- Implemented new employee timesheets.
- Assisted in implementation of automated open enrollment process.
- Participated in implementation of Administrative Hearing process.
- Completed fixed asset requirements for compliance with GASB 34.

2008 Objectives

- Implement credit card receipts for Community Development.
- Cross train on new City's sales tax software.
- Implement Positive Pay.
- Implement new data reporting to Fire & Police Pension Association.
- Assist with development and implementation of Long's Peak Public Improvement Fund.
- Implement Governmental Accounting Standards Board (GASB) statements as required.
- Keep educated and apprised on constantly changing accounting requirements.

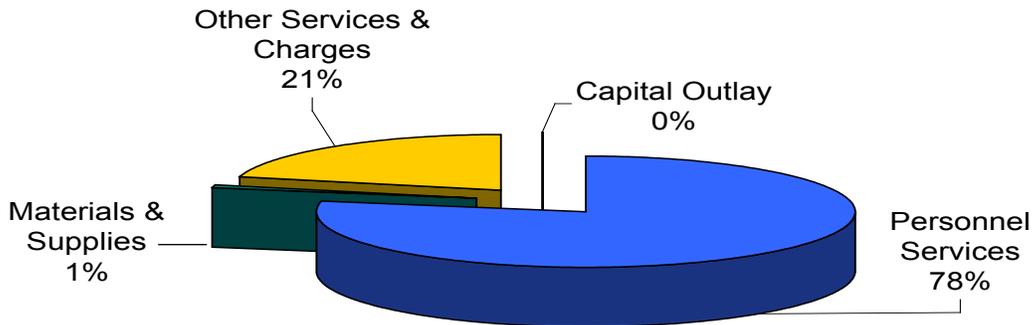
Finance

Staffing and Financial Summary

	2005 Authorized	2006 Authorized	2007 Authorized	2008 Adopted
Accounting Supervisor	1	1	1	1
Accounting Technician	1	1	1	1
Payroll Technician	1	0.5	0.75	0.75
TOTAL	3	2.5	2.75	2.75

	2006 Actual	2007 Adjusted	2007 Estimated	2008 Adopted
Personnel Services	\$142,852	\$155,242	\$155,242	\$162,900
Materials & Supplies	\$1,219	\$1,224	\$1,224	\$1,261
Other Services & Charges	\$34,137	\$42,985	\$42,985	\$44,170
Capital Outlay	\$1,050	\$0	\$0	\$0
TOTAL	\$179,258	\$199,451	\$199,451	\$208,331

Total 2008 Budget by Object



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DID YOU KNOW

To determine 2007-2008 mid-year adjustments for the City's 153 positions, 17 pay plans and 2,002 salary rates were reviewed by Human Resources.

Human Resources

Overview

- Oversee personnel functions such as resource administration, job classification and compensation, employee relations, recruitment, selection, and retention of employees.
- Provide personnel policy development, administration, direction, and guidance to the organization.
- Provide program development, administration, direction and guidance for performance systems, employee benefits and training.
- Oversee benefits administration, Worker's Compensation, Unemployment, Employee Assistance Program and Employee Recognition.
- Conduct compensation surveys (wages and benefits) and provide recommendations based on results of analysis.
- Prepare city-wide salaries and benefits budget information

2007 Achievements

- Completed analysis on 2007 salary market and made recommendations for the Classification/Pay Plans; implemented adjustments.
- Performed analysis on health benefits package identifying potential modifications for cost-effectiveness.
- Reviewed retirement benefits for competitiveness and effectiveness.
- Revised and implemented Personnel Policies as deemed necessary.
- Provided recruitment services and revised, streamlined and decreased cost for recruitment process.
- Implemented security identification (ID badge) policy and program.
- Automated benefits enrollment process; application process; government EEO-4 report; and, payroll documents.
- Commenced development of city-wide training program; implemented brown-bag training and promoted on-line safety training.
- Commenced review of Pay for Performance System.

2008 Objectives

- Review Pay for Performance System for possible implementation.
- Develop new website and enhance automated application process.
- Continue to enhance city-wide training and employee orientation.
- Revise and/or develop and implement Personnel Policies as needed.
- Continue active participation in Employee Recognition Committee.
- Maintain worker's compensation insurance at lower rate.
- Continue improving recruitment practices.

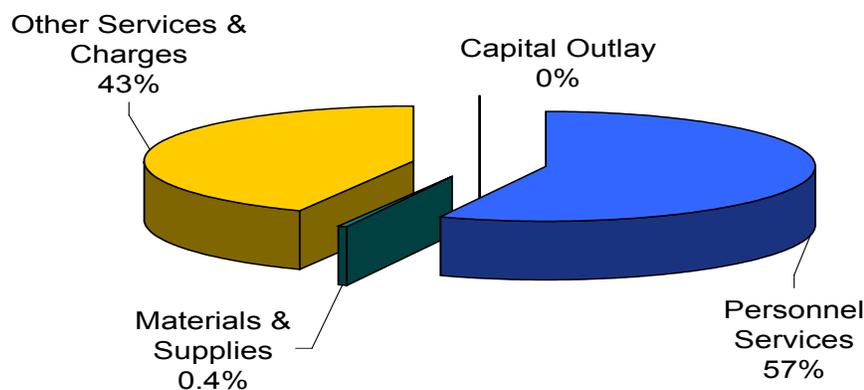
Human Resources

Staffing and Financial Summary

	2005 Authorized	2006 Authorized	2007 Authorized	2008 Adopted
HR Manager	1	1	1	1
HR Representative	1	1	1	1
HR Technician	0	1	1	1
TOTAL	2	3	3	3

	2006 Actual	2007 Adjusted	2007 Estimated	2008 Adopted
Personnel Services	\$219,176	\$256,374	\$258,676	\$267,838
Materials & Supplies	\$1,343	\$2,250	\$1,750	\$1,700
Other Services & Charges	\$163,772	\$163,005	\$160,705	\$204,398
Capital Outlay	\$365	\$15,700	\$18,500	\$0
TOTAL	\$384,656	\$437,329	\$439,631	\$473,936

Total 2008 Budget by Object



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DID YOU KNOW

The City has 3,230 licensed businesses. 762 file tax monthly, 1,295 file quarterly and the remainder annually. Each return is entered individually - that's 13,211 returns and 250,000 lines of data per year.

Sales Tax

Overview

- Advise public about licensing requirements and procedures.
- Administer licensing of all business activity, liquor occupations, exempt institutions and massage therapy practices.
- Advise parties on City's interpretation of tax code and regulations.
- Instruct and inform about completion of tax forms, compliance methods and remedial account management.
- Educate taxpayers via publications, seminars and web-based tools.
- Process sales, use, admissions, special events and lodging taxes.
- Investigate and collect delinquent tax through due process.
- Verify and enforce tax compliance using audits and remedial tools.
- Maintain accounts to optimize data integrity and availability.
- Monitor and report on revenues of the Enhanced Sales Tax Incentive Programs and Wheat Ridge Urban Renewal Authority programs.

2007 Achievements

- Improved stewardship of public well-being by implementing the 2006 massage licensing ordinance.
- Effectively reduced intercity tax settlements using rigorous analysis procedures while maintaining repouire with claimants.
- Nurtured taxpayer good will via amenable voluntary disclosure.
- Attained 98% compliance with State-mandated lawful presence documentation of individual taxpayers utilizing positive contact.
- Prepared to oversee Longs Peak Public Improvement Fee (PIF) programs.
- Increased taxpayer awareness opportunities by creating and improving informational materials.
- Enhanced taxpayer awareness potential by coordinating with the State to present a joint tax education workshop.
- Elicited greater tax and licensing compliance through continued increase of audit and compliance enforcement presence.
- Ensured accuracy of taxpayer base by active update-seeking.

2008 Objectives

- Develop, implement and establish compliance assurance process with Long's Peak PIF.
- Improve customer service by implementing an improved tax and licensing recording and reporting package.
- Prepare for economic growth impact by remaining abreast of tax, licensing and compliance issues, trends, techniques and dispositions.
- Enhance voluntary compliance by expanding audit and enforcement activity and presence.

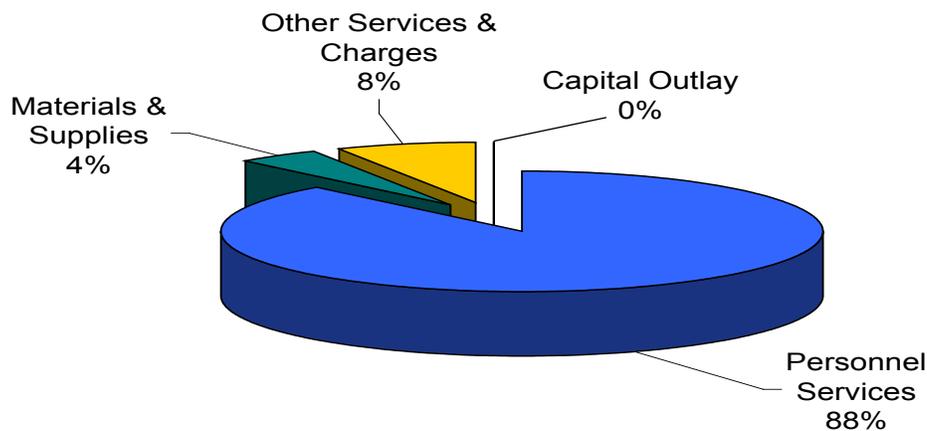
Sales Tax

Staffing and Financial Summary

	2005 Authorized	2006 Authorized	2007 Authorized	2008 Adopted
Senior Sales Tax Auditor	0	0	0	1
Sales Tax Auditor	2	2	2	1
Sales Tax Technician	1	1	1	1
TOTAL	3	3	3	3

	2006 Actual	2007 Adjusted	2007 Estimated	2008 Adopted
Personnel Services	\$168,817	\$177,897	\$177,897	\$183,547
Materials & Supplies	\$7,322	\$8,322	\$8,022	\$9,104
Other Services & Charges	\$8,338	\$15,269	\$15,269	\$15,722
Capital Outlay	\$646	\$530	\$530	\$0
TOTAL	\$185,123	\$202,018	\$201,718	\$208,373

Total 2008 Budget by Object



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DID YOU KNOW

Purchasing Staff established the first organized "Take Your Child to Work Day Program". Fifteen (15) youth participants were educated on services provided by the City for its citizens.

Purchasing and Contracting

Overview

- Assist staff on various methods of purchasing, the law and policies.
- Prepare and solicit bids, requests for proposals and requests for information.
- Educate and assist suppliers on how to do business with the City.
- Utilize cooperative bids i.e. State Price Agreements, MAPO, CEPC, WSCA, CDOT, US Communities.
- Conduct formal bid openings, manage evaluation process and re-view council action forms for awards.
- Prepare and manage contract renewal agreements.
- Manage the citywide Cell Phone and Pager Programs.
- Administer the citywide Purchasing Card Program.
- Manage the citywide Custodial Services Agreements.
- Manage the citywide Surplus and Auction Program.
- Provide a high level of customer service to all stakeholders.

2007 Achievements

- Implemented Phase III of the Purchasing Card Program.
- Assisted the Accounting Department with additional audit controls for the Purchasing Card Program.
- Prepared, solicited and awarded over forty-five (45) bids and proposals.
- Awarded bids with an estimated \$200,000.00 in cost savings.
- Negotiated low service fees and installed the ATM at City Hall.
- Prepared policy for tracking and returning cell phones and all communication devices.
- Provided leadership as the 2007 President of the Rocky Mountain Governmental Purchasing Association.

2008 Objectives

- Research surplus disposal alternatives.
- Continue to increase use of Blanket Purchase Orders.
- Solicit commodity and service bids for long term agreements.

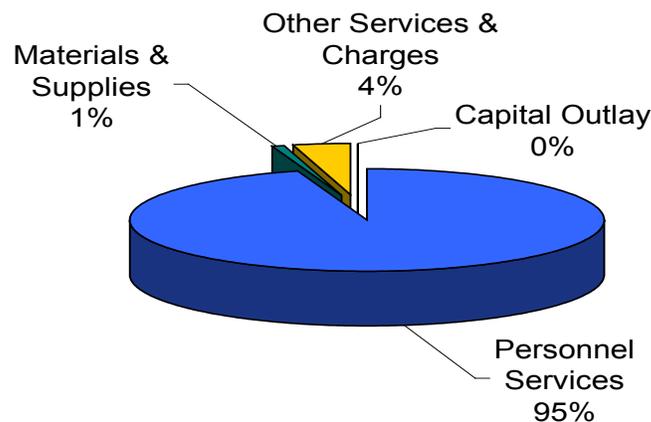
Purchasing and Contracting

Staffing and Financial Summary

	2005 Authorized	2006 Authorized	2007 Authorized	2008 Adopted
Purchasing & Contracting Agent	1	1	1	1
Senior Staff Assistant	0	0.5	0.5	0.5
TOTAL	1	1.5	1.5	1.5

	2006 Actual	2007 Adjusted	2007 Estimated	2008 Adopted
Personnel Services	\$87,372	\$93,954	\$83,312	\$96,057
Materials & Supplies	\$616	\$800	\$800	\$800
Other Services & Charges	\$3,824	\$6,320	\$6,445	\$6,445
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL	\$91,812	\$101,074	\$90,557	\$103,302

Total 2008 Budget by Object



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DID YOU KNOW

The City has 275 e-mail boxes that receive an average of 924 e-mails per hour; 22,176 e-mails per day and 8,094,240 e-mails per year.

Information Technology

Overview

- Responsible for strategic Information Technology planning to support city's strategic plan.
- Responsible for the procurement, installation, maintenance and security of all City computers.
- Responsible for decisions on software running on City computers.
- Responsible for inventories of computers and their software.
- Install hardware/software on the City Server computers.
- Assist departments with special software project requests.
- Responsible for backup and disaster recovery of both server and telephone systems.
- Responsible for all telephone equipment.

2007 Achievements

- Installed full T1 to all remote sites to double throughput.
- Installed 55 new or replacement computers.
- Upgraded the Senior Community Center training lab.
- Upgraded Public Safety Computer Aided Dispatch and Records Management System for Police Department.
- Implemented Electronic Payments for planning.
- Updated the Information Technology Strategic Plan.
- Implemented a Voice over Internet Protocol telephone system.
- Maintained all software licensing to current updated legal status.
- Expanded utilization of existing software and modules.
- Designed the third phase of the Mobile Field Reporting System for Police for electronic citations.
- Installed enterprise wide Administrative Hearing application.
- Hired GIS Specialist and continued citywide GIS project.
- Implemented new computer aided dispatch GIS maps.
- Installed new Video Arraignment solution for Municipal Courts.
- Participated in Colorado Wireless Communities wireless initiatives.

2008 Objectives

- Install Point to Point 10 Mb connection to all remote sites.
- Pursue solutions to enhance the public's access to City information.
- Design, purchase and install new web site application.
- Develop document imaging archives on the Web.
- Install paperless packet agenda management software.
- Implement Phase III of electronic citations.
- Continue development of citywide GIS project and install Esri GIS web application for public access.
- Implement contingency and disaster recover plan.

Information Technology

Staffing and Financial Summary

	2005 Authorized	2006 Authorized	2007 Authorized	2008 Adopted
IT Manager	1	1	1	1
Network Administrator	1	1	1	1
Sr. IT Support Technician	0	2	2	2
Personal Computer Technician	2	0	0	0
GIS Technician	0	0	1	1
Web & Imaging Technician	0.5	0.5	0.5	0.5
Help Desk Technician	0.5	0.5	0.5	0.5
TOTAL	5	5	6	6

	2006 Actual	2007 Adjusted	2007 Estimated	2008 Adopted
Personnel Services	\$372,652	\$428,787	\$432,387	\$461,725
Materials & Supplies	\$7,442	\$7,450	\$7,450	\$7,450
Other Services & Charges	\$502,142	\$569,842	\$548,642	\$631,625
Capital Outlay	\$337,394	\$212,080	\$212,080	\$259,315
TOTAL	\$1,219,630	\$1,218,159	\$1,200,559	\$1,360,115

Total 2008 Budget by Object

