

# CITY OF FRUITA

## 2020 ANNUAL BUDGET

PERFECTION IS NOT ATTAINABLE, BUT IF WE CHASE PERFECTION WE CAN CATCH EXCELLENCE.





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# Introduction

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Other board and commissions of the City include the Planning Commission, Board of Adjustments, Historic Preservation Board, Parks and Recreation Advisory Board, Downtown Advisory Board, Police Commission, Livability Commission, Tourism Advisory Council and the Arts and Culture Board. Members of these boards and commissions are appointed by the Council.

The City has six major departments; Public Works, Police, Parks and Recreation, Planning and Development, General Government and Administration.

## **Economic Characteristics**

Fruita has been one of the fastest growing communities in Mesa County and Western Colorado. This growth has, in the past, been primarily residential growth and energy related development. However, there has also been significant growth in the commercial and industrial sectors of the community and is the ideal location for outdoor recreation oriented businesses. Growth slowed down significantly with the decline in energy related development in 2016 but made a steady recovery 2017 and this growth is expected to continue in 2018.



## **Community Services**

Municipal Services provided by the City of Fruita includes police protection, trash removal, irrigation water, wastewater collection and treatment, road maintenance and improvements, drainage, parks maintenance, year round recreation programs, a full service community recreation center, and community development and engineering activities.

Other governmental services are provided through various agencies including fire protection through the Lower Valley Fire Protection District, a branch office of the Mesa County Library and a branch office of the Mesa County Clerk and Recorder's Motor Vehicle Department, drainage through the Grand Junction Drainage District and mosquito control through the Grand Valley Mosquito Control District.

Schools include Shelledy Elementary, Rimrock Elementary, Fruita Middle School, Fruita 8/9 School, and Fruita Monument High School. A new elementary school named Monument Ridge Elementary is scheduled to open in August 2020. The City of Fruita is located in School District #51.

Health services include doctors, dentists, opticians, chiropractors, pain management and orthopedic

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# Introduction

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Budget Transmittal Letter

Elected and Appointed Officials

Organizational Chart

Welcome to Fruita

Demographics



# Introduction

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# Introduction

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## Budget Transmittal Letter

Honorable Mayor and Members of City Council,

I present to you the 2020 Proposed Annual Budget as required by the Fruita City Charter and as created by a professional team of City coworkers. This letter provides a summary of the year in review, financial outlook and budget highlights.

### Year in Review

Moderate growth continues for the Fruita community. We continue to take a “community first” approach in our residential, economic development and tourism strategies. A top priority and focus this year are the considerable amount of work to update the City’s Comprehensive Plan, Fruita in Motion: Plan Like a Local. This long-range planning document will provide policy and strategy for the City to guide development going forward while incorporating the community’s vision and goals into future policies and actions. This year-long effort is set to wrap up in the first couple months of 2020. I applaud the City Council’s leadership, the work of the residents’ steering committee, the consulting firms, the Planning and Development Staff, the Planning Commission, partner agencies and most especially the residents and businesses of Fruita who have engaged in this process to guide the process and create a true community vision and plan. Whether via numerous open houses, community presentations, steering committee meetings, or via [www.fruitainmotion.org](http://www.fruitainmotion.org), the community has engaged and themes of the feedback have risen to the top.

As the Fruita community continues to grow, the community expects specific values to be at the forefront of future policy and decisions so that they are protected and not lost. These include the following:

- *Fruita is a place where you run into neighbors, friends, and acquaintances at local stores and restaurants, parks, and the Community Center.*
- *Fruita is a place where children, adults, and the elderly feel safe walking and biking to schools, parks, or downtown.*
- *Family-friendly events and festivals are well attended and gather the community.*
- *Fruita is a community where people are invested and constantly work to make the community better.*
- *Fruita residents appreciate the stunning natural beauty that surrounds the City.*
- *Fruita has incredible access to outdoor recreation. This access supports local businesses and fosters an active, healthy community that inspires visitors to come play like a local.*
- *Fruita is funky and has a vibrant downtown filled with small businesses.*
- *Farming and ranching is a part of Fruita—from the agricultural lands surrounding the City to the farmers markets that take place downtown.*
- *Fruita is innovative and open-minded—the government and its residents are willing to try new things.*
- *Fruita takes a community-first approach—the City prioritizes residents when making decisions.*
- *Fruita provides quality services efficiently to its residents and businesses.*
- *Fruita is a distinct community-geographically separate from others in the Grand Valley.*

# Introduction

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The Fruita in Motion vision, states:

*The City of Fruita values quality of place. It's an inclusive city, with small-town feel and vibrant downtown, surrounded by public lands. People love to live, work, and play in Fruita because the City facilitates community, safe neighborhoods, family-friendly events, and walking and biking. The City governs in a way that's responsive to its citizens and prioritizes high-impact services and projects. Fruita fosters a fun and funky ambiance around the arts, agriculture, and recreation.*

It is inspiring, motivating and humbling to be part of this community and I am proud of the accomplishments this organization has accomplished this year. Some highlights of 2019 include, but are not limited to:

- Thorough, engaged public process to draft the Fruita in Motion Comprehensive Plan.
- Creation of the Fruita Youth Action Council and their work with the Fruita Youth Initiative to combat youth risk factors spanning from substance abuse, mental health issues, strengthening families and healthy lifestyles.
- Refunding the 2009 series sales and use tax revenue bonds for the Fruita Community Center resulting in an adjusted savings of \$4.5 million and a net present value savings of \$3 million.
- Increased the City's credit rating from A+ to AA- with S&P Global.
- Improving Maple Street sewer, drainage and road.
- Completion of a series of needed studies and cost estimates for redeveloping the old sewer lagoon property in partnership with CORES, Inc.
- The success of the Fruita Trails Initiative constructing new singletrack trails, completing a master plan for the North Fruita Desert trail system, and funding a maintenance crew through Western Colorado Conservation Corps that worked on trails for 6 weeks at Kokopelli and North Fruita Desert trail systems.
- The completion of a 1.5-year study which reforms the organization's compensation plan to a market-based approach.
- Joining the Alliance for Innovation and creating the Fruita Innovation Team.
- Writing and receiving grants to assist with new crosswalks, updating the land use code and design standards, updating the Parks, Health, Recreation, Open Space and Trails master plan, redevelopment studies for the lagoon property, supplemental funding for the highway 6 sewer interceptor project, and submitted pending grants for improving K.4 road, sidewalk and drainage issues, updating the community circulation plan, and designing the intersection of the highway 6 and Fremont St. corridor.
- Managed the development process for 10 residential subdivisions and 5 new commercial construction projects.
- Implementing online credit card payments for City utilities.
- Launching general City social media presence.
- Implemented efficient work order systems for Public Works and Parks departments to optimize workflow and track allocation of resources.
- Creation of specific performance measures for every division of the City to measure controllable efforts to achieve priorities.

# Introduction

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- Efficiently delivering the full array of core services to maintain roads, sidewalks, sewer lines, parks, open spaces, festivals and events, etc.
- Partnerships (Family Health West, Fruita Chamber, Grand Junction Economic Partnership, Mesa County Workforce Center, Business Incubator Center, local businesses and ambassadors, Office of Economic Development and International Trade, state agencies and departments, Bureau of Land Management, Colorado Plateau Mountain Bike Association, Colorado Canyons Association, School District 51, Museums of Western Colorado, Colorado National Monument) continue to strengthen and assist in the achieving City goals.
- The Play Like a Local campaign continues to reach target audiences for tourism related marketing while also providing material for residential and economic development.
- Attendance at annual City events and many recreation programs continue to increase.

This list is a snapshot of some, not all the accomplishments in 2019. Highlights of accomplishments by area of operation are contained in this document. As noted in the last two years' letters, we continue to stay focused, consistent and deliberate in our efforts.

*In building greatness, there is no single defining action, no grand program, no one killer innovation, no solitary lucky break, no miracle moment. Rather, the process resembles relentlessly pushing a giant, heavy flywheel in one direction, turn upon turn, building momentum until a point of breakthrough, and beyond. –Jim Collins, **Good to Great and the Social Sectors***

We begin 2020, reflecting on the same giant flywheel that City staff and City Council have been able to remain diligent in aligning efforts, time and resources to positively impact the *Quality of Place, Economic Health and Lifestyle* of the community built upon providing quality core services. Thank you for your leadership, vision and support.

## Financial Outlook

We continue to see growth in most revenues the City relies on to provide core services. Efforts of the past continue to yield positive results currently in addition to sustaining the City during the past recession. During the years of 2014-2016 Fruita realized a 91 percent decrease in oil and gas sales tax revenue; 12 percent decrease in utilities sales tax revenue; and a 15 percent decrease in communications sales tax revenue. Fortunately, Fruita's economy had been shaped by more than one sector, and continues to grow in a variety of sectors, including growth in 2018 and 2019 in the energy sector as well. A snapshot of fiscal indicators include the following.

- City Sales tax revenues are trending 14.5% higher in 2019 than 2018 (2018 was 14% higher than 2017).
- County sales tax revenues are trending 5.8% higher in 2019 over 2018 (2018 was 8% higher than 2017).
- Use tax on vehicles is trending 12.6% higher in 2019 over 2018 (2018 was 1.7% lower than 2017).
- Use tax on building materials is trending 47% lower in 2019 over 2018 (2018 was 146 percent higher than 2017).
- Lodging tax is trending 8% lower in 2019 over 2018 (2018 was 6.5% higher than 2017).
- Property Tax is up due to reassessment of property values in the county, construction, annexations and increasing home values.

# Introduction

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- The County-wide public safety tax passed in the November 2017 election relieving the burden of funding the 911 Communication Center is trending 8.6% higher in 2019 over 2018 and accumulating funds to assist in adding an officer in the future.

## Budget Highlights

The 2020 proposed budget prioritizes current core services, amenities and employees while completing necessary community planning and prioritization for future years. A detailed overview of the budget is provided for each fund and department throughout this budget document. These sections cover in detail the services, programs and projects budgeted. The Budget Overview section provides a great summary of all funds. Some of the highlights I would like to note include but are not limited to the following.

- A priority on increasing employee compensation based on market rates for each position as compared to all cities in the state. Detailed, updated job descriptions comparable to positions across the state have been finalized. A market range has been established for each position and funding of \$432,401 is budgeted throughout all funds to bring the workforce within the market range. This means that employees will receive different amounts of increase based upon how far each position is from the market range. A small number of employees will not receive an increase due to already being within the market range.
- Benefits are budgeted with a \$68,820 increase due to an 8% increase in health insurance premiums while maintaining the current level of benefits.
- General Fund contingency is funded 100% from current year revenue at \$234,400.
- 9% of General Fund capital projects are funded from current year revenue.
- Completion of the community's comprehensive plan, Fruita in Motion.
- Updating the Land Use Code and Parks, Health, Recreation, Open Space and Trails master plan with grant funding assistance.
- Completing an Active Circulation Plan, pending a current grant application.
- Design of Fremont Street from Skiff Ave. to Highway 6 & 50, pending a current grant application.
- Constructing urban level road section addressing drainage, curb, gutter and sidewalk on K.4 Road, pending a current grant application.
- Completing the Highway 6 interceptor sewer project.
- Completing two trail connections from the Kokopelli section of the Colorado Riverfront Trail to the Fruita Business Park.
- Re-plastering the pool at the Community Center and many other improvements to the facility.
- Setting aside additional (above and beyond cost to fund the 911 Comm Center) public safety sales tax revenues to fund a future police position.
- Addition of performance measures in each division to measure specific efforts that positively impact City goals.
- Necessary capital, vehicle and equipment replacements.
- Increase in weed control funding for opens space and trail corridors.

Respectfully Submitted,  
Mike Bennett  
City Manager

# Introduction

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## **ELECTED OFFICIALS**

Joel Kincaid, Mayor

Lori Buck, Mayor Pro-tem

### **Councilmembers**

Amanda Ewing

Kyle Harvey

Dave Karisny

Ken Kreie

Karen Leonhart

## **STAFF OFFICIALS**

Michael Bennett, City Manager

Dave Krouse, Chief of Police

Dan Caris, Planning and Development Director

Ken Haley, Public Works Director

Ture Nycum, Parks and Recreation Director

Sam Atkins, City Engineer

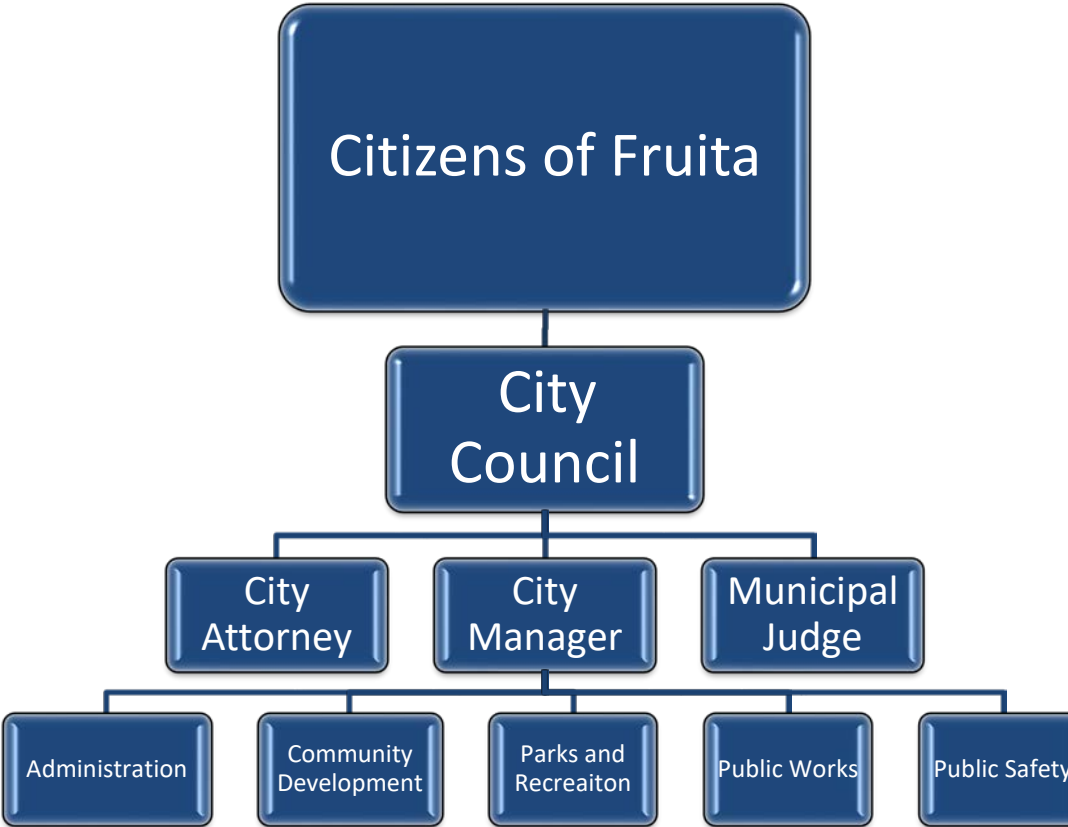
Odette Brach, Human Resource Director

Margaret Sell, City Clerk/Finance Director

# Introduction

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## Organizational Chart



# Introduction

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## Welcome to Fruita!

I love Fruita! You may be thinking, “of course he would say that. He is the City Manager after all.” Yes, this is true, but it is not the reason. I have relocated 15 times in my life (son of an Army officer), and never have I had the type of experience as I have had relocating to Fruita, Colorado in the fall of 2014.



Why Fruita? Fruita is a community of choice. People from all over the world choose Fruita for a variety of reasons. Living in Fruita means your menu of things to do is packed with a variety of choices. Ride your road bike across the Colorado National Monument and discover amazing views of monoliths, big horn sheep, and the entire valley. Walk where dinosaurs once roamed and see their tracks and bones. Hike in the second highest concentration of arches outside of Arches National Park. Saddle your horse and enjoy the peace of miles of trails among wild desert flowers and old mines. Ride your cruiser bike downtown and take in a Thursday night concert in the park or shop fresh, local grown produce at the Farmer’s Market. Demo the top new mountain bikes all weekend long during Fat Tire Festival. Ride your mountain bike on world famous single track trails only minutes away from your home before work, during lunch or after work. Discover an endless array of landscape to trail run. Experience Mike the Headless Chicken Festival—you have to be there to understand, or any of the 30+ events each year. Push yourself in a cycling, total body or yoga class at the recreation center and come back later for a swim all year long. Children love the rock climbing wall, lazy river or zero entry swim/play area. Take in more than 240 days of sun each year. Choose from multiple music venues every week while having a local craft beer and/or specialty food at a local eatery. Spend an evening at the Rim Rock Rodeo or another outdoor concert at Fruita’s James M. Robb State Park. Step back in time while your kids walk or ride their bikes to excellent schools on the paved trail system connecting neighborhoods and schools. Raft the Colorado River. Golf at Adobe Creek National Golf Course or throw a disc at one of two local disc golf courses. Pump the track at the Fruita Bike Park. Choices are in abundance in Fruita and the list goes on. Fruita quality of life is unique, authentic and off the charts.

Why Fruita? Most of all it’s the familiar faces you will see while watching your kids in youth sports or shopping for groceries, who make you feel right at home and part of a real community. Evening walks amidst the laughter of children playing and neighbors chatting while the sun sets amidst the backdrop of the Book Cliffs or National Monument. When you choose Fruita, you will love where you live.

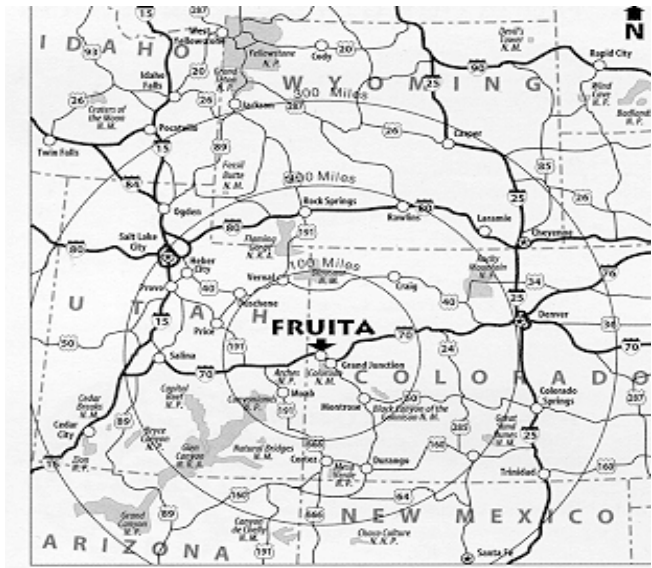
~Mike Bennett, City Manager



# Introduction

## Location

Fruita is located in an irrigated high desert valley (elevation 4,498) in western Mesa County. It is easily accessible from Interstate 70 (exit 19), and is located 17 miles east of the Utah border, 8 miles west of downtown Grand Junction, and 256 miles west of Denver. Walker Field Airport is 11 miles east of Fruita with regularly scheduled flights to Salt Lake City and, Denver. The main line of the Union Pacific Railroad from Denver to Salt Lake City runs through Fruita and AMTRAK serves Fruita through Grand Junction as does the Greyhound Bus Company. Grand Valley Transit provides local transportation services from the City of Fruita through Grand Junction to the Town of Palisade on the eastern edge of the Grand Valley.



The Colorado River flows through Fruita and the City is bordered by agricultural lands to the north, east and west. Six miles north of Fruita is the Book Cliff's mountain range (elevation 6,000-9,000 ft.) and south of Fruita is the Colorado River, the main entrance to the Colorado National Monument (National Park Service) and the Colorado Canyonlands National Conservation Area. West of Fruita (50 Miles) is the Grand Mesa, a 10,000 ft. flat top mountain, an alpine environment with lakes, aspen, fir and spruce trees, a downhill ski area (Powderhorn), miles of cross country ski trails, mountain bike trails, off road vehicle trails, campgrounds and fishing lakes and streams.

## Geographic Attractions

The Colorado River runs through and to the south of the City and provides opportunities for water based activities such as fishing, rafting, boating and wildlife viewing.

The Colorado River State Park - Fruita is open to the public for camping and recreation.



# Introduction

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Fruita is also known as the Gateway to the **Colorado National Monument**. The Monument is a natural geographic formation which rises above the valley floor and offers some breathtaking and majestic scenery.

Fruita also has significant **Paleontological Resources**. Dinosaur bones and other ancient fossils have been discovered in Fruita and the surrounding area. Dinosaur bones from **Dinosaur Hill** located south of Fruita have been on display at the Field Museum of Natural History in Chicago for

a number of years. Excavations are organized each year for the purpose of discovering additional dinosaur and fossil remains.

## **Other Attractions**

The Fruita **Community Recreation Center** includes fitness/wellness areas with an indoor walking/running track, a group exercise/dance room and a fitness floor and gymnasium. The indoor pool has five lap lanes and diving board, a lazy river and vortex, spa/hot tub, an interactive spray feature in the toddler area, drop slide and a climbing wall. There is a pool party room available for rent which is designed to host parties while allowing access to the pool. The outdoor pool has been completely renovated.



Fruita is home to the **Colorado Welcome Center** which provides tourist information and a rest stop facility for the traveling public. This is also the site of the **Western Slope Vietnam War Memorial**.

The Museum of Western Colorado's **Dinosaur Journey Museum**, owned by the City and leased to the Museum, is located at the Fruita I-70 exit and is both an entertainment and educational facility with animated dinosaurs and other historic creatures. The Center includes hands on displays (dig your own dinosaur bones), video presentations, a working dinosaur lab, and an earthquake simulator.



# Introduction

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Fruita also has a number of **Bike Trails** in close proximity. There are a number of trails for bikes and pedestrians in the area including Rabbit Valley, 18 Road, and Kokopelli Trail systems.

The **Kokopelli Section of the Colorado Riverfront Trail** was completed and dedicated in 2018 and completes an ongoing 25+ year-old valley-wide project to provide an uninterrupted public trail system from Palisade to



Fruita. It is approximately 4.25 miles of hard surface concrete trail and 2.25 miles of single-track trail that will get you from Fruita to the Kokopelli Trailhead and back. Access to the Kokopelli trail section is at the following locations: Lower Little Salt Wash Trail, at the Waste Water Reclamation Facility, and at the I-70 Loma Interchange. The Kokopelli Trails area is a destination for mountain bikers, hikers, equestrian users, and trail runners, and it connects to Moab, Utah via the Kokopelli Trail.

The City also has a number of **Municipal Park Facilities**. **Little Salt Wash Park** is an 18 acre park geared to organized athletics with shelters, restroom, sport fields and trails. **Snooks Bottom** is an open space located south of the Colorado River off of SH 340 and is adjacent to the disc golf course. The **Fruita Bike Park** located east of Hwy 340 in the Redcliffs Subdivision is a 2.4 acre facility which includes a playground and traditional park amenities. **Reed Park** is 3.3 acres and has both passive and active recreation opportunities. There are a number of other municipal and neighborhood parks and trails in the City.

The **McGinnis Canyons National Conservation Area** contains many nationally significant resources including outstanding scenery, cultural and paleontological resources, recreational opportunities wildlife, and geologic and scientific values. Trailheads in the Conservation Area provide opportunities to discover the resources of the area.

Other attractions in the area include the **Rimrock Adventures**, which provides multiple opportunities for outdoor recreation activities including horseback riding, both guided and self-guided river rafting, rentals of kayak, canoe, sups and rafts. Summer time brings the **Rimrock Rodeo** to Fruita with weekly rodeo events.



# Introduction

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The **Adobe Creek National Golf Course** is nestled against the backdrop of the scenic Colorado National Monument and offer 27 holes on three separate nine hole courses which is open to the general public. The golf course is open year round, weather permitting.



**Imondi Wake Zone**, a cable park, opened to the public in 2019, offering wakeboarding, knee boarding standup paddle boarding, and other water based recreational activities in Fruita. A cable park is a way to enjoy towed watersports without the need of a boat.



The City is home to a number of unique, fun and entertaining **Festivals and Special events** from the Fruita Fall Festival, Fat Tire Festival, Mike the Headless Chicken Festival, Thursday Night Concert Series, Riverfront Concert Series, Farmer's Market and many other events. You'll find tons of fun, excitement, laughter, friendship, music and entertainment.

## **Government**

Fruita is a home rule City with a Council-Manager form of government. There are 6 Council members and the Mayor who are elected at large. Council meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month with the 4<sup>th</sup> Tuesday set aside for workshop items. The City Manager is appointed by the Fruita City Council.

# Introduction

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services. Colorado Canyons Hospital and Medical Center (Family Health West) continues to expand their offerings with the launch of a new collaborative Transitional Care Program in 2017. Mesa County health department provides a variety of social services from the former hospital location

***Transportation services*** are provided by Grand Valley Transit. A fixed route bus system is available to the general public with several bus stops located in the Fruita area with routes to Grand Junction and Palisade. Transportation by air, bus and train are also readily accessible from Grand Junction.

# Introduction

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## Demographics

Fruita is a community of choice. People from all over the world choose Fruita for our location and accessibility, combined with excellent weather and a near-endless menu of fun activities for the entire family. The small-town feel, combined with larger-town amenities, make Fruita unique.

- Area: 6.98 sq. miles
- Elevation: 4,498 feet
- Fire District: Lower Valley Fire Protection District
- Latitude: 39.14
- Longitude: 108.74

• PEOPLE	
<b>Population</b>	
<b>Population estimates, July 1, 2018, (V2018)</b>	<b>13,406</b>
Population estimates base, April 1, 2010, (V2018)	12,687
Population, percent change - April 1, 2010 (estimates base) to July 1, 2018, (V2018)	5.7%
Population, Census, April 1, 2010	12,646
<b>Age and Sex</b>	
Persons under 5 years, percent	4.8%
Persons under 18 years, percent	25.4%
Persons 65 years and over, percent	15.9%
Female persons, percent	50.1%
<b>Race and Hispanic Origin</b>	
White alone, percent	94.2%
Black or African American alone, percent <a href="#">(a)</a>	0.2%
American Indian and Alaska Native alone, percent <a href="#">(a)</a>	2.4%
Asian alone, percent <a href="#">(a)</a>	0.0%
Native Hawaiian and Other Pacific Islander alone, percent <a href="#">(a)</a>	0.1%
Two or More Races, percent	2.6%
Hispanic or Latino, percent <b><a href="#">(b)</a></b>	14.9%
White alone, not Hispanic or Latino, percent	80.7%
<b>Families &amp; Living Arrangements</b>	
Households, 2013-2017	5,198

# Introduction

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Persons per household, 2013-2017	2.49
Living in same house 1 year ago, percent of persons age 1 year+, 2013-2017	86.9%
Language other than English spoken at home, percent of persons age 5 years+, 2013-2017	9.4%
<b>Computer and Internet Use</b>	
Households with a computer, percent, 2013-2017	91.2%
Households with a broadband Internet subscription, percent, 2013-2017	85.4%
<b>Education</b>	
High school graduate or higher, percent of persons age 25 years+, 2013-2017	86.8%
Bachelor's degree or higher, percent of persons age 25 years+, 2013-2017	23.8%
<b>Income &amp; Poverty</b>	
Median household income (in 2017 dollars), 2013-2017	\$55,286
Per capita income in past 12 months (in 2017 dollars), 2013-2017	\$23,652
Persons in poverty, percent	15.8%
<b>GEOGRAPHY</b>	
<b>Geography</b>	
Population per square mile, 2010	1,777.4
Land area in square miles, 2010	7.12
FIPS Code	0828745





# Policies and Procedures

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Budget Process

Fund Types

Basis of Budget and Accounting

Budget Policies

City Goals and Core Values

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# Policies and Procedures

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## **BUDGET PROCESS**

Financial stability is creating a balance in the City's efforts to achieve desired outcomes while keeping expenses in line with revenues. This means not only working to balance today's budget, but also keeping in view future needs and opportunities as the City strives to be an excellent steward of the public trust.

The development of the budget is an on-going process that takes place throughout the entire year. There are four principle elements to the budget process.

1. Development of broad long-term goals that provide overall direction for the City and serve as a basis for decision making.
2. Development of specific policies and strategies to assist the City in achieving its' goals.
3. Development of a financial plan and budget that allocates resources necessary to implement the specific policies and strategies to achieve long term goals.
4. Assessment of performance and progress that has been made towards achievement of the City's goals.

## **BUDGET CALENDAR**

<u>June</u>	Prepare salary schedule and draft pay plan
<u>June-July</u>	Identify goals and work programs. Departments prepare budget requests and submit to Finance Department and City Manager
<u>August</u>	Prepare draft budget
<u>September</u>	Prepare draft budget and present to City Council for review at workshop
<u>October.</u>	Discussions on draft budget with City Council
<u>November.</u>	Public Hearing on proposed budget
<u>December.</u>	Final Adoption of Budget, Fees and Charges, and Property Tax Mill Levy.

# Policies and Procedures

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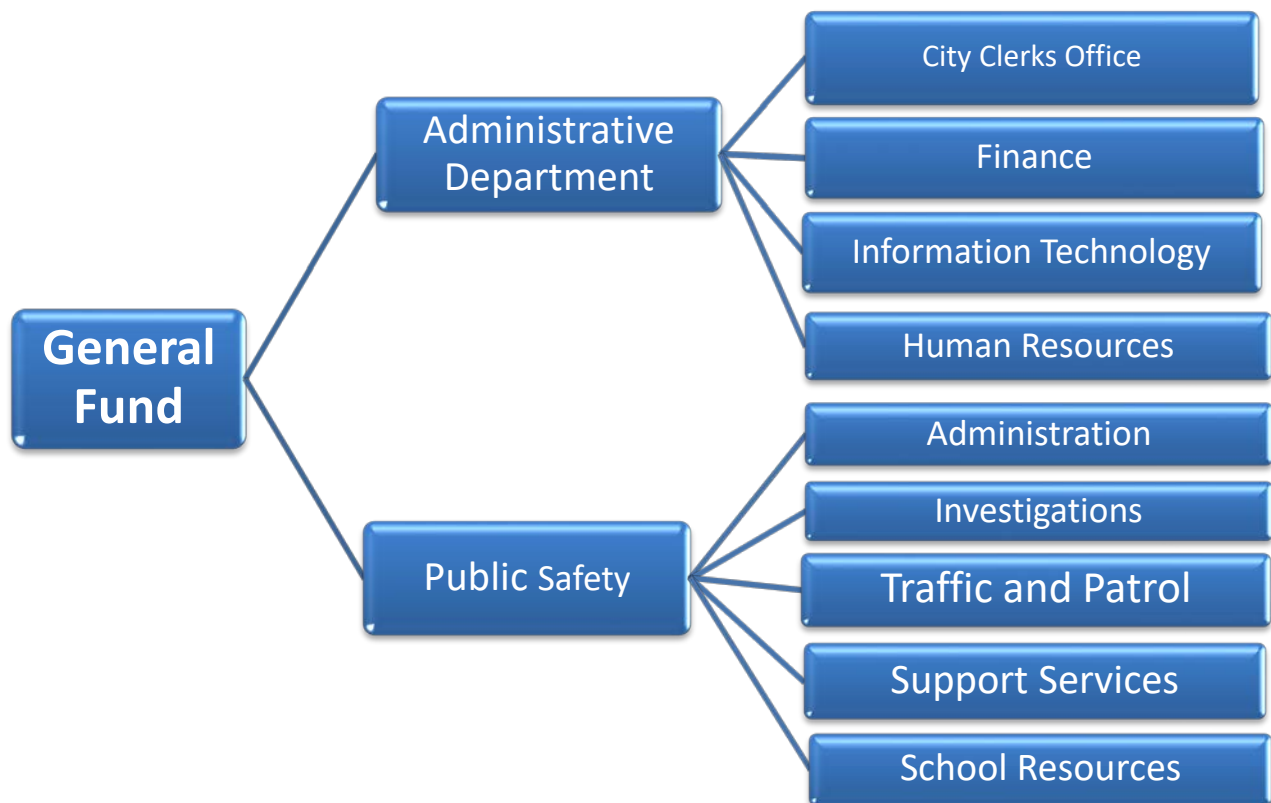
## **BUDGET GUIDE**

The Annual Budget is an operational and financial plan designed to account for the provision of services to the community and provide accountability for the appropriation of taxpayer funds. The focus of the budget is on programs and services provided by the City.

The Annual Budget is broken down by fund and within each fund, by functional area (department) and program. Departments include broad categories such as Public Safety. Programs describe a specific area of the Department.

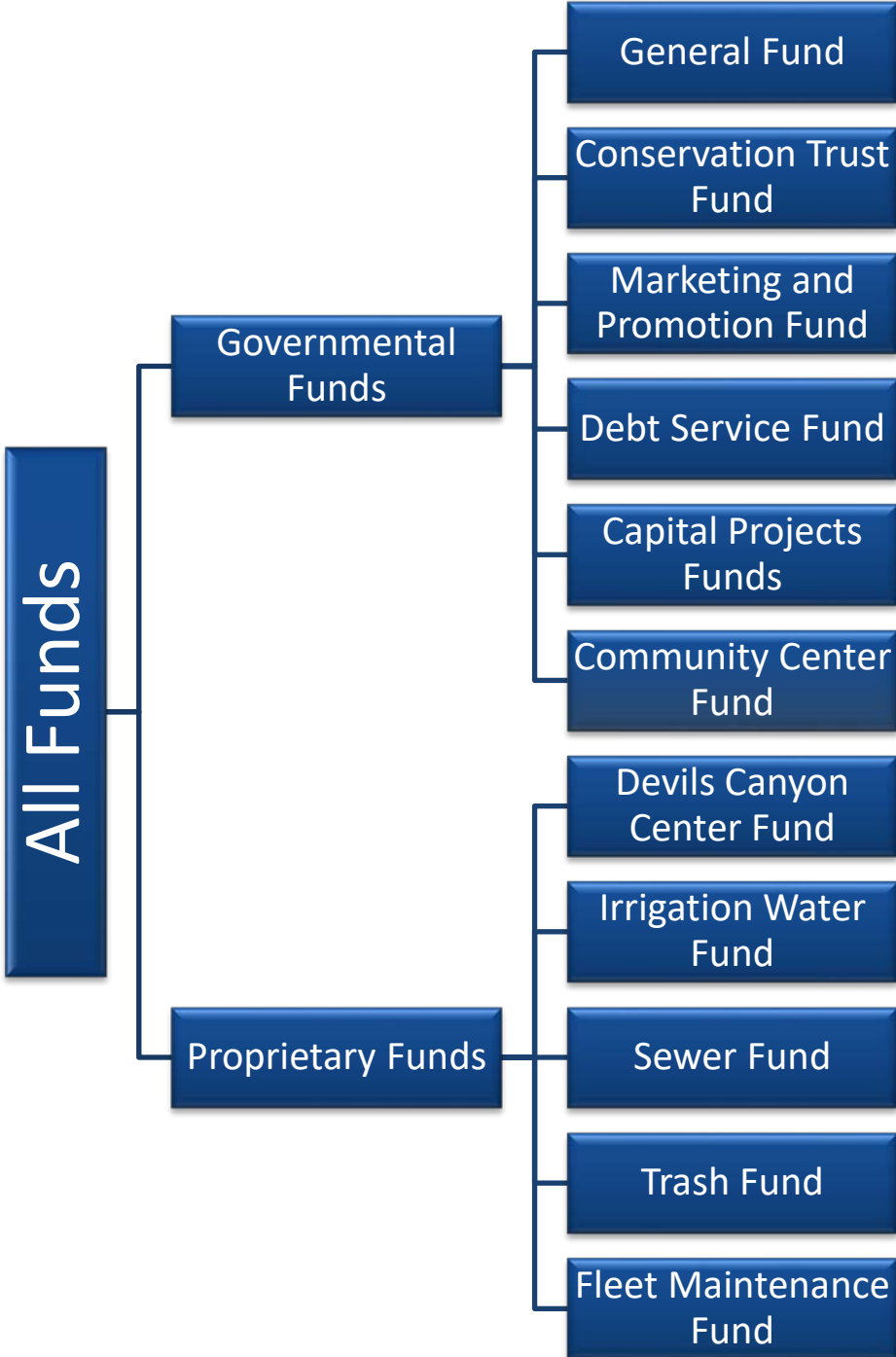
Each FUND contains a summary of all fund expenditures, each DEPARTMENT contains a summary of the program expenditures and each PROGRAM contains a summary of the program expenses, a narrative on the purpose of the program, goals and objectives, performance measurements, prior year accomplishments, current year budget highlights and line item budget information.

### **Example:**



# Policies and Procedures

## FUND TYPES



# Policies and Procedures

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## **Governmental Funds**

General Fund: The General Fund is the City's primary operating fund. All revenues which, by law or administrative control, are not in separate funds are deposited in the General Fund. The General Fund is used to provide for Administration, Community Development, General Government, Public Safety, Public Works and Parks and Recreation services. The primary source of revenue for the General Fund is taxes.

Debt Service Fund: The Debt Service Fund is used for payment of general long-term obligations of the City which are not specifically attributed to enterprise funds. The City currently has one debt issue in this category which is the 2019A Series Sales and Use Tax Refunding and Improvement Bonds issued for the Community Recreation Center.

Capital Projects Fund: The Capital Projects Fund is used to account for the construction of capital projects and facilities not associated with specific enterprise or proprietary funds.

Community Center Fund. The Community Center Fund was established in 2009 to account for monies received by the City from a one cent increase on the sales and use tax collected by the City which was approved by the voters on November 4, 2008 for the construction, operation and payment of debt on a new Community Recreation Center.

Conservation Trust Fund: The Conservation Trust Fund is used to account for monies received by the City from Lottery proceeds. These funds are restricted for use in the acquisition, development and maintenance of new park and conservation sites or for capital improvements and maintenance of any existing public site for recreational purposes.

Marketing and Promotion Fund: This fund was established in 1996 to account for the revenues and expenses associated with the lodging tax approved by the voters in April, 1996. Revenues are generated through a 3% tax on the sale of lodging in the City of Fruita. Revenues are spent on marketing and promotion of the City.

## **Proprietary Funds**

Devils Canyon Center Fund: The Devil's Canyon Center was constructed by the City in 1994. Revenues for the fund are generated through a lease agreement with the Museum of Western Colorado.

Irrigation Water Fund: The City owns and operates an irrigation system within the core area of the city. The revenues and expenses associated with this utility are accounted for in the Irrigation Water Fund. The primary sources of revenue are charges for service for operational expenses.

Sewer Fund: The City operates a wastewater treatment and collection system. This fund is used to account for the revenues and expenses associated with the system. The sewer system is funded by revenues received from charges for service.

Trash Fund: The Trash Fund accounts for revenues and expenses associated with the collection of trash. The City currently contracts with Waste Management to provide this service. Charges

# Policies and Procedures

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for the service are the only revenue source for this fund.

**Fleet Maintenance Fund:** The Fleet maintenance fund is responsible for maintenance and upkeep of the City’s mobile equipment, such as cars, trucks, backhoes and mowers. This is an Internal Service Fund which is used to account for the financing of goods and services provided by one department or agency of the City to other departments or agencies of the city on a cost-reimbursement basis.

## **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).

The 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 the 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 the 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.

## **BASIS OF BUDGET**

Basis of budgeting refers to the methodology used to include revenues and expenditures in the budget. Formal budget accounting is used as a management control tool by the City. An annual operating budget is adopted each year through passage of an annual budget resolution. The basis of accounting used to prepare the governmental and proprietary fund type budget is the same method as used for financial statement purposes (GAAP) except that non-cash transactions such as depreciation and amortization are excluded from the budget. Expenditure appropriations are adopted by the City Council and may not be exceeded on a total fund basis unless a supplementary appropriation ordinance is approved by the City Council. The City Council must also approve transfers of appropriated funds from one department to another department by resolution. The City Manager is authorized to transfer budgeted amounts from one program to another within a department. All appropriations lapse at year end.

## **FINANCIAL POLICIES**

The City is accountable to its citizens for the use of public funds. Resources need to be used wisely to ensure adequate funding for current and long-term needs of the community. Financial policies are developed in order to provide the resources necessary to accomplish the City’s goals while maintaining financial stability. Financial stability is creating a balance between achieving desired outcomes while keeping expenses in line with revenues. This means not only working to balance the current budget, but keeping a view of the future needs and opportunities of the City. The financial policies are reviewed and updated annually to ensure their applicability towards

# Policies and Procedures

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achievement of the City’s goals.

## **Balanced Operating Budget**

The City shall adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures. Any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance will require budget revision, rather than spending unappropriated surpluses or designated reserves to support ongoing operations. Any year end operating surpluses will revert to unassigned fund balances for use in maintaining reserve levels set by policy and the balance will be available for capital projects, special projects and/or “one-time only” expenditures.

## **Fund Balance Policies**

Operating Reserves – The operating reserve is used for cash flow purposes and to provide a temporary source of funds to offset unanticipated reductions in revenues or short-term increase in expenditures. Revenue shortfalls or ongoing increases in operational expenses need to be addressed quickly in order to avoid negative impacts on the City’s fiscal stability. Operating reserves will be replaced as soon as possible after use. Operating reserves are maintained in the following funds in an amount equal to 25% of the current years’ operating expenses, excluding capital equipment and transfers:

- General Fund - \$2,012,975
- Community Center Fund - \$525,925
- Sewer Fund – \$412,387
  - This is part of the \$962,033 reserve required pursuant to the WWTF Loan from the CWRPDA which also includes amounts required for debt service and is entitled “Restricted for Loan Covenants” on the Sewer Fund Summary – Components of Funds Available

Replacement Reserves – Replacement reserves include both mobile equipment reserves and building and equipment reserves.

The mobile equipment replacement reserve amounts are based on a 10 to 15 year replacement schedule for mobile equipment owned by the City. The difference between the actual amount budgeted in the current year for replacement of mobile equipment and the replacement cost of all mobile equipment annualized over the life of the equipment is placed in a replacement reserve for use in future years. The purpose of this reserve is to level out costs for replacement of mobile equipment on a year to year basis.

*A mobile equipment replacement reserve has been established in the following Funds:*

- General Fund - \$400,000 annual funding – The 2020 Budget includes \$152,000 budgeted for replacement of equipment with a \$248,000 addition to the reserve for a balance of \$1,047,0173 at year end.
- Sewer Fund - \$59,000 annual funding – The 2020 Budget includes \$55,000 budgeted for replacement of equipment and a \$5,000 addition to the reserve for



# Policies and Procedures

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a total reserve amount of \$342,677 at year end.

- Community Center Fund - \$5,700 annual funding – The 2020 Budget includes a new vehicle equipment replacement reserve with the addition of \$5,700 to the reserve for a total reserve amount of \$5,700 at year end.
- Irrigation Water Fund - \$3,200 annual funding – The 2020 Budget includes a new vehicle equipment replacement reserve with the addition of \$3,200 to the reserve for a total reserve amount of \$3,200 at year end.

A building and equipment replacement reserve has been established in the following Funds:

- Community Center Fund - \$1,000,000 total funding – The funding goal of \$1,000,000 was reached in 2019 and provide \$1 million for future facility improvements.
- Sewer Fund - \$1,000,000 total funding - A *Wastewater Treatment Plant and equipment reserve* is established for future replacement of sewer treatment equipment at a base amount of \$1 million. The 2020 Budget includes the addition of \$25,000 to this fund for a total reserve amount of \$1,139,380 at year end.

Other Reserves. Reserves in other funds will be established in amounts required by law, bond and loan documents, or as deemed appropriate by the City Council. This includes a bond reserve and supplemental bond reserve fund as well as a health insurance reserve fund. The bond reserve funds are required by the bond ordinance. Health insurance reserve funds are established to pay for any additional costs as a result of excess health insurance claims in any given year pursuant to the City’s risk/reward health insurance plan and to help level out the costs of annual increases in health insurance premiums.

Emergency Reserves. An emergency reserve in the amount of 3% of the Fiscal Year Spending Limit, excluding debt service, as required by TABOR (Article X, Section 20 of the Colorado Constitution) will be maintained. Emergency reserves are limited in use and cannot be used to offset a downturn in economic conditions, revenue shortfalls, and increases in salaries and benefits.

## **Capital Policies**

Capital expenditures are defined as expenses on items which have a useful life in excess of two years and a cost of \$1,000 or more. Repair and maintenance expenditures are considered capital if the expenditure results in an increase in future benefits that are expected to be derived from using the capital items and there has been an extension to the capital item’s useful life as a result of the repairs and maintenance. Capital expenditures include both capital equipment and capital projects.

Capital Projects consist of new construction, expansion, or major maintenance or rehabilitation project for existing infrastructure or facility. Projects should have a total cost of at least \$10,000 over the life of the project and an economic life of at least five years. Project costs can include the cost of land, engineering, architectural planning and other contract services needed to complete the project. Capital projects are included in the

# Policies and Procedures

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Capital Projects Fund for governmental type activities and in the individual fund for business type activities such as the Sewer Fund.

Capital Equipment includes new or replacement equipment such as vehicles, mobile equipment, office equipment, furniture, fixtures, computer hardware and software, artwork, building equipment and furnishings, and equipment necessary for operations. Equipment must have a value of \$1,000 and a useful life in excess of 3 years. Capital equipment is typically included in the operating budget in the fund, department and program that receive benefit by the purchase of the equipment. Some capital equipment may be included in the Capital Projects Fund if installation or construction costs are a significant part of putting the capital equipment into service for use.

Five Year Capital Improvement Plan. A five year Capital Improvement Plan (CIP) is prepared and updated on an annual basis. Revenue sources for each project will be identified in the Plan as well as ongoing operating requirements for each capital investment. A thorough review and update of the Five Year CIP will be completed in the summer of 2020 and will be posted on the City’s website when completed.

## **Debt Policies**

Although a portion of the City’s capital investments is funded from grants, general tax revenues, and user fees, the City may borrow funds to finance capital improvements. The issuance of bonds or other securities generates financial resources to fund capital projects and also obligates future revenue for repayment of the bonds. Debt service is the annual payment of principal and interest on these borrowed funds.

Pursuant to the Charter, the City of Fruita may borrow money and issue securities for short term notes, general obligation bonds, revenue bonds, industrial development revenue bonds, bonds for special or local improvement districts and any other like securities. There is no limitation on the amount of bonds or other securities the City may issue except as may be stated in the documents related to issuance of debt and subject to voter approval in the case of general obligation debt.

The issuance of debt may limit the City’s flexibility to respond to changing service priorities and revenue flows and therefore should be managed prudently in order to maintain a sound fiscal position and protect credit quality.

The amount of debt that the City has at any given time will be a function of its ability to service that debt through the operating budget or a dedicated revenue source without diminishing the resources necessary for other non-capital priorities and the desire to maintain a high-quality credit rating while sustaining overall financial health. Yet, at the same time, the City recognizes that in order to meet its mission and strategic objectives, investment in the form of capital is often necessary and such investment may necessitate the incurrence of debt.

# Policies and Procedures

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## **Revenue Policies**

Property Taxes - Senior Citizen Refund. Review use and economic impact of senior citizen tax refund.

Property Taxes - Statutory and Constitutional Limitations. Due to imposition of limitations on the mill levy and tax revenues through statutory and constitutional requirements, the mill levy has remained constant for the last 12 years. Approval by the voters is required for an increase in the mill levy. Property tax revenues have increased as a result of growth in the City from new construction and annexations. No additional measures for changing the mill levy are recommended at this time.

One-time Revenues. On-going revenues should equal or exceed on-going expenditures. To the extent feasible, one-time revenues will be applied toward one time expenditures and not used to finance ongoing programs.

Charges for Services. Charges for services shall be reviewed on an annual basis and may be adjusted periodically in order to offset the cost of providing those services.

Diversification of Revenues. The City shall continue to diversify its revenues sources in order to encourage financial stability and avoid becoming overly reliant on a specific segment of the City's revenue base.

## **Expenditure Policies**

Personnel Costs - Salaries. City of Fruita employee compensation will be comparable to other governmental entities with similar characteristics to Fruita including population, services provided, and economic conditions. In addition, positions with similar duties and responsibilities in the private sector in the relevant recruiting area will be taken into account. Salary and pay range adjustments are based on a ratio of increases in the market and individual employee performance.

Performance Measurements. The City Council and staff will identify areas where the measurement of performance will provide them and the public with useful information about the effectiveness and efficiency of the City's use of resources. The purpose of performance measures is to provide data to improve quality of services and/or provide services in a more cost-effective manner. The biannual Community Survey is a significant measurement of performance as it provides information on citizen satisfaction with services provided by the City.

## **Contingency Policies**

Unanticipated Expenses, Revenue Shortfalls. Maintain a contingency fund equal to 3-4% of current years General Fund expenditures, excluding transfers, for contingency to be used to offset unanticipated expenses or shortfalls in revenue.

Use of Contingency Funds. Use of contingency funds for unanticipated expenses are to be approved by the City Council.

# Policies and Procedures

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## GOALS

The establishment of goals and objectives is the most critical component of preparing and adopting a budget. These goals and objectives help guide the development of the budget and allocation of resources. Goals and objectives take into account input from the public, elected officials and staff.

A summary of the goals and the core values of the City follow.



**WHY FRUITA? The City of Fruita focuses on three strategic outcomes built upon a base of providing quality core services.**

**Quality of Place (QP)** The City of Fruita is a community where residents and visitors love where they are. The City strives to be a bike and pedestrian friendly community by providing a system of sidewalks, trails, and bike lanes that connect our parks, schools, neighborhoods, civic facilities, and commercial areas. We value safe neighborhoods, our geographic natural resources and landscapes, top tier education and healthcare, and we collaborate to provide quality essential infrastructure and services. We are an inclusive community of doers who enjoy active and healthy lifestyles.

**Economic Health (EH)** The City of Fruita strives to be financially sustainable by enabling a stable economy and supporting a diversity of businesses that offer well-paying jobs that attract educated employees. The City works to be fiscally responsible and continuously seeks ways to allocate resources to services and projects that have the highest impact on the City's priorities. We are the innovative leader for economic development in the Grand Valley.

# Policies and Procedures

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**Lifestyle (L)** The City of Fruita fosters a fun and funky ambiance by celebrating the local arts, farm and ranching history, unique leisure opportunities, and family-friendly events and activities. As a city, we encourage a diversity of cultural opportunities, businesses, and recreational activities. We continue to improve and enhance recreational offerings from traditional to outdoor adventure sports and youth to adult activities. We are a family-friendly community with diverse cultural opportunities, businesses and recreational amenities where visitors feel like locals and locals play like visitors.

## **CORE VALUES**

City of Fruita staff strive to emulate these core behaviors in everything we do in order to show gratitude for public trust, build trust and maintain trust with the public, our partner agencies and with one another.

### **We are Fruita. We are...**

**Fun**—This is such a critical behavior that impacts everything we do. If we are not having fun, we must ask why and recalculate and adjust. We must love what we do and where we work, live and play. We are positive and put forth focused effort to have a positive attitude. We are smiling. We are friendly. We enjoy serving the public and working together. We care about the experience those who interact with us internally and externally have.

**Respectful**—We are empathetic. We take an active interest in each other, residents, businesses and visitors. We listen. We talk one at a time. We compliment and build up others. We are tough on issues and easy on people. We recognize the role of City Council, Board and Commission Members, residents, supervisors, coworkers and customers. We are kind. We treat people with dignity. We embrace diversity and make every effort to think collectively.

**United**—We are a team. We focus on purpose and work together to achieve our goals. We communicate effectively with each other. We seek consensus, agree to disagree and move forward for the greater good. We support each other. We value partnerships that help us achieve our goals. We remember we are public stewards and serve. We are inclusive. We create synergy by recognizing our strengths and weaknesses and succeeding as a team.

**Innovative**—Simplicity is our key to innovation. We consider and explore alternatives to the way we've always done it. We are open to new ideas. We welcome calculated risk-taking and learning from our mistakes. We seek continuous improvement and welcome constructive feedback. We ask why and why not. We work to continually improve.

# Policies and Procedures

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**T**ransparent—We operate as an open book. We create, over communicate and reinforce clarity in our work. We are trustworthy. We assume a positive intent from others. We work with integrity. We seek ways to increase transparency internally and externally.

**A**uthentic—We are unique. We are real. We are different. We are special. We are optimistic. We are exceptional and proud of it. We are comfortable being different. We are open-minded. We are honest. We embrace and value family. We live what we speak. We create clear expectations and work hard to manage those expectations.

# Budget Overview

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# Budget Overview

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# Budget Overview

## SUMMARY OF ALL FUNDS

Revenues for all funds for 2020 are budgeted at \$20.3 million and expenditures are budgeted at \$20.2 million. The 2020 Budget includes the addition of \$143,100 to available funds.

### SUMMARY BY SOURCE/USE

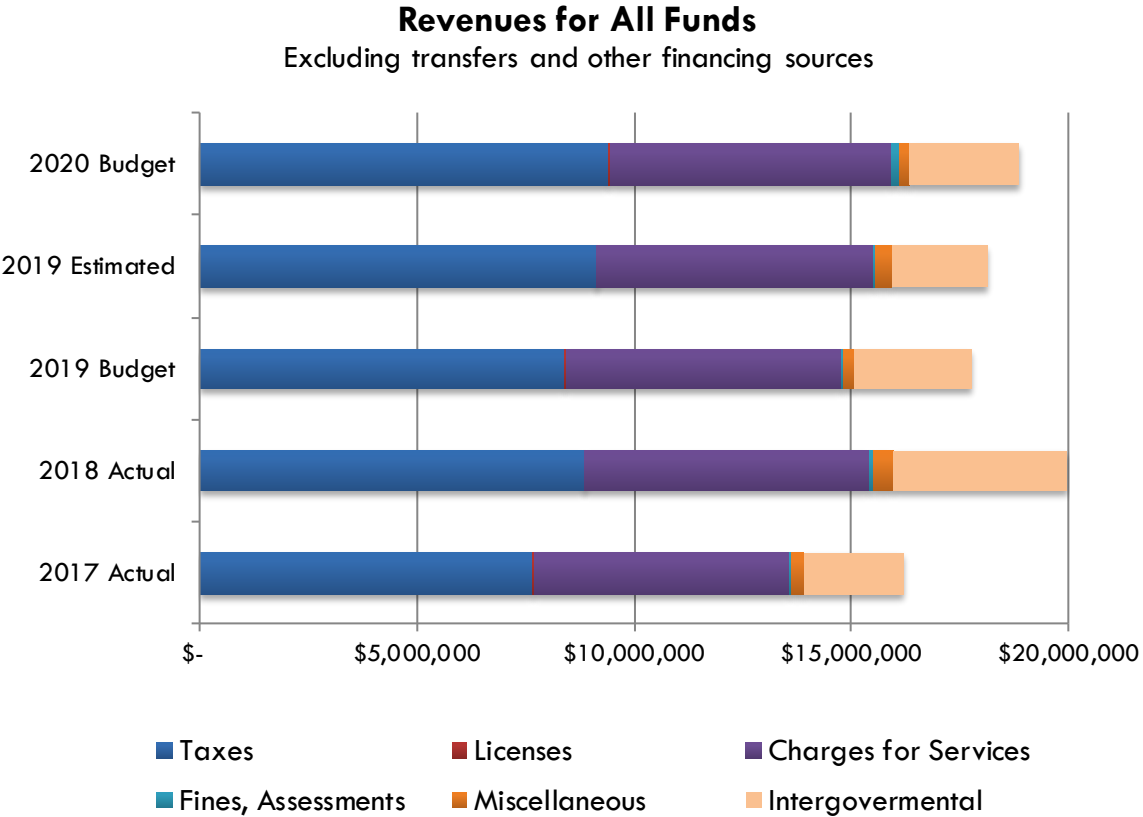
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>Revenues</b>						
Taxes	\$ 7,643,709	\$ 8,831,676	\$ 8,383,000	\$ 9,098,600	\$ 9,399,800	12%
Licenses	35,768	32,729	31,250	33,250	32,750	5%
Intergovernmental	2,288,164	4,007,427	2,693,500	2,223,450	2,499,500	-7%
Charges for Services	5,881,038	6,545,760	6,376,150	6,391,925	6,495,125	2%
Fines, Assessments	69,680	117,527	18,400	18,400	176,400	859%
Miscellaneous	269,424	430,907	256,050	360,850	246,550	-4%
Subtotal - Revenues	\$16,187,783	\$19,966,026	\$ 17,758,350	\$18,126,475	\$18,850,125	6%
Transfers In	1,455,845	1,363,530	2,083,050	2,117,350	1,987,100	-5%
Other Financing Sources	23,163	99,773	-	11,330,100	-	N/A
<b>Total Revenues</b>	<b>\$17,666,791</b>	<b>\$21,429,329</b>	<b>\$ 19,841,400</b>	<b>\$31,573,925</b>	<b>\$20,837,225</b>	<b>5%</b>
<b>Expenses</b>						
Personnel Services, salaries	\$ 4,462,970	\$ 4,734,451	\$ 5,268,425	\$ 5,272,650	\$ 5,675,500	8%
Personnel Services, benefits	1,557,484	1,600,281	1,896,155	1,861,130	1,964,725	4%
Purchased Professional Srvc	504,766	362,466	464,700	570,180	901,425	94%
Purchased Property Services	709,502	952,170	901,325	888,950	1,117,800	24%
Other Purchased Services	1,430,323	1,417,018	1,530,450	1,531,400	1,611,800	5%
Supplies	1,336,094	1,292,500	1,368,950	1,379,750	1,364,875	0%
Contingency	-	-	369,500	263,100	318,600	-14%
Special Projects	192,133	182,543	406,650	399,670	318,000	-22%
Subtotal - Operating Expenses	\$10,193,272	\$10,541,429	\$ 12,206,155	\$12,166,830	\$13,272,725	9%
Capital Projects & Equipmen	2,971,455	4,970,612	3,939,650	4,188,925	3,847,300	-2%
Debt Service/Bond issuance	2,175,964	2,227,832	2,286,550	2,020,450	2,043,750	-11%
Other Financing Uses	-	-	-	12,562,275	-	
Transfers Out	1,455,845	1,363,530	2,083,050	2,117,350	1,987,100	-5%
<b>Total Expenses - All Funds</b>	<b>\$16,796,536</b>	<b>\$19,103,403</b>	<b>\$ 20,515,405</b>	<b>\$33,055,830</b>	<b>\$21,150,875</b>	<b>3%</b>
<b>Change in available funds</b>	<b>\$ 870,255</b>	<b>\$ 2,325,926</b>	<b>\$ (674,005)</b>	<b>\$ (1,481,905)</b>	<b>\$ (313,650)</b>	<b>-53%</b>

# Budget Overview

## REVENUES AND EXPENSES

### Revenues

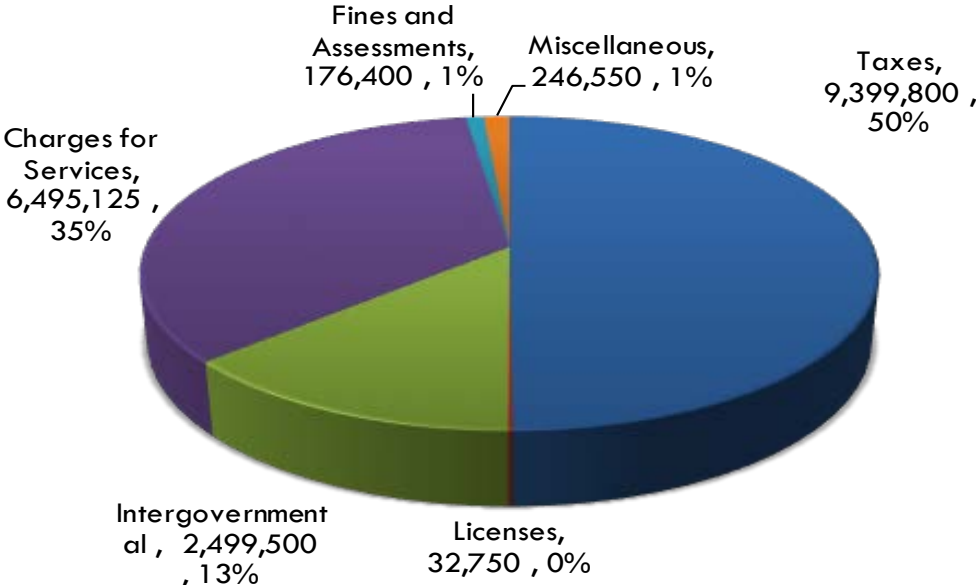
Revenues of \$18.85 million (excluding transfers from other funds and other financing sources) are budgeted to increase 6% in 2020 from the 2019 budgeted revenues. The two most significant factors contributing to this increase is a 12% increase in tax revenues and the use of development impact fees for capital projects.



The following graph shows the percentage of revenues from each major revenue source in 2020.

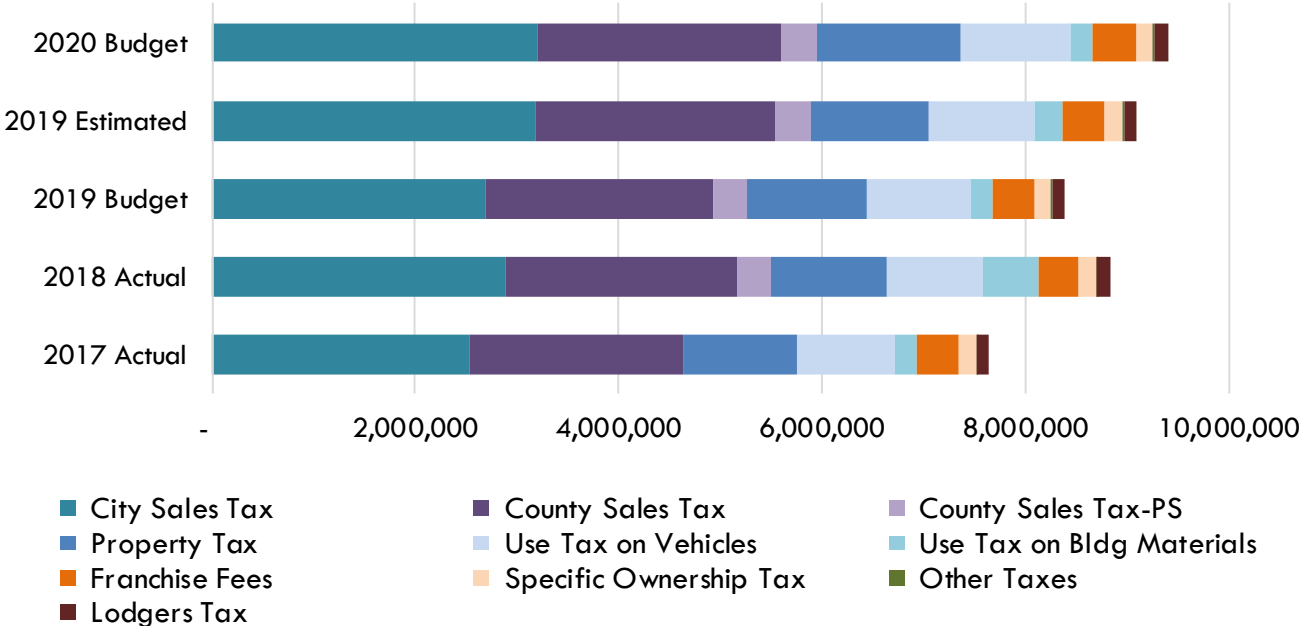
# Budget Overview

## 2020 Revenues (excluding transfers in)



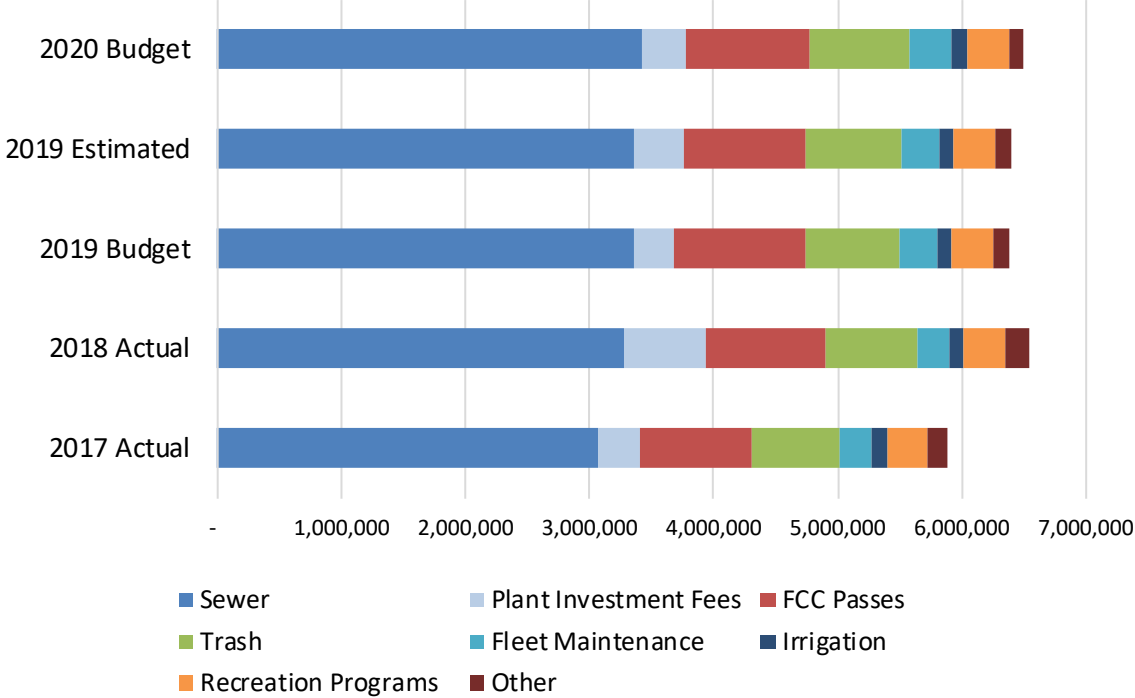
### Taxes

Taxes at \$9.4 million represent 50% of revenue received by the City (excluding transfers and other financing sources). Tax revenues are budgeted to increase 12% from the 2019 Budget.



# Budget Overview

## Charges for Services



Charges for services of \$6.5 million consist primarily of monthly utility charges for sewer, trash and irrigation operations. Also included are sewer plant investment fees, fees for the provision of governmental services such as planning and zoning fees, fleet maintenance charges, and community center user fees and program registrations. Charges for services account for 35% of the total revenues and are projected to increase 2% from the 2019 Budget. Increases in fees and charges in the 2020 Budget include the following:

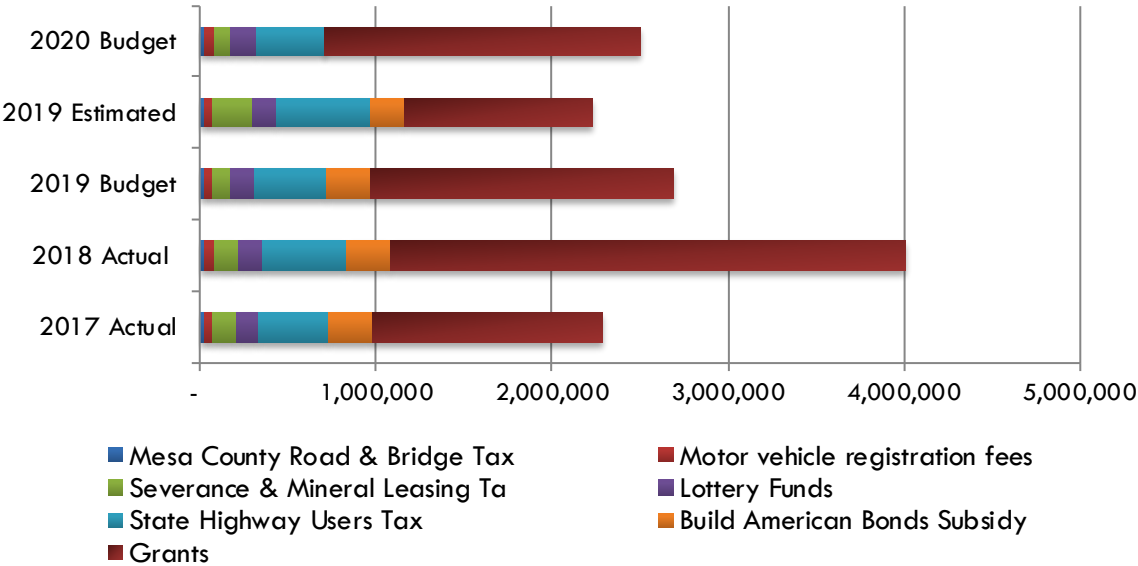
- Monthly trash collection charge increase of \$0.50 from \$13.65 to \$14.15 and senior citizen rate for trash increase of \$0.45 from \$11.75 to \$12.20 per month
- Monthly sewer charges for residential property increase of \$1.00 from \$47.00 to \$48.00.
  - The senior citizen rate increase of \$0.40 from \$18.90 to \$19.30.
  - The commercial base rate for sewer is increased \$1.05 from \$54.05 to \$55.10. The volume charge for up to 105,000 gallons is increased by \$0.15 per 1,000 gallons and for usage in excess of 105,000 the volume charge is increased by \$0.10 per 1,000 gallons.
  - The plant investment fee will increase from \$6,800 to \$7,000 for a single family residence.
- Annual irrigation charges will increase \$10 from \$130 to \$140 for the core area of the city and will increase \$40 from \$100 to \$140 for the outlying (“Encanto line”) system.

# Budget Overview

- The building valuation table used for determining *use tax on building materials* has been updated to the August 2019 values published by the International Code Council

Intergovernmental Revenues

Intergovernmental revenues of \$2.5 million are budgeted to decrease 7% from the 2019 Budget. Intergovernmental revenues include grants, shared revenues from highway users’ tax, severance and mineral lease taxes, motor vehicle registration fees, lottery revenues, and road and bridge taxes. The decrease in intergovernmental revenues is primarily related to elimination of the Build America Bonds subsidy due to the refunding of the 2009 Sales and Use Revenue bonds for the Fruita Community Center.



The following is a table of the various grant revenues of \$1.8 million included in the 2020 Budget.

Grant Program	Purpose	Amount
CDOT Grant*	Traffic Circulation and Road Design	205,000
Mesa County Grants*	K.4 Road Improvements	500,000
GOCO Grant	PROST Master Plan Update	65,000
DOLA EIAF Grant*	K.4 Road Improvements	1,000,000
DOLA EIAF Grant	Best and Brightest Intern Program	22,000
<b>Total Grants</b>		<b>1,792,000</b>

\*Not Confirmed

# Budget Overview

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## Transfers from Other Funds

Transfers of \$1,987,100 reflect revenue from one fund of the City being transferred to another fund of the City. Budgeted transfers in 2020 include the following:

- Transfer of \$802,500 from the General Fund to the Capital Projects Fund for capital projects,
- Transfer of \$95,000 from the General Fund to the Community Center Fund for the historical operational subsidy for the outdoor swimming pool, senior recreation programs and fitness/wellness programs,
- Transfer of \$12,000 from the General Fund to the Marketing and Promotion Fund from billboard rental fees to be used for marketing expenses..
- Transfer of \$712,100 from the Community Center Fund to the Debt Service Fund for payment of bonds,
- Transfer of \$6,000 from the Community Center Fund to the General Fund for annual landscape maintenance performed by the parks division,
- Transfer of \$125,000 from the Sewer Fund to the Capital Projects Fund for a combined infrastructure project, and
- Transfers of \$234,500 from Enterprise Funds (Sewer, Irrigation and Trash) to the General Fund for administrative/utility billing expenses.

## Fines and Assessments

Fines and assessments of \$176,400 include revenue from tickets and municipal court of \$18,900 and the use of development impact fees of \$157,500 for capital projects.

## Miscellaneous Revenue

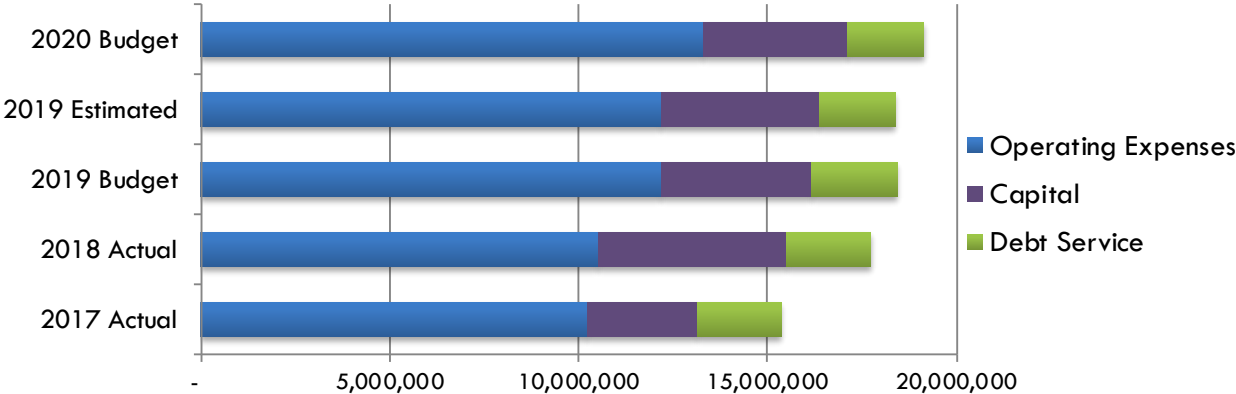
Miscellaneous revenue of \$246,550 includes donations, interest, income from property rentals and leases, and other minor revenues sources. This revenue is budgeted to decrease 4% in 2020 due to decreases in interest earnings.

## **EXPENSES**

Overall expenses of \$19.2 million, net of transfer and other financing sources, are budgeted to increase 4% (\$787,570) from 2019 budgeted expenses.

# Budget Overview

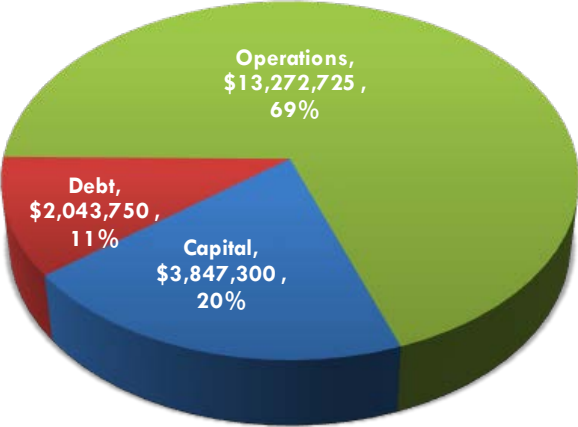
**All Funds - Excluding transfers and other financing uses**



Operating Expenses

Operating expenses includes ongoing expenses associated with routine services provided by the City. It includes personnel, supplies, insurance, and purchased services associated with these routine services. Operating expenses of \$13.3 million represent 69% of the 2020 budget, excluding transfers, and are budgeted to increase 8.7%.

**2020 Expenses (excluding transfers)**



Personnel Services. Salaries and benefits account for 58% of the operating budget and are budgeted to increase 6.64% from the 2019 Budget which is related to a new compensation plan and an 8% increase in health insurance premiums.

The following chart shows a history of staffing for each fund by total man-hours converted to full time equivalents (FTE's).

# Budget Overview

<b>City of Fruita Staffing - Manhours by Fund</b>				
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>
<b>General Fund</b>				
Full time manhours	103,729	104,469	106,500	107,472
Part time manhours	18,393	17,464	17,903	20,347
Overtime	410	2,402	2,882	3,125
Total Manhours	122,532	124,335	127,285	130,944
FTE's	58.91	59.78	61.19	62.95
<b>Marketing and Promotion Fund</b>				
Full time manhours	416	374	431	416
Total Manhours	416	374	431	416
FTE's	0.20	0.18	0.21	0.20
<b>Fruita Community Center Fund</b>				
Full time manhours	12,900	12,962	15,709	16,640
Part time manhours	52,956	55,258	53,090	56,616
Overtime	1,041	1,088	964	1,090
Total Manhours	66,897	69,308	69,763	74,346
FTE's	32.16	33.32	33.54	35.74
<b>Irrigation Water Fund</b>				
Full time manhours	1,770	1,920	2,164	2,012
Part time manhours	386	228	751	520
Overtime	193	37	41	65
Total Manhours	2,349	2,185	2,956	2,597
FTE's	1.13	1.05	1.42	1.25
<b>Sewer Fund</b>				
Full time manhours	16,554	21,340	23,050	23,190
Part time manhours	733	498	-	-
Overtime	424	365	483	465
Total Manhours	17,711	22,203	23,533	23,655
FTE's	8.51	10.67	11.31	11.37
<b>Fleet Maintenance Fund</b>				
Full time manhours	4,227	5,480	5,969	6,280
Part time manhours	1,893	-	-	-
Overtime	16	64	102	75
Total Manhours	6,136	5,544	6,071	6,355
FTE's	2.95	2.67	2.92	3.06
<b>Total City of Fruita</b>				
Full time manhours	139,596	146,545	153,823	156,010
Part time manhours	74,361	73,448	71,744	77,483
Overtime	2,084	3,956	4,472	4,820
Total Manhours	216,041	223,949	230,039	238,313
FTE's	103.87	107.67	110.60	114.57



# Budget Overview

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Purchased Services. Purchased services of \$3.6 million account for 27% of the 2020 operational expenses for the City and is up 25% compared to the 2019 budget. Purchased services include professional services such as engineering, auditing and legal fees; property services such as repair and maintenance of city facilities, infrastructure and mobile equipment; and other purchased services including trash collection, repair and maintenance of the irrigation and sewer systems; telephone, printing, publications, and advertising/promotion. Significant changes in purchased services include the following increases:

- Chipseal – biannual program (\$160,000)
- Legal services (\$51,500)
- 911 dispatch charges (\$38,500)
- Trash collection services (\$32,000)
- Fleet maintenance charges (\$26,975)
- 5-2-1 drainage fees (\$16,000)
- Open space and trail management – (\$15,000)

Supplies. Supplies account for 10% of the operational expenses for the City and reflect a decrease of 0.3% from the 2019 budget. Supplies include office supplies, tools and equipment, postage, fuel, electrical and gas services, uniforms and safety equipment.

Contingency. Contingency funds of \$318,600 represent 2% of the 2020 Budget. Contingency funds are funds legally appropriated for use which are not designated to any specific purpose but may be allocated, upon approval of the Fruita City Council, for various purposes to meet expenses not anticipated at the time the budget was adopted.

Special Projects. Special projects of \$318,00 represent 2% of the 2020 Budget. Special projects include contributions to other agencies, the annual fireworks display, transportation/bus services, support of boards and commissions, and non-recurring projects. Significant special projects in the 2020 Budget include:

- PHROST master plan update - \$115,000
- Contributions to other agencies - \$103,200
- Transportation services - \$47,500
- Fireworks display - \$30,000
- Recreation scholarships - \$9,000
- Economic development - \$7,000
- Board and commission support - \$5,000

### Capital Expenses

Capital expenses of \$3.8 million accounts for 18% of the 2020 Budget. The following are summaries of capital equipment and capital project expenses.

# Budget Overview

<b>CAPITAL EQUIPMENT</b>			
<b>Description</b>			<b>Budgeted Amount</b>
<b>Mobile Equipment</b>			
CERF	110	Truck - Building Maintenance	38,000
CERF	110	Truck - Parks	38,000
CERF	110	Truck - Public Works Administration	38,000
CERF	110	Truck - Public Works Road Maintenance	38,000
CERF	212	Mobile Generators (2)	55,000
<i>Subtotal Mobile Equipment</i>			<b>207,000</b>
<b>Computer Equipment</b>			
	110	Annual Computer Equipment - General Fund	36,100
	127	Annual Computer Equipment - FCC Fund	12,900
	212	Annual Computer Equipment - Sewer Fund	1,800
<i>Subtotal Computer Equipment</i>			<b>50,800</b>
<b>Furniture and Equipment</b>			
	110	Civic Center improvements, carpet and paint)	23,000
	110	Water tank installed on Unit 4014	26,000
	110	Welding Shop electrical panel	1,800
	110	Traffic Counter	3,500
	110	Tasers (2)	3,000
	110	Weed sprayer for parks and trails	4,000
	110	Brush hog for parks and trails	4,000
	127	FCC Meeting room furniture	15,000
	127	FCC Pool replaster and aquatics equipments	177,700
	127	FCC ADA Doors	6,500
	127	FCC Sound system replacement	7,000
	127	FCC Stair flooring and treat replacement	12,000
	127	FCC LED Lights	35,000
	127	FCC Portable volleyball net system	3,000
	127	FCC Hotsy	5,000
	212	WWTF Ditch 2 - DO Probe Controller	50,000
	220	Mechanics tool box	2,000
<i>Subtotal Furniture and Equipment</i>			<b>378,500</b>
<b>TOTAL CAPITAL EQUIPMENT</b>			<b>636,300</b>

# Budget Overview

CAPITAL PROJECTS	
Capital Projects	Budgeted Amount
FCC Landscape Improvements	5,000
K.4 Road Improvements	2,000,000
Sidewalk Replacement	30,000
Overlay Program	200,000
Fremont Street Widening and Sidewalk	350,000
*Traffic Circulation Plan & Design of Fremont & SH 6 (\$160,000)	
*Design of Fremont from SH 6 to Skiff (\$250,000)	
WWTF Coatings - secondary clarifier	70,000
WWTF Coatings - wetwell	280,000
I70 Lift Station Conduit Repair	26,000
WWTF Conversion of ATAD tank to EQ Tank	100,000
H2S Gas Mitigation in Sewer Lines	150,000
TOTAL CAPITAL PROJECTS	
<b>TOTAL CAPITAL</b>	<b>\$3,847,300</b>

\*Included in Purchased professional services totals

Debt Service

Debt service principal and interest payments of \$2 million represents 10% of the 2020 Budget, net of transfers. Long term debt of the City includes the 2019 Refunding and Improvement Bonds issued for the Fruita Community Center and a loan from the Colorado Water Resources and Power Development Authority for construction of the wastewater reclamation facility. The following table summarizes the long-term debt of the City.

**Consolidated Debt Schedule**

	Original Debt	Outstanding Principal	Outstanding Interest	Total Debt Outstanding	2020 P & I Payments
FCC Bonds	10,115,000	10,115,000	4,780,200	14,895,200	724,600
WWTF Loan	21,830,000	16,460,000	3,496,678	19,956,678	1,319,126
<b>Total</b>	<b>31,945,000</b>	<b>26,575,000</b>	<b>8,276,878</b>	<b>34,851,878</b>	<b>2,043,726</b>

# Budget Overview

## FUNDS AVAILABLE

Available Funds represent the fund balance of governmental funds less the non-spendable portion of fund balance and the net position of proprietary funds less the amount invested in capital assets. Fund balance reflects the cumulative difference between revenues and expenses from year to year. Revenues in excess of expenses increase fund balance, and expenses in excess of revenues decrease fund balance on an annual basis. Funds Available include designations or restrictions for specific uses or are unassigned and may be used for any purpose. Each Fund Summary includes detailed information on Funds Available.

The City is projecting that funds available at December 31, 2020 will be \$17.9 million. This is an overall decrease of 2% (\$313,650) from the estimated amount available at 12/31/2019. The following is a summary of uses and additions to available funds. More detailed information can be found in the individual fund summaries.

2020 Use of/Additions to Fund Balances		
<u>General Fund</u>	Unassigned	(464,942)
	Unassigned - Economic development	(58,700)
	Public Safety	38,200
	Operating Reserve	136,442
	CERF	248,000
	CERF	(101,000)
<u>Conservation Trust Fund</u>	Restricted for Parks and Open Space	140,100
		140,100
<u>Community Center Fund</u>	CERF	5,700
	Operating Reserve	32,881
	Restricted for FCC	(194,531)
		(155,950)
<u>Capital Projects Fund</u>	Restricted for Streets/Drainage	(100,000)
	Unassigned	(100,000)
		(200,000)
<u>Irrigation Water Fund</u>	CERF	3,200
		3,200
<u>Sewer Fund</u>	Loan Covenants	19,739
	CERF	4,000
	WWTF Equipment	25,000
	Unassigned	(48,739)
		-
<b>Use of Fund balances</b>		<b>(313,650)</b>

The chart on the following page shows the estimated funds available at January 1, 2020, the revenues, operational expenses, net transfers in/out, debt payments, capital expenses, net change in available funds and the estimated funds available at 12/31/2020.

# Budget Overview

SUMMARY OF FUNDS AVAILABLE - 2020 BUDGET									
	Est. Beg Funds Available	Revenues	Expenditures	Operational Excess (Shortfall)	Transfers (Net)	Debt Payments	Capital	Change in Available Funds	Ending Funds Available
<b>Governmental Fund Types</b>									
General Fund	\$ 9,666,731	8,766,300	(7,944,900)	\$ 821,400	(669,000)	-	(253,400)	\$(101,000)	\$ 9,565,731
Conservation Trust Fund	\$ 238,562	140,100	-	\$ 140,100	-	-	-	\$ 140,100	\$ 378,662
Mortgaging Fund	\$ 1,437,38	135,000	(1,47,000)	\$ (12,000)	12,000	-	-	\$ -	\$ 1,43,738
Community Center Fund	\$ 2,440,407	2,849,950	(2,103,700)	\$ 746,250	(623,100)	-	(279,100)	\$(155,950)	\$ 2,284,457
Capital Projects Fund	\$ 409,785	1,862,500	(410,000)	\$ 1,452,500	927,500	-	(2,580,000)	\$(200,000)	\$ 209,785
Debt Service Fund	\$ 926,602	13,000	(500)	\$ 12,500	712,100	(724,600)	-	\$ -	\$ 926,602
<b>Subtotal - Governmental Funds</b>	<b>\$ 13,825,825</b>	<b>\$ 13,766,850</b>	<b>\$(10,606,100)</b>	<b>\$ 3,160,750</b>	<b>\$ 359,500</b>	<b>\$ (724,600)</b>	<b>\$(3,112,500)</b>	<b>\$(316,850)</b>	<b>\$ 13,508,975</b>
<b>Enterprise &amp; Internal Service Funds</b>									
Devils Canyon Center Fund	\$ 226,579	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226,579
Irrigation Water Funds	\$ 173,079	122,000	(108,300)	\$ 13,700	(10,500)	-	-	3,200	\$ 176,279
Sewer Fund	\$ 3,847,557	3,826,500	(1,484,550)	\$ 2,341,950	(290,000)	(1,319,150)	(732,800)	-	\$ 3,847,557
Trash Fund	\$ 152,955	805,000	(746,000)	\$ 59,000	(59,000)	-	-	-	\$ 152,955
Fleet Maintenance Fund (ISF)	\$ 14,650	329,775	(327,775)	\$ 2,000	-	-	(2,000)	-	\$ 14,650
<b>Subtotal - Enterprise &amp; IS Funds</b>	<b>\$ 4,414,820</b>	<b>\$ 5,083,275</b>	<b>\$(2,666,625)</b>	<b>\$ 2,416,650</b>	<b>\$(359,500)</b>	<b>\$(1,319,150)</b>	<b>\$(734,800)</b>	<b>\$ 3,200</b>	<b>\$ 4,418,020</b>
<b>Total - All Fund Types</b>	<b>\$18,240,645</b>	<b>\$18,850,125</b>	<b>\$(13,772,725)</b>	<b>\$5,577,400</b>	<b>\$ -</b>	<b>\$(2,043,750)</b>	<b>\$(3,847,300)</b>	<b>\$(313,650)</b>	<b>\$17,926,995</b>



# General Fund Summary

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# General Fund Summary

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# General Fund Summary

## REVENUES AND EXPENSES

<b>Revenues</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Taxes	\$6,285,629	\$7,247,520	\$6,943,500	\$7,451,600	\$7,763,300	12%
Licenses & Permits	35,768	32,729	31,250	33,250	32,750	5%
Intergovernmental Revenue	605,140	731,213	713,500	917,450	654,500	-8%
Charges for Service	248,581	266,200	181,850	192,925	183,350	1%
Fines & Forfeits	32,538	61,106	18,400	18,400	18,900	3%
Miscellaneous	152,893	189,892	108,500	163,500	113,500	5%
Transfer/Other Fin Sources	221,021	305,647	226,000	260,400	240,500	6%
<b>Total Revenues</b>	<b>\$7,581,570</b>	<b>\$8,834,307</b>	<b>\$8,223,000</b>	<b>\$9,037,525</b>	<b>\$9,006,800</b>	<b>10%</b>
<b>Expenses</b>						
Personnel Services, Salaries	\$2,923,978	\$3,050,583	\$3,346,500	\$3,350,725	\$3,580,150	7%
Personnel Services, Benefits	1,098,864	1,118,277	1,274,455	1,255,905	1,340,950	5%
Purchased Professional Svcs	259,742	265,638	321,050	364,450	385,875	20%
Purchased Property Services	506,094	747,695	692,925	693,900	903,200	30%
Other Purchased Services	516,711	505,867	534,200	531,250	571,300	7%
Supplies	584,199	591,160	619,100	621,650	643,325	4%
Operating Transfers	107,000	107,000	107,000	107,000	107,000	0%
Special Projects	140,734	124,331	344,150	362,450	257,000	-25%
Contingency	-	-	335,700	218,800	263,100	-22%
<b>Operating Expenses</b>	<b>\$6,137,322</b>	<b>\$6,510,551</b>	<b>\$7,575,080</b>	<b>\$7,506,130</b>	<b>\$8,051,900</b>	<b>6%</b>
Capital Equipment (New)	92,113	105,717	87,300	101,150	101,400	16%
Capital Equipment (CERF)	361,788	205,643	337,800	337,800	152,000	-55%
Capital Project Transfers	260,946	229,005	945,000	519,100	802,500	-15%
<b>Total Expenses</b>	<b>\$6,852,169</b>	<b>\$7,050,916</b>	<b>\$8,945,180</b>	<b>\$8,464,180</b>	<b>\$9,107,800</b>	<b>2%</b>
<b>Change in available funds</b>	<b>\$ 729,401</b>	<b>\$1,783,391</b>	<b>\$ (722,180)</b>	<b>\$ 573,345</b>	<b>\$ (101,000)</b>	<b>-86%</b>

## FUNDS AVAILABLE

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
<b>Beginning Funds Available</b>	\$6,580,594	\$7,309,995	\$9,093,386	\$9,093,386	\$9,666,731	6%
Net Change in available funds	729,401	1,783,391	(722,180)	573,345	(101,000)	-86%
<b>Ending Funds Available</b>	<b>\$7,309,995</b>	<b>\$9,093,386</b>	<b>\$8,371,206</b>	<b>\$9,666,731</b>	<b>\$9,565,731</b>	<b>14%</b>

# General Fund Summary

## FUNDS AVAILABLE (cont)

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>Components of Funds Available</b>						
Nonspendable - Inventory	\$ 7,437	\$ 7,994	\$ 7,437	\$ 7,437	\$ 7,437	0%
Restricted - TABOR Reserve	400,000	400,000	400,000	400,000	400,000	0%
Restricted - Streets	2,019	4,631	6,000	4,631	4,631	-23%
Restricted - Public Safety	-	72,274	102,000	150,274	188,474	85%
Operating Reserve	1,621,056	1,686,810	1,894,270	1,876,533	2,012,975	6%
Assigned - Capital Projects	132,805	47,270	-	-		N/A
Assigned-Health insurance	408,940	393,026	321,940	326,026	326,026	1%
Assigned-Vehicle replacement	713,410	836,973	777,260	799,173	1,047,173	35%
Assigned - Other	52,247	65,873	35,747	34,447	34,447	-4%
Unassigned	3,972,081	5,578,535	4,826,552	6,068,210	5,544,568	15%
	<b>\$7,309,995</b>	<b>\$9,093,386</b>	<b>\$8,371,206</b>	<b>\$9,666,731</b>	<b>\$9,565,731</b>	<b>14%</b>

## EXPENSES BY DEPARTMENT

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
General Government	\$ 353,837	\$ 369,059	\$ 457,875	\$ 497,875	\$ 556,975	22%
Administration	630,745	678,519	790,055	791,555	818,775	4%
Community Development	223,330	250,709	418,625	507,025	325,700	-22%
Public Safety	2,105,915	2,142,834	2,313,275	2,294,800	2,416,850	4%
Public Works	1,450,890	1,667,696	1,717,775	1,709,925	1,971,800	15%
Parks and Recreation	996,877	1,000,339	1,168,875	1,113,250	1,274,000	9%
Non-departmental	268,728	294,395	265,900	265,900	317,700	19%
Operating Transfers	107,000	107,000	107,000	107,000	107,000	0%
Contingency	-	-	335,700	218,800	263,100	-22%
Operating Expenses	\$6,137,322	\$6,510,551	\$7,575,080	\$7,506,130	\$8,051,900	6%
Capital Outlay	453,901	311,360	425,100	438,950	253,400	-40%
Capital Transfers	260,946	229,005	945,000	519,100	802,500	-15%
<b>Total Expenses</b>	<b>\$6,852,169</b>	<b>\$7,050,916</b>	<b>\$8,945,180</b>	<b>\$8,464,180</b>	<b>\$9,107,800</b>	<b>2%</b>

# General Fund Summary

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## PURPOSE OF THE FUND

The General Fund is the City's major operating fund. It is used to account for the provision of municipal services funded through the general resources of the City, primarily tax revenues. The General Fund consists of the following departments and programs. (% indicates % of 2020 Operating Expenses, excludes transfers and capital).

### Non-Departmental - 5%

- Non-departmental expenses
- Contingency

### Public Safety - 30%

- Administration
- School Resource Program
- Investigations
- Traffic and Patrol
- Police Support Services

### Public Works - 25%

- Engineering
- Administration
- Road Maintenance
- Traffic Safety
- Building Maintenance
- Mountain Water

### Parks and Recreation 16%

- Administration
- Activities
- Athletics
- Special Events
- Parks

### Administration - 10%

- City Clerk
- Finance
- Information Technology
- Human Resources

### General Government - 7%

- City Council
- City Manager
- Elections
- Legal
- Municipal Court

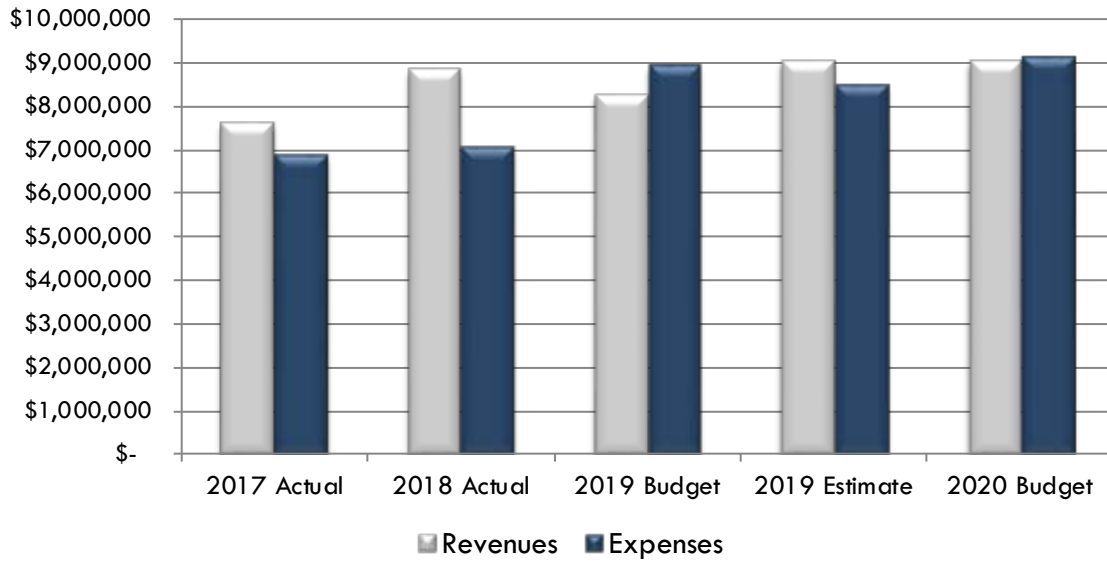
### Community Development - 4%

- Code Enforcement
- Planning and Zoning

# General Fund Summary

## REVENUES AND EXPENSES

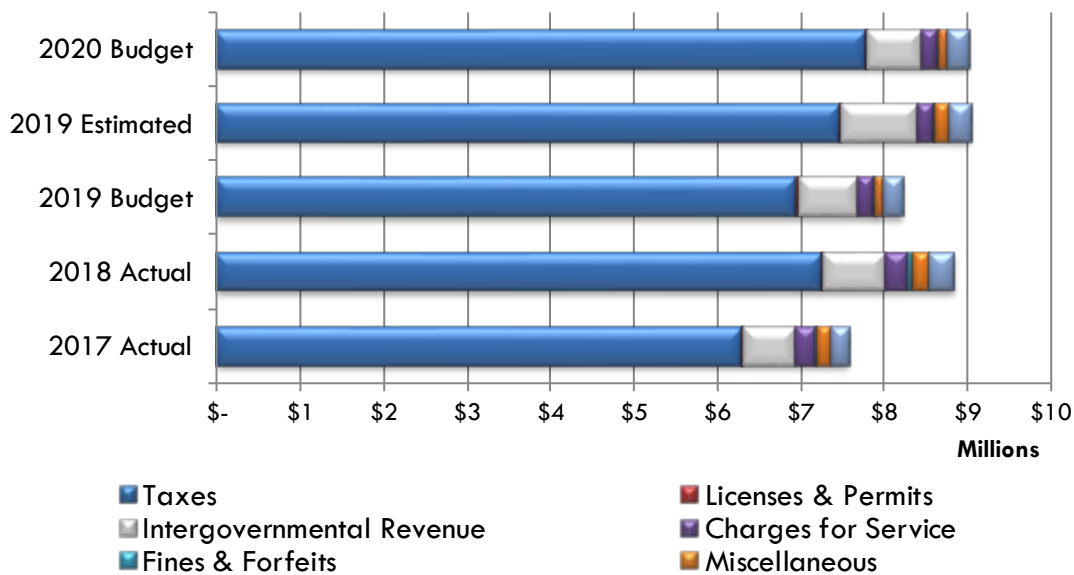
General Fund expenses of \$9.1 million are budgeted to exceed expenses of \$9.0 million. The difference of \$101,000 reflects changes in fund balances designated for specific purposes and use of fund balance for capital projects.



### Revenues

General Fund revenues of \$9 million reflect a 10% increase from 2019 budgeted revenues.

### General Fund Revenues



# General Fund Summary

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Tax revenues are the most significant source of revenue for the City of Fruita and account for 86% of the total General Fund revenues. Total tax revenues of \$7.8 million are budgeted to increase 12% in 2020 over 2019 budgeted revenues and 4% over 2019 estimated revenues. The City experienced significant increases in tax revenues in 2019. This was due to several factors including an improved local economy and the implementation of destination sourcing for sales tax collections which requires collection of sales taxes based on the destination of a sale. It is projected that these increases will level off in 2020. The following is summary of changes in significant revenue sources between the 2019 and 2020 budgeted amounts.

Description	Change from 2019 Budget	% of Total General Fund Revenues
County sales tax (2%)	21%	27%
City sales tax revenue	19%	24%
Property tax	21%	15%
Use tax on vehicles	4%	8%
Franchise fees	4%	5%
County sales tax PS (.37%)	9%	4%
Use tax on building materials	0%	2%

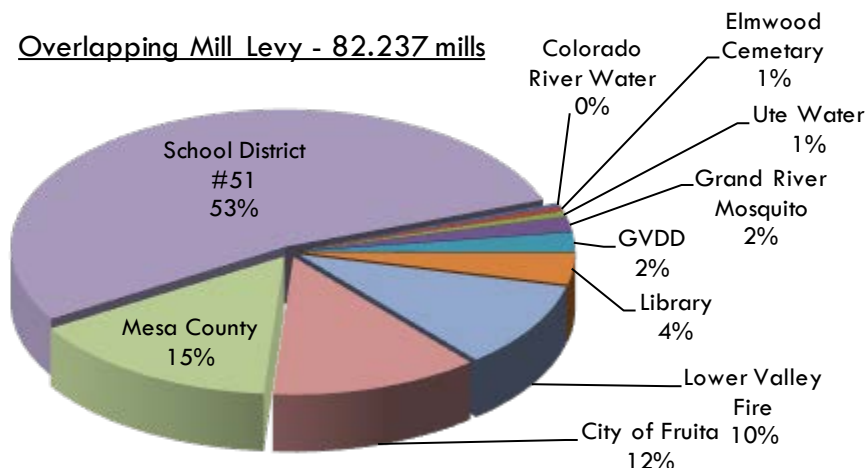
*County Sales Tax.* County sales tax revenue of \$2.4 million is the single largest source of revenue for the General Fund. The City of Fruita receives 1/10th of \$.01 of the \$.02 County sales tax.

*City Sales Tax.* City sales tax revenue of \$2.1 million is the second largest source of General Fund revenue. Two percent of the City's 3% sales tax is included in the General Fund. The remaining 1% of the 3% sales tax is budgeted and accounted for in the Community Center Fund.

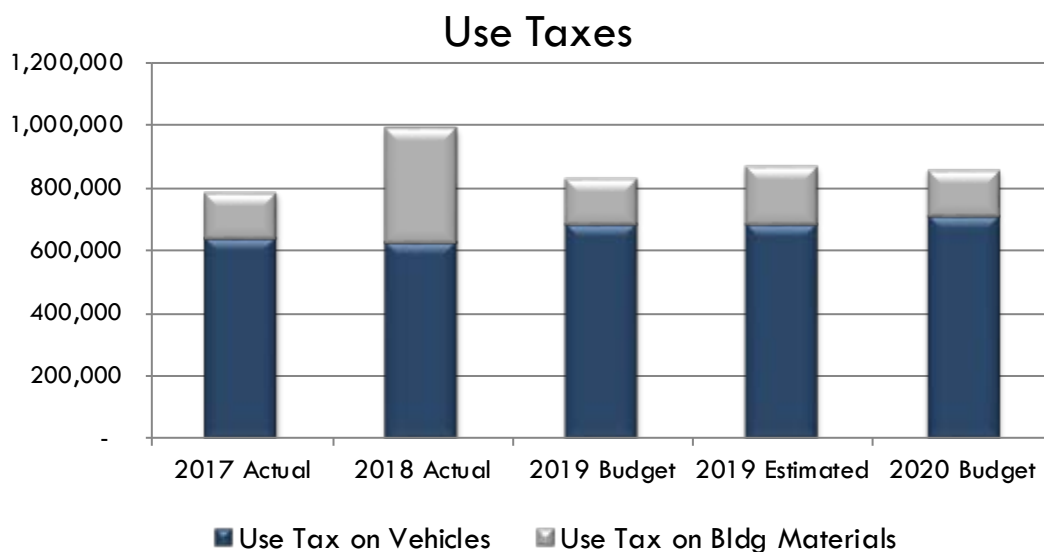
*Property Tax.* Revenue from property tax of \$1.4 million is budgeted to increase 21%. The assessed valuation of property in the City increased \$24.5 million from \$115 million to \$139 million. Ten percent (10%) of this increase was due to new construction and annexations. The mill levy assessed by the City for collection in 2020 remains unchanged at 10.146 mills.

The overlapping mill levy (total of property taxes levied by all taxing jurisdictions) for collection in 2019 for Fruita residents was 78.99 mills. Information on the 2019 overlapping mill levy (collected in 2020) is not available at this time. The City of Fruita received 13% of the total property tax paid by property owners in 2019.

# General Fund Summary



*Use Tax.* The City of Fruita collects a 3% use tax on both building materials and vehicles. Two percent of this amount is included in the General Fund. The remaining 1% is budgeted and accounted for in the Community Center Fund. Use tax differs from sales tax in this it is collected based on where the items are used rather than where the items are purchased.



*Franchise Fees.* The City also receives franchise revenues from Xcel Energy and Grand Valley Rural Power on revenues from the sale of gas and electricity and from Charter Communications for cable television services. The City's franchise fee is 3% of revenues on the respective utilities. Franchise fees are paid by utility companies for use of the City's streets and rights of way for placement of service lines. The franchise agreements with Xcel Energy Service and Grand Valley were renegotiated in 2002 and the cable television franchise agreement was renegotiated in 2016 and the fee was increased from 2.5% to 3.0%. Franchise revenues are budgeted to increase 4% from 2019 budgeted revenues.

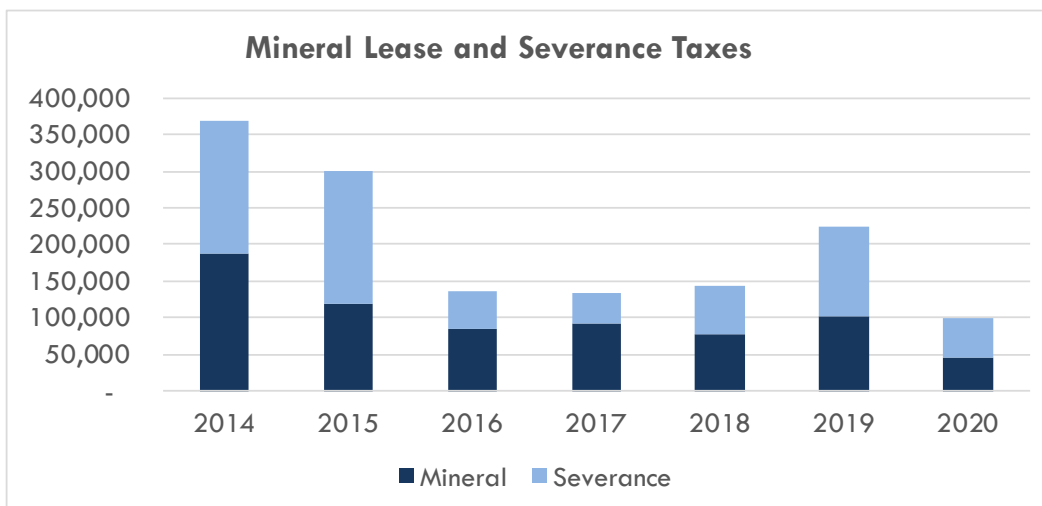
# General Fund Summary

*County Public Safety sales tax* – This tax into effect January 1, 2018. This sales tax is for the purposes of public safety needs in the City of Fruita. The City currently uses the tax to cover the shared costs for the communication dispatch (911) center (\$310,500) and the excess revenues (\$38,200 estimated for the 2020 Budget) are placed in a designated fund balance reserve for future public safety expenses.

Intergovernmental Revenues. Intergovernmental revenues of \$654,500 includes revenue from other governmental agencies.

*Highway User’s Tax.* The most significant source of intergovernmental revenue in 2020 is highway user’s tax which includes a tax on fuel and vehicle registration fees. This revenue is distributed among the state, counties and cities based on the number of registered vehicles in the jurisdiction and miles of streets within the city. The “FASTER” surcharge was imposed in 2009 and is a road safety surcharge added to vehicle registration fees of which 18% is shared back to municipalities. These revenues are required to be used for maintenance of streets within the City. HUTF revenues are budgeted to decrease 5% from the 2019 budgeted revenue. Additional funding was available in 2018 and 2019 through SB 18-001 – Fix Colorado Roads Act which provided additional transportation infrastructure funding earmarked specifically for local governments.

*Severance/Mineral Lease Tax.* Severance and mineral lease tax revenues of \$100,000 are budgeted to remain flat from the 2019 budgeted revenue. The revenues are distributed by the State of Colorado based on a number of factors including the place of residence of energy sector employees, well and mine permits, mineral production, population and road miles reported as part of the highway users tax annual reports. This revenue source is conservatively budgeted as it can fluctuate significantly from year to year as seen in the following chart. Severance tax and mineral lease funds can be used for any municipal purpose.



Charges for Services. Charges for services of \$183,350 include recreation program registration fees, park rentals, land use fees, lock off charges and special event fees. These revenues are projected to increase 1% from 2019 budgeted revenues. This increase is related to revenues from recreation registration fees and charges.

# General Fund Summary

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Fines, Forfeits and Assessments. Fines, forfeits and assessments of \$18,900 are budgeted to increase 3% in 2020. These revenues are from assessments for violation of municipal and state laws issued by the Fruita Police Department, including court costs.

Licenses and permits. Licenses and permits are budgeted to increase 5% in 2020. All businesses operating in the City, including vendors at special events, are required to purchase a business license on an annual basis. In addition, special licenses are required for liquor establishments, coin operated amusement devices, dance halls, gas installers, pawn shops and automobile salvage yards. Also included are permits issued for construction of fences and signs and street excavation permits.

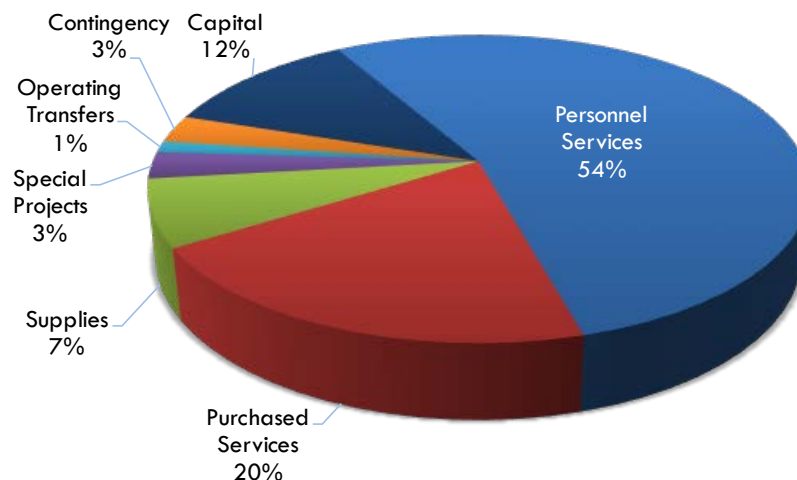
Other Revenues. Other revenues of \$113,500 include interest earnings, donations, rents on lands and water, and miscellaneous revenue.

Transfers from Other Funds. Transfers from other funds of \$240,500 are budgeted to increase 6% in 2020. Transfers from other funds include transfers from enterprise funds of \$234,500 to the General Fund to offset the cost of providing administrative services to these funds. Administrative services include personnel and supply costs for management oversight, utility billing costs (labor, postage, supplies), accounting functions, human resources, insurance and other services. The 2020 Budget also includes a transfer from the Community Center Fund to reimburse the General Fund for Parks labor costs for maintenance of the grounds for the Community Center. This transfer is based on 2018 labor costs.

## Expenses

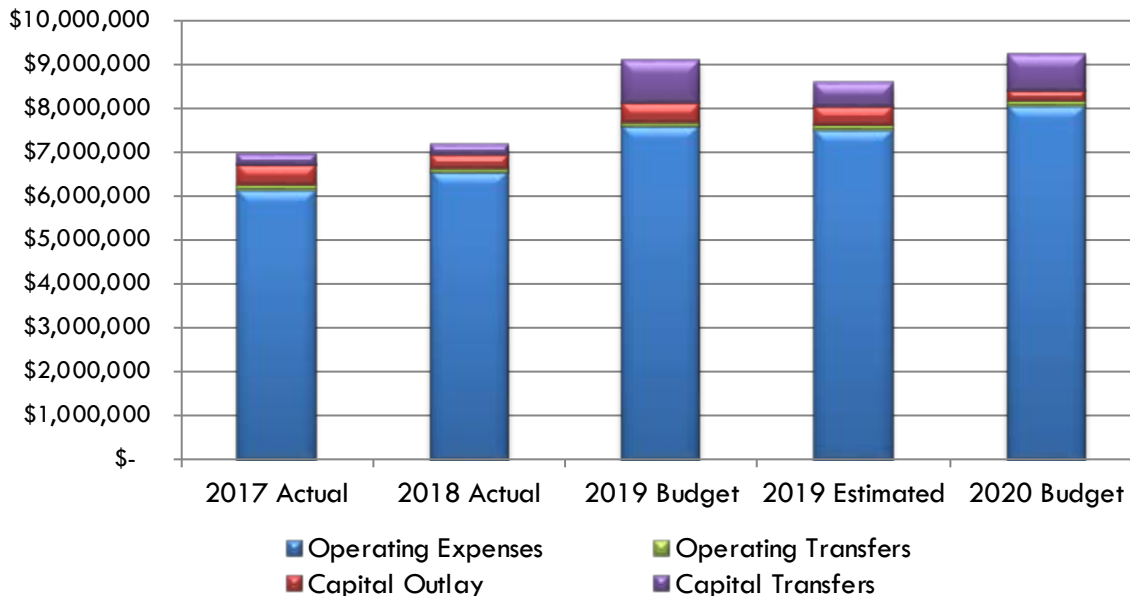
General Fund expenses of \$9.1 million are budgeted to increase 2% in 2020 from 2019 budgeted amounts. Expenses includes operational expenses, capital expenses and transfers to other funds.

**2020 Expenses - \$9.1 million**

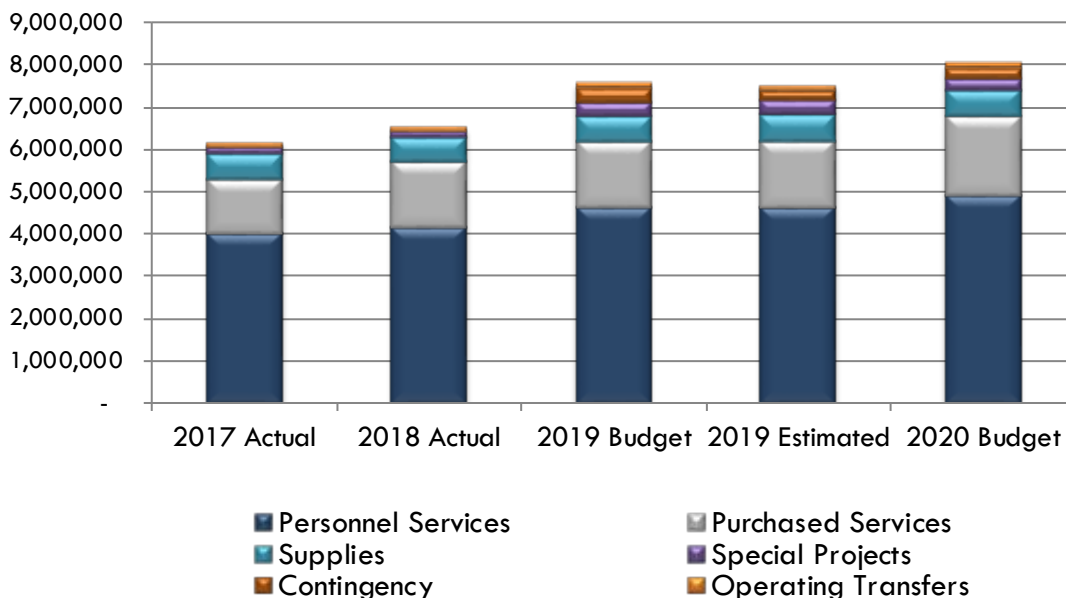




# General Fund Summary



Operating expenses. Operating expenses of \$8.1 million reflect a 6% increase over 2019 budgeted expenses and account for 90% of the total 2020 General Fund budget. The following chart shows the history of General Fund operating expenses from 2017 through the 2020 Budget.



*Personnel Services.* Personnel services of \$4.9 million account for 61% of the operating expenses. This amount includes salaries, benefits and taxes for city staff and is budgeted to increase 6% in 2020. Significant changes in personnel services for the 2020 Budget include:

- An overall increase of 7% in compensation for personnel. This increase varies between

# General Fund Summary

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positions and is based on a market survey compiled by the Colorado Municipal League of municipalities in the State. There were a number of changes in position titles in an effort to line the City's compensation plan up with statewide positions. The next step for implementing the compensation package is to create the structure for the new pay plan. The new structure will be more specific to each position and provide a narrower range that reflects actual pay for similar positions across the state. There are no new positions in the 2020 Budget.

- An 8% increase in employee health insurance coverage. The City changed health insurance carriers in 2019 and went with the Colorado Employer Benefit Trust (CEBT) with their PPO4 plan design. CEBT is a non-profit trust for public institutions that includes 70 school districts, 68 municipalities, 4 counties and 202 special districts. CEBT has a history of outperforming the market for rate increases.

*Purchased Services.* Purchased services of \$1.9 million are budgeted to increase 20%. Significant changes in purchased services include:

- Increase in the chip seal program of \$160,000. This is a biennial program and chip seal is scheduled for 2020.
- Increase in fleet maintenance charges of \$30,000.
- Equipment rentals of \$7,400 to provide for the rental of a manlift for various uses by parks and public works throughout the year.
- Contribution of \$5,000 towards a trails design grant in partnership with COPMOBA, BLM and other parties.
- Addition of a new program for open space and trails weed control and maintenance in the amount of \$10,000.
- Increase in 911 Dispatch charges of \$38,500.
- Increase of \$16,000 in contributions to the 5-2-1 Drainage Authority for compliance with stormwater/drainage regulations.

*Supplies.* Supplies of \$643,325 are budgeted to increase 4% in 2020. This increase is due to:

- Reallocation of IT expenses between service contracts and supplies and equipment (\$8,600).
- The addition of election supplies and equipment (\$12,200) for the biennial Regular Municipal Election scheduled in 2020.

*Special Projects.* Special Projects are budgeted to decrease 25% in 2020.

- The Master Plan update and Land Use Code Update (\$175,000) are included in the 2019 Budget. It is anticipated that a supplemental budget appropriation will be required at the first of the year to reappropriate unspent funds for these updates for completion in 2020.
- The Parks and Open Space Plan are currently included in the 2019 Budget but it is

# General Fund Summary

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anticipated that work will not begin on the plan until 2020 and these funds have been reallocated to the 2020 Budget. Offsetting grant revenues of \$65,000 from GOCO are included in revenues to offset the cost of the Plan and there is an additional \$25,000 included in the Community Center Fund for this project.

- Also included in special projects is a \$30,000 contribution towards the Foreign Trade Zone designation.

**Contingency.** Contingency Funds of \$263,100 are budgeted for potential use in 2020. Contingency funds include the following:

- An operational contingency fund of 3% (\$234,400) of the General Fund operating expenses is budgeted in 2020 for unanticipated expenses and/or revenue shortfalls.
- An economic development contingency fund of \$28,700 is budgeted in 2020 for undesignated economic development expenses.

**Capital Expenses.** Purchase of capital equipment and transfers to the Capital Projects Fund of \$1,055,900 represents 12% of the budget.

**Capital Equipment.** The 2020 Budget includes \$253,400 in capital equipment acquisitions. This includes \$152,000 in replacement equipment and \$101,400 in new equipment. Below is a summary of capital equipment acquisitions in the General Fund.

Status	Equipment Description	Dept.	Amount
New	Door security at Police Services Bldg	PD	\$ 9,300
	Tasers (2)	PD	\$ 3,000
	Brush hog	PK	\$ 4,000
	Weed sprayer	PK	\$ 4,000
	Traffic counter	PW	3,500
	Electrical panel upgrade - Welding Shop	BM	1,800
	Carpet and paint - Fruita Civic Center	BM	23,000
	Water tank	PW	26,000
	Computer Equipment (new and replacement)	AD	26,800
<b>New Equipment Total</b>			<b>101,400</b>
Replacement	Truck - Building Maintenance #1012	PW	38,000
	Truck, Road Administration #4001	PW	38,000
	Truck, Road Maintenance #7022	PW	38,000
	Truck, Parks Unite #3054	PK	38,000
<b>Replacement Equipment</b>			<b>152,000</b>
<b>Grand Total</b>			<b>\$ 253,400</b>

**Transfers.** Transfers from the General Fund to other funds are budgeted at \$909,500 in 2020. This includes a transfer of \$802,500 to the Capital Projects Fund, the annual operating transfer of \$95,000 to the Community Center Fund and a \$12,000 transfer to the Marketing and Promotion

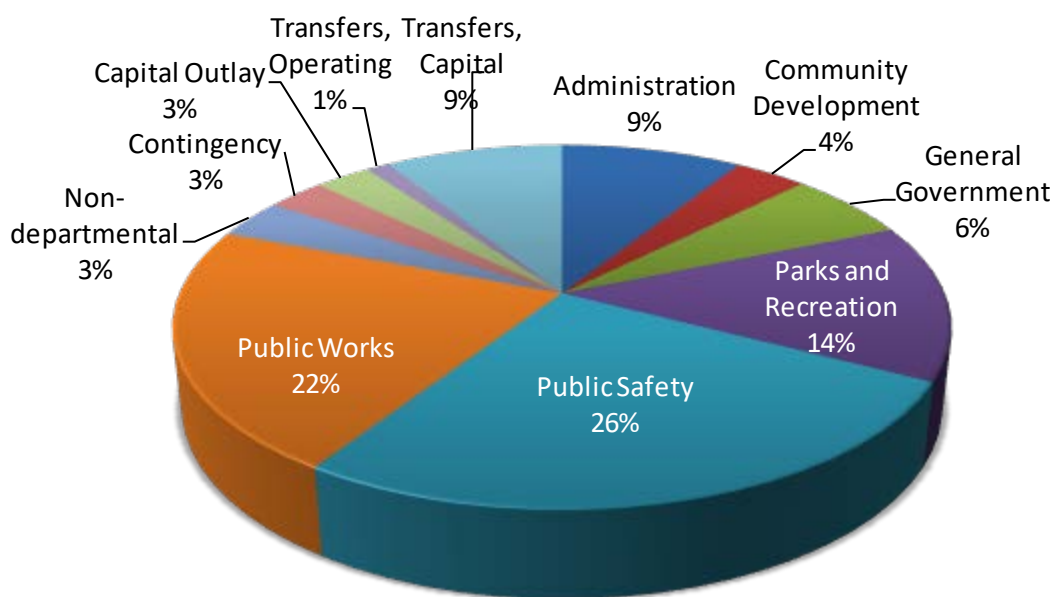
# General Fund Summary

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Fund. Additional information about these transfers can be found in the respective funds.

## EXPENSES BY DEPARTMENT

Expenses of the General Fund are categorized by departments and programs within each department. Expenses which cannot be attributed to a specific department are included in the Non-Departmental category. Additional information concerning department and program expenses can be found in the narrative section of each department's budget. The following chart shows expenses for each department as a percentage of the total budget for the General Fund excluding transfers and capital equipment.




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## FUNDS AVAILABLE

Available funds are budgeted at \$9.6 million as of December 31, 2020. Available funds include:

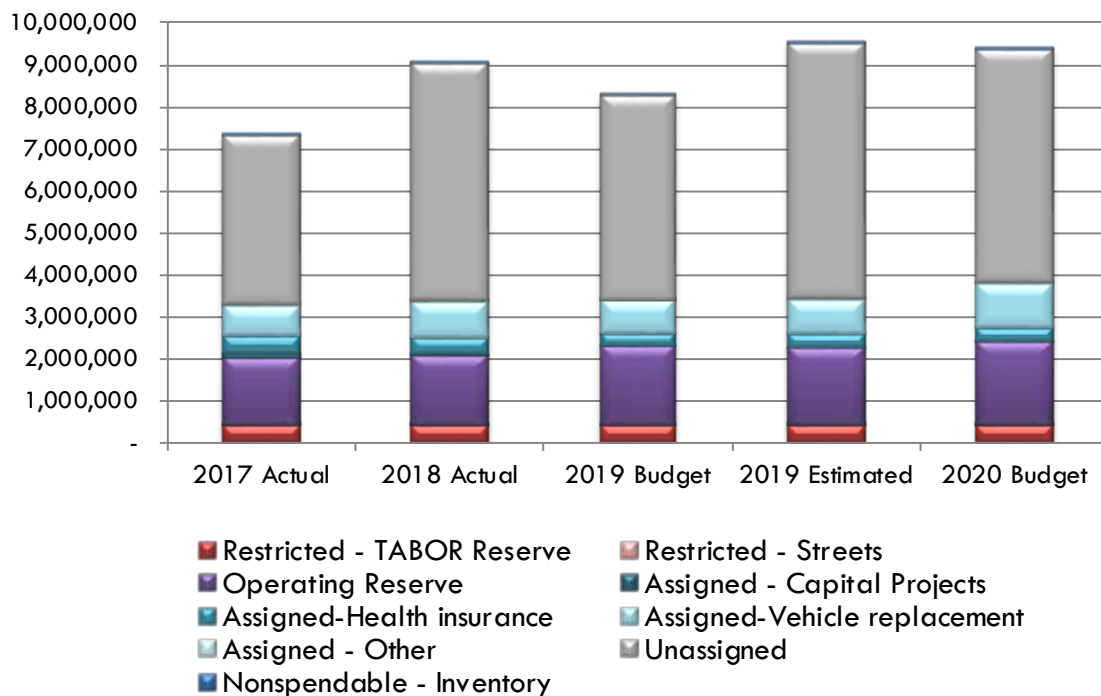
- *Restricted funds* of \$593,105 represent amounts constrained to specific purposes by their providers through constitutional provisions or by enabling legislation such as the emergency reserve required by TABOR - \$400,000, interest earnings on chip seal fees restricted for use on streets - \$4,631 and public safety funds from the County sales tax dedicated for public safety use in excess of amounts spent on Dispatch services - \$188,474;
- *Operating Reserve* of \$2 million represents funds that can only be used for specific purposes as determined by formal action of the City Council and are equivalent to 25% of the 2020 operating expenses;
- *Assigned funds* of \$1.4 million are funds assigned by the City Manager or City Council for specific purposes such as the Capital Equipment Replacement Fund (CERF), health insurance

# General Fund Summary

reserve and amounts designated for other purposes.

- *Unassigned funds* of \$5.5 million represent funds that are available for any purpose.
- *Non-spendable funds* of \$7,437 represent amounts that are not in spendable form and include the inventory of fuel.

## Funds Available



Adequate levels of unassigned fund balance are necessary to mitigate current and future financial risks and help to ensure stable tax rates. Unassigned fund balances provide financial security and stability in City operations and offset short term fluctuations in revenues and expenses. They are also an important consideration in long-term financial planning, including planning for capital projects.

The 2020 Budget includes the use of \$101,000 in available funds. This is the amount by which total revenues exceed total expenses. The following chart represents the additions to or reductions from available funds in 2020.

# General Fund Summary

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## Summary - Changes in Available Funds

Unassigned	(464,942)
Unassigned - Economic Development	(58,700)
Restricted for public safety	38,200
Operating Reserve	136,442
Vehicle/Equipment replacement	<u>248,000</u>
	<u><b>(101,000)</b></u>

# General Fund Revenues

## Revenues

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg
<b>TAXES</b>							
110-000-00-3110	Property Tax	1,123,312	1,146,137	1,166,750	1,166,750	1,414,000	21%
110-000-00-3120	Specific Ownership Tax	172,378	169,127	168,550	170,000	173,000	3%
110-000-00-3129	County Sales Tax - PS	-	335,832	329,000	350,000	358,000	9%
110-000-00-3130	County Sales Tax	2,100,607	2,273,150	2,238,000	2,357,000	2,400,000	7%
110-000-00-3131	City Sales Tax	1,691,420	1,920,662	1,796,000	2,108,000	2,130,000	19%
110-000-00-3132	Use Tax on Vehicles	639,806	628,663	685,000	685,000	710,000	4%
110-000-00-3133	Use Tax on Bldg Materials	147,073	361,538	150,000	188,000	150,000	0%
110-000-00-3142	Cigarette Tax	9,862	10,509	9,200	10,850	10,850	18%
110-000-00-3182	Franchise Fees	399,815	400,768	400,000	415,000	416,450	4%
110-000-00-3190	Penalties and Interest	1,356	1,134	1,000	1,000	1,000	0%
		6,285,629	7,247,520	6,943,500	7,451,600	7,763,300	12%
<b>LICENSES</b>							
110-000-00-3210	Business Licenses	19,663	18,549	18,500	18,500	19,000	3%
110-000-00-3211	Liquor Licenses	13,150	10,250	10,000	12,000	11,000	10%
110-000-00-3220	Street Excavation Permits	900	1,350	750	750	750	0%
110-000-00-3221	Other Permits	2,055	2,580	2,000	2,000	2,000	0%
		35,768	32,729	31,250	33,250	32,750	5%
<b>INTERGOVERNMENTAL REVENUES</b>							
110-000-00-3330	Severance/Mineral Lease Tax	132,805	143,470	100,000	224,700	100,000	0%
110-000-00-3341	GOCO Grant	-	-	75,000	-	65,000	-13%
110-000-00-3342	Energy Impact Grant	4,375	-	51,500	76,500	22,000	-57%
110-000-00-3344	CPW Planning Grant	-	17,343	-	18,250	-	0%
110-000-00-3351	Add. Motor Vehicle Reg Fees	20,750	20,878	20,000	20,000	20,500	2%
110-000-00-3352	State Highway Users Tax	394,425	487,443	414,000	525,000	392,000	-5%
110-000-00-3353	App. Motor Vehicle Reg Fees	29,225	30,430	29,000	29,000	30,000	3%
110-000-00-3371	Mesa County Grants	-	7,103	-	-	-	0%
110-000-00-3373	Local Agency Police Grants	700	-	-	-	-	0%
110-000-00-3375	AGNC Grant	(1,202)	-	-	-	-	0%
110-000-00-3380	Mesa County Road Tax	24,062	24,546	24,000	24,000	25,000	4%
		605,140	731,213	713,500	917,450	654,500	-8%
<b>CHARGES FOR SERVICES</b>							
110-000-00-3413	Planning Fees	40,148	66,290	32,000	32,000	25,000	-22%
110-000-00-3415	Subdivision Review Fees	1,514	-	-	-	-	0%
110-000-00-3421	Vehicle Inspection Fees	2,327	2,351	1,500	1,500	1,500	0%
110-000-00-3455	Impound Fees	5	-	100	-	100	0%
110-000-00-3470	Recreation Registration Fees	98,672	77,301	79,000	84,000	86,000	9%
110-000-00-3472	Special Event Booth Fees	8,865	9,631	8,000	8,000	8,000	0%
110-000-00-3473	Retail sales	12,130	14,246	10,000	13,000	14,000	40%
110-000-00-3475	Internet sales	372	1,011	750	750	750	0%
110-000-00-3477	Park rentals	14,840	13,918	15,000	14,000	13,000	-13%
110-000-00-3478	Shipping & Handling Charges	26	139	-	-	-	0%
110-000-00-3479	Scholarship Program	24,476	16,201	9,000	9,000	9,000	0%
110-000-00-3480	Manpower	23,239	44,977	8,500	8,500	8,500	0%

# General Fund Revenues

## Revenues

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg
110-000-00-3483	Penalties	21,967	18,799	18,000	17,500	17,500	-3%
110-000-00-3484	Trails Planning Contribution	-	1,336	-	4,675	-	0%
		248,581	266,200	181,850	192,925	183,350	1%
<b><u>FINES, FORFEITS AND ASSESSMENTS</u></b>							
110-000-00-3510	City and County Court	17,449	11,563	11,000	11,000	11,000	0%
110-000-00-3511	Penalty Assessments	13,805	8,371	7,000	7,000	7,500	7%
110-000-00-3512	Restitution to City	244	852	-	-	-	0%
110-000-00-3513	Misdemeanor Fee	1,040	320	400	400	400	0%
110-000-00-3555	Development Impact Fees	-	40,000	-	-	-	N/A
		32,538	61,106	18,400	18,400	18,900	3%
<b><u>INTEREST AND RENTALS</u></b>							
110-000-00-3610	Interest on deposits	50,611	90,060	55,000	80,000	60,000	9%
110-000-00-3613	Gain (Loss) on investments	85	105	-	-	-	0%
110-000-00-3625	Rent on Lands and Water	35,449	35,887	34,000	34,000	34,000	0%
110-000-00-3626	Facility Rentals	2,675	3,060	2,000	2,000	2,000	0%
		88,820	129,112	91,000	116,000	96,000	5%
<b><u>DONATIONS</u></b>							
110-000-00-3640	Senior Center Donations	1,005	586	-	-	-	0%
110-000-00-3641	Miscellaneous Donations	4,008	3,000	-	3,000	-	0%
110-000-00-3642	Recreation Donations	14,611	11,742	-	13,500	-	0%
110-000-00-3643	Police Donations	1,050	-	-	-	-	0%
110-000-00-3645	Special Event Donations	29,542	40,500	14,500	28,000	14,500	0%
		50,216	55,828	14,500	44,500	14,500	0%
<b><u>MISCELLANEOUS</u></b>							
110-000-00-3680	Miscellaneous	5,697	5,105	3,000	3,000	3,000	0%
110-000-00-3681	Cash Over (Short)	268	(335)	-	-	-	0%
110-000-00-3682	Refunds	7,892	182	-	-	-	0%
		13,857	4,952	3,000	3,000	3,000	0%
<b><u>TRANSFERS FROM OTHER FUNDS</u></b>							
110-000-00-3911	Tsfr from Sewer Fund	160,000	160,000	160,000	160,000	165,000	3%
110-000-00-3912	Tsfr from Trash Fund	41,000	55,000	56,000	56,000	59,000	5%
110-000-00-3915	Tsfr from Irrigation	10,000	10,000	10,000	10,000	10,500	
110-000-00-3918	Tsfr form Community Center	-	-	-	-	6,000	N/A
		211,000	225,000	226,000	226,000	240,500	6%
<b><u>OTHER FINANCING SOURCES</u></b>							
110-000-00-3950	Sale of Equipment	10,003	35,023	-	-	-	0%
110-000-00-3960	Insurance payments	18	45,624	-	34,400	-	0%
		10,021	80,647	-	34,400	-	0%
<b>TOTAL REVENUES</b>		<b>7,581,570</b>	<b>8,834,307</b>	<b>8,223,000</b>	<b>9,037,525</b>	<b>9,006,800</b>	<b>10%</b>



# General Government Department

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# General Government Department

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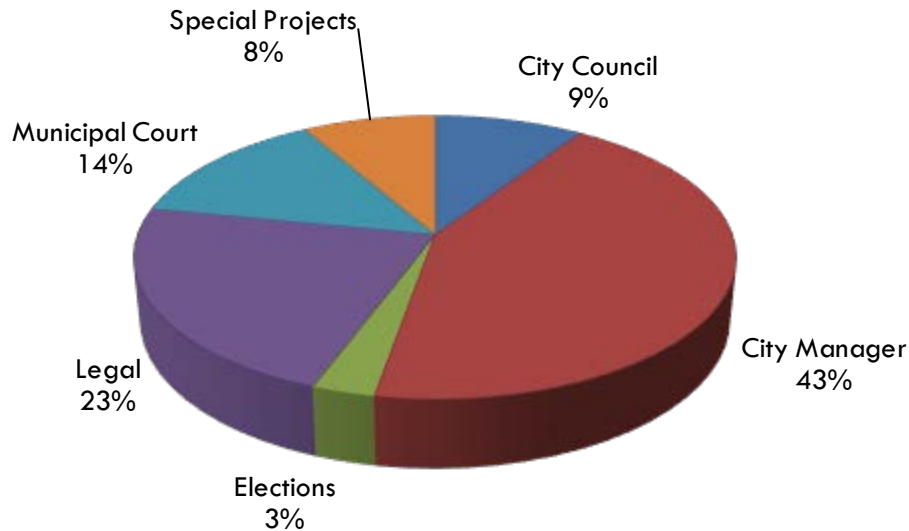
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# General Government Department

<b>Expenses by Program</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
City Council	\$ 60,658	\$ 51,041	\$ 51,100	\$ 51,100	\$ 51,925	2%
City Manager	156,069	168,563	227,850	227,850	241,850	6%
Elections	-	10,217	-	-	16,200	N/A
Legal	40,536	48,055	73,500	113,500	125,000	70%
Municipal Court	54,961	55,019	65,825	65,825	75,800	15%
Operating Expenses	\$ 312,224	\$ 332,895	\$ 418,275	\$ 458,275	\$ 510,775	22%
Capital	-	2,478	-	-	-	N/A
Special Projects	41,615	36,167	39,600	39,600	46,200	17%
<b>Total Expense</b>	<b>\$ 353,839</b>	<b>\$ 371,540</b>	<b>\$ 457,875</b>	<b>\$ 497,875</b>	<b>\$ 556,975</b>	<b>22%</b>

The goal of the General Government Department is to provide effective and efficient governance and leadership for the City of Fruita. This is accomplished through establishment of long term goals and the implementation of policies and procedures to accomplish the goals.

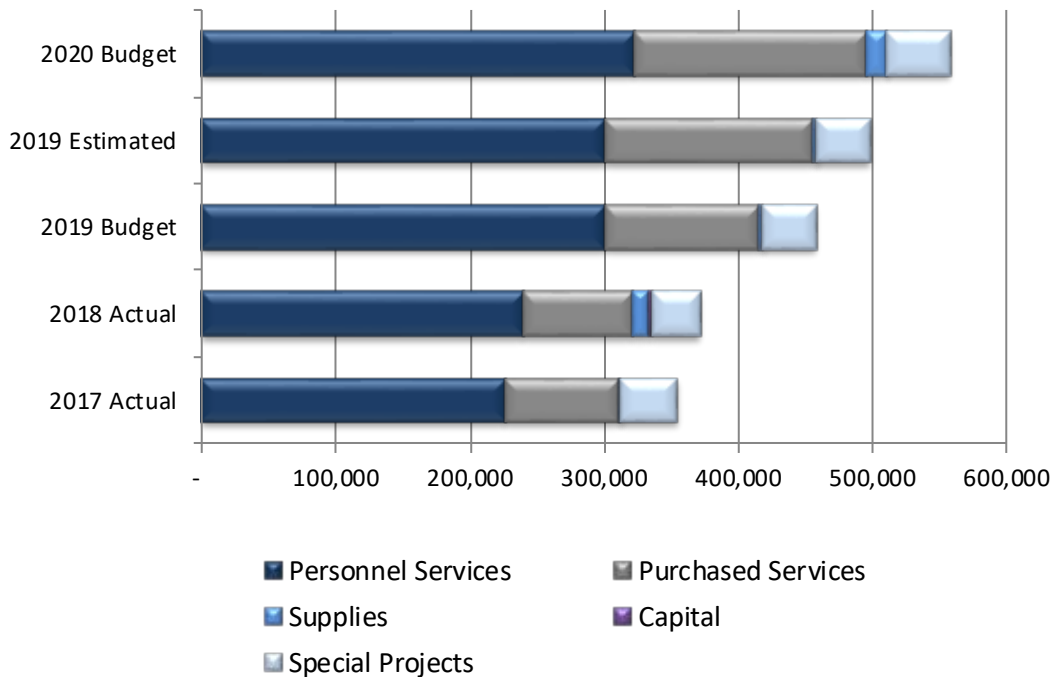
## General Government Programs



# General Government Department

<b>Expenses by Category</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>	<b>%</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>	<b>Chg.</b>
Personnel Services, Salaries	\$ 183,618	\$ 195,105	\$ 240,800	\$ 240,800	\$ 257,075	7%
Personnel Services, Benefits	41,478	43,445	59,525	59,525	65,300	10%
Purchased Professional Services	73,829	70,652	102,250	142,250	157,750	54%
Purchased Property Services	7,035	7,161	7,300	7,300	7,450	2%
Other Purchased Services	4,837	4,581	5,500	5,500	7,100	29%
Supplies	1,425	11,951	2,900	2,900	16,100	455%
Operating Expenses	\$ 312,222	\$ 332,895	\$ 418,275	\$ 458,275	\$ 510,775	22%
Capital	-	2,478	-	-	-	N/A
Special Projects	41,615	36,167	39,600	39,600	46,200	17%
<b>Total Expense</b>	<b>\$ 353,837</b>	<b>\$ 371,540</b>	<b>\$ 457,875</b>	<b>\$ 497,875</b>	<b>\$ 556,975</b>	<b>22%</b>

## Budget History



# General Government Department

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## Factors Affecting Expenses

Overall expenses of the General Government Department are budgeted to increase 22%. Significant changes in the 2020 Budget include the following:

- Increase in legal expenses of 70% to meeting existing needs.
- Election expenses for the 2020 Regular Municipal Election

## Personnel

Staffing in the General Government Department includes the full time position of City Manager, part time positions for the Court Clerk, Bailiff and Elected Officials, and contract service positions for the Municipal Judge, City Attorney, and Prosecuting Attorney. The following chart shows the man hours for full time and part time staff for each program.

<b>General Government Staffing Chart</b>				
<b>Hours Summary</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Budget</b>
<u>City Manager</u>				
Full time employees	2244	2202	4160	4160
<u>Municipal Court</u>				
Part time employees	1276	1329	1375	1310
<b>Total Hours</b>	<b>3,520</b>	<b>3,531</b>	<b>5,535</b>	<b>5,470</b>
<b>Total FTE Equivalents</b>	<b>1.69</b>	<b>1.70</b>	<b>2.66</b>	<b>2.63</b>

# General Government Department

## Expenses

Account	Description	2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	2020 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
4111	Salaries, Administrative	109,102	118,990	159,950	159,950	170,000	6%
4120	Part Time	47,975	49,404	50,600	50,600	82,000	62%
4125	Contract Labor	26,541	26,711	30,250	30,250	5,075	-83%
4130	Overtime	-	-	-	-	-	N/A
		183,618	195,105	240,800	240,800	257,075	7%
<b>PERSONNEL SERVICES, BENEFITS</b>							
4210	Health Insurance	17,649	17,746	26,600	26,600	28,500	7%
4220	FICA Payroll Expense	10,535	11,153	13,400	13,400	16,025	20%
4221	Medicare Payroll Expense	2,464	2,647	3,175	3,175	3,775	19%
4230	Retirement Contribution	9,274	10,892	14,250	14,250	15,150	6%
4250	Unemployment Insurance	402	437	775	775	750	-3%
4260	Workers Compensation Insurance	1,154	570	1,325	1,325	1,100	-17%
		41,478	43,445	59,525	59,525	65,300	10%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
4310	Professional Development	18,899	21,030	26,000	26,000	28,000	8%
4321	Court Interpreter Services	-	-	250	250	250	0%
4330	Legal Fees	40,536	48,902	76,000	116,000	127,500	68%
4337	Community survey	14,394	-	-	-	-	N/A
4340	Election Assistance	-	720	-	-	2,000	N/A
		73,829	70,652	102,250	142,250	157,750	54%
<b>PURCHASED PROPERTY SERVICES</b>							
4430	Service Contracts	2,235	2,342	2,500	2,500	2,650	6%
4437	Moving and Vehicle Allowance	4,800	4,819	4,800	4,800	4,800	0%
		7,035	7,161	7,300	7,300	7,450	2%
<b>OTHER PURCHASED SERVICES</b>							
4525	Volunteer Accident Medical Pla	367	279	700	700	300	-57%
4530	Telephone	2,925	3,000	3,200	3,200	3,200	0%
4545	Jury Duty Fees	-	-	100	100	100	0%
4551	Publishing	1,545	1,302	1,500	1,500	3,500	133%
		4,837	4,581	5,500	5,500	7,100	29%
<b>SUPPLIES</b>							
4610	Office Supplies	1,425	2,536	2,900	2,900	3,800	31%
4612	Supplies and Equipment	-	9,415	-	-	12,200	N/A
4630	Meeting/Appreciation Supplies	-	-	-	-	100	N/A
		1,425	11,951	2,900	2,900	16,100	455%
<b>CAPITAL</b>							
4743	Furniture and Equipment	-	2,478	-	-	-	N/A
		-	2,478	-	-	-	N/A
<b>SPECIAL PROJECTS</b>							
4810	Boards and Commissions	-	-	3,000	3,000	2,500	-17%
4820	Economic Development	12,462	7,014	7,000	7,000	7,000	0%
4842	Miscellaneous Contributions	29,153	29,153	29,600	29,600	36,700	24%
		41,615	36,167	39,600	39,600	46,200	17%
<b>TOTAL EXPENDITURES</b>		<b>353,837</b>	<b>371,540</b>	<b>457,875</b>	<b>497,875</b>	<b>556,975</b>	<b>22%</b>

# General Government Department

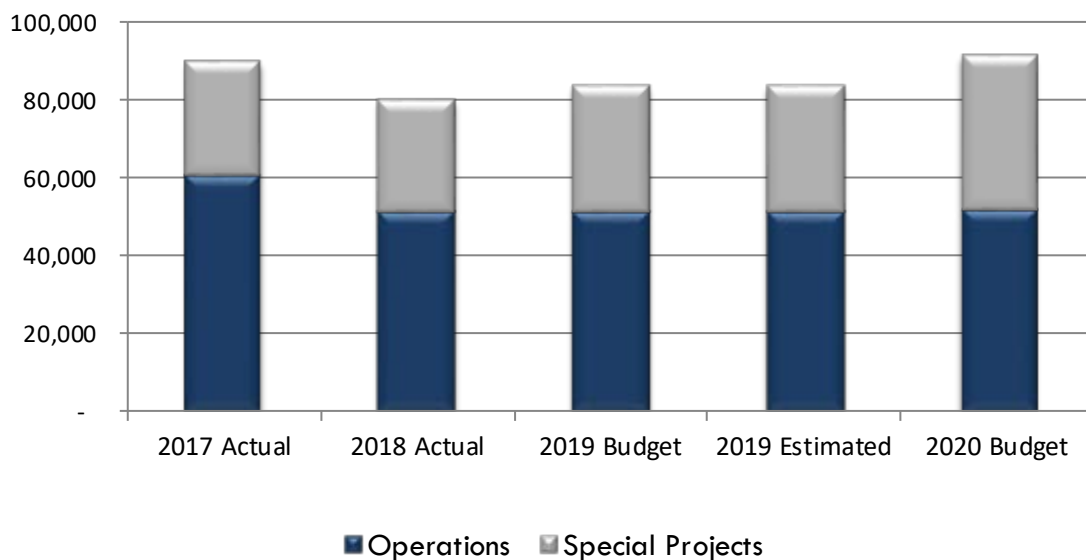
## City Council

<b><u>EXPENDITURES</u></b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 27,900	\$ 27,600	\$ 27,900	\$ 27,900	\$ 27,900	0%
Personnel Services, Benefits	2,667	2,596	2,800	2,800	2,625	-6%
Purchased Professional Services	26,187	16,357	15,500	15,500	16,500	6%
Other Purchased Services	3,657	3,528	3,900	3,900	3,900	0%
Supplies	247	960	1,000	1,000	1,000	0%
Operating Expenses	\$ 60,658	\$ 51,041	\$ 51,100	\$ 51,100	\$ 51,925	2%
Capital Equipment	-	2,478	-	-	-	N/A
Special Projects	29,153	29,153	32,600	32,600	39,200	20%
<b>Total Expense</b>	<b>\$ 89,811</b>	<b>\$ 82,672</b>	<b>\$ 83,700</b>	<b>\$ 83,700</b>	<b>\$ 91,125</b>	<b>9%</b>

### **MISSION**

The City Council and Mayor are elected by citizens of Fruita to provide representative government for the community. This is accomplished through the establishment of goals and policies for the provision of municipal services and the enactment of legislation to protect the public's safety and welfare. Communication with and involvement of citizens, customers, members of boards and commissions, staff, other governmental agencies, business owners and the media are a vital and integral part of the process in identifying and establishing the direction and goals of the City.

### **Budget History**



# General Government Department

## City Council

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### **RESPONSIBILITIES**

- Represent the interest of the residents of Fruita in establishing local policies.
- Protect Fruita's interests regionally and statewide. Continue involvement in county-wide organizations and issues and participate in meetings and periodic workshops with the County Commissioners and other governmental entities.
- Provide leadership in setting policies related to growth and increased demand for City services.
- Develop strategies to increase community involvement in the local government process.
- Evaluate performance of the Municipal Judge, City Attorney, and City Manager.
- Maintain positive community and employee relations. Continue with hosting ice cream socials and other events with the purpose of obtaining public input.
- Work to maintain and finance basic infrastructure, including capital projects and personnel needs.
- Work to increase and improve the economic development activity within the City.
- Continue to promote and require responsible growth
- Make efforts to cooperate with other local governments and work toward common goals.
- Take steps to improve citizen participation and communication with the community.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Worked with City Staff and clearly identified the continuation of the City's strategic priority areas, budgeting to meet priorities and define specific action items for 2018-2020 to accomplish City goals.
- Appointed a new City Attorney and City Prosecutor.
- The Mayor and members of City Council provided Council liaison roles and leadership to the City's Boards and Commissions.
- Supported the continued efforts of the Fruita Youth Initiative to combat youth substance abuse and encourage a healthy community physically and emotionally.
- Continued to foster key community partnerships with District 51, Family Health West, Public Lands Agencies, local businesses, local non-profits, neighboring jurisdictions, Museum of the West, Fruita Chamber of Commerce, Economic Development partners, etc.
- The Mayor and City Council represented the City at numerous regional and state-wide functions, including attending Outdoor Retailer Summer show.



# General Government Department

## City Council

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- Held joint City Council – School District 51 Board of Education meetings to further educational needs in Fruita including a new elementary school, improvements to Fruita Monument High School and plans for further capacity improvements at all Fruita Schools.
- Recognized teachers and students of the month from all Fruita Schools at Fruita City Council meetings.
- Established the Fruita Livability Commission, Fruita in Motion Steering Committee, and the Fruita Youth Action Council.

### **2020 GOALS**



#### **Quality of Place (QP)**

The City of Fruita is a community where residents and visitors love where they are. The City strives to be a bike and pedestrian friendly community by providing a system of sidewalks, trails, and bike lanes that connect our parks, schools, neighborhoods, civic facilities, and commercial areas. We value safe neighborhoods, our geographic natural resources and landscapes, top tier education and healthcare, and we collaborate to provide quality essential infrastructure and services. We are an inclusive community of doers who enjoy active and healthy lifestyles.

#### **Economic Health (EH)**

The City of Fruita strives to be financially sustainable by enabling a stable economy and supporting a diversity of businesses that offer well-paying jobs that attract educated employees. The City works to be fiscally responsible and continuously seeks ways to allocate resources to services and projects that have the highest impact on the City's priorities. We are the innovative leader for economic development in the Grand Valley.

#### **Lifestyle (L)**

The City of Fruita fosters a fun and funky ambiance by celebrating the local arts, farm and ranching history, unique leisure opportunities, and family-friendly events and activities. As a city, we encourage a diversity of cultural opportunities, businesses, and recreational activities. We continue to improve and enhance recreational offerings from traditional to outdoor adventure sports and youth to adult activities. We are a family-friendly community with diverse cultural opportunities, businesses and recreational amenities where visitors feel like locals and locals play like visitors.

*City Staff will continuously work on and report on throughout the year specific action items approved by Council to achieve the above.*

# General Government Department

## City Council

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### **PERFORMANCE MEASURES**

- Number of regional committees/boards with Council member participation.
- Number of public engagements with Council member participation.

### **2020 BUDGET HIGHLIGHTS**

The City Council will continue to sponsor the annual ice cream social to obtain input and feedback from the community. The Council also hosts a Boards and Commissions Appreciation event, other community appreciation events, and local official meetings.

Included in the 2020 Budget are contributions of \$36,700 to the following outside agencies:

- Fruita Chamber of Commerce ..... \$25,000
- Riverfront Commission .....\$4,153
- Grand Junction Economic Partnership (GJEP) .....\$7,500

# General Government Department

## City Council

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	2020 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-410-40-4120	City Council and Mayor Wages	27,900	27,600	27,900	27,900	27,900	0%
		27,900	27,600	27,900	27,900	27,900	0%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-410-40-4220	FICA Payroll Expense	1,793	1,784	1,750	1,750	1,750	0%
110-410-40-4221	Medicare Payroll Expense	420	417	425	425	425	0%
110-410-40-4260	Workers Compensation Insurance	454	395	625	625	450	-28%
		2,667	2,596	2,800	2,800	2,625	-6%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-410-40-4310	Professional Development	11,793	16,357	15,500	15,500	16,500	6%
110-410-40-4337	Community survey	14,394	-	-	-	-	N/A
		26,187	16,357	15,500	15,500	16,500	6%
<b>OTHER PURCHASED SERVICES</b>							
110-410-40-4530	Telephone	2,112	2,307	2,400	2,400	2,400	0%
110-410-40-4551	Publishing	1,545	1,221	1,500	1,500	1,500	0%
		3,657	3,528	3,900	3,900	3,900	0%
<b>SUPPLIES</b>							
110-410-40-4610	Office Supplies	247	960	1,000	1,000	1,000	0%
		247	960	1,000	1,000	1,000	0%
<b>CAPITAL EQUIPMENT</b>							
110-410-40-4743	Furniture and Equipment	-	2,478	-	-	-	N/A
110-410-40-4744	Computer Equipment	-	-	-	-	-	N/A
		-	2,478	-	-	-	N/A
<b>SPECIAL PROJECTS</b>							
110-410-40-4810	Boards and Commissions	-	-	3,000	3,000	2,500	-17%
110-410-40-4842	Miscellaneous Contributions	29,153	29,153	29,600	29,600	36,700	24%
		29,153	29,153	32,600	32,600	39,200	20%
<b>TOTAL EXPENSES</b>		<b>89,811</b>	<b>82,672</b>	<b>83,700</b>	<b>83,700</b>	<b>91,125</b>	<b>9%</b>

# General Government Department

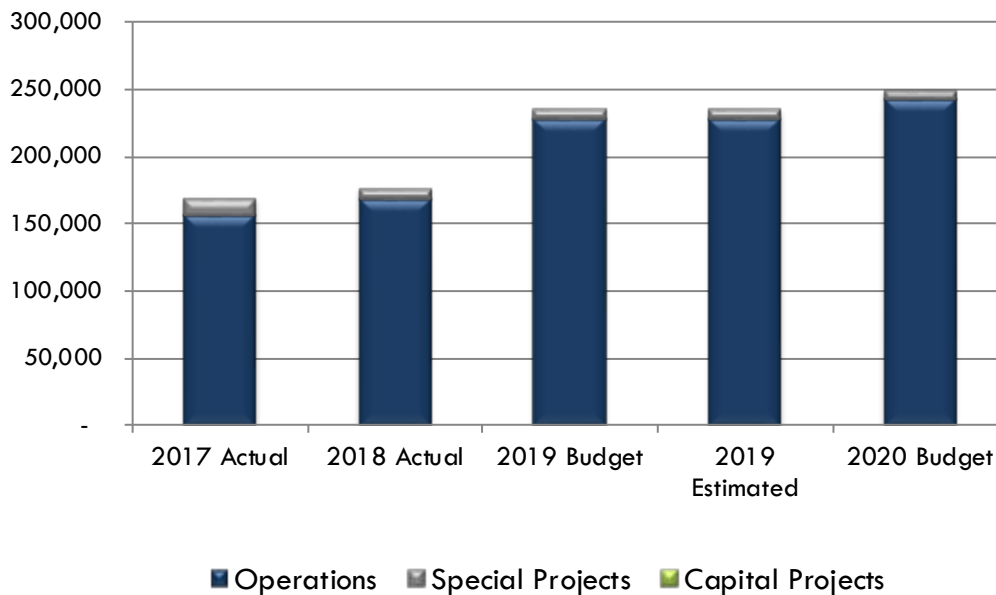
## City Manager's Office

<b>EXPENDITURES</b>	2017	2018	2019	2019	2020	%
	Actual	Actual	Budget	Estimated	Budget	Chg.
Personnel Services, Salaries	\$ 109,102	\$ 118,990	\$ 159,950	\$ 159,950	\$ 170,000	6%
Personnel Services, Benefits	36,716	39,084	54,400	54,400	57,850	6%
Purchased Professional Services	4,284	3,926	7,500	7,500	8,000	7%
Purchased Property Services	4,800	4,819	4,800	4,800	4,800	0%
Other Purchased Services	813	693	800	800	800	0%
Supplies	354	1,051	400	400	400	0%
Operating Expenses	\$ 156,069	\$ 168,563	\$ 227,850	\$ 227,850	\$ 241,850	6%
Capital Projects	-	-	-	-	-	N/A
Special Projects	12,462	7,014	7,000	7,000	7,000	0%
<b>Total Expense</b>	<b>\$ 168,531</b>	<b>\$ 175,577</b>	<b>\$ 234,850</b>	<b>\$ 234,850</b>	<b>\$ 248,850</b>	<b>6%</b>

### MISSION

The City Manager, by City Charter is the Chief Administrative Office of the City, is charged with providing organizational leadership and overseeing the day to day operations of all departments of the City including Administration, Public Safety, Public Works, Parks and Recreation and Planning and Development. It is the responsibility of the City Manager to implement the desired goals, objectives and policies of the City Council and to ensure the efficient and effective use of City resources.

### Budget History



# General Government Department

## City Manager's Office

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### **RESPONSIBILITIES**

- Work closely with the City Council and City Staff to implement specific action items to achieve the desired community goals and policies.
- Work to maintain and continually improve upon lines of communications with the City Council, City Staff, and the entire Fruita community.
- Set clear goals and expectations for the City Staff and delineate specific lines of responsibility for accomplishing goals and objectives.
- Ensure that City services are provided in the most efficient and effective manner possible.
- Work with the Chamber of Commerce, Economic Development partners, and other community-based organizations to take advantage of existing economic development opportunities and to embrace and discover new opportunities.
- Work closely with existing businesses and future business prospects to facilitate their expansion and/or relocation to Fruita.
- To attend and speak at strategically selected events to market Fruita as a place for business relocation, product launches, and press camps.
- Continue to align tourism and economic development marketing efforts to focus on the same value proposition highlighting the lifestyle and quality of place Fruita has to offer in order to encourage quality, complementary growth.
- To be accessible and receptive to residents and businesses.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Working with the City Leadership Team and City Council, accomplished specific action items identified to accomplish the city goals. Items completed included:
- Created and hosted 14 Explore Fruita with the City Manager engagement series events with the public.
- Created and launched general City Facebook page and applicable citywide social media policies.
- Provided leadership role with the public in the Fruita in Motion comprehensive plan update public engagement process.
- Established a public-private partnership and subsequent phase one of the Lagoon Redevelopment project—completing the survey, utility study, wetlands delineation, soils study, fill analysis and projected cost-benefit analysis of buildout.
- Working with the Leadership Team completed a market analysis and created a new compensation model for the organization.

# General Government Department

## City Manager's Office

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- Working with the Finance Department strengthened management and fiscal position to achieve an increased credit rating with Standard and Poor's.
- Participated as a Board member on the Greater Grand Junction Sports Commission, Grand Junction Economic Partnership Board, Business Incubator Board, District 51 Foundation Board, Fruita Youth Initiative Leadership, Downtown Advisory Board Liaison, International City/County Management Association Mentor to two professionals in the Emerging Leader Development Program, Mentor in the Department of Local Affairs and University of Colorado – Denver Best & Brightest Program, and Romney Institute of Public Service and Ethics Executive Advisory Board.
- Represented the City at the Colorado Outdoor Industry Leadership Summit, Governor's Conference On Tourism (breakout session speaker), Grand Valley Leadership Academy, Fruita Economic Forum, State of the Grand Valley, with state and federal representatives and agencies, numerous community meetings, events, local school classes and fieldtrips.
- Conducted and hosted numerous prospective business visits and tours of Fruita.
- Continued cultivating and building partnerships with the Business Incubator Center, Grand Junction Economic Partnership, Fruita Chamber of Commerce, Colorado Tourism Office, Colorado Office of Outdoor Recreation, Colorado Office of Economic Development and International Trade, Bureau of Land Management, Parks and Wildlife, Colorado Plateau Mountain Bike Association, Great Outdoors Colorado, Department of Local Affairs, neighboring jurisdictions, local businesses, Family Health West, School District 51, to name some.
- Joined the Alliance for Innovation, created an Innovation Team and began ongoing training with the Alliance.
- Worked with School District 51 to assist in long-range facility planning and securing funding for a new elementary school in Fruita, improvements to Fruita Monument High School and plans for further capacity improvements at all schools.
- Provided leadership and direction to the City departments and staff to maintain positive momentum and accomplishments of the City goals, policies and objectives, while keeping the public and City Council informed and updated.
- Provided leadership and much time in respect to community engagement for the Fruita in Motion comprehensive plan update.

### **2020 GOALS**

- Conduct a minimum of 12 City Manager Engagement series with residents while exploring Fruita.
- Establish and implement one new form of effective communication with the public to supplement social media, the weekly update, the engagement series, City Link and public meetings to tell the story of City efforts to the community.

# General Government Department

## City Manager's Office

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- Conduct a City Council candidate orientation and subsequent onboarding of new City Council members.
- Maintain Credentialed City Manager status with the International City/County Management Association via professional development.
- Oversee the completion of the Comprehensive Plan adoption, Land Use Code update, Parks, Health, Recreation, Open Space and Trails master plan and start of the Multi-modal Circulation master plan.
- In conjunction with the new City Innovation Team, reform the 5-year capital improvement planning process, annual budget process and performance measurement process.
- Participate in minimum of 12 sessions of working side by side with various divisions of the organization.

### **PERFORMANCE MEASURES**

- Participate in minimum of 12 sessions of working side by side with various divisions of the organization.
- Conduct a minimum of 12 City Manager Engagement series with residents while exploring Fruita.

### **2020 BUDGET HIGHLIGHTS**

- A two-year fulltime position is budgeted at \$20,300 with \$26,500 in grant revenue from DOLA is budgeted to provide for a Master of Public Administration student to work on special projects, City action items, marketing efforts across all departments, reporting to the City Manager.
- An economic development line item of \$7,000 is in place to continue economic development efforts to diversify and strengthen the local economy via local business start-up, expansion, or recruitment of complementary business growth.

# General Government Department

## City Manager's Office

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	2020 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-410-41-4111	Salaries, Administrative	109,102	118,990	159,950	159,950	170,000	6%
		109,102	118,990	159,950	159,950	170,000	6%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-410-41-4210	Health Insurance	17,649	17,746	26,600	26,600	28,500	7%
110-410-41-4220	FICA Payroll Expense	7,498	8,015	10,225	10,225	10,900	7%
110-410-41-4221	Medicare Payroll Expense	1,753	1,912	2,400	2,400	2,550	6%
110-410-41-4230	Retirement Contribution	9,274	10,892	14,250	14,250	15,150	6%
110-410-41-4250	Unemployment Insurance	342	371	675	675	550	-19%
110-410-41-4260	Workers Compensation Ins	200	148	250	250	200	-20%
		36,716	39,084	54,400	54,400	57,850	6%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-410-41-4310	Professional Development	4,284	3,926	7,500	7,500	8,000	7%
		4,284	3,926	7,500	7,500	8,000	7%
<b>PURCHASED PROPERTY SERVICES</b>							
110-410-41-4430	Service Contracts	-	-	-	-	-	N/A
110-410-41-4437	Vehicle and Moving Allowance	4,800	4,819	4,800	4,800	4,800	0%
		4,800	4,819	4,800	4,800	4,800	0%
<b>OTHER PURCHASED SERVICES</b>							
110-410-41-4530	Telephone	813	693	800	800	800	0%
		813	693	800	800	800	0%
<b>SUPPLIES</b>							
110-410-41-4610	Office Supplies	354	1,051	400	400	300	-25%
110-410-41-4630	Meeting/Appreciation Supplies	-	-	-	-	100	N/A
		354	1,051	400	400	400	0%
<b>CAPITAL PROJECTS</b>							
110-410-41-4741	Land Acquisition	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>SPECIAL PROJECTS</b>							
110-410-41-4820	Economic Development	12,462	7,014	7,000	7,000	7,000	0%
		12,462	7,014	7,000	7,000	7,000	0%
<b>TOTAL EXPENDITURES</b>		<b>168,531</b>	<b>175,577</b>	<b>234,850</b>	<b>234,850</b>	<b>248,850</b>	<b>6%</b>



# General Government Department

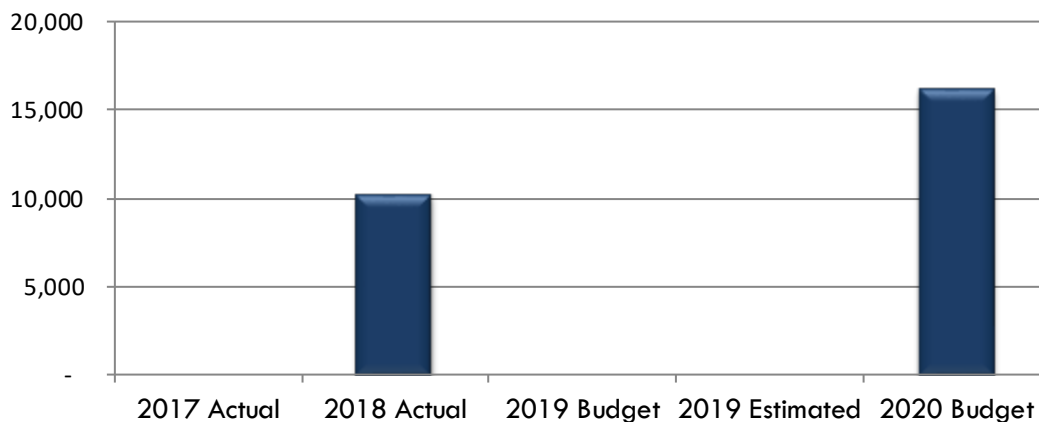
## Elections

<b><u>EXPENDITURES</u></b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Personnel Services, Benefits	-	-	-	-	-	N/A
Purchased Professional Services	-	720	-	-	2,000	N/A
Other Purchased Services	-	82	-	-	2,000	N/A
Supplies	-	9,415	-	-	12,200	N/A
Operating Expenses	\$ -	\$ 10,217	\$ -	\$ -	\$ 16,200	N/A
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ -</b>	<b>\$ 10,217</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,200</b>	<b>N/A</b>

### **MISSION**

The purpose of the Elections Program is to provide the citizens of Fruita with an opportunity for representative government of their community through the election of City Council members and the Mayor, and approval or disapproval of tax and spending issues, referred measures and initiatives. The goal of the Elections Program is to provide information on upcoming elections and conduct elections in a fair and impartial manner. This includes distribution of information to candidates and issue committees, administration of the Campaign Reform Act, preparation for and conduct of elections, appointment of election judges and compliance with all applicable statutes and Charter requirements.

### **Budget History**



# General Government Department Elections

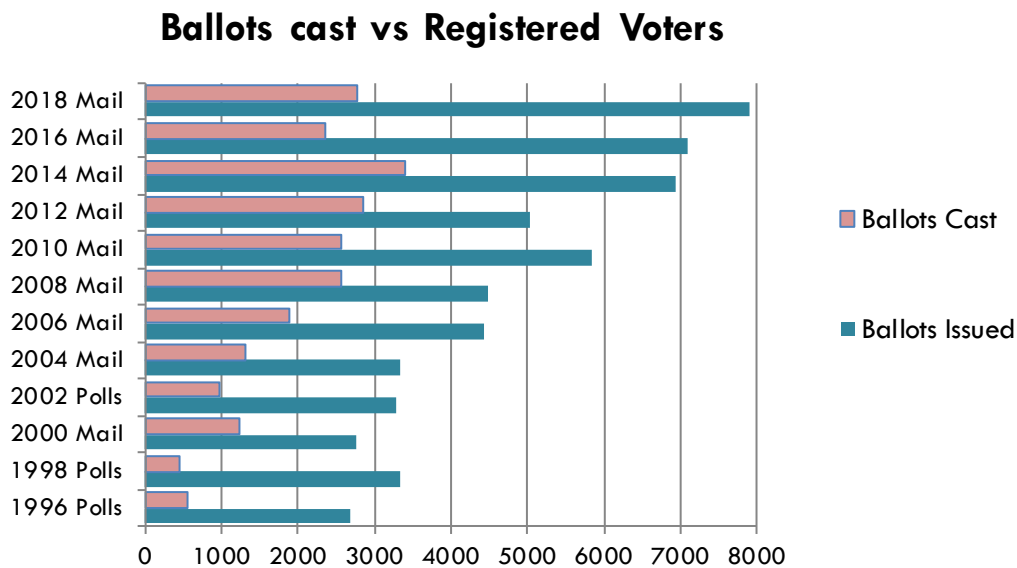
## RESPONSIBILITIES

- Conduct all elections in a fair and impartial manner.
- Encourage voter participation in all municipal elections.
- Ensure that the public is adequately informed on municipal election issues.

## PRIOR YEAR ACCOMPLISHMENTS

There were no elections held in 2019.

The following is a history of voter participation in the municipal election process. Due to legislative changes, the number of ballots issued beginning in 2014 is higher than in previous years as ballots were mailed to both active and inactive voters. Voter participation in the 2018 election was 35% of the ballots mailed, up from 33% in the 2016 election.



## 2020 GOALS

- Conduct all elections in a fair and impartial manner.
- Encourage voter participation in all municipal elections
- Ensure that the public is adequately informed on municipal election issues
- Work with Mesa County on the conduct of the 2020 Regular Municipal Election

# General Government Department Elections

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## **PERFORMANCE MEASURES**

- Increase voter participation in municipal elections through a variety of educational and informational messaging options include print, social media and the City's official website

## **2020 BUDGET HIGHLIGHTS**

- Increased costs are anticipated with the potential of a TABOR ballot question which requires additional printing and mailings and changes in election laws which may require additional equipment or services from Mesa County or other sources.

# General Government Department

## Elections

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-410-42-4120	Part Time	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-410-42-4220	FICA Payroll Expense	-	-	-	-	-	N/A
110-410-42-4221	Medicare Payroll Expense	-	-	-	-	-	N/A
110-410-42-4230	Retirement Contribution	-	-	-	-	-	N/A
110-410-42-4250	Unemployment Insurance	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-410-42-4330	Legal Fees	-	-	-	-	-	N/A
110-410-42-4340	Election Assistance	-	720	-	-	2,000	N/A
		-	720	-	-	2,000	N/A
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-410-42-4551	Publishing	-	82	-	-	2,000	N/A
		-	82	-	-	2,000	N/A
<b><u>SUPPLIES</u></b>							
110-410-42-4612	Supplies and Equipment	-	9,415	-	-	12,200	N/A
		-	9,415	-	-	12,200	N/A
<b>TOTAL EXPENDITURES</b>		-	10,217	-	-	16,200	N/A

# General Government Department

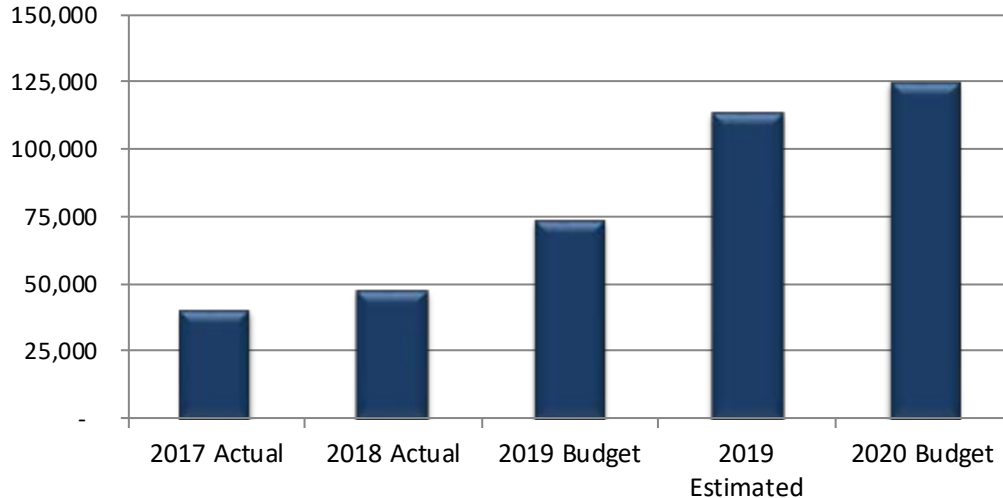
## Legal

<b><u>EXPENDITURES</u></b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>	<b>%</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>	<b>Chg.</b>
Personnel Services, Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Personnel Services, Benefits	-	-	-	-	-	N/A
Purchased Professional Services	40,536	48,055	73,500	113,500	125,000	70%
Operating Expenses	\$ 40,536	\$ 48,055	\$ 73,500	\$ 113,500	\$ 125,000	70%
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 40,536</b>	<b>\$ 48,055</b>	<b>\$ 73,500</b>	<b>\$ 113,500</b>	<b>\$ 125,000</b>	<b>70%</b>

### **MISSION**

The Legal program provides legal services, advice and documents on matters affecting the City to prevent potential problems, reduce exposure to liability and protect the safety and welfare of the general public. The City Attorney provides general legal counsel to the City and review of planning documents. Also included in the legal program are the services of an attorney for prosecution of cases in Fruita Municipal Court.

### **Budget History**



# General Government Department

## Legal

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### **RESPONSIBILITIES**

- Provide comprehensive legal support and advice to the City Council, City Manager and Department Directors
- Draft and review ordinances and agreements as needed
- Recommend modifications to the Municipal Code as deemed necessary
- Represent the Fruita Police Department on cases presented before the Fruita Municipal Court

### **PRIOR YEAR ACCOMPLISHMENTS**

- The City Attorney conducted multiple trainings for the City Council and staff, including on issues of Conflict of Interest, Legislative and Quasi-Judicial Hearings, and general matters relevant to elected officials.
- The City Attorney advised staff on and helped modify the Municipal Code to include a Location and Extent review process for the new elementary school in Fruita.
- City Staff completed a formal Request for Proposals process for a new Municipal Prosecutor and entered into a contract with Stuver and LeMoine, P.C., to provide prosecution services until December of 2020.

### **2020 GOALS**

- Provide responsive, competent and satisfactory services to the City Manager, City Council, boards, commissions and Department Directors in an effective and efficient manner.

### **PERFORMANCE MEASURES**

- Prosecute cases in a fair and timely manner.
- Respond to legal requests in a timely manner

### **2020 BUDGET HIGHLIGHTS**

- A 70% increase in city attorney fees is included in the 2020 Budget. This increase reflects an increase in the use of legal services and includes general legal services, planning and development issues, employment matters, water rights, and municipal court prosecution.

# General Government Department

## Legal

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	2020 Budget	% Change
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-410-43-4111	Salaries, Administrative	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-410-43-4210	Health Insurance	-	-	-	-	-	N/A
110-410-43-4220	FICA Payroll Expense	-	-	-	-	-	N/A
110-410-43-4221	Medicare Payroll Expense	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-410-43-4330	Legal Fees	40,536	48,055	73,500	113,500	125,000	70%
		40,536	48,055	73,500	113,500	125,000	70%
<b>TOTAL EXPENDITURES</b>		<b>40,536</b>	<b>48,055</b>	<b>73,500</b>	<b>113,500</b>	<b>125,000</b>	<b>70%</b>

# General Government Department

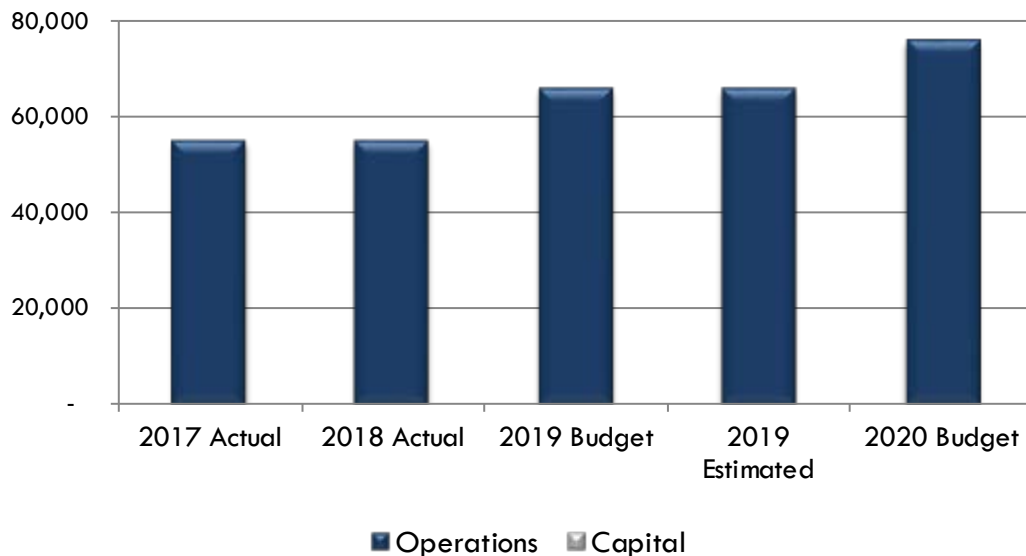
## Municipal Court

<b>EXPENSES</b>	2017	2018	2019	2019	2020	%
	Actual	Actual	Budget	Estimated	Budget	Chg.
Personnel Services, Salaries	\$ 46,616	\$ 48,515	\$ 52,950	\$ 52,950	\$ 59,175	12%
Personnel Services, Benefits	2,096	1,763	2,325	2,325	4,825	108%
Purchased Professional Services	2,823	1,595	5,750	5,750	6,250	9%
Purchased Property Services	2,235	2,342	2,500	2,500	2,650	6%
Other Purchased "Services	367	279	800	800	400	-50%
Supplies	824	525	1,500	1,500	2,500	67%
Operating Expenses	\$ 54,961	\$ 55,019	\$ 65,825	\$ 65,825	\$ 75,800	15%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 54,961</b>	<b>\$ 55,019</b>	<b>\$ 65,825</b>	<b>\$ 65,825</b>	<b>\$ 75,800</b>	<b>15%</b>

### MISSION

The Fruita Municipal Court is a Court of record with limited jurisdiction. The Court acts as an impartial fact finder in determining if a City ordinance has been violated. The Court provides fair and impartial hearings and judgments on alleged violations of City ordinances and imposes sanctions which are consistent with the nature of the violation. The Municipal Court is staffed by a part time Judge who is an attorney with experience in both criminal and civil proceedings, a part-time Court Clerk who is responsible for the day to day operations of the Court, and a Bailiff who assists in control of the Court. Municipal Court is held once each week.

### Budget History





# General Government Department

## Municipal Court

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### **RESPONSIBILITIES**

- The Municipal Court Judge and the Court Clerk will continue to participate actively in City, State, and National organizations to increase court knowledge, excellence, and efficiency.
- The Municipal Court Judge and the Court Clerk will maintain high standards of customer service; ensuring timely, courteous, effective, and consistent assistance to all who are served by the Court.
- The Municipal Court Judge will continue to interact with other courts, judges, law enforcement, and relevant social service and community agencies in Mesa County.

### **PRIOR YEAR ACCOMPLISHMENTS**

- The court continues to make safety and security improvements in the courtroom.
- The court has updated its procedure for the expungement of records to comply with legislation that took effect in 2019.
- The court developed protocol and addressed multiple outstanding (long overdue) parking tickets with the Fruita Chief of Police.

### **2020 GOALS**

- The Court Clerk will update the court's digital records to conform to current law.
- The court will replace outdated computer equipment as needed to optimize productivity.
- The Municipal Court Judge and the Court Clerk will become more proficient in using court software to improve the efficiency of Court operations.
- The Municipal Court Judge and the Court Clerk will revise the Court's Operations Manual.
- The Court will recommend modifications to the Municipal Code as deemed necessary.

### **PERFORMANCE MEASURES**

- 100% processing of new citations.
- 80% return rate on court appearances

### **2020 BUDGET HIGHLIGHTS**

- The Court's primary area of focus in 2020 is increased efficiency in Court operations.

# General Government Department

## Municipal Court

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Adopted	2019 Estimated	2020 Budget	% Change
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-410-44-4120	Part Time	20,075	21,804	22,700	22,700	54,100	138%
110-410-44-4125	Contract Labor	26,541	26,711	30,250	30,250	5,075	-83%
110-410-44-4130	Overtime	-	-	-	-	-	N/A
		46,616	48,515	52,950	52,950	59,175	12%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-410-44-4210	Health Insurance	-	-	-	-	-	N/A
110-410-44-4220	FICA Payroll Expense	1,245	1,354	1,425	1,425	3,375	137%
110-410-44-4221	Medicare Payroll Expense	291	317	350	350	800	129%
110-410-44-4230	Retirement Contribution	-	-	-	-	-	N/A
110-410-44-4250	Unemployment Insurance	60	65	100	100	200	100%
110-410-44-4260	Workers Compensation Insurance	500	27	450	450	450	0%
		2,096	1,763	2,325	2,325	4,825	108%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-410-44-4310	Professional Development	2,823	747	3,000	3,000	3,500	17%
110-410-44-4321	Court Interpreter Services	-	-	250	250	250	0%
110-410-44-4330	Legal Fees	-	848	2,500	2,500	2,500	0%
		2,823	1,595	5,750	5,750	6,250	9%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-410-44-4430	Service Contracts	2,235	2,342	2,500	2,500	2,650	6%
		2,235	2,342	2,500	2,500	2,650	6%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-410-44-4525	Volunteer Accident Medical Pla	367	279	700	700	300	-57%
110-410-44-4530	Telephone	-	-	-	-	-	N/A
110-410-44-4545	Jury Duty Fees	-	-	100	100	100	0%
		367	279	800	800	400	-50%
<b><u>SUPPLIES</u></b>							
110-410-44-4610	Office Supplies	824	525	1,500	1,500	2,500	67%
		824	525	1,500	1,500	2,500	67%
<b><u>CAPITAL</u></b>							
110-410-44-4743	Furniture and Equipment	-	-	-	-	-	N/A
110-410-44-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>		<b>54,961</b>	<b>55,019</b>	<b>65,825</b>	<b>65,825</b>	<b>75,800</b>	<b>15%</b>

# Administration Department

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# Administration Department

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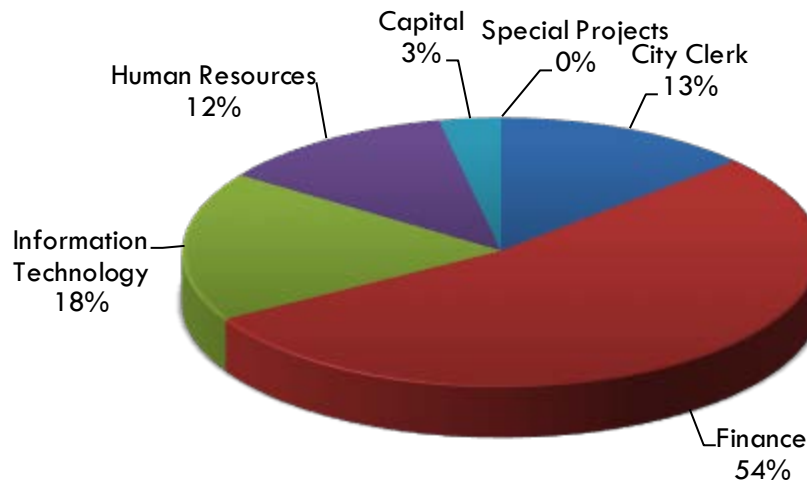
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# Administration Department

<b>Expenses by Program</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
City Clerk	\$ 78,007	\$ 80,380	\$ 103,100	\$ 93,100	\$ 111,775	8%
Finance	322,996	342,436	424,655	437,905	450,750	6%
Information Technology	116,850	154,997	158,000	159,500	152,700	-3%
Human Resources	104,141	100,706	98,050	101,050	103,550	6%
Operating Expenses	\$ 621,994	\$ 678,519	\$ 783,805	\$ 791,555	\$ 818,775	4%
Capital	30,196	52,804	45,300	43,800	26,800	-41%
Special Projects	8,750	-	6,250	-	-	-100%
<b>Total Expense</b>	<b>\$ 660,940</b>	<b>\$ 731,323</b>	<b>\$ 835,355</b>	<b>\$ 835,355</b>	<b>\$ 845,575</b>	<b>1%</b>

The Administration Department includes the Finance Division, City Clerk's Office, Information Technology Services, and Human Resources Program. The purpose of the department is to provide administrative support and services to the public and other departments of the City in an efficient manner to the end that the public and departments of the City have the management information and support they need to deliver their services in the most appropriate manner.

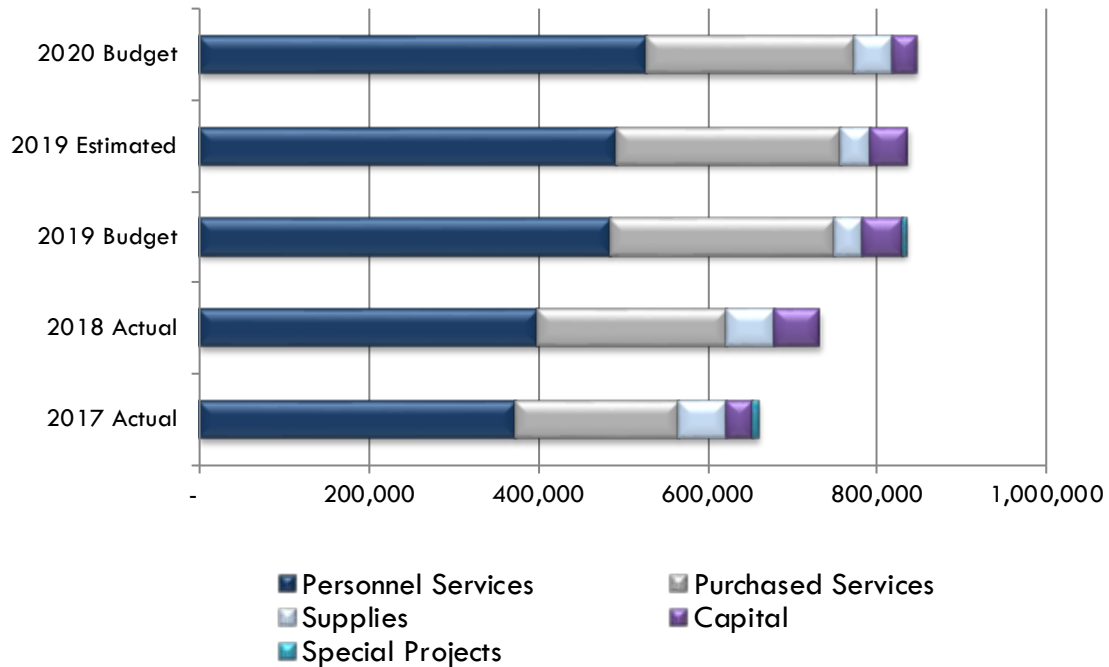
## Administration Department



# Administration Department

<b>Expenses by Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 284,959	\$ 309,513	\$ 359,300	\$ 365,300	\$ 395,150	10%
Personnel Services, Benefits	87,877	88,384	126,405	126,605	132,425	5%
Purchased Professional Services	77,339	72,735	79,100	79,150	60,150	-24%
Purchased Property Services	88,215	120,478	150,250	150,250	150,175	0%
Other Purchased Services	27,277	31,152	35,350	35,450	35,850	1%
Supplies	56,328	56,257	33,400	34,800	45,025	35%
Operating Expenses	\$ 621,995	\$ 678,519	\$ 783,805	\$ 791,555	\$ 818,775	4%
Capital	30,196	52,804	45,300	43,800	26,800	-41%
Special Projects	8,750	-	6,250	-	-	-100%
<b>Total Expense</b>	<b>\$ 660,941</b>	<b>\$ 731,323</b>	<b>\$ 835,355</b>	<b>\$ 835,355</b>	<b>\$ 845,575</b>	<b>1%</b>

## Budget History



# Administration Department

## Factors Affecting Expenses

- Overall expenses of the Administration Department of \$845,575 are budgeted to increase 1% from the prior year budget.
- Personnel costs including salaries, taxes, and benefits are budgeted to increase 8% in 2020.
- Purchased Professional Services are budgeted to decrease 24% due to a reduction in credit card processing fees and audit fees as a single audit will not be required in 2020.

## Personnel

<b>Administration Staffing Chart</b>				
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Hours Summary</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<u>City Clerk</u>				
Full time employees	2,295	2,328	2,392	2,392
Part time employees	438	417	600	-
Overtime	4	5	25	25
<i>Total City Clerk Hours</i>	<i>2,737</i>	<i>2,750</i>	<i>3,017</i>	<i>2,417</i>
<u>Finance</u>				
Full time employees	6,237	6,818	8,048	8,048
Part time employees	821	829	730	1,330
Overtime	16	41	50	30
<i>Total Finance Hours</i>	<i>7,074</i>	<i>7,688</i>	<i>8,828</i>	<i>9,408</i>
<u>Human Resources</u>				
Full time employees	1,748	1,763	1,664	1,664
<i>Total Human Resource Hours</i>	<i>1,748</i>	<i>1,763</i>	<i>1,664</i>	<i>1,664</i>
<b>Total Hours</b>	<b>11,559</b>	<b>12,201</b>	<b>13,509</b>	<b>13,489</b>
<b>Total FTE Equivalent</b>	<b>5.56</b>	<b>5.87</b>	<b>6.49</b>	<b>6.49</b>

# Administration Department

## Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
4111	Salaries, Administrative	267,321	290,695	337,650	343,650	372,000	10%
4120	Salaries, Part time	17,094	17,434	19,350	19,350	21,350	10%
4130	Overtime	544	1,384	2,300	2,300	1,800	-22%
		284,959	309,513	359,300	365,300	395,150	10%
<b>PERSONNEL SERVICES, BENEFITS</b>							
4210	Health Insurance	51,617	48,632	78,905	78,905	80,950	3%
4220	FICA Payroll Expense	17,041	18,565	22,350	22,350	24,525	10%
4221	Medicare Payroll Expense	3,985	4,342	5,250	5,250	5,825	11%
4230	Retirement Contribution	12,030	13,373	15,350	15,550	16,850	10%
4250	Unemployment Insurance	855	928	1,500	1,500	1,225	-18%
4260	Workers Compensation Insurance	450	431	550	550	550	0%
4290	Employee Assistance Programs	1,899	2,113	2,500	2,500	2,500	0%
		87,877	88,384	126,405	126,605	132,425	5%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
4310	Professional Development	1,156	2,510	3,500	6,500	6,550	87%
4311	Appreciation Programs	8,497	9,376	8,500	8,500	7,500	-12%
4312	Flex Benefit Administration Fee	2,335	2,560	3,100	3,100	3,100	0%
4315	Audit Fees	26,000	21,500	28,000	28,000	24,000	-14%
4316	Bank Charges	18,114	17,417	19,500	16,550	5,000	-74%
4317	Lock Off Fees	6,709	4,137	6,000	6,000	6,000	0%
4338	Website Development	-	2,500	2,500	2,500	-	-100%
4345	Recruitment	14,528	12,735	8,000	8,000	8,000	0%
		77,339	72,735	79,100	79,150	60,150	-24%
<b>PURCHASED PROPERTY SERVICES</b>							
4430	Service Contracts	88,215	120,478	150,250	150,250	150,175	0%
		88,215	120,478	150,250	150,250	150,175	0%
<b>OTHER PURCHASED SERVICES</b>							
4530	Telephone and Internet	12,107	16,544	16,500	16,500	17,000	3%
4550	Printing	2,315	2,227	4,250	4,250	4,250	0%
4552	City Link Newsletter	12,719	12,381	14,500	14,500	14,500	0%
4592	Recording Fees	136	-	100	200	100	0%
		27,277	31,152	35,350	35,450	35,850	1%
<b>SUPPLIES</b>							
4610	Office Supplies	6,384	6,680	7,550	7,450	8,400	11%
4611	Postage	18,097	17,698	19,750	19,750	20,750	5%
4612	Supplies and Equipment	31,813	31,879	6,000	7,500	15,775	163%
4626	Fuel	34	-	100	100	100	0%
		56,328	56,257	33,400	34,800	45,025	35%
<b>CAPITAL</b>							
4743	Furniture and Equipment	-	6,304	-	-	-	N/A
4744	Computer Equipment	30,196	46,500	45,300	43,800	26,800	-41%
		30,196	52,804	45,300	43,800	26,800	-41%
<b>SPECIAL PROJECTS</b>							
4824	Priority Based Budgeting	8,750	-	6,250	-	-	-100%
		8,750	-	6,250	-	-	-100%
<b>TOTAL EXPENDITURES</b>		<b>660,941</b>	<b>731,323</b>	<b>835,355</b>	<b>835,355</b>	<b>845,575</b>	<b>1%</b>



# Administration Department

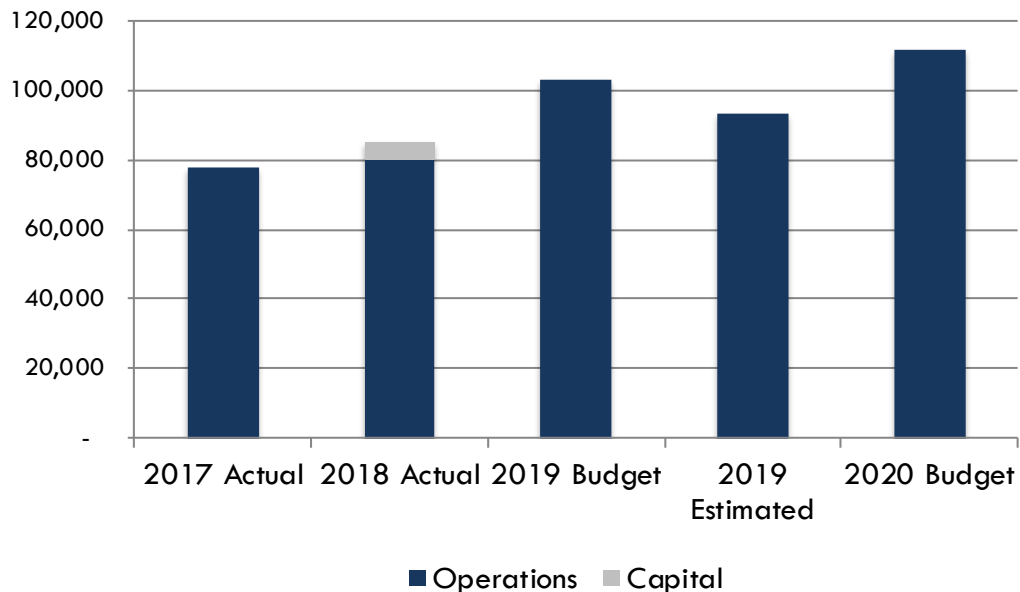
## City Clerk

<b>EXPENDITURES</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 48,518	\$ 51,376	\$ 64,150	\$ 55,150	\$ 60,300	-6%
Personnel Services, Benefits	13,304	13,732	18,150	17,150	18,675	3%
Purchased Professional Services	-	201	750	750	750	0%
Purchased Property Services	27	27	250	250	12,250	4800%
Other Purchased Services	12,855	12,381	15,350	15,450	15,350	0%
Supplies	3,303	2,663	4,450	4,350	4,450	0%
Operating Expenses	\$ 78,007	\$ 80,380	\$ 103,100	\$ 93,100	\$ 111,775	8%
Capital	-	5,179	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 78,007</b>	<b>\$ 85,559</b>	<b>\$ 103,100</b>	<b>\$ 93,100</b>	<b>\$ 111,775</b>	<b>8%</b>

### MISSION

The City Clerk’s Office is dedicated to working together with City officials and the public to ensure that open and effective standards are in place to secure the public trust and provide a system of transparency, public participation, collaboration and accountability.

### Budget History



# Administration Department

## City Clerk

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### **RESPONSIBILITIES**

- Records Management. Record, manage, archive and otherwise maintain and make available to the public the City's official documents. including minutes of meetings, ordinances, resolutions, agreements and contract including codification of ordinances for Municipal Code. Oversee the City's contract routing process, ensuring contracts are fully reviewed and meet requirements for signing before they are executed.
- City Council Support Services. Manage agenda packet process and ensure legal noticing requirements. Document City Council meetings. Provide administrative support to the Mayor and City Council including correspondence, event reservations, proclamations, certificates and other recognitions.
- Boards and Commissions. Manage the Board and Commission recruitment process.
- Licensing Services. Issuance of licenses for businesses, liquor establishments and other licenses.
- Public information and transparency. Response to open records requests, assist public with information and resources, coordinate publication of the City Link quarterly newsletter
- Election services. Conduct municipal elections.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Created and implemented a new City Council agenda and meeting packet submission process for integrated use by all departments and review of agenda/packet documents.
- Updated Fruita Municipal Code to reflect changes in Colorado Liquor and Beer Codes concerning fermented malt beverages.
- Created draft procedures for special event sales tax collections for both internal and external use with implementation anticipated by January 1, 2020.
- Coordinated recognition of students and teachers of the month at City Council meetings.
- Responded to increasing number of requests for open records.
- Processed lease agreements for billboard, Rock-a-Day building, 16 & L Road property, Devils Canyon Center, shared parking lot with Lower Valley Hospital Association,
- Issued 14 special event liquor licenses for 2019.
- Set up lodging tax collections for 8 new vacation rentals by owners (VRBO's).
- Attended webinar training on election laws and changes in preparation for the 2020 Regular Municipal Election and prepare Intergovernmental Agreement with Mesa County to assist with election process.

# Administration Department

## City Clerk

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### **2020 GOALS**

- Research records management and indexing systems for easier retrieval of information for both internal and external sources.
- Provide training on records retention procedures and guidelines to city departments.
- Explore outsourcing codification of municipal code including costs, ease of use and updates.
- Continue to work towards streamlining minute preparation process by using a hybrid/combination of action/discussion minutes.
- Business licenses issued and analysis of location (commercial vs residential) and type (NAICS category) for purpose of identifying trends in the local economy.

### **PERFORMANCE MEASURES**

- Percentage of minutes completed within 2 weeks of council meeting.
- Ensure minutes of boards and commissions of city are appropriately recorded and filed with the City Clerk's office.
- Number of liquor licensees with TIPS or other alcohol related training certificates.
- Increase voter participation in 2020 election.

### **2020 BUDGET HIGHLIGHTS**

Service contracts include the addition of \$10,000 to outsource codification of ordinances.

# Administration Department

## City Clerk

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-415-11-4111	Salaries, Administrative	42,524	45,331	54,650	45,650	59,500	9%
110-415-11-4120	Salaries, Part time	5,879	5,901	8,750	8,750	-	-100%
110-415-11-4130	Overtime	115	144	750	750	800	7%
		48,518	51,376	64,150	55,150	60,300	-6%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-415-11-4210	Health Insurance	7,514	7,603	10,300	10,300	11,000	7%
110-415-11-4220	FICA Payroll Expense	2,942	3,148	4,000	3,500	3,750	-6%
110-415-11-4221	Medicare Payroll Expense	688	736	950	850	900	-5%
110-415-11-4230	Retirement Contribution	1,914	2,014	2,500	2,100	2,725	9%
110-415-11-4250	Unemployment Insurance	146	154	300	300	200	-33%
110-415-11-4260	Workers Compensation Insurar	100	77	100	100	100	0%
		13,304	13,732	18,150	17,150	18,675	3%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-415-11-4310	Professional Development	-	201	750	750	750	0%
		-	201	750	750	750	0%
<b>PURCHASED PROPERTY SERVICES</b>							
110-415-11-4430	Service Contracts	27	27	250	250	12,250	4800%
		27	27	250	250	12,250	4800%
<b>OTHER PURCHASED SERVICES</b>							
110-415-11-4530	Telephone	-	-	-	-	-	N/A
110-415-11-4550	Printing	-	-	750	750	750	0%
110-415-11-4552	City Link Newsletter	12,719	12,381	14,500	14,500	14,500	0%
110-415-11-4592	Recording Fees	136	-	100	200	100	0%
		12,855	12,381	15,350	15,450	15,350	0%
<b>SUPPLIES</b>							
110-415-11-4610	Office Supplies	1,819	1,613	2,600	2,500	2,600	0%
110-415-11-4611	Postage	1,450	1,050	1,750	1,750	1,750	0%
110-415-11-4626	Gas and Oil	34	-	100	100	100	0%
		3,303	2,663	4,450	4,350	4,450	0%
<b>CAPITAL</b>							
110-415-11-4743	Furniture and Equipment	-	5,179	-	-	-	N/A
110-415-11-4744	Computer Equipment	-	-	-	-	-	N/A
		-	5,179	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>		<b>78,007</b>	<b>85,559</b>	<b>103,100</b>	<b>93,100</b>	<b>111,775</b>	<b>8%</b>

# Administration Department

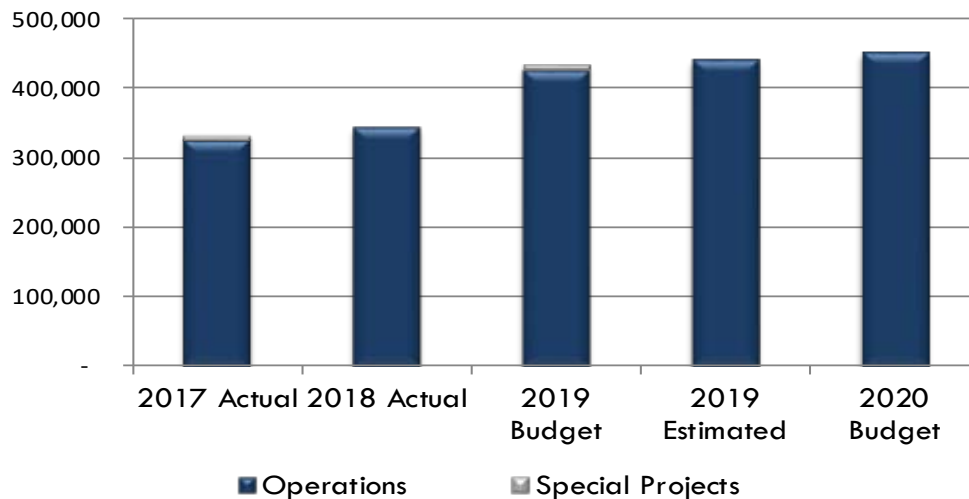
## Finance

<b><u>EXPENDITURES</u></b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 178,950	\$ 198,886	\$ 234,850	\$ 249,850	\$ 269,150	15%
Personnel Services, Benefits	54,590	59,143	91,605	92,805	96,100	5%
Purchased Professional Services	51,421	44,821	55,500	52,550	40,000	-28%
Purchased Property Services	15,258	16,377	17,000	17,000	18,000	6%
Other Purchased Services	2,315	2,227	3,500	3,500	3,500	0%
Supplies	20,462	20,982	22,200	22,200	24,000	8%
Operating Expenses	\$ 322,996	\$ 342,436	\$ 424,655	\$ 437,905	\$ 450,750	6%
Capital	-	1,125	-	-	-	N/A
Special Projects	8,750	-	6,250	-	-	-100%
<b>Total Expense</b>	<b>\$ 331,746</b>	<b>\$ 343,561</b>	<b>\$ 430,905</b>	<b>\$ 437,905</b>	<b>\$ 450,750</b>	<b>5%</b>

### **MISSION**

The Finance Department provides accounting, budgeting, and other financial services for the City. The mission of the Finance Program is to provide comprehensive and transparent financial and fiscal management by maintaining strong ethics, integrity, customer oriented values and accountability. Timely, accurate, relevant and accessible financial data and services is necessary to provide a solid foundation for management and decision making.

### **Budget History**



# Administration Department

## Finance

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### **RESPONSIBILITIES**

- Accounts Payable, Accounts Receivable, Payroll and Utility Billing
- Cash Management
- Debt Management
- Financial Accounting and Reporting

### **PRIOR YEAR ACCOMPLISHMENTS**

- Received an unqualified opinion on the 2019 Financial Statements from the City's auditing firm. An unqualified opinion is a "clean" auditor's report that concludes that the financial statements fairly present the City's operations and financial position in accordance with generally accepted accounting principles.
- Preparation of 2020 Budget.
- Monthly monitoring of budget versus actual expenses and revenues.
- Refunded the 2009 Series Sales and Use Tax Revenue Bonds for the Fruita Community Center resulting in an adjusted savings of \$4.5 million and a net present value savings of \$3.0 million
- Retained S&P Global to update the City's credit rating for the 2019 Refunding and Improvement Bonds and received and upgrade from A+ to AA-.
- Implemented utility online payment option for residents.

### **2020 GOALS**

- Provide accurate and timely review, analysis and reporting of the City's financial condition to facilitate the decision making process and ensure the fiscal stability of the City.
- Review all major financial decisions for affordability and impact on financial stability and the ability to provide sustainable core services to the community.
- Alignment of recurring revenues and expenditures to achieve a structurally balanced budget.
- Process payments to employees and vendors, and monthly billing to utility customers in a timely and accurate manner.
- Review existing and implement new internal controls that are adequate and effective to ensure the appropriate use, safety, and security of the City's financial assets.
- Strengthen the City's financial knowledge, skills, and abilities to maximize the use of the City's financial data through the creation of training programs for city-wide staff.

# Administration Department

## Finance

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- Assist departments with collection, analysis, and reporting of performance measures to enhance Performance Management which uses data as a tool to manage and improve services.
- Identify trends in assessed market value by residential and commercial property.
- Comparison of business licenses and sales tax collections to identify potential areas of noncompliance.

### **PERFORMANCE MEASURES**

- Fiscal stability as evidenced by credit rating analysis, operating reserves, and fiscal health analysis benchmarks.
- Alignment of operating expenses for core services with recurring revenues sources.
- Compliance with financial policies.
- Financial reporting accuracy – (Unqualified opinion from auditors and minimal findings on auditor’s management letter).

### **2020 BUDGET HIGHLIGHTS**

- Reduction in credit card processing fees as a result of implementation of convenience fees for credit card and e-check processing.
- Reduction in auditing fees as a single audit will not be required in 2020.
- Increase in professional development for attendance at national Government Finance Officers Association conference.

# Administration Department

## Finance

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-415-12-4111	Salaries, Administrative	167,306	186,113	222,700	237,700	246,800	11%
110-415-12-4120	Salaries, Part time	11,215	11,533	10,600	10,600	21,350	101%
110-415-12-4130	Overtime	429	1,240	1,550	1,550	1,000	-35%
		178,950	198,886	234,850	249,850	269,150	15%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-415-12-4210	Health Insurance	33,040	34,939	62,205	62,205	63,150	2%
110-415-12-4220	FICA Payroll Expense	10,726	11,845	14,600	15,100	16,700	14%
110-415-12-4221	Medicare Payroll Expense	2,508	2,770	3,400	3,500	3,925	15%
110-415-12-4230	Retirement Contribution	7,529	8,710	10,100	10,700	11,150	10%
110-415-12-4250	Unemployment Insurance	537	597	950	950	825	-13%
110-415-12-4260	Workers Compensation Insur	250	282	350	350	350	0%
		54,590	59,143	91,605	92,805	96,100	5%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-415-12-4310	Professional Development	598	1,767	2,000	2,000	5,000	150%
110-415-12-4315	Audit Fees	26,000	21,500	28,000	28,000	24,000	-14%
110-415-12-4316	Bank & Credit Card Fees	18,114	17,417	19,500	16,550	5,000	-74%
110-415-12-4317	Lock Off Fees	6,709	4,137	6,000	6,000	6,000	0%
		51,421	44,821	55,500	52,550	40,000	-28%
<b>PURCHASED PROPERTY SERVICES</b>							
110-415-12-4430	Service Contracts	15,258	16,377	17,000	17,000	18,000	6%
		15,258	16,377	17,000	17,000	18,000	6%
<b>OTHER PURCHASED SERVICES</b>							
110-415-12-4550	Printing	2,315	2,227	3,500	3,500	3,500	0%
		2,315	2,227	3,500	3,500	3,500	0%
<b>SUPPLIES</b>							
110-415-12-4610	Office Supplies	3,815	4,334	4,200	4,200	5,000	19%
110-415-12-4611	Postage	16,647	16,648	18,000	18,000	19,000	6%
		20,462	20,982	22,200	22,200	24,000	8%
<b>CAPITAL</b>							
110-415-12-4743	Furniture and Equipment	-	1,125	-	-	-	N/A
110-415-12-4744	Computer Equipment	-	-	-	-	-	N/A
		-	1,125	-	-	-	N/A
<b>SPECIAL PROJECTS</b>							
110-415-12-4824	Priority Based Budgeting	8,750	-	6,250	-	-	-100%
		8,750	-	6,250	-	-	-100%
<b>TOTAL EXPENDITURES</b>		<b>331,746</b>	<b>343,561</b>	<b>430,905</b>	<b>437,905</b>	<b>450,750</b>	<b>5%</b>



# Administration Department

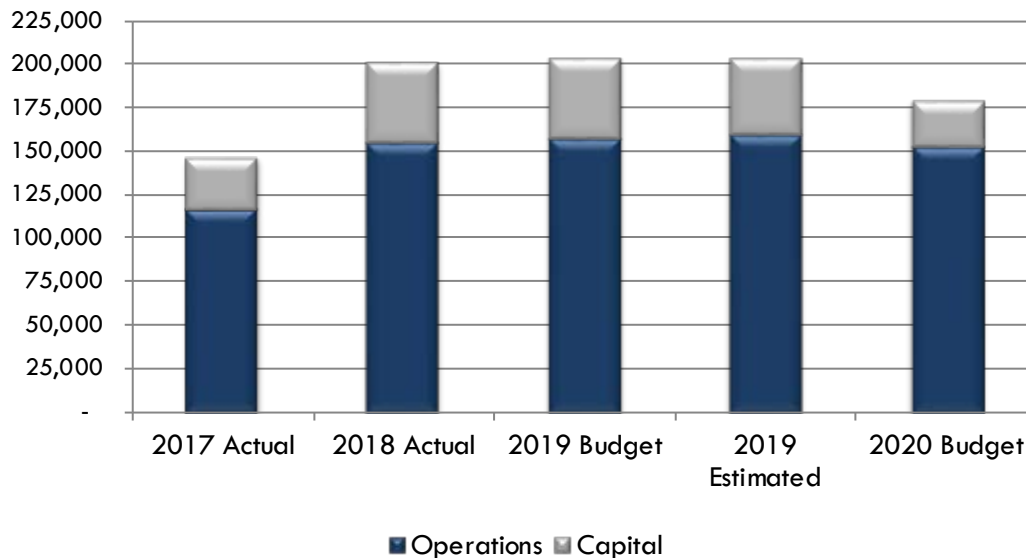
## Information Technology Services

<b>EXPENDITURES</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Personnel Services, Benefits	-	-	-	-	-	N/A
Purchased Professional Services	-	2,500	2,500	2,500	-	-100%
Purchased Property Services	72,930	104,074	133,000	133,000	119,925	-10%
Other Purchased Services	12,107	16,544	16,500	16,500	17,000	3%
Supplies	31,813	31,879	6,000	7,500	15,775	163%
Operating Expenses	\$ 116,850	\$ 154,997	\$ 158,000	\$ 159,500	\$ 152,700	-3%
Capital	30,196	46,500	45,300	43,800	26,800	-41%
<b>Total Expense</b>	<b>\$ 147,046</b>	<b>\$ 201,497</b>	<b>\$ 203,300</b>	<b>\$ 203,300</b>	<b>\$ 179,500</b>	<b>-12%</b>

### MISSION

The Information Technology department's mission is to provide excellent service and support to users of the City of Fruita's information systems. In doing so we will improve communication between IT staff and users, make better use of existing applications and hardware, reduce energy consumption, enhance the security and reliability of information systems and most importantly increase the productivity of users utilizing our systems.

### Budget History



# Administration Department

## Information Technology Services

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### **RESPONSIBILITIES**

- Provide excellent service and support to users of the City of Fruita's information systems.
- Update and maintain hardware and software systems with the most current and applicable technology within budgetary limits.
- Ensure compliance and safety of all equipment and devices.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Upgraded server infrastructure to offer redundancy and better support for the number of servers and software applications that are being used.
- Improved security standards City wide to better meet compliance requirements for the Police Departments and the Courts Criminal Justice Information System (CJIS) standards.
- Refreshed 10 computers in various departments in the City.
- Setup 6 Docking Stations for PD Getac Tablets to replace desktop computers.
- Refreshed server and network equipment proactively.
- Continued to upgrade Servers and purchase necessary licensing to ensure compliance and Server OS Support.
- Upgraded SAN infrastructure proactively to provide faster SAN's and replace aging SAN hardware.
- Replaced City's 7-year-old aging Firewall.
- Deployed a mobile management system for mobile devices and streamline the Verizon account and cellphone ordering process.
- Continued replacing PD computers with the GETAC Tablets.
- Standardized on Windows Tablets for management staff to be more mobile.

### **2020 GOALS**

- Refresh 15-20 computers in various departments in the City.
- Setup 2 factor for Office 365.
- DNS Filtering.
- Upgrade PD Access Control System
- Replace remaining older Switches with Meraki Switches
- Install battery backups for all server racks throughout City buildings.

# Administration Department

## Information Technology Services

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### PERFORMANCE MEASURES

- Facilitate communication and service between ProVelocity and employees to improve response time.
- Maintain all systems with most current and applicable technology with budgetary limits.

### 2020 BUDGET HIGHLIGHTS

- Total costs for IT Services, telephone and internet services, and supplies and equipment of \$290,400 are distributed among various funds and departments as follows:

<b>IT CHARGES - ALLOCATION BETWEEN FUNDS - 2020 Budget</b>					
	<b>Service Contracts</b>	<b>Fiber, Internet, Telephone</b>	<b>Supplies and Equipment</b>	<b>Capital</b>	<b>Totals</b>
General Fund	119,925	17,000	15,775	26,800	179,500
General Fund - LVFPD	1,500	3,400	-	-	4,900
General Fund - Public Safety	13,300	13,500	-	-	26,800
<i>Subtotal General Fund</i>	<b>134,725</b>	<b>33,900</b>	<b>15,775</b>	<b>26,800</b>	<b>211,200</b>
Marketing and Promotion Fund	1,500	-	-	-	1,500
Sewer Fund	16,400	1,600	600	1,800	20,400
Community Center Fund	33,300	6,400	1,100	16,500	57,300
<b>Total</b>	<b>185,925</b>	<b>41,900</b>	<b>17,475</b>	<b>45,100</b>	<b>290,400</b>

# Administration Department

## Information Technology Services

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-415-13-4111	Salaries, Administrative	-	-	-	-	-	N/A
110-415-13-4120	Salaries, Part time	-	-	-	-	-	N/A
110-415-13-4130	Overtime	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-415-13-4210	Health Insurance	-	-	-	-	-	N/A
110-415-13-4220	FICA Payroll Expense	-	-	-	-	-	N/A
110-415-13-4221	Medicare Payroll Expense	-	-	-	-	-	N/A
110-415-13-4230	Retirement Contribution	-	-	-	-	-	N/A
110-415-13-4250	Unemployment Insurance	-	-	-	-	-	N/A
110-415-13-4260	Workers Compensation Insurance	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-415-13-4310	Professional Development	-	-	-	-	-	N/A
110-415-13-4338	Website Development	-	2,500	2,500	2,500	-	-100%
		-	2,500	2,500	2,500	-	-100%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-415-13-4430	Service Contracts	72,930	104,074	133,000	133,000	119,925	-10%
		72,930	104,074	133,000	133,000	119,925	-10%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-415-13-4530	Telephone and Internet	12,107	16,544	16,500	16,500	17,000	3%
		12,107	16,544	16,500	16,500	17,000	3%
<b><u>SUPPLIES</u></b>							
110-415-13-4610	Office Supplies	-	-	-	-	-	N/A
110-415-13-4612	Supplies and Equipment	31,813	31,879	6,000	7,500	15,775	163%
		31,813	31,879	6,000	7,500	15,775	163%
<b><u>CAPITAL</u></b>							
110-415-13-4743	Furniture and Equipment	-	-	-	-	-	N/A
110-415-13-4744	Computer Equipment	30,196	46,500	45,300	43,800	26,800	-41%
		30,196	46,500	45,300	43,800	26,800	-41%
<b>TOTAL EXPENDITURES</b>		<b>147,046</b>	<b>201,497</b>	<b>203,300</b>	<b>203,300</b>	<b>179,500</b>	<b>-12%</b>

# Administration Department

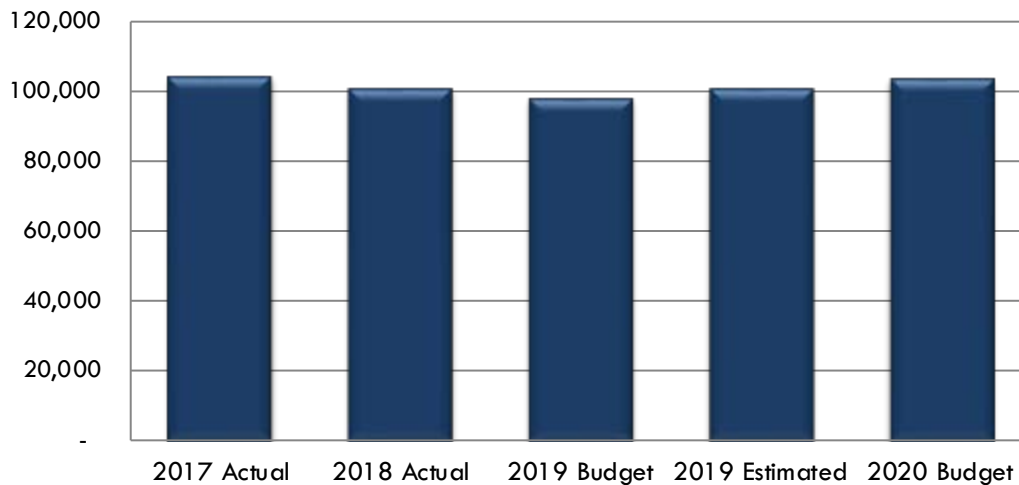
## Human Resources

<b><u>EXPENDITURES</u></b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 57,490	\$ 59,251	\$ 60,300	\$ 60,300	\$ 65,700	9%
Personnel Services, Benefits	19,984	15,508	16,650	16,650	17,650	6%
Purchased Professional Services	25,918	25,214	20,350	23,350	19,400	-5%
Other Purchased Services	-	-	-	-	-	N/A
Supplies	749	733	750	750	800	7%
Operating Expenses	\$ 104,141	\$ 100,706	\$ 98,050	\$ 101,050	\$ 103,550	6%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 104,141</b>	<b>\$ 100,706</b>	<b>\$ 98,050</b>	<b>\$ 101,050</b>	<b>\$ 103,550</b>	<b>6%</b>

### **MISSION**

The Human Resource Program encompasses all aspects of personnel management. This includes, but is not limited to, record keeping, establishing and updating policies and procedures, establishing and updating the Employee Handbook and Safety Manual, developing and updating job descriptions; recruitment, compensation studies, employee classification, responding to employee concerns, administration of employee benefits, and staff liaison for the Employee Relations Board.

### **Budget History**



# Administration Department

## Human Resources

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### **RESPONSIBILITIES**

- The HR Director continues to work to maintain and improve communication with employees through various means, such as:
  - Attendance, at least quarterly, at employee meetings
  - Participation and facilitation of the Employee Engagement Committee (EEC)
  - Participations and facilitation of the Alliance for Innovation team
  - Dissemination of information using various formats about benefit changes, employee recognition, and other important employee information.
- Develop long-range goals to support employee retention that include continued evaluation of employee salaries and benefits.
- Continue efforts to improve the quality of and reduce the cost of benefits currently offered to employees. Health insurance and all other benefits will continue to be reviewed annually to ensure quality and affordability.
- Continue efforts to increase the efficiency and effectiveness of the Human Resource Department through improved communications with the City Manager, Department Directors, and employees.
- Attend employment-related conferences and webinars in order to keep abreast of changing employment laws and other human resource trends that affect the City and its employees.
- Work with the City Manager and Department Directors to find innovative and cost-effective ways to retain qualified staff at all times, including developing succession planning initiatives.
- A human resource priority is to maintain sustained efforts to ensure that staffing levels, promotional opportunities, and compensation are adequate to recruit and retain qualified employees.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Successfully recruited and filled several full-time, part-time and variable hour vacancies.
  - Nine positions were vacated and filled due to turnover or promotion in 2019.
    - Maintenance Worker I – Public Works (full-time)
    - Sr. Maintenance Worker – Public Works (full-time)
    - Mechanic – Public Works (full-time)
    - Maintenance Worker II – Parks (full-time)
    - 2 Police Officers (full-time)

# Administration Department

## Human Resources

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- Guest Services Supervisor – Fruita Community Center (full-time)
- Wastewater Operator (full-time).
- Youth Programs and Activities Supervisor – Fruita Community Center (full-time)
- New positions that were filled in 2019 include the following:
  - Facility Manager – Fruita Community Center (full-time)
  - Aquatics Coordinator – Fruita Community Center (full-time)
  - Engineering Intern – Engineering (seasonal)
  - 5 Public Works Seasonal Employees
  - 4 Parks & Recreation Seasonal Employees.
  - Several variable hour and seasonal positions at the Fruita Community Center were filled as needed.
- Worked with the Employee Engagement Committee (EEC) to implement a new employee recognition program called the Geared-Up Award. The Geared-Up Award focuses on the City's Core Behaviors and is an on-the-spot employee recognition that can be given by peers, supervisors, or directors.
- Conducted a market study of compensation rates and worked with the Compensation and Leadership Team to begin building a new compensation plan which will be completed in 2019.

### **2020 GOALS**

- Implement the new pay plan in the 2020 budget year
- Develop a plan to meet the requirements of the Equal Pay Act that goes into effect on January 1, 2021.
- Complete job descriptions for all positions in the City which will enhance the overall compensation plan and is required by the new Equal Pay Act.
- Update the Employee Handbook

### **PERFORMANCE MEASURES**

- Reduce recruitment costs by exploring other advertising avenues, such as Indeed, professional publications and websites, etc.
- Onboard all full-time and permanent part-time employees with an employee orientation with both the Human Resource Director and the City Manager within 30 days of hire.
- Determine how satisfied employees are with specific benefits by surveying benefited

# Administration Department

## Human Resources

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employees to break down employee satisfaction by individual benefits. Survey will be conducted every other year beginning in 2020.

### **2020 BUDGET HIGHLIGHTS**

- There are no changes in the 2020 Budget.



# Administration Department

## Human Resources

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-415-15-4111	Salaries, Administrative	57,490	59,251	60,300	60,300	65,700	9%
110-415-15-4130	Overtime	-	-	-	-	-	N/A
		57,490	59,251	60,300	60,300	65,700	9%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-415-15-4210	Health Insurance	11,063	6,090	6,400	6,400	6,800	6%
110-415-15-4220	FICA Payroll Expense	3,374	3,572	3,750	3,750	4,075	9%
110-415-15-4221	Medicare Payroll Expense	789	835	900	900	1,000	11%
110-415-15-4230	Retirement Contribution	2,587	2,648	2,750	2,750	2,975	8%
110-415-15-4250	Unemployment Insurance	172	178	250	250	200	-20%
110-415-15-4260	Workers Comp Insurance	100	72	100	100	100	0%
110-415-15-4290	Employee Assistance Programs	1,899	2,113	2,500	2,500	2,500	0%
		19,984	15,508	16,650	16,650	17,650	6%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-415-15-4310	Professional Development	558	543	750	3,750	800	7%
110-415-15-4311	Appreciation Programs	8,497	9,376	8,500	8,500	7,500	-12%
110-415-15-4312	Flex Benefit Administration Fee	2,335	2,560	3,100	3,100	3,100	0%
110-415-15-4330	Legal Services	-	-	-	-	-	N/A
110-415-15-4345	Recruitment	14,528	12,735	8,000	8,000	8,000	0%
		25,918	25,214	20,350	23,350	19,400	-5%
<b>OTHER PURCHASED SERVICES</b>							
110-415-15-4530	Telephone	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>SUPPLIES</b>							
110-415-15-4610	Office Supplies	749	733	750	750	800	7%
		749	733	750	750	800	7%
<b>CAPITAL</b>							
110-415-15-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>		<b>104,141</b>	<b>100,706</b>	<b>98,050</b>	<b>101,050</b>	<b>103,550</b>	<b>6%</b>



# Community Development Department

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# Community Development Department

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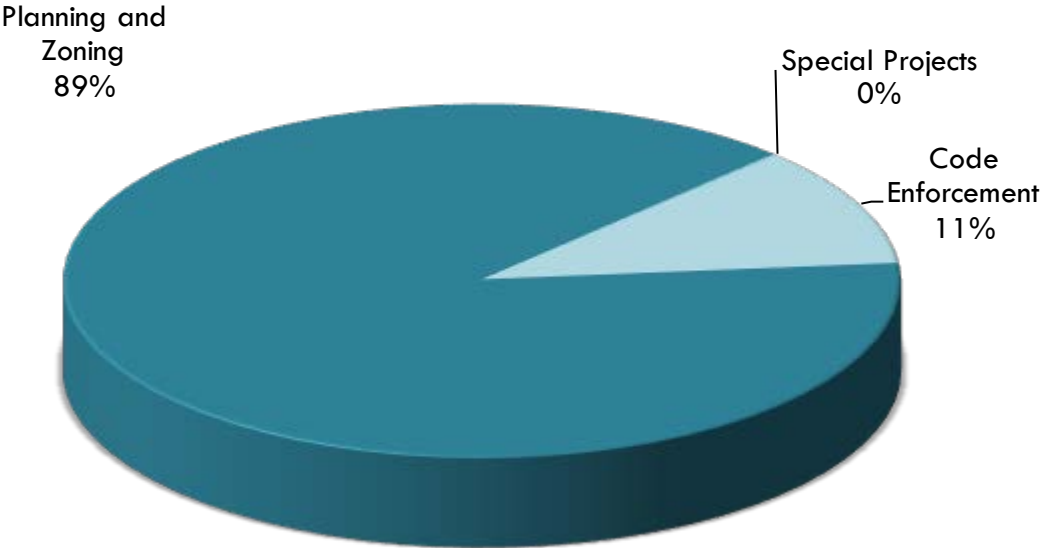
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# Community Development Department

<b>Expenses by Program</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Code Enforcement	\$ 47,211	\$ 20,151	\$ 34,075	\$ 33,825	\$ 35,850	5%
Planning and Zoning	176,119	230,558	284,050	272,700	289,350	2%
Operating Expenses	\$ 223,330	\$ 250,709	\$ 318,125	\$ 306,525	\$ 325,200	2%
Capital	-	-	-	-	-	N/A
Special Projects	-	-	100,500	200,500	500	-100%
<b>Total Expense</b>	<b>\$ 223,330</b>	<b>\$ 250,709</b>	<b>\$ 418,625</b>	<b>\$ 507,025</b>	<b>\$ 325,700</b>	<b>-22%</b>

The Community Development Department includes the Current and Long Range Planning and Code Enforcement programs. The mission of the Department is to manage long-term growth and create a well-designed, high quality community through effective planning, zoning and enforcement activities to preserve and enhance the quality of life for all residents of the City of Fruita.

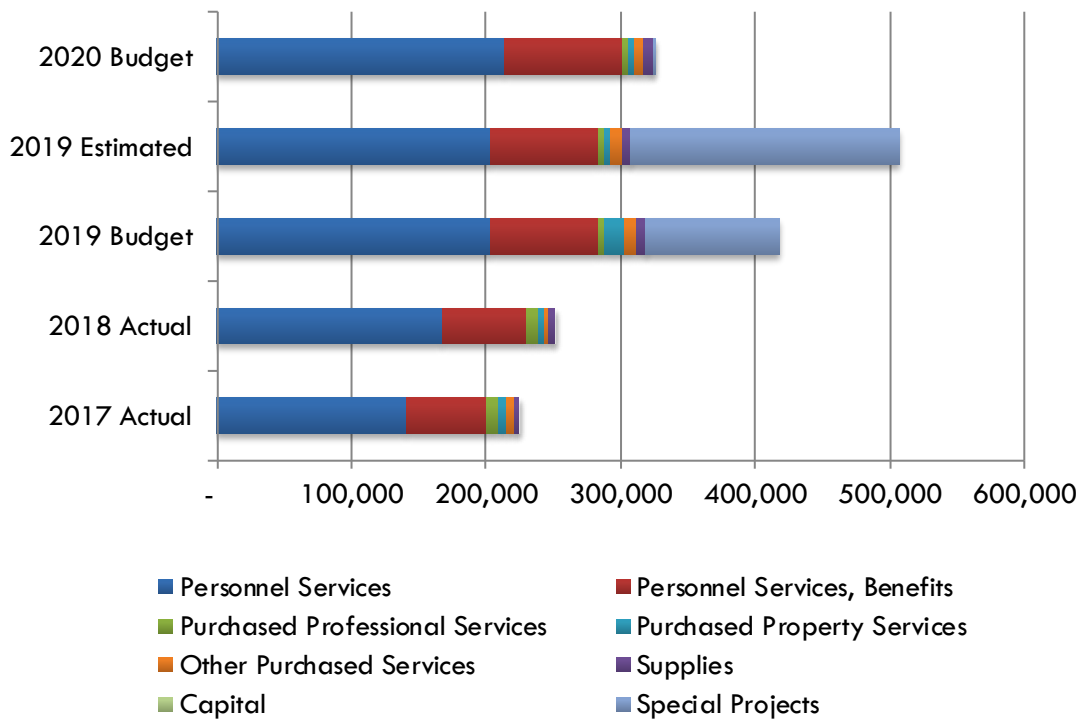
## Community Development Programs



# Community Development Department

<b>Expenses by Category</b>	2017	2018	2019	2019	2020	<b>% Chg.</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>	
Personnel Services	\$ 140,932	\$ 167,836	\$ 202,550	\$ 202,550	\$ 214,100	6%
Personnel Services, Benefits	58,955	61,642	80,950	80,950	86,325	7%
Purchased Professional Services	9,666	9,318	4,500	4,500	5,500	22%
Purchased Property Services	4,875	4,588	14,750	4,650	3,900	-74%
Other Purchased Services	5,836	2,787	7,800	7,550	7,800	0%
Supplies	3,067	4,538	7,575	6,325	7,575	0%
Operating Expenses	\$ 223,331	\$ 250,709	\$ 318,125	\$ 306,525	\$ 325,200	2%
Capital	-	-	-	-	-	N/A
Special Projects	-	-	100,500	200,500	500	-100%
<b>Total Expense</b>	<b>\$ 223,331</b>	<b>\$ 250,709</b>	<b>\$ 418,625</b>	<b>\$ 507,025</b>	<b>\$ 325,700</b>	<b>-22%</b>

## Budget History

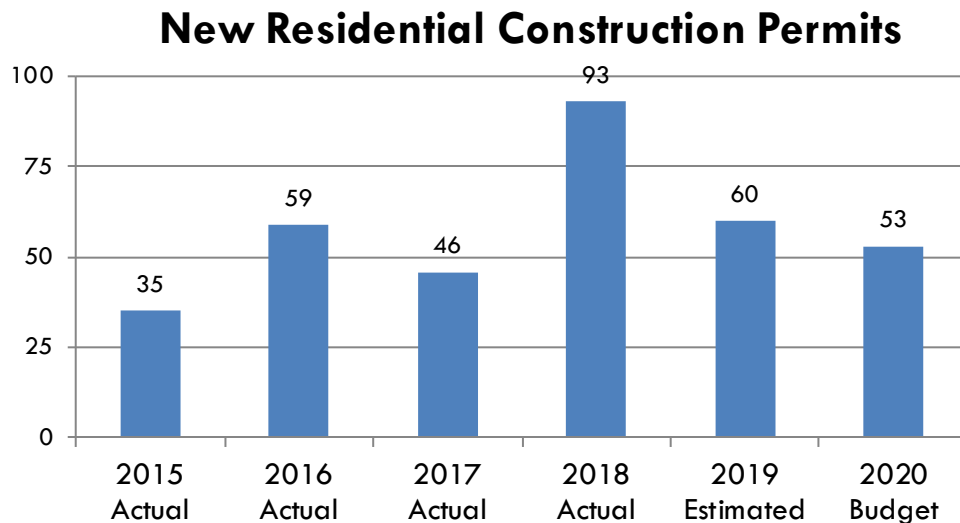


# Community Development Department

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## Factors Affecting Expenses

- Overall expenses of the Community Development Department of \$325,700 are budgeted to decrease 22% in 2010.
- Personnel services including salaries, taxes and benefits are budgeted to increase 6%.
- Purchased services are budgeted to decrease 36%. This includes a \$10,000 reduction in service contracts for an online permit software system which has been postponed.
- Special projects are budgeted to decrease 100% with completion of the Community Master Plan and Land Use Code Update. However, it is anticipated that the Land Use Code update will not be completed until 2020 and unspent funds at the end of 2019 will be re-appropriated for use in 2020. The City has received two \$25,000 planning grants from the Department of Local Affairs for the Community Plan and Land Use Code updates.
- The following chart shows the number of permits issued for new residential construction in the City of Fruita since 2015.



# Community Development Department

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## Personnel

<b>Community Development Staffing Chart</b>				
<b>Hours Summary</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Budget</b>
<u>Code Enforcement</u>				
Full time employees	1,324	-	-	-
Part time employees	-	774	1,250	1,250
<i>Total Code Enforcement Hours</i>	1,324	774	1,250	1,250
<u>Current and Long Range Planning</u>				
Full time employees	4,451	5,348	6,240	6,240
Part time employees	4	-	-	-
Overtime	45	31	-	-
<i>Total Planning Hours</i>	4,500	5,379	6,240	6,240
Total Hours	5,824	6,153	7,490	7,490
Total FTE Equivalent	2.80	2.96	3.60	3.60



# Community Development Department

## Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4111	Salaries, Administrative	139,546	153,332	178,300	178,300	188,700	6%
4120	Salaries, Part time	83	13,784	22,550	22,550	24,900	10%
4130	Overtime	1,303	720	1,700	1,700	500	-71%
		140,932	167,836	202,550	202,550	214,100	6%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	40,911	41,453	55,800	55,800	60,000	8%
4220	FICA Payroll Expense	8,297	9,947	12,600	12,600	13,300	6%
4221	Medicare Payroll Expense	1,941	2,326	2,950	2,950	3,150	7%
4230	Retirement Contribution	6,608	6,877	8,100	8,100	8,550	6%
4250	Unemployment Insurance	423	503	850	850	700	-18%
4260	Workers Compensation Insurance	775	536	650	650	625	-4%
		58,955	61,642	80,950	80,950	86,325	7%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	423	2,188	4,500	4,500	5,500	22%
4336	Planning Consultant	9,243	7,130	-	-	-	N/A
		9,666	9,318	4,500	4,500	5,500	22%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4430	Service Contracts	2,600	2,338	12,550	2,450	2,500	-80%
4435	Fleet Maintenance Charges	2,275	2,250	2,200	2,200	1,400	-36%
		4,875	4,588	14,750	4,650	3,900	-74%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4530	Telephone	225	125	300	300	300	0%
4546	Property Clean Up	3,166	1,168	4,000	4,000	4,000	0%
4550	Printing	-	163	500	500	500	0%
4551	Publishing	980	972	2,250	2,000	2,250	0%
4592	Recording Fees	1,465	359	750	750	750	0%
		5,836	2,787	7,800	7,550	7,800	0%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	1,457	2,537	3,000	3,000	3,000	0%
4611	Postage	1,100	777	1,900	1,150	1,900	0%
4612	Supplies and Equipment	-	117	675	675	675	0%
4626	Fuel	510	417	700	700	700	0%
4642	Signs	-	409	1,000	500	1,000	0%
4661	Uniforms and Safety Equipment	-	281	300	300	300	0%
		3,067	4,538	7,575	6,325	7,575	0%
<b><u>SPECIAL PROJECTS</u></b>							
4810	Boards/Commissions	-	-	500	500	500	0%
4821	Land Use Code Update	-	-	-	100,000	-	N/A
4825	Master Plan	-	-	100,000	100,000	-	-100%
		-	-	100,500	200,500	500	-100%
<b>TOTAL COMMUNITY DEVELOPMENT EXP</b>		<b>223,331</b>	<b>250,709</b>	<b>418,625</b>	<b>507,025</b>	<b>325,700</b>	<b>-22%</b>

# Community Development Department

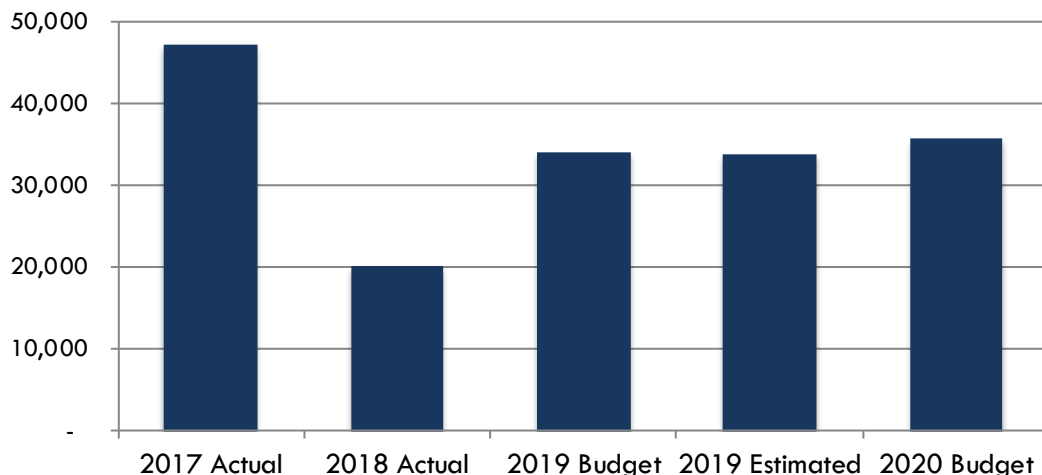
## Code Compliance

<b><u>EXPENDITURES</u></b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 26,174	\$ 13,784	\$ 22,550	\$ 22,550	\$ 24,900	10%
Personnel Services, Benefits	13,848	1,413	2,200	2,200	2,425	10%
Purchased Professional Services	143	241	500	500	500	0%
Purchased Property Services	2,275	2,250	2,200	2,200	1,400	-36%
Other Purchased Services	3,961	1,597	5,050	4,800	5,050	0%
Supplies	810	866	1,575	1,575	1,575	0%
Operating Expenses	\$ 47,211	\$ 20,151	\$ 34,075	\$ 33,825	\$ 35,850	5%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 47,211</b>	<b>\$ 20,151</b>	<b>\$ 34,075</b>	<b>\$ 33,825</b>	<b>\$ 35,850</b>	<b>5%</b>

### **MISSION**

The goal of the Code Compliance Program is to maintain an excellent quality of life for Fruita residents through aggressive, yet equitable, enforcement of the Fruita Municipal Code which includes the Land Use Code. The focus is to remove unsightly and unhealthy nuisances from the City such as weeds, junk or abandoned vehicles, trash, and rubbish. The Code Compliance Program relies on complaints and pro-active observation in identifying areas in violation. Code Compliance also assists with unlawful construction within the City such as fences, sheds, remodels, re-roofs, and other violations and notifies responsible parties of applicable requirements.

### **Budget History**



# Community Development Department

## Code Compliance

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### **RESPONSIBILITIES**

- Continue to provide prompt and efficient response to code violation complaints and/or observed violations.
- Continue to maintain and/or find improved ways of maintaining public right-of-way (sidewalks, streets, and alleys) with regard to litter, weeds, and snow removal by coordinating with: Property owners; City Departments; and/or utilizing resources established through the Community Outreach Program.
- Assess ways to provide Code Compliance information to HOA's and to other community members. Determine if spring is a better time to provide information to the community or whether Colorado Cities and Towns Week in September is a better time.
- Continue to assist the Planning Technician in the review/inspection stages of developments and with planning clearances.
- Continue to maintain or improve upon the working relationship between the Code Compliance Program, volunteers, charitable organizations, and community service groups like Partner's in order to help citizens in need clean up their property and/or to resolve code violations.
- Continue to attend local training on weed management and how best to control them.
- Attend local training pertaining to plant and tree identification.
- Continue to review and update the Code Compliance policy and procedure manual.
- Review and update the Code Compliance monthly chart to reflect and track more on what is done out of this unit.

### **PRIOR YEAR ACCOMPLISHMENTS**

- The City of Fruita Code Enforcement division hosted a free HOA workshop on Saturday, April 27, 2019 9am - 11am at The Fruita Community Center. Topics that were discussed consisted of: weeds, tree issues, trash and junk, traffic issues, when a permit is required, exciting new projects in the City of Fruita, animal complaints, abandoned vehicles, etc.
- Code Compliance has responded to 106 cases YTD.

### **2020 GOALS**

- Code Compliance will be asked to assist in the upcoming Land Use Code update.
- Continue to make connections with existing Homeowners Associations and hold bi-annual workshops.

# Community Development Department

## Code Compliance

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### **PERFORMANCE MEASURES**

- Code Compliance's 2020 performance measure will be to determine the length of time to open and close cases. It will be the expectation to determine what the appropriate length of time for each specific type of opened case.

### **2020 BUDGET HIGHLIGHTS**

- Professional Development. The funds in the account are for the Code Compliance Officer to attend local and/or State training that may come up throughout the year. This may include basic Code Enforcement training.

# Community Development Department

## Code Compliance

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-419-16-4111	Salaries, Administrative	26,174	-	-	-	-	N/A
110-419-16-4120	Salaries, Part time	-	13,784	22,550	22,550	24,900	10%
110-419-16-4130	Overtime	-	-	-	-	-	N/A
		26,174	13,784	22,550	22,550	24,900	10%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-419-16-4210	Health Insurance	10,191	-	-	-	-	N/A
110-419-16-4220	FICA Payroll Expense	1,601	855	1,400	1,400	1,550	11%
110-419-16-4221	Medicare Payroll Expense	375	200	350	350	400	14%
110-419-16-4230	Retirement Contribution	1,178	-	-	-	-	N/A
110-419-16-4250	Unemployment Insurance	78	41	100	100	100	0%
110-419-16-4260	Workers Compensation Insurance	425	317	350	350	375	7%
		13,848	1,413	2,200	2,200	2,425	10%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-419-16-4310	Professional Development	143	241	500	500	500	0%
		143	241	500	500	500	0%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-419-16-4435	Fleet Maintenance Charges	2,275	2,250	2,200	2,200	1,400	-36%
		2,275	2,250	2,200	2,200	1,400	-36%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-419-16-4530	Telephone	225	125	300	300	300	0%
110-419-16-4546	Property Clean Up	3,166	1,168	4,000	4,000	4,000	0%
110-419-16-4551	Publishing	570	304	750	500	750	0%
		3,961	1,597	5,050	4,800	5,050	0%
<b><u>SUPPLIES</u></b>							
110-419-16-4610	Office Supplies	-	-	-	-	-	N/A
110-419-16-4611	Postage	300	127	400	400	400	0%
110-419-16-4612	Supplies and Equipment	-	41	175	175	175	0%
110-419-16-4626	Fuel	510	417	700	700	700	0%
110-419-16-4661	Uniforms and Safety Equipment	-	281	300	300	300	0%
		810	866	1,575	1,575	1,575	0%
<b><u>CAPITAL</u></b>							
110-419-16-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL CODE ENFORCEMENT EXPENSE</b>		<b>47,211</b>	<b>20,151</b>	<b>34,075</b>	<b>33,825</b>	<b>35,850</b>	<b>5%</b>

# Community Development Department

## Current and Long-Range Planning

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<b>EXPENDITURES</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 114,758	\$ 154,052	\$ 180,000	\$ 180,000	\$ 189,200	5%
Personnel Services, Benefits	45,106	60,229	78,750	78,750	83,900	7%
Purchased Professional Services	9,523	9,077	4,000	4,000	5,000	25%
Purchased Property Services	2,600	2,338	12,550	2,450	2,500	-80%
Other Purchased Services	1,875	1,190	2,750	2,750	2,750	0%
Supplies	2,257	3,672	6,000	4,750	6,000	0%
Operating Expenses	\$ 176,119	\$ 230,558	\$ 284,050	\$ 272,700	\$ 289,350	2%
Capital	-	-	-	-	-	N/A
Special Projects	-	-	100,500	200,500	500	-100%
<b>Total Expense</b>	<b>\$ 176,119</b>	<b>\$ 230,558</b>	<b>\$ 384,550</b>	<b>\$ 473,200</b>	<b>\$ 289,850</b>	<b>-25%</b>

### **MISSION**

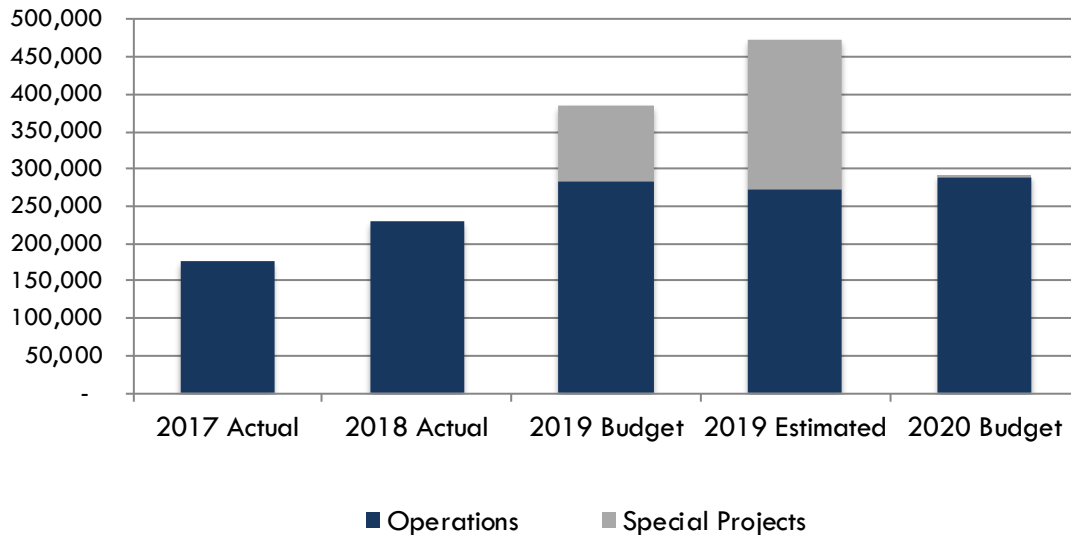
The purpose of the department is to provide for orderly and efficient growth and development of the city and protection of the quality of life for its residents and the business community. The Community Development Department includes current and long-range planning and code enforcement activities. A major part of these activities includes processing land development applications for annexations, subdivisions, site plans, conditional use permits, easement and right-of-way vacations and dedications, rezones, variances, and others. The department provides the front-line resources to assist customers requiring building permits as well as providing information on properties regarding permitted land uses, building setbacks, fencing, signs, etc. and provides technical support to the Planning Commission, Board of Adjustment, and the Historic Preservation Board. The Department facilitates long range planning efforts for the city, helps coordinate economic development programs, and participates in regional issues such as transportation planning including trails planning, county-wide planning issues, addressing committee, Enterprise Zone Committee, and other special projects.

# Community Development Department

## Current and Long-Range Planning

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### Budget History



### **RESPONSIBILITIES**

Community Development’s main responsibilities consist of processing land development applications for annexations, subdivisions, site plans, conditional use permits, easement and right-of-way vacations and dedications, rezones, variances, and others. Another main component to our department is long-range planning efforts. Long-range planning efforts come in the form of a comprehensive plan, also known as a general plan, master plan or land-use plan; which is a policy document designed to guide the future actions of a community. It presents a vision for the future, with long-range goals and objectives for all activities that affect the City of Fruita.

### **PRIOR YEAR ACCOMPLISHMENTS**

Residential Subdivisions:

- Grand Valley Estates (20 Lots)
- Oak Creek Estates (28 Lots)
- Cooper Minor (3 Lots)
- KCP Minor (3 lots)
- Village at Country Creek filing 6 (22 lots)
- Brandon Estates Filing 3 phase 2C (11 lots)
- Brandon Estates Filing 4 (6 lots)
- Mulberry Minor (5 Lots)

# Community Development Department

## Current and Long-Range Planning

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- Mossburg Minor (2 lots)
- Legacy 3 PUD – (4 lots)

Commercial (new construction):

- Mesa Valley School District 51 Location & Extent Site Plan – New Elementary School
- Quench Drinks – Site Plan review of new Soda Shop
- Coloramo Federal Credit Union – Site Plan Review of new bank
- Qdoba – Site Design Review of new restaurant
- Einstein's – Site Design Review of new restaurant

The Planning & Development Department has reviewed a total of 34 Land Development Applications so far for 2019.\*\*

- 339 Planning Clearances issued so far
- 46 New Residential Planning Clearances issued so far

\*\* [2019 YTD (Jan.-July.) =\$798,861.42 2018 YTD (Jan.-Sept.) =\$1,436,164.35, 2018 total =\$1,779,990.26]

### **2020 GOALS**

- Implementation of 2019 Fruita in Motion: Plan Like a Local Comprehensive Plan.
- The Community Development Department will begin undergoing a process to update the Land Use Code. This process will start in the tail end of 2019, and go well into 2020, as code revisions start to take form. It's the department's intention to use the Comprehensive Plan as a guiding document to ensure the seamless transition between policy documents.

### **PERFORMANCE MEASURES**

To remain intentional with the effort to increase consistency and timeliness of development review. This upcoming year the Community Development Department is going to track and audit the following items:

- Checklists review
- Time of Review
- Application complete letters sent to applicants
- Review timeline for Final Plat process
- Council and hearing schedules



# Community Development Department

## Current and Long-Range Planning

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The purpose of revising these elements within the plan is to make sure application review times are easily tracked and we can move projects forward.

### **2020 BUDGET HIGHLIGHTS**

The Planning & Development Department is committed to providing outstanding customer service to the citizens of Fruita. With the current health of the economy, we are seeing sustained increases in the number of Land Development Applications for review and pre-application meetings. The department has done a great job of exhausting resources available to keep track of projects and all the elements that brings.

Line item increases/decreases include:

- Professional Development increase of \$1,000
- Decrease Service Contracts by \$10,000 due to postponement of the Planning and Development Software.
- Decrease of \$100,000 for the Master Plan due to the planned completion of this project in 2019.
- Decrease of \$100,000 for the Land Use Code Update. However, it is anticipated that any unspent portion of this amount at the end of 2019 will be reappropriated in 2020 for completion of the update.

# Community Development Department

## Current and Long Range Planning

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-419-17-4111	Salaries, Administrative	113,372	153,332	178,300	178,300	188,700	6%
110-419-17-4120	Part Time	83	-	-	-	-	N/A
110-419-17-4130	Overtime	1,303	720	1,700	1,700	500	-71%
		114,758	154,052	180,000	180,000	189,200	5%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-419-17-4210	Health Insurance	30,720	41,453	55,800	55,800	60,000	8%
110-419-17-4220	FICA Payroll Expense	6,696	9,092	11,200	11,200	11,750	5%
110-419-17-4221	Medicare Payroll Expense	1,566	2,126	2,600	2,600	2,750	6%
110-419-17-4230	Retirement Contribution	5,430	6,877	8,100	8,100	8,550	6%
110-419-17-4250	Unemployment Insurance	344	462	750	750	600	-20%
110-419-17-4260	Workers Compensation Insurance	350	219	300	300	250	-17%
		45,106	60,229	78,750	78,750	83,900	7%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-419-17-4310	Professional Development	280	1,947	4,000	4,000	5,000	25%
110-419-17-4336	Planning Consultant	9,243	7,130	-	-	-	N/A
		9,523	9,077	4,000	4,000	5,000	25%
<b>PURCHASED PROPERTY SERVICES</b>							
110-419-17-4430	Service Contracts	2,600	2,338	12,550	2,450	2,500	-80%
		2,600	2,338	12,550	2,450	2,500	-80%
<b>OTHER PURCHASED SERVICES</b>							
110-419-17-4530	Telephone	-	-	-	-	-	N/A
110-419-17-4550	Printing	-	163	500	500	500	0%
110-419-17-4551	Publishing	410	668	1,500	1,500	1,500	0%
110-419-17-4592	Recording Fees	1,465	359	750	750	750	0%
		1,875	1,190	2,750	2,750	2,750	0%
<b>SUPPLIES</b>							
110-419-17-4610	Office Supplies	1,457	2,537	3,000	3,000	3,000	0%
110-419-17-4611	Postage	800	650	1,500	750	1,500	0%
110-419-17-4612	Supplies and Equipment	-	76	500	500	500	0%
110-419-17-4642	Signs	-	409	1,000	500	1,000	0%
		2,257	3,672	6,000	4,750	6,000	0%
<b>CAPITAL</b>							
110-419-17-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>SPECIAL PROJECTS</b>							
110-419-17-4810	Boards/Commissions	-	-	500	500	500	0%
110-419-17-4821	Land Use Code Update	-	-	-	100,000	-	-
110-419-17-4825	Master Plan	-	-	100,000	100,000	-	-100%
		-	-	100,500	200,500	500	-100%
<b>TOTAL PLANNING AND ZONING EXPENSE</b>		<b>176,119</b>	<b>230,558</b>	<b>384,550</b>	<b>473,200</b>	<b>289,850</b>	<b>-25%</b>

# Public Safety Department

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# Public Safety Department

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# Public Safety Department

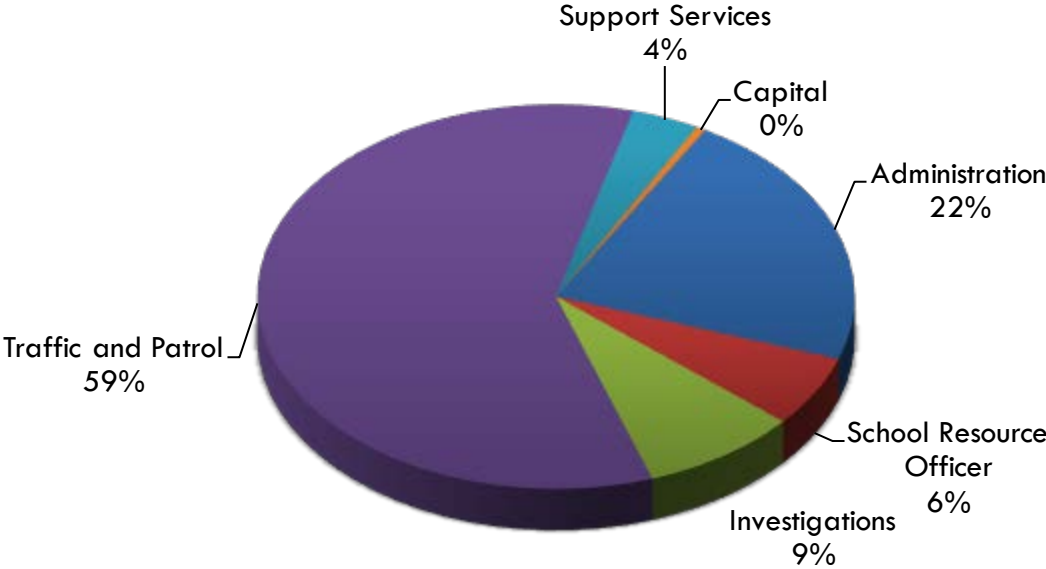
<b>Expenses by Program</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Administration	\$ 462,587	\$ 478,298	\$ 504,250	\$ 502,450	\$ 533,175	6%
School Resource Officer	103,798	138,140	151,250	150,250	145,250	-4%
Investigations	145,263	189,716	205,650	202,050	206,825	1%
Traffic and Patrol	1,342,578	1,266,791	1,367,775	1,359,500	1,442,850	5%
Support Services	51,688	69,891	84,350	80,550	88,750	5%
Operating Expenses	\$2,105,914	\$2,142,836	\$2,313,275	\$2,294,800	\$2,416,850	4%
Capital	173,794	160,439	136,000	145,450	12,300	-91%
<b>Total Expense</b>	<b>\$ 2,279,708</b>	<b>\$ 2,303,275</b>	<b>\$ 2,449,275</b>	<b>\$ 2,440,250</b>	<b>\$ 2,429,150</b>	<b>-1%</b>

The Public Safety Department is responsible for all law enforcement services to the community. The mission of the Fruita Police Department is:

*Keeping our community safe, building relationships with citizens, and always doing the right things for the right reasons.*

The Police Department is composed of 17 commissioned officers and 4 civilian support positions. The goals of the police department are to maintain the public trust while preserving the quality of life and quality of place for which Fruita is known.

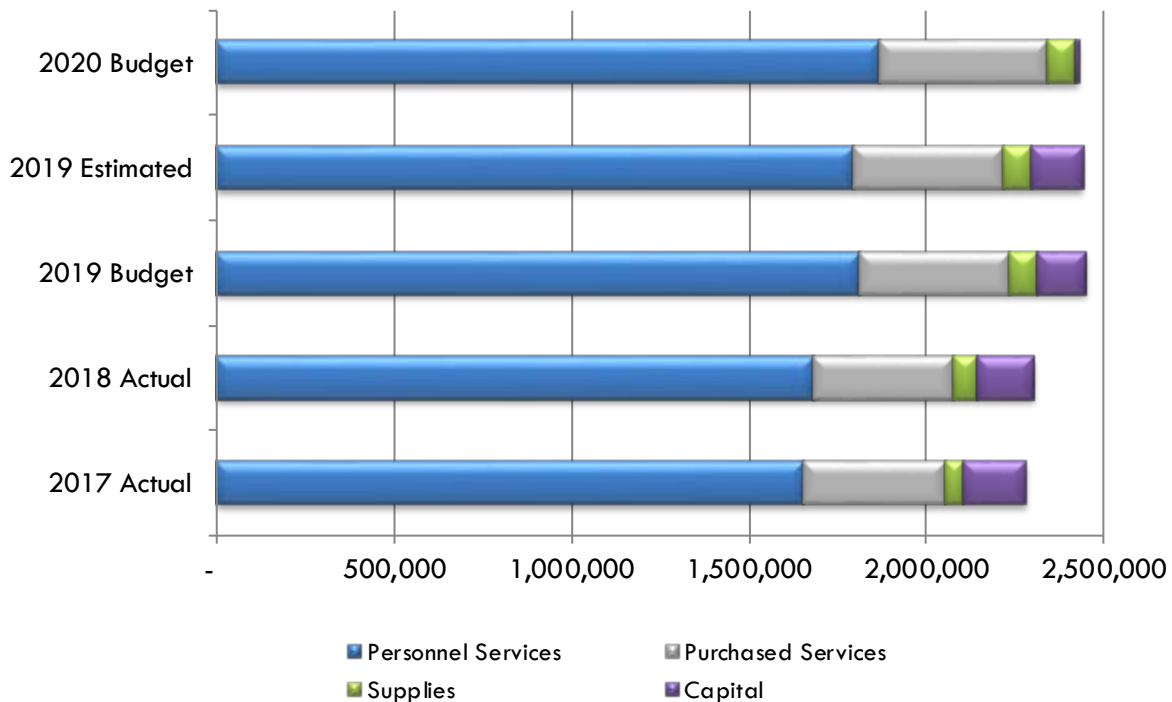
### Public Safety Department Programs



# Public Safety Department

<b>Expenses by Type</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$1,175,316	\$1,199,205	\$1,274,950	\$1,273,050	\$1,315,450	3%
Personnel Services, Benefits	479,737	484,233	536,575	523,475	554,925	3%
Purchased Professional Services	10,646	13,287	22,025	22,025	22,025	0%
Purchased Property Services	65,388	83,790	88,475	88,475	100,150	13%
Other Purchased Services	319,990	296,336	311,200	307,400	348,400	12%
Supplies	54,838	65,982	80,050	80,375	75,900	-5%
Operating Expenses	\$2,105,915	\$2,142,833	\$2,313,275	\$2,294,800	\$2,416,850	4%
Capital	173,794	160,439	136,000	145,450	12,300	-91%
<b>Total Expense</b>	<b>\$ 2,279,709</b>	<b>\$ 2,303,272</b>	<b>\$ 2,449,275</b>	<b>\$ 2,440,250</b>	<b>\$ 2,429,150</b>	<b>-1%</b>

## Budget History



# Public Safety Department

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## **Factors Affecting Expenses**

Overall expenses of the Public Safety Department of \$2.43 million are budgeted to decrease 1% from the \$2.45 million budgeted in 2019.

The Public Safety tax increase of 37% was approved by voters at the November 2017 election. This increases the Mesa County sales tax rate from 2% to 2.37%. The City of Fruita receives 4.01% of the increase in the tax for public safety purposes. This will help to offset personnel costs, communication center charges for dispatch services, capital equipment, and other needs of the department.

- Personnel costs are budgeted to increase 3% in 2020 and benefits and taxes are budgeted to increase 3%. This is the result of salary and wage increases and health insurance costs.
- Communication Center (911 Dispatch) charges are budgeted to increase 14% in 2020 from the 2019 budgeted amounts.
- The Public Safety tax of .37% was approved by voters at the November 2017 election. The City of Fruita receives 4.01% of the increase in the tax for public safety purposes. This will help to offset personnel costs, communication center charges for dispatch services, capital equipment, and other needs of the department.
- Capital equipment of \$12,300 includes the following capital purchases.
  - Door Security NVR Unit - \$9,300
  - 2 Tasers - \$3,000

# Public Safety Department

## Personnel

<b>Public Safety Staffing Chart</b>				
<b>Hours Summary</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Budget</b>
<u>Administration</u>				
Full time civilian employees	4,160	4,160	4,195	4,160
Full time sworn employees	4,398	4,199	4,160	4,160
Part time employees	861	-	-	-
Overtime	-	-	-	20
<i>Total Administration</i>	<i>9,419</i>	<i>8,359</i>	<i>8,355</i>	<i>8,340</i>
<u>School Resource Officer</u>				
Full time sworn employees	2,693	3,199	3,503	3,294
Overtime	162	188	210	225
<i>Total SRO</i>	<i>2,855</i>	<i>3,387</i>	<i>3,713</i>	<i>3,519</i>
<u>Investigations</u>				
Full time employees	3,629	4,486	4,486	4,506
Overtime	106	104	200	200
<i>Total Investigations</i>	<i>3,735</i>	<i>4,590</i>	<i>4,686</i>	<i>4,706</i>
<u>Traffic and Patrol</u>				
Full time employees	25,906	24,833	25,256	25,230
Overtime	1,326	1,383	1,215	1,305
<i>Total Traffic and Patrol</i>	<i>27,232</i>	<i>26,216</i>	<i>26,471</i>	<i>26,535</i>
<u>Police Support Services</u>				
Full time employees	706	2,082	2,080	2,080
Part time employees	1,434	692	900	800
Overtime	5	28	25	30
<i>Total Police Support Services</i>	<i>2,145</i>	<i>2,802</i>	<i>3,005</i>	<i>2,910</i>
<b>Total Hours</b>	<b>45,386</b>	<b>45,354</b>	<b>46,230</b>	<b>46,010</b>
<b>Total FTE Equivalents</b>	<b>21.82</b>	<b>21.80</b>	<b>22.23</b>	<b>22.12</b>



# Public Safety Department

<b>Expenses</b>		<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>	<b>%</b>
<b>Account</b>	<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>	<b>Chg.</b>
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4111	Salaries, Civilian	83,553	110,761	114,600	114,600	124,150	8%
4112	Salaries, Officers	992,305	1,009,064	1,073,450	1,073,450	1,099,500	2%
4120	Salaries, Part Time	37,607	13,269	17,850	17,850	17,600	-1%
4130	Overtime	61,851	66,111	69,050	67,150	74,200	7%
		1,175,316	1,199,205	1,274,950	1,273,050	1,315,450	3%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	276,347	282,111	309,200	309,200	332,750	8%
4220	FICA Payroll Expense	7,371	7,603	8,350	8,350	8,950	7%
4221	Medicare Payroll Expense	16,707	17,067	18,650	18,650	19,200	3%
4222	FPPA Death & Disability Insurance	10,134	10,314	14,300	14,300	14,750	3%
4230	Retirement Contribution	4,399	5,504	6,050	6,050	6,500	7%
4231	Police Pension Payroll Expense	122,778	124,864	134,225	134,225	137,500	2%
4250	Unemployment Insurance	3,526	3,598	5,150	5,150	4,050	-21%
4260	Workers Compensation Insurance	38,475	33,172	40,650	27,550	31,225	-23%
		479,737	484,233	536,575	523,475	554,925	3%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	10,646	13,287	22,025	22,025	22,025	0%
		10,646	13,287	22,025	22,025	22,025	0%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4430	Service Contracts	12,648	22,583	26,875	26,875	28,350	5%
4435	Fleet Maintenance Charges	52,740	61,000	61,600	61,600	71,800	17%
4436	Vehicle Repair & Maintenance	-	207	-	-	-	N/A
		65,388	83,790	88,475	88,475	100,150	13%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4530	Telephone and fiber	28,714	31,356	32,400	32,400	31,100	-4%
4535	Dispatch & Communication Ctr	287,593	263,558	272,000	272,000	310,500	14%
4540	Animal Control Services	3,683	1,422	6,800	3,000	6,800	0%
		319,990	296,336	311,200	307,400	348,400	12%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	4,654	3,221	6,000	6,000	5,250	-13%
4611	Postage	971	715	800	800	800	0%
4612	Supplies and Equipment	12,321	11,027	18,300	18,300	15,300	-16%
4615	Ammunition	3,651	6,145	6,550	8,025	6,550	0%
4626	Fuel	20,227	28,419	29,000	29,000	29,000	0%
4630	Meeting/Appreciation Supplies	-	-	-	-	750	N/A
4661	Uniforms and Safety Equipment	13,014	16,455	19,400	18,250	18,250	-6%
		54,838	65,982	80,050	80,375	75,900	-5%
<b><u>CAPITAL</u></b>							
4720	Construction	-	-	-	-	-	
4742	Mobile Equipment	173,794	132,996	136,000	136,000	-	-100%
4743	Furniture and Equipment	-	1,084	-	9,450	3,000	N/A
4744	Computer Equipment	-	26,359	-	-	9,300	N/A
		173,794	160,439	136,000	145,450	12,300	-91%
<b>TOTAL PUBLIC SAFETY EXPENDITURES</b>		<b>2,279,709</b>	<b>2,303,272</b>	<b>2,449,275</b>	<b>2,440,250</b>	<b>2,429,150</b>	<b>-1%</b>

# Public Safety Department Administration

<b>EXPENDITURES</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 241,612	\$ 228,199	\$ 238,300	\$ 238,300	\$ 254,500	7%
Personnel Services, Benefits	98,927	97,902	104,850	103,050	107,200	2%
Purchased Professional Services	2,095	4,696	4,725	4,725	4,725	0%
Purchased Property Services	65,387	83,790	88,175	88,175	99,850	13%
Other Purchased Services	28,714	31,356	32,400	32,400	31,100	-4%
Supplies	25,852	32,355	35,800	35,800	35,800	0%
Operating Expenses	\$ 462,587	\$ 478,298	\$ 504,250	\$ 502,450	\$ 533,175	6%
Capital	173,794	159,355	136,000	144,300	9,300	-93%
<b>Total Expense</b>	<b>\$ 636,381</b>	<b>\$ 637,653</b>	<b>\$ 640,250</b>	<b>\$ 646,750</b>	<b>\$ 542,475</b>	<b>-15%</b>

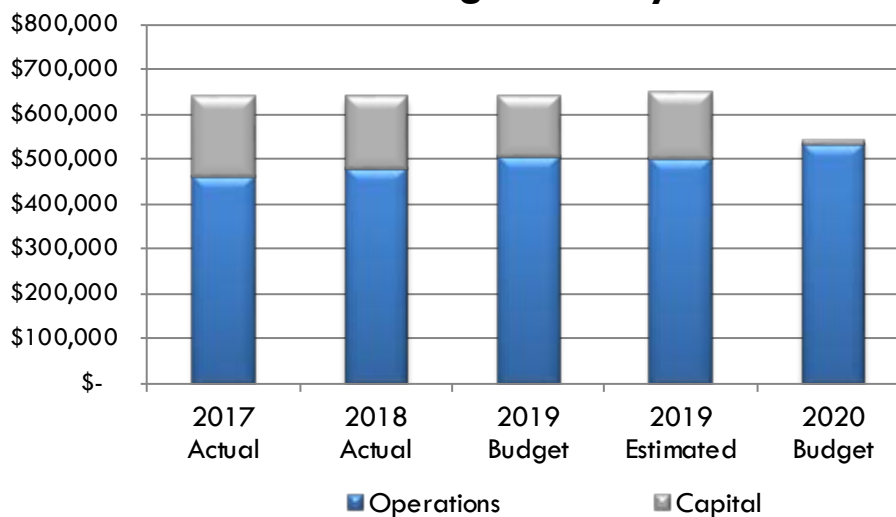
## MISSION

The Administrative Division is made up of the Chief of Police, the Lieutenant, and the Records Division. This division is responsible for the overall command and operation of the police department, hiring and background investigations, and all administrative functions. While the Chief is responsible for the public safety budget, both the Chief and Lieutenant are responsible for providing leadership, planning, and direction to the department as well as receiving feedback from department members and the citizens of Fruita.

Records administrative responsibilities include maintenance and distribution of criminal justice records according to statute, assisting the public with questions and calls for service, statistical reports and the overall management of the office.

The division is accountable to the citizens of Fruita, the City Manager, City Council, and the employees within the department.

## Budget History



# Public Safety Department

## Administration

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### **RESPONSIBILITIES**

- The Fruita Police Department has an excellent relationship with our citizens. This relationship and the ongoing support we have experienced is the result of many years of good policing, empathy on the part of officers and treating people with respect and fairness.
- The goal of the division is to emphasize the positive aspects of policing to both staff and the public and to strengthen public trust. We will continue to support staff in their efforts, providing the tools employees need to do quality police work for the citizens of Fruita and for our law enforcement partners.
- The Administration Division continues to strive to keep up-to-date on national policing trends, issues, technologies, and challenges. The department will continue to be progressive in these areas while evaluating their applicability and appropriateness for our community. Some examples include body cameras, digital forensics, and police-community relations.
- The Police Department will continue to look for new and improved ways to maintain and strengthen connections within the community. Enhancing the volunteer program and developing a citizen's academy are some examples of this effort.

### **PRIOR YEAR ACCOMPLISHMENTS**

- The Administrative division worked closely with other departments, agencies, and organizations to accomplish goals and increase benefits to our citizens.
- Chief Krouse participated in an ongoing local committee/taskforce related to evaluation of emergency services responses to individuals in mental health or substance abuse crisis.
- Lt. Peck has participated in the Fruita Youth Initiative program as the police department's primary representative.
- The department continues to be involved in instruction at CMU and the Western Colorado Peace Officers Academy.

### **2020 GOALS**

- Fill existing vacancies in the department and retain existing employees.
- Maintain high level of community trust and collaboration

### **PERFORMANCE MEASURES**

- Develop, establish, and maintain a visible volunteer presence in the community. Expected outcome(s): increased Police Department presence in the community and increased public satisfaction with police services.

# Public Safety Department Administration

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## **2020 BUDGET HIGHLIGHTS**

- The capital equipment budget of \$9,300 includes door security hardware and handheld radios.

# Public Safety Department

## Administration

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-421-60-4111	Salaries, Civilian	69,218	71,809	74,300	74,300	80,350	8%
110-421-60-4112	Salaries, Officers	159,829	156,390	163,000	163,000	173,550	6%
110-421-60-4120	Part Time	12,565	-	-	-	-	N/A
110-421-60-4125	Contract Labor	-	-	-	-	-	N/A
110-421-60-4130	Overtime	-	-	1,000	1,000	600	-40%
		241,612	228,199	238,300	238,300	254,500	7%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-421-60-4210	Health Insurance	59,472	60,239	63,800	63,800	65,250	2%
110-421-60-4220	FICA Payroll Expense	4,883	4,272	4,700	4,700	5,050	7%
110-421-60-4221	Medicare Payroll Expense	3,435	3,247	3,500	3,500	3,700	6%
110-421-60-4222	FPPA Death & Disability Insura	2,087	2,101	2,300	2,300	2,450	7%
110-421-60-4230	Retirement Contribution	3,115	3,186	3,400	3,400	3,650	7%
110-421-60-4231	Police Pension Payroll Expense	19,560	19,423	20,400	20,400	21,700	6%
110-421-60-4250	Unemployment Insurance	725	685	950	950	800	-16%
110-421-60-4260	Workers Compensation Insurance	5,650	4,749	5,800	4,000	4,600	-21%
		98,927	97,902	104,850	103,050	107,200	2%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-421-60-4310	Professional Development	2,095	4,696	4,725	4,725	4,725	0%
		2,095	4,696	4,725	4,725	4,725	0%
<b>PURCHASED PROPERTY SERVICES</b>							
110-421-60-4430	Service Contracts	12,647	22,583	26,575	26,575	28,050	6%
110-421-60-4435	Fleet Maintenance Charges	52,740	61,000	61,600	61,600	71,800	17%
110-421-60-4436	Vehicle Repair & Maintenance	-	207	-	-	-	N/A
		65,387	83,790	88,175	88,175	99,850	13%
<b>OTHER PURCHASED SERVICES</b>							
110-421-60-4530	Telephone and Fiber	28,714	31,356	32,400	32,400	31,100	-4%
		28,714	31,356	32,400	32,400	31,100	-4%
<b>SUPPLIES</b>							
110-421-60-4610	Office Supplies	4,654	3,221	6,000	6,000	5,250	-13%
110-421-60-4611	Postage	971	715	800	800	800	0%
110-421-60-4612	Supplies and Equipment	-	-	-	-	-	N/A
110-421-60-4626	Fuel	20,227	28,419	29,000	29,000	29,000	0%
110-421-60-4630	Meeting/Appreciation Supplies	-	-	-	-	750	N/A
		25,852	32,355	35,800	35,800	35,800	0%
<b>CAPITAL</b>							
110-421-60-4720	Construction	-	-	-	-	-	N/A
110-421-60-4742	Mobile Equipment	173,794	132,996	136,000	136,000	-	-100%
110-421-60-4743	Furniture and Equipment	-	-	-	8,300	-	N/A
110-421-60-4744	Computer Equipment	-	26,359	-	-	9,300	N/A
		173,794	159,355	136,000	144,300	9,300	-93%
<b>TOTAL EXPENDITURES</b>		<b>636,381</b>	<b>637,653</b>	<b>640,250</b>	<b>646,750</b>	<b>542,475</b>	<b>-15%</b>

# Public Safety Department

## School Resource Officer

<b>EXPENDITURES</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 68,667	\$ 93,528	\$ 100,400	\$ 100,400	\$ 96,050	-4%
Personnel Services, Benefits	35,131	42,764	48,350	47,350	46,700	-3%
Purchased Professional Services	-	1,848	2,500	2,500	2,500	0%
Purchased Property Services	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	N/A
Operating Expenses	\$ 103,798	\$ 138,140	\$ 151,250	\$ 150,250	\$ 145,250	-4%
Capital	-	-	-	-	-	N/A
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 103,798</b>	<b>\$ 138,140</b>	<b>\$ 151,250</b>	<b>\$ 150,250</b>	<b>\$ 145,250</b>	<b>-4%</b>

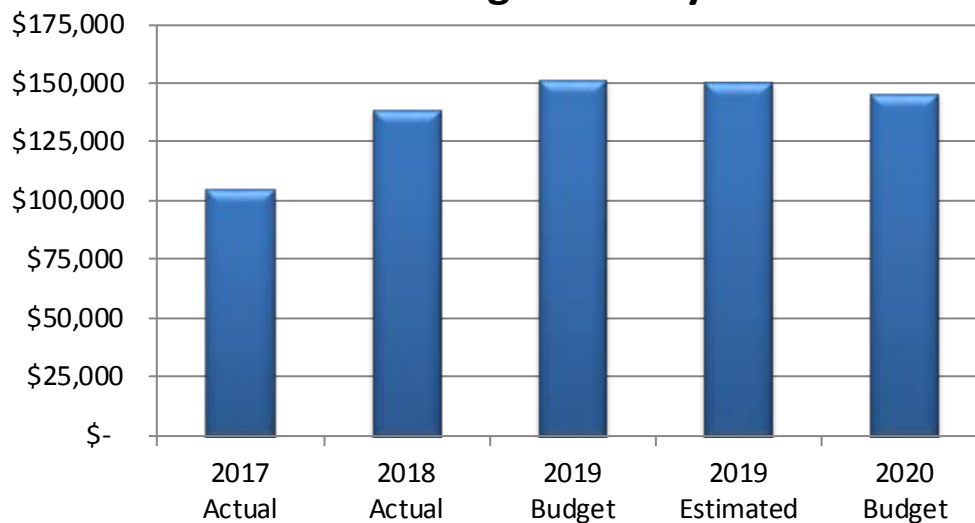
### **MISSION**

The purpose of the SRO program is to build relationships with young people in our community while increasing the safety of our schools and our students. The program allows students and District 51 administrators to interact with officers in a meaningful way.

The division consists of two full time SROs whose responsibilities include overseeing all public schools in the city: Shelledy Elementary, Rimrock Elementary, Fruita Middle School, the Fruita 8/9 School, and Fruita Monument High School.

The SROs attend Crisis Team meetings, safety meetings, coordinate various safety drills, handle calls for service, and assist patrol with in progress calls when available. During the summer months, the SROs are assigned to support patrol and/or assigned to special assignments.

### **Budget History**



# Public Safety Department

## School Resource Officer

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### **RESPONSIBILITIES**

- Continue to provide a police presence in and around the schools for improved safety and better communication with staff, students, and parents.
- Continue to work with the Patrol Division to increase police presence at the schools.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Due to officer vacancies, the SROs were needed to assist in filling patrol shifts. Even with this they maintained a strong presence in the schools.
- The SROs, Chief, and Lieutenant participated in several meetings/discussions with other key stakeholders regarding response to school incidents.
- The SROs collaborated with School District officials regarding the building of a new elementary school and a major remodel of Fruita Monument High School.

### **2020 GOALS**

- Monitor our partnership with the School District and District 51 security staff.
- Coordinate with patrol to participate in safety drills.
- Work with School District 51 officials to prepare for the opening of the new elementary school.

### **PERFORMANCE MEASURES**

- School Resource Officers will conduct no less than one training/safety walk-through with all patrol officers in each school during the school year. Expected outcome(s): better familiarity with area schools and safety procedures and increased capacity to respond to incidents.

### **2020 BUDGET HIGHLIGHTS**

- There are no significant changes in the 2020 Budget.

# Public Safety Department

## School Resource Officer

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-421-61-4112	Salaries, Officers	62,391	85,456	92,000	92,000	87,050	-5%
110-421-61-4120	Salaries, Part time	-	-	-	-	-	N/A
110-421-61-4130	Overtime	6,276	8,072	8,400	8,400	9,000	7%
		68,667	93,528	100,400	100,400	96,050	-4%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-421-61-4210	Health Insurance	22,061	26,619	30,200	30,200	30,400	1%
110-421-61-4221	Medicare Payroll Expense	940	1,311	1,500	1,500	1,400	-7%
110-421-61-4222	FPPA Death & Disability Insurance	825	1,110	1,250	1,250	1,200	-4%
110-421-61-4230	Retirement Contribution	-	-	-	-	-	N/A
110-421-61-4231	Police Pension Payroll Expense	7,799	10,569	11,500	11,500	10,900	-5%
110-421-61-4250	Unemployment Insurance	206	281	400	400	300	-25%
110-421-61-4260	Workers Compensation Insurance	3,300	2,874	3,500	2,500	2,500	-29%
		35,131	42,764	48,350	47,350	46,700	-3%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-421-61-4310	Professional Development	-	1,848	2,500	2,500	2,500	0%
		-	1,848	2,500	2,500	2,500	0%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-421-61-4430	Service Contracts	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>SUPPLIES</u></b>							
110-421-61-4626	Fuel	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>CAPITAL</u></b>							
110-421-61-4743	Furniture and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>SPECIAL PROJECTS</u></b>							
110-421-61-4848	Cops and Kids Program	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>		<b>103,798</b>	<b>138,140</b>	<b>151,250</b>	<b>150,250</b>	<b>145,250</b>	<b>-4%</b>



# Public Safety Department

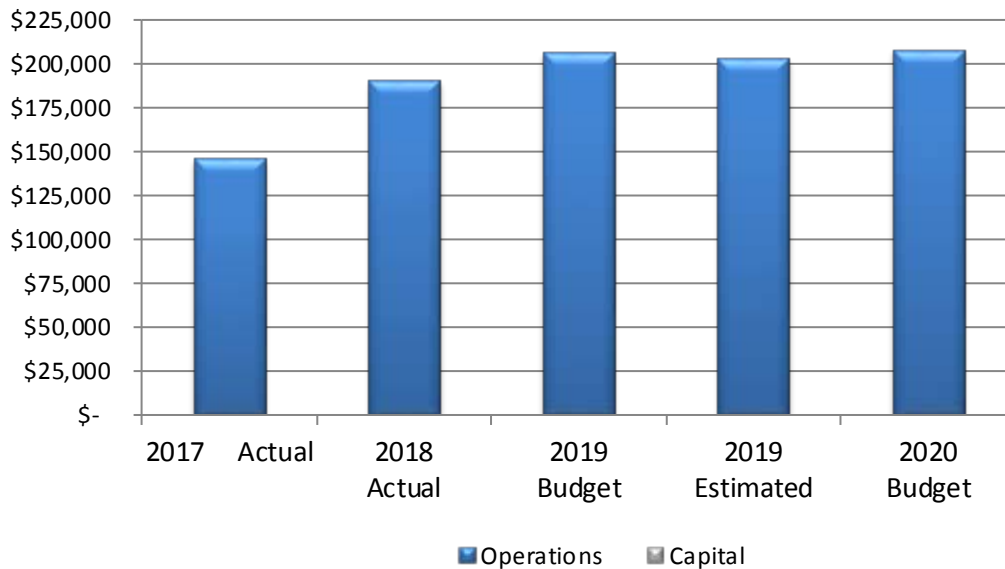
## Investigations

<b>EXPENDITURES</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 100,773	\$ 135,266	\$ 142,400	\$ 140,500	\$ 143,000	0%
Personnel Services, Benefits	35,680	46,647	52,750	51,050	53,325	1%
Purchased Professional Services	1,071	2,210	2,500	2,500	2,500	0%
Supplies	7,739	5,593	8,000	8,000	8,000	0%
Operating Expenses	\$ 145,263	\$ 189,716	\$ 205,650	\$ 202,050	\$ 206,825	1%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 145,263</b>	<b>\$ 189,716</b>	<b>\$ 205,650</b>	<b>\$ 202,050</b>	<b>\$ 206,825</b>	<b>1%</b>

### MISSION

This division comprises two detectives who handle all major/complex crimes, to include financial crimes, sex offenses, felony property crimes, crimes against persons, suspicious death investigations, child abuse, and any reported offense requiring investigative expertise or comprehensive follow-up.

### Budget History



# Public Safety Department

## Investigations

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### **RESPONSIBILITIES**

- Continue tracking registered sex offenders, parolees, and known career criminals.
- Continue participation with the Western Colorado Auto Theft Task Force to plan operations within the City of Fruita to reduce automobile, motorcycle, bicycle, and equipment thefts.

### **PRIOR YEAR ACCOMPLISHMENTS**

- One detective attended the Colorado Association of Sex Crimes Investigators conference, and a detective and the Lieutenant attended monthly seminars pertaining to child abuse/sex crimes training and peer review hosted by the Western Slope Center for Children.
- Detectives assisted in the investigation of several significant crimes including several armed robberies and burglaries. One detective assisted the Critical Incident Team with officer involved shooting investigations.
- One Detective continued to work with the Records Division tracking Sex Offender registration and compliance. This continues to be a challenge, as the number of sex offenders registering with our department is steadily increasing.

### **2020 GOALS**

- Plan, research, and conduct community informational seminar(s) on crime trends occurring in the city, for example; fraud (seniors), sex crimes involving teens, and prescription drug diversion.
- Track crime patterns and organize proactive strategies. This includes maintaining involvement with regional investigators to share and analyze criminal activity that crosses jurisdictional boundaries.

### **PERFORMANCE MEASURES**

- Clear 90% of cases within 30 days. Expected outcome(s): increased public satisfaction with criminal investigations.

### **2020 BUDGET HIGHLIGHTS**

- There are no significant changes in the 2020 Budget.

# Public Safety Department

## Investigations

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-421-62-4112	Salaries, Officers	96,355	130,878	133,500	133,500	134,100	0%
110-421-62-4130	Overtime	4,418	4,388	8,900	7,000	8,900	0%
		100,773	135,266	142,400	140,500	143,000	0%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-421-62-4210	Health Insurance	17,315	23,326	26,600	26,600	28,500	7%
110-421-62-4221	Medicare Payroll Expense	1,423	1,914	2,100	2,100	2,100	0%
110-421-62-4222	FPPA Death & Disability Insurance	387	798	1,750	1,750	1,750	0%
110-421-62-4230	Retirement Contribution	-	-	-	-	-	N/A
110-421-62-4231	Police Pension Payroll Expense	11,803	16,234	16,700	16,700	16,800	1%
110-421-62-4250	Unemployment Insurance	302	406	600	600	450	-25%
110-421-62-4260	Workers Compensation Insurance	4,450	3,969	5,000	3,300	3,725	-26%
		35,680	46,647	52,750	51,050	53,325	1%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-421-62-4310	Professional Development	1,071	2,210	2,500	2,500	2,500	0%
		1,071	2,210	2,500	2,500	2,500	0%
<b>SUPPLIES</b>							
110-421-62-4612	Supplies and Equipment	7,739	5,593	8,000	8,000	8,000	0%
110-421-62-4661	Uniforms and Safety Equipment	-	-	-	-	-	N/A
		7,739	5,593	8,000	8,000	8,000	0%
<b>CAPITAL</b>							
110-421-62-4743	Furniture and Equipment	-	-	-	-	-	N/A
110-421-62-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>		<b>145,263</b>	<b>189,716</b>	<b>205,650</b>	<b>202,050</b>	<b>206,825</b>	<b>1%</b>

# Public Safety Department

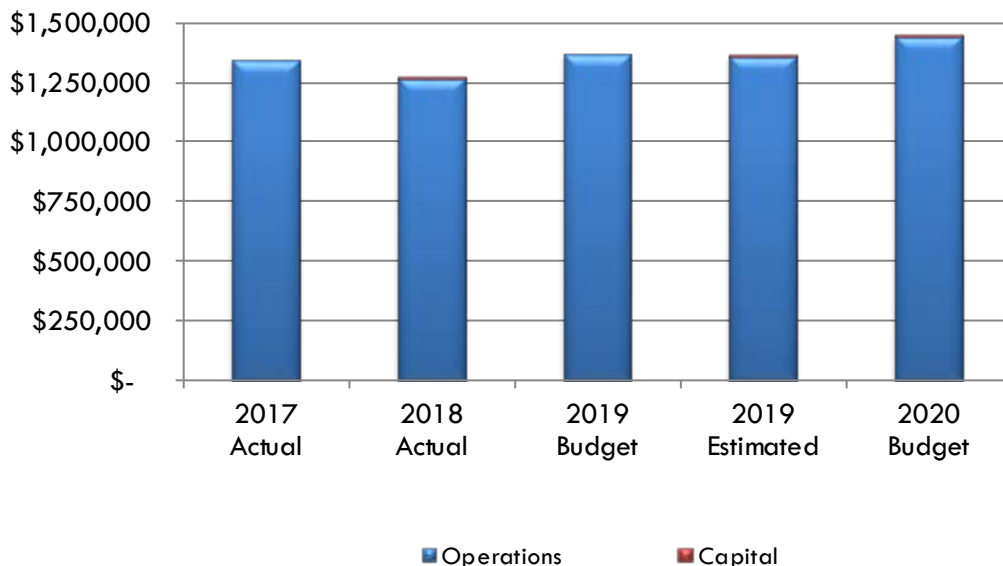
## Traffic and Patrol

<b>EXPENDITURES</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 724,763	\$ 689,231	\$ 734,950	\$ 734,950	\$ 759,500	3%
Personnel Services, Benefits	302,712	282,423	314,475	305,875	330,650	5%
Purchased Professional Services	6,338	3,690	10,800	10,800	10,800	0%
Other Purchased Services	287,593	263,558	272,000	272,000	310,500	14%
Supplies	21,172	27,889	35,550	35,875	31,400	-1.2%
Operating Expenses	\$1,342,578	\$1,266,791	\$1,367,775	\$1,359,500	\$1,442,850	5%
Capital	-	1,084	-	1,150	3,000	N/A
<b>Total Expense</b>	<b>\$ 1,342,578</b>	<b>\$ 1,267,875</b>	<b>\$ 1,367,775</b>	<b>\$ 1,360,650</b>	<b>\$ 1,445,850</b>	<b>6%</b>

### MISSION

The patrol division consists of two Sergeants, two Corporals and ten Officers, including one K-9 Handler. The responsibilities of the division include all aspects of law enforcement and community relations. Officers handle calls for service generated through the Grand Junction Regional Communications Center as well as self initiated activity, community policing projects, crime prevention, and assistance to the School Resource Officers.

### Budget History



# Public Safety Department

## Traffic and Patrol

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### **RESPONSIBILITIES**

- The patrol division is the most visible section of the police department with the greatest potential to impact our community. The priority of the division is to provide professional services, with respect and empathy, while focusing on the overall safety of our citizens and the city.
- Promote individual policing projects that engage officers with the community through non-enforcement activities.

### **PRIOR YEAR ACCOMPLISHMENTS**

- All officers are encouraged to work on a community policing project of their choosing involving community interaction which is not enforcement related. Some of the projects have become an institutional part of the police department. For example, the *Junior Citizens Police Academy* and the *Bike Rodeo* are events which have been in existence for 7+ years. The bike rodeo is a collaborative project done with the Fruita Community Center. One of our patrol Sergeants worked with CSP on the *Cops and Cars* car show and presented several “Response to Active Shooter” training classes to area businesses. Other projects included National Night Out, a bike registration program, and teaching at CMU and the POST Academy.
- Addressing mental health issues is one of the greatest challenges facing law enforcement nationwide and Fruita is no different. Our officers have done an outstanding job helping individuals, coordinating with *Adult Protective Services*, *Mind Springs*, and the courts, working to find the best possible solution to a problem that is actually a complex social issue.
- The State of Colorado now requires police officers to attend a specified amount of training on specific subject matter. This year, all officers attended training on Firearms, Defensive Tactics, De-escalation, Community Policing and Driving.
- The department has two officers attending various Universities in the state, working towards a Bachelor’s Degree.

### **2020 GOALS**

- Continue supporting CMU-WCCC Police Academy through teaching and training opportunities, providing job enrichment for officers and recruitment opportunities.
- Continue specialized and POST training for skills, supervisory potential, and increased levels of expertise in the Patrol division.
- Track crime patterns and organize proactive strategies. Train officers in intelligence-lead policing strategies to increase problem-oriented proactive policing.

# Public Safety Department

## Traffic and Patrol

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### **PERFORMANCE MEASURES**

- Increase outreach, engagement, and education activities by 10%. Expected outcome(s): increased visibility in neighborhoods and increased public satisfaction with police services.
- Increase time spent in Strategic Traffic Enforcement Program (STEP) areas by 10%. Expected outcome(s): decreased motor vehicle crashes, increased traffic safety, and increased public satisfaction with traffic enforcement efforts.

### **2020 BUDGET HIGHLIGHTS**

Significant changes in the 2020 Budget include:

- A 14% increase in 911 Dispatch charges of \$38,500.
- Capital equipment purchases to include the purchase of 2 tasers (\$3,000).

# Public Safety Department

## Traffic and Patrol

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-421-64-4112	Salaries, Officers	673,729	636,339	684,950	684,950	704,800	3%
110-421-64-4120	Part Time	-	-	-	-	-	N/A
110-421-64-4130	Overtime	51,034	52,892	50,000	50,000	54,700	9%
		724,763	689,231	734,950	734,950	759,500	3%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-421-64-4210	Health Insurance	175,159	164,869	180,600	180,600	200,100	11%
110-421-64-4220	FICA Payroll Expense	-	-	-	-	-	N/A
110-421-64-4221	Medicare Payroll Expense	10,327	9,817	10,700	10,700	11,050	3%
110-421-64-4222	FPPA Death & Disability	6,836	6,305	9,000	9,000	9,350	4%
110-421-64-4230	Retirement Contribution	-	-	-	-	-	N/A
110-421-64-4231	Police Pension	83,616	78,638	85,625	85,625	88,100	3%
110-421-64-4250	Unemployment Insurance	2,174	2,068	2,950	2,950	2,300	-22%
110-421-64-4260	Workers Compensation Ins	24,600	20,726	25,600	17,000	19,750	-23%
		302,712	282,423	314,475	305,875	330,650	5%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-421-64-4310	Professional Development	6,338	3,690	10,800	10,800	10,800	0%
110-421-64-4375	Moving Expenses	-	-	-	-	-	N/A
		6,338	3,690	10,800	10,800	10,800	0%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-421-64-4535	Dispatch Center	287,593	263,558	272,000	272,000	310,500	14%
110-421-64-4541	K-9 Services	-	-	-	-	-	N/A
		287,593	263,558	272,000	272,000	310,500	14%
<b><u>SUPPLIES</u></b>							
110-421-64-4612	Supplies and Equipment	4,507	5,289	10,000	10,000	7,000	-30%
110-421-64-4615	Ammunition	3,651	6,145	6,550	8,025	6,550	0%
110-421-64-4661	Uniforms and Safety Equipment	13,014	16,455	19,000	17,850	17,850	-6%
		21,172	27,889	35,550	35,875	31,400	-12%
<b><u>CAPITAL</u></b>							
110-421-64-4742	Mobile Equipment	-	-	-	-	-	N/A
110-421-64-4743	Furniture and Equipment	-	1,084	-	1,150	3,000	N/A
110-421-64-4744	Computer Equipment	-	-	-	-	-	N/A
		-	1,084	-	1,150	3,000	N/A
<b>TOTAL EXPENDITURES</b>		<b>1,342,578</b>	<b>1,267,875</b>	<b>1,367,775</b>	<b>1,360,650</b>	<b>1,445,850</b>	<b>6%</b>

# Public Safety Department

## Police Support Services

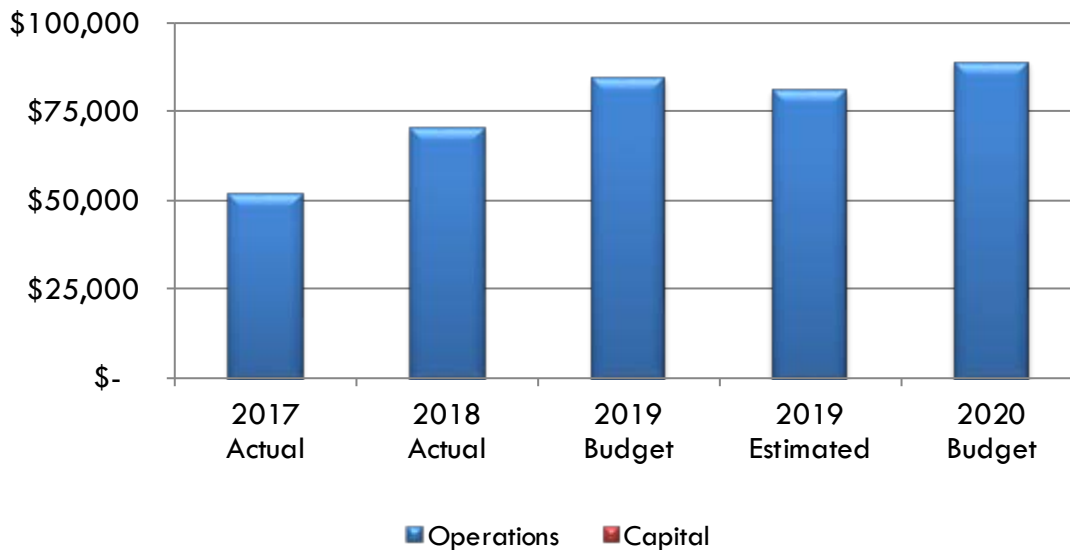
<b>EXPENDITURES</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 39,500	\$ 52,980	\$ 58,900	\$ 58,900	\$ 62,400	6%
Personnel Services, Benefits	7,288	14,500	16,150	16,150	17,050	6%
Purchased Professional Services	1,143	843	1,500	1,500	1,500	0%
Purchased Property Services	-	-	300	300	300	0%
Other Purchased Services	3,683	1,422	6,800	3,000	6,800	0%
Supplies	74	146	700	700	700	0%
Operating Expenses	\$ 51,688	\$ 69,891	\$ 84,350	\$ 80,550	\$ 88,750	5%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 51,688</b>	<b>\$ 69,891</b>	<b>\$ 84,350</b>	<b>\$ 80,550</b>	<b>\$ 88,750</b>	<b>5%</b>

### MISSION

This division comprises one full time Animal Control Officer/Police Service Technician (PST) and one part-time Evidence Technician. The primary duties of the Animal Control Officer/PST are to handle calls for service regarding pets, livestock, and occasionally, wildlife. This position also assists with evidence/property room duties. If available, the PST will handle various calls for service not requiring a police officer.

The Evidence Technician handles evidence duties exclusively. This includes managing the property/evidence facility and as well as property and evidence submitted for retention and processing.

### Budget History





# Public Safety Department

## Police Support Services

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### **RESPONSIBILITIES**

- Provide quality animal services to the citizens of Fruita, with an emphasis on finding long term solutions for chronic nuisance problems. In addition, we will continue our cooperative efforts with Mesa County Animal Services.
- Continue to educate staff and improve on best practices for evidence submission, retention, and storage.

### **PRIOR YEAR ACCOMPLISHMENTS**

- The Police Records section was recognized throughout the year for submitting error-free crime reporting statistics through the National Incident Based Reporting Systems (NIBRS).
- The Animal Control officer collaborated with numerous local entities such as local veterinarians, animal shelters, citizens, and Mesa County Animal Control to attempt to address issues such as feral cats and caring for injured unclaimed animals.
- An outside audit, conducted annually, of the evidence section showed compliance with best practices of evidence and property handling and storage.

### **2020 GOALS**

- Find opportunities for volunteers to assist with the duties associated with police support services.
- Develop a policy and action plan on dealing with feral cats within the city.

### **PERFORMANCE MEASURES**

- Maintain 100% compliance on NBRS audits. Expected outcome(s): continued reliability of crime statistics for crime analysis and strategic policing.
- Develop and implement a policy and action plan for feral cats. Expected outcome(s): improved public satisfactions with City of Fruita Animal Control Services.

### **2020 BUDGET HIGHLIGHTS**

- There are no significant changes in the 2020 Budget.

# Public Safety Department

## Police Support Services

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-421-65-4111	Salaries, Civilian	14,335	38,951	40,300	40,300	43,800	9%
110-421-65-4120	Salaries, Part time	25,042	13,269	17,850	17,850	17,600	-1%
110-421-65-4130	Overtime	123	760	750	750	1,000	33%
		39,500	52,980	58,900	58,900	62,400	6%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-421-65-4210	Health Insurance	2,340	7,059	8,000	8,000	8,500	6%
110-421-65-4220	FICA Payroll Expense	2,488	3,331	3,650	3,650	3,900	7%
110-421-65-4221	Medicare Payroll Expense	582	779	850	850	950	12%
110-421-65-4230	Retirement Contribution	1,284	2,318	2,650	2,650	2,850	8%
110-421-65-4250	Unemployment Insurance	119	159	250	250	200	-20%
110-421-65-4260	Workers Compensation Insurance	475	854	750	750	650	-13%
		7,288	14,500	16,150	16,150	17,050	6%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-421-65-4310	Professional Development	1,143	843	1,500	1,500	1,500	0%
		1,143	843	1,500	1,500	1,500	0%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-421-65-4430	Service Contracts	-	-	300	300	300	0%
		-	-	300	300	300	0%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-421-65-4540	Animal Control Services	3,683	1,422	6,800	3,000	6,800	0%
		3,683	1,422	6,800	3,000	6,800	0%
<b><u>SUPPLIES</u></b>							
110-421-65-4612	Supplies and Equipment	74	146	300	300	300	0%
110-421-65-4661	Uniforms and Safety Equipment	-	-	400	400	400	0%
		74	146	700	700	700	0%
<b><u>CAPITAL</u></b>							
110-421-65-4742	Mobile Equipment	-	-	-	-	-	N/A
110-421-65-4743	Furniture and Equipment	-	-	-	-	-	N/A
110-421-65-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>		<b>51,688</b>	<b>69,891</b>	<b>84,350</b>	<b>80,550</b>	<b>88,750</b>	<b>5%</b>

# Public Works Department

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# Public Works Department

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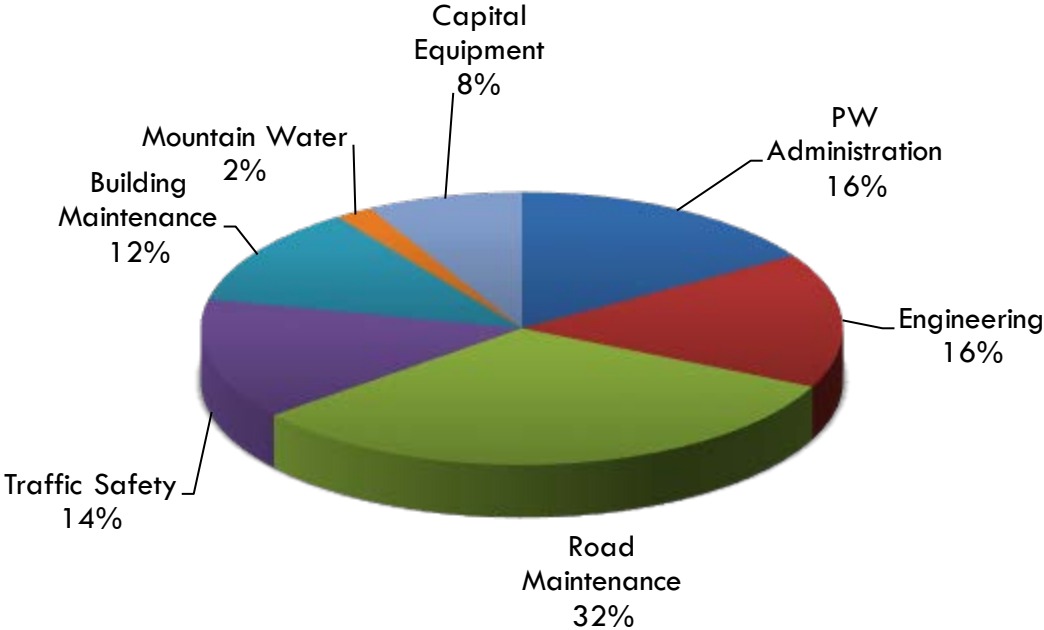
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# Public Works Department

<b>Expenses by Program</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Administration	\$ 288,182	\$ 283,588	\$ 340,000	\$ 340,000	\$ 343,375	1%
Engineering	281,804	286,025	310,850	310,525	342,300	10%
Road Maintenance	348,413	592,884	489,200	486,825	684,700	40%
Traffic Safety	292,714	263,116	301,350	300,450	308,125	2%
Building Maintenance	215,029	211,279	242,250	238,150	252,850	4%
Mountain Water	24,747	30,808	34,125	33,975	40,450	19%
Operating Expenses	\$1,450,889	\$1,667,700	\$1,717,775	\$1,709,925	\$1,971,800	15%
Capital	136,746	17,779	144,800	150,700	168,300	16%
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 1,587,635</b>	<b>\$ 1,685,479</b>	<b>\$ 1,862,575</b>	<b>\$ 1,860,625</b>	<b>\$ 2,140,100</b>	<b>15%</b>

The Public Works Department provides for the maintenance and preservation of city streets, the safe and effective circulation of vehicular and pedestrian traffic, maintenance and preservation of the City’s mountain water reservoirs, pipeline and water rights, and maintenance and upkeep of city owned buildings.

## Public Works Department Programs

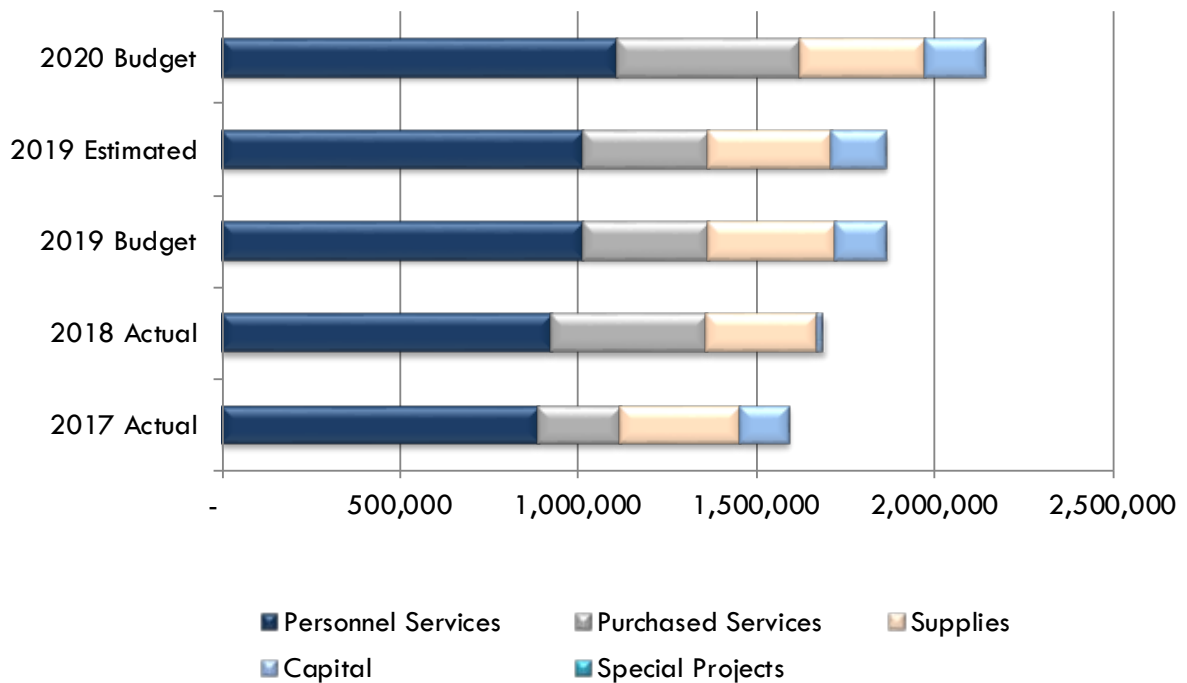


# Public Works Department

## Expenses by Type

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
Personnel Services	\$ 885,895	\$ 922,771	\$1,015,625	\$1,010,775	\$1,109,625	9%
Purchased Services	230,412	436,449	349,400	351,825	508,975	46%
Supplies	334,583	308,476	352,750	347,325	353,200	0%
Operating Expenses	\$1,450,890	\$1,667,696	\$1,717,775	\$1,709,925	\$1,971,800	15%
Capital	136,746	17,779	144,800	150,700	168,300	16%
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 1,587,636</b>	<b>\$ 1,685,475</b>	<b>\$ 1,862,575</b>	<b>\$ 1,860,625</b>	<b>\$ 2,140,100</b>	<b>15%</b>

## Budget History



# Public Works Department

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## **Factors Affecting Expenses**

- Overall expenses of the Public Works Department of \$2.14 million are budgeted to increase 15% from the \$1.86 million budgeted in 2019.
- Personnel costs are budgeted to increase 11% in 2020 and benefits and taxes are budgeted to increase 5%. This is a result of salary and wage increases and health insurance costs.
- Purchased property services are budgeted to increase 49%. This increase is due to 2020 being an on-cycle year for the chip seal program resulting in \$160,000 in chip seal expenses in 2020.
- Capital equipment expenditures of \$168,300 are budgeted to increase 16% and reflects annual changes in capital equipment needs in the Department. Capital equipment expenses include the following:
  - Replacement Equipment- \$114,000
    - Administration Truck (replaces Unit #4001) - \$38,000
    - Road Maintenance Truck (replaces Unit #7022) - \$38,000
    - Building Maintenance Truck (replaces Unit #1012) - \$38,000
  - New Capital - \$54,300
    - Civic Center Improvements (carpet and paint for the exterior fascia/trim) - \$23,000
    - New Water Tank (Unit #4014) - \$26,000
    - Welding Shop Electrical Panel - \$1,800
    - Traffic Counter - \$3,500

## **Personnel**

The following chart shows staffing levels for the various programs in the Public Works Department.

# Public Works Department

<b>PUBLIC WORKS (GENERAL FUND) FUND STAFFING CHART</b>				
<b>Hours</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Engineering</b>				
Full time employees	6,295	6,466	6,240	6,240
Part time employees	-	305	480	480
Overtime	-	-	-	-
<i>Subtotal</i>	6,295	6,771	6,720	6,720
<b>Public Works Administration</b>				
Full time employees	4,318	3,065	3,027	3,027
Part time employees	-	-	-	-
Overtime	1	-	-	-
<i>Subtotal</i>	4,319	3,065	3,027	3,027
<b>Road Maintenance</b>				
Full time employees	8,148	10,281	10,280	10,626
Part time employees	1,770	1,943	2,600	2,600
Overtime	65	205	310	355
<i>Subtotal</i>	9,983	12,429	13,190	13,581
<b>Traffic Safety</b>				
Full time employees	1,888	1,731	1,795	1,820
Part time employees	264	540	520	520
Overtime	200	45	85	70
<i>Subtotal</i>	2,352	2,316	2,400	2,410
<b>Building Maintenance</b>				
Full time employees	3,680	2,912	2,875	2,880
Part time employees	349	1,249	1,768	1,770
Overtime	36	60	110	95
<i>Subtotal</i>	4,065	4,221	4,753	4,745
<b>Mountain Water</b>				
Full time employees	713	1,143	1,120	1,145
Part time employees	108	-	-	-
Overtime	8	26	-	30
<i>Subtotal</i>	829	1,169	1,120	1,175
<b>Total Public Works</b>				
Full time employees	25,042	25,598	25,337	25,738
Part time employees	2,491	4,037	5,368	5,370
Overtime	310	336	505	550
<b>Total Hours</b>	<b>27,843</b>	<b>29,971</b>	<b>31,210</b>	<b>31,658</b>
<b>Total FTE Equivalent</b>	<b>13.39</b>	<b>14.41</b>	<b>15.00</b>	<b>15.22</b>



# Public Works Department

## Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4111	Salaries, Engineering	189,830	194,433	202,300	202,300	225,000	11%
4113	Salaries, Public Works	398,517	409,442	428,400	428,400	469,900	10%
4120	Part Time	36,625	50,844	70,400	70,400	82,500	17%
4130	Overtime	8,805	10,205	15,650	15,650	18,700	19%
		633,777	664,924	716,750	716,750	796,100	11%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	156,844	157,578	186,450	186,450	191,750	3%
4220	FICA Payroll Expense	38,190	40,126	44,500	44,500	49,525	11%
4221	Medicare Payroll Expense	8,931	9,384	10,500	10,500	11,650	11%
4230	Retirement Contribution	26,726	26,904	29,150	29,150	32,150	10%
4250	Unemployment Insurance	1,902	1,995	3,000	3,000	2,500	-17%
4260	Workers Compensation Insurance	19,525	21,860	25,275	20,425	25,950	3%
		252,118	257,847	298,875	294,025	313,525	5%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	5,405	8,215	12,200	12,200	12,200	0%
4330	Legal Fees	-	-	-	-	-	N/A
4335	Engineering	2,175	350	5,000	5,000	5,000	0%
		7,580	8,565	17,200	17,200	17,200	0%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4426	Water Line Repair	2,669	1,248	750	750	750	0%
4427	Reservoir Maintenance	120	-	1,250	1,250	1,250	0%
4430	Service Contracts	38,745	43,936	55,450	57,875	57,950	5%
4435	Fleet Maintenance Charges	104,272	130,239	171,600	171,600	165,775	-3%
4440	Building Maintenance	15,396	23,239	17,500	17,500	18,000	3%
4442	Equipment Rental	-	368	1,750	1,750	4,250	143%
4450	Road Repair & Maintenance	55,536	67,149	70,000	70,000	70,000	0%
4451	Chipsealing and Patching	-	154,696	-	-	160,000	N/A
4452	Drainage	1,920	2,143	3,500	3,500	3,500	0%
4453	Street Light Repair & Maint.	-	-	3,000	3,000	3,000	0%
		218,658	423,018	324,800	327,225	484,475	49%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4530	Telephone	4,174	4,866	6,650	6,650	6,650	0%
4550	Printing	-	-	750	750	750	0%
4551	Publishing	-	-	-	-	-	N/A
		4,174	4,866	7,400	7,400	7,400	0%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	3,834	3,196	3,500	3,500	3,500	0%
4611	Postage	-	-	100	100	100	0%
4612	Supplies and Tools	24,013	18,440	27,250	27,250	27,250	0%
4620	Utilities	71,771	74,550	78,000	75,000	78,000	0%
4621	Street Lighting	176,147	159,578	168,000	168,000	168,000	0%
4626	Fuel	24,115	30,697	33,500	34,000	33,500	0%
4641	Snow and Ice Removal	9,681	4,312	10,000	10,000	10,000	0%
4642	Signs and Paint	18,243	12,967	20,750	18,325	20,750	0%

# Public Works Department

<b>Expenses</b>		<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>	<b>%</b>
<b>Account</b>	<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>	<b>Chg.</b>
<b><u>SUPPLIES (continued)</u></b>							
4651	Weed Control	3,602	1,200	4,000	4,000	4,000	0%
4661	Uniforms	3,043	3,249	5,650	5,150	6,000	6%
4662	Safety Equipment	134	287	2,000	2,000	2,000	0%
		<b>334,583</b>	<b>308,476</b>	<b>352,750</b>	<b>347,325</b>	<b>353,100</b>	<b>0%</b>
<b><u>CAPITAL</u></b>							
4742	Mobile Equipment	134,010	-	129,800	132,100	114,000	-12%
4743	Furniture and Equipment	2,736	17,779	15,000	18,600	54,300	262%
4744	Computer Equipment	-	-	-	-	-	N/A
		<b>136,746</b>	<b>17,779</b>	<b>144,800</b>	<b>150,700</b>	<b>168,300</b>	<b>16%</b>
<b><u>SPECIAL PROJECTS</u></b>							
4822	Electrical and HVAC Imp.	-	-	-	-	-	N/A
4825	US 6 Access Control Plan	-	-	-	-	-	N/A
		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>TOTAL PUBLIC WORKS EXPENDITURES</b>		<b>1,587,636</b>	<b>1,685,475</b>	<b>1,862,575</b>	<b>1,860,625</b>	<b>2,140,100</b>	<b>15%</b>

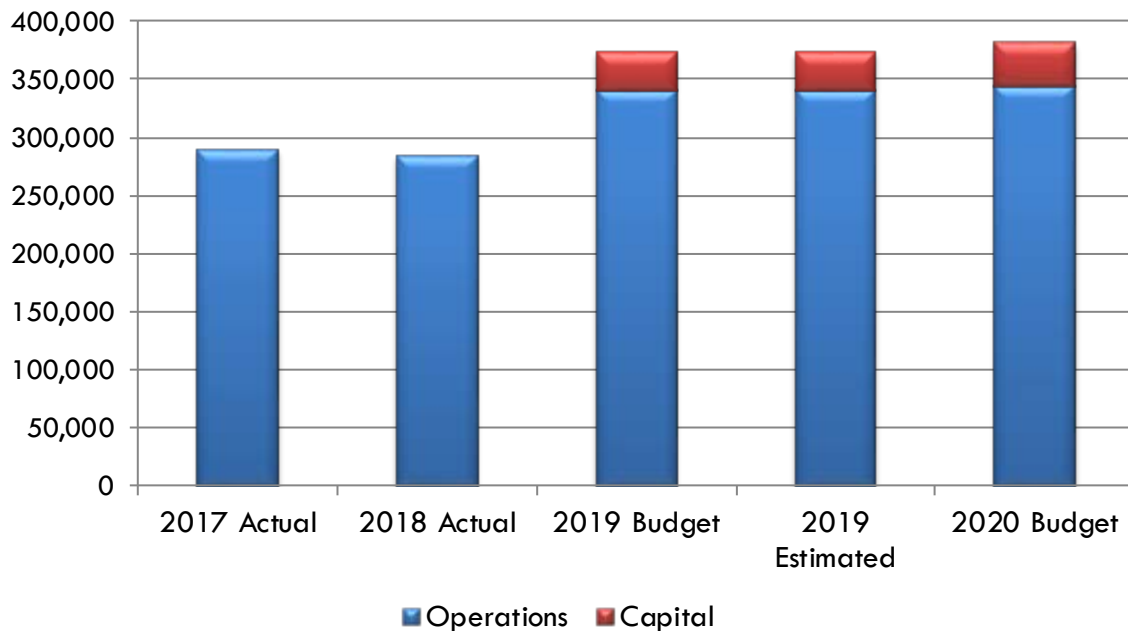
# Public Works Department Administration

<b>EXPENDITURES</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 122,770	\$ 93,897	\$ 97,500	\$ 97,500	\$ 102,000	5%
Personnel Services, Benefits	45,729	33,205	36,800	36,800	39,650	8%
Purchased Professional Services	4,383	5,676	8,200	8,200	8,200	0%
Purchased Property Services	106,992	141,586	184,350	184,350	180,025	-2%
Other Purchased Services	1,839	2,145	3,500	3,500	3,500	0%
Supplies	6,469	7,079	9,650	9,650	10,000	4%
Operating Expenses	\$ 288,182	\$ 283,588	\$ 340,000	\$ 340,000	\$ 343,375	1%
Capital	-	-	33,400	33,400	38,000	14%
<b>Total Expense</b>	<b>\$ 288,182</b>	<b>\$ 283,588</b>	<b>\$ 373,400</b>	<b>\$ 373,400</b>	<b>\$ 381,375</b>	<b>2%</b>

## MISSION

The Public Works Administration program is responsible for the overall operational and administrative functions of all Public Works programs that are funded through the General Fund. This includes coordination, planning, and management for the City's infrastructure. The division is responsible for coordinating and permitting all work within the right-of-way. This division manages the operations and budget for Public Works.

## Budget History



# Public Works Department

## Administration

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### **RESPONSIBILITIES**

- All the programs within the Public Works Department are dedicated to maintaining and improving the Quality of Place in Fruita by providing core services and essential infrastructure. The Public Works Administration oversees these programs to ensure the core services are provided safely and to maximize the use of available resources.
- The Public Works Administrations looks to continue to build upon monitoring asset management tools to assist in evaluating and prioritizing repair & maintenance operations for the City. This will include continuing to evaluate infrastructure inventories for streets and sidewalks, as well as more comprehensively identifying capital needs to meet the growing needs of the City.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Implemented work order system to optimize workflow operations and track allocation of resources.
- Assembled information for performance measurements already being utilized and identified key performance measurements to monitor related to providing high quality core services.

### **2020 GOALS**

- Support development and progression of staff through the implementation of revised pay plan and structure changes.
- Coordinate with Fleet Maintenance to evaluate vehicle and equipment utilization for each division to evaluate opportunities to improve operational efficiencies for each division.

### **PERFORMANCE MEASURES**

- Use the work order system to establish performance measures corresponding with the goals of the department.
- Reduce number of preventable vehicular accidents.

### **2020 BUDGET HIGHLIGHTS**

- The biggest change in Public Works administrative and other division budgets is an increase in staffing salaries and benefits necessary to implement the proposed pay plan.
- The 2020 budget includes \$38,000 to replace a pickup assigned to the Superintendent position.

# Public Works Department

## Administration

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-431-50-4113	Salaries, Public Works	122,751	93,897	97,500	97,500	102,000	5%
110-431-50-4120	Salaries, Part time	-	-	-	-	-	N/A
110-431-50-4130	Overtime	19	-	-	-	-	N/A
		122,770	93,897	97,500	97,500	102,000	5%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-431-50-4210	Health Insurance	30,189	20,578	23,900	23,900	25,650	7%
110-431-50-4220	FICA Payroll Expense	7,393	5,512	6,050	6,050	6,325	5%
110-431-50-4221	Medicare Payroll Expense	1,729	1,289	1,450	1,450	1,500	3%
110-431-50-4230	Retirement Contribution	5,524	4,185	4,400	4,400	4,600	5%
110-431-50-4250	Unemployment Insurance	369	282	400	400	325	-19%
110-431-50-4260	Workers Compensation Ins	525	1,359	600	600	1,250	108%
		45,729	33,205	36,800	36,800	39,650	8%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-431-50-4310	Professional Development	4,383	5,676	8,200	8,200	8,200	0%
		4,383	5,676	8,200	8,200	8,200	0%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-431-50-4430	Service Contracts	2,720	11,347	12,750	12,750	14,250	12%
110-431-50-4435	Fleet Maintenance Charges	104,272	130,239	171,600	171,600	165,775	-3%
		106,992	141,586	184,350	184,350	180,025	-2%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-431-50-4530	Telephone	1,839	2,145	3,500	3,500	3,500	0%
		1,839	2,145	3,500	3,500	3,500	0%
<b><u>SUPPLIES</u></b>							
110-431-50-4610	Office Supplies	2,717	1,997	2,000	2,000	2,000	0%
110-431-50-4626	Fuel	634	1,546	500	1,000	500	0%
110-431-50-4661	Uniforms	2,984	3,249	5,150	4,650	5,500	7%
110-431-50-4662	Safety Equipment	134	287	2,000	2,000	2,000	0%
		6,469	7,079	9,650	9,650	10,000	4%
<b><u>CAPITAL</u></b>							
110-431-50-4742	Mobile Equipment	-	-	33,400	33,400	38,000	14%
110-431-50-4743	Furniture and equipment	-	-	-	-	-	N/A
		-	-	33,400	33,400	38,000	14%
<b>TOTAL ROAD ADMINISTRATION</b>		<b>288,182</b>	<b>283,588</b>	<b>373,400</b>	<b>373,400</b>	<b>381,375</b>	<b>2%</b>

# Public Works Department

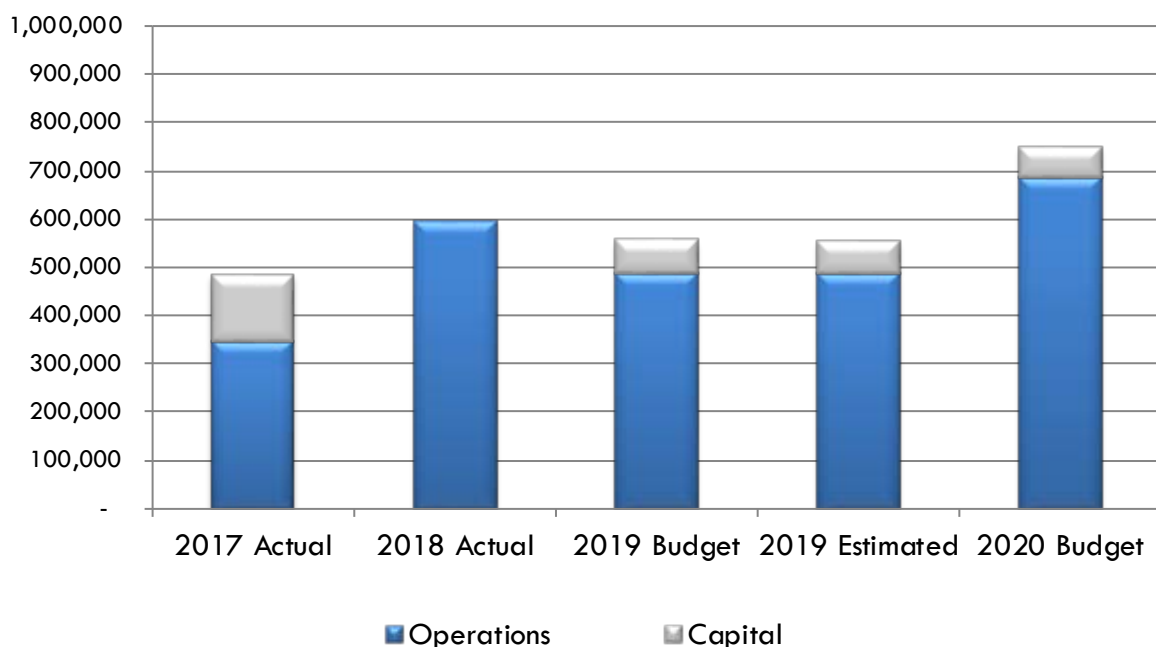
## Road Maintenance

<b>EXPENDITURES</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 186,252	\$ 238,776	\$ 260,550	\$ 260,550	\$ 295,450	13%
Personnel Services, Benefits	75,002	99,655	112,900	110,525	115,000	2%
Purchased Professional Services	-	-	-	-	-	N/A
Purchased Property Services	57,456	224,356	76,750	76,750	235,250	207%
Other Purchased Services	-	-	-	-	-	N/A
Supplies	29,703	30,097	39,000	39,000	39,000	0%
Operating Expenses	\$ 348,413	\$ 592,884	\$ 489,200	\$ 486,825	\$ 684,700	40%
Capital	136,746	-	68,400	68,400	64,000	-6%
<b>Total Expense</b>	<b>\$ 485,159</b>	<b>\$ 592,884</b>	<b>\$ 557,600</b>	<b>\$ 555,225</b>	<b>\$ 748,700</b>	<b>34%</b>

### MISSION

The Road Maintenance division is responsible for maintaining streets, sidewalks, bridges, and storm drains. These assets are critical components of the City's infrastructure and are maintained to extend the life expectancy of the transportation system. This includes routine maintenance activities such as asphalt patching, crack sealing, street sweeping, right-of-way weed control, and cleaning storm drainage systems. It also includes managing larger repair projects such as chip sealing and overlaying of streets.

### Budget History



# Public Works Department

## Road Maintenance

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### **RESPONSIBILITIES**

- Road Maintenance is a core service of the City that promotes the Quality of Place by providing efficient and safe transportation systems. The Road Maintenance division strives to complete preventative road maintenance repairs through patching, chip sealing and crack sealing throughout the year to reduce long-term costs associated with full roadway reconstruction projects. The overlay program will continue to prioritize maintenance based upon the PAvement Surface Evaluation Rating (PASER) condition index, traffic volumes, location & proximity, and consider combining efforts with utility and other projects.
- Apply the effective use of development impact fees for chip/slurry seal programs and road improvements.
- Continue with the high level of chip seal program to extend the life of residential roads and coordinate with Mesa County to determine the feasibility of combining chip seal operations.
- Continue to remove hazardous trees along the road corridors.
- Street sweeping program to improve cleanliness of streets and improve water quality of surface drainage.
- Aggressively working toward crack sealing multiple streets around the city to prevent deterioration of sub-grade below our existing asphalt. Because this winter was extremely hard on our roads my department had to work hard to make sure that our streets where up to the standards that our citizens expect.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Two projects that helped the Parks and Recreation Department:
  - Big Salt Wash Trail – shouldered trail edge and replaced concrete
  - Little Salt Wash Trail – rebuilt and armored slope
- City crews completed 25 patches requiring 276 tons of asphalt.
- Maintenance operations included grading and rocking 19 Road, Snooks Road, and Snooks parking lot.

### **2020 GOALS**

- Continue to support development and progression of staff in acquiring necessary certifications. Due to changes in license requirements for Commercial Driver's License this will require additional training.
- Complete triennial PASER condition assessments for all city streets.

# Public Works Department

## Road Maintenance

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### **PERFORMANCE MEASURES**

- Maintain a condition rating for City streets at an overall PASER score of 7.0 or higher with less than 10% of streets below a PASER score of 5.0.

### **2020 BUDGET HIGHLIGHTS**

- The 2020 budget includes \$38,000 to replace a pickup.
- Proposed repurposing an under-utilized dump truck by installing a water tank on the chassis to be used as a water truck rather than renting at a cost of \$26,000.
- Scheduled biennial chip seal program at \$160,000.



# Public Works Department

## Road Maintenance

<b>Expenses</b>		2016	2017	2018	2018	2019	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-431-51-4113	Salaries, Public Works	162,207	208,007	217,000	217,000	242,250	12%
110-431-51-4120	Part Time	21,989	24,300	34,200	34,200	41,100	20%
110-431-51-4130	Overtime	2,056	6,469	9,350	9,350	12,100	29%
		186,252	238,776	260,550	260,550	295,450	13%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-431-51-4210	Health Insurance	42,827	59,537	66,700	66,700	64,950	-3%
110-431-51-4220	FICA Payroll Expense	11,259	14,544	16,200	16,200	18,350	13%
110-431-51-4221	Medicare Payroll Expense	2,633	3,402	3,800	3,800	4,300	13%
110-431-51-4230	Retirement Contribution	7,299	9,256	10,200	10,200	11,400	12%
110-431-51-4250	Unemployment Insurance	559	716	1,100	1,100	900	-18%
110-431-51-4260	Workers Compensation Ins	10,425	12,200	14,900	12,525	15,100	1%
		75,002	99,655	112,900	110,525	115,000	2%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-431-51-4310	Professional Development	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-431-51-4430	Service Contracts	-	-	1,500	1,500	-	-100%
110-431-51-4431	Landscaping	-	-	-	-	-	N/A
110-431-51-4435	Fleet Maintenance Charges	-	-	-	-	-	N/A
110-431-51-4442	Equipment Rental	-	368	1,750	1,750	1,750	0%
110-431-51-4450	Road Repair & Maintenance	55,536	67,149	70,000	70,000	70,000	0%
110-431-51-4451	Chipsealing and Patching	-	154,696	-	-	160,000	N/A
110-431-51-4452	Drainage	1,920	2,143	3,500	3,500	3,500	0%
		57,456	224,356	76,750	76,750	235,250	207%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-431-51-4530	Telephone	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>SUPPLIES</u></b>							
110-431-51-4612	Supplies and Tools	7,373	6,064	9,000	9,000	9,000	0%
110-431-51-4626	Fuel	18,728	22,833	26,000	26,000	26,000	0%
110-431-51-4651	Weed Control	3,602	1,200	4,000	4,000	4,000	0%
		29,703	30,097	39,000	39,000	39,000	0%
<b><u>CAPITAL</u></b>							
110-431-51-4742	Mobile Equipment	134,010	-	68,400	68,400	38,000	-44%
110-431-51-4743	Furniture and Equipment	2,736	-	-	-	26,000	N/A
110-431-51-4744	Computer Equipment	-	-	-	-	-	N/A
		136,746	-	68,400	68,400	64,000	-6%
<b>TOTAL ROAD MAINTENANCE</b>		<b>485,159</b>	<b>592,884</b>	<b>557,600</b>	<b>555,225</b>	<b>748,700</b>	<b>34%</b>

# Public Works Department

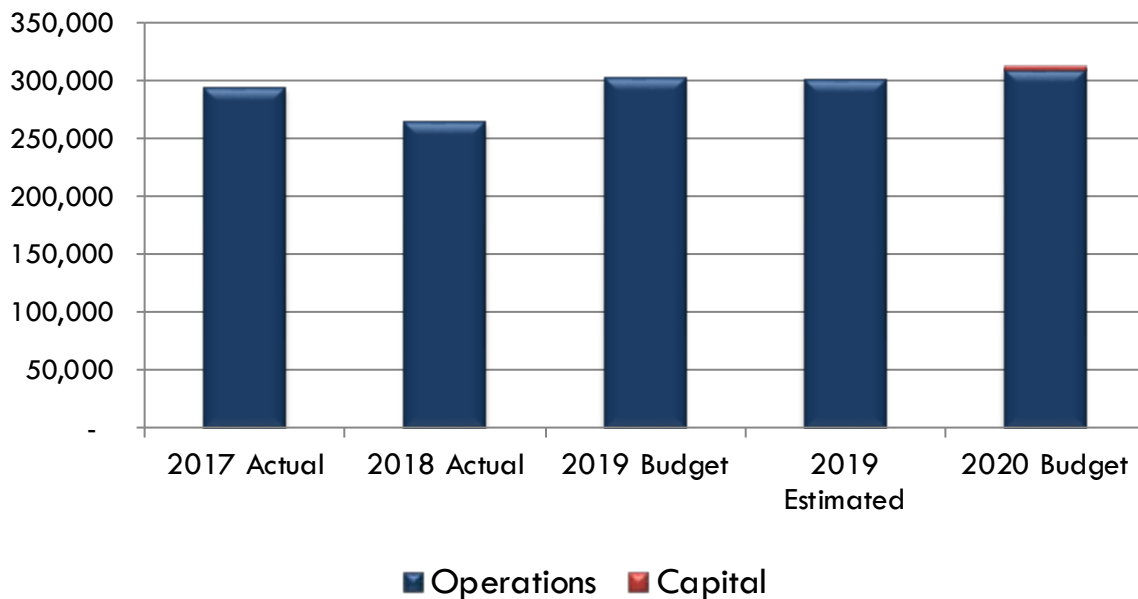
## Traffic Safety

<b>EXPENDITURES</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>	<b>%</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>	<b>Chg.</b>
Personnel Services, Salaries	\$ 40,808	\$ 42,193	\$ 47,000	\$ 47,000	\$ 51,500	10%
Personnel Services, Benefits	20,719	19,545	22,750	21,850	22,525	-1%
Purchased Professional Services	-	-	-	-	-	N/A
Purchased Property Services	24,264	21,345	29,000	31,425	31,500	9%
Supplies	206,923	180,033	202,600	200,175	202,600	0%
Operating Expenses	\$ 292,714	\$ 263,116	\$ 301,350	\$ 300,450	\$ 308,125	2%
Capital	-	-	-	-	3,500	N/A
<b>Total Expense</b>	<b>\$ 292,714</b>	<b>\$ 263,116</b>	<b>\$ 301,350</b>	<b>\$ 300,450</b>	<b>\$ 311,625</b>	<b>3%</b>

### MISSION

The Traffic Safety program objective is to design and regulate the safe traffic flow for vehicles, pedestrians, and bicycles. This program is responsible for snow removal, curb and crosswalk painting, street striping, traffic and street signage, street lighting, and traffic control permits (TCPs). The Traffic Safety Division works with Engineering, Police, Planning, and other City staff assigned to the Traffic Committee to implement changes focused on making our roads safer for vehicles, bicyclists, and pedestrians. This includes installing and maintaining crosswalks, signage, and other pavement markings.

### Budget History



# Public Works Department

## Traffic Safety

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### **RESPONSIBILITIES**

- Providing a safe transportation system for the traveling public is a core function of the City that supports the Quality of Place for the entire community. The goal of the Traffic Safety division is to objectively evaluate the safety for all modes of transportation and provide physical measures (e.g. signage, pavement markings, geometric roadway features, etc.) that can reduce accidents. Traffic Safety also strives to educate pedestrians, bicyclists, and motorists on traffic safety.
- Ensure a safe and efficient transportation network for City residents.
- Initiate timely engineering and traffic investigations and surveys to provide for the normal and reasonable movement of pedestrians, bicycle, and vehicle traffic.
- Continue improvements of traffic and pedestrian safety through coordination with the Safety Committee to enhance the signage and general pedestrian safety.

### **PRIOR YEAR ACCOMPLISHMENTS**

- A traffic control software program was used in traffic control for everyday street operations and projects, as well as for City traffic control (TCP) plans for festivals and special events.
- Public Works provided traffic control for paving and special events.
- All school zones and high use crosswalks are marked with thermal plastic. Annual street striping was completed by an outside contractor.
- Traffic safety maintains and operates safe light system for school zones.
- Installed new street signs for all Pine Street intersections from 6&50 to L Road. 33 intersections totaling 66 signs and 25 new yellow posts.
- Sprayed 13,000 L.F. of white traffic paint for parking stalls, hatching, and other lane transitions. This included using 58 Gallons of traffic paint that was applied to parking lots at Civic Center, Museum of Western Colorado, Little Salt Wash Park, Heritage Park, Community Center, Mulberry parking lot, and on Aspen Avenue & Wildcat Blvd.
- Contracted out painting of 339,964 LF. of traffic paint for center and edge lines.

### **2020 GOALS**

- Collect updated traffic counts for 1/2 of all collector roadways to better evaluate traffic circulation and safety issues.
- Evaluate traffic safety needs for all modes of travel as pavement marking and signage changes are implemented.

# Public Works Department

## Traffic Safety

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### **PERFORMANCE MEASURES**

- Complete traffic studies and respond to citizen requests made within one month.

### **2020 BUDGET HIGHLIGHTS**

- Service Contracts budget line item has been increased to accommodate increased number of striping required for additional bike lanes and streets.
- Budget includes \$3,500 for replacement of traffic counting equipment that is no longer functional.

# Public Works Department

## Traffic Safety

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-431-52-4113	Salaries, Public Works	32,368	34,110	37,300	37,300	40,800	9%
110-431-52-4120	Part Time	2,894	6,750	6,900	6,900	8,250	20%
110-431-52-4130	Overtime	5,546	1,333	2,800	2,800	2,450	-13%
		40,808	42,193	47,000	47,000	51,500	10%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-431-52-4210	Health Insurance	14,462	12,811	14,750	14,750	14,100	-4%
110-431-52-4220	FICA Payroll Expense	2,414	2,517	2,900	2,900	3,200	10%
110-431-52-4221	Medicare Payroll Expense	564	589	700	700	750	7%
110-431-52-4230	Retirement Contribution	1,457	1,517	1,800	1,800	1,950	8%
110-431-52-4250	Unemployment Insurance	122	127	200	200	175	-13%
110-431-52-4260	Workers Compensation Ins	1,700	1,984	2,400	1,500	2,350	-2%
		20,719	19,545	22,750	21,850	22,525	-1%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-431-52-4310	Professional Development	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-431-52-4430	Service Contracts	24,264	21,345	26,000	28,425	28,500	10%
110-431-52-4435	Fleet Maintenance Charges	-	-	-	-	-	N/A
110-431-52-4453	Street Light Repair & Maint.	-	-	3,000	3,000	3,000	0%
		24,264	21,345	29,000	31,425	31,500	9%
<b><u>SUPPLIES</u></b>							
110-431-52-4612	Supplies and Tools	1,384	1,551	2,000	2,000	2,000	0%
110-431-52-4621	Street Lighting	176,147	159,578	168,000	168,000	168,000	0%
110-431-52-4626	Fuel	1,564	1,993	2,600	2,600	2,600	0%
110-431-52-4641	Snow and Ice Removal	9,681	4,312	10,000	10,000	10,000	0%
110-431-52-4642	Signs and Paint	18,147	12,599	20,000	17,575	20,000	0%
110-431-52-4661	Uniforms	-	-	-	-	-	N/A
110-431-52-4662	Safety Equipment	-	-	-	-	-	N/A
		206,923	180,033	202,600	200,175	202,600	0%
<b><u>CAPITAL</u></b>							
110-431-52-4743	Furniture and Equipment	-	-	-	-	3,500	N/A
		-	-	-	-	3,500	N/A
<b>TOTAL TRAFFIC SAFETY</b>		<b>292,714</b>	<b>263,116</b>	<b>301,350</b>	<b>300,450</b>	<b>311,625</b>	<b>3%</b>

# Public Works

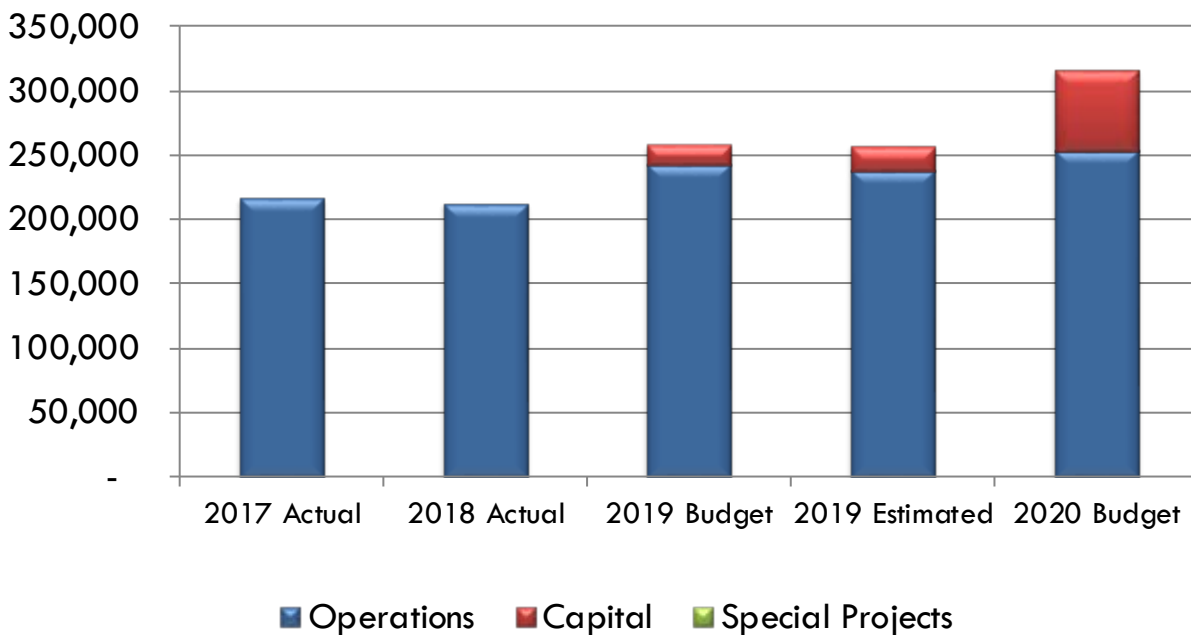
## Building Maintenance

<b>EXPENDITURES</b>	2017	2018	2019	2019	2020	%
	Actual	Actual	Budget	Estimated	Budget	Chg.
Personnel Services, Salaries	\$ 72,762	\$ 70,228	\$ 82,100	\$ 82,100	\$ 87,900	7%
Personnel Services, Benefits	30,160	22,506	36,850	35,750	38,650	5%
Purchased Professional Services	23,613	30,814	28,500	28,500	31,500	11%
Purchased Property Services	605	600	650	650	650	0%
Supplies	\$ 87,889	\$ 87,131	\$ 94,150	\$ 91,150	\$ 94,150	0%
Operating Expenses	215,029	211,279	242,250	238,150	252,850	4%
Capital	-	-	15,000	18,600	62,800	319%
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 215,029</b>	<b>\$ 211,279</b>	<b>\$ 257,250</b>	<b>\$ 256,750</b>	<b>\$ 315,650</b>	<b>23%</b>

### MISSION

The Building Maintenance program provides facility maintenance and custodial services for the Civic Center, Police Department, Chamber of Commerce, Fruita City Shops, and Wastewater Reclamation buildings.

### Budget History



# Public Works

## Building Maintenance

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### **RESPONSIBILITIES**

- The Building Maintenance program is focused on providing quality facilities to assure that all buildings are kept in an attractive, safe, and operational condition at all times. This is a core service of the city and helps to support the Quality of Place for the residents.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Building Maintenance continued to perform custodial services for all General Fund and Wastewater facilities with City personnel.
- Continued interior painting program, which included the north and south council rooms.
- Provided safety training to all Public Works employees on procedures regarding roll-up fire doors and elevator operation during power outages in the Civic Center.
- Preparations were made to accommodate the Mike the Headless Chicken festival inside the Civic Center. The HVAC system was on 24/7 for adequate ventilation, HVAC filter was changed out, and carpets were cleaned following the festival.
- Completed yearly facility inspections for all fire extinguishers, elevators, back flow devices, HVAC units, and other equipment at all General Fund buildings. This included maintaining 18 HVAC units and 7 swamp coolers, which required 342 filters to be changed.
- East entry doors at the Civic Center were replaced to accommodate the new locking system that was added by the Grand Junction Incubator.
- Assisted in office modifications to accommodate additional recreation staff at the City Shop location, which included installation of carpet for relocated conference room and set up of two office spaces.
- Installed new carpet on second floor of Police Department building.
- Installed new steps and retaining wall for HVAC access at Police Department building.
- Modified existing canvas awnings at City Shop entrances to metal coverings. This project also included exterior painting of the building and installing a new gutter system.
- Cleaned out Chamber of Commerce basement and added ventilation system.
- Coordinated installation of new carpet in the DMV room.

### **2020 GOALS**

- Establish formal custodial schedule of duties for all facilities that can be utilized when adjustments in daily staffing are necessary.
- Build facility asset data into the work order system.

# Public Works

## Building Maintenance

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### **PERFORMANCE MEASURES**

- Track custodial hours and develop metrics to monitor level of service for custodial operations.
- Reduce electrical usage in City Shop and Civic Center buildings.

### **2020 BUDGET HIGHLIGHTS**

Capital equipment purchases of \$62,800 include:

- Capital Replacements - \$38,000
  - One pickup for building maintenance is scheduled for replacement in 2020 with a budgeted cost of \$38,000.
- New Capital - \$24,800
  - The budget includes \$23,000 to replace carpet on the second floor of the Civic Center and paint the exterior of the building.
  - The budget includes \$1,800 to upgrade the Welding shop electrical panel.



# Public Works Department

## Building Maintenance

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-431-54-4113	Salaries, Public Works	67,432	52,575	55,300	55,300	59,250	7%
110-431-54-4120	Part Time	4,359	15,981	23,300	23,300	25,550	10%
110-431-54-4130	Overtime	971	1,672	3,500	3,500	3,100	-11%
		72,762	70,228	82,100	82,100	87,900	7%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-431-54-4210	Health Insurance	17,706	11,790	24,050	24,050	25,850	7%
110-431-54-4220	FICA Payroll Expense	4,338	4,259	5,100	5,100	5,500	8%
110-431-54-4221	Medicare Payroll Expense	1,014	996	1,200	1,200	1,300	8%
110-431-54-4230	Retirement Contribution	3,284	2,335	2,650	2,650	2,800	6%
110-431-54-4250	Unemployment Insurance	218	211	350	350	300	-14%
110-431-54-4260	Workers Compensation Insu	3,600	2,915	3,500	2,400	2,900	-17%
		30,160	22,506	36,850	35,750	38,650	5%
<b>PURCHASED PROPERTY SERVICES</b>							
110-431-54-4430	Service Contracts	8,217	7,575	11,000	11,000	11,000	0%
110-431-54-4435	Fleet Maintenance Charges	-	-	-	-	-	N/A
110-431-54-4440	Building Maintenance	15,396	23,239	17,500	17,500	18,000	3%
110-431-54-4442	Equipment Rental	-	-	-	-	2,500	N/A
		23,613	30,814	28,500	28,500	31,500	11%
<b>OTHER PURCHASED SERVICES</b>							
110-431-54-4530	Telephone	605	600	650	650	650	0%
		605	600	650	650	650	0%
<b>SUPPLIES</b>							
110-431-54-4612	Supplies and Tools	14,011	9,527	13,000	13,000	13,000	0%
110-431-54-4620	Utilities	71,771	74,550	78,000	75,000	78,000	0%
110-431-54-4626	Fuel	2,011	2,686	2,400	2,400	2,400	0%
110-431-54-4642	Signs	96	368	750	750	750	0%
110-431-54-4661	Uniforms	-	-	-	-	-	N/A
110-431-54-4662	Safety equipment	-	-	-	-	-	N/A
		87,889	87,131	94,150	91,150	94,150	0%
<b>CAPITAL</b>							
110-431-54-4742	Mobile Equipment	-	-	-	-	38,000	N/A
110-431-54-4743	Furniture and Equipment	-	-	15,000	18,600	24,800	65%
		-	-	15,000	18,600	62,800	319%
<b>SPECIAL PROJECTS</b>							
110-431-54-4822	Electrical and HVAC Imp.	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL BUILDING MAINTENANCE</b>		<b>215,029</b>	<b>211,279</b>	<b>257,250</b>	<b>256,750</b>	<b>315,650</b>	<b>23%</b>

# Public Works Department

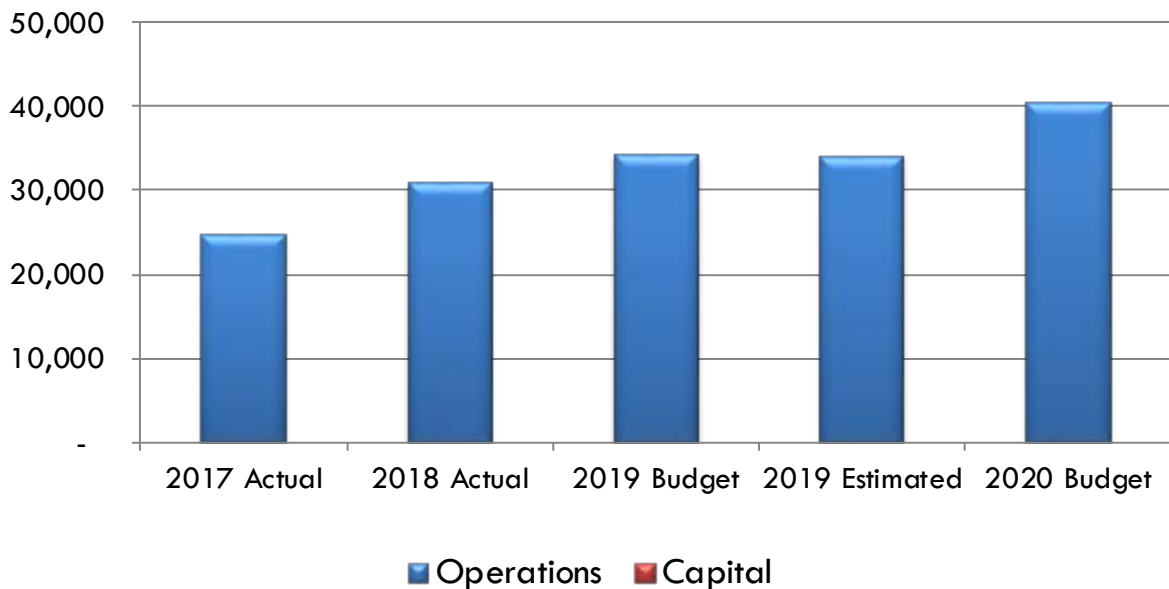
## Mountain Water

<b>EXPENDITURES</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>	<b>%</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>	<b>Chg.</b>
Personnel Services, Salaries	\$ 15,353	\$ 21,585	\$ 21,300	\$ 21,300	\$ 26,650	25%
Personnel Services, Benefits	5,663	7,266	8,075	7,925	9,050	12%
Purchased Professional Services	-	-	-	-	-	N/A
Purchased Property Services	2,790	1,248	2,000	2,000	2,000	0%
Supplies	941	709	2,750	2,750	2,750	0%
Operating Expenses	\$ 24,747	\$ 30,808	\$ 34,125	\$ 33,975	\$ 40,450	19%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 24,747</b>	<b>\$ 30,808</b>	<b>\$ 34,125</b>	<b>\$ 33,975</b>	<b>\$ 40,450</b>	<b>19%</b>

### **MISSION**

The Mountain Water program consists of maintaining water rights and properties on Pinon Mesa. This consists of delivery of water for beneficial use, as well as storage of water in reservoirs for recreational purposes.

### **Budget History**



# Public Works Department

## Mountain Water

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### **RESPONSIBILITIES**

The mountain water program is not a core service of the City. The goals for this program are focused on maintaining the water rights, delivery of water to obligated users, and managing the properties at a minimum level of service until a sustainable plan can be developed to support the strategic outcomes desired by the City.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Replaced 1,400 feet of 8 inch pipe on Enoch distribution line.
- Maintained restrooms at Enoch Lake campground.
- Read and recorded reservoir heights and monitored and recorded delivery rates bi-weekly for water District 42 and 73 as mandated by the Colorado Division of Water Resources Division 4.
- Reservoir #2 experienced an unplanned filling due to a wet winter and higher than average snowmelt. A low-level emergency action plan was enacted while the reservoir was storing water, which included installation of a siphon system to lower the reservoir level more quickly and additional monitoring of the unstable dam.
- The City did reach out to State and Federal land management agencies to explore partnership opportunities to more effectively manage the public lands on Pinon Mesa. These discussions seemed promising and will require further coordination.

### **2020 GOALS**

- Maintain an uninterrupted water flow throughout the season.
- Complete water records and measurements to comply with water commissioners.
- Reduce man-hours for pipeline maintenance by working with Glade Park Pipeline Water Users Association to share in monitoring responsibilities and to replace pine in problem areas below Reservoir #3.
- Maintain bi-weekly water adjustments to minimize man-hours spent on mountain water.
- Continue to seek partnerships to manage properties and assets on Pinon Mesa.

### **PERFORMANCE MEASURES**

- Reduce man-hours spent on Mountain Water administration (Task #530).

# Public Works Department

## Mountain Water

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### **2020 BUDGET HIGHLIGHTS**

- No large pipeline repairs are budgeted in 2020. However, there are a number of leaks in the Enoch distribution line that will continue to be monitored and may need additional funding for pipeline replacement in 2021. Agreements with the Glade Park Pipeline Water Users Association (GPPWUA) to maintain the remainder of the pipeline are in effect through 2022 with no pipeline repairs budgeted for these sections.
- Further training with GPPWUA on maintaining water records is planned with the intent that these efforts will reduce overall staff time required in monitoring water delivery.
- The 2020 budget does not include any improvements to address the dam stability issues on Reservoir #2 and no storage of water will be allowed this coming year. The City may be ordered to take corrective actions as soon as 2021 if another unplanned filling occurs and violates the current storage restrictions.

# Public Works Department

## Mountain Water

### Expenses

Account	Description	2016 Actual	2017 Actual	2018 Budget	2018 Estiamted	2019 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-431-70-4113	Salaries, Public Works	13,758	20,854	21,300	21,300	25,600	20%
110-431-70-4120	Salaries, Part time	1,382	-	-	-	-	N/A
110-431-70-4130	Overtime	213	731	-	-	1,050	N/A
		15,353	21,585	21,300	21,300	26,650	25%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-431-70-4210	Health Insurance	3,106	4,041	4,550	4,550	4,800	5%
110-431-70-4220	FICA Payroll Expense	946	1,334	1,350	1,350	1,700	26%
110-431-70-4221	Medicare Payroll Expense	221	312	325	325	400	23%
110-431-70-4230	Retirement Contribution	619	929	1,000	1,000	1,200	20%
110-431-70-4250	Unemployment Insurance	46	65	100	100	100	0%
110-431-70-4260	Workers Compensation Insurance	725	585	750	600	850	13%
		5,663	7,266	8,075	7,925	9,050	12%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-431-70-4330	Legal Fees	-	-	-	-	-	N/A
110-431-70-4335	Engineering	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-431-70-4426	Water Line Repair	2,669	1,248	750	750	750	0%
110-431-70-4427	Reservoir Maintenance	121	-	1,250	1,250	1,250	0%
110-431-70-4435	Fleet Maintenance	-	-	-	-	-	N/A
		2,790	1,248	2,000	2,000	2,000	0%
<b><u>SUPPLIES</u></b>							
110-431-70-4612	Supplies and Tools	630	348	1,750	1,750	1,750	0%
110-431-70-4626	Fuel	311	361	1,000	1,000	1,000	0%
		941	709	2,750	2,750	2,750	0%
<b><u>CAPITAL</u></b>							
110-431-70-4743	Furniture and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL MOUNTAIN WATER</b>		<b>24,747</b>	<b>30,808</b>	<b>34,125</b>	<b>33,975</b>	<b>40,450</b>	<b>19%</b>

# Public Works Department

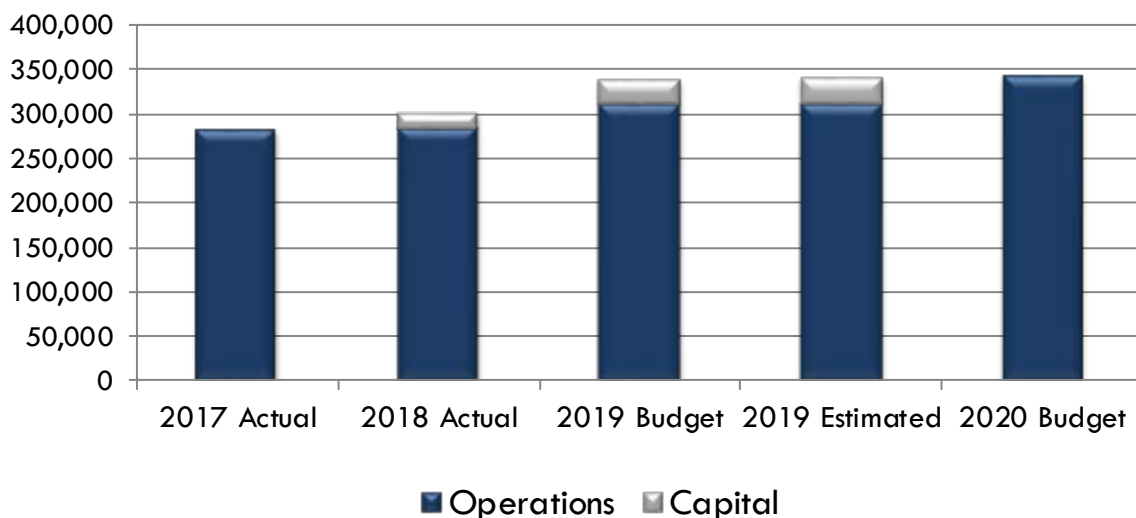
## Engineering

<b>EXPENDITURES</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>	<b>%</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>	<b>Chg.</b>
Personnel Services, Salaries	\$ 195,830	\$ 198,246	\$ 208,300	\$ 208,300	\$ 232,600	12%
Personnel Services, Benefits	74,844	75,673	81,500	81,175	88,650	9%
Purchased Professional Services	3,197	2,890	9,000	9,000	9,000	0%
Purchased Property Services	3,545	3,669	4,200	4,200	4,200	0%
Other Purchased Services	1,731	2,121	3,250	3,250	3,250	0%
Supplies	2,657	3,426	4,600	4,600	4,600	0%
Operating Expenses	\$ 281,804	\$ 286,025	\$ 310,850	\$ 310,525	\$ 342,300	10%
Capital	-	17,779	28,000	30,300	-	-100%
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 281,804</b>	<b>\$ 303,804</b>	<b>\$ 338,850</b>	<b>\$ 340,825</b>	<b>\$ 342,300</b>	<b>1%</b>

### MISSION

The Engineering Department provides a variety of technical services to other City departments as well as developers, builders, and the general public. Departmental responsibilities include surveying and mapping of City infrastructure, development review, storm water management, design criteria and construction specifications, traffic safety and traffic impact analysis, and construction inspection. The Engineering Department is also responsible for the planning, design, bidding, and construction oversight of most major Capital Improvement Projects for the City including Road and Bridge projects, Sanitary Sewer projects, Storm Drainage projects, Facility Projects, and Parks Projects.

### Budget History



# Public Works Department

## Engineering

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### **RESPONSIBILITIES**

The responsibilities of the Engineering Department remain consistent with the responsibilities from the previous years as they strive to maintain and improve the level of service provided by each program performed. The following lists the main responsibilities of the Engineering Department:

- Perform consistent and fair development review in an efficient manner.
- Provide timely construction inspections.
- Prioritize, design, and manage capital construction projects to meet the infrastructure needs of the community.
- Maintain an up-to-date GIS database that can be used by a wide variety of users.
- Develop master-planning tools to assist in development review and capital project planning.
- Improve intergovernmental relations and work together to accomplish tasks that benefit the quality of life for the community.
- Provide necessary training to staff and provide opportunities for advancement.

### **PRIOR YEAR ACCOMPLISHMENTS**

The Engineering Division's 2019 workload remained similar to 2018, and as such kept the same 3 full time employees (FTEs). With the limited staff, the Engineering Division provided a tremendous level of service to the community. The Engineering Division also had the help of 1 Engineering Interns for 12 weeks during the summer. Project management included:

- The Federal TAP grant for the Kokopelli Trail Phase 2 Project was closed out and the \$1.1 Million was reimbursed by CDOT. The Kokopelli Trail Extension project for connection to 16 Road was designed in-house and bid for fall 2019 construction.
- The Highway 6 Sewer Interceptor Project contract was terminated with the first contractor. Negotiations with the second low bidder were unsuccessful for completion of the project; therefore the project was re-bid in February 2019, with the bid costs being too high to accept. The project was rebid in June 2019 with a contract time extended to April 2020, the successful bid will result in a total project cost of \$2.2 Million.
- Maple Street Improvements Project was designed in-house and construction was completed during the Fruita Middle School summer break.
- K.4 Road Improvements Project was designed in-house with construction slated for 2020.

# Public Works Department

## Engineering

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### **2020 GOALS**

The goals of the Engineering Department remain consistent with the goals from the previous years as they strive to maintain and improve the level of service provided by each program performed. The following lists the main goals of the Engineering Department.

- Design and provide construction services for the K.4 Road Improvements Project.
- Assist the Planning Department in their efforts to update the Land Use Code.
- Update the Engineering Specifications manual and Right-of-Way permit application to improve our review and inspection process.

### **PERFORMANCE MEASURES**

- Submit all development review comments to the Planning Department by established deadlines.
- Respond to comments from applicants within one week.
- Provide GIS staff training for a minimum of one city department and one outside user group per year.

### **2020 BUDGET HIGHLIGHTS**

- The Engineering Division will continue to make every effort to minimize or reduce expenses for the 2020 budget year.
- The 2020 budget includes continuing to fund one summer intern position with overall operating expenses to remain similar to the 2019 budget.



# Public Works Department

## Engineering

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-418-30-4111	Salaries, Administrative	189,830	194,433	202,300	202,300	225,000	11%
110-418-30-4120	Part Time	6,000	3,813	6,000	6,000	7,600	27%
110-418-30-4130	Overtime	-	-	-	-	-	N/A
		195,830	198,246	208,300	208,300	232,600	12%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-418-30-4210	Health Insurance	48,554	48,821	52,500	52,500	56,400	7%
110-418-30-4220	FICA Payroll Expense	11,841	11,960	12,900	12,900	14,450	12%
110-418-30-4221	Medicare Payroll Expense	2,769	2,797	3,025	3,025	3,400	12%
110-418-30-4230	Retirement Contribution	8,542	8,682	9,100	9,100	10,200	12%
110-418-30-4250	Unemployment Insurance	588	595	850	850	700	-18%
110-418-30-4260	Workers Compensation Ins	2,550	2,818	3,125	2,800	3,500	12%
		74,844	75,673	81,500	81,175	88,650	9%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-418-30-4310	Professional Development	1,022	2,540	4,000	4,000	4,000	0%
110-418-30-4335	Engineering	2,175	350	5,000	5,000	5,000	0%
		3,197	2,890	9,000	9,000	9,000	0%
<b>PURCHASED PROPERTY SERVICES</b>							
110-418-30-4430	Service Contracts	3,545	3,669	4,200	4,200	4,200	0%
110-418-30-4435	Fleet Maintenance Charges	-	-	-	-	-	N/A
		3,545	3,669	4,200	4,200	4,200	0%
<b>OTHER PURCHASED SERVICES</b>							
110-418-30-4530	Telephone	1,731	2,121	2,500	2,500	2,500	0%
110-418-30-4550	Printing	-	-	750	750	750	0%
110-418-30-4551	Publishing	-	-	-	-	-	N/A
		1,731	2,121	3,250	3,250	3,250	0%
<b>SUPPLIES</b>							
110-418-30-4610	Office Supplies	1,117	1,198	1,500	1,500	1,500	0%
110-418-30-4611	Postage	-	-	100	100	100	0%
110-418-30-4612	Supplies and Equipment	615	950	1,500	1,500	1,500	0%
110-418-30-4626	Gas and Oil	867	1,278	1,000	1,000	1,000	0%
110-418-30-4661	Uniforms and Safety Equip	58	-	500	500	500	0%
		2,657	3,426	4,600	4,600	4,600	0%
<b>CAPITAL</b>							
110-418-30-4742	Mobile Equipment	-	-	28,000	30,300	-	
110-418-30-4743	Furniture and Equipment	-	17,779	-	-	-	N/A
110-418-30-4744	Computer Equipment	-	-	-	-	-	N/A
		-	17,779	28,000	30,300	-	-100%
<b>SPECIAL PROJECTS</b>							
110-418-30-4825	US 6 Access Control Plan	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL ENGINEERING</b>		<b>281,804</b>	<b>303,804</b>	<b>338,850</b>	<b>340,825</b>	<b>342,300</b>	<b>1%</b>



# Parks and Recreation Department

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# Parks and Recreation Department

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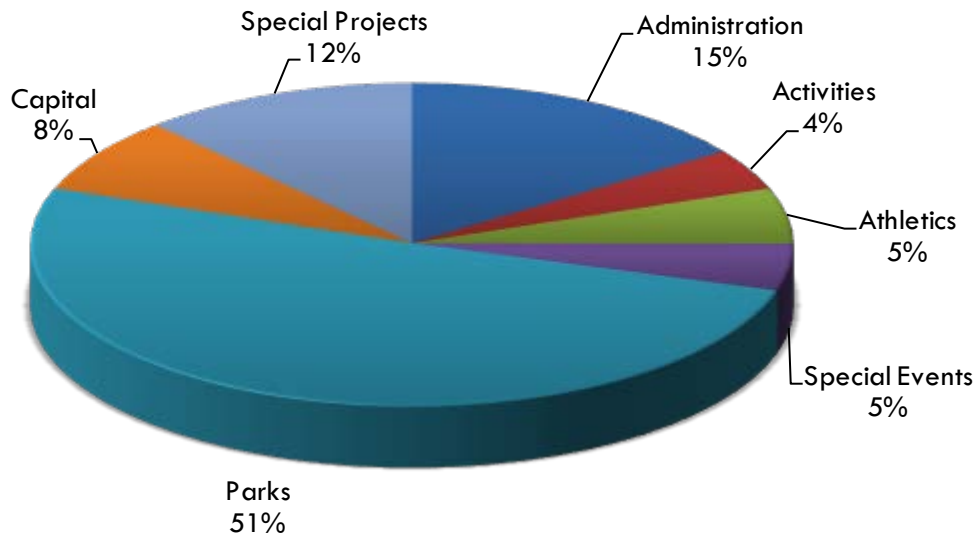
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# Parks and Recreation Department

<b>Expenses by Program</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>	<b>%</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>	<b>Chg.</b>
Administration	\$ 177,930	\$ 181,553	\$ 194,175	\$ 197,175	\$ 205,875	6%
Activities	31,698	38,238	52,700	52,350	23,325	-56%
Athletics	83,679	71,547	70,625	70,175	112,350	59%
Special Events	72,449	70,533	59,675	77,300	66,650	12%
Parks	582,243	596,413	643,900	643,900	730,500	13%
Operating Expenses	\$ 947,999	\$ 958,284	\$1,021,075	\$1,040,900	\$1,138,700	12%
Capital	113,166	77,861	97,000	97,000	46,000	-53%
Special Projects	48,878	42,057	149,800	74,350	135,300	-10%
<b>Total Expense</b>	<b>\$ 1,110,043</b>	<b>\$ 1,078,202</b>	<b>\$ 1,267,875</b>	<b>\$ 1,212,250</b>	<b>\$ 1,320,000</b>	<b>4%</b>

The purpose of the Parks and Recreation Department is to provide opportunities for residents of the community to maintain enhance and improve their physical, mental, and social well-being.

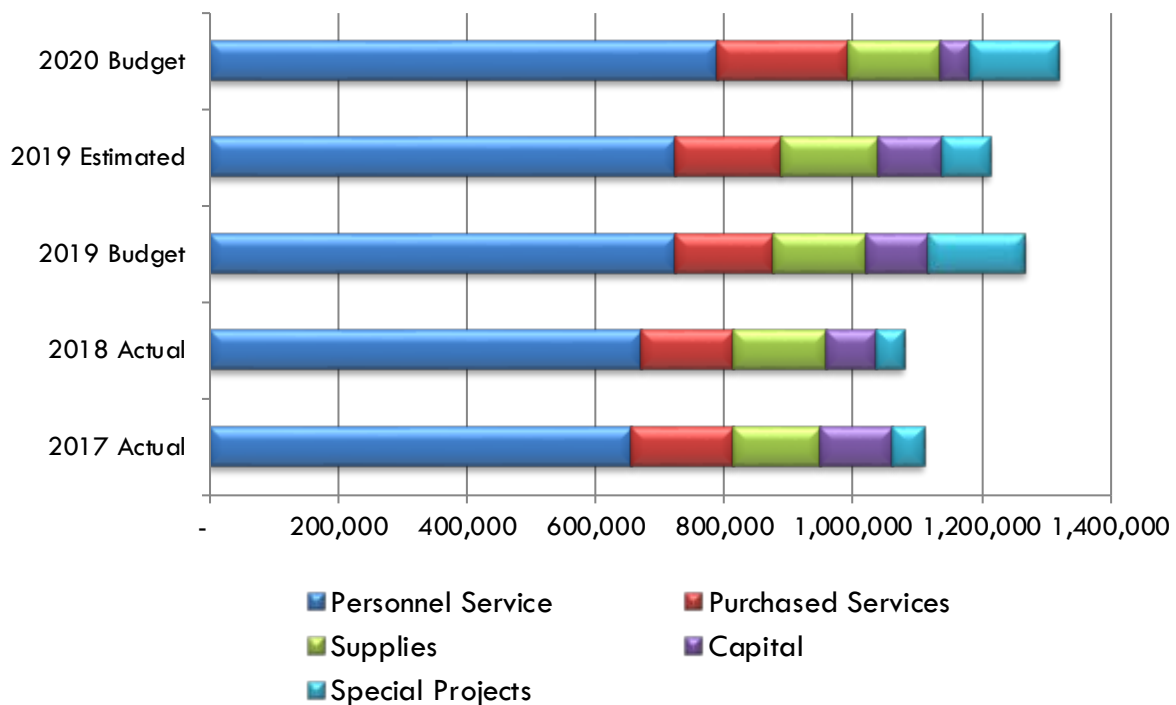
## Parks and Recreation Programs



# Parks and Recreation Department

<b>EXPENSES BY TYPE</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 505,376	\$ 514,001	\$ 552,150	\$ 552,275	\$ 602,275	9%
Personnel Services, Benefits	151,336	156,985	172,125	171,325	188,450	9%
Purchased Professional Services	37,793	34,746	31,425	40,425	41,850	33%
Purchased Property Services	108,057	95,813	104,000	107,000	148,850	43%
Other Purchased Services	11,477	12,785	16,950	17,950	9,750	-42%
Supplies	133,960	143,957	142,425	149,925	145,525	2%
Operating Expenses	\$ 947,999	\$ 958,287	\$ 1,019,075	\$ 1,038,900	\$ 1,136,700	12%
Capital	113,166	77,861	99,000	99,000	46,000	-54%
Special Projects	48,878	42,057	149,800	74,350	137,300	-8%
<b>Total Expense</b>	<b>\$ 1,110,043</b>	<b>\$ 1,078,205</b>	<b>\$ 1,267,875</b>	<b>\$ 1,212,250</b>	<b>\$ 1,320,000</b>	<b>4%</b>

## Budget History



# Parks and Recreation Department

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## **Factors Affecting Expenses**

- Overall expenses of the Parks and Recreation Department are budgeted to increase 4% (\$56,125) from the 2019 Budget.
- Personnel services are budgeted to increase 9% due to compensation and benefit increases.
- Purchased services are budgeted to increase \$48,075 (32%). This increase includes additions for:
  - Update to the Mike the Headless Chicken website of \$4,000,
  - Weed control - \$10,000
  - Dude Solutions Work Order system licensing fees and tree removal - \$4,000
  - Fleet Maintenance charges of \$29,200
  - Equipment Rental of \$4,900
- Supplies are budgeted to increase 2%.
- Capital equipment expenditures of \$46,000 include the following:
  - Replacement equipment
    - Truck, 4 x 4 - \$38,000
  - New equipment
    - Brush Hog - \$4,000
    - Weed Sprayer - \$4,000
- Special projects of \$137,300 include:
  - The development of a Parks, Recreation, Open Space and Trails Plan of \$90,000. The total cost of the Plan is \$115,000 with \$25,000 included in the Community Center Fund. The cost of the plan will be partially offset by a \$65,000 grant from GOCO.
  - Boards and Commissions funds for the Fruita Youth Advisory Council, the Arts and Culture Board and the Tree Board, a \$5,000 contribution for trails design in cooperation with COPMOBA, BLM and other entities. Also included is the annual fireworks display.

# Parks and Recreation Department

## Personnel

<b>Parks and Recreation Staffing Chart</b>				
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b><u>Hours Summary</u></b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b><u>Administration</u></b>				
Full time employees	4,197	4,288	4,160	4,160
Part time employees	1	-	-	-
Overtime	5	2	5	5
<i>Total Administration Hours</i>	<b>4,203</b>	<b>4,290</b>	<b>4,165</b>	<b>4,165</b>
<b><u>Activities</u></b>				
Full time employees	869	1,108	1,040	-
Part time employees	65	-	175	175
<i>Total Activities Hours</i>	<b>934</b>	<b>1,108</b>	<b>1,215</b>	<b>175</b>
<b><u>Athletics</u></b>				
Full time employees	913	1,203	1,040	2,080
Part time employees	2,384	1,705	1,100	1,800
<i>Total Athletics Hours</i>	<b>3,297</b>	<b>2,908</b>	<b>2,140</b>	<b>3,880</b>
<b><u>Special Events</u></b>				
Full time employees	-	-	-	-
Part time employees	405	335	250	350
Overtime	11	-	25	25
<i>Total Special Event Hours</i>	<b>416</b>	<b>335</b>	<b>275</b>	<b>375</b>
<b><u>Parks</u></b>				
Full time employees	10,835	10,856	10,885	10,880
Part time employees	6,767	7,292	7,950	7,950
Overtime	361	286	520	695
<i>Total Park Hours</i>	<b>17,963</b>	<b>18,434</b>	<b>19,355</b>	<b>19,525</b>
<b>Total Hours</b>	<b>26,813</b>	<b>27,075</b>	<b>27,150</b>	<b>28,120</b>
<b>Total FTE Equivalents</b>	<b>12.89</b>	<b>13.02</b>	<b>13.05</b>	<b>13.52</b>



# Parks and Recreation Department

## Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4111	Salaries, Administrative	159,340	168,800	175,600	175,600	184,650	5%
4113	Salaries, Parks	201,018	204,598	213,000	213,000	226,550	6%
4120	Part Time	119,144	117,934	128,700	128,800	150,100	17%
4125	Contract Labor	14,059	13,170	19,000	19,000	19,000	0%
4130	Overtime	11,815	9,499	15,850	15,875	21,975	39%
		505,376	514,001	552,150	552,275	602,275	9%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	83,025	88,188	95,800	95,800	110,400	15%
4220	FICA Payroll Expense	30,025	30,807	33,150	33,150	36,250	9%
4221	Medicare Payroll Expense	7,022	7,205	7,850	7,850	8,575	9%
4230	Retirement Contribution	16,389	16,978	18,150	18,150	19,375	7%
4250	Unemployment Insurance	1,474	1,503	2,275	2,275	1,875	-18%
4260	Workers Compensation Insurance	13,401	12,304	14,900	14,100	11,975	-20%
		151,336	156,985	172,125	171,325	188,450	9%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	10,350	7,757	10,600	10,600	13,800	30%
4338	Website development	-	-	-	-	4,000	N/A
4343	Registration Processing Fees	-	-	250	250	2,750	1000%
4345	Background Investigations	702	217	750	750	1,300	73%
4350	Entertainment	26,741	26,772	19,825	28,825	20,000	1%
		37,793	34,746	31,425	40,425	41,850	33%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4422	Trails Maintenance	-	-	5,650	5,650	5,000	
4424	Parks Repair & Maintenance	52,751	46,657	48,000	48,000	48,000	0%
4425	Tamarisk Removal	10,000	3,000	3,000	3,000	3,000	0%
4428	Weed Control	-	-	-	-	10,000	N/A
4430	Service Contracts	4,584	8,125	8,300	11,300	12,300	48%
4435	Fleet Maintenance Charges	37,425	35,000	35,400	35,400	62,000	75%
4441	Facility Rental	3,297	3,031	3,650	3,650	3,650	0%
4442	Equipment Rental	-	-	-	-	4,900	N/A
		108,057	95,813	104,000	107,000	148,850	43%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4530	Telephone	2,714	2,682	5,700	5,700	3,250	-43%
4550	Printing	7,045	7,140	8,500	8,500	4,500	-47%
4553	Advertising	1,718	2,963	2,750	3,750	2,000	-27%
		11,477	12,785	16,950	17,950	9,750	-42%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	3,124	3,276	4,000	4,000	4,000	0%
4611	Postage	149	196	1,500	1,500	1,500	0%
4612	Supplies and Equipment	66,424	68,329	65,925	73,425	66,075	0%
4620	Utilities	30,593	33,079	30,500	30,500	30,500	0%

# Parks and Recreation Department

## Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>SUPPLIES (continued)</b>							
4626	Gas and Oil	16,744	20,175	17,950	17,950	18,500	3%
4629	Water Share Assessments	774	728	1,550	1,550	1,600	3%
4630	Meeting/Appreciation Supplies	-	-	-	-	2,350	N/A
4650	Landscaping Supplies	1,185	2,849	4,000	4,000	4,000	0%
4661	Uniforms	3,214	4,356	5,000	5,000	2,500	-50%
4662	Safety Equipment	-	-	-	-	2,500	N/A
4690	Supplies for Resale	11,753	10,969	12,000	12,000	12,000	0%
		133,960	143,957	142,425	149,925	145,525	2%
<b>CAPITAL</b>							
4742	Mobile Equipment	113,166	72,647	97,000	97,000	38,000	-61%
4743	Furniture and Equipment	-	5,214	2,000	2,000	8,000	300%
		113,166	77,861	99,000	99,000	46,000	-54%
<b>SPECIAL PROJECTS</b>							
4810	Boards and Commissions	6,121	5,408	2,800	3,350	3,300	18%
4821	Fireworks Display	23,278	3,789	38,000	38,000	30,000	-21%
4826	PHROST Plan	5,000	21,679	100,000	24,000	90,000	-10%
4842	Contributions and Scholarships	14,479	11,181	9,000	9,000	14,000	56%
		48,878	42,057	149,800	74,350	137,300	-8%
<b>TOTAL EXPENDITURES</b>		<b>1,110,043</b>	<b>1,078,205</b>	<b>1,267,875</b>	<b>1,212,250</b>	<b>1,320,000</b>	<b>4%</b>

# Parks and Recreation Department

## Administration

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<b>EXPENDITURES</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 122,147	\$ 125,066	\$ 130,150	\$ 130,150	\$ 139,325	7%
Personnel Services, Benefits	39,842	40,263	43,225	43,225	46,050	7%
Purchased Professional Services	2,676	2,677	4,850	4,850	7,350	52%
Purchased Property Services	1,759	1,635	300	3,300	1,500	400%
Other Purchased Services	7,659	7,899	10,200	10,200	5,050	-50%
Supplies	3,847	4,013	5,450	5,450	6,600	21%
Operating Expenses	\$ 177,930	\$ 181,553	\$ 194,175	\$ 197,175	\$ 205,875	6%
Capital	-	-	25,000	25,000	-	-100%
Special Projects	19,479	32,860	109,000	33,000	99,000	-9%
<b>Total Expense</b>	<b>\$ 197,409</b>	<b>\$ 214,413</b>	<b>\$ 328,175</b>	<b>\$ 255,175</b>	<b>\$ 304,875</b>	<b>-7%</b>

### **MISSION**

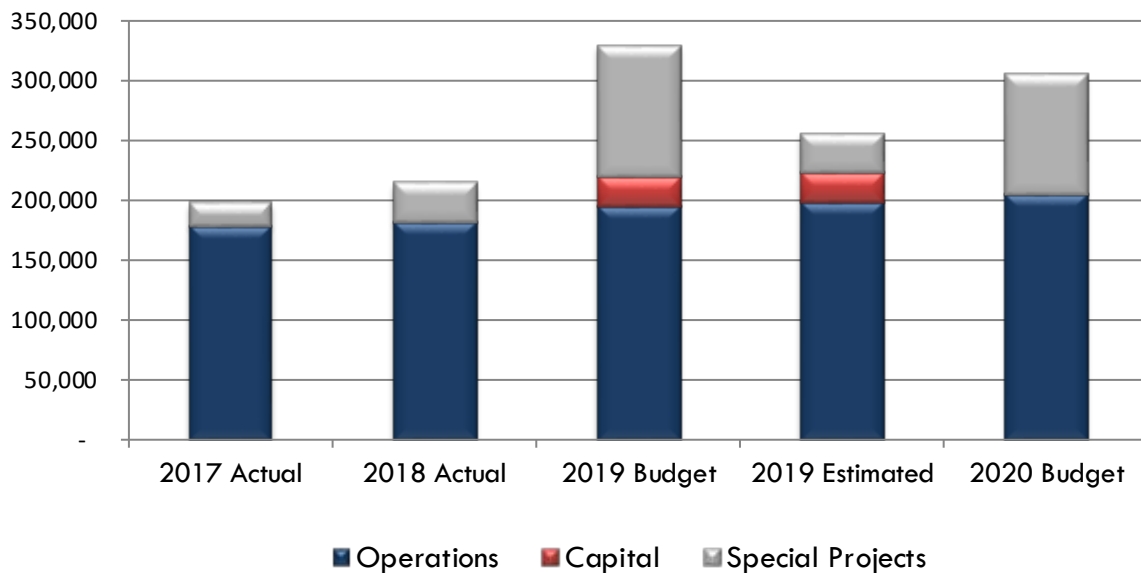
Parks and Recreation Administration is responsible for the overall stewardship of the department including program administration (youth, adults, seniors, activities, athletics, etc.), financial management, marketing, facility management (including the Fruita Community Center), special events, parks, open space and trail maintenance and the development of new facilities, parks, open space areas and trail. Parks and Recreation Administration is also responsible for city-wide facility (buildings and parks) scheduling and departmental personnel management.

Parks and Recreation Administration provide staff support to the Parks and Recreation Advisory Board and the Arts and Culture Board. Administration is the primary point of contact for City parks and recreation service to external agencies and organizations including local, state and federal governmental agencies, school district, non-profit organizations, local businesses, and local media. Finally, Parks and Recreation Administration is accountable for ensuring Capital Improvement Projects affecting recreation facilities, park, open space areas and trails are appropriately planned, managed and completed.

# Parks and Recreation Department Administration

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## Budget History



## **RESPONSIBILITIES**

- Provide cultural and recreational opportunities for the residents of the community to maintain and enhance their physical, social and mental well-being. Continue to provide activities and events that promote community and a small-town atmosphere.
- Provide safe, clean, well-maintained parks, open space areas and trails that encourage passive use as well as actively planned use.
- Ensure the financial security of the Fruita Community Center while keeping a well-maintained facility for the Fruita community to use.
- Provide excellent customer service to patrons of the Parks and Recreation Department.
- Promote the development of staff and provide a positive working environment.
- Assist with economic development efforts to attract outdoor recreation opportunities and businesses.
- Partner with other agencies and organizations to move projects, initiatives forward that pertain to improving the overall community's health and well-being.

## **PRIOR YEAR ACCOMPLISHMENTS**

- The Parks and Recreation Department continues to offer a variety of community programs, activities, events, as well as offer spaces for residents and visitors to recreate. In 2019, there will be well over 5000 registrations for youth, adult and senior activities and events, over 600 registrations for running races, thousands of visitors to special events (including the

# Parks and Recreation Department

## Administration

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Mike the Headless Chicken Festival which had nearly 21,000 individual attendees, Thursday Night Concerts, etc.), approximately 185,000 paid guests at the Fruita Community Center, and an immeasurable amount of users at Fruita's parks, trails and open space areas.

- Recreation programs budgeted in the General Fund have done very well in 2019. As of September 2019, program revenues collected are at \$74,500 of the budgeted \$79,000 or 94%. Programs yet to collect revenues from include Boys and Girls Youth basketball.
- Special Events continue to thrive in the Fruita area. The Parks and Recreation Department coordinates and manages a variety of events such as the Sweetheart 5K & 10K Run (450 participants), Easter Egg Scramble, Arbor Day Tree Planting, Mike the Headless Chicken Festival, Thursday Night Concerts Series, and July 3<sup>rd</sup> Fireworks Show, Truck-n-Treat and this year added a Fishing is Fun Day with over 60 participants. Staff also permits and ensures events that are held in the City of Fruita but managed by outside organizations meet safety expectations. Approximately, 30 external events are permitted each year, including the Fat Tire Festival, Rim Rock Marathon, Tour of the Moon, and Fruita Fall Festival.
- The Parks Department continues to maintain parks, trails, open space lands, and facility landscapes at a high level. There were approximately 250 park shelter reservations annually and in 2019 and the City will collect over \$12,000 in park reservation revenues (namely from player fees assessed to Fruita Little League). Parks staff prepared fields for well over 400 baseball, softball, soccer and flag football games throughout the year.
- Parks and Recreation Administration staff throughout 2019 continued to implement the Parks, Open Space and Trails Master Plan and City Council goals. Late in 2019, Parks and Recreation staff issue a request for proposal to recruit a consultant to assist with developing the PHROST Master Plan (this will update the current plan which was adopted in 2009). A GOCO grant of \$65,000 was awarded to Fruita Parks and Recreation to help fund this project.
- Staff along with BLM, COPMOBA and several local businesses (loosely called the Fruita Trails Initiative (FTI) were able to complete the Master Plan for the North Fruita Desert. An application for a Colorado Park and Wildlife Non-Motorized Planning grant was submitted to fund cultural and paleontological survey work in the North Fruita Desert. This is the first step towards implementing the Master Plan
- The Fruita Trails Initiative developed and secured funds to pay Trails Maintenance Crew through Western Colorado Conservation Corp. The three person crew is funded for up to 6 weeks of work on the Fall of 2019
- Staff continues to work on the Fruita Youth Initiative or FYI. This a long-term process aimed at reducing substance abuse in youth, grades 6-12. FYI has finished up phase three (identifying youth risk and protective factors and matching them up with strategies and programs) and has start on phase 4 (planning and implementation of programs). In addition, the Fruita Youth Action Council was created and is underway. The process created a coalition of the local Fruita schools, the health department, local businesses and the City of Fruita. The process is a multi-year process and the intent is to lead to funding for the City or schools to implement strategies and programs to combat substance abuse in our local youth.

# Parks and Recreation Department

## Administration

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### **2020 GOALS**

- Staff secured a Great Outdoors Colorado Planning Grant in 2019 to fund an update to the Fruita Parks, Open Space and Trails Master Plan. The current plan adopted in 2008 does not address Community Recreation nor Community Health Impacts. Other events and changes within the City of Fruita have also prompted a desire to have a community discussion about parks and recreation services, including the acquisition of land next to Little Salt Wash Park, deterioration of the skate park, requests for additional park amenities (dog park and pickleball courts), potential need for expansion of the Fruita Community Center, the uncertainty of uses of mountain properties, the desire to develop the old lagoon property, water conservation practices as well as general growth in the Fruita area. The PHROST master plan will start in late 2019 with the bulk of the process to be completed in 2020.
- Through the Fruita Youth Initiative, the Fruita Youth Action Council was formed. FYAC will look to be established through its first year.
- Improve the overall operations in the parks department by documenting the annual activities.

### **PERFORMANCE MEASURES**

- Complete the PHROST Master Plan.
- The Fruita Youth Action Council should determine if FYAC is a suitable name, create by-laws and logo. In addition, look to provide a voice for the City of Fruita on youth issues they see as important and how they want to create change to help combat these issues
- Develop (in-house) an annual parks maintenance and management plan.
- Monitor operational costs in the Parks Budget and then develop an Open Space and Trails program area for the 2021 Budget.

### **2020 BUDGET HIGHLIGHTS**

- The Parks, Open Space, Trails and Recreation Master Plan is funded at \$90,000 in the Parks and Recreation Administration Budget with an additional \$25,000 in the Fruita Community Center, Administration Budget. \$65,000 is grant funded and the remaining \$50,000 is split between the Community Center and General Fund budgets.
- Registration Credit Card Processing fees was increased to recognize the credit card fees from program registrations like youth soccer, basketball, track, etc. These fees were previously being charged to the Fruita Community Center Fund.
- Printing was reduced by \$4,000 as the Activity Guide will move to and have a larger online presence. The Activity Guide will no longer be mailed to local households but there will be some on hand at the Fruita Community Center and other high traffic locations in the City.

# Parks and Recreation Department

## Administration

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-451-20-4111	Salaries, Administrative	122,010	125,001	130,000	130,000	139,150	7%
110-451-20-4120	Part Time	10	-	-	-	-	N/A
110-451-20-4130	Overtime	127	65	150	150	175	17%
		122,147	125,066	130,150	130,150	139,325	7%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-451-20-4210	Health Insurance	24,669	24,804	26,600	26,600	28,500	7%
110-451-20-4220	FICA Payroll Expense	7,388	7,576	8,100	8,100	8,650	7%
110-451-20-4221	Medicare Payroll Expense	1,728	1,772	1,900	1,900	2,025	7%
110-451-20-4230	Retirement Contribution	5,490	5,580	5,900	5,900	6,275	6%
110-451-20-4250	Unemployment Insurance	367	375	525	525	425	-19%
110-451-20-4260	Workers Compensation Ins	200	156	200	200	175	-13%
		39,842	40,263	43,225	43,225	46,050	7%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-451-20-4310	Professional Development	2,676	2,677	4,600	4,600	4,600	0%
110-451-20-4343	Credit Card Processing Fees	-	-	250	250	2,750	1000%
		2,676	2,677	4,850	4,850	7,350	52%
<b>PURCHASED PROPERTY SERVICES</b>							
110-451-20-4430	Service Contracts	334	735	300	3,300	300	0%
110-451-20-4435	Fleet Maintenance Charges	1,425	900	-	-	1,200	N/A
		1,759	1,635	300	3,300	1,500	400%
<b>OTHER PURCHASED SERVICES</b>							
110-451-20-4530	Telephone	614	759	1,700	1,700	550	-68%
110-451-20-4550	Printing	7,045	7,140	8,500	8,500	4,500	-47%
		7,659	7,899	10,200	10,200	5,050	-50%
<b>SUPPLIES</b>							
110-451-20-4610	Office Supplies	3,124	3,276	4,000	4,000	4,000	0%
110-451-20-4611	Postage	66	14	1,000	1,000	1,000	0%
110-451-20-4626	Gas and Oil	657	723	450	450	1,000	122%
110-451-20-4630	Meeting/Appreciation Supplies	-	-	-	-	600	N/A
		3,847	4,013	5,450	5,450	6,600	21%
<b>CAPITAL</b>							
110-451-20-4742	Mobile Equipment	-	-	25,000	25,000	-	-100%
110-451-20-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	25,000	25,000	-	-100%
<b>SPECIAL PROJECTS</b>							
110-451-20-4826	Master Plans	5,000	21,679	100,000	24,000	90,000	-10%
110-451-20-4842	Scholarship Contributions	14,479	11,181	9,000	9,000	9,000	0%
		19,479	32,860	109,000	33,000	99,000	-9%
<b>TOTAL EXPENDITURES</b>		<b>197,409</b>	<b>214,413</b>	<b>328,175</b>	<b>255,175</b>	<b>304,875</b>	<b>-7%</b>

# Parks and Recreation Department

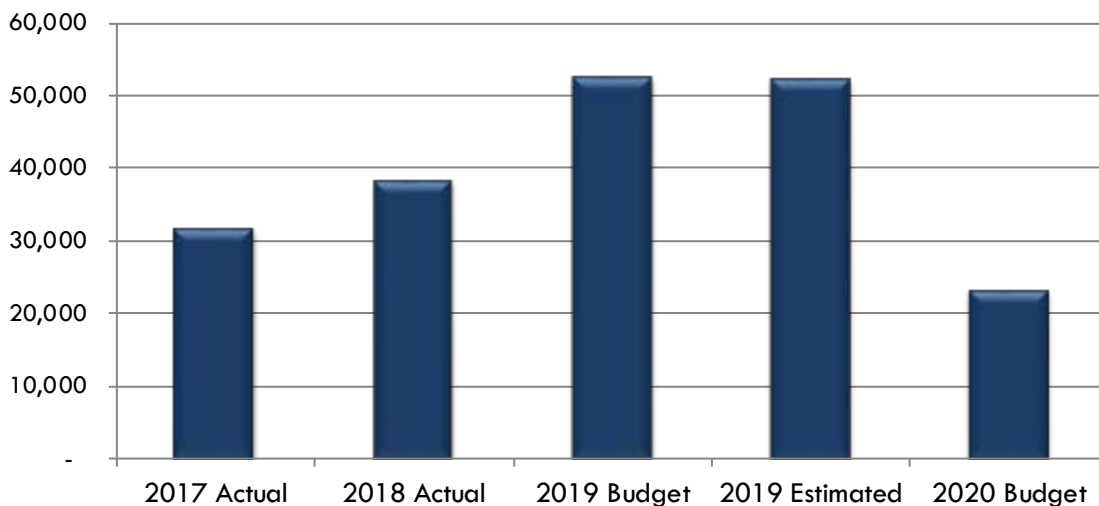
## Activities

<b><u>EXPENDITURES</u></b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 22,933	\$ 27,151	\$ 38,800	\$ 38,800	\$ 15,850	-59%
Personnel Services, Benefits	4,227	6,896	8,325	7,975	500	-94%
Purchased Professional Services	386	161	650	650	800	23%
Purchased Property Services	-	-	-	-	-	N/A
Other Purchased Services	-	225	750	750	-	-100%
Supplies	4,152	3,805	4,175	4,175	4,175	0%
Operating Expenses	\$ 31,698	\$ 38,238	\$ 52,700	\$ 52,350	\$ 21,325	-60%
Capital	-	-	-	-	-	N/A
Special Projects	-	-	-	-	2,000	N/A
<b>Total Expense</b>	<b>\$ 31,698</b>	<b>\$ 38,238</b>	<b>\$ 52,700</b>	<b>\$ 52,350</b>	<b>\$ 23,325</b>	<b>-56%</b>

### **MISSION**

Program Activities and Events provide the Fruita community with local, economical recreation opportunities to get and stay physically, socially, and mentally healthy. Recreation Activities include a variety of programs including: dance, art classes and events such as: Cookies-n-Claus, Bike Rodeo, Easter Egg Scramble, and Truck-N-Treat. Through the Fruita Youth Initiative, the Fruita Youth Action Council was created.

### **Budget History**





# Parks and Recreation Department

## Activities

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### **RESPONSIBILITIES**

- Continue to meet the needs of the community by maintaining, enhancing, and improving their physical and mental well-being through current and new activities and programs.
- Continue to offer, coordinate, and evaluate current activities and programs.
- Continue to build new programs as the demand increases for a variety of different activities and programs.
- Continue to provide free and low cost activities and events throughout the year.
- Continue maintaining current level of activity course offerings by ensuring that instructors and class leaders are providing quality instruction.
- Continue to explore and utilize the appropriate marketing tools which will help increase activity and program attendance.
- Increase programming where needed to meet community needs and demands.

### **PRIOR YEAR ACCOMPLISHMENTS**

We continued to offer a variety of activities throughout the year and have added some programs while dropping others. Our dance program is the mainstay with good numbers. New this fall was Arts and Crafts classes with Raspberry Hill Boutique in downtown Fruita. We are working to get this program off the ground.

The ninth annual Bike Rodeo was held September 14<sup>th</sup> in partnership with the Fruita Police Department and Family Health West. Children were able to register their bikes, have bikes inspected by a mechanic, learn safety skills, get their helmets properly sized and fitted and complete a fun safety course. Every child who attended received a free helmet. 2018 Cookies-N-Claus was another huge success bringing in 100 kids plus their parents. Another Cookies-N-Claus is scheduled for December 21<sup>st</sup> and expected to be just as successful. Truck-n-Treat is a free event for the youth and families of the community, in 2018 Truck-n-Treat was expanded down Aspen Avenue to Maple Street. Approximately 50 vehicles and 2 jeep clubs were at the 2018 Truck-n-Treat. It is estimated that more than 4,000 people will attend.

On October 5<sup>th</sup> was our first ever Fishing is Fun Day. We partnered with Colorado Parks and Wildlife (CPW) and had 50 kids pre-register who received a fishing pole and a total of 60 in attendance. CPW stocked Snooks Bottom with 2,700 Rainbow Trout a few days before the event.

The Fruita Youth Action council was created through the Fruita Youth Initiative. We had over 20 applications in our first year. Interviews were held and the initial board will has 18 members. A leadership training trip was planned and accomplished with 14 members and 2 staff who floated down the Ruby Horsethief Canyon. This year's group will look to set the tone for years to come by

# Parks and Recreation Department

## Activities

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looking at the appropriate name for the group, by-laws and logo in addition to activities/issues they will want to pursue.

<b>Youth Activities</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019*</b>
Dance Combo	52	17	32	17	0
Creative Movement	15	5	22	44	33
Children's Ballet	NA	33	31	4	58
Twinkle Toes	NA	38	58	74	44
Bike Rodeo	94	105	60	35	40
Fishing is Fun	NA	NA	NA	NA	60
Cookies-N-Claus	88	98	100	100	TBD
Truck-n-Treat	3,000	4,000	4,000	4,000	TBD
Egg Scramble	300	400	400	400	400

\*Enrollments through 10/7/19

### **2020 GOALS**

- Through parent and public input increase Youth Activity offerings.
- Increase enrollment by 10% in dance/ballet classes.
- Implement a parent evaluation form and strive to get a return rate of 60%.

### **PERFORMANCE MEASURES**

- Look to add 2 new programs in 2020.
- Increase marketing efforts using peach jar and Facebook to increase awareness about programs.
- Create an evaluation form and have staff hand deliver evaluation to increase participation. Also ask with in evaluation about program offerings they would like to see.

### **2020 BUDGET HIGHLIGHTS**

- Salaries and benefits for the Recreation Coordinator position, previously split between the Activities and Athletics programs, was moved to the Athletics program. Budget.
- Increased background investigation. New vendor who is more thorough was selected for background checks.
- Funding for Fruita Youth Action Council retreat was added.

# Parks and Recreation Department

## Activities

<b>Expenses</b>		2017	2018	2019	2019	2020	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-451-21-4111	Salaries, Full Time	18,150	20,968	22,800	22,800	-	-100%
110-451-21-4120	Part Time	1,058	-	4,000	4,000	3,850	-4%
110-451-21-4125	Contract Labor	3,725	6,183	12,000	12,000	12,000	0%
110-451-21-4130	Overtime	-	-	-	-	-	N/A
		22,933	27,151	38,800	38,800	15,850	-59%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-451-21-4210	Health Insurance	1,124	3,477	4,000	4,000	-	-100%
110-451-21-4220	FICA Payroll Expense	1,106	1,310	1,700	1,700	250	-85%
110-451-21-4221	Medicare Payroll Expense	259	307	400	400	100	-75%
110-451-21-4230	Retirement	780	932	1,050	1,050	-	-100%
110-451-21-4250	Unemployment Insurance	58	63	175	175	50	-71%
110-451-21-4260	Workers Compensation Ins	900	807	1,000	650	100	-90%
		4,227	6,896	8,325	7,975	500	-94%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-451-21-4310	Professional Development	386	132	500	500	500	0%
110-451-21-4345	Background Investigations	-	29	150	150	300	100%
		386	161	650	650	800	23%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-451-21-4441	Facility Rental	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-451-21-4553	Advertising	-	225	750	750	-	-100%
		-	225	750	750	-	-100%
<b><u>SUPPLIES</u></b>							
110-451-21-4612	Supplies and Equipment	4,152	3,805	4,175	4,175	4,175	0%
110-451-21-4680	Refunds	-	-	-	-	-	N/A
		4,152	3,805	4,175	4,175	4,175	0%
<b><u>SPECIAL PROJECTS</u></b>							
110-451-21-4810	Fruita Youth Action Council	-	-	-	-	2,000	N/A
		-	-	-	-	2,000	N/A
<b>TOTAL EXPENDITURES</b>		<b>31,698</b>	<b>38,238</b>	<b>52,700</b>	<b>52,350</b>	<b>23,325</b>	<b>-56%</b>

# Parks and Recreation Department

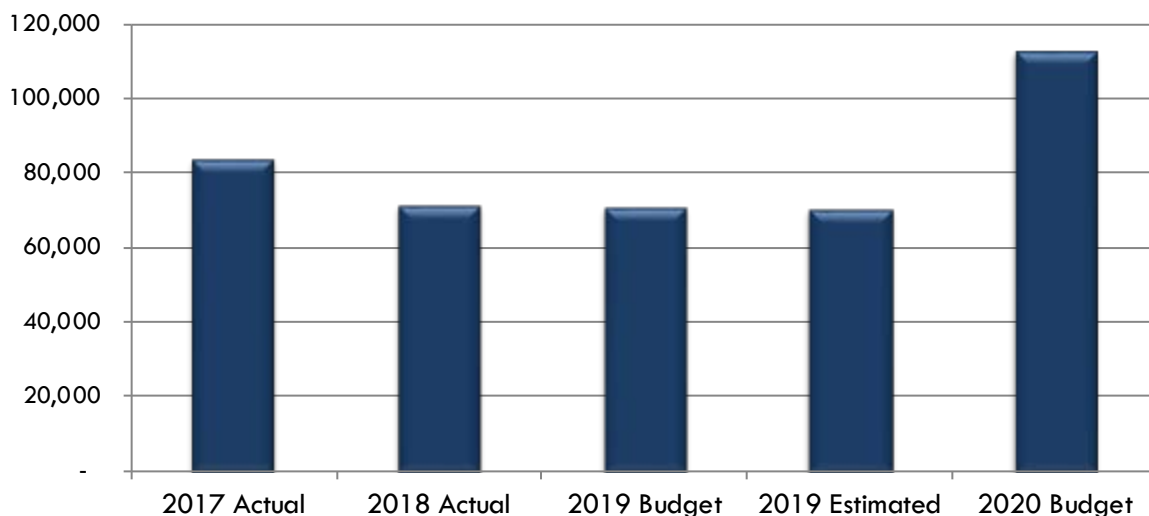
## Athletics

<b><u>EXPENDITURES</u></b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 57,467	\$ 48,387	\$ 43,700	\$ 43,700	\$ 76,450	75%
Personnel Services, Benefits	7,229	9,061	9,425	8,975	18,000	91%
Purchased Professional Services	1,198	946	1,100	1,100	2,200	100%
Purchased Property Services	3,297	3,031	3,650	3,650	3,650	0%
Other Purchased Services	560	500	500	500	800	60%
Supplies	13,928	9,622	10,250	10,250	11,250	10%
Operating Expenses	\$ 83,679	\$ 71,547	\$ 68,625	\$ 68,175	\$ 112,350	64%
Capital	-	-	2,000	2,000	-	-100%
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>83,679</b>	<b>71,547</b>	<b>70,625</b>	<b>70,175</b>	<b>112,350</b>	<b>59%</b>

### **MISSION**

Athletic Programs provide the Fruita community with local, economical, organized sports opportunities for youth and adults to get and stay physically, socially, and mentally healthy. Providing quality programs to the families of Fruita and surrounding areas provides services that they may not otherwise receive. The purpose is to provide Athletic Programs that get the Fruita community involved in enjoyable, quality activities that promote overall health and well-being while bringing a community together to create lasting relationships.

### **Budget History**



# Parks and Recreation Department

## Athletics

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### RESPONSIBILITIES

- Continue to offer and coordinate a variety of recreation programs to meet the needs of the community to maintain, enhance, and improve their physical and mental well-being.
- Continue to evaluate and create new sports programs for adults and youth.
- Continue to maintain youth and adult athletic offerings for the community.
- Continue to perform background checks on all volunteer coaches, provide training to officials and staff, and ensure facilities used are free of hazards.
- Build strong relationships with volunteer coaches and parents to ensure successful programming.
- Promote and evaluate programs to ensure the needs of participants, parents, and families are being met.

### PRIOR YEAR ACCOMPLISHMENTS

Athletic Programs provide the Fruita community with local, economical, organized sports opportunities for youth and adults. Providing quality programs to the families of Fruita and surrounding areas provides services that they may not otherwise receive. We continue to offer athletic programs for our area youth and have continued to add programs to broaden opportunity. Registration numbers remain consistent with previous years.

#### **Athletic Program Registrations**

	<b>Season</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Soccer Spring	Spring	220	206	219	233	195	230
Soccer Fall	Fall	190	231	227	228	224	229
Challenger Soccer Camp	Summer	32	26	26	54	40	30
Girls Basketball	Winter	80	84	74	76	65	TBD
Boys Basketball	Winter	168	171	151	161	170	152
Flag Football	Fall	71	85	84	64	49	90
Wrestling	Winter	17	16	20	29	24	31
Track and Field Camp	Summer	27	32	50	67	91	93
Tennis	Summer	32	46	19	21	22	26
Adobe Golf Camps	Summer	27	15	27	33	30	26
Karate	All	94	45	50	120	24	20+
Lacrosse Camp	Fall					23	24

# **Parks and Recreation Department**

## **Athletics**

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Athletics had consistent participation for our youth sports: youth soccer, flag football, boys and girls basketball, wrestling, and tennis camp. Our continued partnership with Grand Junction P&R provides basketball leagues for boys and girls grades 3-8. Basketball Camps had seen a major increase due to a highly successful summer enrollment and continued participant retention.

Track and Field continued to remain widely popular with 93 enrollments.

Flag football for 2019 offered interleague play with Grand Junction Parks and Recreation much like our Youth Basketball Leagues to help gain interest in participation. The transition to NFL flag football garnered more interest as enrollment nearly doubled as compared to 2018.

### **2020 GOALS**

- Increase the number of offerings for adult recreation.
- Evaluate programs for all athletic and activities programs.
- Increase revenue in youth and adult programming by strengthening logistics, marketing, and employee training.

### **PERFORMANCE MEASURES**

- Accumulate over 1,200 enrollments in Athletics Programs.
- Establish above 70% satisfactory rating for all Athletics Programs.
- Generate a 10% revenue increase in Athletics Programs.

### **2020 BUDGET HIGHLIGHTS**

- Move 100% compensation including professional development for Recreation Supervisor to the Athletics program budget. It is currently split between Youth Activities and Youth Athletics.
- Increase in supplies and equipment for new soccer nets at LSW.
- Increase in background checks, switched to new vendor who offers a more complete screening of volunteer coaches and staff.

# Parks and Recreation Department

## Athletics

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-451-25-4111	Salaries, Full Time	19,180	22,832	22,800	22,800	45,500	100%
110-451-25-4120	Part Time	27,954	18,568	13,900	13,900	23,950	72%
110-451-25-4125	Contract Labor	10,333	6,987	7,000	7,000	7,000	0%
110-451-25-4130	Overtime	-	-	-	-	-	N/A
		57,467	48,387	43,700	43,700	76,450	75%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-451-25-4210	Health Insurance	1,216	3,582	4,000	4,000	8,500	113%
110-451-25-4220	FICA Payroll Expense	2,877	2,623	2,300	2,300	4,300	87%
110-451-25-4221	Medicare Payroll Expense	673	613	550	550	1,050	91%
110-451-25-4230	Retirement	822	1,016	1,050	1,050	2,050	95%
110-451-25-4250	Unemployment Insurance	141	124	175	175	250	43%
110-451-25-4260	Workers Compensation Ins	1,500	1,103	1,350	900	1,850	37%
		7,229	9,061	9,425	8,975	18,000	91%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-451-25-4310	Professional Development	496	758	500	500	1,200	140%
110-451-25-4345	Background Investigations	702	188	600	600	1,000	67%
		1,198	946	1,100	1,100	2,200	100%
<b>PURCHASED PROPERTY SERVICES</b>							
110-451-25-4441	Facility Rental	3,297	3,031	3,650	3,650	3,650	0%
		3,297	3,031	3,650	3,650	3,650	0%
<b>OTHER PURCHASED SERVICES</b>							
110-451-25-4530	Telephone	-	-	-	-	300	
110-451-25-4553	Advertising	560	500	500	500	500	0%
		560	500	500	500	800	60%
<b>SUPPLIES</b>							
110-451-25-4612	Supplies and Equipment	13,928	9,622	10,250	10,250	11,000	7%
110-451-25-4630	Meeting/Appreciation Supplies	-	-	-	-	250	N/A
110-451-25-4680	Refunds	-	-	-	-	-	N/A
		13,928	9,622	10,250	10,250	11,250	10%
<b>CAPITAL</b>							
110-451-25-4743	Furniture and Equipment	-	-	2,000	2,000	-	-100%
		-	-	2,000	2,000	-	-100%
<b>TOTAL EXPENDITURES</b>		<b>83,679</b>	<b>71,547</b>	<b>70,625</b>	<b>70,175</b>	<b>112,350</b>	<b>59%</b>

# Parks and Recreation Department

## Special Events

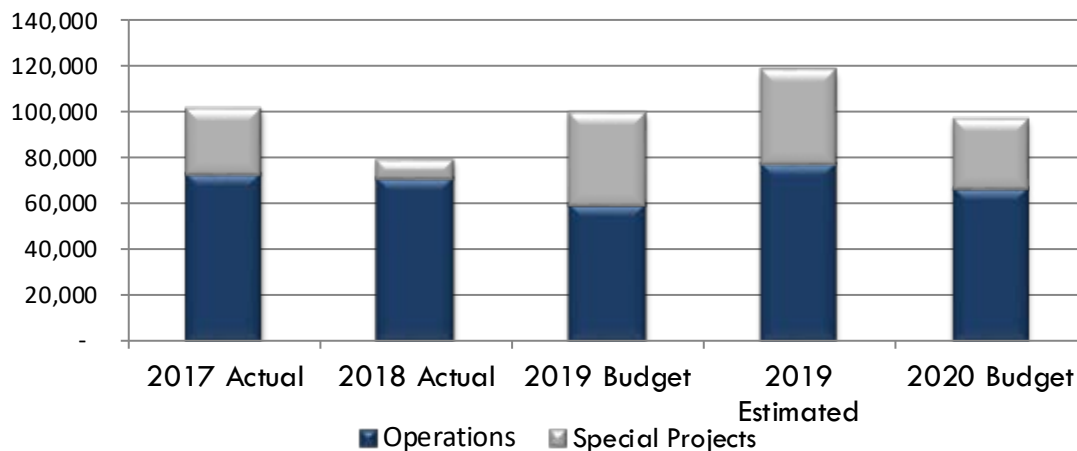
<b>EXPENDITURES</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 4,705	\$ 3,502	\$ 3,800	\$ 3,925	\$ 5,000	32%
Personnel Services, Benefits	513	419	550	550	650	18%
Purchased Professional Services	29,394	26,772	19,825	28,825	24,000	21%
Other Purchased Services	1,158	2,238	1,500	2,500	1,500	0%
Supplies	36,679	37,602	34,000	41,500	35,500	4%
Operating Expenses	\$ 72,449	\$ 70,533	\$ 59,675	\$ 77,300	\$ 66,650	12%
Capital	-	-	-	-	-	N/A
Special Projects	28,647	8,801	40,000	40,550	30,500	-24%
<b>Total Expense</b>	<b>\$ 101,096</b>	<b>\$ 79,334</b>	<b>\$ 99,675</b>	<b>\$ 117,850</b>	<b>\$ 97,150</b>	<b>-3%</b>

### MISSION

Special Events presented by the City of Fruita help bring the community together, keep people active, and provide fun and affordable family activities and outings. Events coordinated by the City of Fruita include Sweetheart 5K/10K Run, 9 Health Fair with Family Health West, Art Stroll at the Evening of Art, Easter Egg Scramble, Youth Scholarship Golf Tournament, Arbor Day Celebration, Bike to Work Day, Mike the Headless Chicken Festival, Thursday Night Concert Series, City Council Ice Cream Social, 3<sup>rd</sup> of July Fireworks Show, and Arts and Crafts Fair.

The Recreation Department also assists with other Special Events that occur within the community. Through the special events application process and coordination with other city departments, the recreation department helps other event coordinators by ensuring they have traffic control plans, appropriate security, liquor licenses when needed, properly notified the community, and are logistically well-planned.

### Budget History





# Parks and Recreation Department

## Special Events

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### RESPONSIBILITIES

- Continue to provide free and low cost activities and events throughout the year.
- Continue to improve Mike the Headless Chicken Festival by increasing the number of vendors, adding additional free family games, and increasing the public awareness of the event.
- Continue to bring in a wide variety of quality bands for the Thursday Night Concert Series.

### PRIOR YEAR ACCOMPLISHMENTS

- The Sweetheart Run in February drew another large crowd, with 450 registered runners in the 5k and 10k runs.
- The City of Fruita partnered with Family Health West to host the 9 Health Fair. There were 750 participants from all over the Grand Valley. Blood screening, Ask a Doc, Eye exams were just a few of the services provided.
- The Arts and Culture Boards hosted its 4th annual Art Stroll at an Evening of Art event. Held in March, the event drew over 200 attendees and raised over \$10,000 to go towards art in the community. Funds have been placed in a reserve account for future use. Coloramo Bank was this year's title sponsors for the event and many other organizations provided funding in a variety of ways. The event was held at the Fruita Community Center which was transformed into an elegant stage for art, music and local foods and drink.
- The 4<sup>th</sup> annual Youth Scholarship Golf Tournament was held in early April and attracted 75 golfers and multitude of hole sponsors and funders. The Fruita Rotary Club was the title sponsor and the event raised almost \$4,500 for the youth scholarship program. As a result of the funds raised, 60 summer youth passes were provide to local area school counselors to distribute to children who they believe would benefit from visiting and using the Fruita Community Center over the summer.
- Arbor Day was held in April. The celebrations started with a 5<sup>th</sup> grade Arbor Day poster competition. Each 5<sup>th</sup> grade class submitted their poster to the community center to be judged and the winning poster was sent off to state. A tree was planted at Rim Rock Elementary. The planting was led by Colorado State Forester Cami Long, and the Mayor, Joel Kincaid, read the proclamation.
- The 21<sup>st</sup> Annual Mike the Headless Chicken Festival was themed "What happens at Mike, Stays at Mike. The Vegas Style theme was enjoyed by all. The event was sponsored by Credit Union of Colorado, which we are in the 2<sup>nd</sup> year of a 3 year agreement.
  - Event entertainment included Steve Griggs Band and the North Mississippi All Stars. All entertainment was booked through local promoter James Williams. According to our LiveGuage sensor, we had over 21,000 people come through Civic Center Park that weekend.

# Parks and Recreation Department

## Special Events

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- Throughout the event, people were entertained by free backyard games, corn hole tournament, great live entertainment, peep and wing eating contests, rooster calling contest, car show, 5k run and lots of food and vendors.
- The 'Mike Store' sold more than \$13,000 worth of t-shirts, souvenir mugs, water bottles, stickers, and other memorabilia throughout the weekend. The Mike Online store continues to sell product throughout the year both nationally and internationally.
- The Mike 5k run had 236 participants.
- The Disc Golf Tournament had its best year yet with 59 golfers
- 2019 was the fifth year that Mike the Headless Chicken festival partnered with the High Plains Poultry Club that hosted a poultry show. Over 120 chickens were on display in the Civic Center and we will look to continue in 2019.
- The Thursday Night Concert Series was held every Thursday evening for 9 weeks during the summer months. A variety of entertainers performed and the concert series continues to attract good crowds in downtown on Thursday evenings. All entertainment was booked through a local promoter.
- The City of Fruita hosted the July 3<sup>rd</sup> fireworks again this year. City staff secured a sponsorship from Western Rockies Federal Credit Union which allowed the City to continue with the fireworks display.
- In December, the City will present the Holiday Arts and Crafts Fair at the FCC. The event will be held in the gym. This is an opportunity for local artisan to sell their goods and for community members to find gifts.

### **2020 GOALS**

- Reevaluate the City of Fruita Special Event permitting/application process.
- Evaluate the use of Civic Center Park for special events. The amount of permits a year have become excessive and the turf is showing it wear and tear.

### **PERFORMANCE MEASURES**

- Have a new permit/application process in place by the end of the year.
- Meet with outside event organizers to determine if there are alternative locations or event configurations to reduce the impact on our City facilities, especially Civic Center Park.

### **2020 BUDGET HIGHLIGHTS**

- The special events budget reflects decreases in several accounts. This is done to ensure sponsorships are obtained for events. When sponsorship moneys have been received,

# Parks and Recreation Department

## Special Events

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expense budgets are adjusted up accordingly. If sponsorship funds are not collected, the event is altered to meet budget or cancelled entirely.

- \$4,000 has been added to Marketing/Advertising for an upgrade to Mike the Headless Chicken Website.
- \$1,500 has been moved from Arts and Culture to Supplies and Equipment to fund the Holiday Arts and Crafts fair.

# Parks and Recreation Department

## Special Events

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-451-29-4111	Salaries	-	-	-	-	-	N/A
110-451-29-4120	Part Time	4,467	3,502	3,300	3,400	4,500	36%
110-451-29-4125	Contract Labor	-	-	-	-	-	N/A
110-451-29-4130	Overtime	238	-	500	525	500	0%
		4,705	3,502	3,800	3,925	5,000	32%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-451-29-4210	Health Insurance	-	-	-	-	-	N/A
110-451-29-4220	FICA Payroll Expense	303	227	250	250	350	40%
110-451-29-4221	Medicare Payroll Expense	71	53	100	100	100	0%
110-451-29-4230	Retirement Contribution	-	-	-	-	-	N/A
110-451-29-4250	Unemployment Insurance	14	10	50	50	50	0%
110-451-29-4260	Workers Compensation Ins	125	129	150	150	150	0%
		513	419	550	550	650	18%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-451-29-4310	Professional Development	2,653	-	-	-	-	N/A
110-451-29-4338	Website Development	-	-	-	-	4,000	N/A
110-451-29-4350	Entertainment	26,741	26,772	19,825	28,825	20,000	1%
		29,394	26,772	19,825	28,825	24,000	21%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-451-29-4550	Advertising	1,158	2,238	1,500	2,500	1,500	0%
		1,158	2,238	1,500	2,500	1,500	0%
<b><u>SUPPLIES</u></b>							
110-451-29-4610	Office Supplies	-	-	-	-	-	N/A
110-451-29-4611	Postage	83	182	500	500	500	0%
110-451-29-4612	Supplies and Equipment	24,843	26,451	21,500	29,000	22,500	5%
110-451-29-4630	Meeting/Appreciation Supplies	-	-	-	-	500	N/A
110-451-29-4690	Supplies for Resale	11,753	10,969	12,000	12,000	12,000	0%
		36,679	37,602	34,000	41,500	35,500	4%
<b><u>SPECIAL PROJECTS</u></b>							
110-451-29-4810	Arts and Culture Board	5,369	5,012	2,000	2,550	500	-75%
110-451-29-4821	Fireworks Display	23,278	3,789	38,000	38,000	30,000	-21%
		28,647	8,801	40,000	40,550	30,500	-24%
<b>TOTAL EXPENDITURES</b>		<b>101,096</b>	<b>79,334</b>	<b>99,675</b>	<b>117,850</b>	<b>97,150</b>	<b>-3%</b>

# Parks and Recreation Department

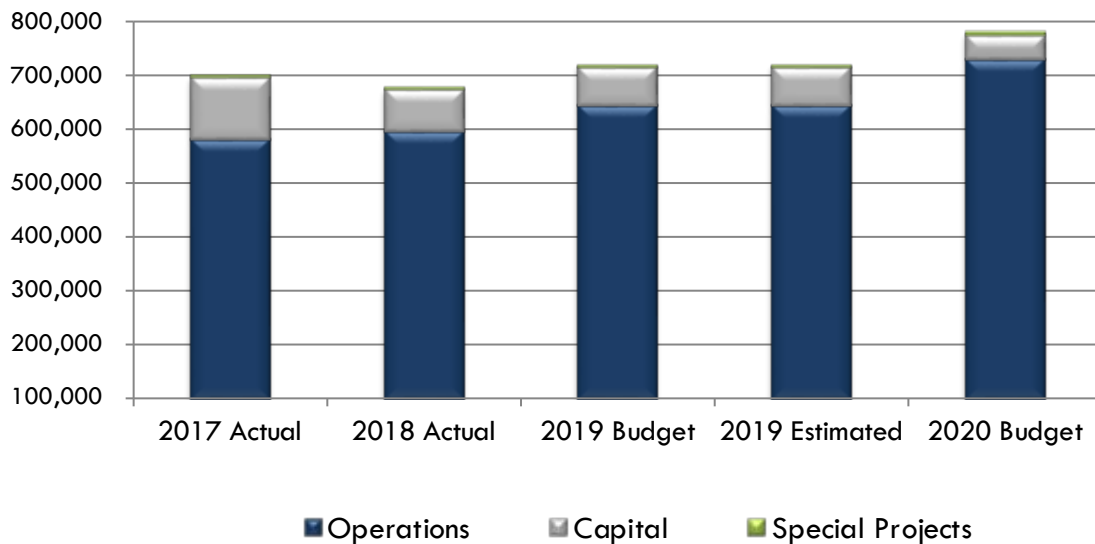
## Parks

<b>EXPENDITURES</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 298,124	\$ 309,895	\$ 335,700	\$ 335,700	\$ 365,650	9%
Personnel Services, Benefits	99,525	100,343	110,600	110,600	123,250	11%
Purchased Professional Services	4,138	4,190	10,650	10,650	12,500	17%
Purchased Property Services	103,001	91,147	94,400	94,400	138,700	47%
Other Purchased Services	2,100	1,923	4,000	4,000	2,400	-40%
Supplies	75,355	88,915	88,550	88,550	88,000	-1%
Operating Expenses	\$ 582,243	\$ 596,413	\$ 643,900	\$ 643,900	\$ 730,500	13%
Capital	113,166	77,861	72,000	72,000	46,000	-36%
Special Projects	752	396	800	800	5,800	625%
<b>Total Expense</b>	<b>\$ 696,161</b>	<b>\$ 674,670</b>	<b>\$ 716,700</b>	<b>\$ 716,700</b>	<b>\$ 782,300</b>	<b>9%</b>

### MISSION

The Parks Division provides and generally maintains parks, trails, and open space lands in the best possible condition while ensuring a clean and safe environment for community members to enjoy these areas.

### Budget History



# Parks and Recreation Department

## Parks

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### **RESPONSIBILITIES**

- To provide for all citizens a variety of enjoyable leisure facilities which are accessible, safe, physically attractive and well maintained. Standard maintenance responsibilities consist of the following:
  - Disease and insect control on an annual routine basis to maintain health of vegetation
  - Facility maintenance of restrooms, pump house lighting systems, shade structures, shelters, etc.
  - Conduct and document findings of safety inspections on a routine basis of playground and other facilities
  - Remove snow that has accumulated more than 2 inches along trails and public sidewalks, focusing on transportation corridors for public facilities and schools.
  - Grounds management such as turf care and mowing, transplanting, fertilizing, irrigating, and planting
  - Planting, pruning, removing and general care of the City's urban forest – trees located in City parks, trail corridors, open space areas and City rights-of way.
  - Trash removal on a daily base in all parks, along trails, open space areas owned by the City as well as downtown public areas
  - Weed control which includes removal and spraying of unwanted vegetation
  - Maintenance of trails includes sweeping and weed control along the trail edges
  - Irrigation maintenance and repair on all sprinkler system in the parks areas
  - Support internal and external community, special events. Provide electrical power and other logistical support to the multitude of events in parks and the downtown area.
  - Support internal and external athletic programs by preparing fields for play and ensuring safe conditions.
  - Maintain and beautify planters throughout the City, including in the downtown area. Decorate the City on a seasonal basis, namely around the holiday season.
  - Care and repair community artwork throughout the City, including sculptures, benches, banners, etc.
  - Support flag lowering and raising as ordered by the Governor's Office

### **PRIOR YEAR ACCOMPLISHMENTS**

- Worked with engineering to construct three new pump houses at each of the following parks: Reed, Prospector (Comstock) and at Civic Center Park.
- Replace and upgrade to Netafin filters at Reed and Vista Valley Parks.

# Parks and Recreation Department

## Parks

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- Integrated maintenance of the Kokopelli section of the Colorado Riverfront Trail into operations.
- Performed maintenance on 41 acres of developed parkland (1 community park, 4 neighborhood parks and 5 specialty/pocket parks), 192 acres of open space lands (Snooks Bottom, Fruita Riverfront Park, Little Salt and Big Salt Wash Greenways), 15 miles of trail, downtown planters and all grounds at the Fruita Community Center, Police Department, Waste Water Treatment Facility, City Shops, and the Fruita Civic Center. Ensure irrigation is running optimally and repair the multitude of line breaks throughout the year.
- Supported internal and external recreational activities at various parks, which included dragging and marking baseball/softball and multipurpose fields daily for the little league baseball program as well as Fruita's youth soccer and youth flag football programs.
- Supported the needs of City and non-City special events, including: Sweetheart Run, Fat Tire Festival, Mike the Headless Chicken Festival, Thursday Night Concert Series, July 3<sup>rd</sup> Celebration, Farmers Market, Food Truck Friday, Fruita Fall Festival, Anna Banana Race, Cops and Cars, Salty Treads, , and Truck-n-Treat.
- Hosted tournaments (Triple Crown Baseball and Fruita Little League) at Little Salt Wash Park. Prepared fields by dragging and lining for games and providing upkeep during the tournaments. Worked with Fruita Monument High School to provide field space for softball and baseball practices as well as games. Hosted baseball, softball and soccer camps at Little Salt Wash Park and cycle-cross race events.
- Worked with the Lower Valley Fire Department and Colorado National Guard Fire Team to do fire mitigation on Big Salt Wash and Little Salt Wash. Coordinated the Western Colorado Conservation Corps to eradicate tamarisk and Russian olives at Snooks Bottom and Fruita Riverfront Open Space Areas.
- Repaired fencing along access road to Snooks Bottom Open Space. Contracted to mitigate weeds at Snooks Bottom Open Space, the Fruita Riverfront Park and along the Little Salt Wash Trail. Maintaining trash receptacles along with dog waste collections at Devil's Canyon Trailhead to support BLM's operations. Installed and maintaining new trash receptacle and benches on the new Kokopelli Trail.

### **2020 GOALS**

- Train staff and obtain certification in the following: Playground Safety Inspections, Master Gardner, Turf Management and Arbor Care.
- Institutionalize work order system within parks operations for better tracking or work performed. Utilize GIS abilities with work order system.
- Replace and/or repair deteriorated park amenities.
- Secure necessary equipment to perform maintenance activities within parks trail corridors and open space areas, namely a brush hog and sprayer.

# Parks and Recreation Department

## Parks

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- Partner with Engineering and other agencies (River's Edge West, Lower Valley Fire) to plan for improvements along the Big and Little Salt Washes to mitigate fire and flood as well as protect city assets, including turf areas and trails.
- Complete a Parks Maintenance and Management Plan that provides staff with guidelines, standards and maintenance schedules throughout the system and by facility.
- Start and complete a Trails and Open Space Maintenance and Management Plan that provides staff with guidelines, standards and maintenance schedules throughout the system and by facility.
- Track trail and open space expenses through 2019 and 2020 to develop a Trails and Open Space program in the 2021 budget.

### **PERFORMANCE MEASURES**

- Utilization of the Work Order system. Gather / Obtain complete GIS data on Little Salt Wash Park, Snooks Bottom/Fruita Riverfront Open Space Areas and the Lower Little Salt Wash Trail.
- Create a plan to improve the Big and Little Salt Washes to mitigate flood and as well as stabilize banks and remove unwanted vegetation / organic debris.
- Create a Parks Maintenance and Management Plan and a Trails and Open Space Maintenance and Management Plan.

### **2020 BUDGET HIGHLIGHTS**

- Increase Professional Development to obtain training for Playground Safety Inspections, Master Gardner class, Turf Management, and Arbor Care.
- Increase service contracts to address licensing fees for Dude Solutions and the miscellaneous costs of tree removals throughout the community.
- Created Weed Control Services Line Item and (\$10,000) to contract weed mitigation at Snooks Bottom, Fruita Riverfront Park and the Kokopelli and Lower Little Salt Wash Trails
- Created Equipment Rental Line Item (\$4,900) to pay for one time use of needed equipment such as a manlift for Christmas Lights, and deep tine aerator for turf care.
- Reduce Telephone Services to reflect actual costs of re-imbusement for staff cell phones.
- Created Safety Equipment line item and Split Uniform cost equally between uniform and safety equipment
- Increased Miscellaneous Contributions Line item (\$5,000) to pay for special projects with the BLM and COPMOBA for trail development and maintenance.



# Parks and Recreation Department

## Parks

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- Capital equipment
  - CERF replacement: Unit #3054 4 x 4 Truck - \$38,000
  - New equipment:
    - Brush Hog - \$4,000
    - Sprayer for Bobcat - \$4,000

# Parks and Recreation Department

## Parks

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-451-80-411	Salaries, Public Works	201,018	204,598	213,000	213,000	226,550	6%
110-451-80-412	Part Time	85,656	95,863	107,500	107,500	117,800	10%
110-451-80-413	Overtime	11,450	9,434	15,200	15,200	21,300	40%
		298,124	309,895	335,700	335,700	365,650	9%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-451-80-421	Health Insurance	56,016	56,325	61,200	61,200	73,400	20%
110-451-80-422	FICA Payroll Expense	18,351	19,071	20,800	20,800	22,700	9%
110-451-80-422	Medicare Payroll Expense	4,292	4,460	4,900	4,900	5,300	8%
110-451-80-423	Retirement Contribution	9,296	9,450	10,150	10,150	11,050	9%
110-451-80-425	Unemployment Insurance	894	930	1,350	1,350	1,100	-19%
110-451-80-426	Workers Compensation Ins	10,676	10,107	12,200	12,200	9,700	-20%
		99,525	100,343	110,600	110,600	123,250	11%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-451-80-431	Professional Development	4,138	4,190	5,000	5,000	7,500	50%
110-451-80-431	Trails and Open Space Mgmt	-	-	5,650	5,650	5,000	-12%
		4,138	4,190	10,650	10,650	12,500	17%
<b>PURCHASED PROPERTY SERVICES</b>							
110-451-80-442	Parks Repair & Maintenance	52,751	46,657	48,000	48,000	48,000	0%
110-451-80-442	Tamarisk Removal	10,000	3,000	3,000	3,000	3,000	0%
110-451-80-442	Weed Control	-	-	-	-	10,000	N/A
110-451-80-443	Service Contracts	4,250	7,390	8,000	8,000	12,000	50%
110-451-80-443	Fleet Maintenance Charges	36,000	34,100	35,400	35,400	60,800	72%
110-451-80-444	Equipment Rental	-	-	-	-	4,900	N/A
		103,001	91,147	94,400	94,400	138,700	47%
<b>OTHER PURCHASED SERVICES</b>							
110-451-80-453	Telephone	2,100	1,923	4,000	4,000	2,400	-40%
		2,100	1,923	4,000	4,000	2,400	-40%
<b>SUPPLIES</b>							
110-451-80-461	Supplies and Tools	23,502	28,451	30,000	30,000	28,400	-5%
110-451-80-462	Utilities	30,593	33,079	30,500	30,500	30,500	0%
110-451-80-462	Fuel	16,087	19,452	17,500	17,500	17,500	0%
110-451-80-462	Water Share Assessments	774	728	1,550	1,550	1,600	3%
110451-80-463C	Meeting/Appreciation Supplies:	-	-	-	-	1,000	N/A
110-451-80-465	Landscaping Supplies	1,185	2,849	4,000	4,000	4,000	0%
110-451-80-466	Uniforms	3,214	4,356	5,000	5,000	2,500	-50%
110-451-80-466	Safety Equipment	-	-	-	-	2,500	N/A
		75,355	88,915	88,550	88,550	88,000	-1%
<b>CAPITAL</b>							
110-451-80-474	Mobile Equipment	113,166	72,647	72,000	72,000	38,000	-47%
110-451-80-474	Furniture and Equipment	-	5,214	-	-	8,000	N/A
		113,166	77,861	72,000	72,000	46,000	-36%
<b>SPECIAL PROJECTS</b>							
110-451-80-481	Tree Projects	752	396	800	800	800	0%
110-451-80-484	Miscellaneous Contributions	-	-	-	-	5,000	N/A
		752	396	800	800	5,800	625%
<b>TOTAL PARKS</b>		<b>696,161</b>	<b>674,670</b>	<b>716,700</b>	<b>716,700</b>	<b>782,300</b>	<b>9%</b>

City of Fruita

2020 Budget

# Non-Departmental

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# Non-Departmental

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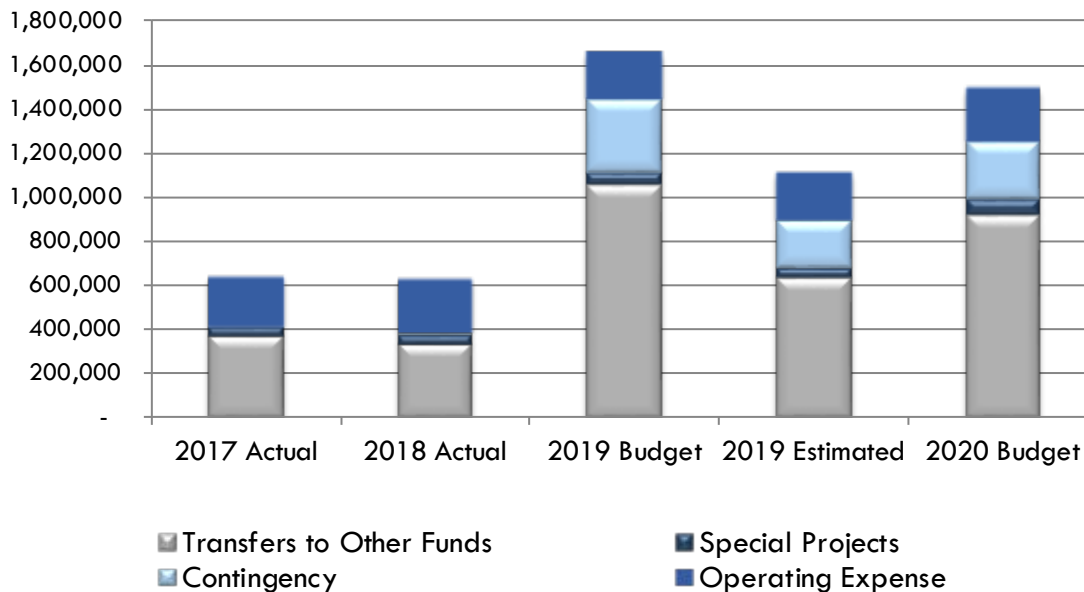
## Expenses by Category

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
Personnel Services, Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Personnel Services, Benefits	27,362	25,743	-	-	-	N/A
Purchased Professional Services	42,891	56,335	58,900	58,900	81,500	38%
Purchased Property Services	13,866	12,849	9,000	9,000	8,200	-9%
Other Purchased Services	143,120	153,361	150,000	150,000	155,000	3%
Operating Expense	\$ 227,239	\$ 248,288	\$ 217,900	\$ 217,900	\$ 244,700	12%
Special Projects	41,489	41,538	48,000	48,000	73,000	52%
Contingency	-	4,570	335,700	218,800	263,100	-22%
Transfers to Other Funds	367,946	336,005	1,052,000	626,100	909,500	-14%
<b>Total Expense</b>	<b>\$ 636,674</b>	<b>\$ 630,401</b>	<b>\$ 1,653,600</b>	<b>\$ 1,110,800</b>	<b>\$ 1,490,300</b>	<b>-10%</b>

## MISSION

This program represents expenses which are not assigned to a specific program within the General Fund. It includes transfers to other funds; liability, vehicle and property insurance; contingency funds set aside for unforeseen expenses; service contracts for shared equipment, and contributions made to other governmental agencies for cost sharing arrangements including transportation services provided through Grand Valley Transit.

## Budget History



# Non-Departmental

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## **2020 BUDGET HIGHLIGHTS**

Transportation Services - \$47,500. The City of Fruita contributes to the regional transportation system which provides transit services to the elderly and disabled as well as a fixed route bus system that was implemented in February of 2000. The City's contribution is \$45,000 in 2019, a 15% increase from the prior year. Also included in transportation services is \$2,500 for costs associated with administration of the Unified Planning Work Program administered by the Metropolitan Planning Organization and governed the Regional Transportation Committee.

5-2-1 Drainage Authority - \$40,000. The purpose of the Authority is to provide regional solutions to storm water and drainage issues. The drainage authority was formed in 2004 by intergovernmental agreement between Mesa County, City of Grand Junction, City of Fruita, Town of Palisade and the Grand Junction Drainage District. The 2020 budget includes a 67% increase in the city's contribution to the 5-2-1 Drainage Authority. This amount is determined as part of a percentage of the total permits issued through the Authority and population of the various entities.

Mesa Land Trust - \$8,900. The City contributes to the operational costs for Mesa Land Trust in administering the conservation easements in the buffer areas and obtain preliminary appraisals. This reflects an \$1,600 increase from the prior year.

Property Tax Rebates - \$500. Fruita residents who meet the age, income and other criteria are eligible for a property tax rebate on their City of Fruita property tax assessment. The rebate amount is the greater of \$50.00 or 50% of the City of Fruita assessment.

Miscellaneous Contributions - \$25,000. The City has budgeted up to \$25,000 towards the Foreign Trade zone designation in 2020 in partnership with GJEP, Mesa County and the City of Grand Junction. These funds were initially designated for the Foreign Trade Zone designation by Resolution 2016-33 to provide benefits and incentives to both existing and future manufacturing facilities located in the Grand Valley.

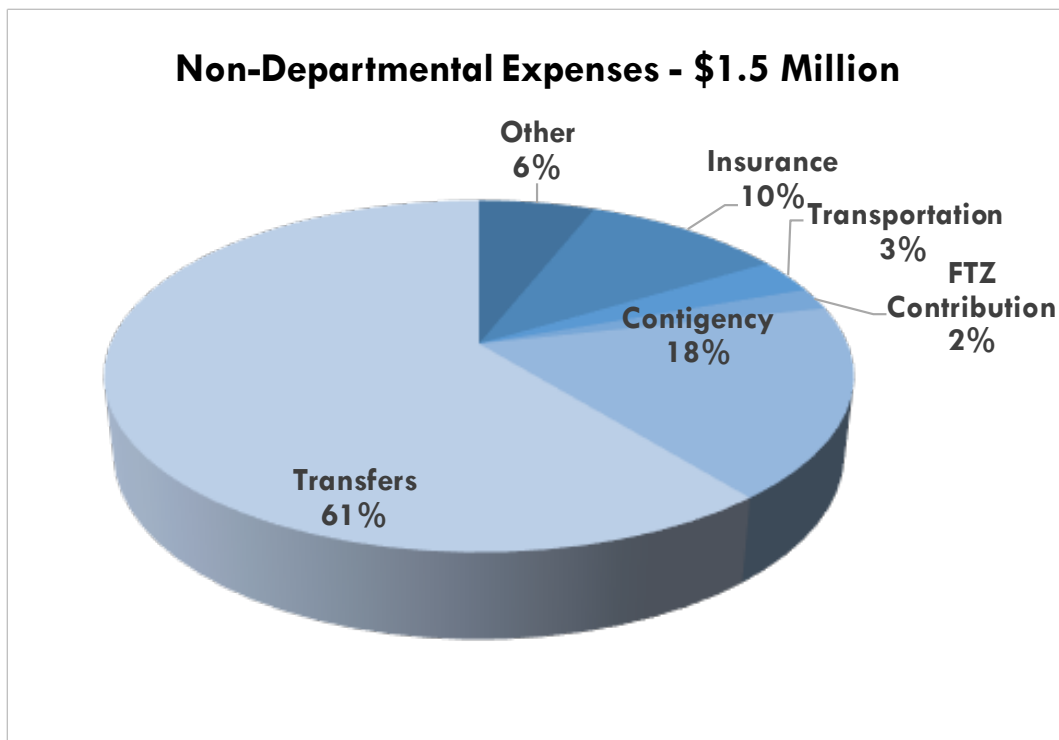
Contingency - \$234,400. Contingency funds are appropriated from unrestricted fund balance for unanticipated expenses or reductions in revenue which may arise throughout the year. Contingency funds are approximately 3% of the General Fund operating expenses (excludes capital and transfers).

Contingency for Economic Development - \$28,700. Contingency funds are appropriated from unrestricted fund balance for expenses associated with economic development. This amount reflects the initial \$100,000 allocated in 2016 less actual expenses for 2016, 2017, 2018 and budgeted expenses for 2019 and 2020. Funds are typically transferred from the contingency account to the economic development line item in the City Manager's Budget with Council approval.

# Non-Departmental

Transfers - \$909,500. Transfers include \$802,500 to the Capital Projects Fund for specific projects, a transfer of \$95,000 to the Community Center Fund which represents the historic subsidy provided by the General Fund for programs which were transferred to the Community Center Fund, including the outdoor swimming pool and aquatics programs, senior services, and fitness/wellness programs, and a transfer of the \$12,000 in billboard lease revenues to the Marketing and Promotion fund for alternative marketing tools.

Insurance, Service Contracts and Other Non-Departmental Expenses. Other non-departmental expenses include property, vehicle and liability insurance. Service contracts include maintenance of office equipment such as the copier, postage machine, and fax. Other items in non-departmental services include the collection fee paid to Mesa County for collection of taxes. This fee is deducted from the monthly remittance from Mesa County for property and specific ownership taxes and motor vehicle registration fees. The fee is 2% of the property tax collection and 1% of motor vehicle registration fees.



# Non-Departmental

## Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-490-01-4119	Salary Contingency	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-490-01-4210	Health Insurance Assessment	(10)	(3)	-	-	-	N/A
110-490-01-4211	Supplemental Health Ins.	27,372	25,746	-	-	-	N/A
		27,362	25,743	-	-	-	N/A
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-490-01-4310	Tuition Reimbursement	-	2,400	3,600	3,600	3,600	0%
110-490-01-4312	Alliance for Innovation	-	-	-	-	3,000	N/A
110-490-01-4318	County Collection Fees	22,991	23,535	24,000	24,000	26,000	8%
110-490-01-4333	Mesa Land Trust	6,900	6,900	7,300	7,300	8,900	22%
110-490-01-4334	5-2-1 Drainage Authority	13,000	23,500	24,000	24,000	40,000	67%
		42,891	56,335	58,900	58,900	81,500	38%
<b>PURCHASED PROPERTY SERVICES</b>							
110-490-01-4430	Service Contracts	7,163	6,012	9,000	9,000	8,200	-9%
110-490-01-4452	Drainage Fees	6,703	6,837	-	-	-	N/A
		13,866	12,849	9,000	9,000	8,200	-9%
<b>OTHER PURCHASED SERVICES</b>							
110-490-01-4520	Property Insurance	36,000	32,000	20,000	20,000	20,800	4%
110-490-01-4521	Vehicle Insurance	18,628	28,224	30,000	30,000	31,200	4%
110-490-01-4522	Liability Insurance	83,000	73,000	75,000	75,000	78,000	4%
110-490-01-4523	Insurance Deductible	5,492	20,137	25,000	25,000	25,000	0%
		143,120	153,361	150,000	150,000	155,000	3%
<b>SPECIAL PROJECTS</b>							
110-490-01-4830	Transportation	41,489	41,489	47,500	47,500	47,500	0%
110-490-01-4840	Property Tax Rebates	-	49	500	500	500	0%
110-490-01-4842	Misc. Contributions - FTZ	-	-	-	-	25,000	N/A
		41,489	41,538	48,000	48,000	73,000	52%
<b>CONTINGENCY</b>							
110-490-01-4846	Contingency - Health Ins. Risk	-	-	67,000	65,100	-	-100%
110-490-01-4850	Contingency	-	-	210,000	95,000	234,400	12%
110-490-01-4851	Contingency - Economic Dev	-	-	58,700	58,700	28,700	-51%
110-490-01-4860	Theft loss	-	4,570	-	-	-	N/A
		-	4,570	335,700	218,800	263,100	-22%
<b>TRANSFERS TO OTHER FUNDS</b>							
110-490-01-4917	Transfer to Marketing Fund	12,000	12,000	12,000	12,000	12,000	0%
110-490-01-4919	Transfer to Comm Center	95,000	95,000	95,000	95,000	95,000	0%
110-490-01-4930	Transfer to Capital Project	260,946	229,005	945,000	519,100	802,500	-15%
		367,946	336,005	1,052,000	626,100	909,500	-14%
<b>TOTAL EXPENDITURES</b>		<b>636,674</b>	<b>630,401</b>	<b>1,653,600</b>	<b>1,110,800</b>	<b>1,490,300</b>	<b>-10%</b>



# Conservation Trust Fund

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# **Conservation Trust Fund**

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# Conservation Trust Fund

## SUMMARY

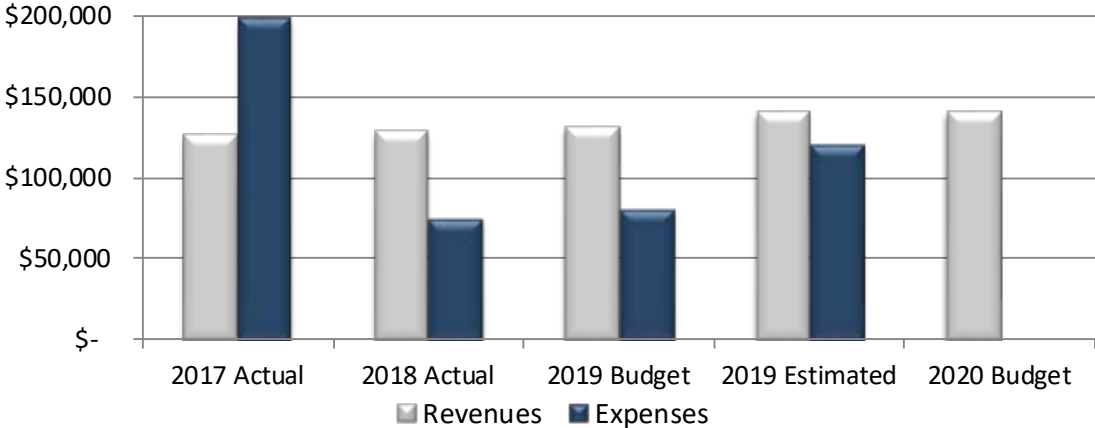
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>Beginning Funds Available</b>	\$ 236,151	\$ 163,746	\$ 218,412	\$ 218,412	\$ 238,562	9%
<b>Revenues</b>						
Intergovernmental Revenues	\$ 125,598	\$ 128,379	\$ 130,000	\$ 140,000	\$ 140,000	8%
Miscellaneous	195	198	-	150	100	N/A
<b>Total Revenues</b>	<b>\$ 125,793</b>	<b>\$ 128,577</b>	<b>\$ 130,000</b>	<b>\$ 140,150</b>	<b>\$ 140,100</b>	<b>8%</b>
<b>Expenses</b>						
Capital Projects	\$ 26,000	\$ 10,000	\$ -	\$ -	\$ -	N/A
Transfer to Capital Projects	172,198	63,911	80,000	120,000	-	-100%
<b>Total Expense</b>	<b>\$ 198,198</b>	<b>\$ 73,911</b>	<b>\$ 80,000</b>	<b>\$ 120,000</b>	<b>\$ -</b>	<b>-100%</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (72,405)</b>	<b>\$ 54,666</b>	<b>\$ 50,000</b>	<b>\$ 20,150</b>	<b>\$ 140,100</b>	<b>180%</b>
<b>Ending Funds Available</b>	<b>\$ 163,746</b>	<b>\$ 218,412</b>	<b>\$ 268,412</b>	<b>\$ 238,562</b>	<b>\$ 378,662</b>	<b>41%</b>
<b>Components of Funds Available</b>						
Restricted for POST	\$ 163,746	\$ 218,412	\$ 268,412	\$ 238,562	\$ 378,662	41%
Assigned for land acquisition	-	-	-	-	-	N/A
	<b>\$ 163,746</b>	<b>\$ 218,412</b>	<b>\$ 268,412</b>	<b>\$ 238,562</b>	<b>\$ 378,662</b>	<b>41%</b>

## PURPOSE OF THE FUND

The Conservation Trust Fund is a special revenue fund established to account for the receipt of Lottery Funds received from the State. These funds are restricted in use to the acquisition, development, and maintenance of new conservation sites or for capital improvements for recreational purposes on any public site.

# Conservation Trust Fund

## REVENUES AND EXPENSES



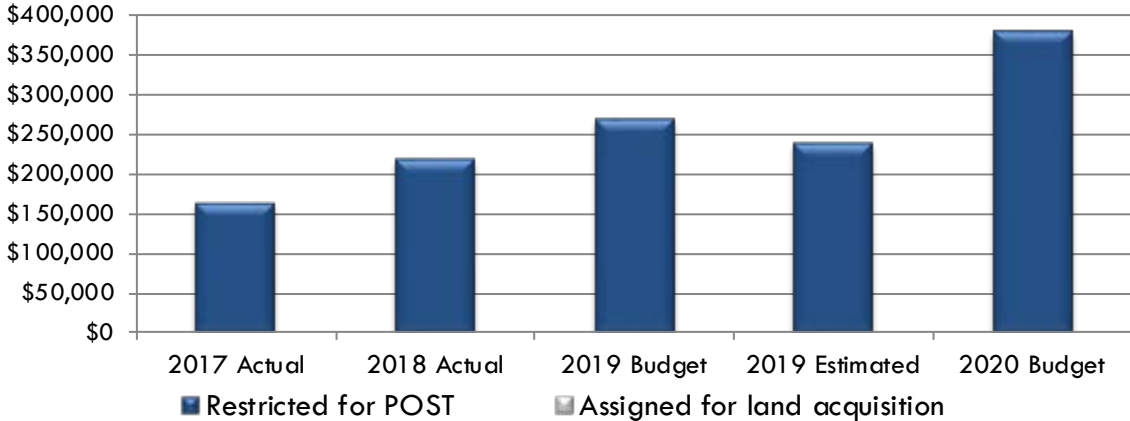
### Revenues

Conservation Trust Fund revenues are received by the City of Fruita from the distribution of Lottery proceeds received by the State of Colorado. Forty percent (40%) of the net proceeds are distributed to eligible entities using a formula based on population. Lottery proceeds tend to fluctuate based on interest in lottery games. Revenues are budgeted at \$140,000 in 2020 and reflect an 8% increase from the 2019 Budget and are flat compared to estimated 2019 revenues.

### Expenses

Conservation Trust Funds must be spent for parks, recreation and open space purposes in accordance with Colorado Revised Statutes (29-21-101). The City is required to file annual reports on these expenditures to ensure compliance with state statutes. Expenses vary from year to year based on capital projects planned for the year. There are no expenses budgeted in 2020.

## FUNDS AVAILABLE



# Conservation Trust Fund

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The Conservation Trust Fund is estimated to have available funds of \$378,662 at the end of 2020. The 2020 Budget includes the addition of \$140,100 to available funds.

## **PERSONNEL**

The Conservation Trust Fund does not include any personnel costs. Activities in the Fund are supported by city staff, primarily from the Public Works Engineering Division for the engineering, design and management of capital projects.

## **RESPONSIBILITIES**

- Conserve open space and develop parks and trails for recreational opportunities for citizens of Fruita.

## **PRIOR YEAR ACCOMPLISHMENTS**

- Construction of 3 irrigation pumphouses at various parks

## **2020 BUDGET HIGHLIGHTS**

- Conservation Trust Funds are typically transferred to the Capital Projects Fund for parks, open space and trail capital projects. Additional information and total project costs on these projects may be found in the Capital Projects Fund. However, no projects are scheduled using these funds in 2020.

# Conservation Trust Fund

## Revenues

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>INTERGOVERNMENTAL REVENUES</b>							
121-000-00-3358	Lottery Funds	125,598	128,379	130,000	140,000	140,000	8%
		125,598	128,379	130,000	140,000	140,000	8%
<b>MISCELLANEOUS</b>							
121-000-00-3610	Interest on deposits	195	198	-	150	100	0%
		195	198	-	150	100	0%
<b>TOTAL REVENUES</b>		<b>125,793</b>	<b>128,577</b>	<b>130,000</b>	<b>140,150</b>	<b>140,100</b>	<b>8%</b>

## Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>CAPITAL PROJECTS</b>							
121-820-78	Furniture and equipment	-	-	-	-	-	0%
121-880-78	Trail construction contribution	10,000	10,000	-	-	-	0%
121-880-78	Conservation Easements	16,000	-	-	-	-	0%
		26,000	10,000	-	-	-	0%
<b>TRANSFERS TO OTHER FUNDS</b>							
121-880-78-4930	Transfer to Capital Projects	172,198	63,911	80,000	120,000	-	-100%
		172,198	63,911	80,000	120,000	-	-100%
<b>TOTAL EXPENSES</b>		<b>198,198</b>	<b>73,911</b>	<b>80,000</b>	<b>120,000</b>	<b>-</b>	<b>-100%</b>

# **Marketing and Promotion Fund**

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# Marketing and Promotion Fund

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# Marketing and Promotion Fund

## SUMMARY

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>Beginning Funds</u></b>	\$ 100,760	\$ 106,763	\$ 132,738	\$ 132,738	\$ 143,738	8%
<b><u>Revenues</u></b>						
Taxes	\$ 120,882	\$ 128,724	\$ 124,000	\$ 135,000	\$ 135,000	9%
Charges for Services	314	80	-	-	-	N/A
Miscellaneous	576	77	-	-	-	N/A
Subtotal	\$ 121,772	\$ 128,881	\$ 124,000	\$ 135,000	\$ 135,000	9%
Transfers from Other Funds	12,000	12,000	12,000	12,000	12,000	0%
Total Revenues	\$ 133,772	\$ 140,881	\$ 136,000	\$ 147,000	\$ 147,000	8%
<b><u>Expenses</u></b>						
Personnel Services, Salaries	\$ 13,267	\$ 13,099	\$ 15,100	\$ 15,100	\$ 16,450	9%
Personnel Services, Benefits	4,161	2,760	3,550	3,550	3,850	8%
Purchased Professional Services	-	2,082	2,300	2,780	2,500	9%
Purchased Professional Services	-	1,705	1,450	1,450	1,500	3%
Other Purchased Services	59,953	63,346	65,000	65,000	70,000	8%
Supplies	24,988	4,164	7,300	7,300	7,300	0%
Subtotal Operating Expenses	\$ 102,369	\$ 87,156	\$ 94,700	\$ 95,180	\$ 101,600	7%
Special Projects	25,400	27,750	37,500	37,020	36,000	-4%
Contingency	-	-	3,800	3,800	9,400	147%
Transfers to Other Funds	-	-	-	-	-	N/A
Total Expense	\$ 127,769	\$ 114,906	\$ 136,000	\$ 136,000	\$ 147,000	8%
<b><u>Excess (Deficiency) of</u></b>						
<b><u>Revenues over Expenditures</u></b>	\$ 6,003	\$ 25,975	\$ -	\$ 11,000	\$ -	N/A
<b><u>Ending Funds Available</u></b>	\$ 106,763	\$ 132,738	\$ 132,738	\$ 143,738	\$ 143,738	8%
<b><u>Components of Funds Available</u></b>						
Restricted for marketing	\$ 106,763	\$ 132,738	\$ 132,738	\$ 143,738	\$ 143,738	8%
Assigned for health insurance	-	-	-	-	-	N/A
	\$ 106,763	\$ 132,738	\$ 132,738	\$ 143,738	\$ 143,738	8%

# Marketing and Promotion Fund

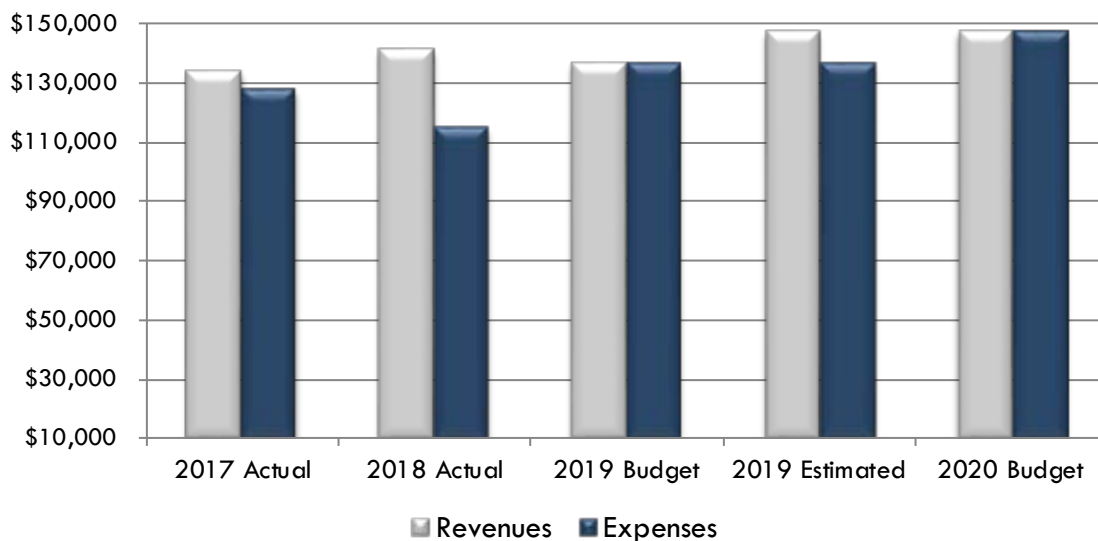
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## PURPOSE OF THE FUND

The purpose of the Marketing and Promotion Fund is to promote Fruita to visitors through tourism related business. The Marketing and Promotion Fund was created in 1996 to account for the lodging revenues received by the City. The voter's approved the 3% lodging tax in April 1996. Revenues received from the lodging tax are exempt from limitations of Article X, Section 20 of the Colorado Constitution (Tabor) as a voter approved revenue change.

The Fruita Tourism Advisory Council strives to promote responsible tourism in an area where geology, paleontology, mountain biking, and other outdoor recreation resources are abundant. The Fruita Tourism Advisory Council, established pursuant to the Ordinance, consists of representatives of the lodging industry, area attractions, retail business owners, the City Council and other interested parties. The Advisory Council advises the City Manager and City Council concerning the use of funds collected from the tax on lodging. All expenses from this fund are used for the purpose of marketing and promoting the City.

## REVENUES AND EXPENSES



### Revenues

The voter's approved a 3% lodging tax in April 1996. Revenues received from the lodging tax are exempt from limitations of Article X, Section 20 of the Colorado Constitution (Tabor) as a voter approved revenue change.

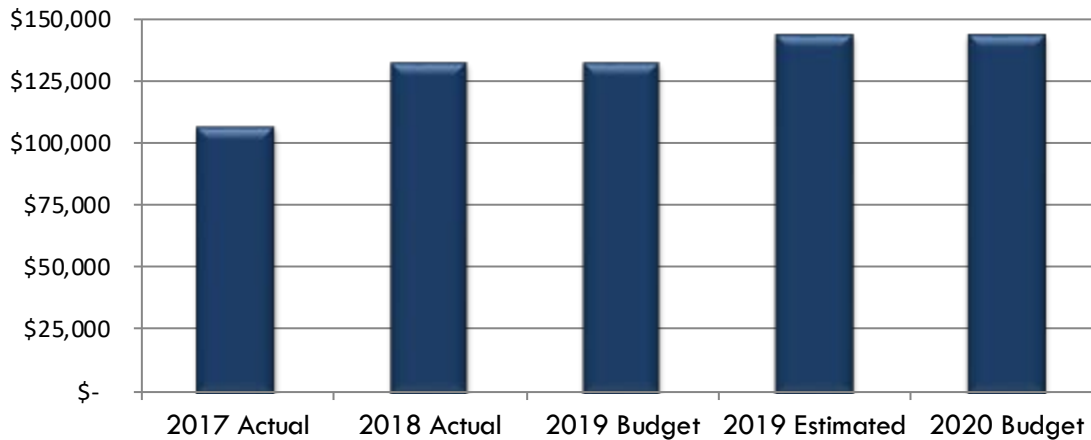
Revenues for 2020 are projected to increase 8% compared to 2019 budgeted revenues. The 2020 Budget includes a transfer of \$12,000 from General Fund revenues received from the lease of the I-70 billboard.

# Marketing and Promotion Fund

## Expenses

Expenses of \$147,00 are budgeted to increase 8% in 2020. The most significant is the allocation of \$9,400 towards contingency.

## FUNDS AVAILABLE



Available Funds of \$143,738 are estimated at the end of 2020 and remain unchanged from 2019 estimated available funds.

## PERSONNEL

Marketing and Promotion Fund - Staffing Chart (Manhours)				
	2017	2018	2019	2020
Hours Summary	Actual	Actual	Budget	Budget
Full time employees	390	375	416	416
Part time employees	-	-	-	-
Overtime	-	-	-	-
Total Hours	390	375	416	416
Total FTE Equivalents	0.19	0.18	0.20	0.20

## RESPONSIBILITIES

- Promote Fruita to visitors through tourism related business.
- Promote responsible tourism in an area where geology, paleontology, mountain biking, and other outdoor recreation resources are abundant.

# Marketing and Promotion Fund

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- Support our unique festivals and tourism related events.
- Continue implementing the adjusted marketing plan based on FTAC feedback to reach families from all over in new ways through the “Play Like a Local” campaign.

## **PRIOR YEAR ACCOMPLISHMENTS**

- Continued implementation of the Marketing Plan and “Play Like a Local” campaign created in 2017 with a focus of reaching Denver and Front Range families by showcasing the wide variety of recreation activities Fruita has available for all ages.
- Completed redesign of the [www.gofruita.com](http://www.gofruita.com) website to have a new, refreshed look to better showcase the character and activities in Fruita in an easy-to-navigate and mobile-friendly way. Design and site planning began in fall 2018.
- Increased partnership with the Colorado Tourism Office ([www.colorado.com](http://www.colorado.com)) to take advantage of their free and paid advertising opportunities. This included a takeover of the Visit Colorado Instagram account (with a total reach around 400,000) and a ¼ page ad in the 2019 State Visitor’s Guide, which generates around 30 email leads each week.
- Increased the content marketing strategy by publishing monthly blogs focused on what to do in Fruita along with local business spotlight stories. Blogs are shared on social media and through monthly e-newsletters.
- Executed several Google Ad Word campaigns focusing on hiking, biking, and exploring the Colorado National Monument in Fruita.
- Explored new digital advertising venues to reach specific audiences; advertising venues included Out There Colorado, 303 Magazine, Colorado Mountain Activities, and Elevation Outdoors.
- New photography and video footage was captured. To coincide with the campaign, photos were taken of Fruita locals partaking in recreation activities, and video footage included interview with residents.
- Fruita’s social media presence continued to be strong with more attention being given to Instagram in 2019. The account increased by over 1,500 followers and reached around 300,000 people – double from 2018. Social media strategy was also adjusted to include more reposts to give a more personal and credible feel to posts.
- Hosted a planning retreat with FTAC and Slate Communications to examine and discuss audiences and overall marketing strategies. Retreat outcomes resulted in an adjusted marketing plan that will be implemented between fall 2019 and 2020.
- It continues to be a priority to support our unique festivals and tourism related events. Annually, \$22,000 is allocated to various festivals and events; however, the process of disbursing those budget dollars was determined by applications submitted from various individuals or groups and recommendations from the Fruita Tourism Advisory Council were made to City Council as to how the special events dollars should be allocated.

# Marketing and Promotion Fund

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## 2020 GOALS

- Explore new digital advertising avenues and mechanisms to better track visitor conversions.
- Grow the photo and video library to be shared on a variety of platforms.
- Expand content marketing strategy to deliver tailored content to segmented audiences.

## PERFORMANCE MEASURES

- Increase Instagram Followers by 20%.
- Grow e-mail subscribers by 15%.
- Increase views to “Stay” page by 5%.
- Award at least three (3) mini grants annually.
- Identify and disburse monies to new and unique events in Fruita.

## 2020 BUDGET HIGHLIGHTS

- Advertising and Promotion services are budgeted at \$70,000 for advertising and promotion services provided by Slate Communications.
- Miscellaneous contributions of \$3,000 include contributions to the CMU Sports Commission for regional sports and tourism related efforts.
- Mini grants of \$4,000 to support smaller events that promote tourism in Fruita.
- Professional Development of \$2,500 for the Governor’s Conference on Tourism which is an annual conference.
- Special event contributions of \$29,000 for special events which brings visitors and tourists to the City. The following special event funding awards were made for the 2020 Budget year.
  - Mike the Headless Chicken Festival ..... \$4,000
  - Thursday Night Concert Series ..... \$4,000
  - Fat Tire Festival ..... \$3,500
  - Fruita Fall Festival ..... \$3,000
  - Farmer’s Market ..... \$5,000
  - Colorado Riverfront Concert Series ..... \$3,000
  - Rimrock Rodeo ..... \$1,000
  - Fruita Fourth Friday ..... \$1,500

# Marketing and Promotion Fund

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- MAD Racing (3 events) ..... \$4,000
- Contingency funds of \$9,400 are included in the 2020 Budget for any unanticipated expenses that may come up through the year. City Council approval is required before contingency funds may be spent.

# Marketing and Promotion Fund

## Revenues

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>TAXES</b>							
125-000-00-3134	Lodgers Tax	120,882	128,724	124,000	135,000	135,000	9%
		120,882	128,724	124,000	135,000	135,000	9%
<b>CHARGES FOR SERVICES</b>							
125-000-00-3483	Penalties	314	80	-	-	-	N/A
		314	80	-	-	-	N/A
<b>MISCELLANEOUS</b>							
125-000-00-3610	Interest on deposits	76	77	-	-	-	N/A
125-000-00-3641	Miscellaneous Donations	500	-	-	-	-	
125-000-00-3680	Miscellaneous	-	-	-	-	-	N/A
		576	77	-	-	-	N/A
<b>TRANSFERS FROM OTHER FUNDS</b>							
125-000-00-3910	Transfer from General Fund	12,000	12,000	12,000	12,000	12,000	0%
		12,000	12,000	12,000	12,000	12,000	0%
<b>TOTAL REVENUES</b>		<b>133,772</b>	<b>140,881</b>	<b>136,000</b>	<b>147,000</b>	<b>147,000</b>	<b>8%</b>

# Marketing and Promotion Fund

## Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
125-465-53-4111	Salaries, Administrative	13,267	13,099	15,100	15,100	16,450	9%
125-465-53-4120	Part Time	-	-	-	-	-	N/A
		13,267	13,099	15,100	15,100	16,450	9%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
125-465-53-4210	Health Insurance	2,513	1,143	1,525	1,525	1,700	11%
125-465-53-4220	FICA Payroll Expense	779	791	950	950	1,050	11%
125-465-53-4221	Medicare Payroll Expense	182	185	250	250	250	0%
125-465-53-4230	Retirement Contribution	597	585	700	700	750	7%
125-465-53-4250	Unemployment Insurance	40	40	75	75	50	-33%
125-465-53-4260	Workers Compensation Insurance	50	18	50	50	50	0%
		4,161	2,762	3,550	3,550	3,850	8%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
125-465-53-4310	Professional Development	-	2,082	2,300	2,780	2,500	9%
		-	2,082	2,300	2,780	2,500	9%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
125-465-53-4438	IT Services	-	1,705	1,450	1,450	1,500	3%
		-	1,705	1,450	1,450	1,500	3%
<b><u>OTHER PURCHASED SERVICES</u></b>							
125-465-53-4550	Printing	-	-	-	-	-	N/A
125-465-53-4553	Advertising & Promotion	59,953	63,346	65,000	65,000	70,000	8%
		59,953	63,346	65,000	65,000	70,000	8%
<b><u>SUPPLIES</u></b>							
125-465-53-4610	Office Supplies	-	-	-	-	-	N/A
125-465-53-4612	Supplies and Equipment	-	-	-	-	-	N/A
125-465-53-4620	Billboard Utilities	186	145	300	300	300	0%
125-465-53-4642	Signs & Banners	24,802	4,019	7,000	7,000	7,000	0%
		24,988	4,164	7,300	7,300	7,300	0%
<b><u>SPECIAL PROJECTS</u></b>							
125-465-53-4842	Miscellaneous Contributions	9,000	5,000	8,000	7,520	3,000	-63%
125-465-53-4843	Mini Entertainment Grants	-	-	4,000	4,000	4,000	0%
125-465-53-4844	Special Events	16,400	22,500	25,500	25,500	29,000	14%
125-465-53-4846	Health Insurance Reserve	-	-	-	-	-	N/A
		25,400	27,500	37,500	37,020	36,000	-4%
<b><u>CONTINGENCY</u></b>							
125-465-53-4850	Contingency	-	250	3,800	3,800	9,400	147%
		-	250	3,800	3,800	9,400	147%
<b><u>TRANSFERS TO OTHER FUNDS</u></b>							
125-465-53-4950	Transfer to General Fund	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENSES</b>		<b>127,769</b>	<b>114,908</b>	<b>136,000</b>	<b>136,000</b>	<b>147,000</b>	<b>8%</b>



# Community Center Fund

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# Community Center Fund

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# Community Center Fund

## SUMMARY

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>Beginning Funds Available</b>	\$1,061,857	\$1,187,870	\$1,517,232	\$1,517,232	\$2,440,407	61%
<b>Revenues</b>						
Taxes	\$1,237,200	\$1,455,432	\$1,315,500	\$1,512,000	\$1,501,500	14%
Charges for Services	1,148,765	1,232,847	1,322,000	1,239,700	1,275,000	-4%
Intergovernmental Revenues	-	-	-	-	-	N/A
Fines and Forfeitures	-	-	-	-	-	N/A
Interest and Rentals	48,308	45,368	59,000	77,600	73,450	24%
Other Financing Sources	-	-	-	-	-	N/A
Transfers from Other Funds	95,000	95,000	95,000	695,000	95,000	0%
Total Revenues	\$2,529,273	\$2,828,647	\$2,791,500	\$3,524,300	\$2,944,950	5%
<b>Expenses</b>						
Personnel Services, Salaries	\$ 912,123	\$1,008,012	\$1,159,200	\$1,159,200	\$1,264,950	9%
Personnel Services, Benefits	194,643	197,585	269,575	258,875	265,725	-1%
Purchased Professional Services	43,526	48,107	55,050	55,050	49,050	-11%
Purchased Property Services	98,800	113,410	115,800	112,800	122,700	6%
Other Purchased Services	42,225	33,077	55,300	55,300	56,500	2%
Supplies	324,438	302,631	290,950	290,450	279,775	-4%
Special Projects	-	-	25,000	-	25,000	0%
Contingency	-	-	40,500	40,500	40,000	-1%
Operating Expenses	\$1,615,755	\$1,702,822	\$2,011,375	\$1,972,175	\$2,103,700	5%
Capital	82,805	61,963	135,700	83,700	279,100	106%
Transfer to General Fund	-	-	-	-	6,000	N/A
Transfer to Debt Service	704,700	734,500	725,050	545,250	712,100	-2%
Total Expense	\$2,403,260	\$2,499,285	\$2,872,125	\$2,601,125	\$3,100,900	8%
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 126,013</b>	<b>\$ 329,362</b>	<b>\$ (80,625)</b>	<b>\$ 923,175</b>	<b>\$ (155,950)</b>	<b>93%</b>
<b>Ending Funds Available</b>	<b>\$ 1,187,870</b>	<b>\$ 1,517,232</b>	<b>\$ 1,436,607</b>	<b>\$ 2,440,407</b>	<b>\$ 2,284,457</b>	<b>59%</b>
<b>Components of Funds Available</b>						
FCC Bldg & Equip Replacement	\$ 536,004	\$ 510,004	\$ 485,554	\$1,000,000	\$1,000,000	106%
CERF Vehicle Replacement	-	-	-	-	5,700	N/A
Operating Reserve (25%)	403,939	425,706	502,844	493,044	525,925	5%
Available for Community Cntr	247,927	581,522	448,209	947,363	752,832	68%
	\$1,187,870	\$1,517,232	\$1,436,607	\$2,440,407	\$2,284,457	59%

# Community Center Fund

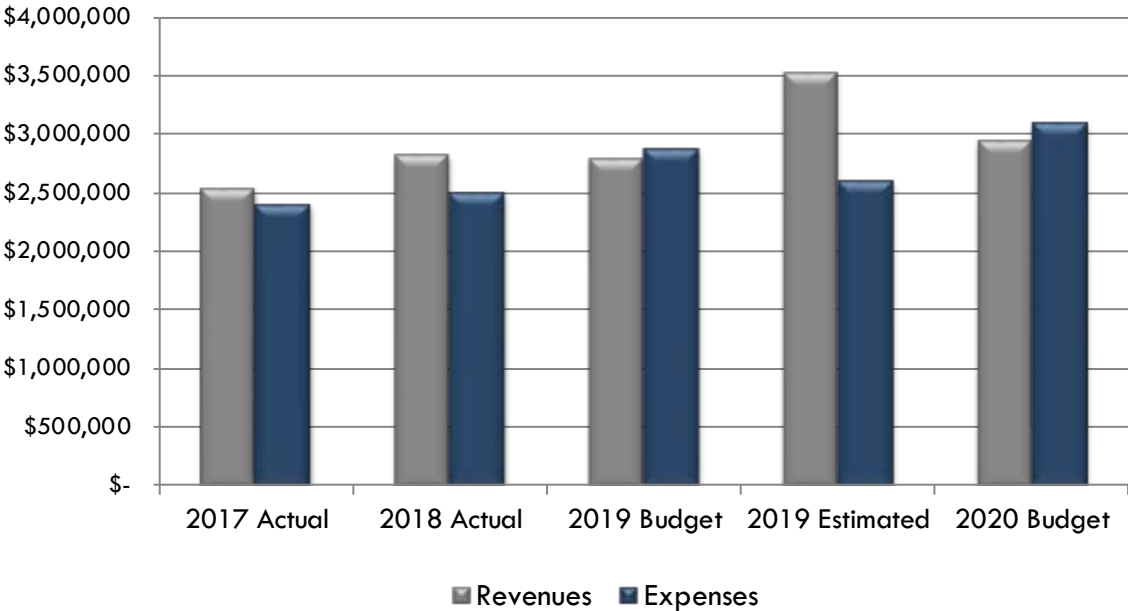
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## PURPOSE OF THE FUND

The Community Center Fund was established in 2009 for the purpose of accounting for the operations of the Community Center. The voters approved a one cent increase in the sales and use tax rate for the construction and operation of a Community Center. The tax increase went into effect of January 1, 2009. Bonds were issued in November 2009, construction of the center was completed in early 2011 and the Center began operations in February 2011.

The Fruita Community Center provides a recreational facility and activities for the Fruita community. The Community Center enhances and improves the quantity and quality of programs, activities and special events. The Community Center consists of the following programs: Senior Center, Indoor Leisure / Lap Pool, Outdoor Pool, Fitness / Wellness Areas, Multi-purpose Meeting Rooms, Catering Kitchen, One and Half Court Gymnasium, Child Sitting, Staff Offices, Lobby Space, and Landscaping / Parking Lot Areas. Mesa County Public Library also has a branch library in the Community Center. The Fruita Community Center is available for drop in use and has space programmed for classes and activities. The facility has rooms available for rent by the community for birthday parties, classes, meetings, weddings, and other community events.

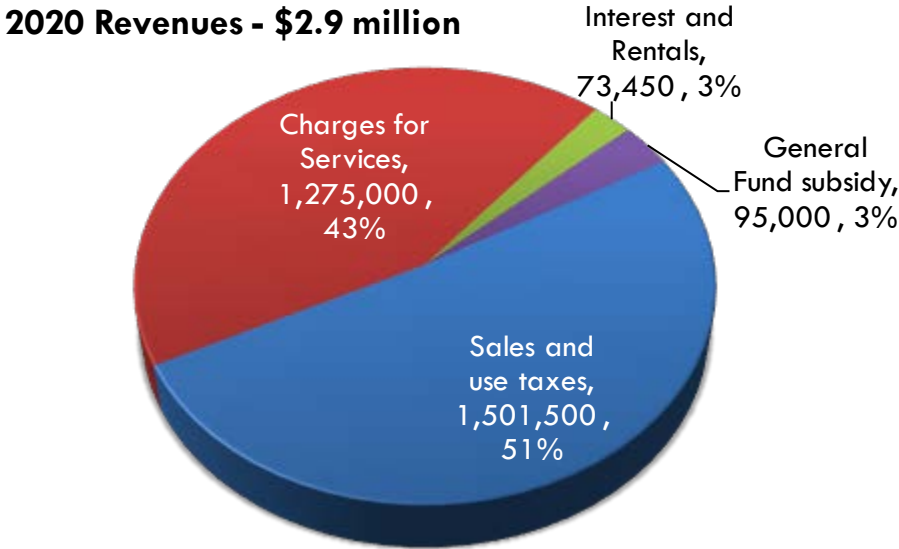
## REVENUES AND EXPENSES



# Community Center Fund

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## Revenues



Community Center Fund revenues are budgeted at \$2.9 million in 2020. This reflects an 5% increase from the 2019 budgeted revenues. Revenues are generated from both user fees and sales and use tax.

Sales and use tax revenues of \$1.5 million represent 51% of the overall revenues of the Community Center Fund and are derived from a one cent sales and use tax that was approved by voters in November 2008. A portion of the tax (6/10<sup>th</sup>) will expire no later than January 1, 2039. The remaining tax (4/10<sup>th</sup>) will continue without any sunset provisions as an operational subsidy. Tax revenues are budgeted to increase 11%

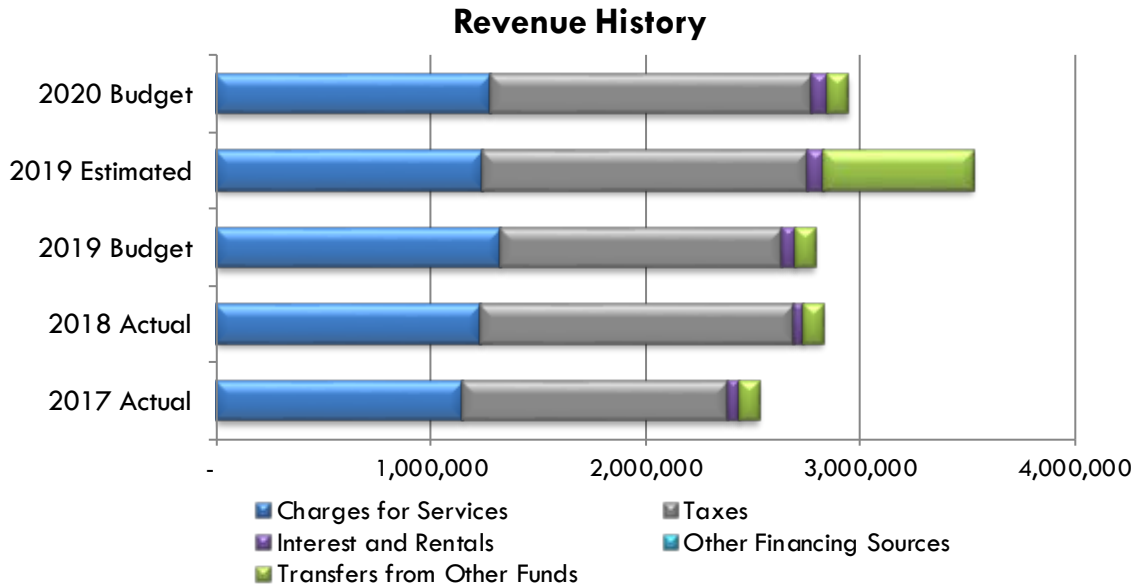
Charges for services of \$1.4 million represent 43% of the overall revenue and include pass sales, daily admission fees, registrations for various recreation program offerings, retail sales and concession/vending revenues. Charges for services are budgeted to decrease 4% from the 2019 Budget. This decrease is due to a leveling off in revenues from program activities and daily admissions and passes.

Revenues from interest and facility rentals of \$73,450 represents 3% of the overall revenues and are projected to increase 24% from 2019 budgeted revenues. This includes the first full year of lease revenues from the roof top lease for cellular equipment. The lease includes an annual escalation factor of 2.5%.

Other financing sources include an annual transfer from the General Fund of \$95,000. This transfer is an additional operational subsidy based on historical data of program revenues and expenses previously subsidized by the General Fund (outdoor pool, senior services and some recreation programs) prior to construction of the Community Center and which are now included in the

# Community Center Fund

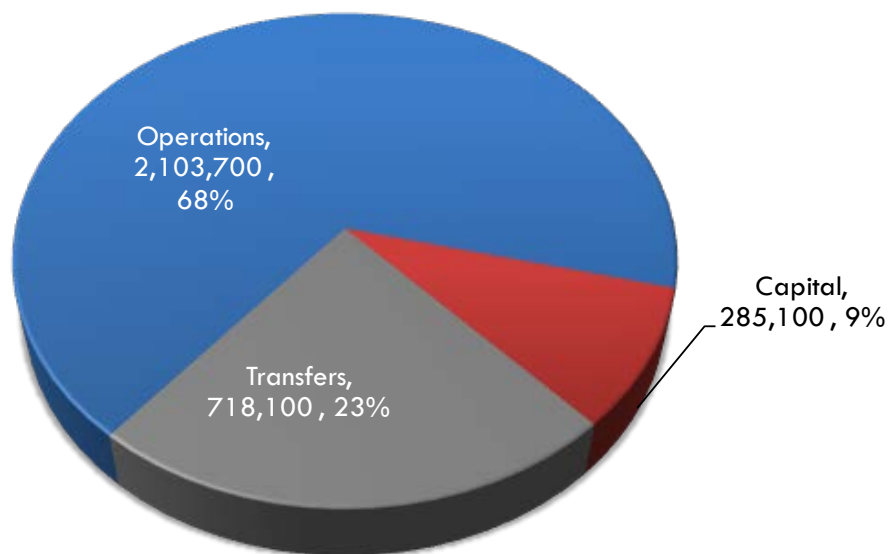
Community Center Fund.



Revenue in 2019 (prior year) included a one-time transfer from the Debt Service Fund of the Supplemental Bond Reserve Fund in the amount of \$500,000 due to the refinancing of the bonds. In addition, the City received \$100,000 in new project funds from the refinancing with \$45,000 of this amount used to purchase fitness equipment and the remaining \$55,000 allocated in the 2020 Budget for the pool plaster project.

## Expenses

### 2020 Expenses - \$3.1 million



# Community Center Fund

Community Center Fund expenses of \$3.1 million are budgeted to increase 8% from the 2019 budgeted expenses.

Operational expenses of \$2.1 million are budgeted to increase 5% in 2020 and account for 69% of the overall Community Center Fund expenses. This increase is primarily related to a 10% increase in personnel costs due the 7% minimum wage increase effective January 1, 2020 (\$12 hour), and compensation/pay plan adjustments. Special Project expenses of \$25,000 include a portion of the cost for a Parks, Recreation and Open Space and Trails (PROST) Master Plan. The remaining cost of \$100,000 is included in the General Fund. Contingency funds of \$40,000 are budgeted for unanticipated expenses and represent 2% of the operating expenses of the fund.

Capital equipment expenses of \$279,100 account for 9% of the overall Community Center Fund expenses. These expenses fluctuate annually based on capital needs. The following is a summary capital expenses included in the 2020 Budget.

CAPITAL PROJECTS AND EQUIPMENT	
Description	Amount
Capital equipment	
Administrative Program	
Meeting room furniture replacements	15,000
Computer replacements	12,900
Aquatics Program	
Indoor pool replaster	100,700
Aquatics play feature	18,000
Swim suit dryers (3)	6,000
Bench and spa blowers	3,000
Sound system for outdoor pool	3,500
Lane line replacements (indoor and outdoor)	5,000
Climbing wall panel replacement	6,500
Office furniture	5,000
Perimeter deck drains	30,000
Athletics Program	
Portable volleyball net system	3,000
Building Maintenance	
Automatic door openers for restrooms by meeting rooms	6,500
Landscaping improvements	5,000
Sound system replacement	7,000
Stair flooring and tread replacement	12,000
LED lights	35,000
Hotsy replacement	5,000
<b>Total Capital Equipment and Projects</b>	<b>\$ 279,100</b>

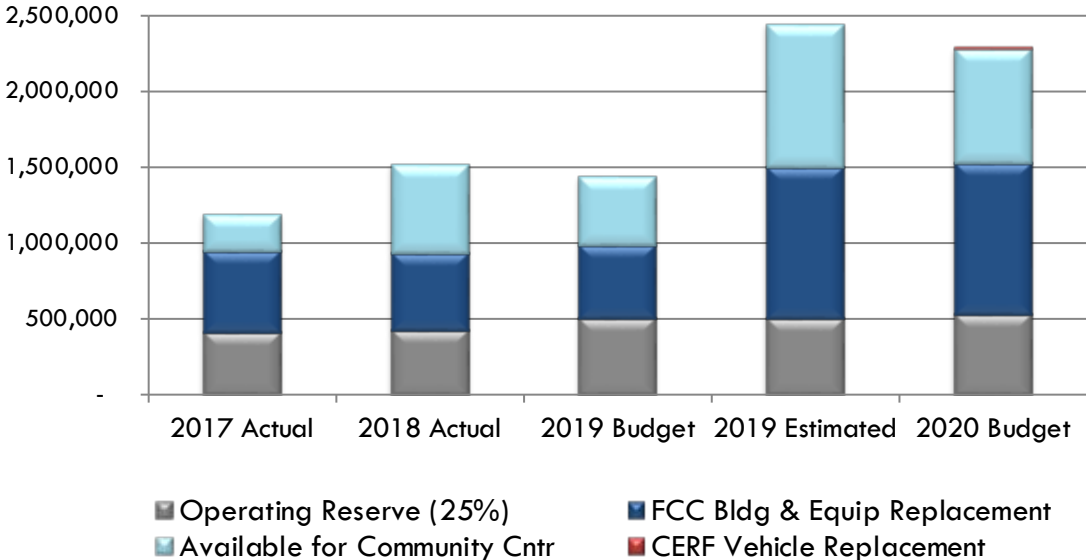
# Community Center Fund

*Transfers to other funds* of \$718,100 accounts for 23% of the overall expenses and include transfers to the Debt Service Fund for principal and interest payments for construction of the Community Center in the amount of \$712,100 and a transfer to the General Fund for grounds maintenance in the amount of \$6,000.

The following table summarizes the various program expenses in the Community Center Fund.

<b>EXPENSES BY PROGRAM</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Administration	372,173	398,422	518,450	514,250	553,650	7%
Aquatics	480,036	513,697	596,925	590,425	627,525	5%
Youth Activities	113,139	119,219	131,700	131,700	133,150	1%
Athletics	-	13,813	24,550	24,550	22,725	-7%
Child Care	33,990	37,325	43,400	43,400	46,500	7%
Fitness/Wellness Programs	94,622	87,581	100,025	100,025	99,850	0%
Senior Programs	97,895	104,497	110,400	110,400	109,825	-1%
Building Maintenance	423,900	428,268	420,425	416,925	445,475	6%
Special Projects	-	-	25,000	-	25,000	0%
Contingency	-	-	40,500	40,500	40,000	-1%
Operating Expenses	\$1,615,755	\$1,702,822	\$2,011,375	\$1,972,175	\$2,103,700	5%
Capital Equipment	82,805	61,963	135,700	83,700	279,100	106%
Transfer to General Fund	-	-	-	-	6,000	N/A
Transfer to Debt Service Fund	704,700	734,500	725,050	545,250	712,100	-2%
<b>Total Expense</b>	<b>\$ 2,403,260</b>	<b>\$ 2,499,285</b>	<b>\$ 2,872,125</b>	<b>\$ 2,601,125</b>	<b>\$ 3,100,900</b>	<b>8%</b>

## FUNDS AVAILABLE





# Community Center Fund

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Available funds of \$2.3 million include amounts assigned for facility and equipment replacement, vehicle (CERF) replacements, a 25% operational reserve and amounts not designated for any specific purpose. An 8% increase is projected in available funds for the 2020 Budget. This increase is a result of the transfer of \$500,000 from the Debt Service Fund of supplemental debt service reserve funds no longer required pursuant to bond covenants and the issuance of \$100,000 in new funds for equipment purchased in 2019 and the pool plaster project included in the 2020 Budget.

*Available for Community Center - \$752,832.* This amount represents funds available for Community Center use but not designated for any specific purpose.

*Operating Reserve - \$525,925.* This represents the operational reserve which is 25% of the current year operating expenses. The \$32,881 addition to this amount reflects the increase in operating expenses budgeted for 2020.

*CERF (Vehicle replacement fund) - \$5,700.* This represents the CERF reserve for future replacement of vehicles.

*Equipment/building replacement – \$1,000,000.* Budget policies establish that 60% of the 1% tax revenues are dedicated first for debt service payments with any revenues in excess of these payments dedicated to the equipment and building replacement reserve to ensure that funds are available for replacement of equipment and facility improvements as needed.

## **PERSONNEL**

The impacts of the minimum wage increase in the State of Colorado have added costs to personnel. The 2020 Budget is the last year of the 3-year implementation plan to raise the minimum wage to \$12.00 per hour. Future increases in minimum wage will be based on the Consumer Price Index.

The chart on the following page shows the manhours for each program in the Community Center Fund.

# Community Center Fund

<b>Community Center Staffing Chart</b>				
<b>Hours Summary</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Budget</b>
<b>Administration</b>				
Full time employees	4,244	4,322	6,240	6,240
Part time employees	10,201	10,735	10,600	10,940
Overtime	220	236	240	240
<i>Total Administration Hours</i>	<i>14,665</i>	<i>15,293</i>	<i>17,080</i>	<i>17,420</i>
<b>Aquatics</b>				
Full time employees	2,473	2,239	4,160	4,160
Part time employees	30,008	32,333	32,550	32,550
Overtime	550	570	600	600
<i>Total Aquatics Hours</i>	<i>33,031</i>	<i>35,142</i>	<i>37,310</i>	<i>37,310</i>
<b>Youth Activities</b>				
Full time employees	2,036	2,107	2,080	2,080
Part time employees	2,230	2,533	2,680	2,680
Overtime	3	29	25	25
<i>Total Youth Activities Hours</i>	<i>4,269</i>	<i>4,669</i>	<i>4,785</i>	<i>4,785</i>
<b>Athletics</b>				
Part time employees	-	576	1,000	900
<i>Total Athletics Hours</i>	<i>-</i>	<i>576</i>	<i>1,000</i>	<i>900</i>
<b>Child Care</b>				
Part time employees	3,193	3,194	3,350	3,380
Overtime	55	64	70	70
<i>Total Child Care Hours</i>	<i>3,248</i>	<i>3,258</i>	<i>3,420</i>	<i>3,450</i>
<b>Fitness/Wellness</b>				
Full time employees	80	-	-	-
Part time employees	3,118	3,095	3,150	2,890
Overtime	39	42	35	35
<i>Total Fitness/Wellness Hours</i>	<i>3,237</i>	<i>3,137</i>	<i>3,185</i>	<i>2,925</i>
<b>Senior Programs</b>				
Full time employees	2,176	2,238	2,080	2,080
Part time employees	567	646	780	780
Overtime	9	-	-	-
<i>Total Senior Hours</i>	<i>2,752</i>	<i>2,884</i>	<i>2,860</i>	<i>2,860</i>
<b>Building Maintenance</b>				
Full time employees	2,077	2,057	2,080	2,080
Part time employees	1,578	2,147	2,496	2,496
Overtime	177	149	120	120
<i>Total Building Hours</i>	<i>3,832</i>	<i>4,353</i>	<i>4,696</i>	<i>4,696</i>
<b>Total Hours</b>	<b>65,034</b>	<b>69,312</b>	<b>74,336</b>	<b>74,346</b>
<b>Total FTE Equivalents</b>	<b>31.27</b>	<b>33.32</b>	<b>35.74</b>	<b>35.74</b>

# Community Center Fund

## Revenues

<b>Revenues</b>		2017	2018	2019	2019	2020	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b>TAXES</b>							
127-000-00-3131	City Sales Tax	843,760	960,331	898,000	1,065,000	1,065,000	19%
127-000-00-3132	Use Tax on Vehicles	319,903	314,332	342,500	353,000	361,500	6%
127-000-00-3133	Use Tax on Bldg Materials	73,537	180,769	75,000	94,000	75,000	0%
		1,237,200	1,455,432	1,315,500	1,512,000	1,501,500	14%
<b>CHARGES FOR SERVICES</b>							
127-000-00-3461	Advertising Revenue	400	1,150	-	1,500	1,500	N/A
127-000-00-3471	Passes/Daily Admission	909,127	966,140	1,050,000	975,000	1,000,000	-5%
127-000-00-3473	Retail Sales	7,733	8,432	8,000	9,000	9,000	13%
127-000-00-3474	Concession/Vending	4,045	3,576	4,000	3,600	4,000	0%
127-000-00-3476	Program Registration Fees	226,900	253,025	260,000	250,000	260,000	0%
127-000-00-3485	Manpower	560	525	-	600	500	N/A
		1,148,765	1,232,848	1,322,000	1,239,700	1,275,000	-4%
<b>FINES AND FORFEITURES</b>							
127-000-00-3512	Restitution	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>MISCELLANEOUS</b>							
127-000-00-3610	Interest	1,520	1,654	1,500	1,800	1,250	-17%
127-000-00-3625	Rents on Lands	-	-	12,500	21,800	26,200	110%
127-000-00-3627	Facility Rental	43,504	40,115	45,000	45,000	45,000	0%
127-000-00-3642	Recreation Donations	1,900	2,300	-	2,300	-	N/A
127-000-00-3680	Miscellaneous	-	-	-	-	-	N/A
127-000-00-3681	Cash Over/Short	1,384	1,299	-	1,000	1,000	N/A
127-000-00-3682	Refunds	-	-	-	5,700	-	N/A
		48,308	45,368	59,000	77,600	73,450	24%
<b>OTHER FINANCING SOURCES</b>							
127-000-00-3910	Transfer from General Fund	95,000	95,000	95,000	95,000	95,000	0%
127-000-00-3920	Transfer from Debt Service	-	-	-	500,000	-	N/A
127-000-00-3936	Proceeds from Bonds	-	-	-	100,000	-	-
127-000-00-3960	Insurance payments	-	-	-	-	-	N/A
		95,000	95,000	95,000	695,000	95,000	0%
<b>TOTAL REVENUES</b>		<b>2,529,273</b>	<b>2,828,648</b>	<b>2,791,500</b>	<b>3,524,300</b>	<b>2,944,950</b>	<b>5%</b>

# Community Center Fund

## Summary

<b>Expenses</b>		2017	2018	2019	2019	2020	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4111	Salaries, Administrative	265,424	273,551	371,300	371,300	399,900	8%
4120	Part Time	534,820	625,779	669,850	669,850	731,650	9%
4125	Contract Labor	93,923	89,325	98,000	98,000	111,500	14%
4130	Overtime	17,956	19,357	20,050	20,050	21,900	9%
		912,123	1,008,012	1,159,200	1,159,200	1,264,950	9%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	93,294	91,029	134,900	134,900	133,400	-1%
4220	FICA Payroll Expense	50,843	56,889	66,150	66,150	71,600	8%
4221	Medicare Payroll Expense	11,891	13,305	15,600	15,600	16,825	8%
4230	Retirement Contribution	11,835	12,174	16,625	16,625	18,250	10%
4250	Unemployment Insurance	2,455	2,757	4,375	4,375	3,700	-15%
4260	Workers Compensation Insurance	24,325	21,431	31,925	21,225	21,950	-31%
		194,643	197,585	269,575	258,875	265,725	-1%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	13,071	16,112	16,650	16,650	13,000	-22%
4314	Red Cross Certification	2,537	3,321	3,000	3,000	3,000	0%
4343	Credit Card Processing Fees	23,897	24,416	26,000	26,000	23,500	-10%
4345	Background Investigations	35	145	1,200	1,200	2,350	96%
4350	Entertainment	3,986	4,113	8,200	8,200	7,200	-12%
		43,526	48,107	55,050	55,050	49,050	-11%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4423	Pool Repair and Maintenance	-	-	-	-	-	N/A
4430	Service Contracts	48,753	29,508	33,000	33,000	34,000	3%
4435	Fleet Maintenance Charges	2,075	2,000	2,000	2,000	4,300	115%
4438	IT Services	-	35,877	37,200	37,200	40,800	10%
4440	Building Maintenance	45,578	43,630	43,600	40,600	43,600	0%
4452	Drainage Fees	2,394	2,394	-	-	-	N/A
		98,800	113,409	115,800	112,800	122,700	6%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4520	Property Insurance	-	-	20,000	20,000	20,800	4%
4530	Telephone	9,464	1,800	2,350	2,350	2,700	15%
4550	Printing	7,038	6,932	7,500	7,500	4,500	-40%
4553	Advertising and Promotion	3,690	1,264	2,250	2,250	7,300	224%
4580	Travel Activities	22,033	23,081	23,200	23,200	21,200	-9%
		42,225	33,077	55,300	55,300	56,500	2%

# Community Center Fund

## Summary

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>SUPPLIES</b>							
4610	Office Supplies	2,341	2,280	2,000	2,000	2,000	0%
4611	Postage	3,075	3,281	2,500	2,500	2,500	0%
4612	Supplies and Equipment	76,713	59,914	66,225	65,725	52,800	-20%
4616	Chemicals	37,363	34,481	34,650	34,650	34,650	0%
4620	Utilities	144,779	149,950	150,000	150,000	150,000	0%
4626	Fuel	963	2,033	1,525	3,025	1,525	0%
4630	Meeting/Appreciation Supplies	-	-	-	-	3,300	N/A
4642	Signs	-	-	-	-	-	N/A
4649	Repair and Maint. Supplies	52,170	42,714	25,500	25,500	25,500	0%
4661	Uniforms	2,801	2,980	3,550	2,050	1,500	-58%
4662	Safety Equipment	-	-	-	-	1,000	N/A
4690	Supplies for Resale	4,233	4,997	5,000	5,000	5,000	0%
		324,438	302,630	290,950	290,450	279,775	-4%
<b>CAPITAL EQUIPMENT</b>							
4720	Construction/Landscaping	-	-	-	-	5,000	N/A
4741	Land Acquisition	7,080	-	-	-	-	N/A
4742	Mobile Equipment	-	-	25,000	25,000	-	-100%
4743	Furniture and Equipment	75,725	61,963	107,500	55,500	261,200	143%
4744	Computer Equipment	-	-	3,200	3,200	12,900	303%
		82,805	61,963	135,700	83,700	279,100	106%
<b>SPECIAL PROJECTS</b>							
4825	Traffic Study/PROST Plan	-	-	25,000	-	25,000	0%
		-	-	25,000	-	25,000	0%
<b>CONTINGENCY</b>							
4850	Contingency	-	-	40,500	40,500	40,000	-1%
		-	-	40,500	40,500	40,000	-1%
<b>TRANSFER TO OTHER FUNDS</b>							
4915	Transfer to Debt Service Fund	704,700	734,500	725,050	545,250	712,100	-2%
4950	Transfer to General Fund	-	-	-	-	6,000	N/A
		704,700	734,500	725,050	545,250	718,100	-1%
<b>TOTAL EXPENSES</b>		<b>2,403,260</b>	<b>2,499,283</b>	<b>2,872,125</b>	<b>2,601,125</b>	<b>3,100,900</b>	<b>8%</b>

# Community Center Fund Administration

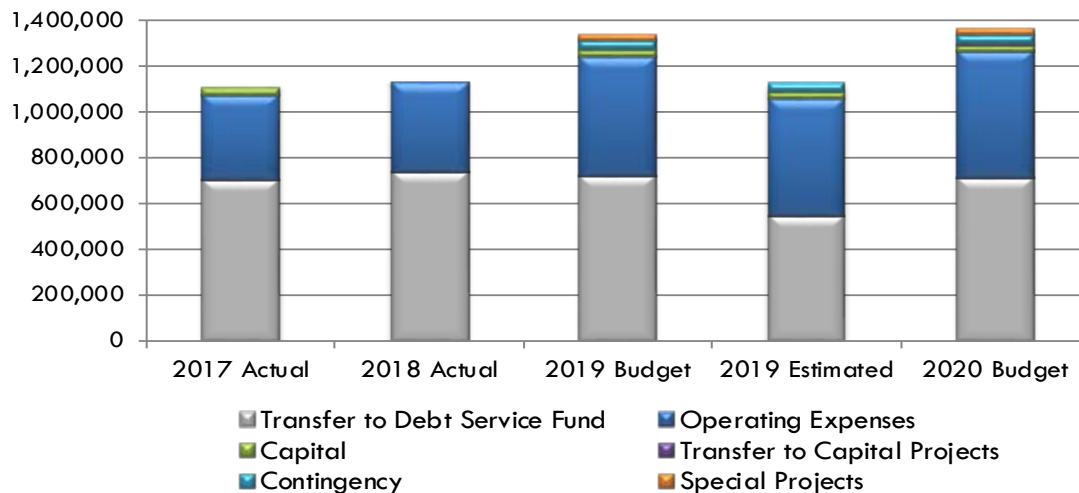
## EXPENDITURES

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
Personnel Services, Salaries	\$ 216,561	\$ 233,307	\$ 294,000	\$ 294,000	\$ 326,600	11%
Personnel Services, Benefits	59,617	58,856	91,100	86,900	90,750	0%
Purchased Professional Services	29,638	29,567	34,150	34,150	29,600	-13%
Purchased Property Services	32,277	49,762	53,200	53,200	59,000	11%
Other Purchased Services	19,692	9,271	30,500	30,500	32,700	7%
Supplies	14,388	17,659	15,500	15,500	15,000	-3%
Operating Expenses	\$ 372,173	\$ 398,422	\$ 518,450	\$ 514,250	\$ 553,650	7%
Transfer to Debt Service Fund	704,700	734,500	725,050	545,250	712,100	-2%
Transfer to Capital Projects	-	-	-	-	6,000	N/A
Special Projects	-	-	25,000	-	25,000	0%
Contingency	-	-	40,500	40,500	40,000	-1%
Capital	32,948	-	28,200	28,200	27,900	-1%
<b>Total Expense</b>	<b>\$1,109,821</b>	<b>\$1,132,922</b>	<b>\$1,337,200</b>	<b>\$1,128,200</b>	<b>\$1,364,650</b>	<b>2%</b>

## MISSION

The Fruita Community Center provides recreational opportunities for youth, families, and seniors. The Community Center also provides meeting space for rentals as well as senior luncheons and other internal activities. The Community Center is managed based on the following principle: provide a safe, clean, and customer service oriented atmosphere for its patrons and the general public. The Community Center is funded on a .01 cent sales and use tax. Revenue generated from pass sales, daily visits, program registrations, and rentals also support operations and capital replacements within the facility.

## Budget History



# Community Center Fund Administration

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## **RESPONSIBILITIES**

- Conduct seasonal customer service trainings.
- Monitor the facility closely during the day to ensure cleanliness and safety.
- Coordinate cleaning schedules between contracted services and FCC staff.
- Daily processing of cash and receipts. Work with administration to ensure revenue accounts for passes, facility rentals, and program registrations balance.
- Monitor and track all revenues and visits including pass type visits, facility rentals, and program participation.
- Monitor all expenses against established budget in an effort to minimize spending and maximize efficiencies. Adjust operations as necessary to stay within budget parameters and subsidy requirements of the facility.
- Develop a strategic marketing plan to promote rentals, pass sales, daily visits, activities, and special events.

## **PRIOR YEAR ACCOMPLISHMENTS**

- The Fruita Community Center has experienced approximately 147,229 paid visits from January to September 2019 with an average of 16,400 visits per month. Visits in 2019 are tracking a little higher than in 2018, but this may be attributed to attendance tracking issues from RecTrac in early 2018.
- Pass revenues are improved over 2018 and are tracking at just over \$6,471 over last year's pass fee collections from January through September. While revenue is increasing, revenue per visit is \$5.20. Pass fees remained the same in 2019.
- The Silver & Fit has program has continued to increase with 165 registered participants. Three dollars are paid by health insurance organizations to the FCC for each Silver & Fit visit. Silver Sneakers increased their visit amount to \$3.10 per visit (up to \$30 per month) and has 1,765 registered participants.
- Rentals and pool party reservations are up \$3,800 through September 2019 compared to 2018. The Community Center continues to host a variety of special events, public meetings, birthday parties, luncheons, and various private events. The meeting rooms are also home to fitness and youth programs, Senior Potluck and Gray Gourmet. The meeting rooms were utilized by DinoMites Summer Camp for the entire summer due to inaccessibility of Shelledy Elementary. The largest contributor continues to be Calvary Chapel Church reservations for Sunday mornings. The Mesa County Public Library also contributes approximately \$6,000 annually, which offsets their utility costs.

# Community Center Fund

## Administration

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- Guest Services continues to improve on retail sales during the year through point of sale. These items include: pool swim noodles, swim kick boards, ear buds, and swim towels. In September, our 2019 revenue budget of \$8,000 in sales has already reached 93%.
- Marketing efforts in 2019 included continuing the activity guide glossy front and back cover. The objective was to increase the shelf life of the publication when distributed. Continue to direct mail activity guides to approximately 7,700 households with 9,600 copies being printed. We continue to utilize the 36 pages to accommodate the additional programs being offered and the advertising from local businesses. We continue to promote the Fruita Community Center and support local organizations through prize donations of 3-month pass and swag bags. In 2018 we began to offer Fruita Community Center gift cards. From January 2019 to September 2019, we have sold 9 gift cards.
- The Fruita Community Center continues to be a host site for many events. In May 2019, the FCC Girls on the Run 5K race for the fourth year in a row. The FCC also hosted in 2019 the following events: Chamber of Commerce Annual Dinner, Sweetheart 5K & 10K, An Evening of Art, the Easter Egg Scramble, 9 News Health Fair, Bike Rodeo, Dog Dayz, Holiday Arts and Crafts Fair, Hope of the Grand Valley 5K Race, and Cookies and Claus. The FCC was also the host site for registration and packet pic-up for 2 Gemini Adventures races (running and biking) and the Rim Rock Marathon.
- A Youth Scholarship Golf Tournament was established in April 2016. 2018 was another successful tournament with \$4500 raised this year. These funds have been used to purchase 60 summer passes (3Month) to the FCC for youth who may not otherwise be able to visit the facility. Ten scholarships were given to each of the 6 local schools, where their counselors distributed them to students who they felt either couldn't afford a pass at the FCC or needed the pass for emotional, social or physical development over the summer.
- Verizon Cell Tower was installed in 2019 and will bring in additional revenues of \$25,000 per year with our first monthly payment being collected in April 2019.

### **2020 GOALS**

- Promote safety, cleanliness and customer service.
- Consistently implement facility policies and procedures and make adjustments based on public and internal feedback.
- Accurately monitor and track expenses and revenues for the Fruita Community Center.
- Expand marketing techniques to help increase all room rentals and daily visits to meet budgeted revenue amounts in 2020.

### **PERFORMANCE MEASURES**

- Monitor customer feedback through comment cards, phone calls and e-mail to ensure that cleanliness standards are being met. Respond to comments within one business day.



# Community Center Fund

## Administration

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- Track and update expenses and revenues on a monthly basis for up to date information on the Fruita Community Center.
- Work with local realtors and the Fruita Chamber of Commerce to get new residents information on the Fruita Community Center.
- Increase Marketing efforts through digital media and other methods by 50%.

### **2020 BUDGET HIGHLIGHTS**

- A Parks, Open Space, Trails, and Recreation Master Plan is included in the 2020 Budget at \$125,000 with \$25,000 funding from the Community Center Fund and \$90,000 funded in the General Fund. A GOCO grant of \$65,000 is included in the General Fund to offset the expense in the General Fund.
- Moved \$2,500 in credit card processing fees to General Fund for program registrations. The FCC is currently absorbing all CC fees including Rec. Programs.
- Increased service contracts for the addition of additional cable boxes for the cardio theatre on the treadmills.
- Increased background checks. New, more thorough vendor to screen potential employees.
- Increased marketing and promotions to increase/add digital advertising.
- Increased capital furniture and equipment for an upgrade to the FCC sound system to be more dependable, computer replacements and new meeting room furniture.

# Community Center Fund

## Administration

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-22-4111	Salaries, Full time	103,425	105,997	161,600	161,600	176,600	9%
127-451-22-4120	Part Time	109,528	123,234	128,200	128,200	145,350	13%
127-451-22-4130	Overtime	3,608	4,076	4,200	4,200	4,650	11%
		216,561	233,307	294,000	294,000	326,600	11%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-22-4210	Health Insurance	35,298	35,491	55,800	55,800	56,400	1%
127-451-22-4220	FICA Payroll Expense	13,385	14,299	18,300	18,300	20,250	11%
127-451-22-4221	Medicare Payroll Expense	3,130	3,344	4,300	4,300	4,750	10%
127-451-22-4230	Retirement Contribution	4,654	4,725	7,000	7,000	7,950	14%
127-451-22-4250	Unemployment Insurance	650	700	1,200	1,200	1,000	-17%
127-451-22-4260	Workers Comp Insurance	2,500	297	4,500	300	400	-91%
		59,617	58,856	91,100	86,900	90,750	0%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-22-4310	Professional Development	5,732	5,142	8,050	8,050	5,800	-28%
127-451-22-4343	Credit Card Fees	23,897	24,416	26,000	26,000	23,500	-10%
127-451-22-4345	Background Investigations	9	9	100	100	300	200%
		29,638	29,567	34,150	34,150	29,600	-13%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
127-451-22-4430	Service Contracts	32,277	13,885	16,000	16,000	17,000	6%
127-451-22-4435	Fleet Maintenance Charges	-	-	-	-	1,200	N/A
127-451-22-4438	IT Services	-	35,877	37,200	37,200	40,800	10%
		32,277	49,762	53,200	53,200	59,000	11%
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-22-4520	Property Insurance	-	-	20,000	20,000	20,800	4%
127-451-22-4530	Telephone	9,039	1,200	1,000	1,000	900	-10%
127-451-22-4550	Printing	7,038	6,932	7,500	7,500	4,500	-40%
127-451-22-4553	Advertising & Promotion	3,615	1,139	2,000	2,000	6,500	225%
		19,692	9,271	30,500	30,500	32,700	7%
<b><u>SUPPLIES</u></b>							
127-451-22-4610	Office Supplies	1,842	2,280	2,000	2,000	2,000	0%
127-451-22-4611	Postage	3,075	3,281	2,500	2,500	2,500	0%
127-451-22-4612	Supplies and Equipment	4,235	6,169	5,000	5,000	3,000	-40%
127-451-22-4630	Meeting/Appreciation Supp	-	-	-	-	2,000	N/A
127-451-22-4661	Uniforms	1,003	932	1,000	1,000	500	-50%
127-451-22-4690	Supplies for Resale	4,233	4,997	5,000	5,000	5,000	0%
		14,388	17,659	15,500	15,500	15,000	-3%
<b><u>CAPITAL EQUIPMENT</u></b>							
127-451-22-4741	Land Acquisition	7,080	-	-	-	-	N/A
127-451-22-4742	Mobile Equipment	-	-	25,000	25,000	-	-100%
127-451-22-4743	Furniture and Equipment	25,868	-	-	-	15,000	N/A
127-451-22-4744	Computer Equipment	-	-	3,200	3,200	12,900	303%
		32,948	-	28,200	28,200	27,900	-1%

City of Fruitsa

2020 Budget

# Community Center Fund

## Administration

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>SPECIAL PROJECTS</u></b>							
127-451-22-4825	Traffic Study/PROST	-	-	25,000	-	25,000	0%
		-	-	25,000	-	25,000	0%
<b><u>CONTINGENCY</u></b>							
127-451-22-4850	Contingency	-	-	40,500	40,500	40,000	-1%
		-	-	40,500	40,500	40,000	-1%
<b><u>TRANSFERS TO OTHER FUNDS</u></b>							
127-451-22-4915	Transfer to Debt Service	704,700	734,500	725,050	545,250	712,100	-2%
127-451-22-4930	Transfer to Capital Projects	-	-	-	-	-	N/A
127-451-22-4950	Transfer to General Fund	-	-	-	-	6,000	N/A
		704,700	734,500	725,050	545,250	718,100	-1%
<b>TOTAL EXPENSES</b>		<b>1,109,821</b>	<b>1,132,922</b>	<b>1,337,200</b>	<b>1,128,200</b>	<b>1,364,650</b>	<b>2%</b>

# Community Center Fund

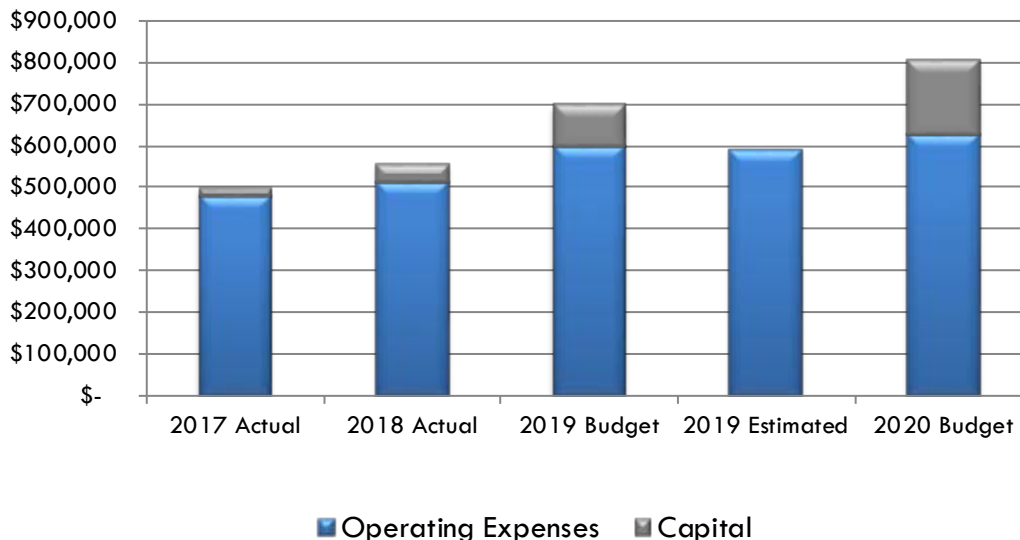
## Aquatics

<b><u>EXPENDITURES</u></b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 351,479	\$ 408,285	\$ 463,600	\$ 463,600	\$ 505,500	9%
Personnel Services, Benefits	53,359	54,703	84,925	78,425	74,700	-12%
Purchased Professional Services	5,940	5,493	6,150	6,150	5,200	-15%
Purchased Property Services	-	-	-	-	-	N/A
Other Purchased Services	200	300	600	600	600	0%
Supplies	69,058	44,917	41,650	41,650	41,525	0%
Operating Expenses	\$ 480,036	\$ 513,698	\$ 596,925	\$ 590,425	\$ 627,525	5%
Capital	18,458	43,388	100,000	-	177,700	78%
<b>Total Expense</b>	<b>\$ 498,494</b>	<b>\$ 557,086</b>	<b>\$ 696,925</b>	<b>\$ 590,425</b>	<b>\$ 805,225</b>	<b>16%</b>

### **MISSION**

Fruita Aquatics includes the Indoor/Outdoor Pools and Hot Tub at the Fruita Community Center. The Aquatics Department is responsible for the general oversight of aquatic safety, water quality, aquatic special events, swim lessons, lap swim, masters swim, youth swim conditioning/swim team, diving, and general open swim.

### **Budget History**



# Community Center Fund

## Aquatics

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### **RESPONSIBILITIES**

- Provide programming and general open swim to meet the physical, social and mental needs of our community.
- Track trends within swimming lessons, water aerobics and leisure/completive swimming and adjust programming and scheduling to meet demands.
- Provide in-services and customer service trainings throughout the year for lifeguards and water safety instructors.
- Schedule staff as efficiently as possible without sacrificing safety.
- Inspect facilities and equipment. Ensure conditions are proper for safe and efficient use. Maintain safety reports.
- Check and record chemical levels, monitor and maintain filtration equipment, maintain water quality and meet health code standards.
- Perform and evaluate effective cleaning practices and preventive maintenance.

### **PRIOR YEAR ACCOMPLISHMENTS**

- The safety of patrons continues to be our top priority. The Aquatics Supervisor attended the Association of Aquatic Professionals conference in the early spring. He attended many sessions on Risk Management and staff training. Monthly in-service trainings were conducted focusing on preventive action, rescues and first-aid. We have implemented additional weekly skill and fitness practice for lifeguards in order to meet our continuing training requirements as an American Red Cross facility. Periodic audits of lifeguard's skills were conducted in 2019. Preventive lifeguarding techniques were continually refined and practiced in order to keep our facility safe.
- Multiple staff CPR/FA, Lifeguard, and WSI certifications were updated and renewed. Periodic WSI in-services were established to focus on teaching strategies and improve skills. We have hired several new lifeguards and promoted many veteran guards to Pool Managers.
- A full time Aquatics Coordinator was established to oversee all programming within the aquatics program. The intent is to reduce the direct management by the Aquatics Supervisor of programs as this position was over-burdened. Our participation numbers for aquatics programs dropped in 2019 and are as follows (as of August, 2019):

Group Swim Lessons	1,187 (100 below the average)
Private Swim Lessons	400
Youth Swim Conditioning	40
Summer Swim Team	49
Water Aerobics	4,000 (approximately)

# Community Center Fund

## Aquatics

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- Maintenance week was busy and productive. As usual, the indoor pool was drained, pool surface was power washed and fresh, clean water filled the pool. Some patching was done on 34 weak plaster spots to the pool surface. The filter was taken apart and cleaned.
- A new Pool Vacuum was purchased. It is a robotic vacuum that we can put in at night and will vacuum the pool all night. Staff time has been reduced with the more efficient vacuum.
- All records were maintained as required by the state and county health codes. Records were monitored and reviewed regularly and adjusted to ensure water sanitation and safety. Our facility passed all inspections by Mesa County Health with no issues.
- The annual dog days was held on September 15<sup>th</sup>. The collected donations were turned in to the Roice Hurst Humane Society.

### **2020 GOALS**

- Increase American Red Cross Certification classes to assist in recruiting and increasing staffing numbers.
- Take a proactive approach to marketing and increasing program revenue as well as daily visit attendance.
- Reduce closures/Aquatic Fecal Releases (AFR) of pool.

### **PERFORMANCE MEASURES**

- Produce at least 3 American Red Cross lifeguard certification classes, 2 LGI classes, and 3 WSI classes.
- Increase swim lesson enrollment numbers equal to or greater than 2018 which was 1416 registrations.
- Reduce pool closure/AFR's by bringing more attention to prevention of these occurrences via social media, article postings, and staffing in-services.

### **2020 BUDGET HIGHLIGHTS**

- Professional Development numbers were reduced as Aquatic Supervisor went to an out of state conference in 2019.
- Red Cross fees were increased to reflect an increase in certification costs.
- Background Investigations increased. New vendor who is more thorough but more expensive.
- Capital Furniture and Equipment items include indoor and outdoor lane lines, replastering the pool, new office furniture, aquatics play feature, bench and spa blowers, climbing wall replacement panels, replacing the perimeter deck drains, add a PA system to the outdoor pool.

# Community Center Fund

## Aquatics

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-23-4111	Salaries, Full time	41,179	43,874	81,200	81,200	90,400	11%
127-451-23-4120	Part Time	301,411	354,252	372,200	372,200	404,000	9%
127-451-23-4125	Contract Labor	630	840	-	-	-	N/A
127-451-23-4130	Overtime	8,259	9,319	10,200	10,200	11,100	9%
		351,479	408,285	463,600	463,600	505,500	9%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-23-4210	Health Insurance	10,276	7,059	26,600	26,600	17,000	-36%
127-451-23-4220	FICA Payroll Expense	22,114	25,508	28,925	28,925	31,350	8%
127-451-23-4221	Medicare Payroll Expense	5,172	5,966	6,800	6,800	7,350	8%
127-451-23-4230	Retirement Contribution	1,744	1,952	3,700	3,700	4,100	11%
127-451-23-4250	Unemployment Insurance	1,053	1,222	1,900	1,900	1,550	-18%
127-451-23-4260	Workers Comp Insurance	13,000	12,996	17,000	10,500	13,350	-21%
		53,359	54,703	84,925	78,425	74,700	-12%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-23-4310	Professional Development	3,376	2,172	3,000	3,000	1,600	-47%
127-451-23-4314	Red Cross Certifications	2,537	3,321	3,000	3,000	3,000	0%
127-451-23-4345	Background Investigations	27	-	150	150	600	300%
		5,940	5,493	6,150	6,150	5,200	-15%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
127-451-23-4423	Pool Repair and Maintenance	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-23-4530	Telephone	125	300	600	600	600	0%
127-451-23-4553	Advertising	75	-	-	-	-	N/A
		200	300	600	600	600	0%
<b><u>SUPPLIES</u></b>							
127-451-23-4610	Office Supplies	499	-	-	-	-	N/A
127-451-23-4612	Supplies and Equipment	29,920	9,082	5,500	5,500	4,875	-11%
127-451-23-4616	Chemicals	37,363	34,481	34,650	34,650	34,650	0%
127-451-23-4630	Meeting/Appreciation Supplie	-	-	-	-	500	N/A
127-451-23-4661	Uniforms	1,276	1,354	1,500	1,500	500	-67%
127-451-23-4662	Safety Equipment	-	-	-	-	1,000	N/A
		69,058	44,917	41,650	41,650	41,525	0%
<b><u>CAPITAL EQUIPMENT</u></b>							
127-451-23-4743	Furniture and Equipment	18,458	43,388	100,000	-	177,700	78%
		18,458	43,388	100,000	-	177,700	78%
<b>TOTAL EXPENSES</b>		<b>498,494</b>	<b>557,086</b>	<b>696,925</b>	<b>590,425</b>	<b>805,225</b>	<b>16%</b>

# Community Center Fund

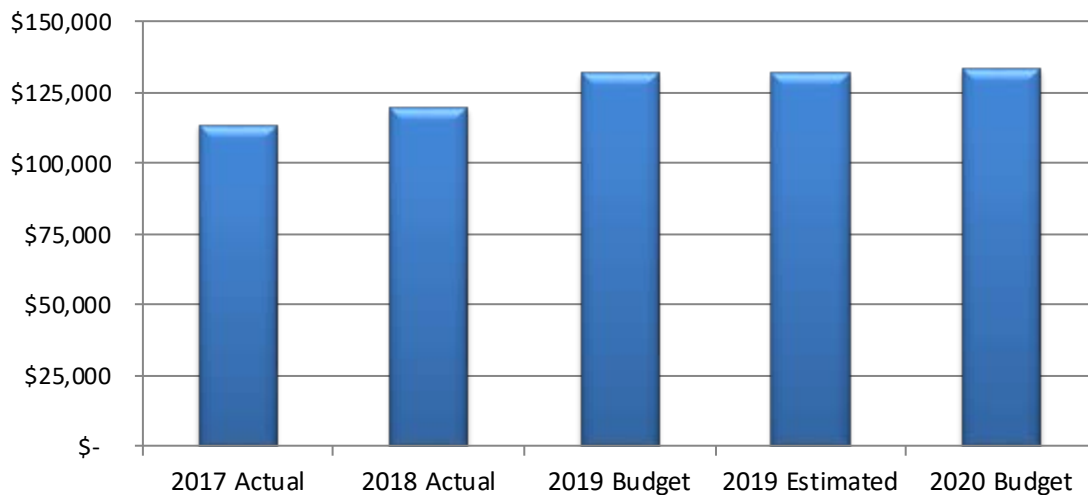
## Youth Activities

<b><u>EXPENDITURES</u></b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 68,410	\$ 74,763	\$ 79,250	\$ 79,250	\$ 80,900	2%
Personnel Services, Benefits	22,167	23,094	26,650	26,650	30,650	15%
Purchased Professional Services	3,993	4,319	8,200	8,200	8,300	1%
Other Purchased Services	3,015	2,618	3,200	3,200	3,500	9%
Supplies	15,554	14,424	14,400	14,400	9,800	-32%
Operating Expenses	\$ 113,139	\$ 119,218	\$ 131,700	\$ 131,700	\$ 133,150	1%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 113,139</b>	<b>\$ 119,218</b>	<b>\$ 131,700</b>	<b>\$ 131,700</b>	<b>\$ 133,150</b>	<b>1%</b>

### **MISSION**

Youth activities provide children with unique enrichment, learning, and recreational activities that foster each child's intellectual, social, emotional, and physical well-being. Youth activities staff oversee the DinoMites Summer Day Camp (a state licensed youth summer day camp for 5-10 year olds), DinoMites Days-Off Camp (5-10 year olds), and Night at the FCC (5<sup>th</sup>-7<sup>th</sup> graders).

### **Budget History**





# Community Center Fund

## Youth Activities

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### **RESPONSIBILITIES**

- Due to school construction the FCC was once again used for DinoMites. The previous 2 years we were at Shelledy Elementary.
- Work closely with the Colorado Department of Human Services to ensure all rules and regulations are being followed properly for youth camps. Maintain and update staff certifications as required by state licensure.
- Provide a safe and welcoming atmosphere for participants.
- Promote programs using e-blasts, social media, flyers, the activity guide, Peachjar, and other new found strategies.

### **PRIOR YEAR ACCOMPLISHMENTS**

- 2019 was another good year for the DinoMites Summer. Dinomites had to lower maximums to 30, down from 35 because we could not use Shelledy Elementary due to construction. All 9 weeks were full this year. Each week included team activities, crafts, science experiments, swimming and field trips. The registration process was changed to help accommodate parents who cannot pay for the entire summer up front. This new process proved to work very smooth.
- DinoMites Days-Off Camp is designed for parents who need care for their children for days local schools are not in session during the school year. The cost is \$30 (\$40 day of registration) a day for participants and is also seeing increased participation. However it has not reached capacity like the Summer Camp.
- Night at the FCC is held four times per year at the Community Center for 5<sup>th</sup>-7<sup>th</sup> grade students on Friday evenings from 7:00-10:00pm. Each event is themed and includes food, dancing, swimming, photo booth and bump 'n jump. Night at the FCC continues to be a popular event for youth. January 2019 brought 300 kids and March 2019 had 293 to our facility.

### **2020 GOALS**

- Increase participation in camps and programs by research and utilizing appropriate marketing methods.
- Continue to develop a staff training program for DinoMites which includes a detailed schedule of activities for the summer.
- Develop new programs.

### **PERFORMANCE MEASURES**

- Increase participation in programs by promoting programs using e-blasts, social media,

# Community Center Fund

## Youth Activities

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flyers, the activity guide, Peachjar, and other new found strategies. See a 10% increase in FCC programs by developing at least 2 new programs based on customer feedback and fill DinoMite Days Off.

- Look to hire staff early enough and organize training to meet the State Regulations. Having zero state violations in regards to licensing is the goal.

### **2020 BUDGET HIGHLIGHTS**

- Added staff telephone expenses out of youth activities which was taken out of the administration program in previous years.

# Community Center Fund

## Youth Activities

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-24-4111	Salaries, Administrative	42,869	43,874	45,500	45,500	43,400	-5%
127-451-24-4120	Part Time	25,481	30,344	33,250	33,250	37,000	11%
127-451-24-4130	Overtime	60	545	500	500	500	0%
		68,410	74,763	79,250	79,250	80,900	2%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-24-4210	Health Insurance	12,423	12,987	15,300	15,300	20,000	31%
127-451-24-4220	FICA Payroll Expense	4,060	4,380	4,925	4,925	5,050	3%
127-451-24-4221	Medicare Payroll Expense	950	1,025	1,150	1,150	1,200	4%
127-451-24-4230	Retirement Contribution	1,929	1,952	2,050	2,050	2,000	-2%
127-451-24-4250	Unemployment Insurance	205	224	325	325	250	-23%
127-451-24-4260	Workers Comp Insurance	2,600	2,526	2,900	2,900	2,150	-26%
		22,167	23,094	26,650	26,650	30,650	15%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-24-4310	Professional Development	1,091	1,920	1,500	1,500	1,500	0%
127-451-24-4345	Background Investigations	-	9	500	500	600	20%
127-451-24-4350	Entertainment	2,902	2,390	6,200	6,200	6,200	0%
		3,993	4,319	8,200	8,200	8,300	1%
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-24-4530	Telephone	-	-	-	-	300	N/A
127-451-24-4580	Travel Activities	3,015	2,618	3,200	3,200	3,200	0%
		3,015	2,618	3,200	3,200	3,500	9%
<b><u>SUPPLIES</u></b>							
127-451-24-4612	Supplies and Equipment	15,554	14,424	14,400	14,400	9,500	-34%
127-451-24-4630	Meeting/Appreciation Supplies	-	-	-	-	300	N/A
		15,554	14,424	14,400	14,400	9,800	-32%
<b>TOTAL EXPENSES</b>		<b>113,139</b>	<b>119,218</b>	<b>131,700</b>	<b>131,700</b>	<b>133,150</b>	<b>1%</b>

# Community Center Fund

## Athletics

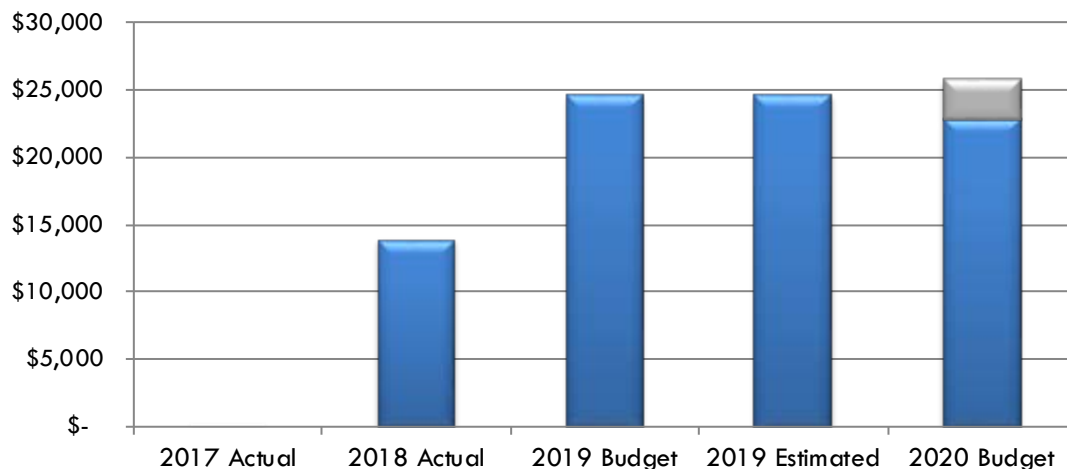
### EXPENDITURES

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
Personnel Services, Salaries	\$ -	\$ 10,819	\$ 15,500	\$ 15,500	\$ 16,100	4%
Personnel Services, Benefits	-	663	1,550	1,550	1,325	-15%
Purchased Professional Services	-	127	250	250	250	0%
Other Purchased Services	-	125	250	250	250	0%
Supplies	-	2,079	7,000	7,000	4,800	-31%
Operating Expenses	\$ -	\$ 13,813	\$ 24,550	\$ 24,550	\$ 22,725	-7%
Capital	-	-	-	-	3,000	N/A
<b>Total Expense</b>	<b>\$ -</b>	<b>\$ 13,813</b>	<b>\$ 24,550</b>	<b>\$ 24,550</b>	<b>\$ 25,725</b>	<b>5%</b>

### MISSION

Athletic Programs provide the Fruita community with local, economical, organized sports opportunities for youth and adults to get and stay physically and mentally healthy. Providing quality programs to the families of Fruita and surrounding areas provides services that they may not otherwise receive. The purpose is to provide Athletic Programs that get the Fruita community involved in enjoyable, quality activities that promote overall health and well-being while bringing a community together to create lasting relationships.

### Budget History



# Community Center Fund

## Athletics

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### **RESPONSIBILITIES**

- Maintain youth and adult athletic offerings for the community at the Fruita Community Center.
- Increase revenue in youth and adult programming by strengthening logistics, marketing, and employee training.
- Perform background checks on all volunteer coaches, provide training to officials and staff, and ensure facilities used are free of hazards.
- Build strong relationships with volunteer coaches and parents to ensure successful programming.
- Promote and evaluate programs to ensure the needs of participants, parents, and families are being met.

### **PRIOR YEAR ACCOMPLISHMENTS**

Across the board in nearly every program enrollment increased or remained similar to previous year's enrollments. The most dramatic growth was seen in our Basketball Skills Camp as enrollments exceeded nearly 90 participants in the summer alone.

Speed and Agility Camp was also introduced in 2019 and has proven to gain interest of the public and provide a consistent enough enrollment to be sustainable.

### **ATHLETIC PROGRAM REGISTRATIONS**

	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Pee Wee Soccer Spring	47	36	38	27	22	30
Pee Wee Soccer Fall	20	12	20	23	26	29
Youth Volleyball			89	114	115	104
Junior Jammers	13	15	16	12	27	40
Basketball Skills Camp/Clinics	145	113	70	93	77	175
Adult Basketball				14	14	14
Adult Co-Ed Volleyball	12	7	14	13	16	15
Speed and Agility Camp						52 +W

### **2020 GOALS**

- Provide adult and youth athletic programming at the FCC to promote pass sales.
- Continue to evaluate and create new sports programs for adults and youth.
- Provide adequate promotional materials and contacts for athletic programs to increase participation in all athletic programs.
- Evaluate programs for all athletic and activities programs.

### **PERFORMANCE MEASURES**

- Record over 500 enrollments for Community Center Athletics Programs
- Create 2 new offerings for youth and/or adult athletics.

# Community Center Fund

## Athletics

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- Generate a 10% revenue increase in Athletics Programs
- Establish above 70% satisfactory rating for all Athletics Programs

### **2020 BUDGET HIGHLIGHTS**

- Portable volleyball net system to allow for youth volleyball practices and games to be held at more locations.

# Community Center Fund

## Athletics

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-25-4111	Salaries, Administrative	-	83	-	-	-	N/A
127-451-25-4120	Part Time	-	7,999	12,500	12,500	12,100	-3%
127-451-25-4120	Contract Labor	-	2,737	3,000	3,000	4,000	33%
127-451-25-4130	Overtime	-	-	-	-	-	N/A
		-	10,819	15,500	15,500	16,100	4%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-25-4210	Health Insurance	-	-	-	-	-	N/A
127-451-25-4220	FICA Payroll Expense	-	515	800	800	750	-6%
127-451-24-4221	Medicare Payroll Expense	-	120	200	200	175	-13%
127-451-25-4230	Retirement Contribution	-	4	-	-	-	N/A
127-451-25-4250	Unemployment Insurance	-	24	50	50	50	0%
127-451-25-4260	Workers Comp Insurance	-	-	500	500	350	-30%
		-	663	1,550	1,550	1,325	-15%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-25-4310	Professional Development	-	-	-	-	-	N/A
127-451-25-4345	Background Investigations	-	127	250	250	250	0%
127-451-25-4350	Entertainment	-	-	-	-	-	N/A
		-	127	250	250	250	0%
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-25-4553	Advertising	-	125	250	250	250	0%
		-	125	250	250	250	0%
<b><u>SUPPLIES</u></b>							
127-451-25-4612	Supplies and Equipment	-	2,079	7,000	7,000	4,500	-36%
127-451-25-4630	Meeting/Appreciation Supplies	-	-	-	-	300	N/A
		-	2,079	7,000	7,000	4,800	-31%
<b><u>CAPITAL</u></b>							
127-451-25-4743	Furniture and Equipment	-	-	-	-	3,000	N/A
		-	-	-	-	3,000	N/A
<b>TOTAL EXPENSES</b>		-	<b>13,813</b>	<b>24,550</b>	<b>24,550</b>	<b>25,725</b>	<b>5%</b>

# Community Center Fund

## Child Care

### EXPENDITURES

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
Personnel Services, Salaries	\$ 30,710	\$ 33,612	\$ 38,450	\$ 38,450	\$ 41,900	9%
Personnel Services, Benefits	2,706	2,956	3,450	3,450	3,550	3%
Purchased Professional Services	36	113	250	250	400	60%
Supplies	538	643	1,250	1,250	650	-48%
Operating Expenses	\$ 33,990	\$ 37,324	\$ 43,400	\$ 43,400	\$ 46,500	7%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 33,990</b>	<b>\$ 37,324</b>	<b>\$ 43,400</b>	<b>\$ 43,400</b>	<b>\$ 46,500</b>	<b>7%</b>

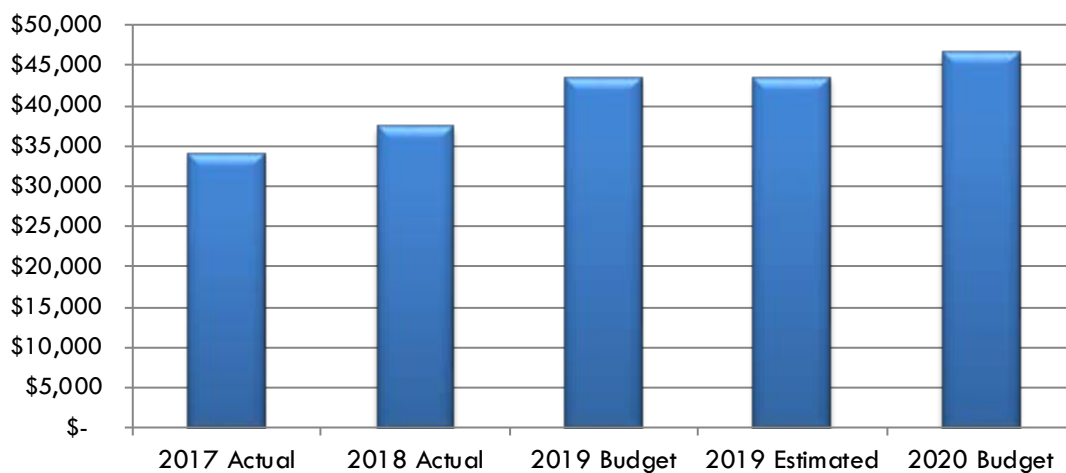
### MISSION

Child Care, aka RecRat Room, is responsible for caring for children while their parent or guardian uses the Fruita Community Center. While this program does generate revenue, it does not cover expenses, making it a loss leader in the Community Center operations. Customers pay to have their children cared for while they participate in programs and activities within the Community Center. Children are not allowed to stay in childcare for longer than two hours due to state regulations.

The Guest Services Supervisor is responsible for the management of Child Care. This includes maintaining a safe and healthy environment for kids while encouraging developmental activities. The supervisor oversees eight part-time employees who help maintain a safe environment by tending to the children and ensuring all toys and surfaces are cleaned daily.

Currently Child Care runs Monday-Friday 8:00-1:00PM. Monday-Thursday 4:00-8:00PM and Saturdays 8:00-12:00PM. The busiest month from January through May 2019 for Childcare was March. The average number of children that are signed in each month from January through May is 621 kids.

### Budget History





# Community Center Fund

## Child Care

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### **RESPONSIBILITIES**

- Provide drop-in non-licensed day care for ages 6 months to 9 years.
- Maintain policies and procedures to ensure safety, especially check-in / check-out procedures, and food / allergy policies.
- Work alongside front desk staff to provide extended service as needed.
- Update CPR/FA certifications as needed and process background checks for new staff.

### **PRIOR YEAR ACCOMPLISHMENTS**

Rec Rats continues to provide a safe, clean, and friendly service to our pass holders.

- 146 - 20 Punch Cards have been purchased through September 2019.
- 32 - 40 Punch Cards have been purchased through September 2019
- 52 - ½ hour drop in increments sold through September 2019.
- 67 - 1 hour drop in increments sold through September 2019.
- Purchased a new chair, table, and toy storage bin and repaired the ½ door that would not stay latched.

### **2020 GOALS**

- Ensure a safe and encouraging environment for children while they are placed in childcare. File incident reports for any injuries and documenting behavioral issues. Communicating with parents and guardians if any problems should take place.
- Keep a clean and sanitized childcare center. Creating schedules for employees to clean toys and surfaces.

### **PERFORMANCE MEASURES**

- Provide staff training for incident reports. Also, staff training on how and when to talk to parents about behavioral issues. Striving to have a safe environment with zero incident reports.
- Create comprehensive daily, weekly, and monthly schedules for cleaning and sanitizing surfaces and toys.

### **2020 BUDGET HIGHLIGHTS**

- There are no significant changes to child care budget.

# Community Center Fund

## Child Care

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-26-4111	Salaries, Administrative	-	-	-	-	-	N/A
127-451-26-4120	Part Time	29,943	32,637	37,250	37,250	40,600	9%
127-451-26-4130	Overtime	767	975	1,200	1,200	1,300	8%
		30,710	33,612	38,450	38,450	41,900	9%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-26-4210	Health Insurance	-	-	-	-	-	N/A
127-451-26-4220	FICA Payroll Expense	1,956	2,163	2,400	2,400	2,600	8%
127-451-26-4221	Medicare Payroll Expense	458	506	600	600	600	0%
127-451-26-4230	Retirement Contribution	-	-	-	-	-	N/A
127-451-26-4250	Unemployment Insurance	92	101	200	200	150	-25%
127-451-26-4260	Workers Comp Insurance	200	186	250	250	200	-20%
		2,706	2,956	3,450	3,450	3,550	3%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-26-4310	Professional Development	36	113	200	200	200	0%
127-451-26-4345	Background Investigations	-	-	50	50	200	300%
		36	113	250	250	400	60%
<b><u>SUPPLIES</u></b>							
127-451-26-4610	Office Supplies	-	-	-	-	-	N/A
127-451-26-4612	Supplies and Equipment	340	643	1,000	1,000	650	-35%
127-451-26-4661	Uniforms	198	-	250	250	-	-100%
		538	643	1,250	1,250	650	-48%
<b>TOTAL EXPENSES</b>		<b>33,990</b>	<b>37,324</b>	<b>43,400</b>	<b>43,400</b>	<b>46,500</b>	<b>7%</b>

# Community Center Fund

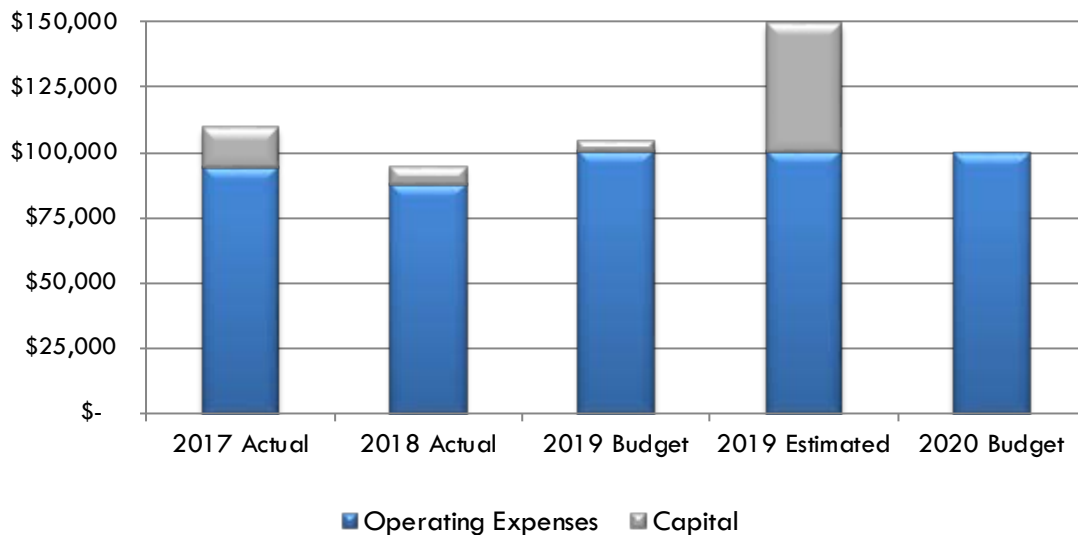
## Fitness/Wellness Programs

<b><u>EXPENDITURES</u></b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 85,382	\$ 78,418	\$ 87,400	\$ 87,400	\$ 89,250	2%
Personnel Services, Benefits	5,641	5,567	5,875	5,875	5,550	-6%
Purchased Professional Services	1,770	1,679	2,300	2,300	2,500	9%
Other Purchased Services	-	-	150	150	150	0%
Supplies	1,829	1,919	4,300	4,300	2,400	-44%
Operating Expenses	\$ 94,622	\$ 87,583	\$ 100,025	\$ 100,025	\$ 99,850	0%
Capital	14,575	7,034	4,500	49,500	-	-100%
<b>Total Expense</b>	<b>\$ 109,197</b>	<b>\$ 94,617</b>	<b>\$ 104,525</b>	<b>\$ 149,525</b>	<b>\$ 99,850</b>	<b>-4%</b>

### **MISSION**

Fitness and Wellness programs help to increase the physical, emotional and mental health of the Fruita community. The goals are to provide safe, effective, and affordable fitness programs, such as group fitness classes, fitness assessments and orientations, and personal training. Along with these programs, the fitness department provides strength and cardio equipment for Community Center users.

### **Budget History**



# Community Center Fund

## Fitness/Wellness Programs

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### **RESPONSIBILITIES**

- Retain and recruit experienced instructors to provide affordable, high-quality classes to patrons.
- Monitor and offer fitness classes and programs that the community wants. Monitor classes and programs to ensure that they are not placing patrons at risk.
- Monitor all equipment within the fitness/wellness areas to make certain that it is mechanically safe and is used in a safe manner. Purchase equipment or repair as needed based on community needs. Work with building maintenance coordinator to ensure that all equipment is properly maintained and functioning correctly.
- Manage contracts of personal trainers and confirm that they are providing safe and acceptable health instruction and information.
- Work with the Senior Services Supervisor and SilverSneakers and Silver&Fit programmers to offer classes for the senior population.
- Fitness/Wellness department will continue to reach a broad audience with programs offered for a wide spectrum of our local population. Free fitness orientations and assessments, along with instructed classes, will help keep users safe and the equipment protected.
- Grow in the therapeutic recreation area by offering clinical exercise opportunities in a non-clinical setting.

### **PRIOR YEAR ACCOMPLISHMENTS**

- 2019 is on track to have record-breaking attendance of fitness classes (due in large part to the addition of certified SilverSneakers instructors and classes).
- Several new classes were added based on industry trends, customer demands and staffing changes while some were discontinued.
- A variety of miscellaneous fitness equipment (fitness mats, glide discs, resistance tubing, etc.) was replaced. Worn out upholstered weight equipment was reupholstered throughout the year.
- A quarterly maintenance schedule with Mountain Fitness Services to clean, repair and check all fitness equipment regularly continued.
- Funds were budgeted to purchase and install a TRX training system (in process).
- The six original Life Fitness treadmills were replaced with new, upgraded models that include cardio theatre at a total cost of \$40,855.

### **2020 GOALS**

- Host quarterly in-house training sessions for interested instructors (utilizing local talent rather

# Community Center Fund

## Fitness/Wellness Programs

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than hosting national certification courses, which are now more easily (cost and accessibility) obtainable online).

- Provide semi-annual patron fitness incentive programs (providing awards to winners).

### **PERFORMANCE MEASURES**

- Host four in-house training sessions.
- Provide two fitness incentive programs (and awards/prizes) for patrons.

### **2020 BUDGET HIGHLIGHTS**

- There are no significant changes to 2020 budget.

# Community Center Fund

## Fitness/Wellness Programs

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-27-4111	Salaries, Administrative	-	-	-	-	-	N/A
127-451-27-4120	Part Time	46,784	46,638	49,000	49,000	50,900	4%
127-451-27-4125	Contract Labor	37,713	30,845	37,500	37,500	37,500	0%
127-451-27-4130	Overtime	885	935	900	900	850	-6%
		85,382	78,418	87,400	87,400	89,250	2%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-27-4210	Health Insurance	-	-	-	-	-	N/A
127-451-27-4220	FICA Payroll Expense	3,119	3,193	3,100	3,100	3,200	3%
127-451-27-4221	Medicare Payroll Expense	729	747	750	750	750	0%
127-451-27-4230	Retirement Contribution	-	-	-	-	-	N/A
127-451-27-4250	Unemployment Insurance	143	143	200	200	200	0%
127-451-27-4260	Workers Comp Insurance	1,650	1,484	1,825	1,825	1,400	-23%
		5,641	5,567	5,875	5,875	5,550	-6%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-27-4310	Professional Development	1,770	1,679	2,200	2,200	2,200	0%
127-451-27-4345	Background Investigations	-	-	100	100	300	200%
		1,770	1,679	2,300	2,300	2,500	9%
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-27-4530	Telephone	-	-	150	150	150	0%
		-	-	150	150	150	0%
<b><u>SUPPLIES</u></b>							
127-451-27-4610	Office Supplies	-	-	-	-	-	N/A
127-451-27-4612	Supplies and Equipment	1,808	1,619	4,000	4,000	2,300	-43%
127451-27-4630	Meeting/Appreciation Supplies	-	-	-	-	100	N/A
127-451-27-4661	Uniforms	21	300	300	300	-	-100%
		1,829	1,919	4,300	4,300	2,400	-44%
<b><u>CAPITAL EQUIPMENT</u></b>							
127-451-27-4743	Furniture and Equipment	14,575	7,034	4,500	49,500	-	-100%
		14,575	7,034	4,500	49,500	-	-100%
<b>TOTAL EXPENSES</b>		<b>109,197</b>	<b>94,617</b>	<b>104,525</b>	<b>149,525</b>	<b>99,850</b>	<b>-4%</b>

# Community Center Fund

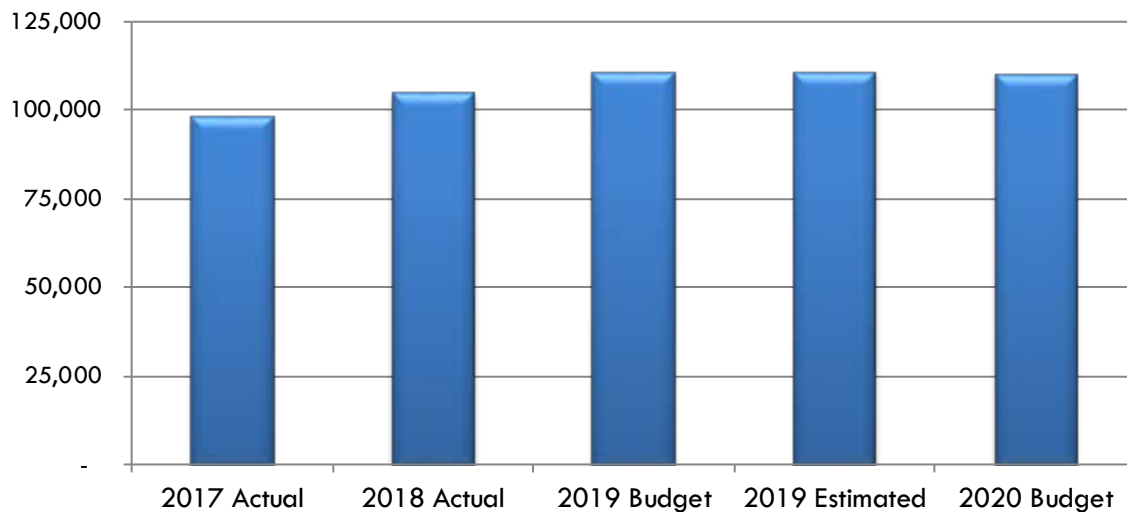
## Senior Programs

<b><u>EXPENDITURES</u></b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 50,132	\$ 51,980	\$ 55,250	\$ 55,250	\$ 57,400	4%
Personnel Services, Benefits	25,190	25,185	27,175	27,175	28,350	4%
Purchased Professional Services	1,969	2,678	2,850	2,850	1,900	-33%
Purchased Property Services	-	-	-	-	-	N/A
Other Purchased Services	19,018	20,463	20,300	20,300	19,000	-6%
Supplies	1,586	4,191	4,825	4,825	3,175	-34%
Operating Expenses	\$ 97,895	\$ 104,497	\$ 110,400	\$ 110,400	\$ 109,825	-1%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 97,895</b>	<b>\$ 104,497</b>	<b>\$ 110,400</b>	<b>\$ 110,400</b>	<b>\$ 109,825</b>	<b>-1%</b>

### **MISSION**

The Senior Center is a free gathering place for seniors in the Fruita Community Center. A number of programs are coordinated at the Senior Center and in the surrounding area. In addition, senior services is charged with providing programs, events, and trips for seniors to remain physically, socially, and mentally active. Staff also provides educational opportunities on services and programs offered not only through the City but also through Mesa County Health Department and other senior service organizations.

### **Budget History**



# Community Center Fund

## Senior Programs

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### **RESPONSIBILITIES**

- Work with Silver Sneakers/Silver and Fit staff to offer classes and social opportunities for the senior community to stay fit and active.
- Provide opportunities for seniors by offering diverse programs focusing on the varied interests, income, and physical abilities of seniors within the community.
- Ensure Senior Center is welcoming site where seniors can congregate and obtain information on community activities and resources.
- Ensure that programs and activities are cost-effective and affordable for seniors.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Senior services programs and events continue to be popular and more often than not are filled to capacity. Seniors were able to participate in 30 day trips and 6 overnight trips organized by senior services staff. Day trips included Picnics, Extended Hikes, and Sunset Float trips on the Colorado River to an Autumn Colorado Drive over the Mesa. Overnight trips included a trip to Glenwood Springs, Ouray, Blanding and Goblin Valley. Day activities included Cook-Offs, Super bowl Party, Computer Classes, GVT travel training, AARP Elder Watch Seminars, & RSVP Fraud Seminars. Seniors also have the opportunity to participate in on-going activities such as Food for Thought, Friday hikes and lunch programs.

### **2020 GOALS**

- Provide programs and activities that encourage the senior population to stay active or become more active.
- Work with Fitness/Wellness staff to provide 'Silver' fitness programs and educational seminars. Host a semi-annual Silver Sneakers & Silver and Fit presentation for those interested in the program.
- Work with Aquatics staff to provide Senior level Water Aerobics. Host a semi-annual presentation for those interested in Water Aerobics.

### **PERFORMANCE MEASURES**

- Through feedback from Senior population, continue to solicit feedback on trips that want to do and have an attendance rate of 95%.
- Work with fitness staff to come up with 2 new Silver Sneakers & Silver and Fit program offerings.
- Work with aquatic staff to come up with 2 new aquatic program offerings.



# Community Center Fund

## Senior Programs

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### 2020 BUDGET HIGHLIGHTS

- There are reductions in entertainment, senior travel activities, and supplies and equipment.

# Community Center Fund

## Senior Programs

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-28-4111	Salaries, Administrative	42,869	43,874	45,500	45,500	46,000	1%
127-451-28-4120	Part Time	7,095	8,106	9,750	9,750	11,400	17%
127-451-28-4125	Contract Labor	-	-	-	-	-	N/A
127-451-28-4130	Overtime	168	-	-	-	-	N/A
		50,132	51,980	55,250	55,250	57,400	4%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-28-4210	Health Insurance	17,649	17,746	18,600	18,600	20,000	8%
127-451-28-4220	FICA Payroll Expense	2,907	2,994	3,450	3,450	3,600	4%
127-451-28-4221	Medicare Payroll Expense	680	700	800	800	850	6%
127-451-28-4230	Retirement Contribution	1,929	1,952	2,050	2,050	2,100	2%
127-451-28-4250	Unemployment Insurance	150	156	225	225	250	11%
127-451-28-4260	Workers Comp Insurance	1,875	1,637	2,050	2,050	1,550	-24%
		25,190	25,185	27,175	27,175	28,350	4%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-28-4310	Professional Development	885	955	800	800	800	0%
127-451-28-4345	Background Investigations	-	-	50	50	100	100%
127-451-28-4350	Entertainment	1,084	1,723	2,000	2,000	1,000	-50%
		1,969	2,678	2,850	2,850	1,900	-33%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
127-451-28-4441	Facility Rentals	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-28-4530	Telephone	-	-	300	300	450	50%
127-451-28-4553	Advertising	-	-	-	-	550	N/A
127-451-28-4580	Senior Travel Activities	19,018	20,463	20,000	20,000	18,000	-10%
		19,018	20,463	20,300	20,300	19,000	-6%
<b><u>SUPPLIES</u></b>							
127-451-28-4612	Supplies and Equipment	1,586	4,191	4,825	4,825	3,075	-36%
127-451-28-4630	Meeting/Appreciation Supplie	-	-	-	-	100	N/A
127-451-28-4680	Refunds	-	-	-	-	-	N/A
		1,586	4,191	4,825	4,825	3,175	-34%
<b><u>CAPITAL EQUIPMENT</u></b>							
127-451-28-4743	Furniture and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENSES</b>		<b>97,895</b>	<b>104,497</b>	<b>110,400</b>	<b>110,400</b>	<b>109,825</b>	<b>-1%</b>

# Community Center Fund

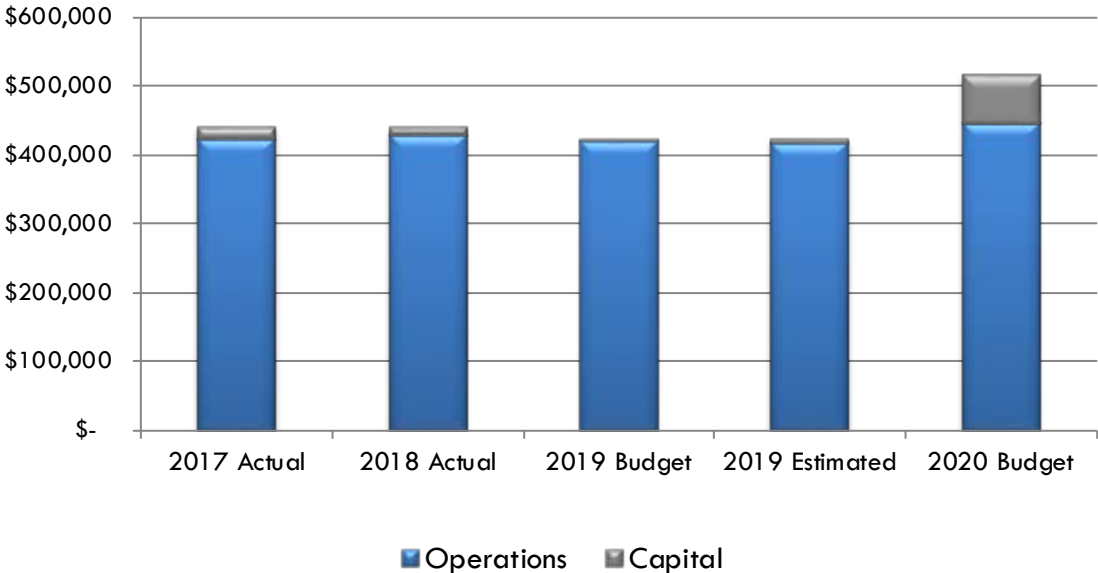
## Building Maintenance

<b>EXPENDITURES</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 109,448	\$ 116,828	\$ 125,750	\$ 125,750	\$ 147,300	17%
Personnel Services, Benefits	25,963	26,562	28,850	28,850	30,850	7%
Purchased Professional Services	180	4,131	900	900	900	0%
Purchased Property Services	66,523	63,647	62,600	59,600	63,700	2%
Other Purchased Services	300	300	300	300	300	0%
Supplies	221,484	216,800	202,025	201,525	202,425	0%
Operating Expenses	\$ 423,898	\$ 428,268	\$ 420,425	\$ 416,925	\$ 445,475	6%
Capital	16,824	11,541	3,000	6,000	70,500	2250%
<b>Total Expense</b>	<b>\$ 440,722</b>	<b>\$ 439,809</b>	<b>\$ 423,425</b>	<b>\$ 422,925</b>	<b>\$ 515,975</b>	<b>22%</b>

### MISSION

Building Maintenance oversees general maintenance and custodial services at the Fruita Community Center. Building Maintenance includes one full time employee, as well as 2 part-time custodians / day porters. Contracted services such as HVAC and custodial are also included in Building Maintenance. Building Maintenance oversees and responds to public concerns, system and equipment failures and general preventative maintenance.

### Budget History



# Community Center Fund

## Building Maintenance

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### **RESPONSIBILITIES**

- Contracted custodial services.
- Coordinate facility maintenance week.
- Establish ongoing preventive maintenance budget to be used in budget preparations and expense tracking.
- Assist in maintaining aquatic systems including pumps, boilers, UVs and filters.
- Work with the Parks Department and Public Works Department to maintain landscaping, grounds and snow / ice removal. Perform work as needed.
- Research and implement new and efficient cleaning practices and procedures.
- Monitor and maintain catering kitchen equipment to satisfy health code requirements.
- Monitor and report building vandalism to the Fruita Police Department.
- Maintain HVAC, aquatic, and emergency service contracts.
- Purchase custodial supplies and equipment; ensure proper use of equipment.
- Maintain and monitor maintenance logs.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Preventative maintenance was routinely completed on all pumps, filters, chemical feeders and boilers. Preventative maintenance on HVAC and the pool dehumidification unit was contracted to outside service providers.
- The Community Center will be closed for maintenance week in mid-September. Projects include general deep cleaning, painting, wood floor refinishing, carpet cleaning, fitness equipment deep cleaning and maintenance, tile cleaning, and window cleaning.
- The addition of a second day time custodian has made a significant impact on the cleanliness of the facility. We are now able to do a mid-day cleaning of the women's locker room as well as daily cleaning of fitness equipment, windows etc.

### **2020 GOALS**

- Maintain high standards of cleanliness, safety, and security at the Fruita Community Center.
- Provide a high level of service through prompt response to customer and staff concerns.
- Prevent mechanical failures in the facility that may affect patron visit and usage.

# Community Center Fund

## Building Maintenance

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### **PERFORMANCE MEASURES**

- Closely monitor patron feedback to ensure that cleanliness standards are being met.
- Closely monitor the Work Order system (Dude Solutions) to ensure that concerns are addressed within two business days.
- Work on building a parts and supplies inventory to reduce wait times for repairs.

### **2020 BUDGET HIGHLIGHTS**

- Increase in contract labor to meet the rising costs for third party contract for custodial services.
- Capital expenses include:
  - Interior sound system upgrade/repairs
  - Replace HotC
  - Replace swimsuit dryers
  - Replace fitness stairs flooring and treads
  - Purchase in-house carpet cleaning unit
  - Install auto door openers on women's and men's bathrooms
  - Conversion of all remaining building lights to LED
  - Re-do some exterior landscaping
  - Replace meeting room round and rectangle tables and chairs

# Community Center Fund

## Building Maintenance

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-54-4111	Salaries, Administrative	35,082	35,848	37,500	37,500	43,500	16%
127-451-54-4120	Part Time	14,578	22,569	27,700	27,700	30,300	9%
127-451-54-4125	Contract Labor	55,579	54,904	57,500	57,500	70,000	22%
127-451-54-4130	Overtime	4,209	3,507	3,050	3,050	3,500	15%
		109,448	116,828	125,750	125,750	147,300	17%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-54-4210	Health Insurance	17,649	17,746	18,600	18,600	20,000	8%
127-451-54-4220	FICA Payroll Expense	3,302	3,836	4,250	4,250	4,800	13%
127-451-54-4221	Medicare Payroll Expense	772	897	1,000	1,000	1,150	15%
127-451-54-4230	Retirement Contribution	1,578	1,591	1,825	1,825	2,100	15%
127-451-54-4250	Unemployment Insurance	162	186	275	275	250	-9%
127-451-54-4260	Workers Comp Insurance	2,500	2,306	2,900	2,900	2,550	-12%
		25,963	26,562	28,850	28,850	30,850	7%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-54-4310	Professional Development	180	4,131	900	900	900	0%
		180	4,131	900	900	900	0%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
127-451-54-4430	Service Contracts	16,476	15,623	17,000	17,000	17,000	0%
127-451-54-4435	Fleet Maintenance	2,075	2,000	2,000	2,000	3,100	55%
127-451-54-4440	Building Maintenance	45,578	43,630	43,600	40,600	43,600	0%
127-451-54-4452	Drainage Fees	2,394	2,394	-	-	-	N/A
		66,523	63,647	62,600	59,600	63,700	2%
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-54-4530	Telephone	300	300	300	300	300	0%
		300	300	300	300	300	0%
<b><u>SUPPLIES</u></b>							
127-451-54-4610	Office Supplies	-	-	-	-	-	N/A
127-451-54-4612	Supplies and Equipment	23,270	21,708	24,500	24,000	24,900	2%
127-451-54-4620	Utilities	144,779	149,950	150,000	150,000	150,000	0%
127-451-54-4626	Fuel	963	2,033	1,525	1,525	1,525	0%
127-451-54-4642	Signs	-	-	-	-	-	N/A
127-451-54-4649	Repair & Maint Supplies	52,170	42,714	25,500	25,500	25,500	0%
127-451-54-4661	Uniforms	302	395	500	500	500	0%
		221,484	216,800	202,025	201,525	202,425	0%
<b><u>CAPITAL</u></b>							
127-451-54-4720	Construction/Landscaping	-	-	-	-	5,000	N/A
127-451-54-4743	Furniture and Equipment	16,824	11,541	3,000	6,000	65,500	2083%
		16,824	11,541	3,000	6,000	70,500	2250%
<b>TOTAL EXPENSES</b>		<b>440,722</b>	<b>439,809</b>	<b>423,425</b>	<b>422,925</b>	<b>515,975</b>	<b>22%</b>

# Capital Projects Fund

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# Capital Projects Fund

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# Capital Projects Fund

## SUMMARY

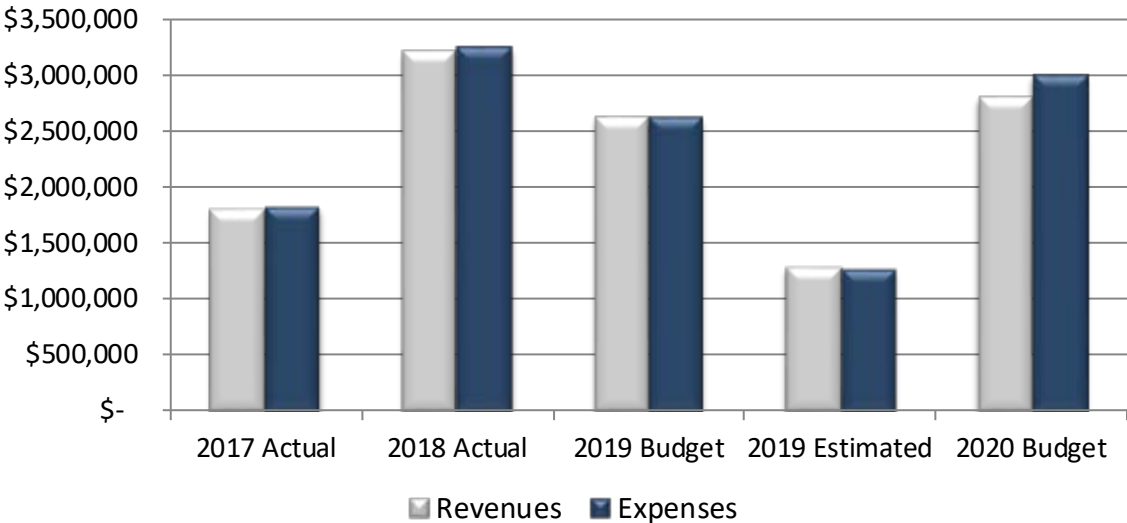
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>Beginning Funds</b>	\$ 442,303	\$ 407,968	\$ 379,785	\$ 379,785	\$ 409,785	8%
<b>Revenues</b>						
Intergovernmental Revenue	\$ 1,309,028	\$ 2,767,079	\$ 1,600,000	\$ 616,200	\$ 1,705,000	7%
Development Impact Fees	37,141	56,422	-	-	157,500	N/A
Interest and Rents	10,885	22,499	-	30,000	-	N/A
Donations	-	71,503	-	-	-	N/A
Transfers from Other Funds	433,144	297,030	1,025,000	639,100	927,500	-10%
Sale of Property	-	-	-	-	-	N/A
<b>Total Revenues</b>	<b>\$ 1,790,198</b>	<b>\$ 3,214,533</b>	<b>\$ 2,625,000</b>	<b>\$ 1,285,300</b>	<b>\$ 2,790,000</b>	<b>6%</b>
<b>Expenses</b>						
Miscellaneous Projects	\$ 267,724	\$ 6,548	\$ 100,000	\$ 96,000	\$ -	-100%
Street Improvements	291,496	57,832	2,445,000	445,000	2,990,000	22%
Drainage Improvements	-	258,178	-	-	-	N/A
Building Improvements	-	-	-	-	-	N/A
Parks and Open Space	1,265,313	2,920,158	80,000	714,300	-	-100%
Contingency	-	-	-	-	-	N/A
<b>Total Expenses</b>	<b>\$ 1,824,533</b>	<b>\$ 3,242,716</b>	<b>\$ 2,625,000</b>	<b>\$ 1,255,300</b>	<b>\$ 2,990,000</b>	<b>14%</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (34,335)</b>	<b>\$ (28,183)</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ (200,000)</b>	<b>N/A</b>
<b>Ending Funds Available</b>	<b>\$ 407,968</b>	<b>\$ 379,785</b>	<b>\$ 379,785</b>	<b>\$ 409,785</b>	<b>\$ 209,785</b>	<b>-45%</b>
<b>Components of Funds Available</b>						
Restricted for POST	\$ 2,537	\$ 4,429	\$ 4,429	\$ 7,729	\$ 7,729	75%
Restricted for streets/drainage	298,525	269,468	269,468	296,168	196,168	-27%
Unassigned	106,906	105,888	105,888	105,888	5,888	-94%
	<b>\$ 407,968</b>	<b>\$ 379,785</b>	<b>\$ 379,785</b>	<b>\$ 409,785</b>	<b>\$ 209,785</b>	<b>-45%</b>

# Capital Projects Fund

## PURPOSE OF THE FUND

The Capital Projects Fund provides for acquisition and construction of improvements and enhancements to the general governmental infrastructure and facilities of the City such as streets, parks and open space, and other projects in accordance with the City’s Five Year Capital Improvement Plan. Capital projects associated with enterprise funds such as the Sewer and Irrigation Funds are accounted for in the respective funds and are not included in the Capital Projects Fund. A capital project is typically defined as a project with a useful life of five years or greater and a minimum cost of \$10,000. Capital equipment is generally funded in operating budgets.

## REVENUES AND EXPENSES



### Revenues

The Capital Project Fund receives most of its funding from grant revenues and transfers from other funds. Revenues of \$2.8 in the 2020 Budget include grant revenues of \$1.7 million (61%). Of this amount, \$500,000 in grant revenues is confirmed at this time. Decisions on the remaining \$1.2 million in grants should be made by the end of the year. Other revenues include development impact fees of \$157,500 (6%) and transfers from other funds of \$927,500 (33%) with the majority of the transfers from available funds in the General Fund. The City has historically been very successful in leveraging City funds with grant revenues.

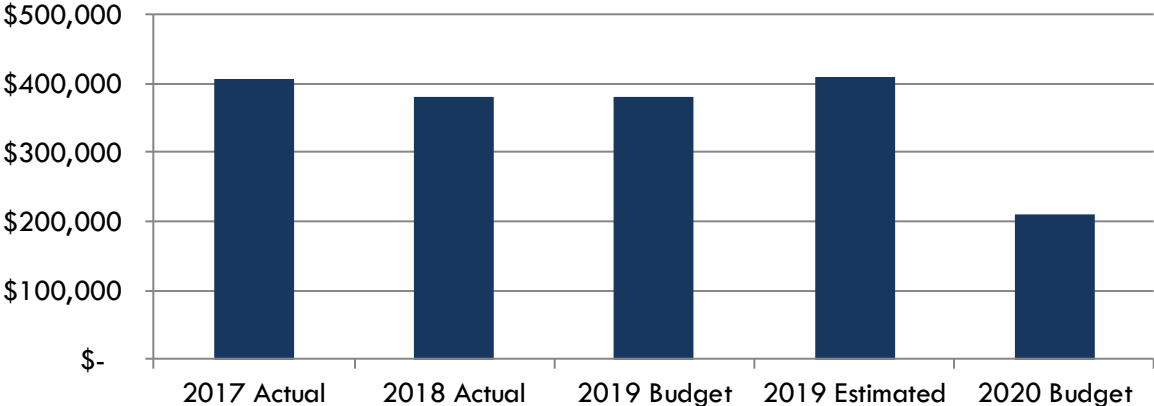
### Expenses

There are a number of individual projects in the 2020 budget which are detailed in the following pages. The most significant project is the construction of the K.4 Road improvements to provide safe access to the new Monument Ridge Elementary School.

# Capital Projects Fund

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## FUNDS AVAILABLE



The 2020 Budget includes the use of \$200,000 in funds restricted for street improvements on the K.4 Road and Fremont Street sidewalk projects. The estimated available funds at December 31, 2020 is \$209,785. Of these funds, \$203,897 are restricted for specific uses and \$5,888 is unassigned and available for any capital project use.

## PERSONNEL

The Capital Projects Fund does not include any personnel costs. Activities in the Fund are supported by city staff, primarily from the Public Works Engineering Division for the engineering, design and management of capital projects.

# Capital Projects Fund Summary

<b>Revenues</b>		2017	2018	2019	2019	2020	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b><u>INTERGOVERNMENTAL REVENUES</u></b>							
3313	Federal Grant	-	-	1,600,000	-	205,000	-87%
3342	Energy Impact Grant	125,131	286,202	-	616,200	1,000,000	N/A
3344	Tourism Mini Grant	-	-	-	-	-	-
3346	GOCO Grant	847,778	1,284,052	-	-	-	N/A
3347	TAP Grant	15,812	1,146,700	-	-	-	N/A
3348	CPW Grant	-	-	-	-	-	-
3371	Mesa County Grants	267,807	50,125	-	-	500,000	N/A
3375	AGNC Grant	2,500	-	-	-	-	-
3377	Drainage Grant	50,000	-	-	-	-	N/A
		1,309,028	2,767,079	1,600,000	616,200	1,705,000	7%
<b><u>FINES, FORFEITS AND ASSESSMENTS</u></b>							
3550	Special Assessments	866	246	-	-	-	N/A
3555	Development Impact Fees	36,275	56,176	-	-	157,500	N/A
		37,141	56,422	-	-	157,500	N/A
<b><u>INTEREST AND RENTS</u></b>							
3610	Interest on deposits	10,885	22,499	-	30,000	-	N/A
		10,885	22,499	-	30,000	-	N/A
<b><u>DONATIONS</u></b>							
3641	Donations	-	71,503	-	-	-	N/A
		-	71,503	-	-	-	N/A
<b><u>TRANSFERS FROM OTHER FUNDS</u></b>							
3910	Transfer from General Fund	260,946	229,005	945,000	519,100	802,500	-15%
3911	Transfer from Sewer Fund	-	-	-	-	125,000	N/A
3913	Transfer from Devils Canyon Fund	-	4,114	-	-	-	N/A
3916	Transfer from Cons. Trust	172,198	63,911	80,000	120,000	-	-100%
3918	Transfer from Comm Cntr	-	-	-	-	-	N/A
		433,144	297,030	1,025,000	639,100	927,500	-10%
<b><u>OTHER FINANCING SOURCES</u></b>							
3950	Sale of Property	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL REVENUES</b>		<b>1,790,198</b>	<b>3,214,533</b>	<b>2,625,000</b>	<b>1,285,300</b>	<b>2,790,000</b>	<b>6%</b>

# Capital Projects Fund Summary

## Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>MISCELLANEOUS PROJECTS</b>							
701-77	Mountain Water System Imp	-	-	-	-	-	N/A
703-77	Marketing/Signage	-	3,918	-	-	-	N/A
705-77	Lagoon Redevelopment	-	-	100,000	61,600	-	-100%
708-77	Downtown Improvements	267,724	2,630	-	-	-	N/A
710-77	Old Fruita Bridge	-	-	-	34,400	-	N/A
		267,724	6,548	100,000	96,000	-	-100%
<b>STREET IMPROVEMENTS</b>							
732-77	N Maple Bridge Replacement	-	-	2,000,000	-	-	-100%
733-77	Sidewalk Replacement	41,765	39,567	30,000	30,000	30,000	0%
735-77	Overlay Program	249,731	-	400,000	400,000	200,000	-50%
737-77	K.4 Road	-	-	-	-	2,000,000	N/A
740-77	Ottley Ave Improvements	-	14,151	-	-	-	N/A
742-77	I70/Hwy 340 Gateway	-	4,114	-	-	-	N/A
744-77	Fremont Street	-	-	-	-	350,000	N/A
745-77	J.2 Road Improvements	-	-	15,000	15,000	-	-100%
749-77	Design and Engineering	-	-	-	-	410,000	N/A
		291,496	57,832	2,445,000	445,000	2,990,000	22%
<b>DRAINAGE IMPROVEMENTS</b>							
763-77	Drainage Improvements	-	258,178	-	-	-	N/A
		-	258,178	-	-	-	N/A
<b>BUILDING IMPROVEMENTS</b>							
783-77	Civic Center Improvements	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>PARK AND OPEN SPACE IMPROVEMENTS</b>							
790-77	Kokopelli Trail	1,033,475	2,784,539	-	594,300	-	N/A
792-77	Trails	-	99,683	-	-	-	N/A
793-77	Snooks Bottom Open Space	23,432	-	-	-	-	N/A
794-77	Little Salt Wash Park Imp	208,406	613	-	-	-	N/A
795-77	Reed Park Improvements	-	26,411	-	-	-	N/A
797-77	Heritage Park	-	8,912	20,000	-	-	-100%
798-77	Fruita Community Center	-	-	-	-	-	N/A
800-77	Prospector Park	-	-	-	-	-	N/A
802-77	Civic Center Park	-	-	20,000	-	-	-100%
803-77	Park Improvements	-	-	40,000	120,000	-	-100%
		1,265,313	2,920,158	80,000	714,300	-	-100%
<b>CONTINGENCY</b>							
700-77	Contingency	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>		<b>1,824,533</b>	<b>3,242,716</b>	<b>2,625,000</b>	<b>1,255,300</b>	<b>2,990,000</b>	<b>14%</b>

# Capital Projects Fund

<b>Sidewalk Replacement - Project #130-733-77</b>					
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>
<b>Revenues</b>					
3375 AGNC Grant	\$ 2,500	\$ -	\$ -	\$ -	\$ -
3550 Sidewalk Assessments	867	246	-	-	-
3910 Transfer from General Fund	38,398	39,321	30,000	30,000	30,000
Total Revenues	<u>\$ 41,765</u>	<u>\$ 39,567</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>
<b>Expenses</b>					
4730 Construction	\$ 41,765	\$ 39,567	\$ 30,000	\$ 30,000	\$ 30,000
Total Expenses	<u>\$ 41,765</u>	<u>\$ 39,567</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>

**Project Description**

This project is established for the repair and replacement of sidewalks within the City. This is an ongoing program and includes sidewalks along private property which are in poor condition on a cost share basis with the property owner. In 2008, the City increased its reimbursement to the property owner from 50% to 80% of the cost of replacement of eligible sidewalks. The 2020 budget includes \$30,000 for this cost share program and to address existing ADA and safety issues. The Fruita Traffic Committee has identified multiple locations that warrant crosswalks improvements..

**Purpose and Need**

The Public Works Department has compiled an inventory of sidewalks in the City and established a priority list of areas where sidewalks need to be repaired, replaced or installed to provide a safe walking environment for residents.

**History and Current Status**

Both the 2013 and 2017 Fruita Community Surveys identified the quality of City streets and sidewalks as the areas that should receive the most emphasis. This program has been established to meet this focus by improving sidewalks and meeting necessary ADA standards for disabled pedestrians. In 2019, the sidewalk program replaced sections of sidewalk on Mesa St. south of Columbine Ave., on Pine St. south of Aquarius Ave. and various locations in Cottonwood Subdivision. In addition, the outer curb ramps were replaced on the west and east legs of the circle on Aspen Ave. Concrete grinding of sidewalk was utilized for tripping hazards with a focus on the primary streets between Aspen Ave and Ottley Ave. and between Coulson St. and Maple St.

**Schedule**

Sidewalk replacements will occur throughout the year but will primarily be completed during the summer and fall months.

**Operating Budget Impact**

This project will not have an impact on the operating budget.

# Capital Projects Fund

<b>Overlay Program - Project #130-735-77</b>					
	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>
<b>Revenues</b>					
3371 Mesa County	\$ 75,000	\$ -	\$ -	\$ -	\$ -
3555 Development Impact Fees	-	-	-	-	-
3910 Transfer from General Fund	174,731	-	400,000	400,000	200,000
Total Revenues	\$ 249,731	\$ -	\$ 400,000	\$ 400,000	\$ 200,000
<b>Expenses</b>					
4730 Construction	\$ 249,731	\$ -	\$ 400,000	\$ 400,000	\$ 200,000
Total Expenses	\$ 249,731	\$ -	\$ 400,000	\$ 400,000	\$ 200,000

**Project Description**

This is a capital project fund for asphalt overlay improvements, including patching on various streets in the City of Fruita. This project will focus on overlays to S. Maple St.

**Purpose and Need**

Performing overlays on asphalt road surfaces is an important part of a street maintenance plan. This process, in combination with chip sealing, patching, and other maintenance operations, helps maximize the lifespan of the road surface.

**History and Current Status**

The City of Fruita maintains an inventory of a Pavement and Surface Evaluation Rating (PASER) that evaluates all streets within the City limits every 3 years and continually updates the inventory as maintenance operations are completed. These evaluation ratings are used in conjunction with traffic data to prioritize streets in need of overlaying. Both the 2013 and 2017 Fruita Community Surveys identified the quality of City streets and sidewalks as the areas that should receive the most emphasis.

**Schedule**

The proposed overlays are planned to be constructed in the summer months when school is not in session with a portion being tied to the associated sewer project.

**Operating Budget Impact**

This project will not have a direct impact on the operating budget, but may help reduce future maintenance costs associated with patching these sections of the City's street system.

# Capital Projects Fund

K.4 Road Improvements - Project #130-737-77					
	2017	2018	2019	2019	2020
	Actual	Actual	Budget	Estimated	Budget
<b>Revenues</b>					
2473 Restricted for Streets	\$ -	\$ -	\$ -	\$ -	\$ 100,000
3342 Energy Impact Grant	-	-	-	-	1,000,000
3371 Mesa County Grant	-	-	-	-	500,000
3555 Development Impact Fees	-	-	-	-	150,000
3910 Transfer from General Fund	-	-	-	-	125,000
3911 Transfer from Sewer Fund	-	-	-	-	125,000
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$2,000,000</b>
<b>Expenses</b>					
4730 Construction	\$ -	\$ -	\$ -	\$ -	\$2,000,000
4741 Land Acquisition	-	-	-	-	-
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$2,000,000</b>

**Project Description**

This project includes urban street improvements to K.4 Road from Pine Street to Fremont Street to include curb gutter and sidewalk on the north side of the street as well as a widened curb gutter and sidewalk on the south side of the street. The pavement width is anticipated to be 36-ft so that a center turn lane can be provided. In addition to the improvements along the K.4 Road corridor, curb gutter and sidewalk with asphalt paving along the east side of Freemont from Brandon Estates Subdivision to K.4 Road will be included.

**Purpose and Need**

Mesa County Valley School District No. 51 (District 51) determined a need and source of funding for a new Fruita school (Monument Ridge Elementary) in late 2018 to help mitigate the congestion in Shelledy and Rim Rock Elementary Schools as well as move the south Fruita children back to Fruita instead of Loma. In early 2019, a site was selected at the northeast corner of K 4/10 Rd. and Fremont St. With the density of Monument Glen and areas west of Pine St. like Wildwood Acres and Vintners Farm, the reconstruction of K 4/10 Rd from a 2-lane county road section to an urban street section with curb gutter and sidewalk became a priority. The frontage of the new school to Fremont St. is being constructed with half-street improvements including curb gutter and sidewalk. The other side of the road will have its half-street improvements constructed by Oak Creek Estates Subdivision. However, this does leave a section of missing section of sidewalk south of the school site along the east side of Fremont St. to the north end of Brandon Estates Subdivision.

**History and Current Status**

District 51 is currently in the process of constructing Monument Ridge Elementary with anticipation it will open in the fall of 2020. With the anticipated need to complete this project prior to the opening of the school, the City requested \$500,000 from Mesa County to be combined with \$500,000 from City funding sources to apply for a \$1,000,000 Energy Impact Grant from the



# Capital Projects Fund

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Department of Local Affairs. Currently, the project is being designed by Engineering Division staff and easement and right of way acquisition is underway.

## **Schedule**

Provided the City receives the award of the DOLA Grant, construction will commence in the Spring of 2020 with anticipated completion by the time of the school opening.

## **Operating Budget Impact**

This project will not have a direct impact on the operating budget.

# Capital Projects Fund

Fremont Street (18 1/2 Rd) Widening and Sidewalk (130-744)					
	2017	2018	2019	2019	2020
<b>Revenues</b>					
2535 Assigned for Capital	\$ -	\$ -	\$ -	\$ -	\$ 100,000
3555 Development Impact Fees	-	-	-	-	7,500
3910 Transfer from General Fund	-	-	-	-	242,500
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ 350,000
<b>Expenses</b>					
4730 Construction	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ 350,000

This project includes constructing the remainder of the pavement section including the curb gutter and sidewalk on the east side of Fremont St. from the Starr School Drain (north end of Brandon Estates Subdivision) to the newly constructed K.4 Rd at Monument Ridge Elementary School. Currently the east side of the road is just the northbound lane from the standard 2-lane county road section.

### **Purpose and Need**

With the construction of the new Monument Ridge Elementary School located at the northeast corner of Fremont St. and K.4 Rd., the anticipation of heavy pedestrian travel from the south up to the school generated the need to access the options available for pedestrian movement in the area. A separate project in the reconstruction of K.4 Rd. from Pine St. to Fremont St. is slated for this budget year which would provide sidewalks in the east-west direction of travel. However, a 600-ft gap in sidewalk exists north of Brandon Estates Subdivision in Fremont St. that would cause students traveling north from the Ottley Ave. area to leave the pavement or have to cross Fremont St. to the west side only to cross back at the school site. This gap in sidewalk creates an unsafe travel condition for the pedestrians and is the reason for prioritizing this project.

### **History and Current Status**

District 51 is currently in the process of constructing Monument Ridge Elementary with anticipation it will open in the fall of 2020. This project is being designed by the Engineering Division and will be ready for construction in early 2020.

### **Schedule**

Construction will commence in the summer of 2020 with anticipated completion by the time of the school opening.

### **Operating Budget Impact**

This project will not have a direct impact on the operating budget.

# Capital Projects Fund

<b>Engineering and Design - Project #130-749-77</b>					
	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>
<b>Revenues</b>					
3313 Federal MultiModal Grant	\$ -	\$ -	\$ -	\$ -	\$ 205,000
3910 Transfer from General Fund	-	-	-	-	205,000
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 410,000</b>
<b>Expenses</b>					
4335 Design & Engineering	\$ -	\$ -	\$ -	\$ -	\$ 410,000
4730 Construction	-	-	-	-	-
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 410,000</b>

## **Traffic Circulation Plan and Design of Fremont Street and SH 6 Intersection - \$160,000 - Project Description**

This project includes updating the street classification map from 2012 to include updated traffic counts and trip distributions. There will be an emphasis on active (multi-modal) transportation. The plan will identify updated street sections where applicable and prioritize intersection and roadway improvements to best accommodate the growth and increases in traffic. The plan would also include the design of the intersection of Fremont at Highway 6 and the roadway north to the Skiff Ave.

### **Purpose and Need**

With increased pressure on the roadway system as development occurs, there has been an increasing need to update the over street classifications map and identify future road sections as well as those that may function in the next 20 years. With four (4) of the six (6) public schools located on the Fremont St. alignment including the new elementary school at K.4 Road, there is an increased demand on the roadway network and especially on Pine St. (18 Rd.) and 19 Road.

### **History and Current Status**

The City prepared the Fruita Area Street Classifications and Traffic Control Plan in 2012 which identified the future street classifications for the major roadway corridors. This plan will update that plan to include a more multi-modal approach. This project was submitted to the GVMPO for consideration for the Multi-Modal Options Fund Grant (MMOF) in the amount of \$160,000 with \$80,000 grant funds and \$80,000 matching funds from the Capital Projects Funds.

## **Design of Fremont Street at SH 6 Intersection to Skiff Avenue - \$250,000 -Project Description**

This project will design the intersection improvements at Fremont St. and State Highway 6 along with the roadway design of Fremont St. to Skiff Ave. This will include turn lands and signalization as required by the traffic study to be completed with the scope of work.

# Capital Projects Fund

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### **Purpose and Need**

With the increasing traffic on Pine St. and 19 Rd. at Highway 6 & 50, there is a need for an alternate corridor to get to and from the highway. Fremont St. has been identified as a corridor that, once the new Monument Ridge Elementary is constructed, will have 4 out of the 6 public schools adjacent to the roadway. Currently there are sections of roadway and trail constructed from J Rd. to the north end of the city (L Rd.). With increased pressure on the roadway system, completing this roadway section has become increasingly important. A big part of this completion is getting started at the highway. Completing the design of the intersection and first leg to the north (Skiff Ave.) will put the project in a ready position when construction funds become available

### **History and Current Status**

The Fremont St. connection to Highway 6 is listed as a full movement intersection on CDOT's US 6 Access Control Plan. It is also identified as a future Minor Collector on the City's 2012 Fruita Area Street Classifications and Traffic Control Plan. The section of roadway from Skiff Ave. to Wildcat Ave. is currently being designed by the Engineering Division and will be completed in the 1<sup>st</sup> quarter of 2020. Once both designs are complete, this important section of roadway will be ready to construct providing one more connection to the highway in the busy FMHS-Fruita 8/9 School area. This project was submitted to the GVMPO for consideration for the Multi-Modal Options Fund Grant (MMOF) in the amount of \$250,000 with \$125,000 grant funds and \$125,000 matching funds from the Capital Projects Funds.

### **Schedule**

These projects will begin with the consultant selection process in the 1<sup>st</sup> quarter of 2020 with the anticipation that the traffic circulation plan and design will be completed prior to the end of 2020.

### **Operating Budget Impact**

These projects will not have a direct impact on the operating budget.

# Debt Service Fund

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# Debt Service Fund

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# Debt Service Fund

## SUMMARY

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>Beginning Funds Available</b>	\$2,734,801	\$2,744,862	\$2,774,027	\$ 2,774,027	\$ 926,602	-67%
<b>Revenues</b>						
Intergovernmental Revenue	\$ 248,400	\$ 249,266	\$ 250,000	\$ 193,800	\$ -	-100%
Investment Earnings	17,699	28,137	28,450	17,500	13,000	-54%
Transfers from Other Funds	704,700	734,500	725,050	545,250	712,100	-2%
Other Financing Sources	-	-	-	11,295,700	-	
<b>Total Revenues</b>	<b>\$ 970,799</b>	<b>\$1,011,903</b>	<b>\$1,003,500</b>	<b>\$12,052,250</b>	<b>\$ 725,100</b>	<b>-28%</b>
<b>Expenses</b>						
Other Purchased Services	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	0%
Debt Service Principal	75,000	100,000	125,000	-	320,000	156%
Debt Service Interest	885,238	882,238	878,000	736,900	404,600	-54%
Transfer to Other Funds	-	-	-	600,000	-	
Other Financing Sources	-	-	-	12,562,275	-	
<b>Total Expense</b>	<b>\$ 960,738</b>	<b>\$ 982,738</b>	<b>\$1,003,500</b>	<b>\$13,899,675</b>	<b>\$ 725,100</b>	<b>-28%</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 10,061</b>	<b>\$ 29,165</b>	<b>\$ -</b>	<b>\$ (1,847,425)</b>	<b>\$ -</b>	<b>N/A</b>
<b>Ending Funds Available</b>	<b>\$ 2,744,862</b>	<b>\$ 2,774,027</b>	<b>\$ 2,774,027</b>	<b>\$ 926,602</b>	<b>\$ 926,602</b>	<b>-67%</b>
<b>Components of Funds Available</b>						
Restricted - Debt service reserve	1,756,500	1,756,500	1,256,500	748,200	748,200	-40%
Restricted for debt service	988,362	1,017,527	1,517,527	178,402	178,402	-88%
	<b>\$2,744,862</b>	<b>\$2,774,027</b>	<b>\$2,774,027</b>	<b>\$ 926,602</b>	<b>\$ 926,602</b>	<b>-67%</b>

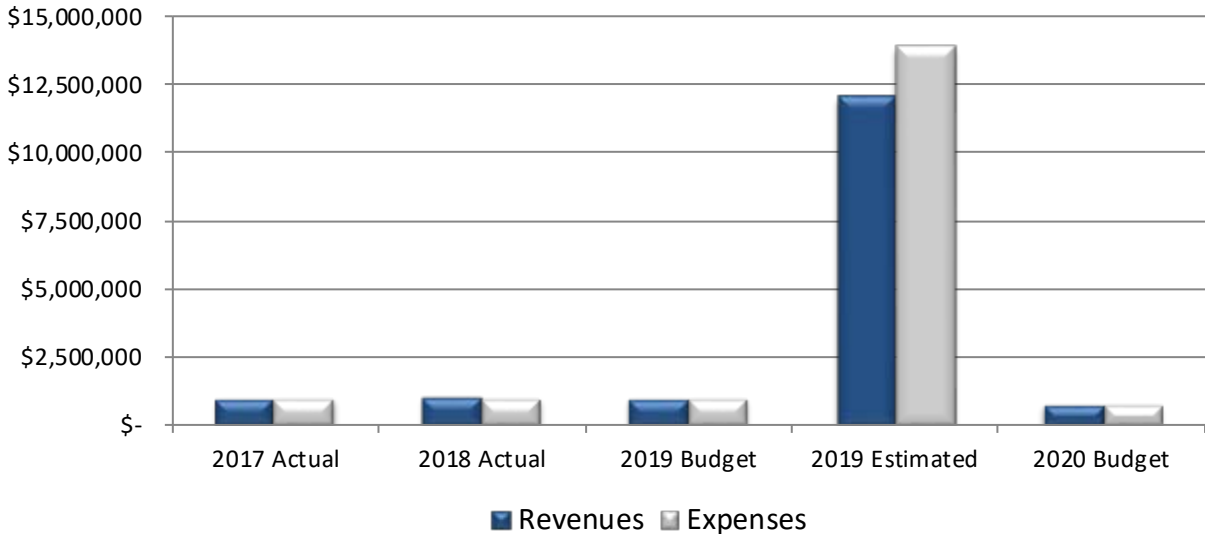
# Debt Service Fund

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## PURPOSE OF THE FUND

The Debt Service Fund is used to account for general long-term debt of the City not otherwise accounted for in enterprise funds. The City of Fruita 2019 Series Sales and Use Tax Refunding and Improvements Bonds were issued for refinancing the 2009 Series Bonds for the construction of the Community Recreation Center and is the only long-term debt in governmental funds. The City also has a long-term loan for the Wastewater Treatment facility which is include in the Sewer Fund.

## REVENUES AND EXPENSES



### Revenues

The bonds are paid through a dedicated one cent increase in the sales and use tax revenue of the City as approved by voters at the November 2008 election. The sales and use tax increase is intended to cover both the debt service for construction of the center as well as the subsidy of operational costs of the Fruita Community Center. The pledged sales and use tax is reduced from 1.0% to 0.4% on January 1st following the date which the bonds are paid in full, but not later than January 1, 2039. Funds are transferred from the Community Center Fund on a monthly basis for debt service payments on the bonds. The amount budgeted to be transferred in 2020 is \$712,100.

### Expenses

Expenses of \$725,100 in the Debt Service Fund include principal and interest payments on the bonds and payment of escrow agent fees for the bonds. The \$14.9 million in total debt payments through the life of the refunding bonds compares favorably to the refunded 2009 Bond issue which was \$20.4 million in total net debt payments through the life of the bonds.

A detailed payment schedule follows.



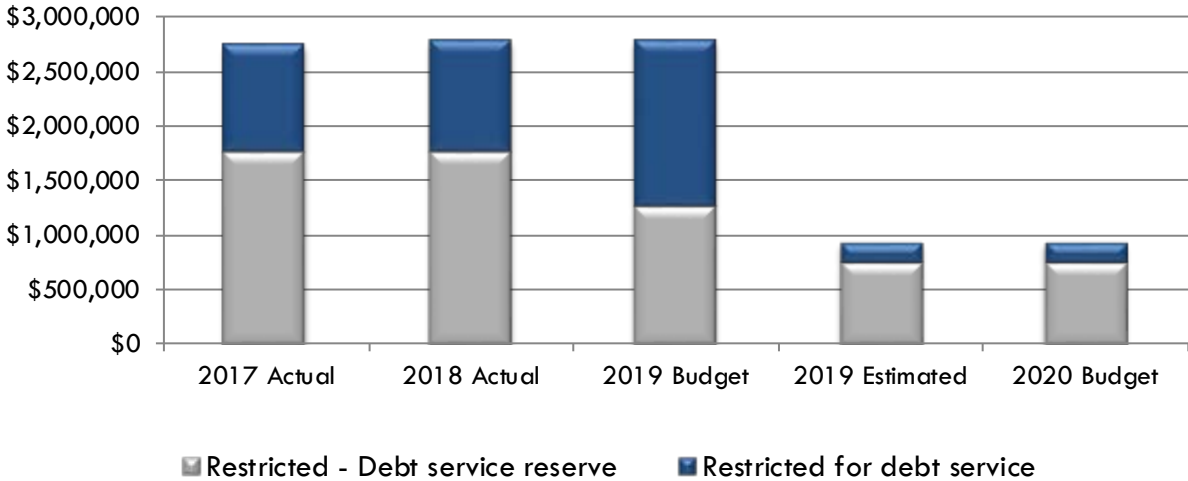
# Debt Service Fund

<b>SALES AND USE TAX REFUNDING AND IMPROVEMENT BONDS SERIES 2019 COMMUNITY RECREATION CENTER</b>					
<b>YEAR</b>	<b>PRINCIPAL</b>	<b>COUPON RATE</b>	<b>INTEREST</b>	<b>ANNUAL TOTAL</b>	<b>PRINCIPAL BALANCE</b>
2020	320,000	4.000%	404,600	724,600	9,795,000
2021	350,000	4.000%	391,800	741,800	9,445,000
2022	365,000	4.000%	377,800	742,800	9,080,000
2023	385,000	4.000%	363,200	748,200	8,695,000
2024	400,000	4.000%	347,800	747,800	8,295,000
2025	415,000	4.000%	331,800	746,800	7,880,000
2026	430,000	4.000%	315,200	745,200	7,450,000
2027	450,000	4.000%	298,000	748,000	7,000,000
2028	465,000	4.000%	280,000	745,000	6,535,000
2029	485,000	4.000%	261,400	746,400	6,050,000
2030	505,000	4.000%	242,000	747,000	5,545,000
2031	525,000	4.000%	221,800	746,800	5,020,000
2032	545,000	4.000%	200,800	745,800	4,475,000
2033	565,000	4.000%	179,000	744,000	3,910,000
2034	590,000	4.000%	156,400	746,400	3,320,000
2035	615,000	4.000%	132,800	747,800	2,705,000
2036	635,000	4.000%	108,200	743,200	2,070,000
2037	665,000	4.000%	82,800	747,800	1,405,000
2038	690,000	4.000%	56,200	746,200	715,000
2039	715,000	4.000%	28,600	743,600	-
<b>TOTAL</b>	<b>10,115,000</b>	<b>-</b>	<b>4,780,200</b>	<b>14,895,200</b>	<b>-</b>

## FUNDS AVAILABLE

The restricted fund balance of \$926,602 million represents the required 2019 Bond Reserve Fund of \$748,200 in addition to accumulations of 3 months of revenue for the April 1, 2020 bond payment. The decrease in fund balance is a result of refunding of the 2009 Sales and Use Tax Revenue Bonds for the Fruita Community Center and reduction in required Debt Service reserves.

# Debt Service Fund



## RESPONSIBILITIES

- Bond payments are made on a semi-annual basis, on April 1 and October 1.
- File Audited Financial Statements and Annual Report with the Municipal Securities Rulemaking Board (MSRB) as required by the Continuing Disclosure Requirements of the Sales and Use Tax Refunding and Improvement Bonds, Series 2019 bond documents. The following tables from the Official Statement for the bonds are required as part of the Annual Report
  - History of City Sales and Use Tax Collections – 1%
  - Sales and Use Tax by NAICS Sector
  - Top 10 Sales Tax Vendors by Industry
  - General Fund Budget Summary and Comparison
  - Community Center Fund – Statement of Revenues, Expenditures and Changes in Fund Balances
  - Community Center Fund Budget to Actual Comparison

## PRIOR YEAR ACCOMPLISHMENTS

The Series 2019 Refunding Bonds were issued in July 2019 in the amount of \$10,115,000. The purpose of the refunding was to generate savings over the term of the bonds and restructure the debt service payment schedule to a level payment structure for the remaining term of the bonds. The bonds were issued for a 20-year term with the debt scheduled to be paid off in 2039. The City obtained an updated credit rating from S&P Global Ratings and the City’s credit rating on the bonds was upgraded from A+ to AA-. The enhanced credit rating, use of available funds, and lower interest rates resulted in a net present value savings of \$3.0 million (24.64% of the refunded bonds).

# Debt Service Fund

## Revenues

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>INTERGOVERNMENTAL REVENUES</b>							
140-000-00-3317	BAB Subsidy	248,400	249,266	250,000	193,800	-	-100%
		248,400	249,266	250,000	193,800	-	-100%
<b>INVESTMENT EARNINGS</b>							
140-000-00-3610	Interest on deposits	6,149	6,081	1,450	2,500	1,500	3%
140-000-00-3611	Interest on bond reserves	11,549	22,056	27,000	15,000	11,500	-57%
140-000-00-3680	Miscellaneous revenues	-	-	-	-	-	N/A
		17,698	28,137	28,450	17,500	13,000	-54%
<b>TRANSFERS</b>							
140-000-00-3918	Trsfr from Comm Cntr Fund	704,700	734,500	725,050	545,250	712,100	-2%
140-000-00-3919	Tsfr from Capital Projects	-	-	-	-	-	N/A
		704,700	734,500	725,050	545,250	712,100	-2%
<b>OTHER FINANCING SOURCES</b>							
140-000-00-3936	2019 Ref. Bond Proceeds	-	-	-	10,115,000	-	
140-000-00-3938	Premium on bonds sold	-	-	-	1,180,700	-	
		-	-	-	11,295,700	-	
<b>TOTAL DEBT SERVICE REVENUES</b>		<b>970,798</b>	<b>1,011,903</b>	<b>1,003,500</b>	<b>12,052,250</b>	<b>725,100</b>	<b>-28%</b>

## Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>OTHER PURCHASED SERVICES</b>							
140-470-91-4591	Escrow Agent Fees	500	500	500	500	500	0%
		500	500	500	500	500	0%
<b>DEBT SERVICE PRINCIPAL</b>							
140-470-91-4711	Bond Payment, Principal	75,000	100,000	125,000	-	320,000	156%
		75,000	100,000	125,000	-	320,000	156%
<b>DEBT SERVICE INTEREST</b>							
140-470-91-4721	Bond Payment, Interest	885,238	882,238	878,000	531,175	404,600	-54%
140-470-91-4775	Bond Issuance Costs	-	-	-	205,725	-	N/A
		885,238	882,238	878,000	736,900	404,600	-54%
<b>TRANSFERS</b>							
140-470-91-4919	Transfer to Community Cen	-	-	-	600,000	-	0%
		-	-	-	600,000	-	
<b>OTHER FINANCING USES</b>							
140-470-91-4980	Defeasance of 2009 Bonds	-	-	-	12,562,275	-	
		-	-	-	12,562,275	-	
<b>TOTAL DEBT SERVICE EXPENSE</b>		<b>960,738</b>	<b>982,738</b>	<b>1,003,500</b>	<b>13,899,675</b>	<b>725,100</b>	<b>-28%</b>



# Devils Canyon Center Fund

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# Devils Canyon Center Fund

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# Devils Canyon Center Fund

## SUMMARY

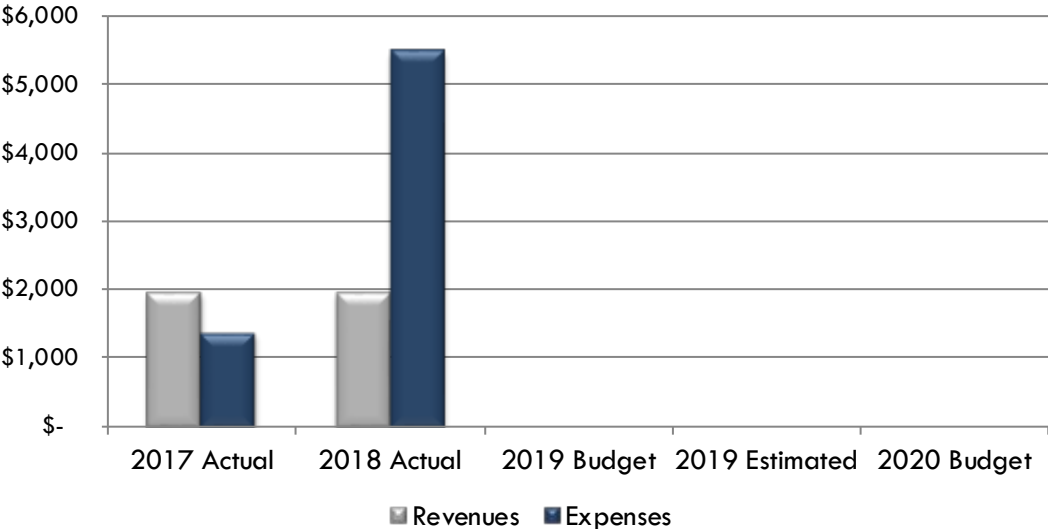
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>Beginning Funds</b>	\$ 229,554	\$ 230,120	\$ 226,579	\$ 226,579	\$ 226,579	0%
<b>Revenues</b>						
Miscellaneous	\$ 1,952	\$ 1,959	\$ -	\$ -	\$ -	N/A
Total Revenues	\$ 1,952	\$ 1,959	\$ -	\$ -	\$ -	N/A
<b>Expenses</b>						
Purchased Property Services	\$ 1,386	\$ 1,386	\$ -	\$ -	\$ -	N/A
Other Purchased Services	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	N/A
Special Projects	-	-	-	-	-	N/A
Operating Expenses	\$ 1,386	\$ 1,386	\$ -	\$ -	\$ -	N/A
Transfers to Other Funds	-	4,114	-	-	-	N/A
Total Expense	\$ 1,386	\$ 5,500	\$ -	\$ -	\$ -	N/A
<b>Excess (Deficiency) of Revenues over Expenditures</b>	\$ 566	\$ (3,541)	\$ -	\$ -	\$ -	N/A
<b>Ending Funds Available</b>	\$ 230,120	\$ 226,579	\$ 226,579	\$ 226,579	\$ 226,579	0%
<b>Components of Funds Available</b>						
Unassigned	\$ 230,120	\$ 226,579	\$ 226,579	\$ 226,579	\$ 226,579	0%

## PURPOSE OF THE FUND

The Devils Canyon Center was built as an economic development project to provide a focal point for attraction of visitors to the community and increase the economic vitality of the City. The Center has been successful as an economic development tool with new commercial businesses constructed in the Hwy 340 Corridor since it opened in July 1994. The Center is currently leased to the Museum of Western Colorado for their "Dinosaur Journey" museum. It is a 22,000 square foot educational facility which provides hands on learning experience on both the paleontology and geology of the area. In addition to the educational exhibits, the Museum has a number of animated prehistoric creatures on display, a working laboratory where fossil finds are prepared, an auditorium for lectures and meetings, and a gift shop.

# Devils Canyon Center Fund

## REVENUES AND EXPENSES



### Revenues

The Museum of Western Colorado and the City of Fruita entered into a Memorandum of Understanding (MOU) in 2014 to renegotiate the lease for the Devils’ Canyon Center with the goal of reducing the lease payment in 2015 and essentially eliminating the payments in 2016 and thereafter. Savings realized by the Museum due to reduction/elimination of lease payments are to be dedicated to improving and marketing Dinosaur Journey. In addition, the MOU provides for a reduction in the amount of property leased to the Museum to include the existing building footprint for the Dinosaur Journey Museum and an Expansion Area adjacent to the existing building; along with non-exclusive use of the parking lot.



A new 10 year lease, with options to renew the lease for 4 additional five year periods, was executed in 2015 with the Museum in accordance with the terms of the MOU. The terms of the lease agreement allowed for a lease payment reduction in 2015 of 50% and allows for the base rent required under the lease (\$57,600 annually) to be offset by expenses associated with Dinosaur Journey including building maintenance and improvements, insurance, marketing, and specific operational expenses as defined in the lease agreement for the remaining 9 years of the lease.

### Expenses

The lease requires that the Museum of Western Colorado provide insurance and building maintenance and improvements. Minimal expenses in the 2018 Budget include the Grand Valley Drainage Fee which is reimbursed to the City by the Museum. The City may contract with the Museum to provide maintenance of the parking lot and landscaping. However, the Museum will

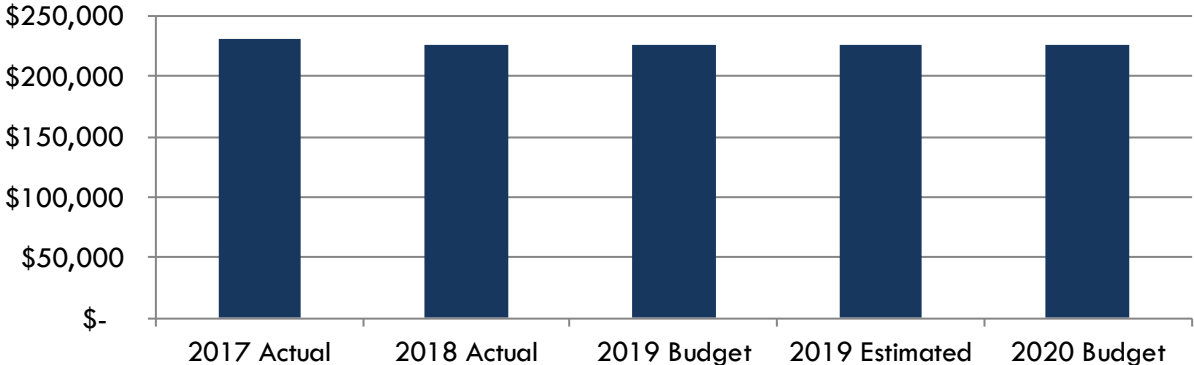


# Devils Canyon Center Fund

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be charged for the costs for labor and associated supplies and equipment.

## FUNDS AVAILABLE



The estimated funds available for the Devils Canyon Center Fund at the end of 2020 is \$226,579.. Available funds may be used to assist with economic development opportunities that may arise or other purposes of the City.

## PERSONNEL

The Devils Canyon Center Fund does not have any staff employed by the City.

## RESPONSIBILITIES

- Continue to support the Museum with their Dinosaur Journey operations on the Devils Canyon Center site that furthers cultural and educational opportunities for residents and visitors.
- Monitor the operations of the Museum to ensure that terms of the lease agreement are met and that the City’s investment in the building and property are protected.

## PRIOR YEAR ACCOMPLISHMENTS

- Dinosaur Journey was host to a number of events including the Monster Mash on Halloween and the Earth Science Lecture Series.
- Dinosaur Journey rent offsets for building improvements in 2018 of \$47,850 were credited against the 2019 minimum rent offset of \$11,520.
- The Museum of Western Colorado hired Kaia Michaelis as the new Executive Director for the Museum.

# Devils Canyon Center Fund

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- Museum volunteers installed concrete planters at the entrance to Dinosaur Journey and city crews put in xeriscaping landscape improvements in the parking lot islands to reduce maintenance costs.
- Installed an ADA water fountain and water bottle fill station.

## **2020 GOALS**

- Development of 5 year capital plan for future building needs and improvements

## **PERFORMANCE MEASURES**

- Compliance with terms of lease agreement.
- Visitation numbers and participation in paleontological excursions.

## **2020 BUDGET HIGHLIGHTS**

- There are no significant changes in the 2020 Budget from the prior year.
- The City continues to support the efforts of the Museum in the operations of Dinosaur Journey to ensure that it remains a point of interest and education for residents and tourists.

# Devils Canyon Center Fund

## Revenues

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>MISCELLANEOUS</b>							
210-000-00-3610	Interest on deposits	566	573	-	-	-	N/A
210-000-00-3622	Lease Revenue	1,386	1,386	-	-	-	N/A
		1,952	1,959	-	-	-	N/A
<b>TOTAL REVENUES</b>		<b>1,952</b>	<b>1,959</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>

## Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>PURCHASED PROPERTY SERVICES</b>							
210-450-00-4440	Building Maintenance	-	-	-	-	-	N/A
210-450-00-4452	Drainage Fees	1,386	1,386	-	-	-	N/A
		1,386	1,386	-	-	-	N/A
<b>OTHER PURCHASED SERVICES</b>							
210-450-00-4520	Property Insurance	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>SUPPLIES</b>							
210-450-00-4612	Supplies and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>SPECIAL PROJECTS</b>							
210-450-00-4842	Miscellaneous Contributions	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TRANSFERS TO OTHER FUNDS</b>							
210-450-00-4930	Transfer to Capital Projects	-	4,114	-	-	-	N/A
		-	4,114	-	-	-	N/A
<b>TOTAL EXPENSES</b>		<b>1,386</b>	<b>5,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>



# **Irrigation Water Fund**

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# Irrigation Water Fund

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# Irrigation Water Fund

## SUMMARY

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>Beginning Funds Available</b>	\$ 154,098	\$ 156,805	\$ 173,079	\$ 173,079	\$ 173,079	0%
<b>Revenues</b>						
Charges for Services	\$ 114,799	\$ 115,869	\$ 114,500	\$ 114,500	\$ 122,000	7%
Miscellaneous	76	77	-	-	-	N/A
Other Finance Sources	-	-	-	-	-	N/A
<b>Total Revenue</b>	<b>\$ 114,875</b>	<b>\$ 115,946</b>	<b>\$ 114,500</b>	<b>\$ 114,500</b>	<b>\$ 122,000</b>	<b>7%</b>
<b>Expenses</b>						
Personnel Services, Salaries	\$ 52,018	\$ 45,253	\$ 54,100	\$ 54,100	\$ 58,400	8%
Personnel Services, Benefits	21,960	20,612	24,150	24,150	24,275	1%
Purchased Property Services	2,275	3,300	3,300	3,300	2,100	-36%
Other Purchased Services	8,097	7,853	8,000	8,000	8,400	5%
Supplies	12,108	12,654	14,950	14,950	15,125	1%
Operating Expenses	<b>\$ 96,458</b>	<b>\$ 89,672</b>	<b>\$ 104,500</b>	<b>\$ 104,500</b>	<b>\$ 108,300</b>	<b>4%</b>
Capital Projects/Equipment	6,170	-	-	-	-	N/A
Contingency	-	-	-	-	-	N/A
Transfers to Other Funds	10,000	10,000	10,000	10,000	10,500	5%
Adjustments to budgetary basis	(460)	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 112,168</b>	<b>\$ 99,672</b>	<b>\$ 114,500</b>	<b>\$ 114,500</b>	<b>\$ 118,800</b>	<b>4%</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 2,707</b>	<b>\$ 16,274</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,200</b>	<b>N/A</b>
<b>Ending Funds Available</b>	<b>\$ 156,805</b>	<b>\$ 173,079</b>	<b>\$ 173,079</b>	<b>\$ 173,079</b>	<b>\$ 176,279</b>	<b>2%</b>
<b>Components of Funds Available</b>						
CERF Vehicle Replacement	\$ -	\$ -	\$ -	\$ -	\$ 3,200	N/A
Assigned for irrigation operations	156,805	173,079	173,079	173,079	173,079	0%
	<b>\$ 156,805</b>	<b>\$ 173,079</b>	<b>\$ 173,079</b>	<b>\$ 173,079</b>	<b>\$ 176,279</b>	<b>2%</b>

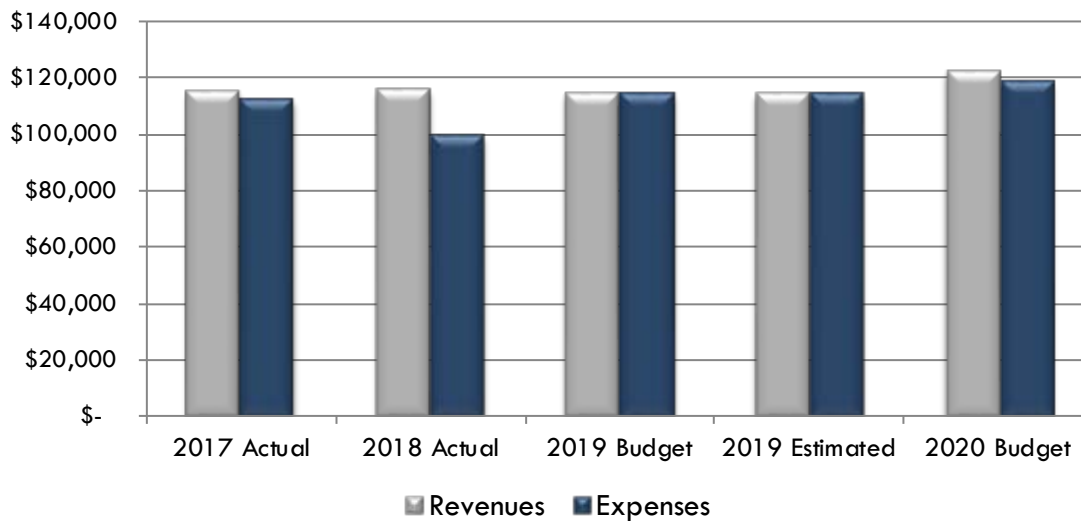
# Irrigation Water Fund

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## PURPOSE OF THE FUND

The Irrigation Fund is an enterprise fund established for the purposes of providing irrigation water to the core area of the city and several outlying subdivisions and farmers as well. The Fund was established in the 1980's as part of an effort to pipe open irrigation ditches in the core area of the City in order to mitigate and reduce damage to the City's streets resulting from the open irrigation ditches. The core area includes property located between Ottley and Hwy 6 and between Coulson and the Independent Ranchman's Ditch. The City also supplies irrigation water to the area above the Ranchman's Ditch to 18 Road, North to K Road and from Pine Street to Fremont Street (18 1/2 Road) including all the farms between Ottley Avenue and J.6 Road. This line is referred to as the Encanto line. The Public Works Department is responsible for maintaining 17 miles of irrigation mains.

## REVENUES AND EXPENSES



### Revenues

The 2020 Budget includes \$122,000 in revenues for the irrigation system. This is a 7% increase from 2019 budgeted revenues. The annual charge will increase from \$130 to \$140 for the core area of the city and from \$100 to \$140 for the outlying ("Encanto line") system. This will provide equitable rates for irrigation water distribution and system maintenance throughout the City. The primary difference between the in-city and the Encanto systems is that in the core area, the City delivers waters to individual users whereas with the Encanto line the City delivers water to individual users or a subdivision with a HOA. The user or HOA is then responsible for maintaining the irrigation lines from the point of delivery to individual property within the subdivision. Users of the system may rent a share of water from the City. This is a pass through cost and is currently established at \$25 per year.



# Irrigation Water Fund

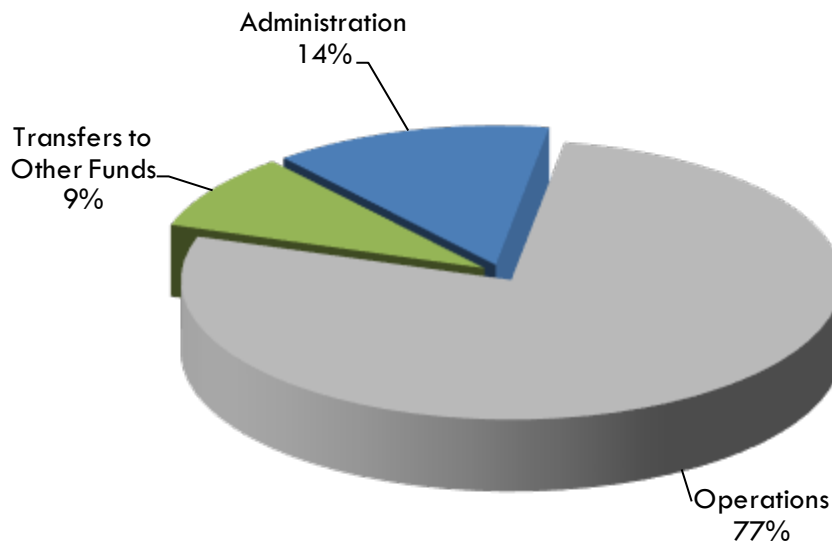
There are approximately 756 customers served through the City operated irrigation system. This includes 723 customers on the underground piped irrigation system in the core area of Fruita and 33 customers on the Encanto line, with 680 of these users also renting irrigation water for the system through the City. The number of customers remains fairly constant from year to year.

## Expenses

<b>EXPENSES BY PROGRAM</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Administration	\$ 6,279	\$ 14,658	\$ 15,675	\$ 15,675	\$ 16,275	4%
Operations	90,180	75,013	88,825	88,825	92,025	4%
Subtotal - Operating Expenses	\$ 96,459	\$ 89,671	\$ 104,500	\$ 104,500	\$ 108,300	4%
Capital	6,170	-	-	-	-	N/A
Contingency	-	-	-	-	-	N/A
Transfers to Other Funds	10,000	10,000	10,000	10,000	10,500	5%
<b>Total Expense</b>	<b>\$ 112,629</b>	<b>\$ 99,671</b>	<b>\$ 114,500</b>	<b>\$ 114,500</b>	<b>\$ 118,800</b>	<b>4%</b>

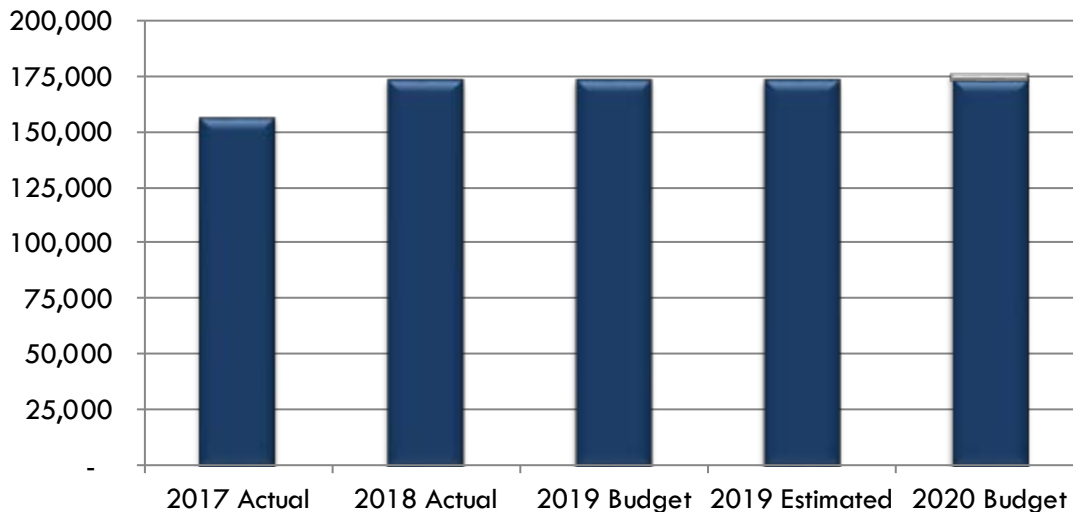
Expenses are budgeted to increase 7% in 2020. This increase is related to personnel costs.

### Expenses - \$118,800



# Irrigation Water Fund

## FUNDS AVAILABLE



The 2020 Budget includes the creation of a Capital Equipment Replacement Fund (CERF) beginning with an annual addition of \$3,200 to the fund in 2020.

## PERSONNEL

The Irrigation Water Fund includes an allocation of several full time and part time employees. The following chart indicates the total manhours allocated for irrigation administration and operations.

<b>Irrigation Fund - Staffing Chart (Manhours)</b>				
<b>Hours Summary</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Budget</b>
<b>Administration</b>				
Full time employees	128	336	332	332
Part time employees	-	-	-	-
Overtime	-	-	-	-
<i>Total Administration Hours</i>	128	336	332	332
<b>Operations</b>				
Full time employees	1,902	1,584	1,680	1,680
Part time employees	356	228	520	520
Overtime	153	36	70	65
<i>Total Operations Hours</i>	2,411	1,848	2,270	2,265
<b>Total Hours</b>	<b>2,539</b>	<b>2,184</b>	<b>2,602</b>	<b>2,597</b>
<b>Total FTE Equivalent</b>	<b>1.22</b>	<b>1.05</b>	<b>1.25</b>	<b>1.25</b>

# Irrigation Water Fund

## Revenues

<b>Revenues</b>		2017	2018	2019	2019	2020	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b><u>CHARGES FOR SERVICES</u></b>							
211-000-00-3441	Monthly Irrigation Charges	114,799	115,369	114,500	114,500	122,000	7%
211-000-00-3449	Plant Investment Fees	-	500	-	-	-	N/A
211-000-00-3489	Penalty and Interest Charges	-	-	-	-	-	N/A
		114,799	115,869	114,500	114,500	122,000	7%
<b><u>MISCELLANEOUS</u></b>							
211-000-00-3610	Interest on deposits	76	77	-	-	-	N/A
211-000-00-3611	Interest on assessments	-	-	-	-	-	N/A
211-000-00-3680	Miscellaneous Revenues	-	-	-	-	-	N/A
		76	77	-	-	-	N/A
<b><u>OTHER FINANCING SOURCES</u></b>							
211-000-00-3950	Sale of Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL REVENUES</b>		<b>114,875</b>	<b>115,946</b>	<b>114,500</b>	<b>114,500</b>	<b>122,000</b>	<b>7%</b>

# Irrigation Water Fund

## Expense Summary

<b>Expenses</b>		<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>	<b>%</b>
<b>Account</b>	<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Budget</b>	<b>Chg.</b>
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4113	Salaries, Public Works	42,843	41,286	44,900	44,900	47,850	7%
4120	Part Time	4,492	2,850	6,900	6,900	8,300	20%
4130	Overtime	4,683	1,117	2,300	2,300	2,250	-2%
		52,018	45,253	54,100	54,100	58,400	8%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	14,844	14,038	16,125	16,125	15,750	-2%
4220	FICA Payroll Expense	3,085	2,705	3,400	3,400	3,650	7%
4221	Medicare Payroll Expense	722	633	825	825	875	6%
4230	Retirement Contribution	1,928	1,847	2,150	2,150	2,250	5%
4250	Unemployment Insurance	156	136	225	225	200	-11%
4260	Workers Compensation Insurance	1,225	1,253	1,425	1,425	1,550	9%
		21,960	20,612	24,150	24,150	24,275	1%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4435	Fleet Maintenance Charges	2,275	3,300	3,300	3,300	2,100	-36%
		2,275	3,300	3,300	3,300	2,100	-36%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4512	Irrigation Sys Repair & Mainte	8,097	7,853	8,000	8,000	8,400	5%
		8,097	7,853	8,000	8,000	8,400	5%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	300	296	300	300	300	0%
4611	Postage	450	450	500	500	500	0%
4612	Supplies and Equipment	683	1,189	2,425	2,425	2,600	7%
4613	Water Share Rentals	9,821	9,964	10,300	10,300	10,300	0%
4620	Utilities	-	-	-	-	-	N/A
4626	Gas and Oil	854	755	1,425	1,425	1,425	0%
		12,108	12,654	14,950	14,950	15,125	1%
<b><u>CAPITAL PROJECTS AND EQUIPMENT</u></b>							
4741	Water Shares	-	-	-	-	-	N/A
4743	Equipment	6,170	-	-	-	-	N/A
		6,170	-	-	-	-	N/A
<b><u>CONTINGENCY</u></b>							
4850	Contingency	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>TRANSFERS TO OTHER FUNDS</u></b>							
4950	Transfer to General Fund	10,000	10,000	10,000	10,000	10,500	5%
		10,000	10,000	10,000	10,000	10,500	5%
<b>TOTAL EXPENDITURES</b>		<b>112,628</b>	<b>99,672</b>	<b>114,500</b>	<b>114,500</b>	<b>118,800</b>	<b>4%</b>

# Irrigation Water Fund Administration

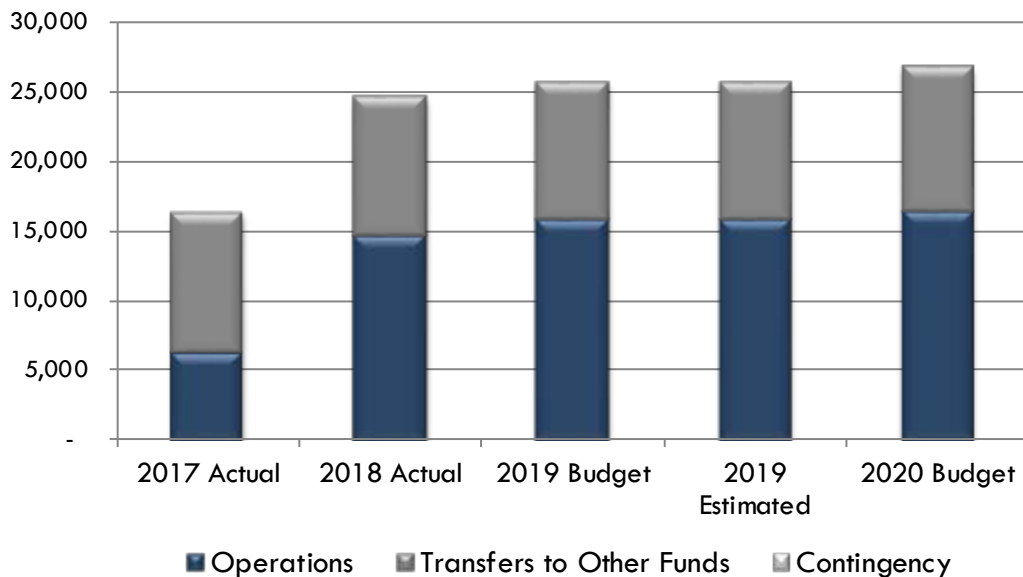
## EXPENDITURES

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
Personnel Services, Salaries	\$ 4,124	\$ 10,345	\$ 10,900	\$ 10,900	\$ 11,150	2%
Personnel Services, Benefits	1,405	3,567	3,975	3,975	4,325	9%
Supplies	750	746	800	800	800	0%
Subtotal	\$ 6,279	\$ 14,658	\$ 15,675	\$ 15,675	\$ 16,275	4%
Contingency	-	-	-	-	-	N/A
Transfers to Other Funds	10,000	10,000	10,000	10,000	10,500	5%
<b>Total Expense</b>	<b>\$ 16,279</b>	<b>\$ 24,658</b>	<b>\$ 25,675</b>	<b>\$ 25,675</b>	<b>\$ 26,775</b>	<b>4%</b>

## MISSION

Administration expenses for the Irrigation Water Fund involve oversight of the operation functions and transfer to the General Fund for administrative support including processing of accounts payable, payroll and utility billing.

## Budget History



# **Irrigation Water Fund Administration**

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## **RESPONSIBILITIES**

- Provide clean, usable irrigation water to all residents connected to the distribution system.
- Maintain and improve record keeping for proper billing of all irrigation water users during the irrigation season.

## **PRIOR YEAR ACCOMPLISHMENTS**

- This program performed accounting and billing for irrigation system customers.

## **2020 GOALS**

- Coordinate between Public Works and Administration staff to complete an audit of customer usage and billing process.

## **PERFORMANCE MEASURES**

## **2020 BUDGET HIGHLIGHTS**

- There are no significant changes in the 2020 Budget.

# Irrigation Water Fund

## Administration

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
211-431-10-4113	Salaries, Public Works	4,124	10,345	10,900	10,900	11,150	2%
211-431-10-4120	Part Time	-	-	-	-	-	N/A
211-431-10-4130	Overtime	-	-	-	-	-	N/A
		4,124	10,345	10,900	10,900	11,150	2%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
211-431-10-4210	Health Insurance	880	2,206	2,400	2,400	2,750	15%
211-431-10-4220	FICA Payroll Expense	245	618	700	700	700	0%
211-431-10-4221	Medicare Payroll Expense	57	144	200	200	175	-13%
211-431-10-4230	Retirement Contribution	186	468	500	500	500	0%
211-431-10-4250	Unemployment Insurance	12	31	50	50	50	0%
211-431-10-4260	Workers Compensation Insurance	25	100	125	125	150	20%
		1,405	3,567	3,975	3,975	4,325	9%
<b><u>SUPPLIES</u></b>							
211-431-10-4610	Office Supplies	300	296	300	300	300	0%
211-431-10-4611	Postage	450	450	500	500	500	0%
		750	746	800	800	800	0%
<b><u>CAPITAL</u></b>							
211-431-10-4743	Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>CONTINGENCY</u></b>							
211-431-10-4850	Contingency	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>TRANSFERS TO OTHER FUNDS</u></b>							
211-431-10-4950	Transfer to General Fund	10,000	10,000	10,000	10,000	10,500	5%
		10,000	10,000	10,000	10,000	10,500	5%
<b>TOTAL EXPENDITURES</b>		<b>16,279</b>	<b>24,658</b>	<b>25,675</b>	<b>25,675</b>	<b>26,775</b>	<b>4%</b>

# Irrigation Water Fund

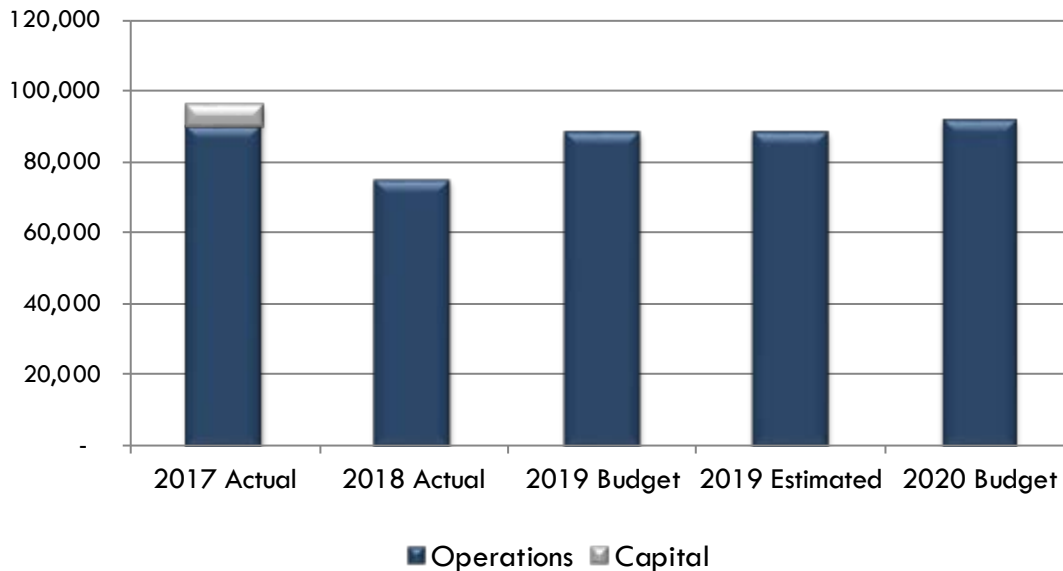
## Operations

<b>EXPENDITURES</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>	<b>%</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>	<b>Chg.</b>
Personnel Services, Salaries	\$ 47,894	\$ 34,908	\$ 43,200	\$ 43,200	\$ 47,250	9%
Personnel Services, Benefits	20,555	17,044	20,175	20,175	19,950	-1%
Purchased Property Services	2,275	3,300	3,300	3,300	2,100	-36%
Other Purchased Services	8,097	7,853	8,000	8,000	8,400	5%
Supplies	11,359	11,908	14,150	14,150	14,325	1%
Subtotal	\$ 90,180	\$ 75,013	\$ 88,825	\$ 88,825	\$ 92,025	4%
Capital	6,170	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 96,350</b>	<b>\$ 75,013</b>	<b>\$ 88,825</b>	<b>\$ 88,825</b>	<b>\$ 92,025</b>	<b>4%</b>

### MISSION

The purpose of the Irrigation Operations Program is to maintain the irrigation water system and ensure that the irrigation system meets local serviceability requirements with reasonable levels of maintenance.

### Budget History





# Irrigation Water Fund

## Operations

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### **RESPONSIBILITIES**

- The irrigation program will provide usable irrigation water to all residents connected to the distribution system and continue to make improvements to the open ditch system throughout the city where they still exist.
- Continue to upgrade the existing system and improve the head gate filtering systems and service areas to minimize maintenance and operation costs. Seasonal maintenance is required to replace damaged portions of the system as well as maintenance and inspection practices to ensure a functional system.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Maintained the flushing schedule and valve replacements as needed.
- Maintained cleaning and maintenance of all irrigation head gates.
- Maintained flow records of irrigation usage.
- Irrigation trash cleaners were rebuilt at 18.5 Road head gates.
- Replaced 1-6" and 1-4" main line isolation valve and rebuilt 1- 8" isolation valve for Encanto system.
- Replaced 17 two-inch service valves.
- Completed a capital project that included piping open ditch from Pine St to the Ranchmen's canal between Aspen and Laura Ave.

### **2020 GOALS**

- Evaluate and adjust the flush valves for correct operation.
- Prepare the head gate system early in the year for the upcoming season.
- Repair all trash cleaners as needed.
- Maintain the head gate system and flushing program on a weekly basis with additional flushing as needed in noted problem areas.
- Continue to install flow measuring devices at all distribution points in the irrigation system.
- Maintain all trash cleaners and flow meters at head gates and diversions.
- Record and calibrate all flow meters to assure proper water delivery.

### **PERFORMANCE MEASURES**

- Develop & implement a valve exercising program to identify valves that are non-functional and schedule valve replacements prior to irrigation season.

# Irrigation Water Fund

## Operations

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- Monitor after-hour call outs for irrigation as performance measure of how well the system is being maintained with a goal of reducing call back time by 10%.

### **2020 BUDGET HIGHLIGHTS**

There are no significant changes to the 2020 Budget.

# Irrigation Water Fund

## Operations

<b>Expenses</b>		<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>	<b>%</b>
<b>Account</b>	<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>	<b>Chg.</b>
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
211-431-53-4113	Salaries, Public Works	38,719	30,941	34,000	34,000	36,700	8%
211-431-53-4120	Part Time	4,492	2,850	6,900	6,900	8,300	20%
211-431-53-4130	Overtime	4,683	1,117	2,300	2,300	2,250	-2%
		47,894	34,908	43,200	43,200	47,250	9%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
211-431-53-4210	Health Insurance	13,964	11,832	13,725	13,725	13,000	-5%
211-431-53-4220	FICA Payroll Expense	2,840	2,087	2,700	2,700	2,950	9%
211-431-53-4221	Medicare Payroll Expense	665	488	625	625	700	12%
211-431-53-4230	Retirement Contribution	1,742	1,379	1,650	1,650	1,750	6%
211-431-53-4250	Unemployment Insurance	144	105	175	175	150	-14%
211-431-53-4260	Workers Compensation Insurance	1,200	1,153	1,300	1,300	1,400	8%
		20,555	17,044	20,175	20,175	19,950	-1%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
211-431-53-4435	Fleet Maintenance Charges	2,275	3,300	3,300	3,300	2,100	-36%
		2,275	3,300	3,300	3,300	2,100	-36%
<b><u>OTHER PURCHASED SERVICES</u></b>							
211-431-53-4512	Irrigation Sys Repair & Mainte	8,097	7,853	8,000	8,000	8,400	5%
		8,097	7,853	8,000	8,000	8,400	5%
<b><u>SUPPLIES</u></b>							
211-431-53-4610	Office Supplies	-	-	-	-	-	N/A
211-431-53-4612	Supplies and Equipment	683	1,189	2,425	2,425	2,600	7%
211-431-53-4613	Water Share Rentals	9,821	9,964	10,300	10,300	10,300	0%
211-431-53-4620	Utilities	-	-	-	-	-	N/A
211-431-53-4626	Gas and Oil	855	755	1,425	1,425	1,425	0%
		11,359	11,908	14,150	14,150	14,325	1%
<b><u>CAPITAL</u></b>							
211-431-53-4741	Water Shares	-	-	-	-	-	N/A
211-431-53-4743	Equipment	6,170	-	-	-	-	N/A
		6,170	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>		<b>96,350</b>	<b>75,013</b>	<b>88,825</b>	<b>88,825</b>	<b>92,025</b>	<b>4%</b>



# Sewer Fund

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# Sewer Fund

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# Sewer Fund

## SUMMARY

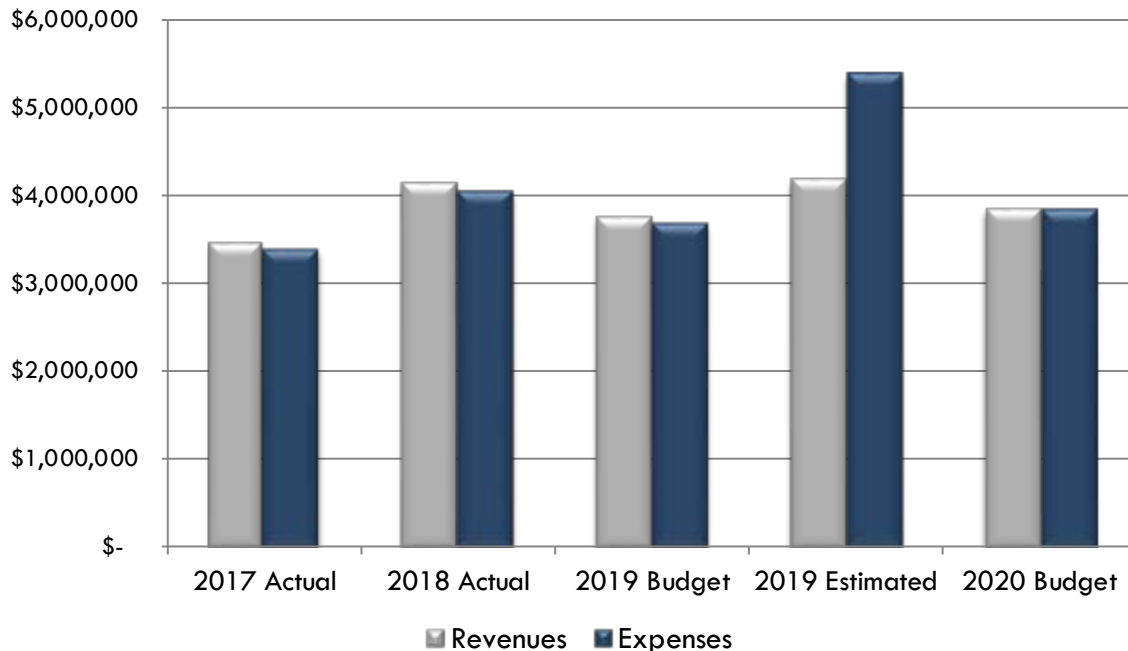
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>Beginning Funds Available</b>	\$4,859,477	\$4,938,078	\$5,047,707	\$ 5,047,707	\$3,847,557	-24%
<b>Revenues</b>						
Intergovernmental Revenues	\$ -	\$ 131,489	\$ -	\$ 356,000	\$ -	N/A
Charges for Services	3,399,150	3,930,290	3,685,000	3,758,000	3,780,000	3%
Miscellaneous	36,753	71,109	60,100	72,100	46,500	-23%
Other Financing Sources	13,143	6,400	-	-	-	N/A
Total Revenue	\$3,449,046	\$4,139,288	\$3,745,100	\$ 4,186,100	\$3,826,500	2%
<b>Expenses by type</b>						
Personnel Services, Salaries	\$ 462,058	\$ 511,575	\$ 569,550	\$ 569,550	\$ 618,150	9%
Personnel Services, Benefits	187,904	211,448	260,250	255,475	265,100	2%
Purchased Professional Svcs	88,342	41,931	52,500	52,500	52,500	0%
Property Property Services	71,120	46,033	58,350	58,350	56,000	-4%
Other Purchased Services	155,927	129,875	153,450	151,350	159,100	4%
Supplies	312,505	309,445	355,300	352,700	327,600	-8%
Contingency	-	-	-	-	6,100	N/A
Operating Transfers	160,000	160,000	160,000	160,000	165,000	3%
Operating Expenses	\$1,437,856	\$1,410,307	\$1,609,400	\$ 1,599,925	\$1,649,550	2%
Debt Service, Principal	680,000	730,000	780,000	780,000	845,000	8%
Debt Service, Interest	535,727	515,595	503,550	503,550	474,150	-6%
Capital Transfers	-	-	-	-	125,000	N/A
Capital	716,862	1,353,295	773,350	2,502,575	732,800	-5%
Special Projects	-	20,462	-	200	-	N/A
Total Expense	\$3,370,445	\$4,029,659	\$3,666,300	\$ 5,386,250	\$3,826,500	4%
<b>Excess (Deficiency) of</b>						
<b>Revenues over Expenditures</b>	\$ 78,601	\$ 109,629	\$ 78,800	\$(1,200,150)	\$ -	-100%
<b>Ending Funds Available</b>	\$ 4,938,078	\$ 5,047,707	\$ 5,126,507	\$ 3,847,557	\$ 3,847,557	-25%
<b>Components of Funds Available</b>						
Restricted for loan covenants	\$ 870,212	\$ 962,303	\$ 937,163	\$ 942,294	\$ 962,033	3%
Assigned-WWTF equip	1,210,775	1,210,775	1,135,775	1,114,380	1,139,380	0%
Assigned-Vehicle replacement	158,677	263,677	338,677	338,677	342,677	1%
Assigned-Sewer operations	2,698,414	2,610,952	2,714,892	1,452,206	1,403,467	-48%
	\$4,938,078	\$5,047,707	\$5,126,507	\$ 3,847,557	\$3,847,557	-25%

# Sewer Fund

## PURPOSE OF THE FUND

The Sewer Fund is an enterprise fund established for the purposes of providing wastewater collection and treatment in the City of Fruita. Sewer Fund programs include operations for collection and treatment of wastewater, administration, debt service, capital equipment and capital projects for sewer system improvements. The main source of revenue is from charges for service.

## REVENUES AND EXPENSES



### Revenues

Sewer Fund revenues are budgeted at \$3.8 million in 2020 and include monthly charges for sewer service and plant investment fees. This reflects a 2% increase from 2019 budgeted revenues of \$3.7 million. Changes in revenues include:

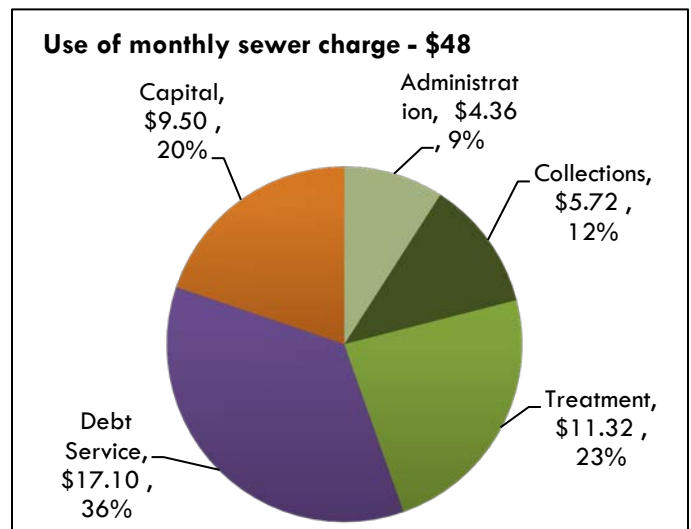
- Plant investment fees are budgeted to increase \$30,000 (9%) and is based on the assumption that approximately 53 new residential building permits will be issued in 2020.
- Increase in monthly charges of \$65,000 (2%) based on a 1% increase in number of customers and a 2% rate increase. This will increase the monthly charge \$1 per month from \$47.00 to \$48.00 per month for residential property, the senior citizen rate (based on age and income eligibility) from \$18.90 to \$19.30 and the commercial base rate will increase from \$54.05 to \$55.15 per month and the rates per 1,000 gallons in excess of 5,000 to 105,000 gallons from \$7.05 to \$7.20 and the rate per 1,000 gallons in excess of 105,000 gallons from \$4.35 to \$4.45.



# Sewer Fund

The City currently bills 5,038 properties for sewer service which reflects a 2% increase in the number of customers from the prior year. The plant investment fee will remain at \$6,800 in 2020 for structures with a 1" or smaller water tap. Fees for water taps larger than 1" are established in the Annual Fees and Charges Resolution.

The monthly charge for sewer service is used to fund operations (44%) including maintenance of collections lines, treatment of wastewater, and administration. It also funds debt service payments on the wastewater treatment plant and capital improvements and equipment (56%).



## Expenses

### Expenses by Program

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>Expenses</b>						
Administration	\$ 101,476	\$ 138,953	\$ 154,000	\$ 154,000	\$ 163,450	6%
Collections	388,598	344,357	441,475	439,750	441,550	0%
Treatment	741,279	767,003	853,925	846,175	873,450	2%
Contingency	-	-	-	-	6,100	N/A
Operating Transfers	160,000	160,000	160,000	160,000	165,000	3%
Operating Expenses	1,391,353	1,410,313	1,609,400	1,599,925	1,649,550	2%
Debt Service, Principal	680,000	730,000	780,000	780,000	845,000	8%
Debt Service, Interest	535,727	515,595	503,550	503,550	474,150	-6%
Special Projects	-	20,462	-	200	-	N/A
Capital Projects	712,503	852,172	607,000	2,307,400	626,000	3%
Capital Equipment	50,859	501,117	166,350	195,175	106,800	-36%
Capital Transfers	-	-	-	-	125,000	N/A
<b>Total Expense</b>	<b>\$ 3,370,445</b>	<b>\$ 4,029,659</b>	<b>\$ 3,666,300</b>	<b>\$ 5,386,250</b>	<b>\$ 3,826,500</b>	<b>4%</b>

Sewer Fund expenses of \$3.8 million are budgeted to increase 4% from 2019 budgeted expenses. This change is due to the following factors:

- Capital projects and equipment of \$732,800 are budgeted to decrease \$40,550 (5%). The following table is a summary of capital projects and equipment included in the Sewer Fund budget.

# Sewer Fund

CAPITAL EXPENSES	Program	Amount
<b>Capital Equipment</b>		
<u>Capital Equipment Replacement Fund</u>		
Generators (2) mobile	Collections	\$ 55,000
<u>New Capital Equipment</u>		
Desktop/Server Licenses	Administration	\$ 1,800
DO Probe Controller Replacement - Ditch 2	Treatment	50,000
<b>Capital Equipment Total</b>		<b>106,800</b>
<b>Capital Projects</b>		
Coatings - secondary clarifier	212-600	70,000
Coatings - wetwell	212-600	280,000
I70 Lift Station conduit repair	212-601	26,000
Conversion of ATAD tank to EQ tank	212-602	100,000
H2S Gas Mitigation in sewer lines	212-603	150,000
<b>Total Capital Projects</b>		<b>626,000</b>
<b>Grand Total</b>		<b>\$ 732,800</b>

- Debt services payments of \$1.3 million include a loan issued in 2010 from the Colorado Water and Power Development Authority for the new wastewater treatment facility. Debt service payments are budgeted to increase 3% in 2020. This escalation in debt service payments continues on an annual basis and results in an increase of approximately \$30,000 to \$40,000 annually.
- Operational expenses of \$1.65 million include administration, wastewater collection and treatment. Operational costs also include transfers to the General Fund for general and financial administration and costs for billing for services. Operational costs are budgeted to increase 2% in 2020. This change is attributed to increases in personnel costs.

## FUNDS AVAILABLE

A 25% decrease is projected in available funds for the Sewer Fund in 2020 from the 2019 Budget. Available funds of \$3.8 million include amounts:

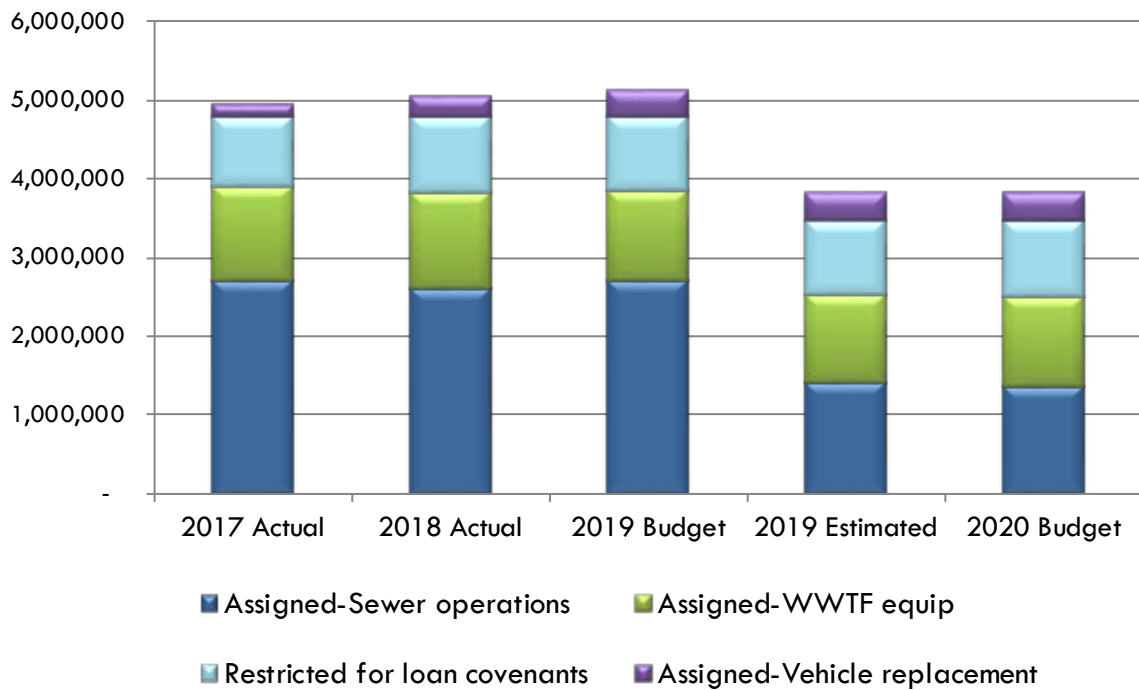
- restricted for debt payments and operations as required by loan covenants (\$962,033)
- assigned for vehicle and wastewater treatment equipment replacement (\$1.5 million), and
- amounts not designated for any specific purpose other than for operations of the Sewer Fund (\$1.4 million).

# Sewer Fund

## Changes in Available Funds

- *Assigned for sewer operations - \$1.4 million.* This amount represents funds available for purposes of sewer operations and is budgeted to decrease \$48,739 from 2019 estimated ending balances.
- *Restricted for loan covenants – 962,033.* Loan covenants require a reserve of at least 25% (90 days) of operational expenses, excluding depreciation, and a pro-rata share of the next principal and interest payments on the loan. This reserve is projected to increase by \$19,739 in 2020.
- *Assigned for wastewater treatment facility equipment replacement - \$1,139,380.* This amount is budgeted to increase \$25,000 in 2020. This reflects the annual addition of \$75,000 less \$50,000 in capital equipment for the wastewater treatment facility included in the 2020 Budget.
- *Assigned for vehicle/equipment replacement - \$342,677.* The 2020 Budget includes the addition of \$4,000 to this reserve.

**Available Funds - Sewer Fund**



# Sewer Fund

## Personnel

Significant changes for 2020 in personnel for the Sewer Fund include the following:

- 9% increase in salaries
- 8% increase in health insurance costs are included in this amount
- Adjustments to positions for certifications received

<b>SEWER FUND STAFFING CHART</b>				
<b>Hours Summary</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Budget</b>
<b>Administration</b>				
Full time employees	2,255	2,919	2,881	2,881
Part time employees	-	-	-	-
Overtime	-	-	-	-
<i>Total Administration Hours</i>	<b>2,255</b>	<b>2,919</b>	<b>2,881</b>	<b>2,881</b>
<b>Collections</b>				
Full time employees	7,499	7,421	9,710	9,429
Part time employees	776	499	-	-
Overtime	153	168	230	265
<i>Total Collections Hours</i>	<b>8,428</b>	<b>8,088</b>	<b>9,940</b>	<b>9,694</b>
<b>Treatment</b>				
Full time employees	9,435	11,000	10,875	10,880
Part time employees	24	-	-	-
Overtime	246	197	245	200
<i>Total Treatment Hours</i>	<b>9,705</b>	<b>11,197</b>	<b>11,120</b>	<b>11,080</b>
<b>Total Hours</b>	<b>20,388</b>	<b>22,204</b>	<b>23,941</b>	<b>23,655</b>
<b>Total FTE Equivalent</b>	<b>9.80</b>	<b>10.68</b>	<b>11.51</b>	<b>11.37</b>

# Sewer Fund

## Revenues

<b>Revenues</b>							
<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
<b><u>INTERGOVERNMENTAL REVENUES</u></b>							
212-000-00-3342	Energy Impact Grant	-	131,489	-	356,000	-	N/A
		-	131,489	-	356,000	-	N/A
<b><u>CHARGES FOR SERVICES</u></b>							
212-000-00-3441	Sewer Charges - Res	2,618,005	2,810,579	2,890,000	2,910,000	2,960,000	2%
212-000-00-3442	Sewer Charges - Comm	451,866	465,977	465,000	450,000	460,000	-1%
212-000-00-3444	Sewer Charges - Misc.	-	-	-	-	-	
212-000-00-3447	Kingsview Tap Surcharge	-	-	-	-	-	N/A
212-000-00-3449	Plant Investment Fees	329,279	653,734	330,000	398,000	360,000	9%
212-000-00-3484	Developer Contribution	-	-	-	-	-	N/A
		3,399,150	3,930,290	3,685,000	3,758,000	3,780,000	3%
<b><u>MISCELLANEOUS</u></b>							
212-000-00-3610	Interest on deposits	36,609	68,758	60,000	64,000	45,000	-25%
212-000-00-3611	Interest on assessments	-	-	-	-	-	N/A
212-000-00-3612	Interest on notes rec.	-	-	-	-	-	N/A
212-000-00-3680	Miscellaneous	144	2,351	100	3,000	1,500	1400%
212-000-00-3680	Refunds	-	-	-	5,100	-	N/A
		36,753	71,109	60,100	72,100	46,500	-23%
<b><u>OTHER FINANCING SOURCES</u></b>							
212-000-00-3950	Sale of Equipment	13,143	6,400	-	-	-	N/A
		13,143	6,400	-	-	-	N/A
<b>TOTAL REVENUES</b>		<b>3,449,046</b>	<b>4,139,288</b>	<b>3,745,100</b>	<b>4,186,100</b>	<b>3,826,500</b>	<b>2%</b>

# Sewer Fund

## Summary

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4113	Salaries, Public Works	439,719	494,453	554,350	554,350	601,550	9%
4120	Part Time	10,292	6,231	-	-	-	N/A
4130	Overtime	12,047	10,893	15,200	15,200	16,600	9%
		462,058	511,577	569,550	569,550	618,150	9%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	121,542	138,104	174,925	174,925	177,450	1%
4220	FICA Payroll Expense	27,969	30,688	35,375	35,375	38,350	8%
4221	Medicare Payroll Expense	6,541	7,177	8,300	8,300	9,000	8%
4230	Retirement Contribution	19,614	22,213	25,700	25,700	27,900	9%
4250	Unemployment Insurance	1,388	1,530	2,325	2,325	1,900	-18%
4260	Workers Compensation Ins	10,850	11,736	13,625	8,850	10,500	-23%
		187,904	211,448	260,250	255,475	265,100	2%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	4,596	10,795	12,500	12,500	12,500	0%
4335	Engineering	19,917	14,946	20,000	20,000	20,000	0%
4342	Lab Work	17,329	16,190	20,000	20,000	20,000	0%
4345	Engineering & Design	46,500	-	-	-	-	N/A
		88,342	41,931	52,500	52,500	52,500	0%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4430	Service Contracts	10,988	8,939	15,000	15,000	15,000	0%
4435	Fleet Maintenance Charges	57,975	23,200	26,700	26,700	22,400	-16%
4438	IT Services	-	11,737	16,650	16,650	18,600	12%
4452	Drainage Fees	2,157	2,157	-	-	-	N/A
		71,120	46,033	58,350	58,350	56,000	-4%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4511	Sewer Permit	6,422	7,640	8,000	8,000	8,000	0%
4512	Sewer Sys. Repair & Maint.	103,148	52,497	68,500	66,200	69,500	1%
4513	Lift Station Repair & Maint.	-	23,763	35,000	35,000	35,000	0%
4520	Property Insurance	42,305	42,500	36,500	36,500	41,000	12%
4523	Insurance Deductible	-	-	-	-	-	N/A
4530	Telephone	4,052	3,475	5,450	5,650	5,600	3%
4592	Recording Fees	-	-	-	-	-	N/A
		155,927	129,875	153,450	151,350	159,100	4%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	3,319	2,276	5,000	4,800	5,000	0%
4611	Postage	450	450	600	600	600	0%
4612	Supplies and Equipment	36,416	39,382	41,000	38,600	41,000	0%
4616	Chemicals	28,288	23,302	36,000	36,000	36,000	0%
4620	Utilities	231,151	228,228	254,000	254,500	225,500	-11%
4626	Fuel	8,178	11,550	12,200	11,700	12,900	6%
4661	Uniforms	3,085	2,348	3,400	3,400	3,500	3%
4662	Safety Equipment	1,618	1,909	3,100	3,100	3,100	0%
		312,505	309,445	355,300	352,700	327,600	-8%

# Sewer Fund

## Summary

<b>Expenses</b>		<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>	<b>%</b>
<b>Account</b>	<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>	<b>Chg.</b>
<b><u>DEBT SERVICE PRINCIPAL</u></b>							
4714	Loan Payment, Principal	680,000	730,000	780,000	780,000	845,000	8%
		680,000	730,000	780,000	780,000	845,000	8%
<b><u>DEBT SERVICE INTEREST</u></b>							
4724	Loan Payment, Interest	535,727	515,595	503,550	503,550	474,150	-6%
		535,727	515,595	503,550	503,550	474,150	-6%
<b><u>CAPITAL</u></b>							
4740	Capital Projects	666,003	852,178	607,000	2,307,400	626,000	3%
4742	Mobile Equipment	29,709	84,717	-	-	55,000	N/A
4743	Furniture and Equipment	-	416,400	163,000	189,400	50,000	-69%
4744	Computer Equipment	21,150	-	3,350	5,775	1,800	-46%
		716,862	1,353,295	773,350	2,502,575	732,800	-5%
<b><u>SPECIAL PROJECTS</u></b>							
4824	WWTF Rate Study	-	20,462	-	200	-	N/A
		-	20,462	-	200	-	N/A
<b><u>CONTINGENCY</u></b>							
4850	Contingency	-	-	-	-	6,100	N/A
		-	-	-	-	6,100	N/A
<b><u>TRANSFERS</u></b>							
4930	Transfer to Capital Projects	-	-	-	-	125,000	N/A
4950	Transfer to General Fund	160,000	160,000	160,000	160,000	165,000	3%
		160,000	160,000	160,000	160,000	290,000	81%
<b>TOTAL EXPENDITURES</b>		<b>3,370,445</b>	<b>4,029,661</b>	<b>3,666,300</b>	<b>5,386,250</b>	<b>3,826,500</b>	<b>4%</b>

# Sewer Fund Administration

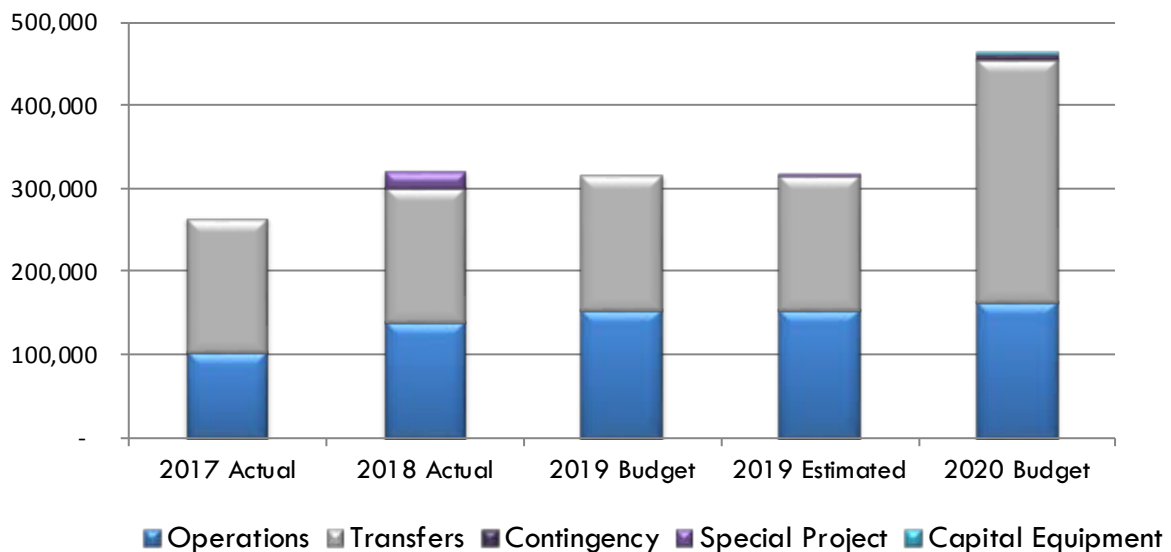
## EXPENDITURES

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
Personnel Services, Salaries	\$ 68,002	\$ 89,224	\$ 92,700	\$ 92,700	\$ 97,100	5%
Personnel Services, Benefits	24,027	31,615	35,100	35,100	37,850	8%
Purchased Professional Services	177	198	500	500	500	0%
Purchased Property Services	6,693	15,946	22,650	22,650	24,600	9%
Other Purchased Services	150	-	450	650	600	33%
Supplies	2,427	1,970	2,600	2,400	2,800	8%
Subtotal	\$ 101,476	\$ 138,953	\$ 154,000	\$ 154,000	\$ 163,450	6%
Capital Equipment	-	-	-	-	1,800	N/A
Contingency	-	-	-	-	6,100	N/A
Special Project	-	20,462	-	200	-	N/A
Transfers	160,000	160,000	160,000	160,000	290,000	81%
<b>Total Expense</b>	<b>\$ 261,476</b>	<b>\$ 319,415</b>	<b>\$ 314,000</b>	<b>\$ 314,200</b>	<b>\$ 461,350</b>	<b>47%</b>

## MISSION

The Wastewater Administration program accounts for the administrative aspects of the wastewater utility activities including supervision, oversight, billing, and planning for wastewater system operations. The Wastewater Administration program is designed to support the Wastewater Operations program through administration management and assured compliance with State and Federal regulations.

## Budget History





# Sewer Fund Administration

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## **RESPONSIBILITIES**

Maintain the wastewater collection system and operate the treatment facility within the Colorado Discharge Permit System limitations.

## **PRIOR YEAR ACCOMPLISHMENTS**

- Completed a rate study evaluating the costs for services necessary for the wastewater utility to address projected operational and capital needs.
- Hired a consultant to perform an assessment of hydrogen sulfide (H<sub>2</sub>S) issues within the collection system and perform much of the data collection for the evaluation. The findings of the study showed dangerous levels of H<sub>2</sub>S gases in the portion of the collection system west of 15 ½ Road which has resulted in extensive deterioration of approximately 16 sewer manholes.

## **2020 GOALS**

- Evaluation and planning for wastewater line replacements and upgrades throughout the year in order to eliminate sanitary sewer overflows (SSOs) during the year.
- Update Sewer Master Plan in coordination with revised land use plans.
- Develop a H<sub>2</sub>S Mitigation Plan to reduce possible exposure to harmful gases and to reduce premature deterioration of the wastewater system.

## **PERFORMANCE MEASURES**

- Develop and maintain a 5-year prioritized capital plan for Sewer Fund.
- Track any sanitary sewer overflows (SSO's) and report to the Colorado Department of Health and Environment within 24 hours.

## **2020 BUDGET HIGHLIGHTS**

- The Wastewater Administration operations are projected to increase 47% in 2020. The most significant part of this increase is due to the transfer to the Capital Projects Fund for the K.4 Road Improvement project. Other increases include personnel and a small contingency fund.

# Sewer Fund

## Administration

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
212-433-10-4113	Salaries, Administration	68,002	89,224	92,700	92,700	97,100	5%
212-433-10-4120	Part time	-	-	-	-	-	N/A
212-433-10-4130	Overtime	-	-	-	-	-	N/A
		68,002	89,224	92,700	92,700	97,100	5%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
212-433-10-4210	Health Insurance	15,511	19,645	22,800	22,800	24,500	7%
212-433-10-4220	FICA Payroll Expense	4,050	5,213	5,800	5,800	6,050	4%
212-433-10-4221	Medicare Payroll Expense	947	1,219	1,350	1,350	1,400	4%
212-433-10-4230	Retirement Contribution	3,065	3,976	4,200	4,200	4,400	5%
212-433-10-4250	Unemployment Insurance	204	267	400	400	300	-25%
212-433-10-4260	Workers Compensation Ins	250	1,295	550	550	1,200	118%
		24,027	31,615	35,100	35,100	37,850	8%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
212-433-10-4310	Professional Development	177	198	500	500	500	0%
		177	198	500	500	500	0%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
212-433-10-4430	Service Contracts	2,743	4,209	6,000	6,000	6,000	0%
212-433-10-4435	Fleet Maintenance Charges	3,950	-	-	-	-	N/A
212-433-10-4438	IT Services	-	11,737	16,650	16,650	18,600	12%
		6,693	15,946	22,650	22,650	24,600	9%
<b><u>OTHER PURCHASED SERVICES</u></b>							
212-433-10-4523	Insurance Deductible	-	-	-	-	-	N/A
212-433-10-4530	Telephone	150	-	450	650	600	33%
		150	-	450	650	600	33%
<b><u>SUPPLIES</u></b>							
212-433-10-4610	Office Supplies	1,932	1,500	1,500	1,300	1,500	0%
212-433-10-4611	Postage	450	450	600	600	600	0%
212-433-10-4626	Fuel	45	20	500	500	700	40%
		2,427	1,970	2,600	2,400	2,800	8%
<b><u>CAPITAL</u></b>							
212-433-10-4744	Computer Equipment	-	-	-	-	1,800	N/A
		-	-	-	-	1,800	N/A
<b><u>SPECIAL PROJECTS</u></b>							
212-433-10-4824	WWTF Plan/Rates	-	20,462	-	200	-	N/A
		-	20,462	-	200	-	N/A
<b><u>CONTINGENCY</u></b>							
212-433-10-4850	Contingency	-	-	-	-	6,100	N/A
		-	-	-	-	6,100	N/A
<b><u>TRANSFERS</u></b>							
212-433-10-4930	Transfer to Capital Projects	-	-	-	-	125,000	N/A
212-433-10-4950	Transfer to General Fund	160,000	160,000	160,000	160,000	165,000	3%
		160,000	160,000	160,000	160,000	290,000	81%
<b>TOTAL EXPENDITURES</b>		<b>261,476</b>	<b>319,415</b>	<b>314,000</b>	<b>314,200</b>	<b>461,350</b>	<b>47%</b>

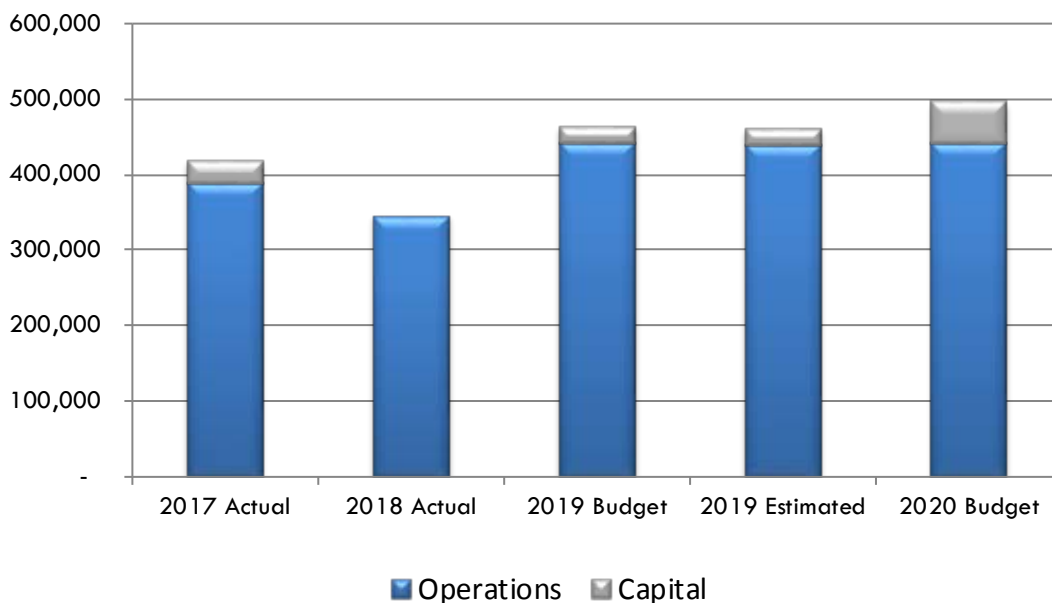
# Sewer Fund Collections

<b>EXPENDITURES</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2019 Estimated</b>	<b>2020 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 167,324	\$ 161,013	\$ 197,050	\$ 197,050	\$ 212,850	8%
Personnel Services, Benefits	76,501	77,162	110,025	108,300	105,600	-4%
Purchased Professional Services	3,739	4,041	6,000	6,000	6,000	0%
Purchased Property Services	50,075	23,200	26,700	26,700	14,800	-45%
Other Purchased Services	50,364	35,293	55,000	55,000	55,000	0%
Supplies	40,595	43,648	46,700	46,700	47,300	1%
Operating Expenses	388,598	344,357	441,475	439,750	441,550	0%
Capital	29,709	-	21,350	21,350	55,000	158%
<b>Total Expense</b>	<b>\$ 418,307</b>	<b>\$ 344,357</b>	<b>\$ 462,825</b>	<b>\$ 461,100</b>	<b>\$ 496,550</b>	<b>7%</b>

## MISSION

The operation of the wastewater collection system includes routine maintenance and repairs to approximately 75 miles of wastewater collection lines. Operations include routine flushing and jetting of the collection lines on a bi-annual basis. Provide repairs to collection lines and record electrical costs for ten lift stations that are part of the program. In addition, the collection system is camera inspected to detect possible trouble areas before they become an emergency. Numerous trouble areas are identified annually, and repairs made to manholes and lines that are defective.

## Budget History



# Sewer Fund Collections

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## **RESPONSIBILITIES**

Maintaining the wastewater collection system is a core service of the City that provides critical infrastructure to support the Health and Quality of Place for the community. This is accomplished by:

- Maintain 5-year master plan for collection line repair and replacement.
- Update and maintain inventory records across all aspects of the collections system.
- Work with the Engineering department for efficient fiscal spending for collection system repairs and replacements.
- Inspection of new subdivision collection systems prior to accepting the lines by the City.
- Provide information on deteriorating collection lines through comprehensive camera inspections.
- Review operational costs for maintenance and repair existing collections system.
- Provide comprehensive and documented cleaning of the collection system to prevent sanitary sewer overflows (SSO).
- Maintain and monitor emergency inventory on hand for the collections system.
- Evaluate technology alternatives for monitoring lift station operations.
- Recruit and maintain a high level of staffing and prepare for succession planning.
- Provide a robust training outline for new staff and current employees.

## **PRIOR YEAR ACCOMPLISHMENTS**

- Potholed numerous locations to locate utilities for developing capital projects.
- CCTV inspections of new development projects.
- Provided data and assisted in the engineering evaluation of H2S within the collection system.
- Updated and maintained the GIS utility mapping for the collections system.
- Resolved control issues for the I-70 Lift Station with a reduction of cost dues to failure of electronic parts.
- Installed new permanent suction tubes at the I-70 Lift Station for ease of cleaning grease and rags from wet wells.
- Upgraded control panel and power requirements for the Highway 340 Lift Station
- Purchased new safety equipment including tripod, winches, harnesses, and trench boxes.
- Completed H2S pilot study with JUB engineering.

# Sewer Fund Collections

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## **2020 GOALS**

- Evaluate and resolve ongoing growth of grease within the Collection System.
- Provide corrective measures for H<sub>2</sub>S within the collections system causing deteriorating manholes and eliminate hazardous conditions for employees and staff.
- Evaluate and reduce maintenance cleaning cost for the I-70 Lift Station.
- Create a controlled and safe manner to dispose of solids from cleaning the collection system with improvements to the current offloading site for the Vactor truck at the WWRF.
- Reduction or elimination of dangerous gases within the collections system or manhole replacement/repair.
- Routine cleaning and camera inspection will continue in 2020 to reduce likelihood of costly repairs and backups
- Installation of access points and manholes to areas that are unable to provide maintenance with priority areas.
- Repair and cost reduction of maintenance and treatment of inflow and infiltration problem area outlined by the scoring system and CCTV inspection program.
- Implement a grease interceptor maintenance program in coordination with Planning and restaurants to reduce amount of maintenance in the collection system from fats, oils, and grease.

## **PERFORMANCE MEASURES**

- Continue to develop alternative cleaning solutions for lift station wet wells with a target reduction in man-hours.
- Targeted measure of cleaning and inspection 1/3 of sewer collection system every year.

## **2020 BUDGET HIGHLIGHTS**

The collections budget overall includes a 7% increase for operational and maintenance expenses (including capital expenses).

- Capital expenses of \$55,000 include the CERF replacement of the emergency generator with two smaller, mobile generators.

# Sewer Fund

## Collections

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
212-433-53-4113	Salaries, Public Works	152,847	149,848	190,200	190,200	203,800	7%
212-433-53-4120	Part Time	9,992	6,231	-	-	-	N/A
212-433-53-4130	Overtime	4,485	4,934	6,850	6,850	9,050	32%
		167,324	161,013	197,050	197,050	212,850	8%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
212-433-53-4210	Health Insurance	53,167	53,665	79,625	79,625	75,250	-5%
212-433-53-4220	FICA Payroll Expense	10,164	9,752	12,225	12,225	13,200	8%
212-433-53-4221	Medicare Payroll Expense	2,377	2,281	2,900	2,900	3,100	7%
212-433-53-4230	Retirement Contribution	6,890	6,892	8,900	8,900	9,600	8%
212-433-53-4250	Unemployment Insurance	503	482	800	800	650	-19%
212-433-53-4260	Workers Compensation Ins	3,400	4,090	5,575	3,850	3,800	-32%
		76,501	77,162	110,025	108,300	105,600	-4%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
212-433-53-4310	Professional Development	3,739	4,041	6,000	6,000	6,000	0%
212-433-53-4335	Engineering	-	-	-	-	-	N/A
		3,739	4,041	6,000	6,000	6,000	0%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
212-433-53-4435	Fleet Maintenance Charges	50,075	23,200	26,700	26,700	14,800	-45%
		50,075	23,200	26,700	26,700	14,800	-45%
<b><u>OTHER PURCHASED SERVICES</u></b>							
212-433-53-4512	Sewer Sys. Rep & Maint	50,064	11,230	20,000	20,000	20,000	0%
212-433-53-4513	Lift Station Repair & Maint.	-	23,763	35,000	35,000	35,000	0%
212-433-53-4530	Telephone	300	300	-	-	-	N/A
		50,364	35,293	55,000	55,000	55,000	0%
<b><u>SUPPLIES</u></b>							
212-433-53-4610	Office Supplies	372	146	1,000	1,000	1,000	0%
212-433-53-4612	Supplies and Equipment	-	46	-	-	-	N/A
212-433-53-4620	Utilities	32,000	34,107	35,500	35,500	35,500	0%
212-433-53-4626	Gas and Oil	6,878	7,497	8,000	8,000	8,500	6%
212-433-53-4661	Uniforms	483	630	900	900	1,000	11%
212-433-53-4662	Safety Equipment	862	1,222	1,300	1,300	1,300	0%
		40,595	43,648	46,700	46,700	47,300	1%
<b><u>CAPITAL</u></b>							
212-433-53-4742	Mobile Equipment	29,709	-	-	-	55,000	N/A
212-433-53-4743	Furniture and Equipment	-	-	18,000	18,000	-	-100%
212-433-53-4744	Computer Equipment	-	-	3,350	3,350	-	-100%
		29,709	-	21,350	21,350	55,000	158%
<b>TOTAL EXPENDITURES</b>		<b>418,307</b>	<b>344,357</b>	<b>462,825</b>	<b>461,100</b>	<b>496,550</b>	<b>7%</b>

# Sewer Fund Treatment

## EXPENDITURES

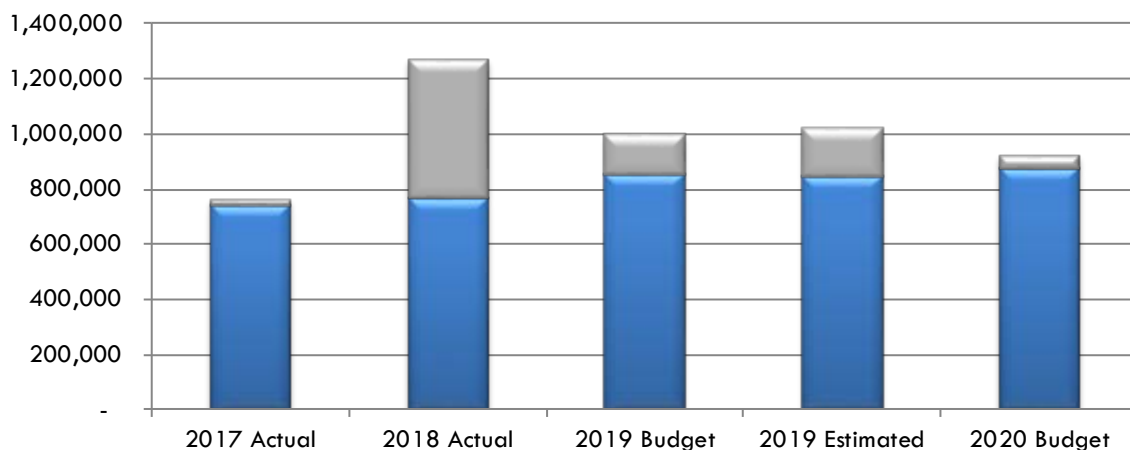
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
Personnel Services, Salaries	\$ 226,731	\$ 261,340	\$ 279,800	\$ 279,800	\$ 308,200	10%
Personnel Services, Benefits	87,375	102,672	115,125	112,075	121,650	6%
Purchased Professional Services	37,926	37,692	46,000	46,000	46,000	0%
Purchased Property Services	14,352	6,887	9,000	9,000	16,600	84%
Other Purchased Services	105,413	94,583	98,000	95,700	103,500	6%
Supplies	269,482	263,829	306,000	303,600	277,500	-9%
Operating Expenses	741,279	767,003	853,925	846,175	873,450	2%
Capital	21,150	501,117	145,000	173,825	50,000	-66%
<b>Total Expenses</b>	<b>\$ 762,429</b>	<b>\$ 1,268,120</b>	<b>\$ 998,925</b>	<b>\$ 1,020,000</b>	<b>\$ 923,450</b>	<b>-8%</b>

## MISSION

The treatment system for the Wastewater Reclamation Facility includes the advanced treatment of wastewater and biosolids. This 2.33 million gallon per day treatment system is inclusive of Biological Nutrient Removal and Auto-thermal Thermophilic Aerobic Digestion capable of treating waste well into the future. The City of Fruita operates and maintains a 2.3 million gallon a day, state of the art Biological Nutrient Removal (BNR) Wastewater Facility located just off 15 Road in Fruita. This facility currently treats just under 1.0 million gallons per day and is designed to accommodate the wastewater needs of the community for years to come.

This involves routine maintenance and repairs to an advanced treatment system containing numerous pieces of equipment. The staff is also responsible for Quality Assurance/ Quality Control Laboratory sampling and analyses which are reported to the State of Colorado Department of Public Health and Environment. Staff is also responsible for Process Control sampling and analyses for operational control. The water discharging from this facility flows to the Colorado River, enhancing the waterway.

## Budget History



# Sewer Fund Treatment

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## **RESPONSIBILITIES**

- Optimize treatment operations to reduce utility and chemical expenses.
- Manage yearly capital projects to meet the changing needs of the facility.
- Maintain compliance with all discharge parameters as mandated by the Colorado Department of Public Health and Environment (CDPH&E).

## **PRIOR YEAR ACCOMPLISHMENTS**

- No NPDS Permit violations in 2019 and passed all DMR-QA Study 39 testing.
- Blower system improvements were installed in late 2018. Programming and operations of blower system was refined throughout 2019 to optimize treatment process and reduce electrical usage. This has resulted in a savings of over \$2,000 per month in utility costs.
- Development of Computerized Maintenance Management System (CMMS) by:
  - Incorporation of additional assets, inventories and preventative maintenance tasks. This continued development of the CMMS benefits the WWRF staff by replacing individual's institutional knowledge with access available knowledge; a building block of succession planning.
  - 2018 realized the completion of 1116 work orders and planned maintenance activities for a total of 4447 hours. As a key performance indicator, the percentage of corrective maintenance work orders was 3.02% as compared to planned preventative and predictive maintenance tasks. Or, from a time perspective, 398 hours corrective, 4447 total maintenance hours equaling 9% spent on unplanned or corrective activities. Corrective maintenance for 2019 is projected to encompass approximately 3% of all maintenance tasks.
- Continued program offering biosolids to residents free of charge and selling biosolids to commercial landscaping companies. The high-quality biosolids continue to yield a high demand for the product that is now being used extensively by Colorado Mesa University and other landscapers, which has resulted in a waiting list for the material throughout peak season and collection of \$3,000 in revenue above those projected in the 2019 Budget.
- Enrolled in a Voluntary Incentive Program through the State to make voluntary reductions of nutrient(s) in exchange for an extended compliance schedule. The quality of treatment operations through this program should allow the City to extend the compliance schedule for new nutrient regulations by up to five years, which will reduce the urgency for costly capital expansion that were originally planned.
- Complete numerous capital equipment replacement projects using staff for installation and/or repairs as much as practical to reduce labor costs, including:



# Sewer Fund

## Treatment

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- Purchased and installed spectrometer testing equipment for solids laboratory.
  - Replaced ORP probes in ATAD solids handling building.
  - Rebuilt Bio-Bed for odor control.
  - Replaced basket on original rotary screen in the headworks building.
  - Installed new Panelview 7 (HMI Screen) for blower system.
  - Rebuilt four FCI air flow meters.
  - Replaced controllers and probes on north oxidation ditch.
  - Repaired air system in north oxidation ditch.
- Transferred treatment operations to north oxidation ditch once equipment was replaced/repaired.

### **2020 GOALS**

- Staff Development: continue staff education to allow operators to maintain and advance their level of certification as well as achieve new certifications to provide a greater asset to the City. Develop staff leadership abilities and management styles through personal and professional development enhancement programs.
- Continue to monitor influent wastewater flows as development increases and develop plan for operation of two oxidation ditches with triggers for implementation.

### **PERFORMANCE MEASURES**

- Continue to meet targeted nutrient limits identified in Voluntary Incentive Program to receive credits for future regulation compliance.
- Continue to complete preventative maintenance measures to maintain corrective maintenance work to 3% of all maintenance activities.

### **2020 BUDGET HIGHLIGHTS**

- \$1,000 increase in Repair & Maintenance budget to account for 2% inflation in expenses.
- \$28,500 decrease in Utilities budget due to savings realized primarily through the optimization of blower system operations.
- \$50,000 in capital equipment expenses for replacement of dissolved oxygen system on southern oxidation ditch similar to work completed on northern oxidation ditch in 2019.

# Sewer Fund

## Treatment

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
212-433-55-4113	Salaries, Public Works	218,869	255,381	271,450	271,450	300,650	11%
212-433-55-4120	Part Time	300	-	-	-	-	N/A
212-433-55-4130	Overtime	7,562	5,959	8,350	8,350	7,550	-10%
		226,731	261,340	279,800	279,800	308,200	10%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
212-433-55-4210	Health Insurance	52,863	64,794	72,500	72,500	77,700	7%
212-433-55-4220	FICA Payroll Expense	13,755	15,723	17,350	17,350	19,100	10%
212-433-55-4221	Medicare Payroll Expense	3,217	3,677	4,050	4,050	4,500	11%
212-433-55-4230	Retirement Contribution	9,659	11,345	12,600	12,600	13,900	10%
212-433-55-4250	Unemployment Insurance	681	782	1,125	1,125	950	-16%
212-433-55-4260	Workers Compensation Ins	7,200	6,351	7,500	4,450	5,500	-27%
		87,375	102,672	115,125	112,075	121,650	6%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
212-433-55-4310	Professional Development	680	6,556	6,000	6,000	6,000	0%
212-433-55-4335	Engineering	19,917	14,946	20,000	20,000	20,000	0%
212-433-55-4342	Lab Work	17,329	16,190	20,000	20,000	20,000	0%
		37,926	37,692	46,000	46,000	46,000	0%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
212-433-55-4430	Service Contracts	8,245	4,730	9,000	9,000	9,000	0%
212-433-55-4435	Fleet Maintenance Charges	3,950	-	-	-	7,600	N/A
212-433-55-4452	Drainage Fees	2,157	2,157	-	-	-	N/A
		14,352	6,887	9,000	9,000	16,600	84%
<b><u>OTHER PURCHASED SERVICES</u></b>							
212-433-55-4511	Sewer Permit	6,422	7,640	8,000	8,000	8,000	0%
212-433-55-4512	WWTP Repair & Maint.	53,084	41,268	48,500	46,200	49,500	2%
212-433-55-4520	Insurance	42,305	42,500	36,500	36,500	41,000	12%
212-433-55-4530	Telephone	3,602	3,175	5,000	5,000	5,000	0%
		105,413	94,583	98,000	95,700	103,500	6%
<b><u>SUPPLIES</u></b>							
212-433-55-4610	Office Supplies	1,015	630	2,500	2,500	2,500	0%
212-433-55-4612	Supplies and Equipment	36,416	39,337	41,000	38,600	41,000	0%
212-433-55-4616	Chemicals	28,288	23,301	36,000	36,000	36,000	0%
212-433-55-4620	Utilities	199,151	194,122	218,500	218,500	190,000	-13%
212-433-55-4626	Gas and Oil	1,254	4,033	3,700	3,700	3,700	0%
212-433-55-4661	Uniforms	2,602	1,718	2,500	2,500	2,500	0%
212-433-55-4662	Safety Equipment	756	688	1,800	1,800	1,800	0%
		269,482	263,829	306,000	303,600	277,500	-9%
<b><u>CAPITAL</u></b>							
212-433-55-4742	Mobile Equipment	-	84,717	-	-	-	N/A
212-433-55-4743	Furniture and Equipment	-	416,400	145,000	171,400	50,000	-66%
212-433-55-4744	Computer Equipment	21,150	-	-	2,425	-	N/A
		21,150	501,117	145,000	173,825	50,000	-66%
<b>TOTAL EXPENDITURES</b>		<b>762,429</b>	<b>1,268,120</b>	<b>998,925</b>	<b>1,020,000</b>	<b>923,450</b>	<b>-8%</b>

# Sewer Fund

## Debt Service

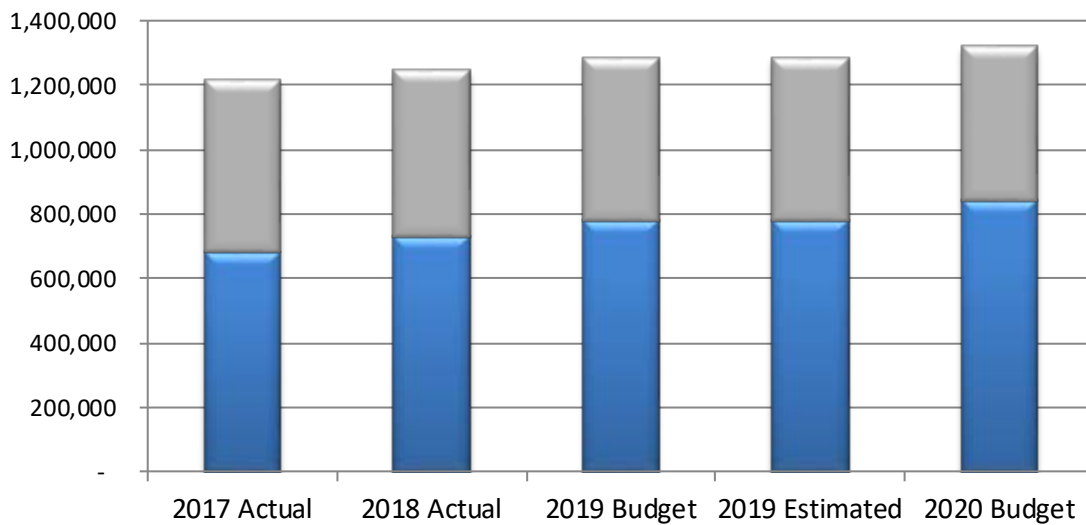
### EXPENDITURES

	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
Debt Service Principal	\$ 680,000	\$ 730,000	\$ 780,000	\$ 780,000	\$ 845,000	8%
Debt Service Interest	535,727	515,595	503,550	503,550	474,150	-6%
<b>Total Expenses</b>	<b>\$ 1,215,727</b>	<b>\$ 1,245,595</b>	<b>\$ 1,283,550</b>	<b>\$ 1,283,550</b>	<b>\$ 1,319,150</b>	<b>3%</b>

### MISSION

This program is used to account for the long term debt of the Sewer Fund including note and loan payments and payments on equipment leases. Both interest and principal payments are included in this program.

### Budget History



# Sewer Fund

## Debt Service

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### 2020 BUDGET HIGHLIGHTS

#### Wastewater Treatment Facility Loan

The City received financing in 2010 from the Colorado Water and Power Development Authority in the amount of \$21.83 million for construction of a new wastewater treatment facility and related appurtenances including lift stations and collection lines. This was a twenty year loan at 2.5% APR with escalating debt service payments. The loan agreement requires that annual revenues be sufficient to cover operation and maintenance expenses and 110% of the annual debt service payment. In addition, an operation and maintenance reserve fund equal to 3 months of operation and maintenance expenses, excluding depreciation, is required. The following table shows the debt service schedule on this loan.

<b>LOAN PAYMENT SCHEDULE</b>			
<b>WWTF Loan</b>			
<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2020	845,000	474,130	1,319,130
2021	910,000	442,545	1,352,545
2022	975,000	408,900	1,383,900
2023	1,045,000	373,210	1,418,210
2024	1,120,000	335,305	1,455,305
2025	1,185,000	306,140	1,491,140
2026	1,255,000	275,525	1,530,525
2027	1,325,000	241,710	1,566,710
2028	1,400,000	206,280	1,606,280
2029	1,480,000	169,030	1,649,030
2030	1,555,000	129,805	1,684,805
2031	1,640,000	88,690	1,728,690
2032	1,725,000	45,440	1,770,440
<b>Total</b>	<b>16,460,000</b>	<b>3,496,710</b>	<b>19,956,710</b>

# Sewer Fund

## Debt Service

### Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>DEBT SERVICE PRINCIPAL</b>							
212-433-91-4712	Lease Payment, Principal	-	-	-	-	-	N/A
212-433-91-4713	Note Payment, Principal	-	-	-	-	-	N/A
212-433-91-4714	Loan Payment, Principal	680,000	730,000	780,000	780,000	845,000	8%
		680,000	730,000	780,000	780,000	845,000	8%
<b>DEBT SERVICE INTEREST</b>							
212-433-91-4722	Lease Payment, Interest	-	-	-	-	-	N/A
212-433-91-4723	Note Payment, Interest	-	-	-	-	-	N/A
212-433-91-4724	Loan Payment, Interest	535,727	515,595	503,550	503,550	474,150	-6%
212-433-91-4775	Loan Issuance Costs	-	-	-	-	-	N/A
		535,727	515,595	503,550	503,550	474,150	-6%
<b>TOTAL EXPENDITURES</b>		<b>1,215,727</b>	<b>1,245,595</b>	<b>1,283,550</b>	<b>1,283,550</b>	<b>1,319,150</b>	<b>3%</b>

# Sewer Fund

## Capital Projects

### Expenses

Account Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>CAPITAL PROJECTS</b>						
212-600 Treatment System	365,459	17,226	30,000	35,350	350,000	1067%
212-601 Lift Stations	-	15,962	90,000	90,000	26,000	-71%
212-602 Treatment System (2)	-	-	-	-	100,000	N/A
212-603 Sewer Line Upgrades H2S	167,996	307,979	487,000	141,750	150,000	-69%
212-604 Sewer Line Upgrades Maple	-	-	-	387,000	-	N/A
212-605 Sewer Line Extensions	179,048	511,011	-	1,653,300	-	N/A
212-607 Sewer Upsizing/Developer	-	-	-	-	-	N/A
	712,503	852,178	607,000	2,307,400	626,000	3%
<b>TOTAL EXPENDITURES</b>	<b>712,503</b>	<b>852,178</b>	<b>607,000</b>	<b>2,307,400</b>	<b>626,000</b>	<b>3%</b>

Capital projects included in the 2020 Budget for the Sewer Fund consist of the following:

- Coatings for the Secondary Clarifier trough - \$70,000
- Wet Well Concrete Renovation and Coating at Headworks - \$280,000
- I70 Lift Station conduit repair - \$26,000
- Conversion of ATAD tank to EQ tank at the Solids facility – \$100,000
- H2S Gas Mitigation in sewer line at 15 ½ Road – manhole remediation - \$150,000

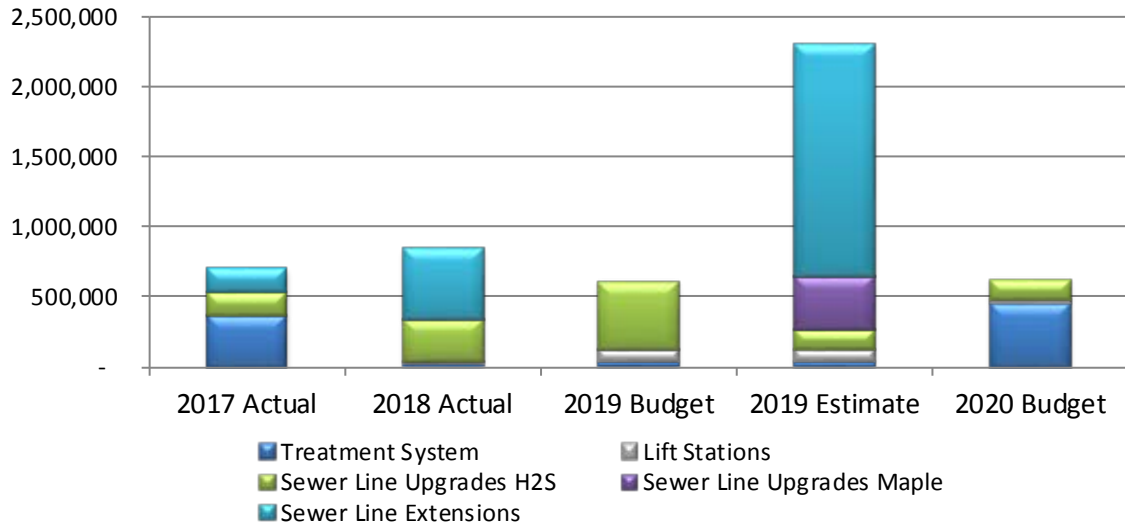
Additional detail for each project is included in the following pages and includes a project description, purpose and need, history and current status, schedule and operating budget impacts. Also included in the source of revenues for the capital projects.

In addition to the above projects, there is an additional \$125,000 transfer from the Sewer Fund to the Capital Projects Fund for sewer line improvements on K.4 Road. This is part of a larger project to make improvements to K.4 Road for safe access to Monument Ridge Elementary School that is currently under construction on 18 ½ Road.

# Sewer Fund Capital Projects

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## Budget History - Capital Projects



# Sewer Fund

## Capital Projects

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<b>Wastewater Treatment Facility Coatings - Project #212-600</b>		
	<b>Account Number</b>	<b>2020 Budget</b>
<b>Revenues</b>		
Sewer Revenues	212-000-00-3999	\$ 350,000
Total Revenues		\$ 350,000
<b>Expenses</b>		
Treatment System Construction	212-600-76-4740	\$ 350,000
Total Expenses		\$ 350,000

### **Project Description**

This proposed project budget includes concrete remediation and application of protective coatings to facilities at the Wastewater Reclamation Facility (WWRF). This includes \$280,000 for concrete remediation and coating of the wet wells in the headworks building, as well as \$70,000 for protective coatings on the perimeter troughs of the secondary clarifiers.

### **Purpose and Need**

Elevated levels of hydrogen sulfide (H<sub>2</sub>S) gas have deteriorated the concrete in the wet well at the WWRF. This project will focus on repairing the damaged concrete inside the wet wells and in the channels feeding the grit chamber. If remediation and protective measures are not completed, further deterioration could result in leaking of the tanks into the pump gallery below, which would result in significant emergency repair costs.

The concrete in both secondary clarifiers are also starting to show sign of water erosion and wear. A protective coating is proposed to be applied to stop this deterioration and provide many years of useful life to the concrete.

### **History and Current Status**

These projects were identified in the 2016 Needs Assessment Study for the WWRF with recommendations for prioritization that have been incorporated in the capital plans for the facility. In 2017, a secondary drum screen was installed, which allowed for the completion of repairs to the influent channels in the headworks building. An air ionization system was then installed in the headworks building in 2018 to treat the H<sub>2</sub>S gases entering the facility to address the main cause of the deterioration. Further work was completed in 2019 to reduce H<sub>2</sub>S issues in the collection system upstream of the WWRF. This project would complete the next step by repairing the remainder of the deteriorated concrete in the headworks building.



# Sewer Fund

## Capital Projects

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### **Schedule**

Due to limited access and hazards present in the wet wells, inspection has only occurred using methods possible from the surface. Additional work will be completed in the first quarter of 2020 to isolate the two wet wells individually and complete further inspections to assess the severity of the damage. Remediation of the wet wells are then anticipated to be completed by June of 2020.

The coatings planned in the secondary clarifiers are being installed as a preventative measure and will be scheduled in combination with the coatings being applied in the headworks in order to realized economies of scale.

### **Operating Budget Impact**

This project will repair and protect existing infrastructure so it will not have a direct impact on the operational budget of the Sewer Fund. If deferred, further deterioration of these facilities could result in significantly higher cost repairs in the future.

# Sewer Fund

## Capital Projects

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I-70 Lift Station - Project #212-601		
	Account Number	2020 Budget
<b>Revenues</b>		
Sewer Revenues	212-000-00-3999	\$ 26,000
Total Revenues		\$ 26,000
<b>Expenses</b>		
Lift Station Improvements	212-601-76-4740	\$ 26,000
Total Expenses		\$ 26,000

### **Project Description**

This project will repair the broken electrical conduit at the I-70 lift station. The generator will have to be removed and temporary power will have to run the pumps. Concrete pad will have to be removed and soils excavated to expose broken conduits. New wires and conduits will be installed and backfilled. A new concrete pad will be poured, and the generator will be reset with new connections and sealed off.

### **Purpose and Need**

The I-70 Lift Station is the largest sewage pump station within the City of Fruita. For emergency situations, the lift station is equipped with an emergency standby generator and automatic power transfer switch. These crucial pieces of equipment keep the lift station operational during power outage events.

### **History and Current Status**

The I-70 Lift Station was constructed in 2011 and pumps approximately 800,000 gallons of sewage a day to the WWRF for treatment. Due to the amount of incoming flow to this lift station, certain emergency parts and equipment are vital for continuous operation. Two of these parts are the emergency standby generator and automatic power transfer switch. Over time the concrete pad that supports the generator has settled and lowered in elevation. This has caused electrical conduits underground that enter the side of the lift station to the automatic transfer switch to break. These breaks under the concrete allow ground water to enter the electrical level of the lift station, to the pumps, and enters directly into the 480 Volt transfer switch. These are all potential hazards to staff and expensive equipment.

### **Schedule**

This project is scheduled to be completed in 2<sup>nd</sup> quarter of 2020.

# Sewer Fund

## Capital Projects

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### Operating Budget Impact

This project will not have any significant impact on the operating budget, but it should reduce staff time and reduce hazardous environments.

# Sewer Fund

## Capital Projects

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<b>Wastewater Treatment Facility - Solids Building</b>		
	<b>Account Number</b>	<b>2020 Budget</b>
<b>Revenues</b>		
Sewer Revenues	212-000-00-3999	\$ 100,000
Total Revenues		\$ 100,000
<b>Expenses</b>		
Conversion of ATAD tank to EQ tank	212-602-76-4740	\$ 100,000
Total Expenses		\$ 100,000

### **Project Description**

This project will convert the existing ATAD tank to an equalization tank to reduce peak return flows. This will include the addition of piping and a pump system that are integrated into the facility's computerized control system.

Specifically, the project will include converting ATAD Tank #3 to be used for storage and equalization of dewatering centrate (water from centrifuge) and WAS thickening drumate. Once built, operators will program the SCADA system to pump equalized return flows to the head of the WWRF using an operator-adjustable program to smooth out high nutrient demands and give the secondary process an opportunity for enhanced nitrate and/or phosphorus reduction within the oxidation ditches. Currently the secondary process cannot handle the high loads from the dewatering processes.

### **Purpose and Need**

The Wastewater Reclamation Facility (WWRF) was constructed with three large tanks for the purpose of solids handling. Solids are stored in the tank(s) where the biological process continues and then processed into a biosolids product. Excess liquid that is generated from the solids handling process is then pumped back to the headworks facility to be treated with the influent wastewater. Unfortunately, this return flow consists of highly concentrated levels of nutrients that can be difficult to treat. At the same time, the solids handling operations have found that the capacity of the facility can operate using only two of the three tanks, which provides an opportunity to use third tank for other purposes. This project proposes to use the third tank as an equalization tank where return flows can be stored, treated, and returned to the head of the WWRF with lower and more consistent nutrient levels.

### **History and Current Status**

This project had not been identified at the time of the 2016 Needs Assessment Study for the WWRF but could have an almost immediate return on investment should it prevent the need to expand the facility to meet more restrictive nutrient regulations that have now been adopted by the State.

# Sewer Fund

## Capital Projects

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### **Schedule**

This project is planned for the second quarter of 2020.

### **Operating Budget Impact**

This project has potential for nominal savings for the treatment budget depending on the level of success but no direct costs savings are being planned for.

# Sewer Fund

## Capital Projects

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Collection System - H2S Gas Mitigation		
	Account Number	2020 Budget
<b>Revenues</b>		
Sewer Revenues	212-000-00-3999	\$ 150,000
Total Revenues		\$ 150,000
<b>Expenses</b>		
H2S Mitigation - 15 1/2 Rd interceptor	212-603-76-4740	\$ 150,000
Total Expenses		\$ 150,000

### **Project Description**

This project will involve manhole remediation and/or replacement on the 15/12 Road gravity interceptor due to erosion as a result of H<sub>2</sub>S gases.

### **Purpose and Need**

Major infrastructure damage along with extreme personnel hazards will required mitigation of H<sub>2</sub>S gas within the collection system along with replacement of manholes throughout the corridor due to deteriorating concrete.

### **History and Current Status**

This section of the sewer collections system conveys all the wastewater flow of the City of Fruita to the WWRF. The manholes have deteriorated and are near failing conditions due to the significant amount of H<sub>2</sub>S gas within this area of the collection system. The City of Fruita partnered with JUB Engineering to complete a pilot study in 2019 for best options of evacuating the H<sub>2</sub>S from the system. As a result, a ventilation system was installed on the system as a method of lowering the H<sub>2</sub>S concentrations to safe and manageable levels that should reduce the cause of the deterioration. Unfortunately, most of the manholes along this section have deteriorated to a point that they need major rehabilitation and/or replaced.

### **Schedule**

This project is scheduled to be completed in 3<sup>rd</sup> quarter of 2020.

### **Operating Budget Impact**

This project will not have any significant impact on the operating budget, but it should reduce hazardous environments and reduce the risk of blockages or collapsing of the collection system.

# Trash Fund

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# Trash Fund

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# Trash Fund

## SUMMARY

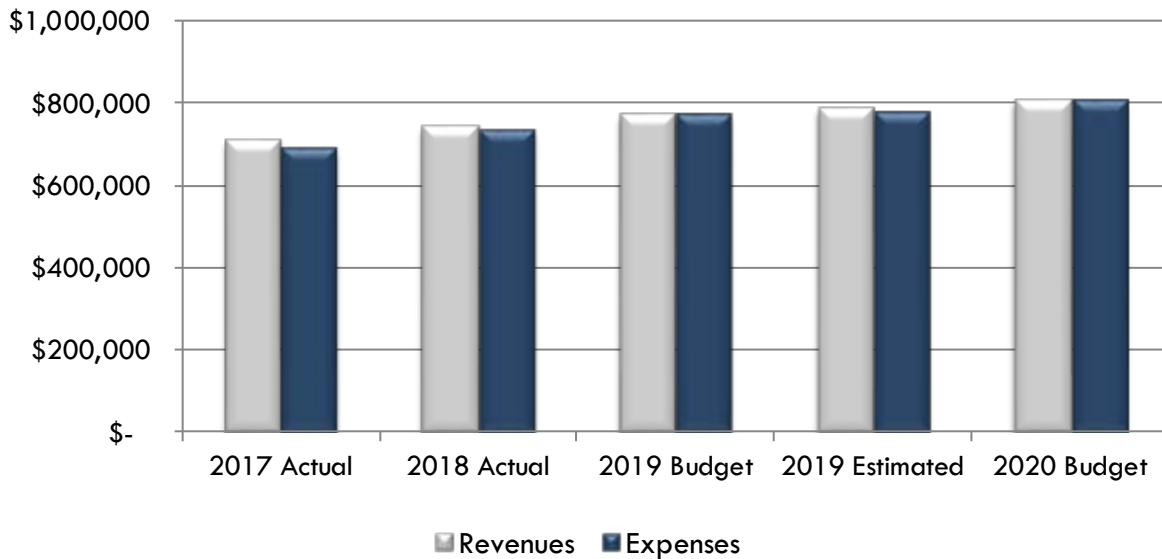
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b><u>Beginning Funds Available</u></b>	\$ 111,748	\$ 132,881	\$ 144,955	\$ 144,955	\$ 152,955	6%
<b><u>Revenues</u></b>						
Charges for Services	\$ 708,956	\$ 743,488	\$ 770,000	\$ 784,000	\$ 805,000	5%
Miscellaneous	86	87	-	-	-	N/A
Total Revenues	\$ 709,042	\$ 743,575	\$ 770,000	\$ 784,000	\$ 805,000	5%
<b><u>Expenses</u></b>						
Other Purchased Services	\$ 646,909	\$ 676,501	\$ 714,000	\$ 720,000	\$ 746,000	4%
Transfers to Other Funds	41,000	55,000	56,000	56,000	59,000	5%
Total Expense	\$ 687,909	\$ 731,501	\$ 770,000	\$ 776,000	\$ 805,000	5%
<b><u>Excess (Deficiency) of Revenues over Expenditures</u></b>	<b>\$ 21,133</b>	<b>\$ 12,074</b>	<b>\$ -</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>N/A</b>
<b><u>Ending Funds Available</u></b>	<b>\$ 132,881</b>	<b>\$ 144,955</b>	<b>\$ 144,955</b>	<b>\$ 152,955</b>	<b>\$ 152,955</b>	<b>6%</b>
<b><u>Components of Funds Available</u></b>						
Unassigned	\$ 132,881	\$ 144,955	\$ 144,955	\$ 152,955	\$ 152,955	6%

## PURPOSE OF THE FUND

The Trash Fund is an enterprise fund established for the purpose of providing residential trash and recycling collection services. This service is provided through a contract with Waste Management. The contract provides for unlimited weekly collection of trash in the City of Fruita. Exceptions to the unlimited service include heavy items such as appliances and tires. These items will be picked up by Waste Management for an additional charge. The contract also provides an alternative automated collection service that limits weekly collections to a 96-gallon cart provided by Waste Management for an additional monthly charge.

# Trash Fund

## REVENUES AND EXPENSES



### Revenues

The 2020 Budget includes \$805,000 in revenues for trash collection charges. This is a 5% increase from 2019 budgeted revenues.

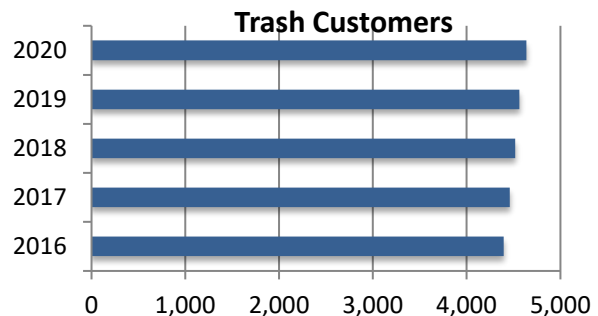
The City contracts for trash services with Waste Management. The contract allows for annual increases based on the Consumer Price Index for All Urban Consumers: Garbage and Trash collection services and regulatory actions affecting operational costs.

The monthly charge will increase from \$13.65 to \$14.15 per residence and the senior rate for those who meet the age and income criteria will increase from \$11.75 to \$12.20 per month.

The monthly charge for the alternative 96 gallon cart automated collection services will be \$15.40 per residence and the senior rate for those who meet the age and income criteria will be \$13.25.

Voluntary curb side recycling services are provided at no additional charge to Fruita residents. Recyclable materials are picked up at the curb every other week and include newspaper, plastic, aluminum and cardboard. Residents may sign up for this service at the Finance Office.

The number of customers with trash collection services has increased an average of 1.53% over each of the last 5 years. The 2020 Budget anticipates that the number of customers served will not change significantly from the prior year.



# Trash Fund

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## Expenses

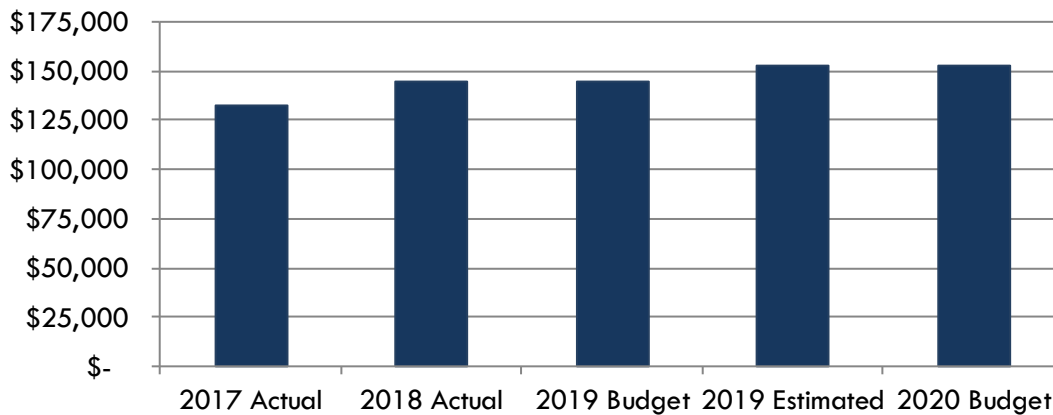
The contract for trash collection services was put out to bid in April 2019. A contract was awarded to Waste Management, Inc. for a five year term. The contract provides the parties with the option of extending the contract for two additional 2-year terms.

The contract includes trash collection and recycling for City facilities, Christmas tree collection, recycling for Mike the Headless Chicken Festival and an electronic waste recycle day.

The contract also includes an alternative service for a once a week automated trash collection in 96-gallon carts provided by Waste Management and every-other-week recycling.

A transfer of \$59,000 (7% of revenues) is made to the General Fund to cover administrative costs including staff time involved in billing for services and collections of delinquent accounts as well as supplies and equipment for postage, statements, payment processing, software maintenance and other associated expenses.

## FUNDS AVAILABLE



The Trash Fund is budgeted to have available funds of \$152,955 at the end of 2020. This amount does not change significantly from year to year. Potential uses of these funds at a future date include one-time expenses associated with billing for services such as software and computer upgrades for billing and collections. The 2020 Budget does not have an impact on available funds.

## PERSONNEL

The Trash Fund does not include any direct personnel costs. Personnel costs for trash collection services are provided through a service contract and personnel costs for billing services are included in the General Fund under the Administration Department's Finance program.

# Trash Fund

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## **RESPONSIBILITIES**

- Continue to provide reliable and courteous trash removal services to citizens of Fruita at a competitive rate.
- Monitor changes in the recycling industry due to increased processing costs and decreased commodity values associated with contamination of recyclable materials.
- Educate customers on proper disposal of wastes, including recyclables and hazardous materials.

## **PRIOR YEAR ACCOMPLISHMENTS**

- Renegotiated a five-year trash collection services contract with Waste Management

## **2020 GOALS**

- Maintain the level of resident satisfaction in out trash collection and recycle services in preparation of the upcoming community survey.

## **PERFORMANCE MEASURES**

- Community Survey resident satisfaction of 90% or higher.

# Trash Fund

## Revenues

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>CHARGES FOR SERVICES</b>							
215-000-00-3443	Trash Collection Charges	708,956	743,488	770,000	784,000	805,000	5%
215-000-00-3489	Penalty and Interest Charges	-	-	-	-	-	N/A
		708,956	743,488	770,000	784,000	805,000	5%
<b>MISCELLANEOUS</b>							
215-000-00-3610	Interest on deposits	86	87	-	-	-	N/A
		86	87	-	-	-	N/A
<b>TOTAL TRASH REVENUES</b>		<b>709,042</b>	<b>743,575</b>	<b>770,000</b>	<b>784,000</b>	<b>805,000</b>	<b>5%</b>

## Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated		% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
215-432-53-4111	Salaries, Administrative	-	-	-	-	-	N/A
215-432-53-4130	Overtime	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>OTHER PURCHASED SERVICES</b>							
215-432-53-4510	Trash Collection Services	646,909	676,501	714,000	720,000	746,000	4%
		646,909	676,501	714,000	720,000	746,000	4%
<b>SUPPLIES</b>							
215-432-53-4610	Office Supplies	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TRANSFERS TO OTHER FUNDS</b>							
215-432-53-4950	Transfer to General Fund	41,000	55,000	56,000	56,000	59,000	5%
		41,000	55,000	56,000	56,000	59,000	5%
<b>TOTAL TRASH EXPENDITURES</b>		<b>687,909</b>	<b>731,501</b>	<b>770,000</b>	<b>776,000</b>	<b>805,000</b>	<b>5%</b>



# Fleet Maintenance Fund

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# Fleet Maintenance Fund

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# Fleet Maintenance Fund

## SUMMARY

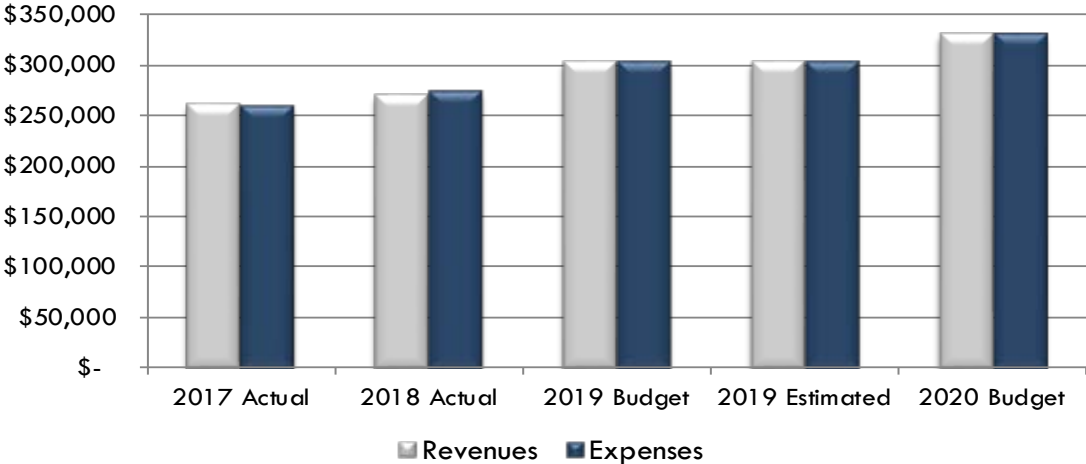
	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>Beginning Funds Available</b>	\$ 14,874	\$ 17,384	\$ 14,650	\$ 14,650	\$ 14,650	0%
<b>Revenues</b>						
Charges for Services	\$ 260,472	\$ 256,989	\$ 302,800	\$ 302,800	\$ 329,775	9%
Other Financing Sources	-	12,726	-	-	-	N/A
<b>Total Revenues</b>	<b>\$ 260,472</b>	<b>\$ 269,715</b>	<b>\$ 302,800</b>	<b>\$ 302,800</b>	<b>\$ 329,775</b>	<b>9%</b>
<b>Expenses</b>						
Personnel Services	\$ 99,528	\$ 105,927	\$ 123,975	\$ 123,975	\$ 137,400	11%
Personnel Services, Benefits	49,952	49,598	64,175	63,175	64,825	1%
Purchased Professional Svcs	799	594	3,800	3,800	1,500	-61%
Purchased Property Services	29,827	38,640	29,500	19,150	32,300	9%
Supplies	77,856	72,446	81,350	92,700	91,750	13%
Subtotal - Operating Expenses:	\$ 257,962	\$ 267,205	\$ 302,800	\$ 302,800	\$ 327,775	8%
Capital	-	5,244	-	-	2,000	N/A
Contingency	-	-	-	-	-	N/A
Adjustments to budgetary basis	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 257,962</b>	<b>\$ 272,449</b>	<b>\$ 302,800</b>	<b>\$ 302,800</b>	<b>\$ 329,775</b>	<b>9%</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 2,510</b>	<b>\$ (2,734)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
<b>Ending Funds Available</b>	<b>\$ 17,384</b>	<b>\$ 14,650</b>	<b>\$ 14,650</b>	<b>\$ 14,650</b>	<b>\$ 14,650</b>	<b>0%</b>
<b>Components of Funds Available</b>						
Unassigned	17,384	14,650	14,650	14,650	14,650	0%
	\$ 17,384	\$ 14,650	\$ 14,650	\$ 14,650	\$ 14,650	0%

## PURPOSE OF THE FUND

The Fleet Maintenance Fund is an internal service fund responsible for the vehicle, equipment, and fuel needs of the City. These responsibilities include the acquisition, maintenance, and liquidation of City owned vehicles and equipment. These operations are funded by charges collected from the departments and divisions using city vehicles. A Capital Equipment Replacement Fund (CERF) has been established to provide the means to replace vehicles and equipment. Contributions to the fund are calculated by vehicular usage of the departments and divisions in the City.

# Fleet Maintenance Fund

## REVENUES AND EXPENSES



### Revenues

Revenues of \$329,775 for the Fleet Maintenance Fund are generated from charges for services to various departments within the City based on historical costs for repairs and maintenance of vehicles and mobile equipment. Revenues for 2020 are budgeted to increase 9%. The following table shows the source of revenues by department or fund for fleet maintenance.

Fleet Maintenance Charges						
Department/Fund	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
Miscellaneous Charges	1,435	-	-	-	-	N/A
Community Development	2,275	2,250	2,200	2,200	1,400	-36%
Police Department	52,740	61,000	61,600	61,600	71,800	17%
Parks and Recreation	37,425	35,000	35,400	35,400	62,000	75%
Public Works General Fund	104,272	130,239	171,600	171,600	165,775	-3%
Community Center Fund	2,075	2,000	2,000	2,000	4,300	115%
Irrigation Water Fund	2,275	3,300	3,300	3,300	2,100	-36%
Sewer Fund	57,975	23,200	26,700	26,700	22,400	-16%
<b>Total Fleet Maintenance Charge:</b>	<b>260,472</b>	<b>256,989</b>	<b>302,800</b>	<b>302,800</b>	<b>329,775</b>	<b>9%</b>

### Expenses

The 2020 Budget includes a 9% increase in expenses. The City’s fleet consists of approximately 257 pieces of equipment, including small engine equipment, and continues to grow resulting in increased demands on fleet maintenance resources.

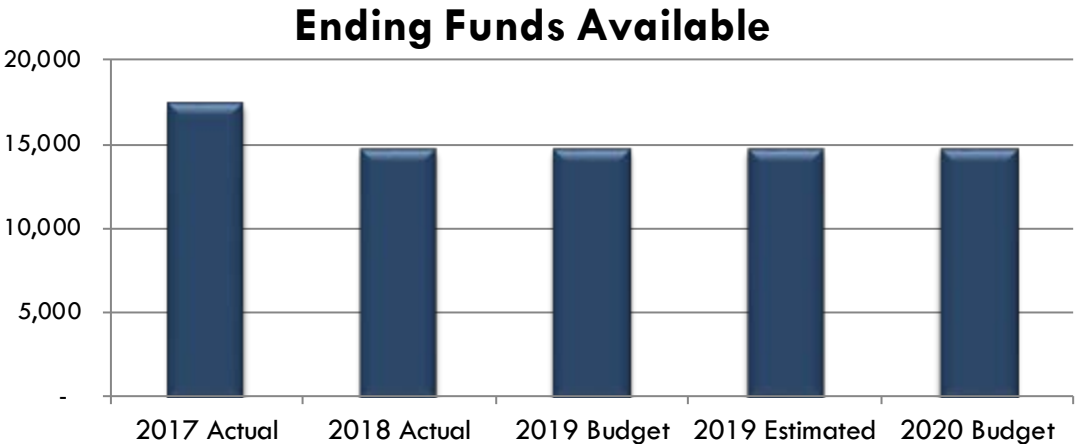
The following table shows the vehicles and mobile equipment scheduled for replacement in the 2020 Budget. The actual cost of the equipment is included in the budget for the Department/Fund benefitting from the equipment. However, Fleet Maintenance is responsible for overseeing the equipment purchases.

# Fleet Maintenance Fund

VEHICLES AND EQUIPMENT REPLACEMENT SCHEDULE - 2020							
Unit #	Year	Make	Description	Age	Budgeted Amount	Fund & Dept	Acct
1012	2008	Ford	Truck, 4 x 2	12	38,000	GEN-BM	110-431-54-4742
3054	2009	Dodge	Truck, 4 x 4	11	38,000	GEN-PK	110-451-80-4742
4001	2008	Ford	Truck, 4 x 4 w/plow	12	38,000	GEN-PW	110-431-50-4742
7022	2008	Ford	Truck, 4 x 4	12	38,000	GEN-PW	110-431-51-4742
7024	2005	Baldor	Generator, mobile (2)	15	55,000	SWR	212-433-53-4742
<b>Total Mobile Equipment Replacements</b>					<b>\$207,000</b>		

## FUNDS AVAILABLE

The Fleet Maintenance Fund has estimated available funds of \$14,650 at the end of 2020. As an internal service fund, the Fleet Maintenance Fund is not expected to generate additional income to increase available funds.



## CAPITAL EQUIPMENT REPLACEMENT FUND

The City also maintains a designated reserve for the Capital Equipment Replacement Fund (CERF) in the General Fund, Community Center Fund, Irrigation Fund and Sewer Fund. An annual amount is allocated to the CERF based on projected replacement costs over the life of the equipment. This reserve helps to level out the costs for replacement of existing equipment and maintains a stable funding mechanism for the replacement. The following table summarizes the 2020 CERF funding for each fund. The acquisition of replacement vehicles and equipment is deducted from the CERF funding each year and the difference is placed in the reserve.

# Fleet Maintenance Fund

<b>CAPITAL EQUIPMENT REPLACEMENT FUND</b>			
<b>FUND</b>	<b>Funding Requirement</b>	<b>2020 Replacements</b>	<b>Changes in CERF Reserve</b>
General Fund	400,000	152,000	248,000
Sewer Fund	59,000	55,000	4,000
Irrigation Fund	3,200	-	3,200
Community Center Fund	5,700	-	5,700
<b>Total</b>	<b>467,900</b>	<b>207,000</b>	<b>260,900</b>

**PERSONNEL**

<b>Fleet Maintenance Fund - Staffing Chart (Manhours)</b>				
	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Budget</b>
<b>Hours Summary</b>				
Full time employees	4,756	5,480	6,290	6,305
Part time employees	375	-	-	-
Overtime	16	64	65	50
<b>Total Hours</b>	<b>5,147</b>	<b>5,544</b>	<b>6,355</b>	<b>6,355</b>
<b>Total FTE Equivalents</b>	<b>2.47</b>	<b>2.67</b>	<b>3.06</b>	<b>3.06</b>

**RESPONSIBILITIES**

- To provide the City of Fruita and its employees with a reliable fleet of vehicles and equipment through implementing routine service and corrective maintenance.
- Continued improvement of the Capital Equipment Replacement Plan through improved metrics.
- Continue education in industry accepted practices and methods of repair and maintenance.

**PRIOR YEAR ACCOMPLISHMENTS**

- The Capital Equipment Replacement Fund has been updated to reflect the optimal life cycles.
- Purchased three scheduled replacement police vehicles and upfit with emergency equipment.
- Purchased one replacement SUV for Public Works Administration and general use by staff.
- Purchased one replacement truck for use in Engineering.
- Purchased one replacement truck for use in the Road Maintenance Division of Public Works

# Fleet Maintenance Fund

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- Purchased one replacement Wide Area Mower for use in the Parks Department.
- Purchased one additional SUV for recreation to fill a need for an administration vehicle.
- With the implementation of a new work order system, preventative maintenance scheduling has been streamlined.
- One technician attended maintenance training for sewer cleaning equipment.

## **2020 GOALS**

- Complete fleet utilization analysis and evaluate implementation of motor pool to increase the availability of vehicles and equipment for staff, improve accuracy of department charges for shared vehicles and potentially decrease the number of required vehicles in departments.
- Complete preventative maintenance in a timely manner.

## **PERFORMANCE MEASURES**

- Measure preventative maintenance compared to corrective maintenance and track on-time completion of preventative maintenance work orders with the intent of reducing corrective maintenance costs and providing a higher level of customer service.
- Currently plan to replace vehicles when they achieve a condition score of 15 and have an existing fleet with an average condition score or 8.0. Continue to monitor and take actions to reduce overall average fleet condition score to a target of 7.5.

## **2020 BUDGET HIGHLIGHTS**

- The 2020 Fleet budget is proposed to increase by 9%. The price of globally sourced parts increased in 2019 and is expected to increase again in 2020.
- Capital equipment:
  - Mechanics tool box for Fleet Technician - \$2,000

# Fleet Maintenance Fund

## Revenues

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>CHARGES FOR SERVICES</b>							
220-000-00-3481	Vehicle Repair Charges	260,472	256,989	302,800	302,800	329,775	9%
		260,472	256,989	302,800	302,800	329,775	9%
<b>OTHER FINANCING SOURCES</b>							
220-000-00-3960	Insurance Payments	-	12,726	-	-	-	N/A
		-	12,726	-	-	-	N/A
<b>TOTAL FLEET MAINTENANCE REVENUES</b>		<b>260,472</b>	<b>269,715</b>	<b>302,800</b>	<b>302,800</b>	<b>329,775</b>	<b>9%</b>

# Fleet Maintenance Fund

## Expenses

Account	Description	2017 Actual	2018 Actual	2019 Budget	2019 Estimated	2020 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
220-431-90-4113	Salaries, Public Works	94,937	104,067	121,800	121,800	135,000	11%
220-431-90-4120	Salaries, Part time	4,017	-	-	-	-	N/A
220-431-90-4130	Overtime	574	1,860	2,175	2,175	2,400	10%
		99,528	105,927	123,975	123,975	137,400	11%
<b>PERSONNEL SERVICES, BENEFITS</b>							
220-431-90-4210	Health Insurance	34,793	33,960	45,200	45,200	44,900	-1%
220-431-90-4220	FICA Payroll Expense	5,975	6,415	7,800	7,800	8,550	10%
220-431-90-4221	Medicare Payroll Expense	1,397	1,500	1,825	1,825	2,000	10%
220-431-90-4230	Retirement Contribution	4,287	4,630	5,650	5,650	6,200	10%
220-431-90-4250	Unemployment Insurance	300	317	500	500	425	-15%
220-431-90-4260	Workers Compensation Ins	3,200	2,776	3,200	2,200	2,750	-14%
		49,952	49,598	64,175	63,175	64,825	1%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
220-431-90-4310	Professional Development	799	594	3,800	3,800	1,500	-61%
		799	594	3,800	3,800	1,500	-61%
<b>PURCHASED PROPERTY SERVICES</b>							
220-431-90-4430	Service Contracts	799	-	-	1,475	1,500	N/A
220-431-90-4435	Vehicle Repair and Maint	29,028	38,640	29,500	17,675	30,800	4%
220-431-90-4442	Equipment Rental	-	-	-	-	-	N/A
		29,827	38,640	29,500	19,150	32,300	9%
<b>SUPPLIES</b>							
220-431-90-4610	Office Supplies	254	726	550	550	450	-18%
220-431-90-4612	Supplies and Equipment	73,264	65,619	75,000	86,000	84,000	12%
220-431-90-4626	Fuel	820	2,410	1,500	1,500	2,000	33%
220-431-90-4630	Meeting/Appreciation Supplies	-	-	-	-	100	N/A
220-431-90-4660	Tools	2,879	3,050	3,000	3,350	3,500	17%
220-431-90-4661	Uniforms	639	581	1,200	1,200	1,550	29%
220-431-90-4662	Safety Equipment	-	60	100	100	150	50%
		77,856	72,446	81,350	92,700	91,750	13%
<b>CAPITAL</b>							
220-431-90-4742	Mobile Equipment	-	-	-	-	-	N/A
220-431-90-4743	Furniture and Equipment	-	5,244	-	-	2,000	N/A
		-	5,244	-	-	2,000	N/A
<b>CONTINGENCY</b>							
220-431-90-4850	Contingency	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL FLEET MAINTENANCE EXPENDITURES</b>		<b>257,962</b>	<b>272,449</b>	<b>302,800</b>	<b>302,800</b>	<b>329,775</b>	<b>9%</b>