

**Honor the Past - Envision the Future**



**FRUITA**  
COLORADO

**City of Fruita**  
**2023**  
**Annual Budget**



**325 East Aspen Avenue, Fruita, CO 81521**



# **Readers Guide to Budget Document**

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# **Readers Guide to Budget Document**

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## **How To Use This Document**

The 2023 City of Fruita Proposed Budget contains a detailed description of how the city plans to invest and spend available resources to achieve outcomes identified in the Strategic Plan and maintain a high level of core service delivery and city operations. The 2023 Proposed Budget has the five main parts:

### **1. City Manager's Budget Message and Introduction**

The City Manager's Budget Message is a transmittal letter to the Fruita City Council and the Fruita community and summarizes the contents of the 2023 Budget. The transmittal letter includes highlights of the 2023 Budget, a year in review and highlight of accomplishments of 2022, and a financial overview of the City. Following the transmittal letter, the introduction includes information on elected and appointed officials for Fruita, detailed information on the Fruita community, and demographic data.

### **2. Policies and Procedures**

The policies and procedures chapter of the budget includes an overview of the budget process, fund types, budget policies, information on city goals and core services, and an overview of the City of Fruita's Pay Plan.

### **3. Budget Overview**

This section includes summaries of all funds for the 2023 Budget, sources of revenues, types of expenditures and costs by department and fund. For comparison, 2020 and 2021 actual amounts are provided, as well as the 2022 Adopted Budget, and 2022 actual estimated amounts. The % change indicates the percentage change between the 2023 Budget and 2022 estimated actuals. This section also includes a summary of all capital equipment and capital projects included in the budget.

### **4. Fund and Departmental Overviews**

Fund and Departmental Overviews describe the city's operational structure and function, accomplishments from 2022, budget highlights for 2023, and performance measures for each department. It also includes details on significant changes between the 2022 and 2023 operating budgets, as well as the detailed program budget for each department and program.

### **5. Appendix**

The Appendix section contains supplemental information to the 2023 Proposed budget, including:

- Glossary of Budget Terms
- Adopted Budget Resolutions (in the final adopted budget)
- Codified Fees, Rates, and Charges (in the final adopted budget)
- Supplemental Information
  - City of Fruita Pay Plan

# Readers Guide to Budget Document

## Document Accessibility Information

### Embedded Links

Included in the 2023 City of Fruita budget is links embedded throughout the document. If you are viewing this budget in a PDF format or on a web browser, links and open videos can be opened in a separate tab by clicking Ctrl+click. The Table of Contents also uses active links. To skip to a particular page in the book, in the Table of Contents, click on the title or number below in the table of contents.

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# Introduction

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Budget Transmittal Letter

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# Introduction

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## Budget Transmittal Letter

Honorable Mayor and Members of City Council,

I present to you the 2023 Proposed Annual Budget as required by the Fruita City Charter, and as created by a professional team of City coworkers at my direction. This letter provides a summary of the (1) 2023 Budget Highlights, (2) 2022 year in review, (3) and a financial overview of the City.

### 2023 Proposed Budget Highlights

Following the 2022 Municipal Election, City Council and staff have updated the [strategic plan](#), which outlines goals and priorities for the City for the next two - four years, and is updated every two years. The 2023 Proposed Budget includes key projects and policies regarding the goals outlined in the strategic plan. Highlights include, but are not limited to:

- **Building Inspections Program** - Creation of a new Building Inspections division in the Planning & Development Department. For the first year of the program, it is budgeted to have three full time employees (2.75 full-time equivalents) – a Chief Building Official, and two Building Inspectors. This change will result in the City of Fruita being a one-stop shop for residential and business development in Fruita focusing on an increased level of service for development.
- **Quality of City Streets and Traffic Flow Management** – In the 2021 Community Survey, the top two goals of the community were to focus on the quality of City streets and managing traffic flow and congestion. The 2023 Budget includes, out of current year revenues, the following projects with these goals in mind:
  - A total of 10% of current year revenues devoted to capital projects, including:
    - **South Mesa Street Improvements** – Significant improvements to S. Mesa Street (between Circle Park and Highway 6&50), focused on traffic calming, multi-modal transportation, and pedestrian safety.
    - **Road Overlays** - \$300,000, in addition to overlays tied to the Pine Street Bridge and South Mesa projects.
    - **First Steps in the 19 Road Widening Project** - \$400,000 specifically for right-of-way acquisition. As the east side of Fruita continues to develop, making these improvements to 19 Road will be key for traffic safety and flow of traffic. As outlined in the strategic plan, this is the first step to making road improvements to 19 Road with construction anticipated to begin in 2024.
    - **Additional Projects:**
      - \$150,000 for chips sealing Fruita roads in partnership with Mesa County,
      - \$100,00 for the sidewalk replacement program,
      - \$80,000 for various road repairs and patching,
      - \$63,400 for a third-party to rate quality/condition of City streets (partially offset by a \$25,000 grant from the

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- Colorado Department of Local Affairs, Energy Impact Program), and
    - \$60,000 in contracted services for street striping.
- **Capital Projects** – The following capital projects from 2022 are carrying over to 2023 due current delays with grant funding, labor, and material shortages, etc.
  - The Maple Street Bridge Replacement – Right-of-Way Acquisition (reduced scope from the prior year)
  - Reed Park Renovation funded through funds from the Conservation Trust Fund, the General Fund, and impact fees designated for Parks, Open Spaces, and Trails.
  - Middle-Mile Broadband project, which is funded through ARPA Funds and a grant from the Colorado Department of Local Affairs.
  - Installation of two, level III Electric Vehicle Chargers, at the Fruita Civic Center.
  - Mulberry Outdoor Dining Space Construction.
- **Personnel**
  - Continued implementation of the City of Fruita’s market-based pay plan, which was finalized in January of 2022. All full-time employees are budgeted to receive market and performance increases (see Policies & Procedures section for further detail in addition to each department budget summary).
  - 10% increase in most part-time staff due to the increase in minimum wage.
  - 3% increase in Health Insurance costs.
  - Creation of the Building Inspections Division as described earlier.
  - Addition of one Police Officer.
  - A reorganization to reclassify the Assistant to the City Manager position to the Assistant City Manager, who will oversee the City’s budget, tourism marketing efforts and the Administration Department (Finance, Human Resources, Information Technology, and the City Clerk’s Office).
  - Adding an Administrative Technician/Specialist to assist the City Manager’s Office and the Administration Department.
  - Converting a seasonal Parks Worker I, to a permanent Part-Time Parks Worker to help with recruiting and keeping the position filled.
  - Continued funding of the 1.5% match program for employees who opt in the City’s 457 program (this is, in addition to, the 4.5% that the City already contributes to employee retirement funds)
- **Public Safety**
  - The cost of the Grand Junction Regional Communications Center is budgeted to increase to \$300,000 per year.
  - Use of public safety fund balance to fund one-time purchases of capital equipment for the Police Department.
  - Continued emphasis on proactive engagement and community policing with addition of one Police Officer.
- **Quality of Place and Community Wellness**
  - \$50,000 is included in the 2023 budget for the construction of a Dog Park on the southside of Fruita, located next to the Dinosaur Journey Museum.

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- \$63,000 for the replacement of the playground equipment at Prospector Park (reappropriated from 2022).
- Adding funds to contracted service for trash collections at Fruita Parks and Trails, which will free up time spent for Parks Workers and allow them to work on more technical demands.
- In 2023, Fruita Parks and Recreation staff are also committed to maintaining and expanding options for guests at the Fruita Community Center. Highlights from the Fruita Community Center fund includes:
  - \$850,000, one-time use of fund balance, to build a new slide for the Indoor Pool that was planned with the original construction of the facility.
  - Necessary replacements of aquatic and fitness equipment for the facility.
- **Sewer Projects**
  - The City of Fruita is also making necessary and important improvements to the City's sewer system in the 2023 Budget. Highlights include:
    - Finalizing the design of and construction of the aeration system at the Wastewater Reclamation Facility. This will allow, when needed, the facility to turn on the second ditch to accommodate increased use and growth in Fruita in the future.
    - Repairing sewer lines and manholes that have been damaged due to H2S Gas (a reappropriated project from 2022).
    - Replacing aging sewer lines along S. Mesa Street in downtown Fruita.

## 2022 Year in Review

It is an honor to serve the community in this capacity and to work with such a dedicated, professional, and creative team of coworkers. We appreciate City Council's direction and most especially our community's values and priorities, as detailed in the Fruita in Motion Comprehensive Plan, subsequent master plans and the strategic plan. These values and priorities provide the foundation in which we make operational decisions. Throughout this budget document, in each program, is a full list of accomplishments. Below are a few:

Some highlights of 2022 accomplishments include, but are not limited to:

- Oversaw and administered the 2022 Municipal Election.
- Creation of the 2022 – 2026 [Strategic Plan](#).
- Completion of numerous goals identified in the 2020 Fruita in Motion Comprehensive Plan found in the scorecard linked [here](#).
- Completed the second State of the City Video, highlighting key priorities areas for Fruita in the future, including housing, broadband, communications, and more.
- Added three new positions, a Communications and Engagement Specialist that has expanded and improved the City's communication efforts, an Engineering Technician to help with the increased work of the Engineering Department, and a full-time Parks Worker.
- Awarded many grants, including:
  - \$1.7 from the Colorado Department of Transportation Revitalizing Main Streets program for the S. Mesa Street project.
  - \$75,000 from the Colorado Energy Office for the EV Charging Stations project.



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- \$20,000 from the Colorado Tourism Office to build 3-4 miles of singletrack-level trail at the North Fruita Desert.
- Received a grant from Great Outdoors Colorado to start trail building as part of the North Fruita Desert Master Plan.
- \$364,000 awarded from the Colorado Department of Local Affairs for the Middle-Mile Broadband Project.
- \$600,000 awarded from the Colorado Department of Local Affairs, Energy Impact program, for H2S mitigation in City sewer lines and manholes.
- Received \$25,000 from the Colorado Department of Local Affairs, Energy Impact Program for Asset Inventory, to contract a third-party to complete evaluations of Fruita streets (project included in the 2023 Budget)
- Adopted the Multi-Modal Circulation Master Plan.
- Gathered community feedback and completed design work for the North Mulberry Street Outdoor Project.
- Completed a redesign of the Fruita Tourism Marketing website gofruita.com.
- Implemented a new online registration software for the Fruita Community Center and recreation programs.
- Installed a new sewer line and manholes along highway 6 and 50 between Plum Street and Grand Avenue.
- Installed a new pool filter system at the Fruita Community Center to continue providing safe services to the community.
- A priority of the community in the community survey, expanded communication efforts for the City of Fruita. Launched the Discover Fruita Radio Show and Podcast, expanded social media efforts, and improved internal communication by creating an employee intranet and monthly newsletter.
- Worked with the City Council on housing projects and initiatives, identified potential paths forward to address housing gaps in the community.

This list is only a sample of some, but not all the accomplishments in 2022. Highlights of accomplishments by area of operation are contained in this document. As noted, each year, 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*

## Financial Outlook

For the sixth year in a row, Fruita's local economy is estimated to have a record-breaking year in the collection of City's sales tax collections. While a portion of this growth can be attributed to inflation and increased costs of basic necessities and supplies, Fruita has seen sustained growth over the last several years in the local economy. At the time of this letter, we have received City sales tax data through September 2022, and we are trending 9% higher than the same period in our record year of 2021. Following the best year ever for lodging tax collections in 2021, lodging tax revenues are trending consistent with last year.

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A snapshot of fiscal indicators includes the following.

- City Sales tax revenues are trending 9% higher in 2022 than 2021 (2021 was 14% higher than 2020).
- County sales tax revenues are trending 10% higher in 2022 over 2021 (2021 was 21% higher than 2020).
- Use tax on vehicles is trending at an increase of 1% in 2022 over 2021 (2021 was the City's best year for collections on use taxes on motor vehicles, at \$842,000 collected).
- Use tax on building materials is trending at an increase of 45% over 2021 (2021 was slightly above 2020).
- Lodging tax is trending 1% higher in 2022 over 2021 (2021 was a record-breaking year for lodging tax collections, as 2021 collections were 92% above 2020)
- The County-wide public safety tax passed in the November 2017 election relieving the burden of funding the 911 Communication Center is trending 9% higher in 2022 over 2021. These funds have assisted in the expenses of an additional officer in 2021 and 2022 and the implementation of body-worn cameras.

With the Strategic Plan in hand, this proposed budget continues to improve in areas of priority to our residents. 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, including goals and performance measures. The Budget Overview section provides a helpful summary of all funds.

We begin 2023, having completed and executed an incredible amount of community engagement, long-term planning and focus on implementing priorities. We continue to reflect on the same giant flywheel which 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.

Respectfully Submitted,

Mike Bennett  
City Manager

# Introduction

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## ELECTED OFFICIALS

The City of Fruita is a Home Rule City with a Council-Manager form of government. The six-member elected City Council makes policy decisions and enacts legislation while a professional City Manager carries out the council's policies and administers the city government. The Mayor is the political head of city government, presiding over City Council meetings, representing the City at public functions and exercising other powers. For additional information on Mayor and City Council terms of office and powers and duties, refer to the [Fruita City Charter](#).



Joel Kincaid  
Mayor



Matthew Breman  
Mayor Pro Tem



Ken Kreie  
City Councilor



Aaron Hancey  
City Councilor



Jeannine Purser  
City Councilor



Amy Miller  
City Councilor



James Williams  
City Councilor



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## STAFF OFFICIALS

Michael Bennett, City Manager

Dave Krouse, Chief of Police

Dan Caris, Planning and Development Director

Kimberly Bullen, Public Works Director

Marc Mancuso, Parks and Recreation Director

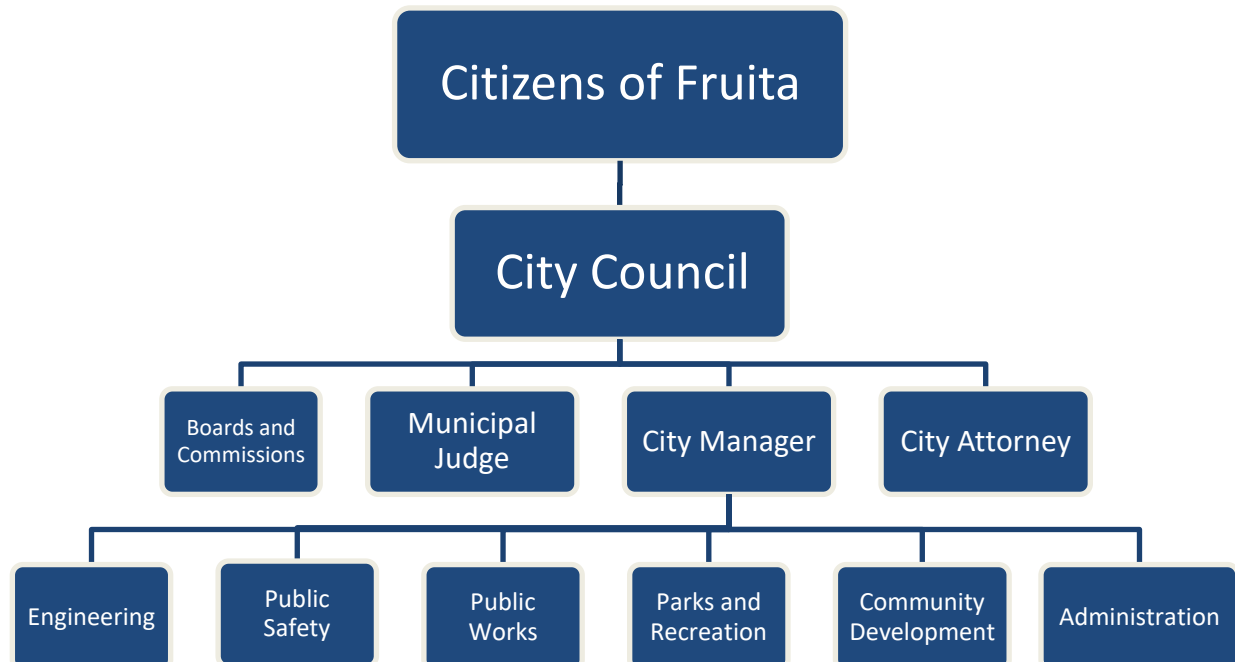
Sam Atkins, City Engineer

Odette Brach, Human Resource Director

Margaret Sell, City Clerk/Finance Director

Shannon Vassen, Assistant to the City Manager

## Organizational Chart



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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*

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## 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.



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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. *Photo courtesy of Museums of Western Colorado.*





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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. Summertime brings the **Rimrock Rodeo** to Fruita with weekly rodeo events.

The **Adobe Creek National Golf Course** is nestled against the backdrop of the scenic Colorado

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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.

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 is an international destination for mountain biking and cycling and is a gateway or jumping off point for the Colorado National Monument, Moab and other national parks. These visitors have economic impacts in local restaurants, hotels, short term rentals, bike shops, and other specialty



# Introduction

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retailers. Fruita has developed a brand and community identity around cycling and other outdoor recreation. Fruita's approach to economic development focuses on expanding existing businesses while also making Fruita an attractive place to live and do business. Rather than compete with Grand Junction, Fruita is strategic in recruiting businesses that are well-suited for the Fruita community. Fruita is experiencing an increase in remote workers who live and work in Fruita but are tied to other employers or other regional economies through communications technology. The majority of employed Fruita residents work in Grand Junction—between 55–60%. A few large employers are located in Fruita including FHE and Family Health West.

## **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, the new Monument Ridge Elementary which opened in 2020, the Fruita Middle School, Fruita 8/9 School, and Fruita Monument High School. The City of Fruita is located in Mesa County School District #51.

Health services include doctors, dentists, opticians, chiropractors, pain management and orthopedic services. Colorado Canyons Hospital and Medical Center (Family Health West) continues to expand their offerings. 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

<b>PEOPLE</b>		
Population estimates, July 1, 2021, (V2021)		13,508
Population estimates base, April 1, 2020, (V2021)		13,365
Population, percent change - April 1, 2020 (estimates base) to July 1, 2021, (V2021)		1.1%
Population, Census, April 1, 2020		13,395
Population, Census, April 1, 2010		12,646
<b>AGE AND SEX</b>		
Persons under 5 years, percent		6.20%
Persons under 18 years, percent		28.30%
Persons 65 years and over, percent		18.30%
Female persons, percent		53.60%
<b>RACE AND HISPANIC ORIGIN</b>		
White alone, percent		91.60%
Black or African American alone, percent	(a)	1.00%
American Indian and Alaska Native alone, percent	(a)	2.90%
Asian alone, percent	(a)	0.50%
Native Hawaiian and Other Pacific Islander alone, percent	(a)	0.00%
Two or More Races, percent		2.10%
Hispanic or Latino, percent	(b)	8.60%
White alone, not Hispanic or Latino, percent		85.50%
<b>POPULATION CHARACTERISTICS</b>		
Veterans, 2016-2020		958
Foreign born persons, percent, 2016-2020		1.0%
<b>HOUSING</b>		
Owner-occupied housing unit rate, 2016-2020		70.10%
Median value of owner-occupied housing units, 2016-2020		\$245,100
Median selected monthly owner costs -with a mortgage, 2016-2020		\$1,332
Median selected monthly owner costs -without a mortgage, 2016-2020		\$358
Median gross rent, 2016-2020		\$1,204
<b>FAMILIES AND LIVING ARRANGEMENTS</b>		
Households, 2016-2020		4,892
Persons per household, 2016-2020		2.86
Living in same house 1 year ago, percent of persons age 1 year+, 2016-2020		86.20%

# Introduction

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Language other than English spoken at home, percent of persons age 5 years+, 2016-2020	7.6%
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## COMPUTER AND INTERNET USE

Households with a computer, percent, 2016-2020	93.20%
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Households with a broadband Internet subscription, percent, 2016-2020	86.70%
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## EDUCATION

High school graduate or higher, percent of persons age 25 years+, 2016-2020	90.10%
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Bachelor's degree or higher, percent of persons age 25 years+, 2016-2020	21.60%
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## HEALTH

With a disability, under age 65 years, percent, 2016-2020	5.00%
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Persons without health insurance, under age 65 years, percent	11.10%
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## ECONOMY

In civilian labor force, total, percent of population age 16 years+, 2016-2020	62.7%
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In civilian labor force, female, percent of population age 16 years+, 2015-2019	59.60%
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Total accommodation and food services sales, 2017 (\$1,000)	(c)	21,638
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Total retail sales, 2017 (\$1,000)	(c)	102,231
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Total retail sales per capita, 2017	(c)	\$7,323
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## TRANSPORTATION

Mean travel time to work (minutes), workers age 16 years+, 2016-2020	19.0
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## INCOME AND POVERTY

Median household income (in 2019 dollars), 2016-2020	\$50,800
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Per capita income in past 12 months (in 2020 dollars), 2016-2020	\$23,047
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Persons in poverty, percent	11.0%
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## BUSINESSES

All firms, 2012	1,019
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Men-owned firms, 2012	502
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Women-owned firms, 2012	391
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Minority-owned firms, 2012	80
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Nonminority-owned firms, 2012	882
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Veteran-owned firms, 2012	105
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Nonveteran-owned firms, 2012	828
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Population per square mile, 2010	1,777
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Land area in square miles, 2010	7.12
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FIPS Code	"0828745"
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# Introduction

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NOTE: FIPS Code values are enclosed in quotes to ensure leading zeros remain intact.

## **Fact Notes**

(a) Includes persons reporting only one race

Hispanics may be of any race, so also are included in applicable

(b) race categories

Economic Census - Puerto Rico data are not comparable to U.S.

(c) Economic Census data

# Introduction

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## Important Digital Resources

The City of Fruita has a variety of online resources to help keep the community informed on city information. Please use these tools to find the information you need, when you need it.

### **City of Fruita Website**

The City of Fruita website ([www.fruita.org](http://www.fruita.org)) offers access to more information on the city's finances including financial statements, budget information, sales, use, and lodging tax information.

### **Comprehensive Plan, Strategic Plans, and Master Plans**

- [2020 Fruita in Motion Comprehensive Plan](#)
- [Fruita Land Use Code](#)
- [2022 Fruita Circulation Plan](#)
- [Civic Center Memorial Park and Downtown Streetscape Improvements](#)
- [Fruita Parks, Health, Recreation, Open Space, and Trails \(PHROST\) Master Plan](#)

### **Stay Updated and Other Digital Resources**

- [Weekly Information Update](#) – Sign up to receive the city's weekly update in your email inbox.
- [Digital Version of the City Link](#) – Check out the digital version of the quarterly newsletter mailer.
- [Fruita Parks and Recreation Website](#)

### **Follow the City of Fruita on Social Media**



#### **Facebook**

- City of Fruita - [@cityoffruita](#)
- Fruita Police - [@fruitapolicedepartment](#)
- Fruita Parks and Recreation - [@fruitaparksandrec](#)
- Go Fruita (Tourism) - [@GoFruita](#)



#### **Instagram**

- City of Fruita - [@cityoffruita](#)
- Fruita Parks and Recreation - [@fruitaparksandrec](#)
- Go Fruita (Tourism) - [@GoFruita](#)



#### **Nextdoor**

- City of Fruita - [@cityoffruita](#)



#### **YouTube**

- [Fruita.TV](#)

To explore the various ways the City of Fruita communicates and engages with the community, please visit [fruita.org/communications](http://fruita.org/communications).

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Budget Process

Fund Types

Basis of Budget and Accounting

Budget Policies

City Goals and Core Values

Pay and Compensation Plan



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# Policies and Procedures

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## **BUDGET PROCESS**

The budget is the plan by which financial policy is made, implemented and controlled. The City Charter, State Constitution and state laws provide the basic legal requirements and time-lines for the 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.

Considerations for budget development include:

- Assess community needs, priorities, challenges and opportunities to ensure that resources are directed in a manner consistent with this assessment. Available tools including citizen survey, action plan and community plan.
- Evaluate community condition, external factors, opportunities and challenges to gain understanding of issues and trends affecting the City. This can include economic and financial factors, demographic trends, legal or regulatory issues, social and cultural trends, intergovernmental issues, technological change and physical and environmental factors
- Assess services, programs and capital assets and identify issues, needs, opportunities and challenges.
- Evaluate strengths and weaknesses of the organizational structure and provision of internal needs and support systems.

# Policies and Procedures

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## **BUDGET CALENDAR**

### Jan-May

Capital Projects. Departments work on preparation of capital project requests including updates to existing projects in the 5-year CIP and addition of new projects. A CIP Project Request Form shall be completed/updated for each project and include a project description, justification, cost, funding source(s), year proposed and impact of the project on operating budgets. Requests are submitted to the Engineering Department by June 1 for review and prioritization by the Capital Projects Review Team.

### May - June

Capital Projects Review Team – Review, evaluate prioritize capital projects and make recommendations to the City Manager.

Leadership Team – General budget discussions regarding significant changes, challenges, and opportunities; submit personnel and reclassification requests, requests for capital equipment including IT needs and coordination of vehicle and equipment replacement with fleet division, review of budget calendar.

Human Resources – Conduct market survey (every other year) and make recommendations on pay plan and classifications to the City Manager/Finance

Budget Team – Distribution of budget forms and instructions to departments.

### July

Department Heads meeting with City Manager's Office and Finance

- Review of current year's budget
- Discussion of following year's budget – needs, challenges, opportunities, changes
- Update on status of performance measures and additions, deletions to performance measures.

City Council Workshop -

- Overview of budget process and budget calendar
- General budget discussions, significant changes, challenges, opportunities.

Budget Team – Prepare revenue estimates

Department Heads – Deadline to enter operating budget requests, capital equipment requests, personnel requests, and submit draft narratives to Finance

### August

City Manager's Office/Finance/Department Heads. Individual department review of budget request. Prepare draft budget.

# Policies and Procedures

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City Manager/Budget Team – Evaluate revenue and expenditures options to present balanced operating budget to City Council and communicate changes to Department heads.

City Manager reviews recommendations and makes final recommendations on inclusion of capital projects in the proposed budget and 5-year CIP

Engineering – Prepare 5 year CIP

## September

Department Heads – Update/modify narratives as necessary to reflect any changes to requested budget

Budget Team. Prepare draft budget and present to City Council for review at workshop

City Council workshop – overview of proposed budget

## October.

Presentations and discussions on draft budget with City Council

## November.

Public Hearing on proposed budget

## December.

Final Adoption of Budget, Fees and Charges, and Property Tax Mill Levy.

# Policies and Procedures

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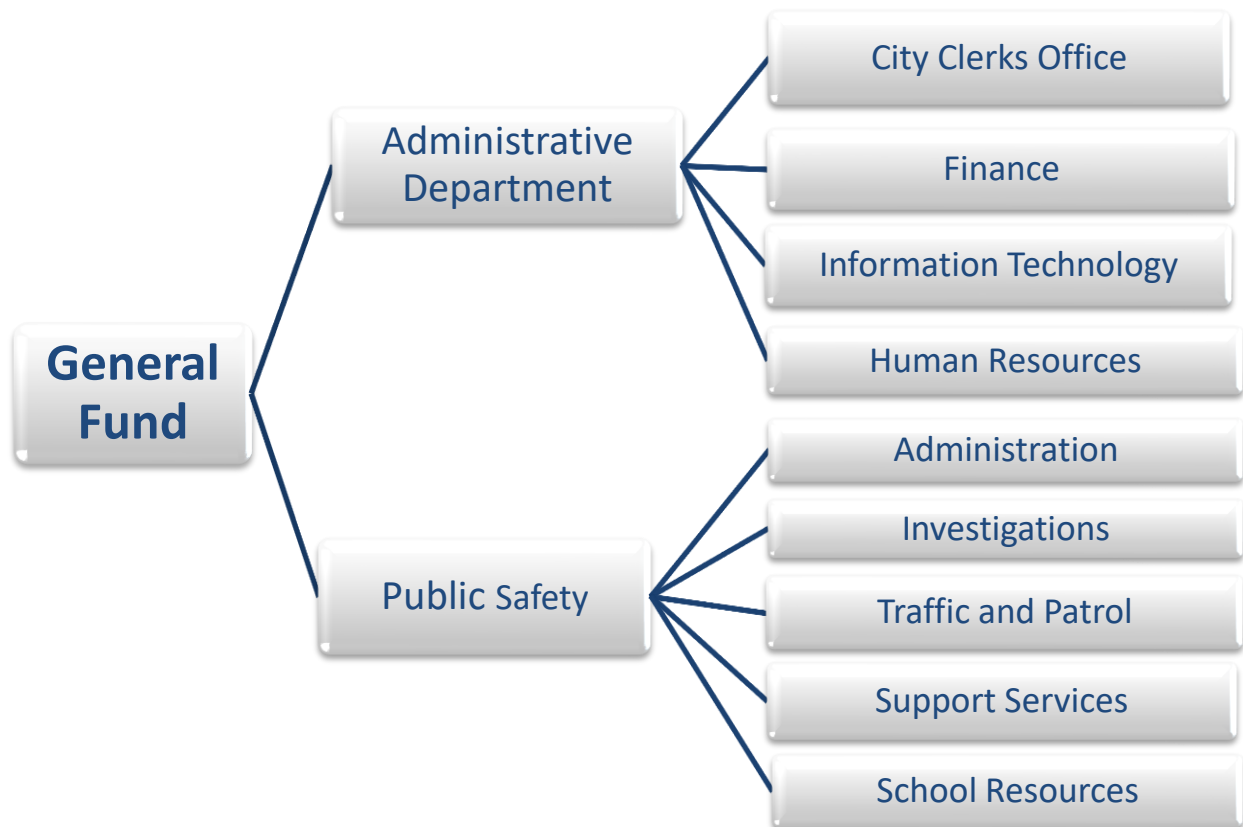
## **BUDGET GUIDE**

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.

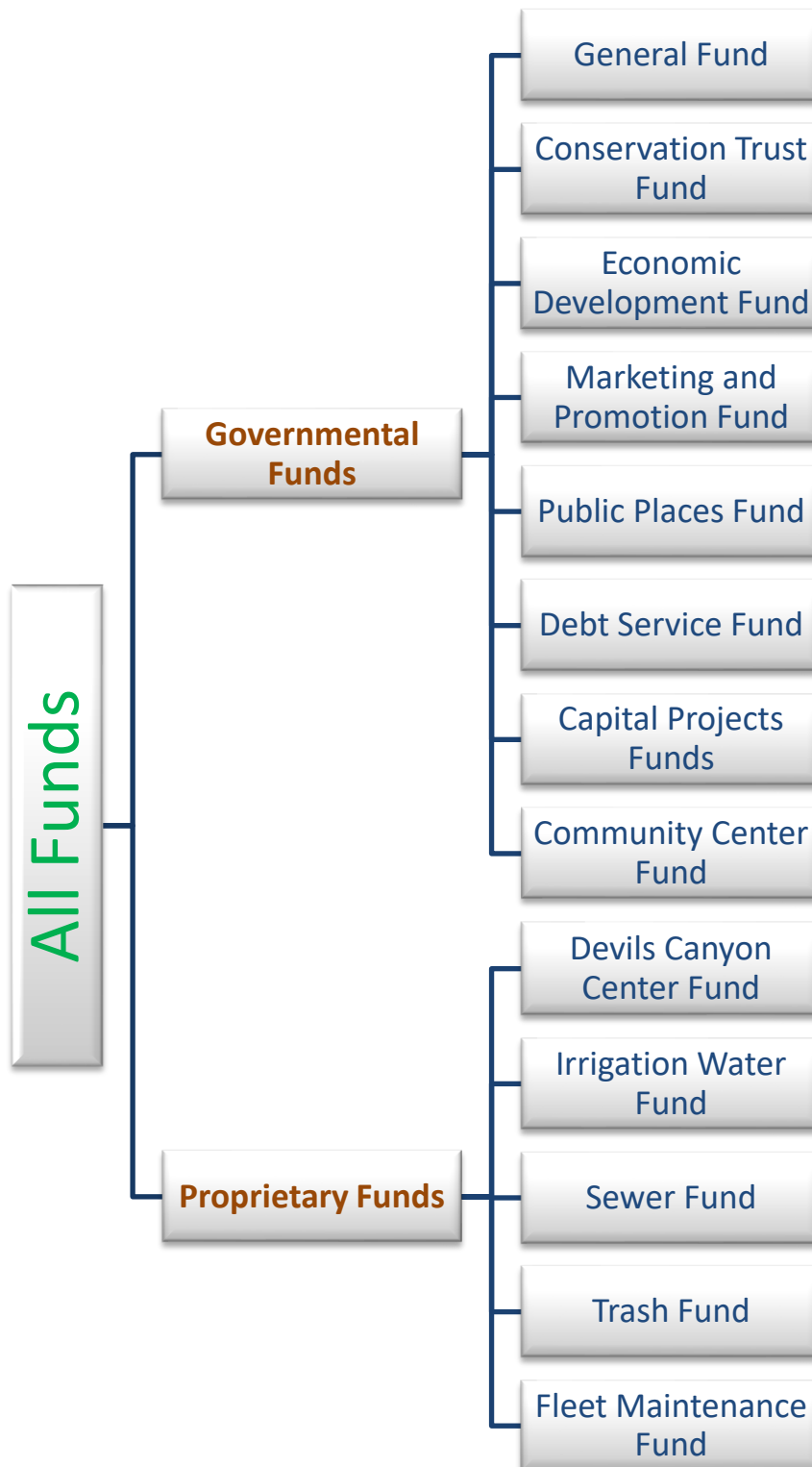
Each FUND contains a summary of all fund expenditures, each DEPARTMENT contains a summary of the program expenditures and each PROGRAM contains a summary of the program expenses, a narrative on the purpose of the program, goals and objectives, performance measurements, prior year accomplishments, current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

### **Example:**



# Policies and Procedures

## FUND TYPES





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## **Governmental Funds**

General Fund (110): 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.

Conservation Trust Fund (121): 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.

Economic Development Fund (124): The Economic Development Fund is used to retain, attract and maintain the types of businesses that contribute positively to the local economy. The voter's approved the 3% increase in lodger's tax in April 2020 with an effective date of January 1, 2021 with revenues to be distributed among the Economic Development Fund and the Public Spaces Fund as deemed appropriate by the City Council. The remaining 3% of the total 6% lodger's tax is allocated to the Marketing and Promotion Fund.

Marketing and Promotion Fund (125): The Marketing and Promotion Fund is used to account for the revenues and expenses associated with the 3% 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.

Public Places Fund (126): The Public Places Fund (Parks, Trails, Open Space and Public Places Fund) is used to finance the acquisition, construction and maintenance of open space, trails, and public places within and outside the City. The Public Places Fund, along with the Economic Development Fund, were created in 2020 to account for the 3% increase in lodger's tax revenues received by the City. The remaining 3% of the total 6% lodger's tax is allocated to the Marketing and Promotion Fund.

Community Center Fund (127): 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.

Capital Projects Fund (130): The Capital Projects Fund is used to account for the construction of capital projects and facilities not associated with specific enterprise or proprietary funds.

Debt Service Fund (140): 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.

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## **Proprietary Funds**

Devils Canyon Center Fund (210): 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 (211): 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 (212): 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 (215): 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 for the service are the only revenue source for this fund.

Fleet Maintenance Fund (220): 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. Proprietary funds are maintained on a full accrual basis.

## **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.

# Policies and Procedures

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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 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**

A top priority of the City Council is to keep the City in good fiscal health. Revenue projections are conservative and authorized expenditures are closely monitored. In stable economic times, the combination of these two strategies lead to revenue collections higher than actual expenditures. The accumulation of these fund balances and reserves protects the City from uncontrollable increases in expenditures or unforeseen reductions in revenue, or a combination of the two. It also allows for the prudent financing of capital construction and replacement projects.

Restricted Fund Balances. Reserves that are required by law or contract are considered restricted and are not available for other uses. The City has the following restricted fund balances.

*General Fund TABOR Emergency Reserves.* An emergency reserve in the amount of 3% of the Fiscal Year Spending Limit, excluding debt service, as required by 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

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in salaries and benefits.

*General Fund Public Safety Reserves.* Mesa County voters approved a Public Safety Tax of .37% on November 7, 2017. The Fruita Police Department receives 4.01% of the public safety tax collected by Mesa County for the purpose of public safety needs. The City of Fruita has dedicated this tax to the payment of charges for the Dispatch Communication Center with any additional revenues used for other public safety needs. Funds received, but not used are placed in the public safety reserve for future use. The 2023 Budget includes use of these funds of \$550,000 and use of fund balance for two police officer positions in the amount of \$195,352, Dispatch fees of \$300,000, and \$55,000 in capital equipment purchases. The estimated year end fund balance of public safety dollars is estimated at \$433,000.

*Bond and Loan Reserves.* The City of Fruita is required, pursuant to loan and bond documents, to set aside funds for long-term debt as follows:

- *Sewer Fund* - This reserve is required pursuant to the Loan for the Wastewater Reclamation Facility from the Colorado Water Resources and Power Development Authority (CWRPDA). An *Operations and Maintenance Reserve Fund* is required in the amount of 3 months (25%) of operation and maintenance expenses, excluding depreciation as set forth in the current fiscal year and a *Special Fund* for the deposit of revenues in equal monthly amounts of loan payments coming due.
- *Debt Service Reserve Fund* – This reserve is required pursuant to the Sales and Use Tax Revenue Refunding and Improvement Bonds, Series 2019 issued for the Fruita Community Center in the amount of \$748,200.

*Streets.* Interest earnings on chip and seal fees collected from developers are restricted in use for the purpose for which they are were collected pursuant to 29-1-803 C.R.S.

Committed Fund Balances. Committed fund balances represent a self-imposed limitation on the use of fund balances and requires approval of the City Council to use these balances or change the funding policy.

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. Any use of operating reserves shall be approved by the Fruita City Council and should be replaced as soon as possible after use in order to avoid negative impacts on the City's fiscal stability and cash flow management. Operating reserves are maintained in the General Fund and Community Center Fund in an amount equal to 25% of the current years' operating expenses, excluding capital equipment and transfers to other funds.

Assigned Fund Balances. Assigned fund balances represents intentional constraints placed on resources within fund balance. Authority to identify intended use of assigned funds is delegated to the City Manager or his designee.

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*Capital Equipment Replacement Fund (CERF).* The CERF reserve amounts are based on a 10  
City of Fruita 2023 Budget

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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. The following are 2023 annual funding requirements and uses for the CERF.

- General Fund - \$400,000 annual funding – The 2023 Budget includes \$324,000 budgeted for replacement of equipment with a \$76,000 addition to the reserve for a balance of \$1,567,103 at year end.
- Community Center Fund - \$10,300 annual funding – The 2023 Budget includes a vehicle equipment replacement reserve with the addition of \$10,300 to the reserve for a total reserve amount of \$27,400 at year end. The 2023 Budget also includes the replacement of one vehicle at the Fruita Community Center.
- Irrigation Water Fund - \$3,200 annual funding – The 2023 Budget includes a vehicle equipment replacement reserve with the addition of \$3,200 to the reserve for a total reserve amount of \$9,600 at year end.
- Sewer Fund - \$59,000 annual funding – The 2023 Budget includes a \$59,000 addition to the CERF for replacement of vehicles and equipment for a total reserve amount of \$529,308 at year end.

*Building and Equipment Replacement Reserve.* These funds are set aside for the purpose of acquiring equipment and building improvements for the Community Center and Wastewater Reclamation Facilities.

- Community Center Fund - \$1,000,000 total funding – The funding goal of \$1,000,000 was reached in 2019 and provides \$1 million for future facility improvements.
- Sewer Fund - \$750,000 total funding - A *Wastewater Treatment Plant and equipment* reserve is established for emergency and future replacement of equipment at the wastewater reclamation facility at a base amount of \$750,00. The 2023 Budget includes no changes in this reserve.

*Health Insurance Reserve.* This reserve was established with refunds received by the City for lower than anticipated health insurance claims as part of a risk/reward health insurance program. These funds are designated for the purpose of offsetting health insurance costs or supplemental health insurance programs. The reserve amount is \$328,468 at year end.

## Other Assigned Fund Balances.

- General Fund – Other assigned fund balances in the General Fund in the amount of \$57,736 include:
  - Art Acquisition Fund – Funds raised by the Arts and Culture Board and other

# Policies and Procedures

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- donations for the purpose of acquiring public art
- Scholarship Program – Revenues from \$1 surcharge on all recreation program activities for funding scholarships for recreation programs, activities, and admissions for those unable to otherwise afford these programs.
- War Memorial Maintenance – Fund created with the creation of the Vietnam War Memorial located at the Colorado Welcome Center for future maintenance costs associated with the memorial.
- Court Appointed Counsel – Revenues from a Misdemeanor Fee to offset costs of court appointed counsel in Municipal Court.
- Sewer Fund – Other assigned fund balances in the Sewer Fund include:
  - Future expansion – Beginning in 2022, the plant investment fees are assigned for future expansion and improvements to the sewer collection and treatment system. Based on estimated actuals for 2022, \$525,000 is assigned for future expansion in the 2023 Budget.

Unassigned Fund Balance. This is the residual classification of the General Fund and includes all spendable amounts not included in other classifications.

## **Capital Policies**

Capital expenditures are defined as expenses on items which have a useful life in excess of three 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 \$50,000 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 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 including vehicles, mobile equipment, office equipment, furniture, fixtures, computer hardware and software, artwork, building equipment and furnishings, and equipment necessary for operations. 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. The Capital Improvement Plan (CIP) of the City is a long-term planning tool intended to allow for prioritization, financing coordination including grant opportunities, and timely design of projects and programs to better serve the citizens

# Policies and Procedures

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of Fruita. The 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 project.

## Capital Funding Policy.

- General Fund - The goal of the City's capital funding policy is to dedicate 10% of current year General Fund revenues, excluding one-time/non-recurring revenues, to capital funding. This includes funding of new capital equipment and transfers for capital projects. Additionally, unassigned fund balance in the General Fund may be used to fund capital projects.
- Sewer Fund – Plant investment fees collected for wastewater treatment and collection are set aside for future expansion of the treatment and collection system.

## 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.

## Revenue Policies

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



# Policies and Procedures

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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.

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 Community Survey (conducted every four years) 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 for unanticipated expenses are to be approved by the City Council.

## **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.

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City of Fruita

2023 Budget

# Policies and Procedures

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**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.

**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.

# Policies and Procedures

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## **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.

**Transparent**—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.

**Authentic**—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.

# Policies and Procedures

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## PAY AND COMPENSATION PLAN

The 2023 Budget applies the City of Fruita Compensation Plan Guidelines finalized in January 2022 (found in the Appendix), following extensive work since 2018. The plan applies a market-based approach while incorporating performance ratings to move within the market range for each position. As a member of the Colorado Municipal League (CML), the City receives annual data sets comparing municipal pay for positions across the state in nearly every municipality. Fruita positions' job descriptions have been matched with like positions in the CML data sets for accurate comparisons. Considering differences in cost of living and size of the comparable municipalities (from the smallest to the largest) the City of Fruita market range is 85 – 100 percent of the CML average. Leadership compensation, including the department directors, incorporates a wider market range set by averaging the CML survey data for each director position.

Analyzing the market comparisons in 2018, the City recognized that the majority of positions were being paid below the market range. Efforts have been made each year since to bring positions within the market range (i.e. experience in the duties of the job being a minimum of 90 percent of the CML average and those qualifying for the positions without or with little experience being compensated between 85 – 90 percent of the CML average).

The 2023 Budget applies compensation increases in the following manner. First, individual positions are adjusted based on the market adjustment for each position. This adjusts the position's pay on the market change only if the market increased, and therefore keeping the position at the same place within the market it was the year prior. To move up in the market range, each position is given either a 3 percent increase if the person received a "Successful" employee development assessment evaluating their annual performance, or a 5 percent increase if the person received a "Exceeds Expectations" evaluation. Of the 86 positions (full-time employees and select part-time employees) this applied to, 73 received the Successful rating and 13 received the Exceeds rating.

Overall, in the 2023 Budget, current total salary expenses are budgeted to increase 7.76% between the market adjustment and performance increases, and also includes a 10% increase for minimum wage or recreation part-time positions, for a total of \$437,701 in increases organization wide. The adjustments for current positions, for all funds, is as follows:

2023 Market Adjustments & Minimum Wage Increase - \$288,678  
Performance Increases - \$149,023

For employees with more than five years of experience, the percentage of pay to the market is 95 percent. For employees with less than five years of experience, the average percentage of pay to the market is 90 percent.

# Budget Overview

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# Budget Overview

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# Budget Overview

## SUMMARY OF ALL FUNDS

Revenues for all funds for 2023 are budgeted at \$33.1 million and expenditures are budgeted at \$34.3 million (including transfers of \$4.2 million). The 2023 Budget includes the use of \$2.8 million in available funds.

### SUMMARY BY SOURCE/USE

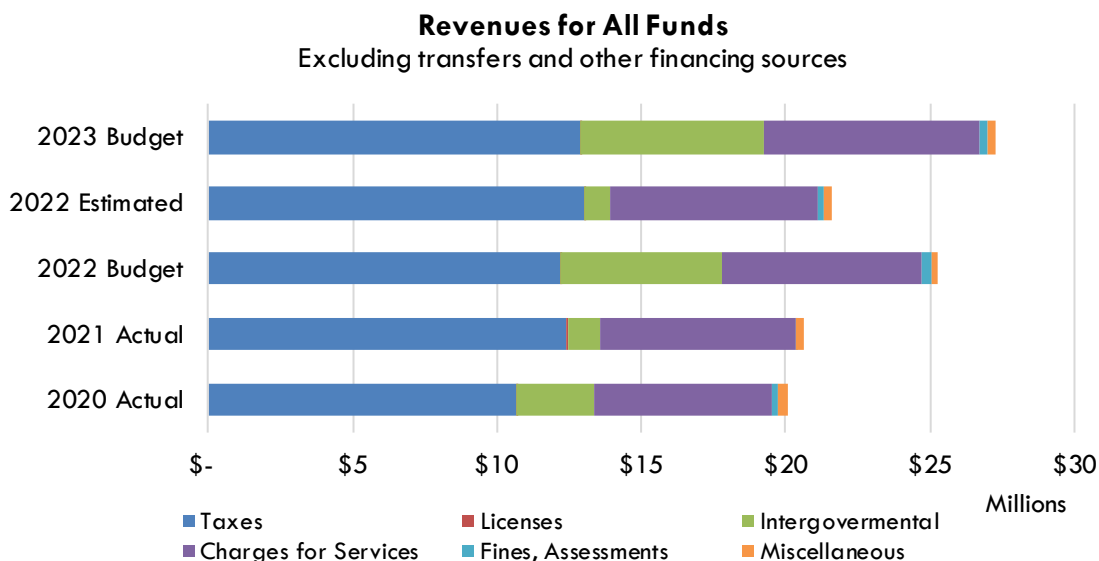
	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>Revenues</b>						
Taxes	\$10,664,466	\$12,419,401	\$ 12,184,300	\$ 12,995,550	\$12,857,000	-1%
Licenses	31,610	41,938	32,700	34,000	50,500	49%
Intergovernmental	2,677,806	1,131,327	5,564,500	922,120	6,375,500	591%
Charges for Services	6,173,201	6,742,235	6,910,400	7,155,660	7,455,900	4%
Fines, Assessments	177,355	28,684	343,200	200,800	242,900	21%
Miscellaneous	332,776	255,882	247,350	264,780	322,350	22%
Subtotal - Revenues	\$20,057,214	\$20,619,467	\$ 25,282,450	\$ 21,572,910	\$27,304,150	27%
Transfers In	1,683,260	2,136,015	8,124,925	4,338,000	4,196,575	-3%
Other Financing Sources	8,972	125,441	-	75,565	-	-100%
<b>Total Revenues</b>	<b>\$21,749,446</b>	<b>\$22,880,923</b>	<b>\$ 33,407,375</b>	<b>\$ 25,986,475</b>	<b>\$31,500,725</b>	<b>21%</b>
<b>Expenses</b>						
Personnel, salaries	\$ 5,012,298	\$ 5,417,799	\$ 6,446,600	\$ 6,368,389	\$ 7,147,050	12%
Personnel, benefits	1,817,513	2,009,403	2,400,975	2,376,375	2,592,250	9%
Purchased Prof Svc	350,534	657,726	968,300	1,086,857	755,035	-31%
Purchased PropServices	1,082,019	1,066,842	1,418,420	1,322,253	1,648,125	25%
Other Purchased Services	1,474,592	1,647,974	1,716,850	1,718,282	1,952,850	14%
Supplies	1,220,828	1,329,071	1,515,000	1,531,737	1,728,920	13%
Contingency	-	-	2,215,005	223,830	422,150	89%
Special Projects	743,791	312,044	175,100	286,734	254,925	-11%
Subtotal - Operating Exp	\$11,701,575	\$12,440,859	\$ 16,856,250	\$ 14,914,457	\$16,501,305	11%
Capital Projects & Equip	3,911,573	2,294,407	11,217,675	4,703,172	11,635,780	147%
Debt Service	2,030,568	1,828,704	1,960,300	1,960,300	1,996,425	2%
Other Financing Uses	-	-	-	-	-	N/A
Transfers Out	1,683,260	2,136,015	8,124,925	4,338,000	4,196,575	-3%
<b>Total Expenses - All Funds</b>	<b>\$19,326,976</b>	<b>\$18,699,985</b>	<b>\$ 38,159,150</b>	<b>\$ 25,915,929</b>	<b>\$34,330,085</b>	<b>32%</b>
<b>Chg in Available Funds</b>	<b>\$ 2,422,470</b>	<b>\$ 4,180,938</b>	<b>\$ (4,751,775)</b>	<b>\$ 70,546</b>	<b>\$ (2,829,360)</b>	<b>-4111%</b>

# Budget Overview

## REVENUES AND EXPENSES

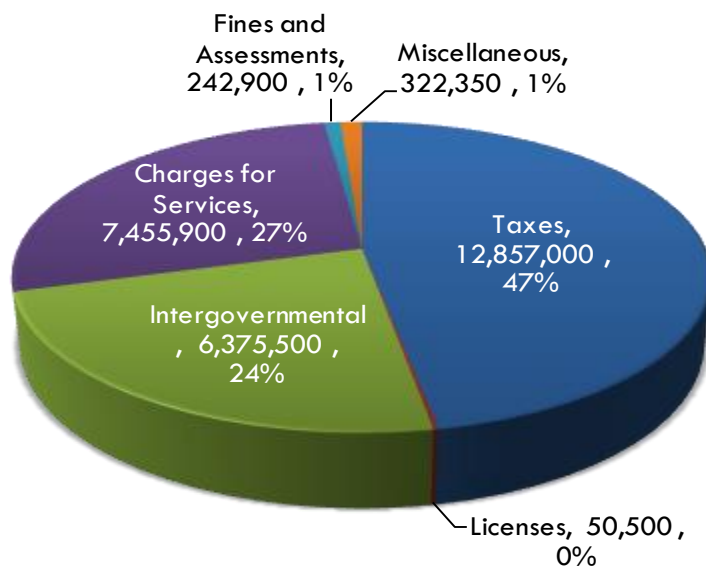
### Revenues

Revenues of \$27.3 million (excluding transfers from other funds and other financing sources) are budgeted to increase 8% in 2023 from the 2022 budgeted revenues and 27% from 2022 estimated revenues. The two most significant factors contributing to this increase are a 15% increase in intergovernmental revenues (grants) for capital projects.



The following graph shows the percentage of revenues from each major revenue source in 2023.

**2023 Revenues - \$27.3 million**  
Excludes Other Financing Sources and Transfers from Other Funds



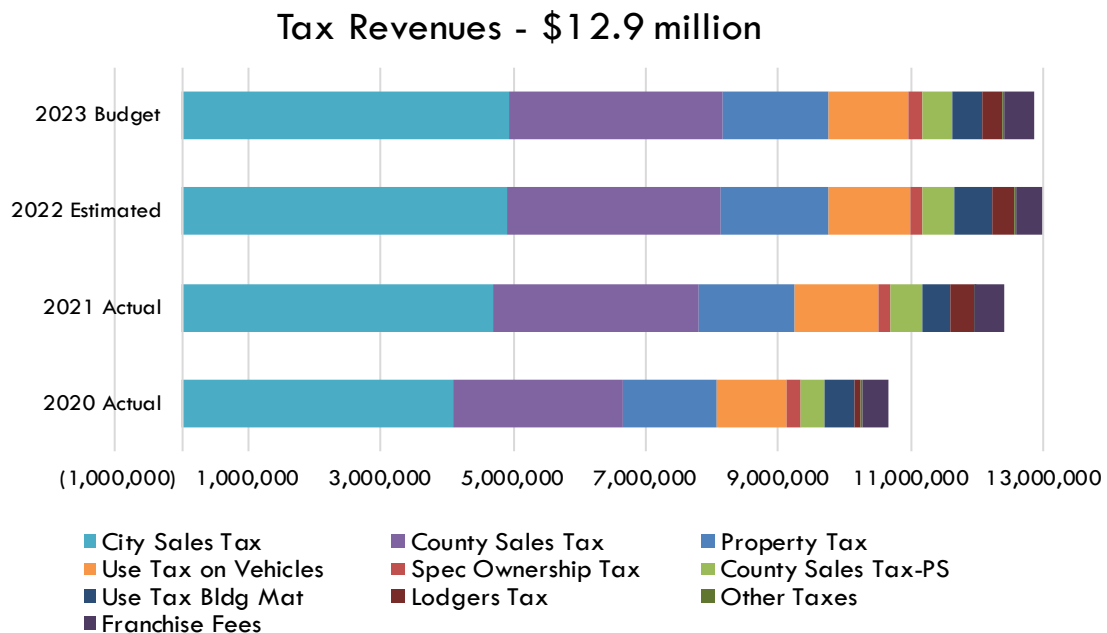


# Budget Overview

## Taxes

Taxes at \$12.9 million represent 47% of revenue received by the City (excluding transfers and other financing sources). Tax revenues are budgeted to increase 6% from the 2022 Budget but decrease 1% from the 2022 estimated revenues.

The largest source of tax revenues is the 3% city sales tax. This revenue is allocated to the General Fund (2/3) and Community Center Fund (1/3) and is budgeted to increase 1% from 2022 estimated revenues but represents a 6% increase over the 2022 adopted budget.



## Charges for Services

Charges for services of \$7.4 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, building inspection fees, and community center user fees and program registrations.

Charges for services account for 27% of the total revenues and are projected to increase 8% from the 2022 Budget and 4% from the 2022 estimated revenues. The driving factors behind this increase are continued recovery in Community Center facility use and recreation programs, increases in charges for sewer, trash and irrigation services, and the addition of the Building Inspections program,

Increases in fees and charges in the 2023 Budget include the following:

- Monthly trash collection charge increase of \$2.40 from \$15.30 to \$17.70 and approximate

City of Fruita

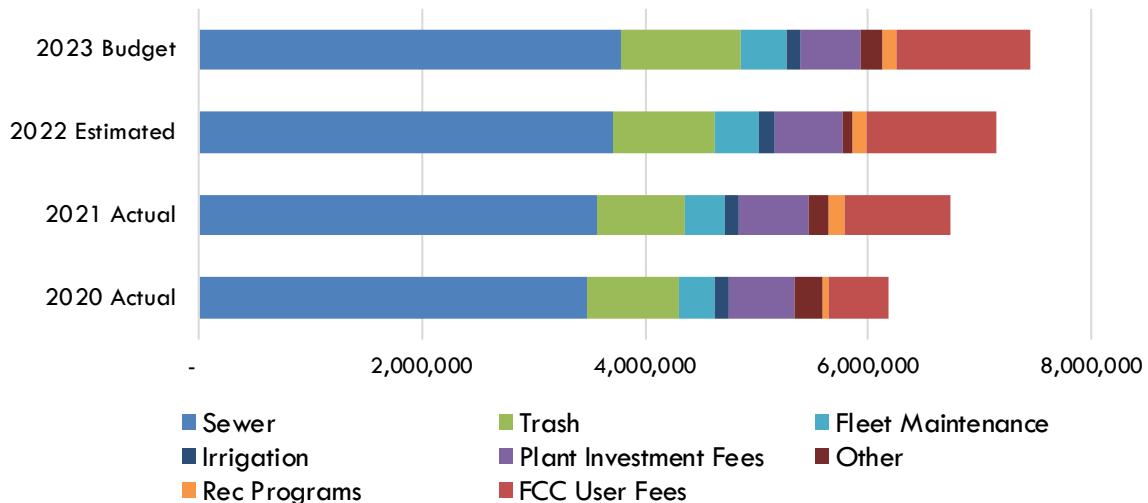
2023 Budget

# Budget Overview

17% increases in other trash related services.

- Monthly sewer charge increase of \$2 from \$50 to \$51 and approximate 3% increases in other sewer related charges.
- Annual irrigation water maintenance fee \$150 per year, no change from the previous year.

## Charges for Services - \$7.4 million



## Intergovernmental Revenues

Intergovernmental revenues of \$6.4 million are budgeted to increase 15% from the 2022 Budget and 591% over 2022 estimated revenues (due to carrying many grants forward into 2023). 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 increase in intergovernmental revenues is related to grant revenues which fluctuate from year to year.

The following is a table of the various grant revenues of \$5.6 million included in the 2023 Budget.

# Budget Overview

Grant Program	Purpose	Amount
America Rescue Plan	Mulberry Street Outdoor Seating	225,000
America Rescue Plan	Broadband Connections	374,000
America Rescue Plan	Aeration Project	700,000
America Rescue Plan	Manhole Replacement	700,000
America Rescue Plan	H2S Odor Control	800,000
Energy Impact Grant	Broadband Connections	364,000
Energy Impact Grant	H2S Projects	600,000
Energy Impact Grant	Street Evaluation	25,000
CDOT Grant	S. Mesa Street	1,736,000
Charge Ahead Grant	EV Charging Stations	70,000
Federal Mineral Lease Grant	16 Road Rail Crossing	50,000
<b>Total Grants</b>		<b>5,644,000</b>
<i>* Eligibility of project for use of funds needs to be confirmed</i>		
<i>**Grant awards have not been confirmed</i>		

## Transfers from Other Funds

Transfers of \$4.2 million reflect revenue from one fund of the City being transferred to another fund of the City. Primarily this consists of funds transferred to the Capital Projects Fund and Debt Service Funds for capital projects and bond payments.

## Fines and Assessments

Fines and assessments of \$242,900 include revenue from tickets and municipal court of \$17,300 and the use of development impact fees of \$158,900 for capital projects.

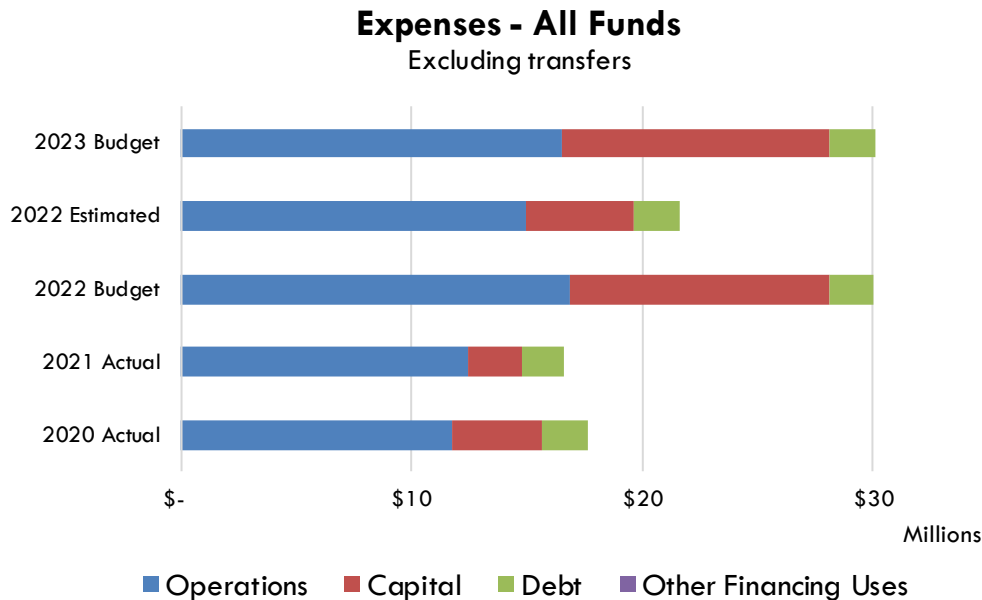
## Miscellaneous Revenue

Miscellaneous revenue of \$322,350 includes donations, interest, income from property rentals and leases, and other minor revenues sources. This revenue is budgeted to increase 30% in 2023 and 27% over 2022 estimated revenues due to estimated increases on interests in deposits.

## **EXPENSES**

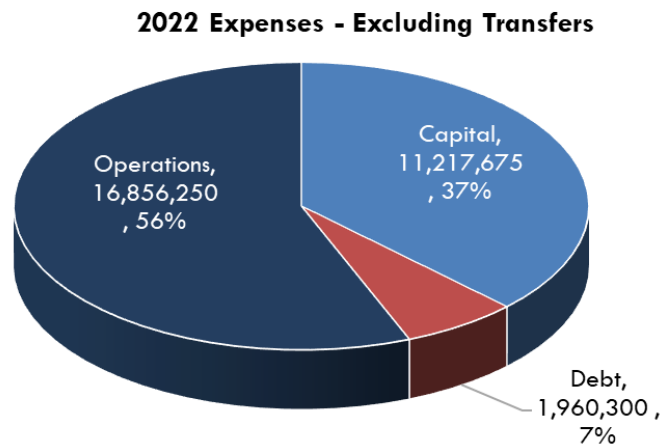
Expenses of \$30 million, net of transfer and other financing sources, are budgeted to increase less than 1% from 2022 Budgeted expenses, and 39% over 2022 estimated expenses due to carrying forward capital projects.

# Budget Overview



## Operating Expenses

Operating expenses include 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 \$16.4 million represents 55% of the 2023 budget, excluding transfers, and are budgeted to increase 11% in 2023 over 2022 estimated actuals and decrease 2% from the 2022 Budget.



**Personnel Services.** Salaries and benefits account for 59% of the operating budget and are budgeted to increase 10% from the 2022 Budget. This increase includes market and performance adjustments for employee compensation, new and reclassified positions, and increases in health insurance premiums and retirement benefits.

The 2023 Budget includes the following changes in personnel:

- Police Officer
- Chief Building Official and two Building Inspectors for the Building Inspections program.
- Administrative Technician for the City Manager's Office and Administration
- Conversion of a seasonal Parks Maintenance Worker to a permanent part-time Maintenance Worker to help with recruitment.

# Budget Overview

- Recreation Leader II for Dinomites (summer months only)
- Reclassification of existing positions

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

<b>City of Fruita Staffing - Manhours by Fund</b>					
	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>General Fund</b>					
Full time manhours	106,420	109,218	109,753	122,255	129,668
Part time manhours	17,903	12,291	14,584	18,543	17,242
Overtime	2,882	2,780	2,381	3,073	3,093
Total Manhours	127,205	124,289	126,718	143,871	150,003
FTE's	61.16	59.75	60.92	69.17	72.12
<b>Marketing and Promotion Fund</b>					
Full time manhours	431	447	385	410	208
Total Manhours	431	447	385	410	208
FTE's	0.21	0.21	0.19	0.20	0.10
<b>Fruita Community Center Fund</b>					
Full time manhours	15,789	17,528	16,963	17,680	17,680
Part time manhours	53,090	36,008	41,948	55,102	55,422
Overtime	964	219	511	950	950
Total Manhours	69,843	53,755	59,422	73,732	74,052
FTE's	33.58	25.84	28.57	35.45	35.60
<b>Irrigation Water Fund</b>					
Full time manhours	2,164	2,219	2,014	2,016	1,996
Part time manhours	751	48	34	260	260
Overtime	41	41	35	35	35
Total Manhours	2,956	2,308	2,083	2,311	2,291
FTE's	1.42	1.11	1.00	1.11	1.10
<b>Sewer Fund</b>					
Full time manhours	23,050	23,130	23,203	23,199	22,329
Part time manhours	-	-	366	780	780
Overtime	483	414	627	465	465
Total Manhours	23,533	23,544	24,196	24,444	23,574
FTE's	11.31	11.32	11.63	11.75	11.33
<b>Fleet Maintenance Fund</b>					
Full time manhours	5,969	6,437	6,228	6,280	6,280
Part time manhours	-	-	-	-	-
Overtime	102	21	15	75	75
Total Manhours	6,071	6,458	6,243	6,355	6,355
FTE's	2.92	3.10	3.00	3.06	3.06
<b>Total City of Fruita</b>					
Full time manhours	153,823	158,979	158,546	171,840	178,161
Part time manhours	71,744	48,347	56,932	74,685	73,704
Overtime	4,472	3,475	3,569	4,598	4,618
Total Manhours	230,039	210,801	219,047	251,123	256,483
FTE's	110.60	101.35	105.31	120.73	123.31

# Budget Overview

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**Purchased Services.** Purchased services of \$4.3 million account for 26% of the 2023 operational expenses for the City and is budgeted to increase 6% compared to the 2022 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.

**Supplies.** Supplies account for 10% of the operational expenses for the City and reflect an increase of 14% from the 2022 budget. Supplies include office supplies, tools and equipment, postage, fuel, electrical and gas services, uniforms and safety equipment.

**Contingency.** Contingency funds of \$400,000 represent 3% of the 2023 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. When compared to the 2022 Budget, contingency is budgeted to decrease 81% (contingency was approved in the 2022 Budget for use for one-time capital projects, if grant funds were not received).

**Special Projects.** Special projects of \$255,000 represent 2% of the 2023 Budget. Special projects include contributions to other agencies, the annual fireworks display, transportation/bus services, support of boards and commissions, and non-recurring projects.

## Debt Service

Debt service principal and interest payments of \$2 million represents 4% of the 2023 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	2022 P & I Payments
FCC Bonds	10,115,000	9,080,000	3,606,000	12,686,000	748,600
WWTF Loan	21,830,000	13,730,000	499,570	14,229,570	1,248,225
<b>Total</b>	<b>31,945,000</b>	<b>22,810,000</b>	<b>4,105,570</b>	<b>26,915,570</b>	<b>1,996,825</b>

# Budget Overview

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## Capital Expenses

Capital expenses of \$11.6 million accounts for 34% of the 2023 Budget, excluding transfers to other funds and include both capital equipment and capital project expenses. Capital equipment expenses includes the purchase of new equipment and replacement of existing equipment with funds designated for that purpose (CERF – Capital Equipment Replacement Funds). The 2023 budget includes \$324,000 in replacement equipment and \$532,630 new equipment purchases. Capital project expenses of \$10.7 million include various projects for roads, parks, trails, sewer collection and treatment, irrigation distribution and building improvement. The following is a summary of the various capital equipment and capital projects included in the 2023 Budget.

# Budget Overview

CAPITAL EQUIPMENT			
Description			Budgeted Amount
<b>Mobile Equipment</b>			
CERF	110	Dump Truck	252,200
CERF	110	Truck 4 x 4 with Dump Bed	72,000
CERF	127	Building Maintenance Truck - Community Center	55,000
New	110	Engineering Truck	30,000
New	110	Tractor - Parks	47,000
New	110	Police Interceptor	55,000
<i>Subtotal Mobile Equipment</i>			<b>511,200</b>
<b>Computer Equipment</b>			
	110	Annual Computer Equipment - General Fund	30,230
	110	Computer Equipment - Police Department	13,500
	110	Computer Equipment - Building Inspections	5,000
<i>Subtotal Computer Equipment</i>			<b>48,730</b>
<b>Furniture and Equipment</b>			
	110	Water Meters	9,000
	110	Traffic Safety Trailer	10,000
	110	Printer - Administration	6,000
	110	Office Equipment - Police Department	4,000
	110	Tasers (3)	3,000
	127	Aquatics equipment	59,500
	127	Fitness equipment	27,800
	127	Building maintenance equipment	115,000
	211	Irrigation meters	2,400
	212	CCTV Computer and Inspection Software	45,000
	212	CCTV Utility Push Camera	15,000
<i>Subtotal Furniture and Equipment</i>			<b>296,700</b>
<b>TOTAL CAPITAL EQUIPMENT</b>			<b>\$856,630</b>



# Budget Overview

CAPITAL PROJECTS		
Capital Projects		Budgeted Amount
110	Sidewalk Replacement	100,000
127	Water Slide - Indoor Pool	850,000
127	Building Maintenance Projects	135,000
130	Electric vehicle charging station	150,000
130	Mulberry Street outdoor seating	450,000
130	Broadband connections	738,000
130	16 Road Rail Crossing	390,000
130	Mesa Street Improvements	2,150,000
130	Overlay program	300,000
130	Fremont Street Land Acquisition	410,000
130	Maple Street Bridge Land Acquisition	100,000
130	19 Road Land Acquisition	400,000
130	Trails design	90,000
130	Reed Park improvements	950,000
130	Prospector Park Improvements	66,350
130	Dog Park	50,000
212	H2S Treatment System	1,200,000
212	Sewer Line Upgrades - H2S	900,000
212	S. Mesa Street Sewer Line Replacement	240,000
212	Aeration System Project	1,300,000
<b>TOTAL CAPITAL PROJECTS</b>		<b>\$10,969,350</b>
<b>TOTAL CAPITAL*</b>		<b>\$11,825,980</b>

*\*Includes \$190,000 in engineering and design services*

## 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, 2023 will be \$25.2 million. This is an overall decrease of 10% (\$2.8 million) from the estimated amount available at 12/31/2022.

City of Fruita 2023 Budget

# Budget Overview

be found in the individual fund summaries.

2023 Use of/Additions to Fund Balances		
Unassigned	General Fund	(2,264,599)
Unassigned	Community Center Fund	(905,378)
Unassigned	Irrigation Water Fund	(3,200)
Unassigned	Sewer Fund	69,910
		(3,103,267)
Operating Reserve	General Fund	385,366
Operating Reserve	Community Center Fund	47,903
		433,269
CERF	General Fund	76,000
CERF	Community Center Fund	10,300
CERF	Irrigation Water Fund	3,200
CERF	Sewer Fund	59,000
		148,500
Designated - WWTF Equip	Sewer Fund	-
Designated - Future Expansion	Sewer Fund	-
Designated - Pub Safety	General Fund	(70,352)
		(70,352)
Restricted - Loan	Sewer Fund	42,840
Restricted - POST	Conservation Trust Fund	(234,050)
Restricted - Econ Dev	Economic Development	90,000
Restrict - Marketing	Marketing	(40,000)
Restricted - Public Places	Public Places Fund	(70,000)
Restricted - Streets	Capital Projects Fund	(28,600)
Restricted - Fleet	Fleet Maintenance Fund	2,300
		(237,510)
<b>Use of Fund balances</b>		<b>(2,829,360)</b>

The table on the following page shows the estimated funds available at January 1, 2023 the revenues, operational expenses, net transfers in/out, debt payments, capital expenses, net change in available funds and the estimated funds available at 12/31/2023.

# Budget Overview

SUMMARY OF FUNDS AVAILABLE - 2023 BUDGET						
	Estimated Beg Funds Available	Revenues	Expenditures	Change in Available Funds	Ending Funds Available	Capital
<b>Governmental Fund Types</b>						
General	\$15,482,531	\$ 11,743,125	\$ (13,616,710)	\$ (1,873,585)	\$13,608,946	\$2,916,430
Conservation Trust	499,013	160,100	(394,150)	(234,050)	264,963	394,150
Economic Dev	80,103	100,000	(10,000)	90,000	170,103	-
Marketing	283,497	162,000	(202,000)	(40,000)	243,497	-
Public Places	192,647	50,000	(120,000)	(70,000)	122,647	100,000
Community Center	3,789,668	3,569,200	(4,416,375)	(847,175)	2,942,493	1,242,300
Capital Projects	285,355	6,215,750	(6,244,350)	(28,600)	256,755	6,244,350
Debt Service	748,200	748,600	(748,600)	-	748,200	-
Subtotal	<b>\$ 21,361,014</b>	<b>\$ 22,748,775</b>	<b>\$ (25,752,185)</b>	<b>\$ (3,003,410)</b>	<b>\$ 18,357,604</b>	<b>\$ 10,897,230</b>
<b>Enterprise &amp; Internal Service Funds</b>						
Devils Canyon	\$ 195,114	\$ -	\$ -	\$ -	\$ 195,114	\$ -
Irrigation Water	192,418	136,550	(136,550)	-	192,418	2,400
Sewer	6,125,155	7,127,000	(6,955,250)	171,750	6,296,905	3,700,000
Trash	177,316	1,076,000	(1,076,000)	-	177,316	-
Fleet Maintenance	19,843	412,400	(410,100)	2,300	22,143	-
Subtotal	<b>6,709,846</b>	<b>\$ 8,751,950</b>	<b>\$ (8,577,900)</b>	<b>\$ 174,050</b>	<b>\$ 6,883,896</b>	<b>\$3,702,400</b>
<b>Total - All Fund Types</b>	<b>\$ 28,070,860</b>	<b>\$ 31,500,725</b>	<b>\$ (34,330,085)</b>	<b>\$ (2,829,360)</b>	<b>\$ 25,241,500</b>	<b>\$14,599,630</b>

# General Fund Summary

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# General Fund Summary

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# General Fund Summary

## REVENUES AND EXPENSES

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>Revenues</b>						
Taxes	8,706,199	9,939,430	9,859,300	10,415,200	10,357,000	-1%
Licenses & Permits	31,610	41,938	32,700	34,000	50,500	49%
Intergovernmental Revenue	1,793,958	731,589	607,500	677,370	596,500	-12%
Charges for Service	94,805	222,766	210,000	223,535	335,500	50%
Fines & Forfeits	15,794	22,283	17,300	33,800	34,000	1%
Miscellaneous	190,217	176,821	78,500	135,400	118,500	-12%
Transfer/Other Sources	246,222	366,641	250,125	250,125	251,125	0%
Total Revenues	11,078,805	11,501,468	11,055,425	11,769,430	11,743,125	0%
<b>Expenses</b>						
Personnel Services, Salaries	3,335,865	3,526,963	4,203,400	4,134,249	4,764,450	15%
Personnel Services, Benefits	1,241,782	1,393,953	1,707,875	1,687,850	1,882,575	12%
Purchased Professional Svcs	260,314	307,722	385,900	358,157	434,735	21%
Purchased Property Services	860,658	748,248	1,114,100	1,007,933	1,326,675	32%
Other Purchased Services	506,586	510,557	576,350	571,967	616,100	8%
Supplies	562,521	618,213	735,750	659,737	786,820	19%
Operating Transfers	107,000	107,000	107,000	107,000	107,000	0%
Contingency	-	-	300,000	150,000	300,000	100%
Operating Expenses	6,874,726	7,212,656	9,130,375	8,676,893	10,218,355	18%
Capital Equipment (New)	241,752	87,517	170,725	154,347	312,730	103%
Capital Equipment (CERF)	270,940	471,250	162,000	-	324,000	N/A
Special Projects	653,752	193,132	130,600	222,234	157,925	-29%
Capital Project Transfers	598,286	991,457	6,217,400	3,063,375	2,603,700	-15%
Total Expenses	8,639,456	8,956,013	15,811,100	12,116,849	13,616,710	12%
<b>Change in available funds</b>	<b>2,439,349</b>	<b>2,545,455</b>	<b>(4,755,675)</b>	<b>(347,419)</b>	<b>(1,873,585)</b>	<b>439%</b>

## FUNDS AVAILABLE

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>Beginning Funds Available</b>	10,845,146	13,284,495	15,829,951	15,829,951	15,482,531	-2%
Net Change in available funds	2,439,349	2,545,455	(4,755,675)	(347,419)	(1,873,585)	439%
<b>Ending Funds Available</b>	<b>13,284,495</b>	<b>15,829,951</b>	<b>11,074,276</b>	<b>15,482,531</b>	<b>13,608,946</b>	<b>-12%</b>

# General Fund Summary

## FUNDS AVAILABLE (cont)

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>Components of Funds Available</b>						
Nonspendable - Inventory	8,884	6,557	8,884	8,884	8,884	0%
Restricted - TABOR Reserve	400,000	400,000	400,000	400,000	400,000	0%
Restricted - Streets	7,767	8,787	8,000	8,787	8,787	0%
Restricted - Public Safety	167,726	257,766	232,104	503,766	433,414	-14%
Assigned - Operating Reserve	1,748,531	1,855,266	2,028,354	2,169,223	2,554,589	18%
Assigned - Capital Projects	172,899	-	-	-	-	N/A
Assigned-Health insurance	328,880	328,468	328,880	328,468	328,468	0%
Assigned-Vehicle replacement	962,043	1,091,103	1,379,043	1,491,103	1,567,103	5%
Assigned - Other	170,921	93,875	51,028	57,736	57,736	0%
Unassigned	6,877,495	9,242,673	4,507,433	10,514,564	8,249,965	-22%
	<b>10,845,146</b>	<b>13,284,495</b>	<b>8,943,726</b>	<b>15,482,531</b>	<b>13,608,946</b>	<b>-12%</b>

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>Expenses by Department</b>						
General Government	465,167	483,854	652,725	619,780	843,935	36%
Administration	706,586	730,069	922,600	867,545	936,900	8%
Engineering	327,288	338,405	473,275	444,789	494,325	11%
Community Development	314,463	341,096	471,825	417,321	782,025	87%
Public Safety	2,232,016	2,474,546	2,690,725	2,669,019	2,932,425	10%
Public Works	1,534,937	1,430,823	1,860,475	1,839,325	2,053,045	12%
Parks and Recreation	964,455	1,058,426	1,321,300	1,232,524	1,379,900	12%
Non-departmental	222,814	248,437	330,450	329,590	388,800	18%
Operating Transfers	107,000	107,000	107,000	107,000	107,000	0%
Contingency	-	-	300,000	150,000	300,000	100%
Operating Expenses	6,874,726	7,212,656	9,130,375	8,676,893	10,218,355	18%
Capital Outlay	512,692	558,768	332,725	154,347	636,730	313%
Special Projects	653,752	193,132	130,600	222,234	157,925	-29%
Capital Transfers	598,286	991,457	6,217,400	3,063,375	2,603,700	-15%
<b>Total Expenses</b>	<b>8,639,456</b>	<b>8,956,013</b>	<b>15,811,100</b>	<b>12,116,849</b>	<b>13,616,710</b>	<b>12%</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 2023 Operating Expenses, excludes special projects, capital transfers, capital expenses).

### Non-Departmental - 3%

- Non-departmental expenses
- Contingency
- Operating Transfers

### Public Safety - 28%

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

### Public Works - 20%

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

### Parks and Recreation 14%

- Administration
- Activities
- Athletics
- Special Events
- Parks

### Administration - 9%

- City Clerk
- Finance
- Information Technology
- Human Resources

### General Government - 8%

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

### Community Development - 8%

- Code Enforcement
- Planning and Zoning
- Building Inspections

### Engineering - 4%

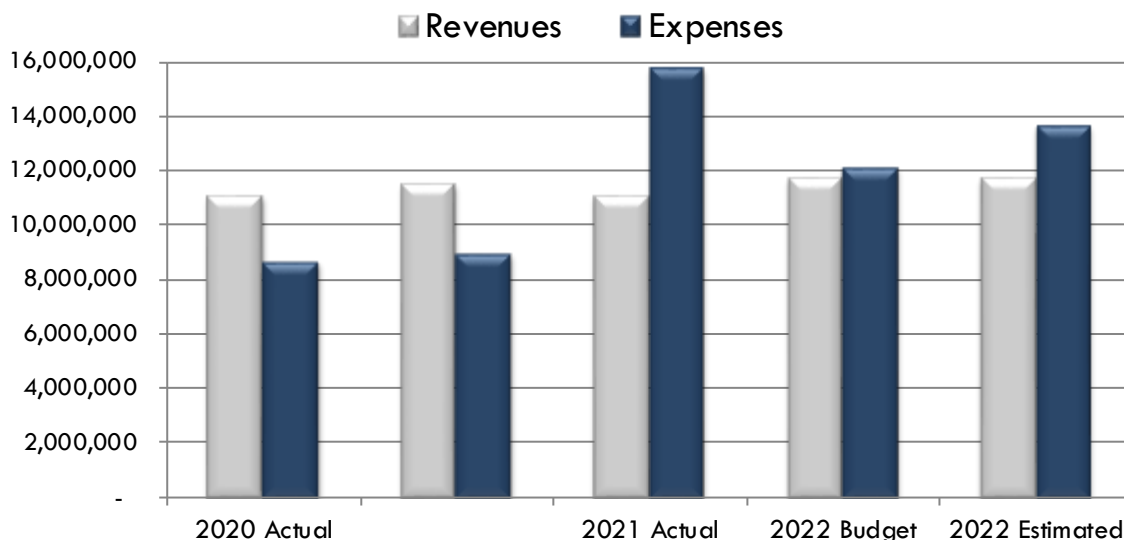
- Administration



# General Fund Summary

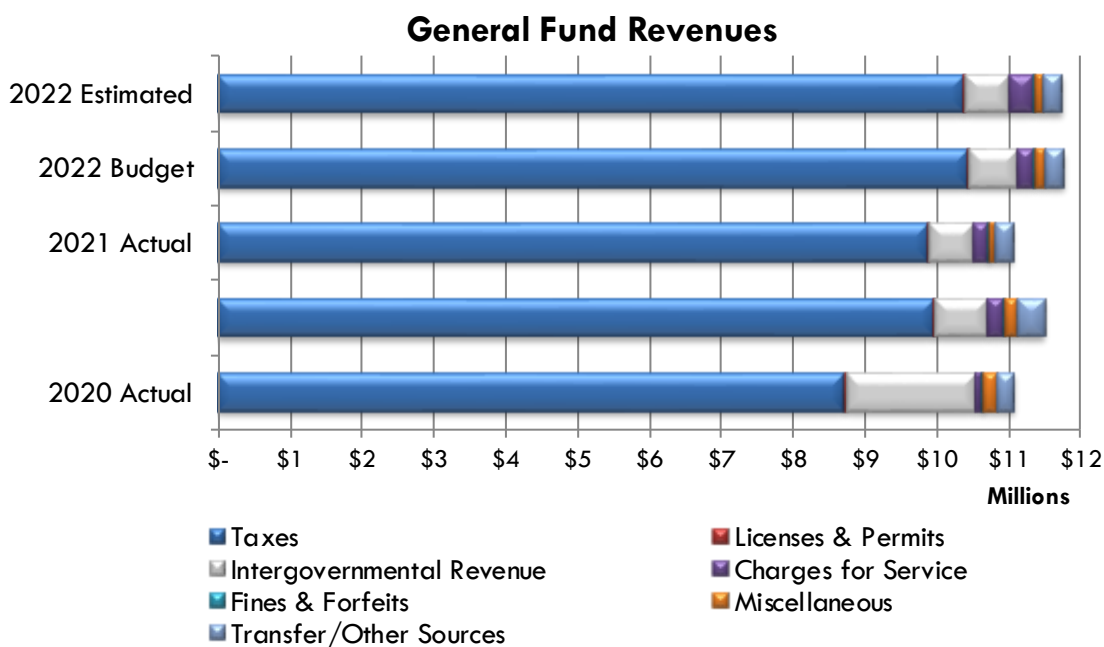
## REVENUES AND EXPENSES

General Fund expenses of \$13.6 million are budgeted to exceed revenues of \$11.7 million by \$1.9 million in 2023. This is due to use of available funds for capital projects in 2023, and many capital projects that have been reappropriated from the prior year.



### Revenues

General Fund revenues of \$11.7 million reflect a 6% increase from 2022 budgeted revenues and a less than 1% decrease from 2022 estimated revenues.



# General Fund Summary

Tax revenues are the most significant source of revenue for the City of Fruita and account for 88% of the total General Fund revenues. Total tax revenues of \$10.3 million are budgeted to increase 6% in 2023 over 2022 budgeted revenues and decrease 1% over 2022 estimated revenues. The following is summary of changes in significant revenue sources between the 2022 and 2023 budgeted amounts.

Description	Change from 2022 Budget	Change from 2022 Estimated Amounts	% of Total General Fund Revenues
City sales tax	6%	2%	28%
County sales tax	5%	5%	27%
Property tax	-1%	-1%	14%
Use tax on vehicles	0%	-7%	7%
Franchise fees	8%	8%	4%
County sales tax PS (.37%)	10%	0%	4%
Use tax on building materials	43%	-17%	3%

*City Sales Tax.* City sales tax revenue of \$3.3 million is the largest source of General Fund revenue. Two percent of the City's 3% sales tax is included in the General Fund. The remaining one percent of the three percent sales tax is budgeted and accounted for in the Community Center Fund.

In 2022, the city continued to experience significant increases in city sales tax revenues, following a strong year in 2021. This was due to several factors, but notably the implementation of legislation requiring payment of sales tax on delivered products. Increase can also be explained due to the rising cost of basic materials and inflation.

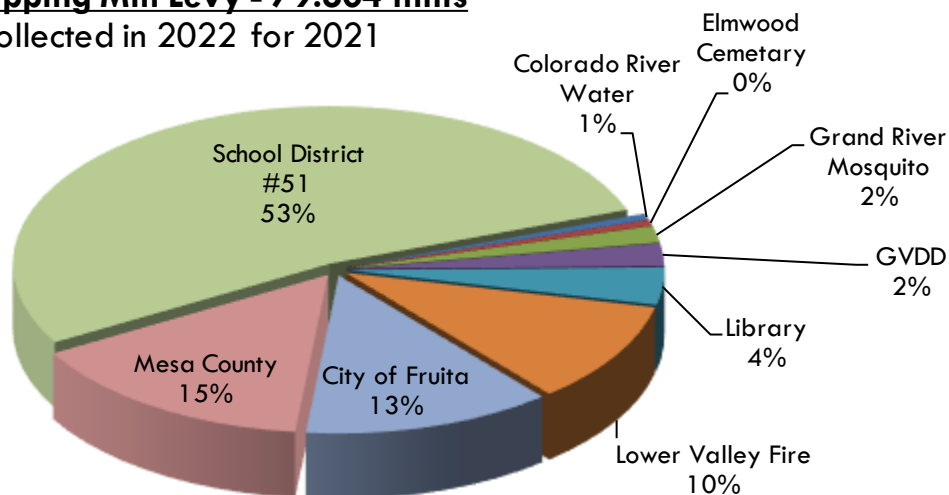
*County Sales Tax.* County sales tax revenue of \$3.2 million represents 1/10th of \$.01 of the \$ .02 County sales tax received by the City of Fruita.

*Property Tax.* Revenue from property tax of \$1.6 million is budgeted to decrease 1%. The assessed valuation of property in the City decrease \$1 million from \$159.8 million to \$158.2 million. This decrease is due to a reduction in the assessment rate for resident and non-residential property. The mill levy assessed by the City for collection in 2023 remains unchanged at 10.146 mills.

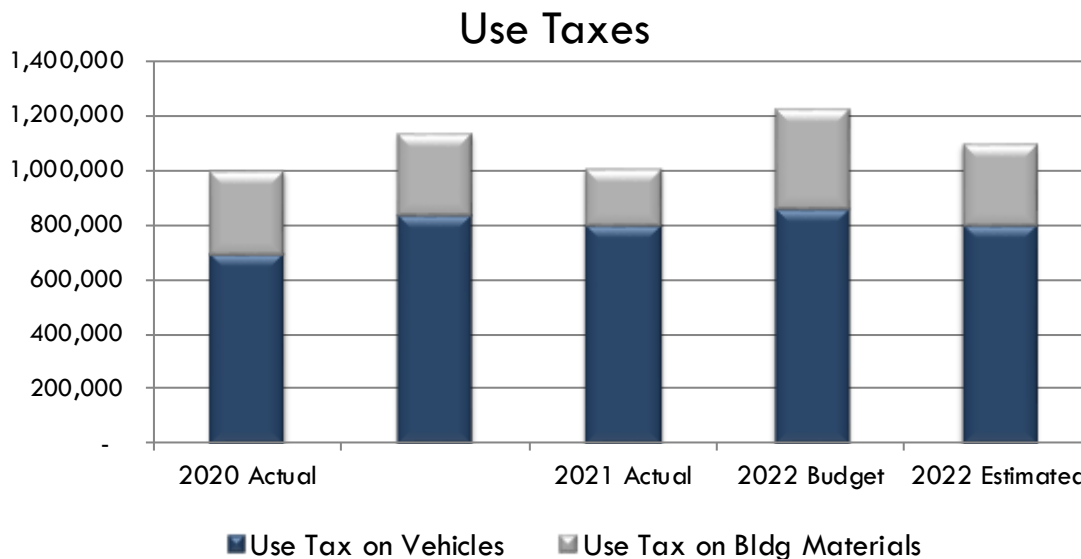
The overlapping mill levy (total of property taxes levied by all taxing jurisdictions) for collection in 2021 for Fruita residents was 79.604 mills. Information on the 2022 overlapping mill levy (collected in 2022) is not available at this time. The City of Fruita received 13% of the total property tax paid by property owners in 2022.

# General Fund Summary

## Overlapping Mill Levy - 79.604 mills collected in 2022 for 2021



*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 Rural Power

# General Fund Summary

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were renegotiated in 2022 and approved by the Fruita City Council. 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 8% from 2021 budgeted revenues and increase 4% from 2021 estimated revenues.

*County Public Safety sales tax* – This tax went into effect January 1, 2018, for the purposes of public safety needs. The 2023 budget of \$480,000 is projected to increase 10% from the 2022 Budget, and 8% change from 2022 estimated revenues. The tax is used to cover the shared costs for the communication dispatch (911) center of \$300,000, \$99,000 is allocated to continued funding of a new police officer position created in 2021, and \$55,000 is being used for the purchase of a Police Interceptor Vehicle. The remaining balance of \$26,000 is restricted for future public safety expenses.

Intergovernmental Revenues. Intergovernmental revenues of \$596,500 includes revenue from other governmental agencies and are projected to decrease 2% from the 2022 Budget and decrease 12% from 2022 estimated revenues. This decrease is a result of one-time revenues received in 2022 not estimated to be received in 2023. Other intergovernmental revenues include the following:

*Highway User's Tax Fund (HUTF).* The most significant source of intergovernmental revenue in 2023 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. These revenues are required to be used for maintenance of streets within the City.

HUTF revenues are budgeted to decrease 2% from the 2022 budgeted revenue and increase 10% from 2022 estimated revenues.

*Severance/Mineral Lease Tax.* Severance and mineral lease tax revenues of \$50,000 are budgeted to decrease 17% from 2022 budgeted revenue and decrease 78% from 2022 estimated revenues. 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. Severance tax and mineral lease funds can be used for any municipal purpose.

Charges for Services. Charges for services of \$335,500 are budgeted to increase 60% from the 2022 Budget and increase 50% over 2022 estimated revenues. The increase is primarily related to the addition of charges for services for the two electric vehicle charging stations being installed at the Fruita Civic Center. Other charges for services include planning fees.

Fines, Forfeits and Assessments. Fines, forfeits and assessments of \$34,000 are budgeted to increase 97% from 2022 Budgeted revenues and increase 1% from 2022 estimated revenues. These revenues are from assessments for violation of municipal and state laws issued by the Fruita Police Department, including court costs.

# General Fund Summary

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Licenses and permits. Licenses and permits are budgeted to increase 54% from the 2022 Budget and increase 57% from 2022 estimated revenues. 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. The increase can also be explained by the addition of revenues from Short-Term Rental permits.

Other Revenues. Other revenues of \$118,050 include interest earnings, donations, rents on lands and water, and miscellaneous revenue and are budgeted to increase 50% from the 2022 Budget and decrease %12 from 2022 estimated revenues. This decrease is primarily due to reductions in special event donations and sponsorships.

Transfers from Other Funds. Transfers from other funds of \$250,500 are budgeted to remain flat 2023. Transfers from other funds include transfers from enterprise funds of \$244,500 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 2023 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.

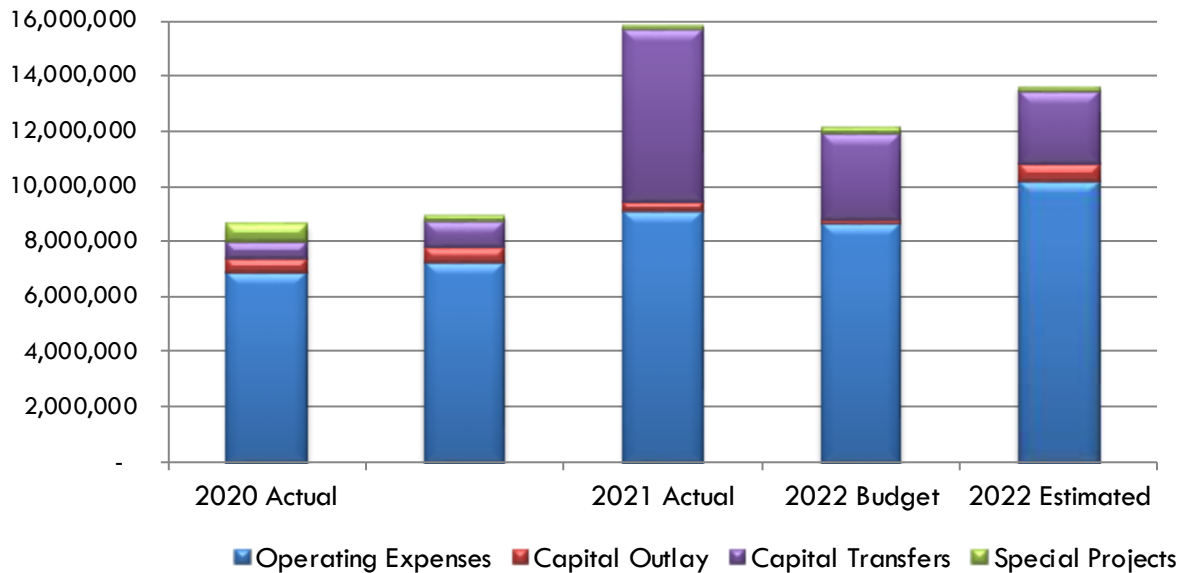
Other Financing Sources. There is no revenue from other financing services anticipated in the 2022 Budget.

## **Expenses**

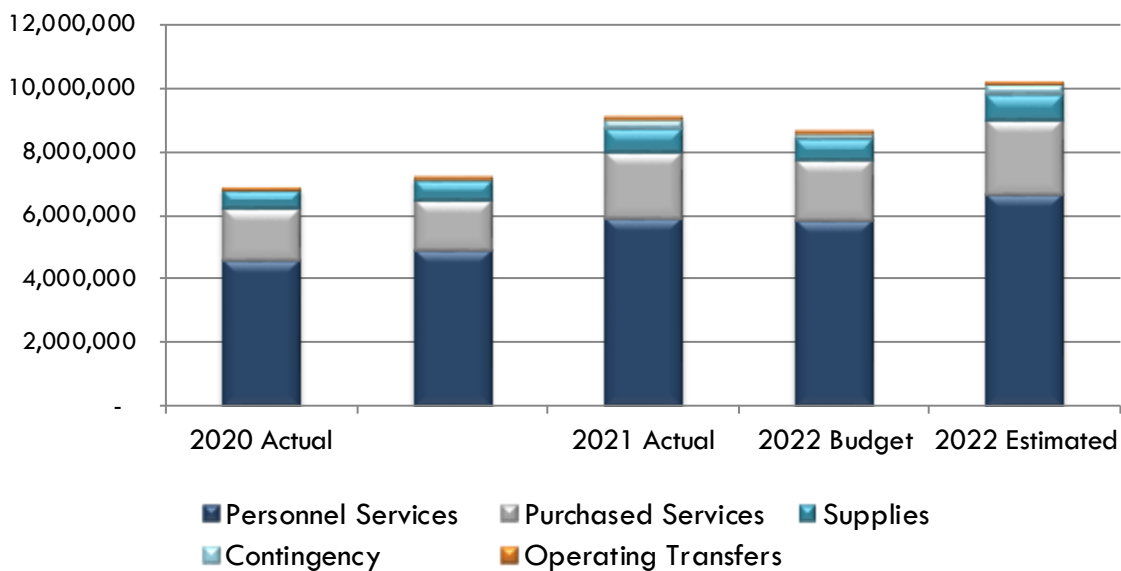
General Fund expenses of \$13.6 million are budgeted to decrease 14% in 2023 from the 2022 Budget and increase 12% from 2022 estimated expenses. Expenses include operational expenses and capital expenses, including transfers to the Capital Projects Fund.

- Operational expenses of \$10.2 million are budgeted to increase 11% over the 2022 Budget and 18% from 2022 estimated expenses.
- Capital expenses of \$2.6 million, including transfers to the Capital Projects Fund, are budgeted to decrease 58% over the 2022 Budget and 15% over 2022 estimated expenses. This is due to funding capital projects at least 10% of current year revenues (excluding transfers) and reappropriating several projects from 2022 to 2023.

# General Fund Summary



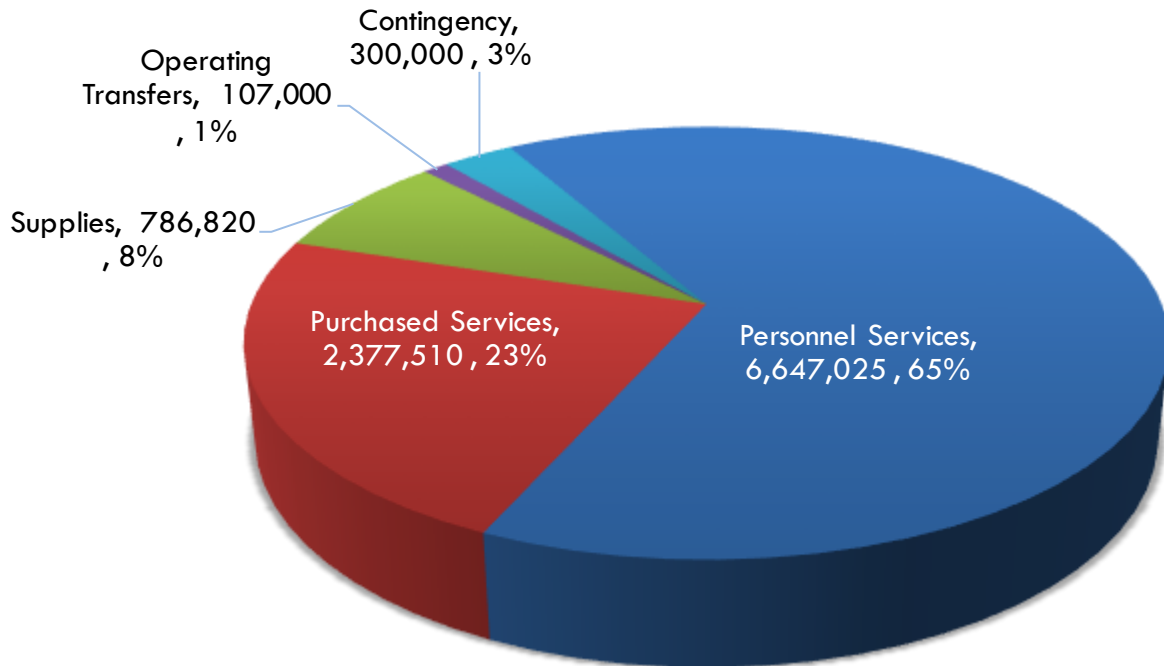
**Operating expenses.** Operating expenses of \$10.2 million reflect a 12% increase over 2022 budgeted expenses and account for 75% of the total 2023 General Fund budget. The following chart shows the history of General Fund operating expenses.



# General Fund Summary

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## 2023 Operating Expenses - \$10.2 million



*Personnel Services.* Personnel services of \$6.6 million account for 65% of the operating expenses. This amount includes salaries, benefits and taxes for city staff and is budgeted to increase 10% in 2023. Significant changes in personnel services for the 2023 Budget include:

- The creation of the Building Inspections Program in the Community Development Department, budgeted at 2.75 full-time equivalents.
- A market and performance-based increase in compensation for City personnel. The increase is based upon the changes in the market pay for city positions, based on the annual survey compiled by the Colorado Municipal League of municipalities in Colorado. The performance-based increase is based upon an employee's performance from 2021 – 2022.
- Reclassifications of positions.
- Converting one seasonal position to a permanent part-time Parks Worker position, to help with recruitment.
- Two new full-time positions in the General Fund:
  - Police Officer
  - Administrative Technician/Specialist – City Manager's Office and Administration
- An 3% increase in employee health insurance coverage.
- Continued matching contribution of up to 1 ½ % to employee's retirement funds

# General Fund Summary

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*Purchased Services.* Purchased services of \$2.4 million account for 23% of the operating expenses. Purchased services are budgeted to increase 14% from the 2022 Budget. Significant changes in purchased services include:

- Decrease:
  - Online Development Review Software – Decrease to \$45,000 (decrease of \$30,000, 2022 included one-time implementation fees).
  - Fleet Maintenance Charges for the General Fund are budgeted to decrease less than 1%.
- Increases for:
  - Axon Body Camera Storage
  - State of the City Video
  - Property/Casualty/ Liability Insurance increase of 12% - \$19,200
  - Services contracts for IT services, street striping, and the work order system.
  - Chip sealing and patching of residential streets - \$150,00
  - Dispatch services of 6% - Increase of \$15,900, for a total cost of \$300,000.
  - Service Contracts for the Communications Program for software used for City outreach and engagement efforts.

*Supplies.* Supplies of \$778,900 are budgeted to increase \$43,150 (7%) in 2023. This increase is due to:

- EV Charging Station Utilities - \$25,000
- Increase in utility costs for buildings, parks and street lighting.
- Parks and open space fuel, supplies and equipment, and landscaping supplies.
- Decrease in election supplies, as 2023 is an off year for municipal elections.

*Operating Transfers.* Operating transfers of \$107,000 include a transfer of \$95,000 from the General Fund to the Community Center Fund for recreation programs at the Fruita Community Center and a transfer of lease revenue from the I-70 billboard of \$12,000 to the Marketing and Promotion Fund

*Contingency.* Contingency Funds of \$300,000 are budgeted for potential use in 2022. An operational contingency fund of 3.4% of the General Fund operating expenses is budgeted in 2023 for unanticipated expenses and/or revenue shortfalls.

**Special Projects.** Special Projects of \$155,500 are budgeted to increase 19% in 2023. Special projects change from year to year. Projects in the 2023 Budget include:

- Fireworks display - \$40,000
- Transportation services - \$56,500
- Recreation scholarship and Fruita Youth Initiative programs - \$11,000



# General Fund Summary

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- Board and commission expenses - \$4,000
- Miscellaneous contributions to other agencies - \$40,000

**Capital Expenses.** Purchase of capital equipment and transfers to the Capital Projects Fund of \$7.2 million represents 41% of the 2023 General Fund Budget.

**Capital Equipment.** The 2023 Budget includes \$636,930 in capital acquisitions. This includes \$324,200 in vehicle/equipment replacements and \$352,730 in new capital acquisitions. Below is a summary of capital equipment acquisitions in the General Fund.

Status	Equipment Description	Dept	Amount
Replacement	Dump Truck	PW	252,200
Replacement	Dump Truck	PW	72,000
	<i>Subtotal Replacement Equipment</i>		\$ 324,200
New	Sidewalk replacements	PW	\$ 100,000
	Computer Equipment	IT	30,230
	Computer Equipment	PD	13,500
	Trucks (1) for Building Inspections	CD	40,000
	Water meters	PW	9,000
	Traffic Safety Trailer	PW	10,000
	Engineering Truck	EN	30,000
	Tractor	PK	47,000
	Admin Printer	AD	6,000
	Police Interceptor	PD	55,000
	Computer Equipment - Building Inspections	CD	5,000
	Office Equipment	PD	4,000
	Tasers (3)	PD	3,000
	<i>Subtotal New Equipment</i>		\$ 352,730

**Capital Project Transfers.** Transfers from the General Fund to the Capital Projects Fund are budgeted at \$2.6 million in 2023. Details about the Capital Projects can be found in the Capital Projects Fund.

## EXPENSES BY DEPARTMENT

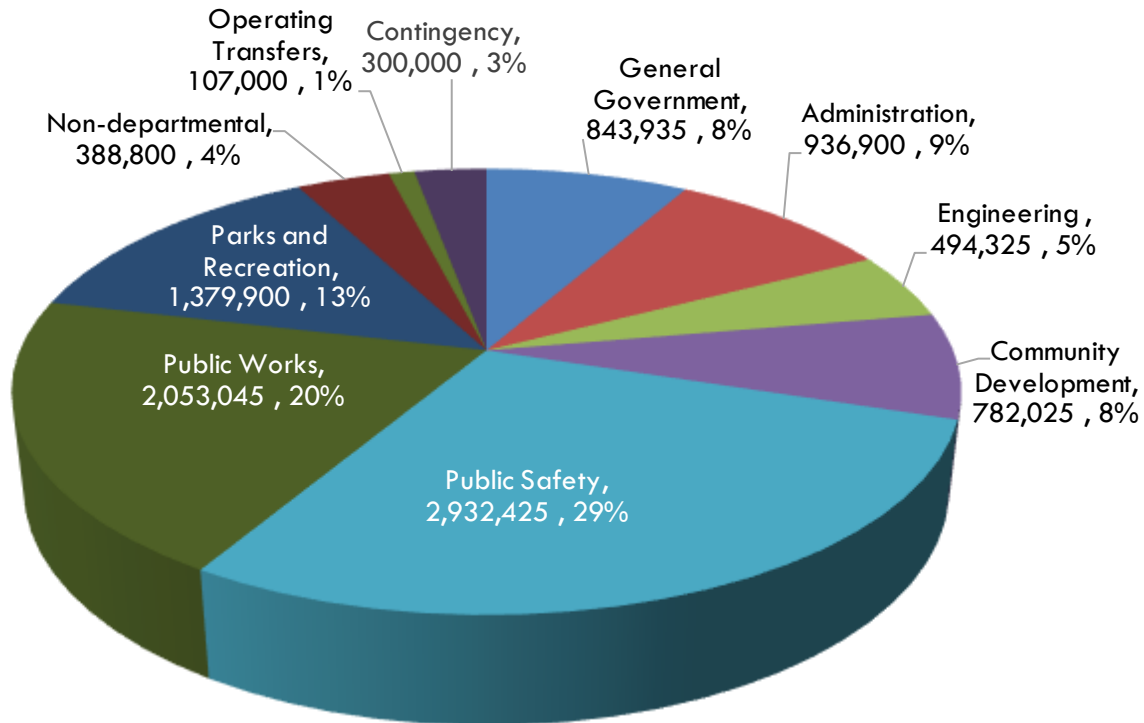
Expenses of the General Fund are categorized by departments and programs within each department. Expenses which cannot be attributed to a specific department are included in the Non-Departmental category. Additional information concerning department and program expenses can be found in the narrative 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

# General Fund Summary

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transfers and capital equipment.

## 2023 Operating Expenses of \$10.2 million- by Department



## FUNDS AVAILABLE

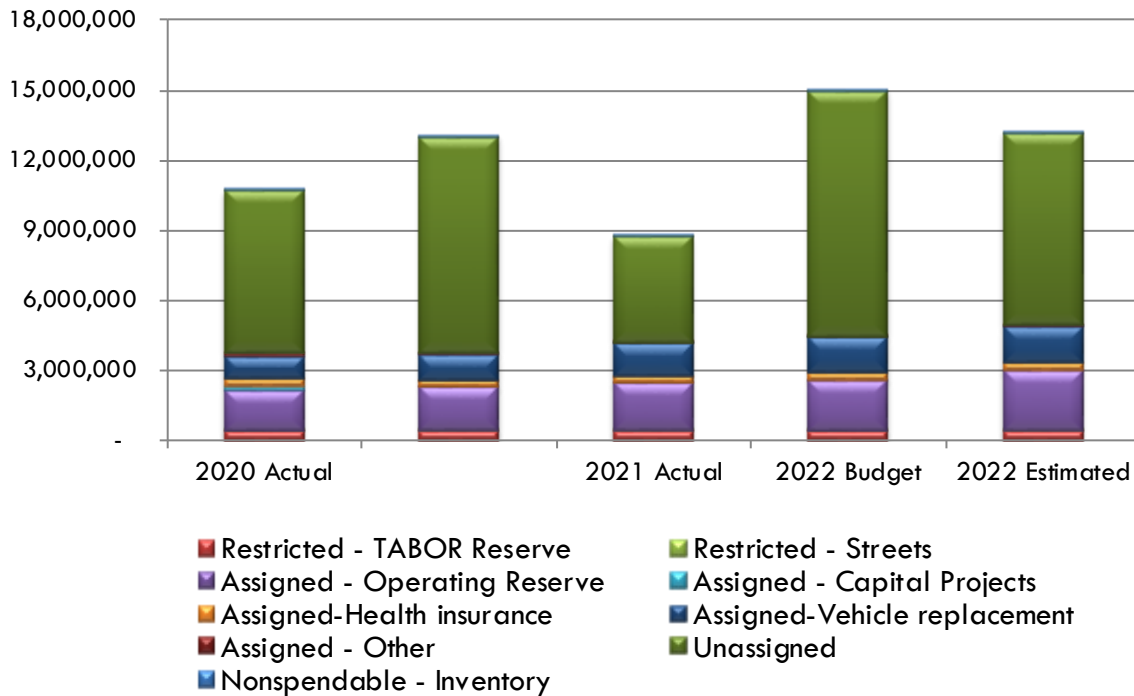
The 2023 Budget includes the use of \$1.9 million in available funds, primarily for capital projects. Available Funds are budgeted at \$13.6 million as of December 31, 2023. Available funds include:

- *Restricted funds* of \$851,085 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 - \$8,884 and public safety funds from the County sales tax dedicated for public safety use - \$433,414
- *Operating Reserve* of \$2.5 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 2023 operating expenses;
- *Assigned funds* of \$1.9 million are funds assigned by the City Manager or City Council for specific purposes such as the Capital Equipment Replacement Fund (CERF), health insurance reserve and amounts designated for other purposes.
- *Unassigned funds* of \$8.2 million represent funds that are available for any purpose.
- *Non-spendable funds* of \$8,884 represent amounts that are not in spendable form and

# General Fund Summary

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 2023 Budget includes the use of \$1.9 million in available funds. This is the amount by which total expenses exceed total revenues. The following chart represents the additions to or reductions from available funds in 2023. This amount is being used primarily to fund one-time capital projects expenses of \$2.6 million, and limited capital equipment.

# General Fund Summary

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<b>Summary - Changes in Available Funds</b>	
Unassigned	(2,264,599)
Restricted for public safety	(70,352)
Operating Reserve	385,366
Assigned - Other	-
Vehicle/Equipment replacement	76,000
	<u>(1,873,585)</u>

# General Fund Revenues

## Revenues

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg
<b><u>TAXES</u></b>							
110-000-00-3110	Property Tax	1,409,457	1,435,607	1,622,000	1,622,000	1,605,000	-1%
110-000-00-3120	Specific Ownership Tax	199,650	203,099	200,000	198,000	200,000	1%
110-000-00-3129	County Sales Tax - PS	379,914	465,218	435,000	484,500	480,000	-1%
110-000-00-3130	County Sales Tax	2,559,403	3,098,608	3,050,000	3,223,000	3,210,000	0%
110-000-00-3131	City Sales Tax	2,738,081	3,139,139	3,116,000	3,268,700	3,300,000	1%
110-000-00-3132	Use Tax on Vehicles	700,679	842,223	800,000	862,750	800,000	-7%
110-000-00-3133	Use Tax on Bldg Materials	298,768	292,637	210,000	362,000	300,000	-17%
110-000-00-3142	Cigarette Tax	14,591	14,014	10,000	10,000	10,000	0%
110-000-00-3182	Franchise Fees	403,574	446,997	415,000	415,000	450,000	8%
110-000-00-3190	Penalties and Interest	2,082	1,888	1,300	2,000	2,000	0%
		8,706,199	9,939,430	9,859,300	10,447,950	10,357,000	-1%
<b><u>LICENSES AND PERMITS</u></b>							
110-000-00-3210	Business Licenses	17,850	22,813	19,000	19,000	20,000	5%
110-000-00-3211	Liquor Licenses	9,300	15,801	10,000	10,000	11,000	10%
110-000-00-3214	Short Term Rental Permits	-	-	-	-	15,000	N/A
110-000-00-3220	Street Excavation Permits	1,530	1,110	1,200	1,000	2,000	100%
110-000-00-3221	Other Permits	2,930	2,215	2,500	2,000	2,500	25%
		31,610	41,938	32,700	32,000	50,500	58%
<b><u>INTERGOVERNMENTAL REVENUES</u></b>							
110-000-00-3319	CVRF Grant	1,064,867	45,476	-	-	-	N/A
110-000-00-3330	Severance/Min Lease Tax	138,149	63,034	60,000	222,370	50,000	-78%
110-000-00-3341	GOCO Grant	60,591	4,409	-	-	-	N/A
110-000-00-3342	Energy Impact Grant	39,972	7,762	-	-	25,000	N/A
110-000-00-3343	CDOT Police Grants	300	-	-	-	-	N/A
110-000-00-3344	CPW Planning Grant	14,045	6,020	-	-	-	N/A
110-000-00-3345	Colorado Tourism Grant	-	300	-	-	-	N/A
110-000-00-3351	Add. MV Reg Fees	22,763	22,974	22,500	20,000	22,500	13%
110-000-00-3352	State Highway Users Tax	383,045	483,729	450,000	400,000	440,000	10%
110-000-00-3353	App. MV Reg Fees	32,243	33,074	32,000	30,000	33,000	10%
110-000-00-3370	Arts in Society Grant	-	19,920	3,000	3,000	-	-100%
110-000-00-3371	Mesa County Grants	1,587	3,160	-	-	-	N/A
110-000-00-3375	AGNC Grant	-	2,963	-	-	-	N/A
110-000-00-3380	Mesa County Road Tax	36,396	38,769	40,000	5,000	26,000	420%
		1,793,958	731,589	607,500	680,370	596,500	-12%
<b><u>CHARGES FOR SERVICES</u></b>							
110-000-00-3401	Charging Station Fees	-	-	-	-	25,000	N/A
110-000-00-3413	Planning Fees	33,270	68,097	35,000	65,000	50,000	-23%
110-000-00-3414	Building Inspection Fees	-	-	-	-	100,000	N/A
110-000-00-3421	Vehicle Inspection Fees	520	2,005	1,000	1,500	1,500	0%
110-000-00-3455	Impound Fees	-	-	-	-	-	N/A
110-000-00-3470	Recreation Registration Fees	24,642	65,635	95,000	70,000	80,000	14%
110-000-00-3472	Special Event Booth Fees	-	6,335	8,000	6,335	7,000	10%
110-000-00-3473	Retail sales	1,508	22,245	15,000	20,857	17,500	-16%
110-000-00-3475	Wholesale sales	479	1,028	1,000	593	1,000	69%
110-000-00-3477	Park rentals	7,541	19,143	14,000	15,000	14,000	-7%

City of Fruita

2023 Budget

# General Fund Revenues

## Revenues

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg
110-000-00-3478	Shipping & Handling Charges	158	40	-	-	-	N/A
110-000-00-3479	Scholarship Program	14,232	13,958	11,000	9,200	9,000	-2%
110-000-00-3480	Manpower	7,906	12,987	9,500	22,050	10,000	-55%
110-000-00-3483	Penalties	4,549	11,292	20,500	13,000	20,500	58%
110-000-00-3484	Trails Planning Contribution	-	-	-	-	-	N/A
		94,805	222,766	210,000	223,535	335,500	50%
<b><u>FINES, FORFEITS AND ASSESSMENTS</u></b>							
110-000-00-3510	City and County Court	8,486	11,364	11,000	11,500	12,000	4%
110-000-00-3511	Penalty Assessments	5,230	6,150	6,000	12,000	7,000	-42%
110-000-00-3512	Restitution to City	1,918	1,934	-	-	-	N/A
110-000-00-3513	Misdemeanor Fee	160	-	300	300	-	-100%
110-000-00-3550	Sidewalk Assessments	-	2,836	-	10,000	15,000	50%
		15,794	22,283	17,300	33,800	34,000	1%
<b><u>INTEREST AND RENTALS</u></b>							
110-000-00-3610	Interest on deposits	72,327	18,111	10,000	50,000	50,000	0%
110-000-00-3613	Gain (Loss) on investments	-	(1,694)	-	-	-	N/A
110-000-00-3625	Rent on Lands and Water	44,548	46,933	44,500	44,500	47,000	6%
110-000-00-3626	Facility Rentals	555	1,945	1,000	800	1,000	25%
		117,430	65,294	55,500	95,300	98,000	3%
<b><u>DONATIONS</u></b>							
110-000-00-3640	Senior Center Donations	-	-	-	-	-	N/A
110-000-00-3641	Miscellaneous Donations	4,075	1,352	-	-	-	N/A
110-000-00-3642	Recreation Donations	21,427	44,596	-	-	-	N/A
110-000-00-3645	Special Event Donations	5,000	32,977	21,000	38,000	15,500	-59%
		30,502	78,925	21,000	38,000	15,500	-59%
<b><u>MISCELLANEOUS</u></b>							
110-000-00-3680	Miscellaneous	4,451	5,402	2,000	2,100	5,000	138%
110-000-00-3681	Cash Over (Short)	505	(30)	-	-	-	N/A
110-000-00-3682	Refunds	37,329	27,229	-	-	-	N/A
		42,285	32,601	2,000	2,100	5,000	138%
<b><u>TRANSFERS FROM OTHER FUNDS</u></b>							
110-000-00-3911	Tsfr from Sewer Fund	165,000	165,000	165,000	165,000	165,000	0%
110-000-00-3912	Tsfr from Trash Fund	59,000	69,000	69,000	69,000	70,000	1%
110-000-00-3915	Tsfr from Irrigation	10,500	10,500	10,125	10,125	10,125	0%
110-000-00-3918	Tsfr form Community Center	6,000	6,000	6,000	6,000	6,000	0%
		240,500	250,500	250,125	250,125	251,125	0%
<b><u>OTHER FINANCING SOURCES</u></b>							
110-000-00-3950	Sale of Equipment	5,693	62,627	-	-	-	N/A
110-000-00-3960	Insurance payments	29	53,515	-	-	-	N/A
		5,722	116,141	-	-	-	N/A
<b>TOTAL REVENUES</b>		<b>11,078,805</b>	<b>11,501,468</b>	<b>11,055,425</b>	<b>11,803,180</b>	<b>11,743,125</b>	<b>-1%</b>

# General Government Department

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# General Government Department

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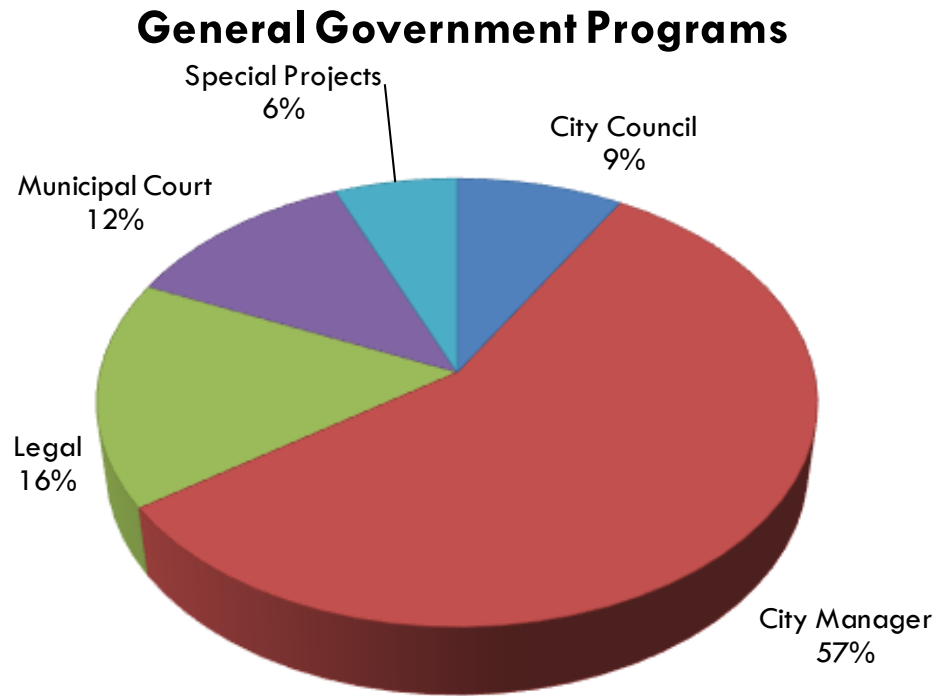
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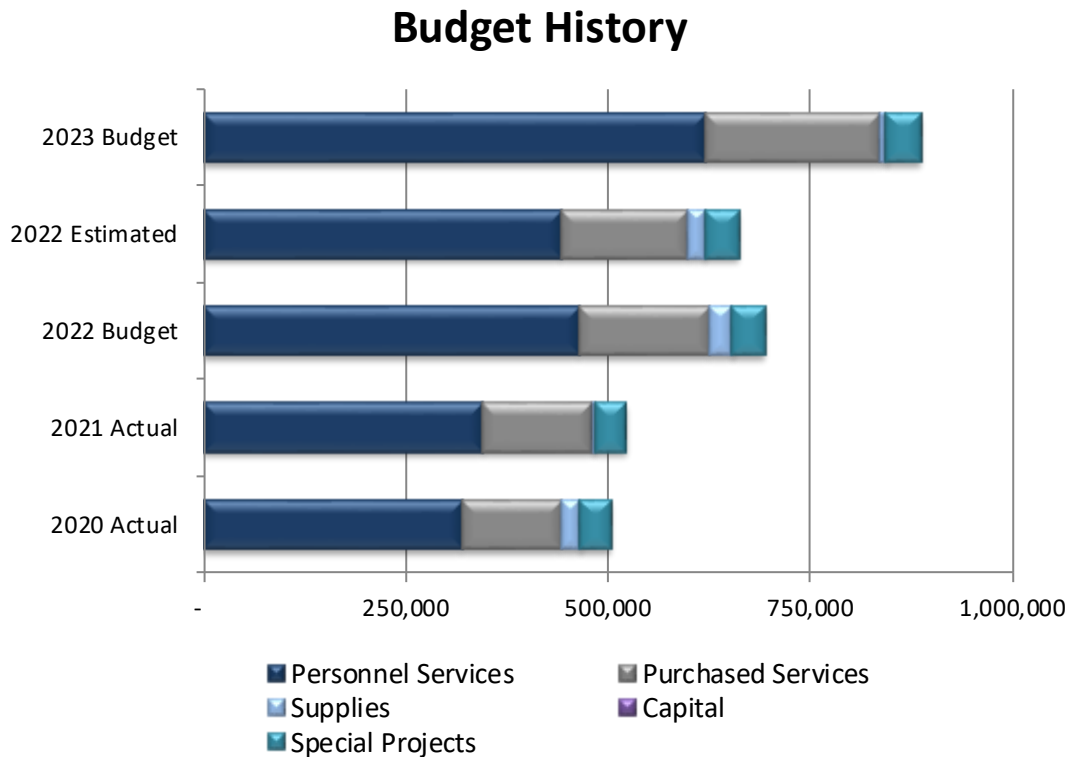
# General Government Department

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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 Department



## **Factors Affecting Expenses**

Overall expenses of the General Government Department are budgeted to increase 23% over the 2022 Budget, and 34% over 2022 estimated actuals. Significant changes in the 2023 Budget include the following:

- Creation of a new program, the Communications and Engagement program. Expenses that were previously allocated to the City Council, City Manager's Office, and City Clerk budget, have been appropriated to this new program.
- Reclassification of the Assistant to the City Manager to the Assistant City Manager. This position will oversee the Administration Department, as well as continue to oversee the budget, marketing and promotion, and communications.
- Addition of a new position, an Administrative Technician/Specialist - City Manager's Office. This position will aid the City Manager's Office and Administration Department in day-to-day work.
- Increase in expenses for the quarterly City Link newsletter.
- Reduction in election expenses.

## **Personnel**

Staffing in the General Government Department includes elected officials (City Council and Mayor) and contract labor (Municipal Judge and Attorneys) in addition to regular full and part time staff.

# General Government Department

The 2023 Budget includes the addition of an Administrative Technician position. The following charts shows the man hours for full time and part time staff and staffing positions for each program.

General Government Personnel				
Position	2020 Budget	2021 Actual	2022 Budget	2023 Budget
<u>City Council</u>				
Mayor	1	1	1	1
Councilmember	6	6	6	6
<u>City Managers Office</u>				
City Manager	1	1	1	1
Assistant City Manager	0	0	0	1
Assistant to the City Manager	0	1	1	0
Communications Specialist	0	0	1	0
Administrative Specialist - CMO	0	0	0	1
<u>Municipal Court</u>				
Bailiff	1	1	1	1
<u>Legal</u>				
City Attorney	1	1	1	1
Prosecutor for Municipal Court	1	1	1	1
Specialty Legal Services	1	1	1	1
<u>Communications and Engagement</u>				
Communications Specialist	0	0	0	1
<b>Total Positions</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>

General Government Staffing Chart				
	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b><u>Hours Summary</u></b>				
<u>City Manager's Office</u>				
Full time employees	4,376	3,793	5,824	6,032
Total City Managers Office	4,376	3,793	5,824	6,032
<u>Municipal Court</u>				
Part time employees	1,300	1,256	1,325	1,325
Total Municipal Court Hours	1,300	1,256	1,325	1,325
<u>Communications and Engagement</u>				
Full time employees	-	-	-	2,080
Total Hours	5,676	5,049	7,149	9,437
Total FTE Equivalents	2.73	2.43	3.44	4.54

# General Government Department

## Expenses

Account	Description	2020 Actual	2021 Actual	2022 Adopted	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4111	Salaries, Administrative	172,147	189,171	260,700	251,000	372,150	48%
4120	Part Time	81,070	82,167	86,750	86,750	91,675	6%
4125	Contract Labor	1,418	1,097	5,050	5,050	5,200	3%
4130	Overtime	-	-	-	-	1,500	N/A
		254,635	272,435	352,500	342,800	470,525	37%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	28,402	33,562	63,000	52,000	86,050	65%
4220	FICA Payroll Expense	15,653	16,988	22,050	21,050	29,325	39%
4221	Medicare Payroll Expense	3,708	3,973	5,200	4,900	6,850	40%
4230	Retirement Contribution	15,198	16,183	19,700	19,250	25,775	34%
4250	Unemployment Insurance	679	730	1,000	975	1,375	41%
4260	Workers Compensation Insurance	610	746	875	850	1,050	24%
		64,250	72,182	111,825	99,025	150,425	52%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	13,127	19,178	30,000	29,086	32,500	12%
4321	Court Interpreter Services	-	270	500	250	735	194%
4330	Legal Fees	99,137	85,328	112,500	112,500	137,500	22%
4337	Community Survey/Video	-	20,234	3,500	3,234	5,000	55%
4338	Website Development	-	-	-	-	5,000	N/A
		112,264	125,010	146,500	145,070	180,735	25%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4430	Service Contracts	2,477	2,690	3,600	2,850	6,350	123%
4437	Moving and Vehicle Allowance	4,840	4,629	4,800	4,800	4,800	0%
		7,317	7,319	8,400	7,650	11,150	46%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4525	Volunteer Accident Medical Pla	247	235	300	315	300	-5%
4530	Telephone	2,801	2,529	3,400	2,800	3,700	32%
4545	Jury Duty Fees	-	-	100	-	100	N/A
4551	Publishing	264	589	1,900	1,036	1,500	45%
4552	City Link Newsletter	-	-	-	-	18,000	N/A
		3,312	3,353	5,700	4,151	23,600	469%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	3,886	3,004	5,500	3,550	6,000	69%
4611	Postage	-	-	2,000	1,615	-	-100%
4612	Supplies and Equipment	19,430	-	20,000	15,327	-	-100%
4626	Fuel	-	-	-	142	200	41%
4630	Meeting/Appreciation Supplies	74	550	300	450	1,300	189%
		23,390	3,554	27,800	21,084	7,500	-64%
<b><u>CAPITAL</u></b>							
4743	Furniture and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>SPECIAL PROJECTS</u></b>							
4810	Boards and Commissions	1,820	1,742	2,000	2,041	2,500	22%
4820	Economic Development	-	-	-	-	-	N/A
4842	Miscellaneous Contributions	36,653	36,653	40,000	40,000	40,000	0%
		38,473	38,395	42,000	42,041	42,500	1%

City of Fruita

2023 Budget

# General Government Department

TOTAL EXPENDITURES	503,641	522,249	694,725	661,821	886,435	34%
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# General Government Department

## City Council

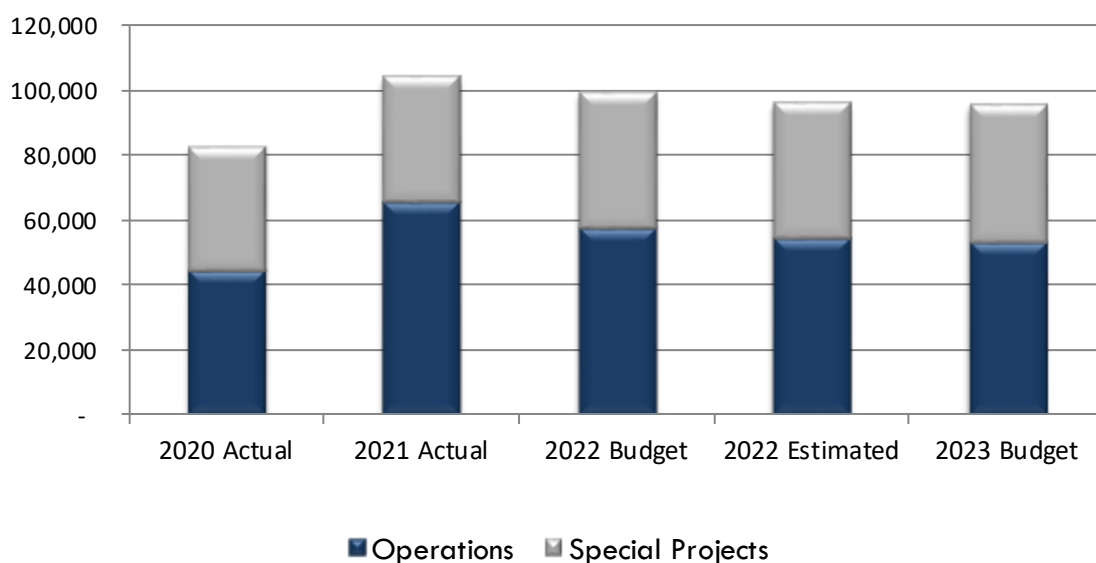
### **EXPENDITURES**

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Personnel Services, Salaries	\$ 27,900	\$ 27,900	\$ 27,900	\$ 27,900	\$ 27,900	0%
Personnel Services, Benefits	2,584	2,693	2,725	2,725	2,725	0%
Purchased Professional Services	9,648	31,753	20,000	19,234	16,500	-14%
Purchased Property Services	-	-	750	-	-	N/A
Other Purchased Services	2,556	2,623	3,900	3,000	3,900	30%
Supplies	1,346	320	2,000	1,100	2,000	82%
Operating Expenses	\$ 44,034	\$ 65,289	\$ 57,275	\$ 53,959	\$ 53,025	-2%
Capital Equipment	-	-	-	-	-	N/A
Special Projects	38,473	38,395	42,000	42,041	42,500	1%
<b>Total Expense</b>	<b>\$ 82,507</b>	<b>\$ 103,684</b>	<b>\$ 99,275</b>	<b>\$ 96,000</b>	<b>\$ 95,525</b>	<b>0%</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**

- The Mayor and members of the City Council provided leadership to the City of Fruita and participated in goal setting for the City's strategic priorities areas, to accomplish City goals.
- Continued to foster key community partnerships with School District #51, Family Health West, Public Lands Agencies, local businesses, local non-profits, neighboring jurisdictions, Museums of the West, the Fruita Chamber of Commerce, Economic Development partners, and other groups.
- The Mayor and members of the City Council serve as Council liaison roles and provide leadership to City Boards and Commissions, as well as external community groups and boards.
- Participated in the second Fruita "State of the City Video", highlighting the results of the 2021 Community Survey and how the City uses that information to prioritize goals and action items into the future.
- Provided leadership and feedback on the 2023 Fruita Municipal Budget.
- Continued to foster key community partnerships with School District #51, Family Health West, Public Lands Agencies, local businesses, local non-profits, neighboring jurisdictions, Museums of the West, the Fruita Chamber of Commerce, Economic Development partners, and other groups.
- The Mayor and City Council represented the City of Fruita at numerous regional and state-

# General Government Department

## City Council

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wide functions and meetings.

- Adopted the Fruita Multi-Modal and Active Circulation Master Plan. Worked with staff to begin implementing other Master Plans that were recently adopted.
- Recognized teachers and students of the month from all Fruita Schools at Fruita City Council meetings.
- Finalized and adopted the Strategic Plan, which outlines specific priority projects and goals for the City of Fruita from 2022-2026.

### **GOALS**

In addition to setting policy, City Council's role also entails setting long-term vision and direction to which professional City staff led by the City Manager work to implement. Fruita in Motion 2020, the City's adopted Comprehensive Plan adopted by City Council and created with community engagement identified the following vision and values; confirmed the continued strategic priority areas all below; and establishes specific goals and outcomes under the following plan themes:

- Land Use and Growth,
- Economic Development,
- Parks, Health, Recreation, Open Space & Trails,
- Transportation,
- Services & Infrastructure, and
- Education, Arts & History.

**Community Vision:** "The City of Fruita values quality of place. It's an inclusive city, with a 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."

#### **Community Values:**

- 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 surrounding 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 is a part of Fruita, from the agricultural lands surrounding the city, to the farmers



# General Government Department

## City Council

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market that takes place downtown.

- Fruita is innovative and openminded—the government and its residents are willing to try new things.
- Fruita takes a community-first approach—the City prioritizes residents in 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.
- Fruita is committed to a land use pattern and supporting policies that promote access to housing across the income spectrum of its residents.

### Strategic Priority Areas:



#### 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.*

### **BUDGET HIGHLIGHTS**

- Expenses for the State of the City Video have been allocated to the newly created

# General Government Department

## City Council

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Communications and Engagement Program, and expenses for the City Council budget are expected to decrease 4% from the previous year.

- Miscellaneous contributions. Also Included in the 2023 Budget are contributions of \$40,000 to outside agencies.

# General Government Department

## City Council

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Adopted	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-410-40-4120	City Council and Mayor Wages	27,900	27,900	27,900	27,900	27,900	0%
		27,900	27,900	27,900	27,900	27,900	0%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-410-40-4220	FICA Payroll Expense	1,786	1,797	1,850	1,850	1,850	0%
110-410-40-4221	Medicare Payroll Expense	418	420	425	425	425	0%
110-410-40-4260	Workers Compensation Insurance	380	476	450	450	450	0%
		2,584	2,693	2,725	2,725	2,725	0%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-410-40-4310	Professional Development	9,648	11,519	16,500	16,000	16,500	3%
110-410-40-4337	Community Survey/Video	-	20,234	3,500	3,234	-	-100%
		9,648	31,753	20,000	19,234	16,500	-14%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-410-40-4430	Service Contracts	-	-	750	-	-	N/A
		-	-	750	-	-	N/A
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-410-40-4530	Data and Telephone	2,339	2,034	2,400	2,000	2,400	20%
110-410-40-4551	Publishing	217	589	1,500	1,000	1,500	50%
		2,556	2,623	3,900	3,000	3,900	30%
<b><u>SUPPLIES</u></b>							
110-410-40-4610	Office Supplies	1,346	320	2,000	1,100	2,000	82%
		1,346	320	2,000	1,100	2,000	82%
<b><u>CAPITAL EQUIPMENT</u></b>							
110-410-40-4743	Furniture and Equipment	-	-	-	-	-	N/A
110-410-40-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>SPECIAL PROJECTS</u></b>							
110-410-40-4810	Boards and Commissions	1,820	1,742	2,000	2,041	2,500	22%
110-410-40-4842	Miscellaneous Contributions	36,653	36,653	40,000	40,000	40,000	0%
		38,473	38,395	42,000	42,041	42,500	1%
<b>TOTAL EXPENSES</b>		<b>82,507</b>	<b>103,684</b>	<b>99,275</b>	<b>96,000</b>	<b>95,525</b>	<b>0%</b>

# General Government Department

## City Manager's Office

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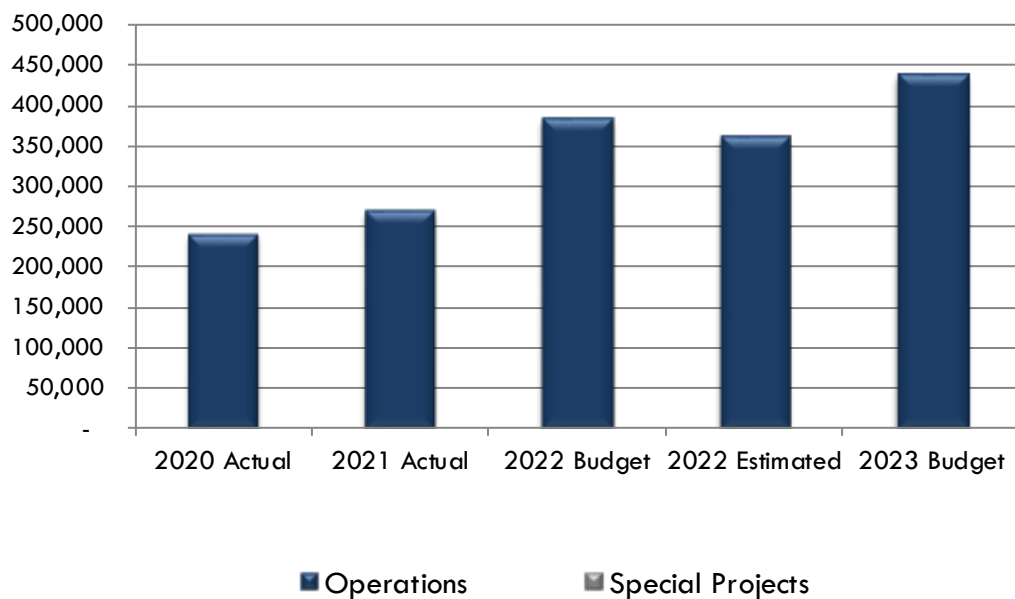
### **EXPENDITURES**

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Personnel Services, Salaries	\$ 172,147	\$ 189,171	\$ 260,700	\$ 251,000	\$ 305,375	22%
Personnel Services, Benefits	57,373	65,114	104,225	91,425	114,775	26%
Purchased Professional Services	2,610	6,610	10,000	10,586	10,000	-6%
Purchased Property Services	4,840	4,719	4,800	4,800	4,800	0%
Other Purchased Services	462	495	1,000	800	1,000	25%
Supplies	785	2,279	1,300	1,792	1,400	-22%
Operating Expenses	\$ 238,217	\$ 268,389	\$ 382,025	\$ 360,403	\$ 437,350	21%
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 238,217</b>	<b>\$ 268,389</b>	<b>\$ 382,025</b>	<b>\$ 360,403</b>	<b>\$ 437,350</b>	<b>21%</b>

### **MISSION**

The City Manager, by City Charter is the Chief Administrative Officer of the City and 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—specifically leading the implementation of the City's comprehensive plan and subsequent master plans.
- To provide leadership and direction to all City departments.
- Work to maintain and continually improve upon lines of communications with the City Council, City Staff, and the 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 align efforts to achieve mutual community goals and priorities.
- 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 represent the City and to communicate the community's values and build partnerships.
- Continue to align tourism and economic development marketing efforts to focus on community values, highlighting the lifestyle and quality of place Fruita has to offer to encourage quality, complementary growth.
- To be accessible and receptive to residents and stakeholders.
- Responsible for all City communications and providing reliable dissemination of public information.

### **PRIOR YEAR ACCOMPLISHMENTS**

- With the City Council and Leadership Team, continued to develop plans to address Workforce/Attainable Housing in Fruita.
- For the Municipal Election, conducted a City Council candidate orientation and onboarded three new members of the Fruita City Council. Participated in goal setting and identified key priorities with the new City Council.
- Provided leadership and guidance on the development of the 2023 Fruita Municipal Budget.
- Completed the second State of the City Video, which showcased the results of the 2021 Fruita Community Survey, and how the City of Fruita utilizes community input to improve the quality of life of Fruita.

# General Government Department

## City Manager's Office

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- Onboarded the first Communication and Engagement Specialist for the City of Fruita. Through this position, the City's communication efforts have been expanded and improved and include new strategies to reach more Fruita residents and visitors. In addition, this position has taken over all responsibilities of creating the City Link, launched the KAFM Radio Show Discover Fruita, and launched an internal employee portal news. Also created a new version of the Friday Weekly Information Update, an online version, that has been very popular with residents.
- Completed over 12 City Manager engagement events with the public. Expanded the events to include highlighting additional Fruita businesses and had several members of the City Council participate in the events. These engagement events will continue into next year and are an opportunity for the public to share their thoughts and feedback on Fruita and city operations.
- Applied for and was awarded many grants for key capital projects in Fruita and the surrounding area. Awarded funds for the second phase of the Downtown Streetscape Master Plan (improvements to S. Mesa Street), the Middle-Mile Broadband Projects H2S Mitigation for the City's Sewer System, and funding for Electric Vehicle Chargers in downtown Fruita.
- Oversaw the completion and adoption of the Multi-Modal Transportation Plan and the Fremont Street Multi-Modal Intersection Design. Now that many of the City of Fruita's Masters Plans have been adopted, continued to work with City Council and the Leadership Team on implementing these plans.
- Worked with the Fruita Trails Initiative and the Bureau of Land Management on the completion of the NEPA Study for the North Fruita Desert Master Plan. Received two grants, one from Great Outdoors Colorado and the other from the Colorado Tourism Office, to build 7-8 miles of new trail as part of the plan.
- With the Fruita Livability Commission, created the Fruita Adopt a Street/Trail program.
- Completed the City's market based and performance related pay plan structure, which is being implemented throughout this budget. Administered an employee survey on benefits and total compensation to determine what areas to prioritize into the future.
- Continued to participate as a Board member on the Grand Junction Economic Partnership and the Romney Institute of Public Service and Ethics Executive Advisory Board. Served as staff liaisons to the Downtown Advisory Board, the Fruita Tourism Advisory Council, and the Fruita Livability Commission.
- Represented the City of Fruita as a speaker at the State of the Grand Valley event, the Grand Junction Economic Partnership Annual Economic Summit, at meetings with Federal and State elected and appointed leaders, and at numerous community meetings, events, local school classes, and fieldtrips.
- Worked as the team lead for the Mesa County Economic Development Partners (with Mesa County, Mesa County Public Health, School District #51, all Mesa County municipalities, all regional Chambers, the Business Incubator Center, the Grand Junction

# General Government Department

## City Manager's Office

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Regional Airport, and the Grand Junction Economic Partnership) with the state's Recovery Roadmap to Resiliency Program. This is the second year of the two-year program, focused on economic development priorities in Mesa County.

- Hosted multiple prospective business visits and tours of Fruita.
- Continued cultivating and building partnerships with the Business Incubator Center, the Grand Junction Economic Partnership, the Fruita Chamber of Commerce, the Colorado Tourism Office, the Colorado Office of Outdoor Recreation, the Colorado Office of Economic Development and International Trade, the Bureau of Land Management, Colorado Parks and Wildlife, Colorado Plateau Mountain Bike Association, Great Outdoors Colorado, Colorado Department of Local Affairs, Family Health West, School District #51, neighboring jurisdictions, and local businesses, to name a few.
- Provided leadership and direction to the City departments and staff to maintain positive momentum and accomplishments of the City goals, policies and objectives, while keep the public City Council information and updated weekly.

### **GOALS**

- Update or create memorandums of understanding with economic development partner agencies to clarify roles, align goals and manage expectations.
- Oversee completion of 2023 goals found in the strategic plan and comprehensive plan.
- Finalize construction of Middle-mile Broadband and seek plans for build out with multiple private providers.
- With the reorganization, prioritize professional development and training that focuses on Finance and Human Resources. Shadow the Administration Department throughout the year to learn the day-to-day operations and to focus on continuous improvement.
- Work with applicable departments on recruitment efforts, succession planning, and identifying long-term needs for the departments.
- Maintain Credential City Manager status with the International City/County Management Association via professional development.
- In addition to serving as the Chief Administrative Officer of the City, serve as the Chief Meaning Officer.

### **PERFORMANCE MEASURES**

- 2023 Performance Measures will be included in the final draft of the budget document.

# **General Government Department**

## **City Manager's Office**

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### **BUDGET HIGHLIGHTS**

- In 2022, the City of Fruita hired its first Communication and Engagement Specialist. In the 2022 Budget, this position was appropriated to the City Manager's Office Budget, but for 2023, is a separate program in General Government, as the Communications and Engagement program.
- Expenses for salary and benefits are budgeted to increase due to two new changes – reclassifying the Assistant to the City Manger position to the Assistant City Manager, and the additional of a new position, an Administrative Technician/Specialist to the City Manager's Office. A reorganization to the structure of the City of Fruita, the Administration Department will report to the Assistant City Manager. This position will also continue to oversee the budget, and marketing and promotion efforts.



# General Government Department

## City Manager's Office

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Adopted	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-410-41-4111	Salaries, Administrative	172,147	189,171	260,700	251,000	303,875	21%
110-410-41-4130	Overtime	-	-	-	-	1,500	N/A
		172,147	189,171	260,700	251,000	305,375	22%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-410-41-4210	Health Insurance	28,402	33,562	63,000	52,000	67,000	29%
110-410-41-4220	FICA Payroll Expense	10,561	11,827	16,500	15,500	19,250	24%
110-410-41-4221	Medicare Payroll Expense	2,517	2,766	3,900	3,600	4,500	25%
110-410-41-4230	Retirement Contribution	15,198	16,183	19,700	19,250	22,675	18%
110-410-41-4250	Unemployment Insurance	520	568	800	775	950	23%
110-410-41-4260	Workers Compensation Ins	175	208	325	300	400	33%
		57,373	65,114	104,225	91,425	114,775	26%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-410-41-4310	Professional Development	2,610	6,610	10,000	10,586	10,000	-6%
		2,610	6,610	10,000	10,586	10,000	-6%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-410-41-4430	Service Contracts	-	90	-	-	-	N/A
110-410-41-4437	Vehicle and Moving Allowance	4,840	4,629	4,800	4,800	4,800	0%
		4,840	4,719	4,800	4,800	4,800	0%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-410-41-4530	Telephone	462	495	1,000	800	1,000	25%
		462	495	1,000	800	1,000	25%
<b><u>SUPPLIES</u></b>							
110-410-41-4610	Office Supplies	711	1,729	1,000	1,200	1,000	-17%
110-410-41-4626	Fuel	-	-	-	142	100	-30%
110-410-41-4630	Meeting/Appreciation Supplies	74	550	300	450	300	-33%
		785	2,279	1,300	1,792	1,400	-22%
<b><u>SPECIAL PROJECTS</u></b>							
110-410-41-4820	Economic Development	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>		<b>238,217</b>	<b>268,389</b>	<b>382,025</b>	<b>360,403</b>	<b>437,350</b>	<b>21%</b>

# General Government Department Elections

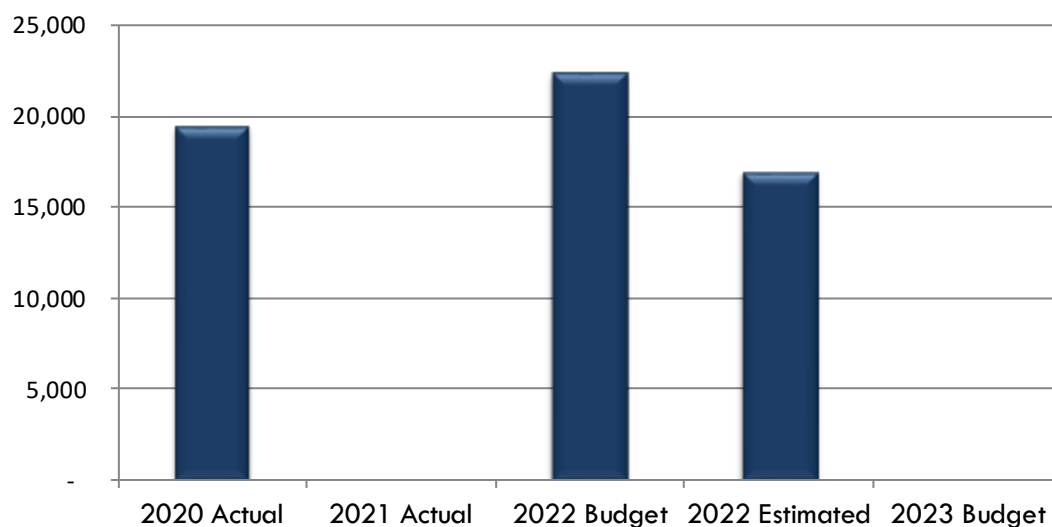
## EXPENDITURES

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Personnel Services, Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Personnel Services, Benefits	-	-	-	-	-	N/A
Purchased Professional Services	-	-	-	-	-	N/A
Other Purchased Services	47	-	400	36	-	-100%
Supplies	19,430	-	22,000	16,942	-	-100%
Operating Expenses	\$ 19,477	\$ -	\$ 22,400	\$ 16,978	\$ -	-100%
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 19,477</b>	<b>\$ -</b>	<b>\$ 22,400</b>	<b>\$ 16,978</b>	<b>\$ -</b>	<b>-100%</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

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## **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**

- Conducted regular municipal election in April 2022 in a fair and impartial manner.
- Ensured compliance with Campaign Finance regulations by candidates
- Tested tabulation equipment for accurate voter counts as required by Statute
- Enhanced ballot receipt procedures to alert to any duplicate ballots, and data input errors, and
- Implemented additional security measures to ensure integrity of the election process.

## **GOALS**

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

## **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

## **BUDGET HIGHLIGHTS**

- There is no regular election scheduled for 2023.

# General Government Department

## Elections

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Adopted	2022 Estimated	2023 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	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-410-42-4551	Publishing	47	-	400	36	-	-100%
		47	-	400	36	-	-100%
<b><u>SUPPLIES</u></b>							
110-410-42-4611	Postage	-	-	2,000	1,615	-	-100%
110-410-42-4612	Supplies and Equipment	19,430	-	20,000	15,327	-	-100%
		19,430	-	22,000	16,942	-	-100%
<b>TOTAL EXPENDITURES</b>		<b>19,477</b>	<b>-</b>	<b>22,400</b>	<b>16,978</b>	<b>-</b>	<b>-100%</b>

# General Government Department

## Legal

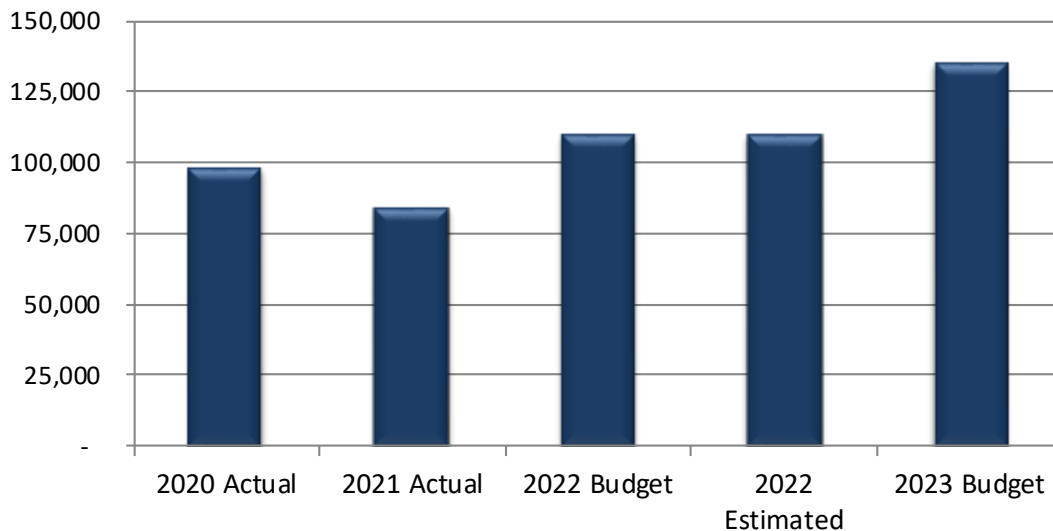
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<b><u>EXPENDITURES</u></b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Personnel Services, Benefits	-	-	-	-	-	N/A
Purchased Professional Services	98,379	84,316	110,000	110,000	135,000	23%
Operating Expenses	\$ 98,379	\$ 84,316	\$ 110,000	\$ 110,000	\$ 135,000	23%
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 98,379</b>	<b>\$ 84,316</b>	<b>\$ 110,000</b>	<b>\$ 110,000</b>	<b>\$ 135,000</b>	<b>23%</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 Legal Program provides general legal advice to the City, including review of planning documents, employment issues, water rights filings, and municipal court prosecutions.

### 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**

- Worked with the City Council and city staff on a variety of issues, including housing programs and initiatives, economic development efforts, true daily maximum load restrictions (TMDL), and issues related to personnel.

### **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**

- Performance measures will be included in the final draft of budget document.

### **BUDGET HIGHLIGHTS**

- Legal fees are budgeted to increase 23% for additional legal needs in 2023.

# General Government Department

## Legal

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Adopted	2022 Estimated	2023 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	98,379	84,316	110,000	110,000	135,000	23%
		98,379	84,316	110,000	110,000	135,000	23%
<b>TOTAL EXPENDITURES</b>		<b>98,379</b>	<b>84,316</b>	<b>110,000</b>	<b>110,000</b>	<b>135,000</b>	<b>23%</b>

# General Government Department

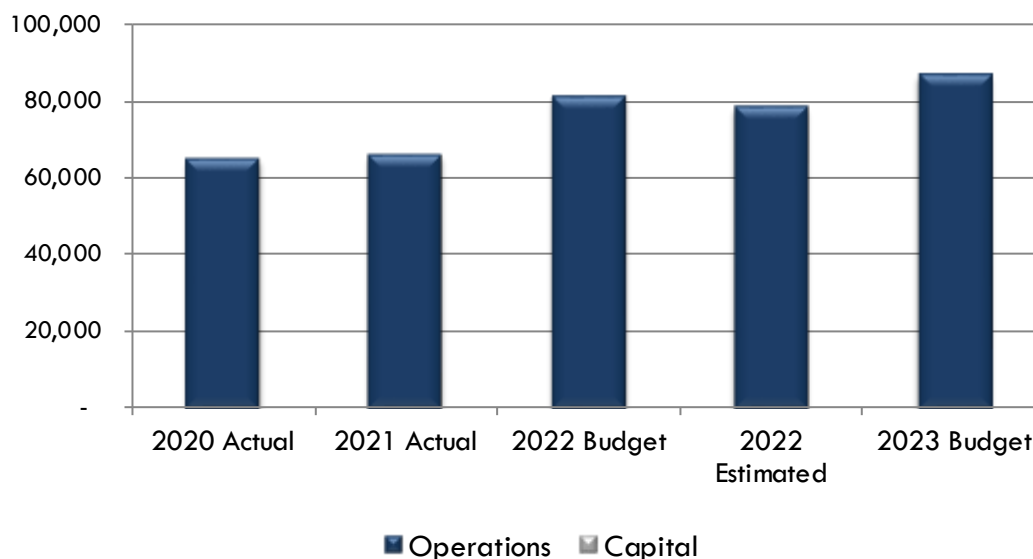
## Municipal Court

<b><u>EXPENSES</u></b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 54,588	\$ 55,363	\$ 63,900	\$ 63,900	\$ 68,975	8%
Personnel Services, Benefits	4,295	4,375	4,875	4,875	5,200	7%
Purchased Professional Services	1,628	2,331	6,500	5,250	6,735	28%
Purchased Property Services	2,477	2,600	2,850	2,850	2,850	0%
Other Purchased "Services	247	235	400	315	400	27%
Supplies	1,828	955	2,500	1,250	2,500	100%
Operating Expenses	\$ 65,063	\$ 65,861	\$ 81,025	\$ 78,440	\$ 86,660	10%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 65,063</b>	<b>\$ 65,861</b>	<b>\$ 81,025</b>	<b>\$ 78,440</b>	<b>\$ 86,660</b>	<b>10%</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 Office of the Alternate Defense Counsel found the court met the statutory requirement for providing independent indigent defense in 2021.
- In response to the COVID-19 pandemic, the court continues with virtual court appearances to ensure the health and safety of the Public and court staff.

### **GOALS**

- The Court Clerk will update the Court Operations Manual to include the procedures for virtual and hybrid court appearances.
- The Court will seek to limit the number of Continuances granted.
- The Court will remain sensitive to those unable to pay fines and fees due to COVID-19 related unemployment.
- The Court will maintain a high standard of efficiency in docketing Summons to achieve prompt First Appearances.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- There are no significant changes in the 2023 Budget.

# General Government Department

## Municipal Court

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Adopted	2022 Estimated	2023 Budget	% Change
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-410-44-4120	Part Time	53,170	54,267	58,850	58,850	63,775	8%
110-410-44-4125	Contract Labor	1,418	1,097	5,050	5,050	5,200	3%
110-410-44-4130	Overtime	-	-	-	-	-	N/A
		54,588	55,363	63,900	63,900	68,975	8%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-410-44-4210	Health Insurance	-	-	-	-	-	N/A
110-410-44-4220	FICA Payroll Expense	3,306	3,364	3,700	3,700	3,975	7%
110-410-44-4221	Medicare Payroll Expense	773	787	875	875	925	6%
110-410-44-4230	Retirement Contribution	-	-	-	-	-	N/A
110-410-44-4250	Unemployment Insurance	160	162	200	200	200	0%
110-410-44-4260	Workers Compensation Insurance	56	62	100	100	100	0%
		4,295	4,375	4,875	4,875	5,200	7%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-410-44-4310	Professional Development	870	1,049	3,500	2,500	3,500	40%
110-410-44-4321	Court Interpreter Services	-	270	500	250	735	194%
110-410-44-4330	Legal Fees	758	1,013	2,500	2,500	2,500	0%
		1,628	2,331	6,500	5,250	6,735	28%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-410-44-4430	Service Contracts	2,477	2,600	2,850	2,850	2,850	0%
		2,477	2,600	2,850	2,850	2,850	0%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-410-44-4525	Volunteer Accident Medical Pla	247	235	300	315	300	-5%
110-410-44-4545	Jury Duty Fees	-	-	100	-	100	N/A
		247	235	400	315	400	27%
<b><u>SUPPLIES</u></b>							
110-410-44-4610	Office Supplies	1,828	955	2,500	1,250	2,500	100%
		1,828	955	2,500	1,250	2,500	100%
<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>65,063</b>	<b>65,861</b>	<b>81,025</b>	<b>78,440</b>	<b>86,660</b>	<b>10%</b>

# General Government Department

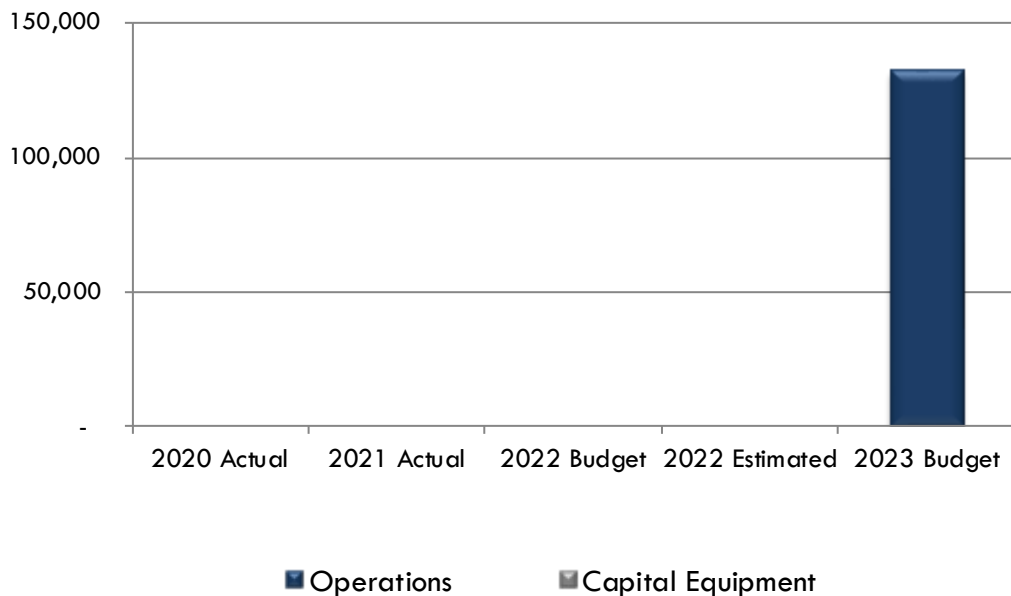
## Communications and Engagement

<b>EXPENDITURES</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ -	\$ -	\$ -	\$ -	\$ 68,275	N/A
Personnel Services, Benefits	-	-	-	-	27,725	N/A
Purchased Professional Services	-	-	-	-	12,500	N/A
Purchased Property Services	-	-	-	-	3,500	N/A
Other Purchased Services	-	-	-	-	18,300	N/A
Supplies	-	-	-	-	1,600	N/A
Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ 131,900	N/A
Capital Equipment	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 131,900</b>	<b>N/A</b>

### MISSION

The Communications and Engagement program aims to strengthen the relationship between the city and the community by creating effective strategies to keep internal and external stakeholders informed and involved in city projects and services. The program is housed under the City Manager's Office and works closely with all city departments and City Council to communicate and engage with the community.

### Budget History



# General Government Department

## Communications and Engagement

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### **RESPONSIBILITIES**

- Works closely with all city departments to disseminate accurate and timely department communications, both internally and externally.
- Collects, creates, and distributes city messaging in a variety of ways to ensure the community can easily understand the information.
- Designs and coordinates quarterly City Link newsletters to send to all Fruita residents.
- Coordinates and distributes media releases.
- Coordinates and attends city engagement events.
- To be accessible and receptive to residents and stakeholders.
- Responsible for all City communications and providing reliable dissemination of public information.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Focused on utilizing social media platforms on a consistent basis to keep the community informed on city projects and services. This included expanding into other social media platforms including Instagram and Nextdoor to reach a wider audience.
- In previous years, the design work for the quarterly City Link was outsourced. This year the design was brought in-house which provides a more efficient process for the project.
- Coordinated the 2022 State of the City video highlighting the top priorities from the 2021 Community Survey and how the city is working towards these priorities.
- Worked with various departments on video creation highlighting the work city employees do each day. Each video helps to promote city services while also educating the community on the work needed to bring these services to residents.
- Coordinates and hosts a monthly radio show/podcast called Discover Fruita where guests from the city are invited to the show to talk about city services through conversation.
- Coordinated and attended one to two City Manager Engagement events per month. These events are an opportunity for the City Manager and guests to meet with community members to discuss city topics.
- Coordinated and helped with community engagement process on the N. Mulberry Street closure. A variety of engagement tools were used including an online survey, in-person events, stakeholder meetings, flyers, social media, and the website.
- Created and distributed a monthly employee newsletter to keep employees informed and connected with what's happening throughout the organization.
- Developed an employee intranet platform for employees to easily find benefit information, forms, and city updates.

# **General Government Department**

## **Communications and Engagement**

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### **GOALS**

- Continue to develop and implement a communication strategy that aligns with the city and community's core values.
- Find and coordinate new ways to engage with the community both in-person and online.
- Explore and implement opportunities to make city communications more accessible to all community members.
- Stay involved in county-wide communication groups to build and maintain relationships with partner agencies. Groups include the Mesa County Communications Officer Association (MCCOA) and the Joint Information Center (JIC), which are in place to act as a resource in times of a crisis in which extra communication help is needed.

### **PERFORMANCE MEASURES**

- Performance Measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- This program is new in 2023 with the new addition of the Communications and Engagement Specialist. This position was previously allocated to General Government: City Manager's Office.
- Increase in service contracts and equipment needed for Communication efforts, including Adobe Creative Suite, Canva, printing costs, new camera equipment (Tripod), and royalty-free assets. This budget also includes transitioning 100 forms from a paper format to digital format with e-signatures.
- This budget also includes two expenses that were previous allocated to other programs, the annual State of the City Video (\$5,000 budgeted, previous in the City Council program) and expenses for the quarterly City Link (\$18,000 budgeted, previously in the City Clerk budget).

# General Government Department

## Communication and Engagement

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Adopted	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-410-45-4111	Salaries, Administrative	-	-	-	-	68,275	N/A
110-410-45-4130	Overtime	-	-	-	-	-	N/A
		-	-	-	-	68,275	N/A
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-410-45-4210	Health Insurance	-	-	-	-	19,050	N/A
110-410-45-4220	FICA Payroll Expense	-	-	-	-	4,250	N/A
110-410-45-4221	Medicare Payroll Expense	-	-	-	-	1,000	N/A
110-410-45-4230	Retirement Contribution	-	-	-	-	3,100	N/A
110-410-45-4250	Unemployment Insurance	-	-	-	-	225	N/A
110-410-45-4260	Workers Compensation Ins	-	-	-	-	100	N/A
		-	-	-	-	27,725	N/A
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-410-45-4310	Professional Development	-	-	-	-	2,500	N/A
110-410-45-4337	Community Survey/Video	-	-	-	-	5,000	N/A
110-410-45-4338	Website Development	-	-	-	-	5,000	N/A
		-	-	-	-	12,500	N/A
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-410-45-4430	Service Contracts	-	-	-	-	3,500	N/A
		-	-	-	-	3,500	N/A
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-410-45-4530	Telephone	-	-	-	-	300	N/A
110-410-45-4552	City Link Newsletter	-	-	-	-	18,000	N/A
		-	-	-	-	18,300	N/A
<b><u>SUPPLIES</u></b>							
110-410-45-4610	Office Supplies	-	-	-	-	500	N/A
110-410-45-4626	Fuel	-	-	-	-	100	N/A
110-410-45-4630	Meeting/Appreciation Supplies	-	-	-	-	1,000	N/A
		-	-	-	-	1,600	N/A
<b><u>CAPITAL EQUIPMENT</u></b>							
110-410-45-4743	Furniture and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>		-	-	-	-	131,900	N/A

# Administration Department

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# Administration Department

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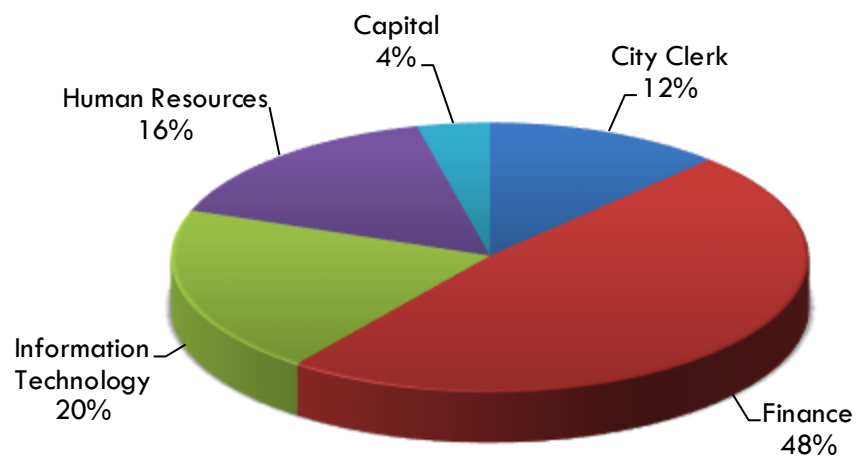


# Administration Department

<b>Expenses by Category</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 360,104	\$ 346,710	\$ 452,575	\$ 421,157	\$ 448,025	6%
Personnel Services, Benefits	107,775	108,545	145,075	136,300	133,875	-2%
Purchased Professional Services	39,792	50,377	71,000	53,500	73,600	38%
Purchased Property Services	137,811	148,750	165,350	160,913	207,600	29%
Other Purchased Services	27,417	34,425	38,650	40,950	24,150	-41%
Supplies	33,688	41,262	49,950	54,725	49,650	-9%
Operating Expenses	\$ 706,587	\$ 730,069	\$ 922,600	\$ 867,545	\$ 936,900	8%
Capital	47,323	19,554	25,625	21,000	36,230	73%
Special Projects	-	5,925	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 753,910</b>	<b>\$ 755,548</b>	<b>\$ 948,225</b>	<b>\$ 888,545</b>	<b>\$ 973,130</b>	<b>10%</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.

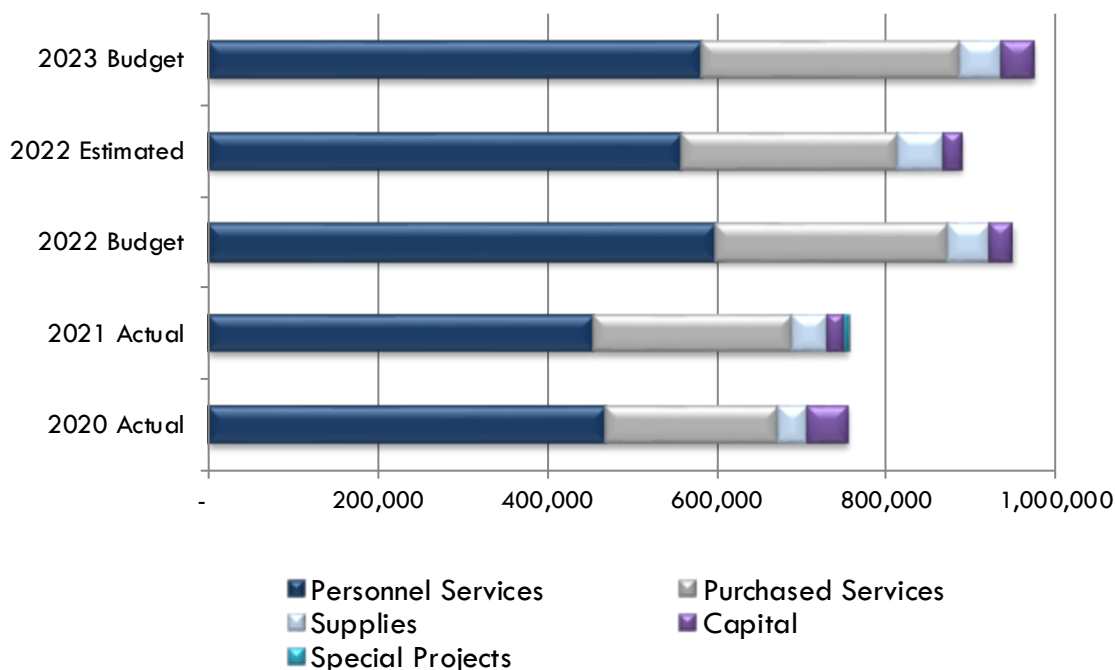
## Administration Department



# Administration Department

<b>Expenses by Program</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
City Clerk	\$ 80,742	\$ 104,660	\$ 124,900	\$ 120,307	\$ 118,675	-1%
Finance	384,173	348,723	478,400	428,138	467,950	9%
Information Technology	145,193	155,399	177,650	176,750	196,750	11%
Human Resources	96,477	121,287	141,650	142,350	153,525	8%
Operating Expenses	\$ 706,585	\$ 730,069	\$ 922,600	\$ 867,545	\$ 936,900	8%
Capital	47,323	19,554	25,625	21,000	36,230	73%
Special Projects	-	5,925	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 753,908</b>	<b>\$ 755,548</b>	<b>\$ 948,225</b>	<b>\$ 888,545</b>	<b>\$ 973,130</b>	<b>10%</b>

## Budget History



## Factors Affecting Expenses

Expenses for the Administration Department are budgeted to increase 3% in 2023. Significant changes include:

- Increase in contract services for IT Services (22%) for new security features aimed at reducing cyber security threats throughout the organization and subscription-based accounting software for implementation of GASB pronouncements (#87 and #96).
- Capital increases for computer equipment and for the purchase of a new postage machine (18% increase).

# Administration Department

- Moving expenses for the City Link newsletter from the City Clerk's office to the Communications and Engagement Program in the General Government Department.

## Personnel

Administration Staffing Chart				
	2020	2021	2022	2023
<b>Hours Summary</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>City Clerk</b>				
Full time employees	2,359	2,365	2,392	2,392
Part time employees	6	-	-	-
Overtime	1	-	25	25
<b>Total City Clerk Hours</b>	<b>2,366</b>	<b>2,365</b>	<b>2,417</b>	<b>2,417</b>
<b>Finance</b>				
Full time employees	7,494	6,297	8,048	8,048
Part time employees	1,233	539	1,330	936
Overtime	14	15	15	15
<b>Total Finance Hours</b>	<b>8,741</b>	<b>6,851</b>	<b>9,393</b>	<b>8,999</b>
<b>Human Resources</b>				
Full time employees	1,789	2,095	2,080	2,080
<b>Total Human Resource Hours</b>	<b>1,789</b>	<b>2,095</b>	<b>2,080</b>	<b>2,080</b>
<b>Total Hours</b>	<b>12,896</b>	<b>11,311</b>	<b>13,890</b>	<b>13,496</b>
<b>Total FTE Equivalents</b>	<b>6.20</b>	<b>5.44</b>	<b>6.68</b>	<b>6.49</b>

Administration Personnel - Positions				
Position	2020 Budget	2021 Budget	2022 Budget	2023 Budget
<b>City Clerk</b>				
City Clerk	0.15	0.15	0.15	0.15
Deputy City Clerk	1.00	1.00	1.00	1.00
<b>Finance</b>				
Finance Director	0.85	0.85	0.85	0.85
Administrative Assistant	0.00	0.00	1.00	1.00
Accountant	1.00	1.00	0.00	0.00
Payroll Technician	1.00	1.00	1.00	1.00
Utility Billing Clerk	1.00	1.00	1.00	1.00
Administrative Clerk	0.60	0.60	0.60	0.45
<b>Human Resources</b>				
Human Resource Director	0.80	0.80	1.00	1.00
<b>Total Positions</b>	<b>6.40</b>	<b>6.40</b>	<b>6.60</b>	<b>6.45</b>

# Administration Department

Expenses		2020	2021	2022	2022	2023	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4111	Salaries, Administrative	340,201	337,664	428,525	415,050	431,000	4%
4120	Salaries, Part time	19,409	8,545	22,500	5,082	15,400	203%
4125	Contract Labor	-	-	-	225	-	-100%
4130	Overtime	494	501	1,550	800	1,625	103%
		360,104	346,710	452,575	421,157	448,025	6%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	63,909	66,456	88,350	82,000	77,575	-5%
4220	FICA Payroll Expense	21,592	20,632	28,150	27,375	27,825	2%
4221	Medicare Payroll Expense	5,050	4,825	6,650	6,450	6,550	2%
4230	Retirement Contribution	15,776	15,185	19,425	18,525	19,500	5%
4250	Unemployment Insurance	1,042	991	1,425	1,375	1,375	0%
4260	Workers Compensation Insurance	406	457	575	575	550	-4%
4290	Employee Assistance Programs	-	-	500	-	500	N/A
		107,775	108,545	145,075	136,300	133,875	-2%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	1,443	2,962	6,400	2,650	5,500	108%
4311	Appreciation Programs	2,530	3,393	7,500	7,500	7,500	0%
4312	Flex Benefit Administration Fee	1,968	2,152	3,100	2,000	3,100	55%
4315	Audit Fees	24,000	30,000	30,500	24,750	37,000	49%
4316	Bank Charges	-	-	2,500	100	2,500	2400%
4317	Lock Off Fees	556	1,882	6,000	3,500	6,000	71%
4338	Website Development	-	-	5,000	-	-	N/A
4345	Recruitment	9,295	9,987	10,000	13,000	12,000	-8%
		39,792	50,377	71,000	53,500	73,600	38%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4430	Service Contracts	137,811	148,750	165,350	160,913	207,600	29%
		137,811	148,750	165,350	160,913	207,600	29%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4530	Telephone and Internet	14,876	16,250	19,150	19,150	19,150	0%
4550	Printing	2,711	1,029	4,700	3,500	4,700	34%
4552	City Link Newsletter	9,701	17,133	14,500	18,000	-	-100%
4592	Recording Fees	129	13	300	300	300	0%
		27,417	34,425	38,650	40,950	24,150	-41%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	5,370	7,030	8,500	8,400	8,600	2%
4611	Postage	17,814	20,182	20,750	23,750	25,750	8%
4612	Supplies and Equipment	10,504	13,997	20,400	22,500	15,000	-33%
4626	Fuel	-	54	300	75	300	300%
		33,688	41,262	49,950	54,725	49,650	-9%
<b><u>CAPITAL</u></b>							
4743	Furniture and Equipment	-	-	-	-	6,000	N/A
4744	Computer Equipment	47,323	19,554	25,625	21,000	30,230	44%
		47,323	19,554	25,625	21,000	36,230	73%
<b><u>SPECIAL PROJECTS</u></b>							
4824	Compensation Plan Update	-	5,925	-	-	-	N/A
		-	5,925	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>		<b>753,910</b>	<b>755,548</b>	<b>948,225</b>	<b>888,545</b>	<b>973,130</b>	<b>10%</b>

# Administration Department

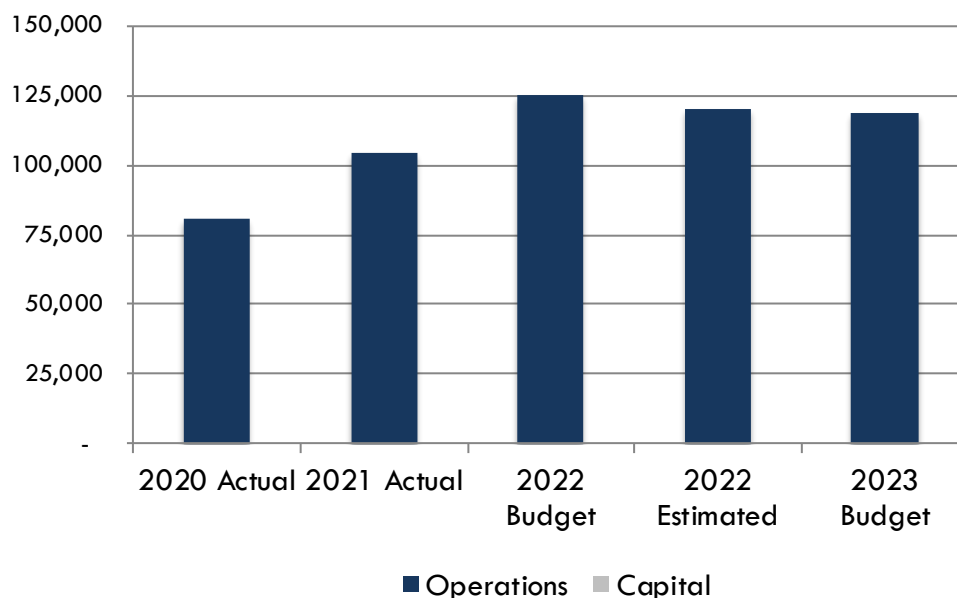
## City Clerk

<b>EXPENDITURES</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 52,404	\$ 59,918	\$ 70,050	\$ 70,257	\$ 74,075	5%
Personnel Services, Benefits	16,373	18,853	21,350	21,350	22,100	4%
Purchased Professional Services	-	146	1,000	150	750	400%
Purchased Property Services	25	4,895	12,250	6,000	16,000	167%
Other Purchased Services	9,830	17,426	15,800	18,300	1,300	-93%
Supplies	2,110	3,423	4,450	4,250	4,450	5%
Operating Expenses	\$ 80,742	\$ 104,660	\$ 124,900	\$ 120,307	\$ 118,675	-1%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 80,742</b>	<b>\$ 104,660</b>	<b>\$ 124,900</b>	<b>\$ 120,307</b>	<b>\$ 118,675</b>	<b>-1%</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



## RESPONSIBILITIES

- Records Management. Record, manage, archive and otherwise maintain and make

# Administration Department

## City Clerk

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available to the public the City's official documents. including ordinances, resolutions, agreements and contracts. Oversee the City's contract routing process, ensuring contracts are fully reviewed and meet requirements for signing before they are executed.

- Codification of adopted ordinances and publication of the Fruita Municipal Code
- City Council Support Services. Manage agenda packet process. Publish notices of public hearings and adoptions as required by City Charter and State Statutes. Prepare minutes of 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 and process.
- Licensing Services. Issuance of licenses for businesses, liquor establishments and other licenses.
- Public information and transparency. Response to open records requests and assist public with information and resources.
- Election services. Conduct municipal elections.
- Leases. Maintain and renew leases and monitor compliance with terms of lease.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Implementation of self-publishing software for modifications of the Fruita Municipal Code. (In Process)
- Review of various online business license application and renewal software solutions. (In Process).
- Records retention policies and procedures sent to all departments for their use in management and storage of departmental records.
- Successful conduct of 2022 Regular Municipal Election
- Notification to liquor license holders of alcohol related training/education opportunities offered through the Grand Junction Police Department.
- The Clerk's office oversaw 27 liquor licenses (19 on premise and 8 off premise licenses) 19 special event permits, 1 art gallery permit, 2 transfers of ownership and 2 new liquor licenses in 2022.
- Continued to perform core duties and responsibilities for minutes, licensing, open records, City Council support services, and records management.

### **GOALS**

- Research records management and indexing systems for easier retrieval of information

# Administration Department

## City Clerk

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for both internal and external sources.

- Prepare Handbook/Orientation Manual for Board and Commission Members providing general guidance and information to members of the various boards and commissions of the City.
- Reorganize permanent and temporary records storage to provide room for planning and development records required due to building renovations.
- Evaluate need to retain a staff attorney to assist departments with legal advice, drafting legal documents and city ordinances and resolutions, review of contracts and agreements, conduct legal research and provide legal advice, review of legislative changes that affect the city, including municipal court, and other duties of a legal nature.

### **PERFORMANCE MEASURES**

- Performance Measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- The City Clerk budget is expected to decrease 5% (1% when compared to 2022 actuals) in 2023 due to moving City Link expenses moved to General Government in the Communication and Engagement program.
- Service contracts are increasing 31% for Agenda Management and Fruita Municipal Code Self-Publishing Software.

# Administration Department

## City Clerk

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-415-11-4111	Salaries, Administrative	52,251	59,910	69,050	69,050	73,050	6%
110-415-11-4120	Salaries, Part time	113	-	-	882	-	-100%
110-415-11-4125	Contract Labor	-	-	-	225	-	-100%
110-415-11-4130	Overtime	40	8	1,000	100	1,025	925%
		52,404	59,918	70,050	70,257	74,075	5%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-415-11-4210	Health Insurance	9,428	11,473	12,400	12,400	12,725	3%
110-415-11-4220	FICA Payroll Expense	3,151	3,606	4,400	4,400	4,600	5%
110-415-11-4221	Medicare Payroll Expense	737	843	1,050	1,050	1,100	5%
110-415-11-4230	Retirement Contribution	2,843	2,688	3,175	3,175	3,350	6%
110-415-11-4250	Unemployment Insurance	152	173	225	225	225	0%
110-415-11-4260	Workers Compensation Insuranc	62	69	100	100	100	0%
		16,373	18,853	21,350	21,350	22,100	4%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-415-11-4310	Professional Development	-	146	1,000	150	750	400%
		-	146	1,000	150	750	400%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-415-11-4430	Service Contracts	25	4,895	12,250	6,000	16,000	167%
		25	4,895	12,250	6,000	16,000	167%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-415-11-4530	Telephone	-	-	-	-	-	N/A
110-415-11-4550	Printing	-	280	1,000	-	1,000	N/A
110-415-11-4552	City Link Newsletter	9,701	17,133	14,500	18,000	-	-100%
110-415-11-4592	Recording Fees	129	13	300	300	300	0%
		9,830	17,426	15,800	18,300	1,300	-93%
<b><u>SUPPLIES</u></b>							
110-415-11-4610	Office Supplies	1,480	2,404	2,600	2,500	2,600	4%
110-415-11-4611	Postage	630	965	1,750	1,750	1,750	0%
110-415-11-4626	Gas and Oil	-	54	100	-	100	N/A
		2,110	3,423	4,450	4,250	4,450	5%
<b><u>CAPITAL</u></b>							
110-415-11-4743	Furniture and Equipment	-	-	-	-	-	N/A
110-415-11-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>		<b>80,742</b>	<b>104,660</b>	<b>124,900</b>	<b>120,307</b>	<b>118,675</b>	<b>-1%</b>



# Administration Department

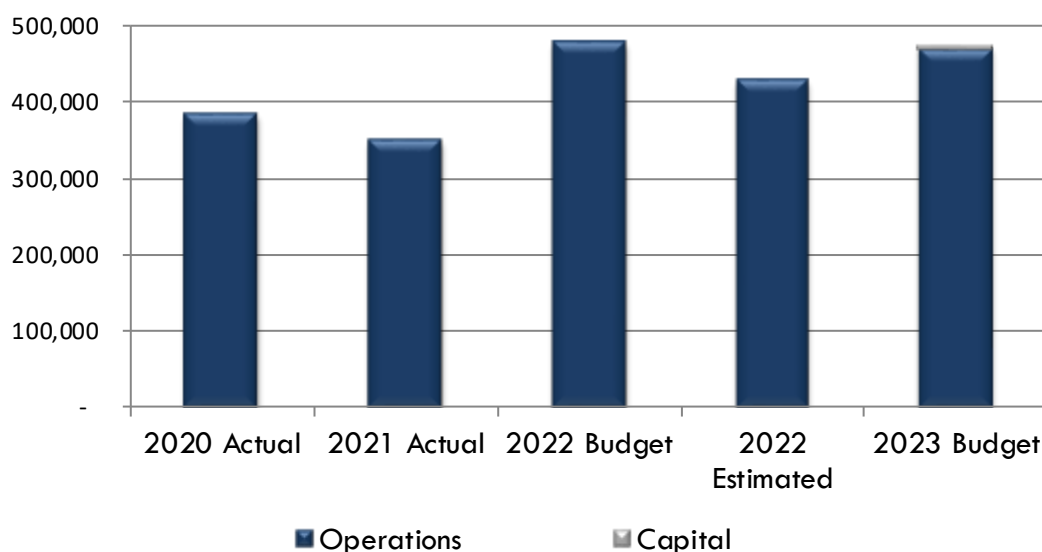
## Finance

<b><u>EXPENDITURES</u></b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 241,106	\$ 202,057	\$ 286,525	\$ 254,700	\$ 269,550	6%
Personnel Services, Benefits	76,398	70,071	101,475	93,200	88,250	-5%
Purchased Professional Services	25,621	34,059	42,500	29,850	48,250	62%
Purchased Property Services	17,973	18,703	20,000	19,813	29,000	46%
Other Purchased Services	2,711	750	3,700	3,500	3,700	6%
Supplies	20,364	23,083	24,200	27,075	29,200	8%
Operating Expenses	\$ 384,173	\$ 348,723	\$ 478,400	\$ 428,138	\$ 467,950	9%
Capital	-	-	-	-	6,000	N/A
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 384,173</b>	<b>\$ 348,723</b>	<b>\$ 478,400</b>	<b>\$ 428,138</b>	<b>\$ 473,950</b>	<b>11%</b>

## **MISSION**

The Finance Department provides accounting, budgeting, cash management, and other financial services for the City. The mission of the Finance Program is to provide comprehensive and transparent financial management through implementation of financial policies and practices which provide sound fiscal management, maintaining strong ethics and integrity, and supporting 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
- Budget Development
- Cash Management
- Debt Management
- Financial Accounting and Reporting
- Property/Casualty Insurance claims and renewal application
- Contract reviews for compliance with budget
- Grant administration

### **PRIOR YEAR ACCOMPLISHMENTS**

- Executed new 20-year franchise agreements with Public Service Company and Grand Valley Power
- Received an unqualified opinion on the 2021 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
- Financial reporting and monitoring for 17 active grants in 2022
- Began implementation of GASB 87 regarding new lease accounting standards
- System improvements for tracking and accounting for lodgers tax revenues needed with increase in number of short term rentals
- Evaluate procurement portal for city-wide use (in process for implementation)
- Roll out of pilot trash program using carts
- Maintained a 2% or less delinquency rate for utility accounts in excess of 90 days overdue
- Filled vacant administrative specialist position

### **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

# Administration Department

## Finance

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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.
- 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**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- Increase in service contracts for software for implementation and tracking of GASB 87 Lease and GASB 96 Subscription based IT arrangements (SBITA) - \$7,000
- Included in the 2023 Budget is the purchase of a new postage meter - \$6,000.

# Administration Department

## Finance

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-415-12-4111	Salaries, Administrative	221,356	193,019	263,475	250,000	253,550	1%
110-415-12-4120	Salaries, Part time	19,295	8,545	22,500	4,000	15,400	285%
110-415-12-4130	Overtime	455	493	550	700	600	-14%
		241,106	202,057	286,525	254,700	269,550	6%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-415-12-4210	Health Insurance	47,715	45,842	66,350	60,000	55,000	-8%
110-415-12-4220	FICA Payroll Expense	14,402	11,893	17,775	17,000	16,725	-2%
110-415-12-4221	Medicare Payroll Expense	3,368	2,782	4,200	4,000	3,925	-2%
110-415-12-4230	Retirement Contribution	9,942	8,690	11,900	11,000	11,450	4%
110-415-12-4250	Unemployment Insurance	695	571	900	850	825	-3%
110-415-12-4260	Workers Compensation Insuranc	276	293	350	350	325	-7%
		76,398	70,071	101,475	93,200	88,250	-5%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-415-12-4310	Professional Development	1,065	2,177	3,500	1,500	2,750	83%
110-415-12-4315	Audit Fees	24,000	30,000	30,500	24,750	37,000	49%
110-415-12-4316	Bank & Credit Card Fees	-	-	2,500	100	2,500	2400%
110-415-12-4317	Lock Off Fees	556	1,882	6,000	3,500	6,000	71%
		25,621	34,059	42,500	29,850	48,250	62%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-415-12-4430	Service Contracts	17,973	18,703	20,000	19,813	29,000	46%
		17,973	18,703	20,000	19,813	29,000	46%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-415-12-4550	Printing	2,711	750	3,700	3,500	3,700	6%
		2,711	750	3,700	3,500	3,700	6%
<b><u>SUPPLIES</u></b>							
110-415-12-4610	Office Supplies	3,180	3,867	5,000	5,000	5,000	0%
110-415-12-4611	Postage	17,184	19,217	19,000	22,000	24,000	9%
110-415-12-4626	Gas and Oil	-	-	200	75	200	167%
		20,364	23,083	24,200	27,075	29,200	8%
<b><u>CAPITAL</u></b>							
110-415-12-4743	Furniture and Equipment	-	-	-	-	6,000	N/A
110-415-12-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	-	-	6,000	N/A
<b>TOTAL EXPENDITURES</b>		<b>384,173</b>	<b>348,723</b>	<b>478,400</b>	<b>428,138</b>	<b>473,950</b>	<b>11%</b>

# Administration Department

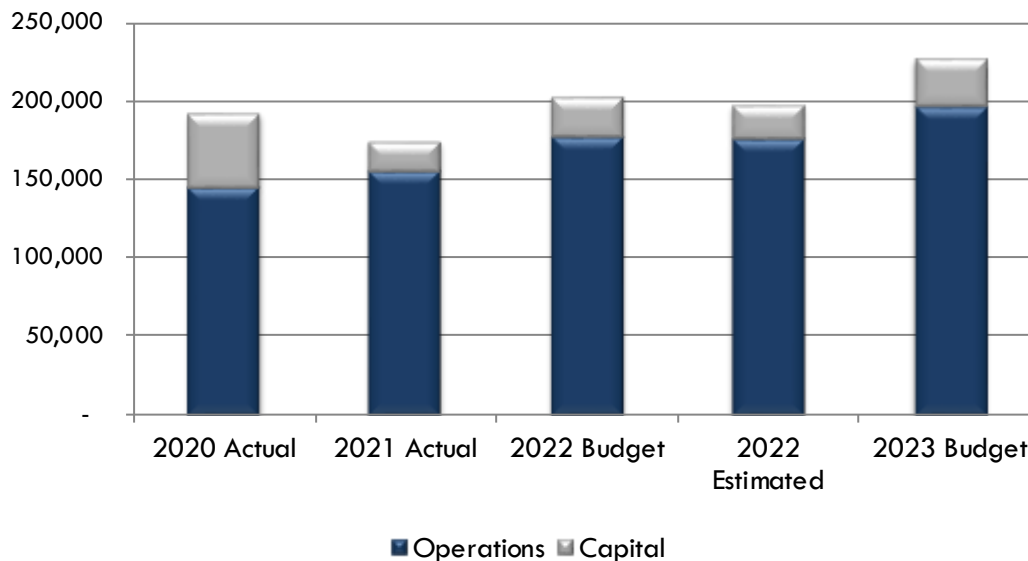
## Information Technology Services

<b><u>EXPENDITURES</u></b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Personnel Services, Benefits	-	-	-	-	-	N/A
Purchased Professional Services	-	-	5,000	-	-	N/A
Purchased Property Services	119,813	125,153	133,100	135,100	162,600	20%
Other Purchased Services	14,876	16,250	19,150	19,150	19,150	0%
Supplies	10,504	13,997	20,400	22,500	15,000	-33%
Operating Expenses	\$ 145,193	\$ 155,399	\$ 177,650	\$ 176,750	\$ 196,750	11%
Capital	47,323	19,554	25,625	21,000	30,230	44%
<b>Total Expense</b>	<b>\$ 192,516</b>	<b>\$ 174,953</b>	<b>\$ 203,275</b>	<b>\$ 197,750</b>	<b>\$ 226,980</b>	<b>15%</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**

- Replaced phones City wide for phone that were still the old models of phones.
- Added 2 cameras for the Recreation Department
- Replaced 9 computers at various Departments
- Replaced 7 monitors at the Wastewater Reclamation Facility
- Replace 8 monitors at Rec Center
- Helped with the transition to Sportsman's software to replace Rec trac.
- Started working on plan to deal with Cyber Incidents.
- Transitioned all network Switches and Access point to Ubiquiti to remove Licensing cost. This has our network infrastructure up to date for the first time in 10 years.
- Upgraded to 10 gigabit Backbone between all buildings.

### **GOALS**

- Improve Security with Email Spam Filtering.
- Improve Security for Workstations.
- Move Phone lines away from Charter.
- Build up inventory (Monitors, Docking Stations, Extra Switch).
- Work on identifying key software to move to cloud.
- Move phone system to cloud.
- Have Tabletop discussion to identify and develop procedures for Cyber incident response.
- Work with Provider on Backup internet.
- Work to create redundant fiber paths between buildings.

# Administration Department Information Technology Services

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## **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

## **BUDGET HIGHLIGHTS**

- There is a 11% increase in expenses due to addition of new security features, aimed that reducing cyber security threats.
- Capital equipment of \$30,230 replacement of various laptops, desktop, and \$15,000 in undesignated capital equipment needs.

# Administration Department

## Information Technology Services

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 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	-	-	5,000	-	-	N/A
		-	-	5,000	-	-	N/A
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-415-13-4430	Service Contracts	119,813	125,153	133,100	135,100	162,600	20%
		119,813	125,153	133,100	135,100	162,600	20%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-415-13-4530	Telephone and Internet	14,876	16,250	19,150	19,150	19,150	0%
		14,876	16,250	19,150	19,150	19,150	0%
<b><u>SUPPLIES</u></b>							
110-415-13-4610	Office Supplies	-	-	-	-	-	N/A
110-415-13-4612	Supplies and Equipment	10,504	13,997	20,400	22,500	15,000	-33%
		10,504	13,997	20,400	22,500	15,000	-33%
<b><u>CAPITAL</u></b>							
110-415-13-4743	Furniture and Equipment	-	-	-	-	-	N/A
110-415-13-4744	Computer Equipment	47,323	19,554	25,625	21,000	30,230	44%
		47,323	19,554	25,625	21,000	30,230	44%
<b>TOTAL EXPENDITURES</b>		<b>192,516</b>	<b>174,953</b>	<b>203,275</b>	<b>197,750</b>	<b>226,980</b>	<b>15%</b>



# Administration Department

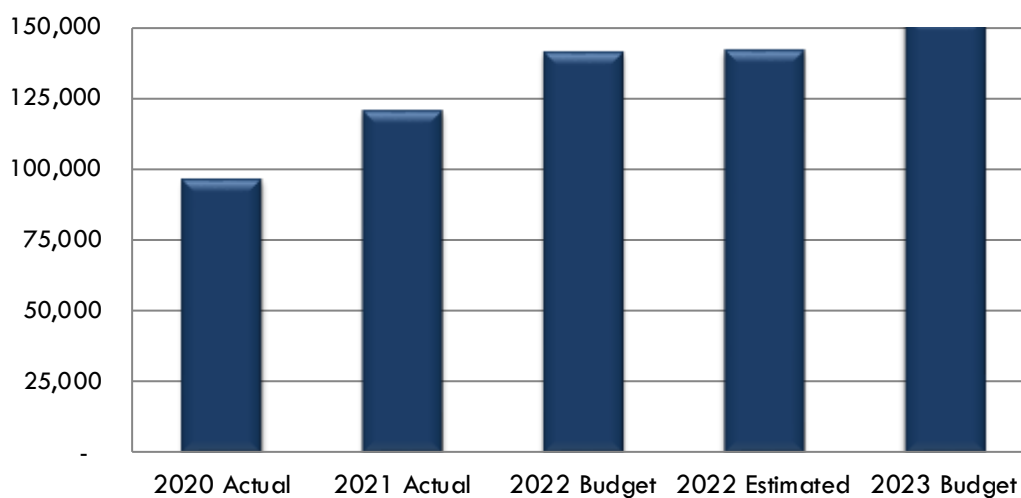
## Human Resources

<b><u>EXPENDITURES</u></b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 66,593	\$ 84,735	\$ 96,000	\$ 96,200	\$ 104,400	9%
Personnel Services, Benefits	15,003	19,621	22,250	21,750	23,525	8%
Purchased Professional Services	14,171	16,172	22,500	23,500	24,600	5%
Other Purchased Services	-	-	-	-	-	N/A
Supplies	710	759	900	900	1,000	11%
Operating Expenses	\$ 96,477	\$ 121,287	\$ 141,650	\$ 142,350	\$ 153,525	8%
Special Projects	-	5,925	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 96,477</b>	<b>\$ 127,212</b>	<b>\$ 141,650</b>	<b>\$ 142,350</b>	<b>\$ 153,525</b>	<b>8%</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 Human Resources 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),
  - Participation 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**

- Updated the city-wide Safety Manual to ensure that all general safety policies and procedures are in place. Department Directors have developed and implemented more department-specific safety policies and procedures.
- Updated the Employee Handbook to ensure that all applicable laws and regulations are included.
- Refreshed the Compensation Plan with updated market data and implemented compensation guidelines.
- Completed the process to opt out of the Colorado Paid Family and Medical Leave Insurance Program (FAMLI).

# Administration Department

## Human Resources

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- Successfully recruited and filled several full-time and part-time vacancies. Eighteen positions were filled due to retirement, promotion, or turnover, in 2022.
- Recruited and filled new positions to the organization in 2022, including several part-time positions at the Fruita Community Center.

### **GOALS**

- Identify positions for succession planning and create a plan.
- Revitalize Supervisor Training Meetings.
- Provide assistance to Department Directors in the development of a city-wide Wellness Program.
- Develop an RFP and administer the RFP process to identify a new retirement plan and provider.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- Additional funding was added to the Professional Development line item for the Human Resources Director to attend the CEBT Annual Meeting. CEBT is the health insurance provider for the City of Fruita.
- Recruitment is budgeted to increase 20%, based upon actual costs in previous years. This additional funding will allow for the Human Resources Department to use other recruitment sources for vacancies.

# Administration Department

## Human Resources

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-415-15-4111	Salaries, Administrative	66,593	84,735	96,000	96,000	104,400	9%
110-415-15-4120	Part-Time	-	-	-	200	-	-100%
110-415-15-4130	Overtime	-	-	-	-	-	N/A
		66,593	84,735	96,000	96,200	104,400	9%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-415-15-4210	Health Insurance	6,766	9,142	9,600	9,600	9,850	3%
110-415-15-4220	FICA Payroll Expense	4,039	5,132	5,975	5,975	6,500	9%
110-415-15-4221	Medicare Payroll Expense	945	1,200	1,400	1,400	1,525	9%
110-415-15-4230	Retirement Contribution	2,991	3,806	4,350	4,350	4,700	8%
110-415-15-4250	Unemployment Insurance	195	246	300	300	325	8%
110-415-15-4260	Workers Comp Insurance	67	94	125	125	125	0%
110-415-15-4290	Employee Assistance Programs	-	-	500	-	500	N/A
		15,003	19,621	22,250	21,750	23,525	8%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-415-15-4310	Professional Development	378	640	1,900	1,000	2,000	100%
110-415-15-4311	Appreciation Programs	2,530	3,393	7,500	7,500	7,500	0%
110-415-15-4312	Flex Benefit Administration Fee	1,968	2,152	3,100	2,000	3,100	55%
110-415-15-4330	Legal Services	-	-	-	-	-	N/A
110-415-15-4345	Recruitment	9,295	9,987	10,000	13,000	12,000	-8%
		14,171	16,172	22,500	23,500	24,600	5%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-415-15-4530	Telephone	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>SUPPLIES</u></b>							
110-415-15-4610	Office Supplies	710	759	900	900	1,000	11%
		710	759	900	900	1,000	11%
<b><u>CAPITAL</u></b>							
110-415-15-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>SPECIAL PROJECTS</u></b>							
110-415-15-4824	Compensation Plan Update	-	5,925	-	-	-	N/A
		-	5,925	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>		<b>96,477</b>	<b>127,212</b>	<b>141,650</b>	<b>142,350</b>	<b>153,525</b>	<b>8%</b>

# Engineering Department

## Engineering

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# Engineering Department

## Engineering

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# Engineering Department

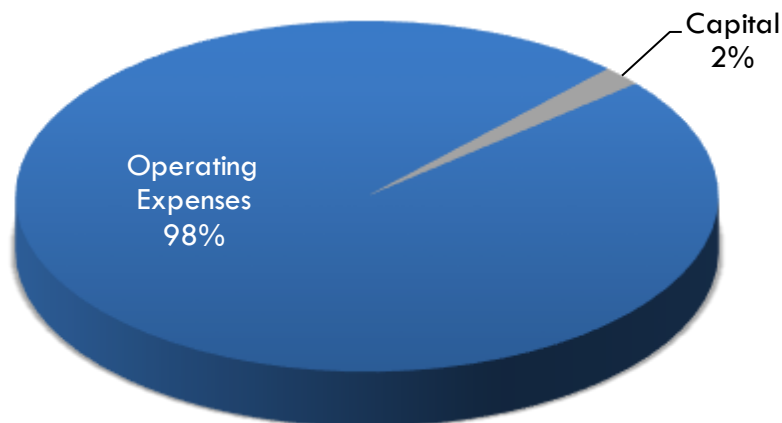
## Engineering

<b><u>Expenses by Program</u></b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Engineering	\$ 327,285	\$ 338,405	\$ 473,275	\$ 444,789	\$ 494,325	11%
Operating Expenses	\$ 327,285	\$ 338,405	\$ 473,275	\$ 444,789	\$ 494,325	11%
Capital	-	29,682	9,000	4,914	30,000	511%
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 327,285</b>	<b>\$ 368,087</b>	<b>\$ 482,275</b>	<b>\$ 449,703</b>	<b>\$ 524,325</b>	<b>17%</b>

### **MISSION**

The Engineering Department provides a variety of technical services to other City departments as well as developers, builders, and the general public.

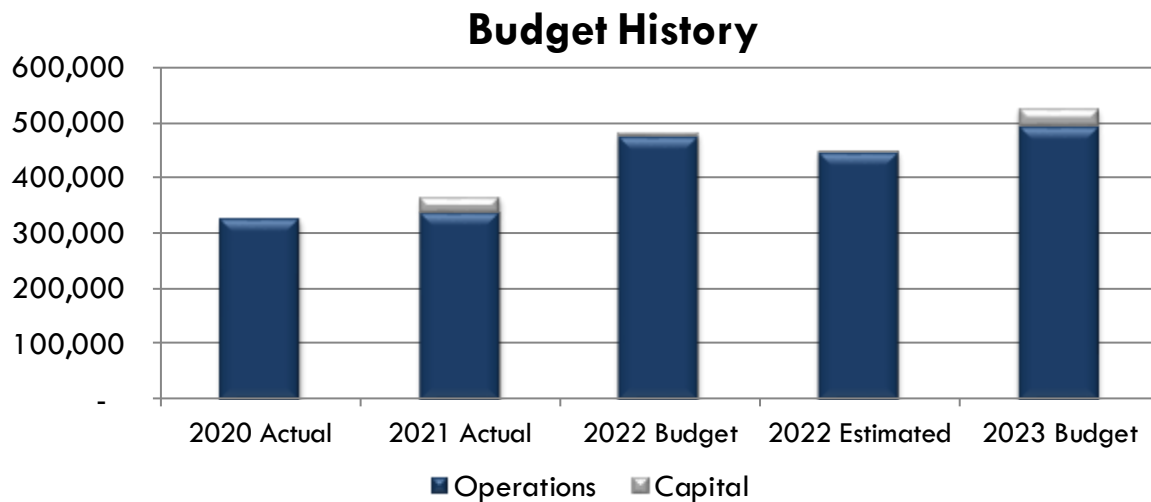
### Engineering Department Programs



# Engineering Department

## Engineering

<b>EXPENSES BY TYPE</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 227,353	\$ 237,542	\$ 315,400	\$ 299,771	\$ 333,625	11%
Personnel Services, Benefits	87,128	90,852	130,725	127,600	127,300	0%
Purchased Professional Services	5,960	994	9,500	3,700	10,000	170%
Purchased Property Services	3,737	3,965	8,850	8,615	13,850	61%
Other Purchased Services	1,450	1,513	2,800	1,500	2,800	87%
Supplies	1,657	3,540	6,000	3,603	6,750	87%
Operating Expenses	\$ 327,285	\$ 338,405	\$ 473,275	\$ 444,789	\$ 494,325	11%
Capital	-	29,682	9,000	4,914	30,000	511%
<b>Total Expense</b>	<b>\$ 327,285</b>	<b>\$ 368,087</b>	<b>\$ 482,275</b>	<b>\$ 449,703</b>	<b>\$ 524,325</b>	<b>17%</b>



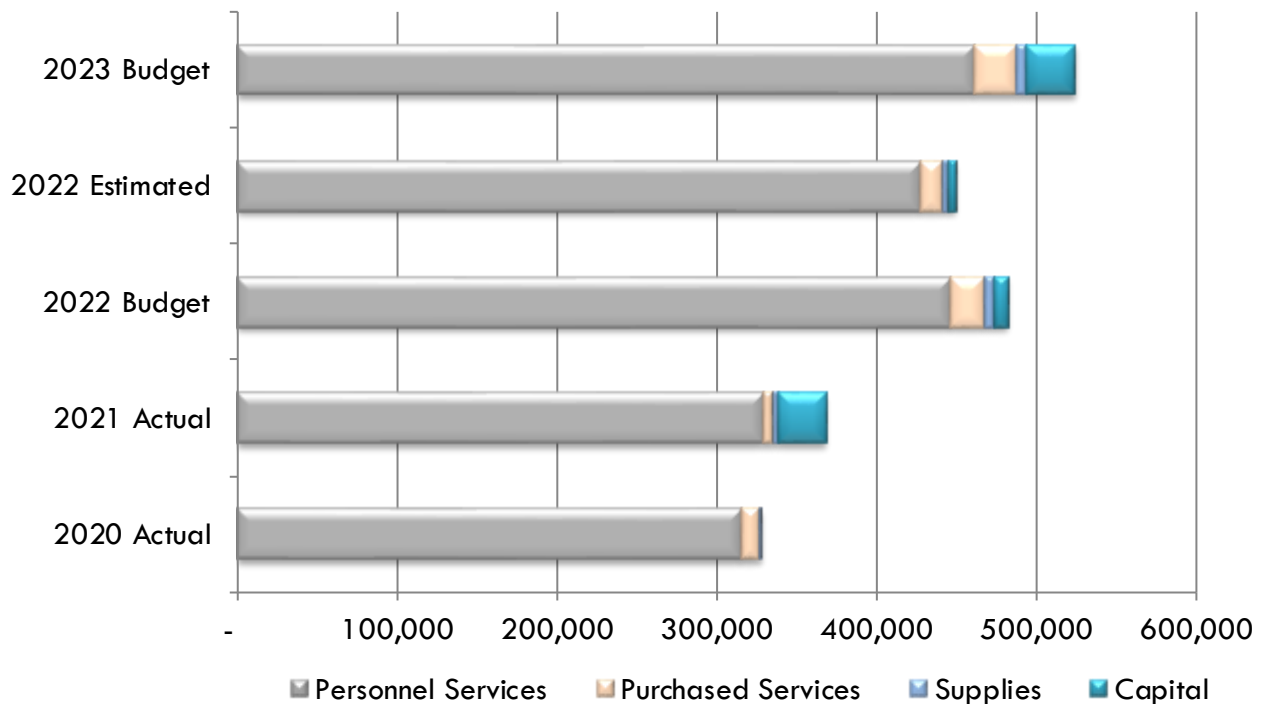


# Engineering Department

## Engineering

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### Budget History



### Factors Affecting Expenses

- The Engineering Department was created in 2021 and separated from the Public Works Department.
- Overall expenses of the Engineering Department of \$524,325 budgeted to increase 9% in 2023, or 17% or 2022 estimated actuals. This increase is due to additional capital expenses.
- Capital expenses of \$30,000 include the purchase of a new vehicle.

### Personnel

The 2023 Budget includes the addition of a full time Engineering Technician position. The following charts show the staffing levels for the Department by manhours and position.

# Engineering Department

## Engineering

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ENGINEERING DEPARTMENT STAFFING CHART				
Hours	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Engineering</b>				
Full time employees	6,494	6,264	8,320	8,320
Part time employees	-	385	550	550
Overtime	-	-	15	15
<b>Total Hours</b>	<b>6,494</b>	<b>6,649</b>	<b>8,885</b>	<b>8,885</b>
<b>Total FTE Equivalents</b>	<b>3.12</b>	<b>3.20</b>	<b>4.27</b>	<b>4.27</b>

Engineering Personnel				
Position	2020 Budget	2021 Budget	2022 Budget	2023 Budget
<b>Engineering</b>				
City Engineer	1.00	1.00	1.00	1.00
Civil Engineer	1.00	1.00	1.00	1.00
Construction Project Manager	1.00	1.00	1.00	1.00
Engineering Technician	0.00	0.00	1.00	1.00
Engineering Intern	0.25	0.25	0.25	0.25
<b>Total Positions</b>	<b>3.25</b>	<b>3.25</b>	<b>4.25</b>	<b>4.25</b>

# Engineering 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 place for the community.

### **PRIOR YEAR ACCOMPLISHMENTS**

- The Engineering Department's 2022 workload experienced a steady amount of Capital Project management and a continued growth in development review services. An Engineering Technician position was added mid-year to help with the growth in projects and an additional part time intern worked through the summer. With the limited staff, the Engineering Department provided a significant level of service to the public as well as internal departments.
- The 2022 Street Overlays was designed and completed at a cost of \$285,000.
- The 2022 Concrete Replacement project was designed and bid and will be completed by the end of the year.
- Highway 6 Emergency Sewer Replacement was designed and completed at a cost of 1,006,600.
- The Circulation Plan was adopted in February.
- The 2022 Chipseal Program was managed and completed at a cost of \$129,000.
- The annual Street Striping program was managed and completed at a cost \$55,600.
- The Pine St. Bridge design was completed. Construction of the Pine Street Bridge design is expected to be complete in Spring of 2023.
- Fremont Street Design was completed to 90% with right of way acquisition services commencing.

# Engineering Department

## Engineering

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### **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.

- Complete the construction of the Pine Street Bridge.
- Design the 19 Road Corridor from Highway 6 to J Road.
- Complete design of S. Mesa Street.
- Manage the design consultant for Reed Park.
- Manage the construction of the N. Mulberry Outdoor Dining Improvements Construction.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- The 2023 Budget includes the addition of a truck for the Engineering Technician. The vehicle is budgeted at \$30,000.

# Engineering Department

## Engineering

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-418-30-4111	Salaries, Administrative	227,353	232,155	307,100	295,000	325,325	10%
110-418-30-4120	Part Time	-	5,387	7,700	4,771	7,700	61%
110-418-30-4130	Overtime	-	-	600	-	600	N/A
		227,353	237,542	315,400	299,771	333,625	11%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-418-30-4210	Health Insurance	56,287	58,201	86,000	84,000	80,250	-4%
110-418-30-4220	FICA Payroll Expense	13,624	14,377	19,600	19,000	20,700	9%
110-418-30-4221	Medicare Payroll Expense	3,186	3,363	4,600	4,400	4,850	10%
110-418-30-4230	Retirement Contribution	10,210	10,444	14,200	14,000	14,675	5%
110-418-30-4250	Unemployment Insurance	658	690	950	900	1,025	14%
110-418-30-4260	Workers Compensation Ins	3,163	3,777	5,375	5,300	5,800	9%
		87,128	90,852	130,725	127,600	127,300	0%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-418-30-4310	Professional Development	960	994	4,500	1,000	5,000	400%
110-418-30-4335	Engineering	5,000	-	5,000	2,700	5,000	85%
		5,960	994	9,500	3,700	10,000	170%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-418-30-4430	Service Contracts	3,737	3,965	4,200	3,965	7,000	77%
110-418-30-4435	Fleet Maintenance Charges	-	-	4,650	4,650	6,850	47%
		3,737	3,965	8,850	8,615	13,850	61%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-418-30-4530	Telephone	1,398	1,513	2,800	1,500	2,800	87%
110-418-30-4550	Printing	-	-	-	-	-	N/A
110-418-30-4551	Publishing	52	-	-	-	-	N/A
		1,450	1,513	2,800	1,500	2,800	87%
<b><u>SUPPLIES</u></b>							
110-418-30-4610	Office Supplies	401	1,264	2,500	1,700	2,500	47%
110-418-30-4611	Postage	70	80	100	100	100	0%
110-418-30-4612	Supplies and Equipment	287	978	1,500	10	1,500	14900%
110-418-30-4626	Gas and Oil	767	994	1,300	1,700	1,500	-12%
110-418-30-4630	Meeting/Appreciation Supplies	-	110	100	93	500	438%
110-418-30-4661	Uniforms	-	22	250	-	400	N/A
110-418-30-4662	Safety Equipment	132	92	250	-	250	N/A
		1,657	3,540	6,000	3,603	6,750	87%
<b><u>CAPITAL</u></b>							
110-418-30-4741	Land Acquisition	-	3,761	-	-	-	N/A
110-418-30-4742	Mobile Equipment	-	25,921	-	-	30,000	N/A
110-418-30-4743	Furniture and Equipment	-	-	9,000	4,914	-	-100%
110-418-30-4744	Computer Equipment	-	-	-	-	-	N/A
		-	29,682	9,000	4,914	30,000	511%
<b><u>SPECIAL PROJECTS</u></b>							
110-418-30-4825	US 6 Access Control Plan	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL ENGINEERING</b>		<b>327,285</b>	<b>368,087</b>	<b>482,275</b>	<b>449,703</b>	<b>524,325</b>	<b>17%</b>

# Community Development Department

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# Community Development Department

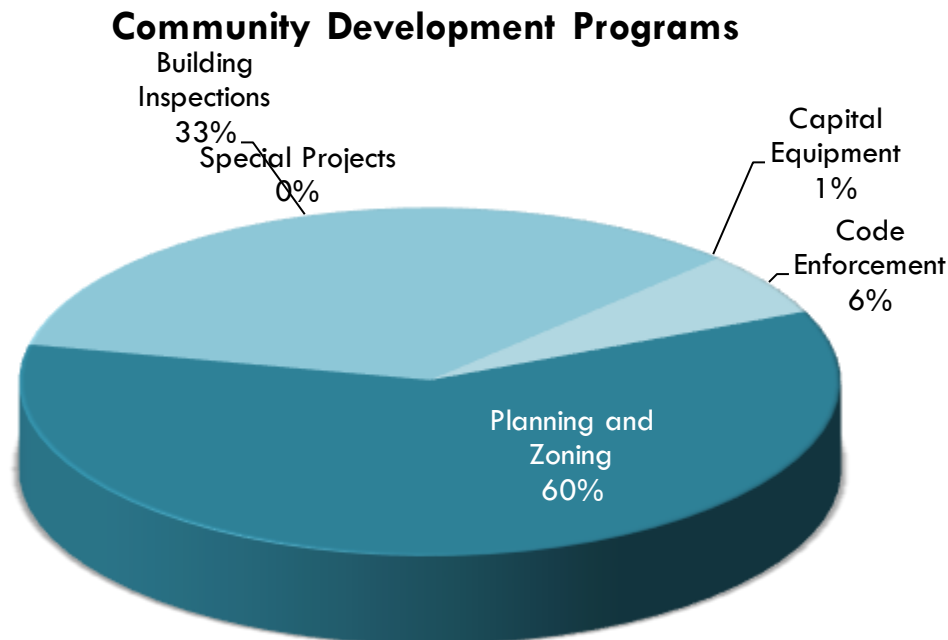
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# Community Development Department

<b><u>Expenses by Program</u></b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Code Enforcement	\$ 32,679	\$ 32,372	\$ 44,350	\$ 39,346	\$ 41,700	6%
Planning and Zoning	281,781	308,724	427,475	377,975	415,150	10%
Building Inspections	-	-	-	-	325,175	N/A
Operating Expenses	\$314,460	\$341,096	\$ 471,825	\$ 417,321	\$ 782,025	87%
Capital	-	25,160	-	-	5,000	N/A
Special Projects	80,903	50,612	500	69,775	500	-99%
<b>Total Expense</b>	<b>\$395,363</b>	<b>\$ 416,868</b>	<b>\$ 472,325</b>	<b>\$ 487,096</b>	<b>\$ 787,525</b>	<b>62%</b>

The Community Development Department includes the Current and Long Range Planning, Building Inspections, 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.

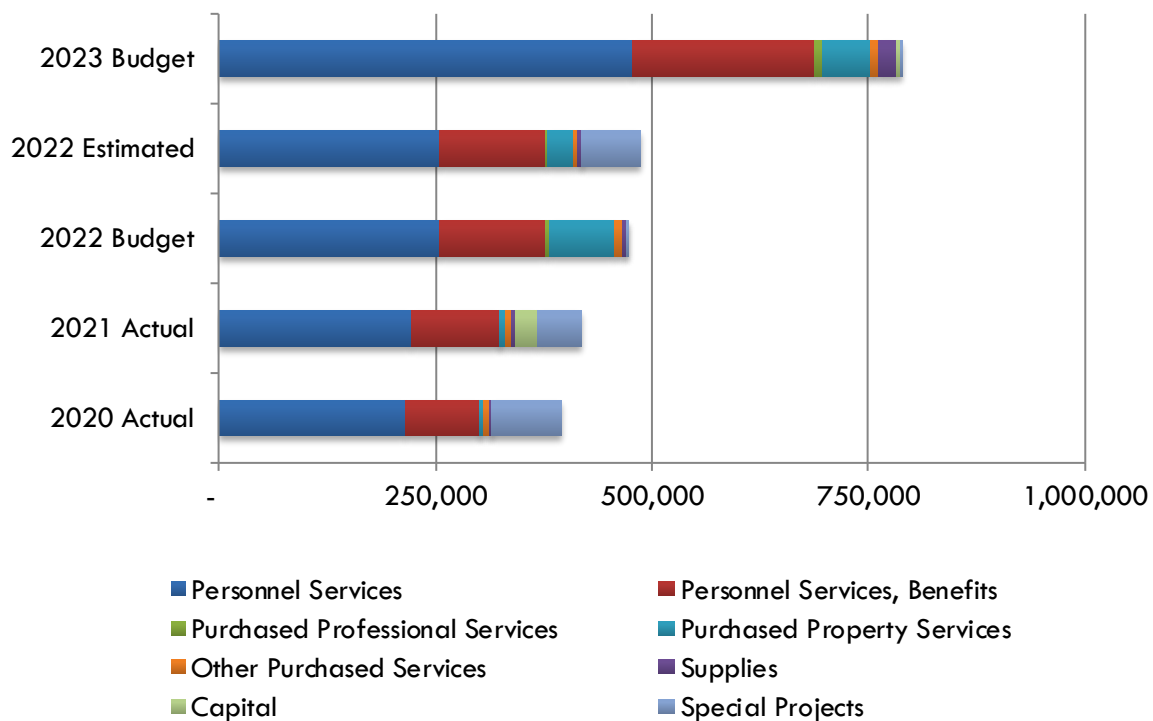




# Community Development Department

<b>Expenses by Category</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services	\$214,218	\$221,486	\$ 253,900	\$ 253,900	\$ 477,800	88%
Personnel Services, Benefits	85,315	100,646	122,450	122,450	209,225	71%
Purchased Professional Services	608	1,613	5,000	1,800	10,000	456%
Purchased Property Services	4,620	7,065	75,500	30,500	54,925	80%
Other Purchased Services	6,542	5,362	8,400	4,171	9,000	116%
Supplies	3,159	4,924	6,575	4,500	21,075	368%
Operating Expenses	\$314,462	\$341,096	\$ 471,825	\$ 417,321	\$ 782,025	87%
Capital	-	25,160	-	-	5,000	N/A
Special Projects	80,903	50,612	500	69,775	500	-99%
<b>Total Expense</b>	<b>\$395,365</b>	<b>\$ 416,868</b>	<b>\$ 472,325</b>	<b>\$ 487,096</b>	<b>\$ 787,525</b>	<b>62%</b>

## Budget History

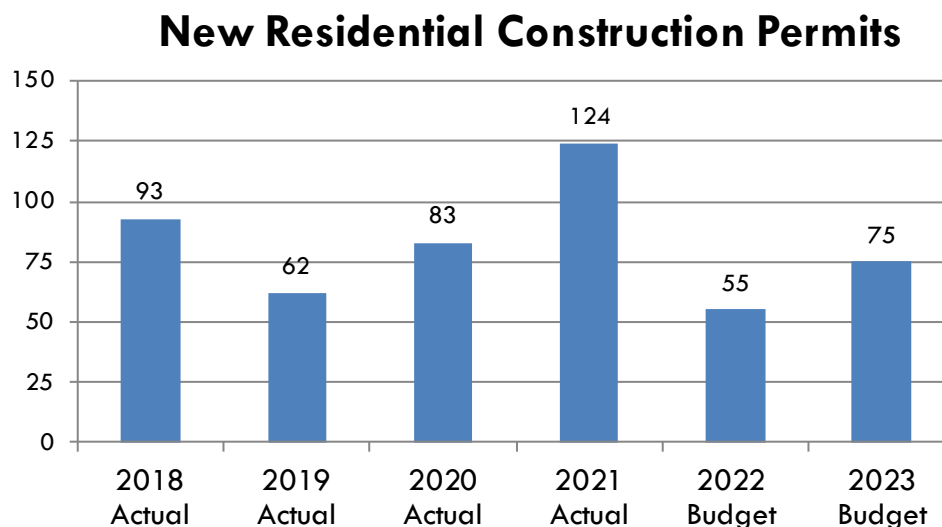


# Community Development Department

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## **Factors Affecting Expenses**

- Overall expenses of the Community Development Department of \$826,330 are budgeted to increase 75% in 2023 from the original 2022 Budget, and 62% over 2022 estimated actuals. New to the department in 2023, is the creation of the Building Inspections Program.
  - Increases in expenses is due to a new program in the Community Development Department, the Building Inspections program. The Building Inspections program will issue permits, inspect work, and will conduct plan review to ensure that all building projects for new or existing structures are safe and code compliant.
- The following chart shows the number of permits issued for new residential construction in the City of Fruita since 2018.



## **Personnel**

The 2023 Budget includes three new positions to the Community Development Department, and those are the addition of a Chief Building Official and two Building Inspectors. Since this is a new program, it is anticipated that the one the Building Inspectors will start at a later date in the year, based upon needs. For the new program, 2.75 full-time employees are budgeted. Below is the man hours report for the Department and a graph illustrating all positions within the Department.

# Community Development Department

Community Development Staffing Chart				
<b>Hours Summary</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>Code Enforcement</b>				
Part time employees	1,250	1,250	-	-
Full time employees	-	-	1,040	1,040
<i>Total Code Enforcement Hours</i>	1,250	1,250	1,040	1,040
<b>Current and Long Range Planning</b>				
Full time employees	6,240	6,240	7,280	7,280
Part time employees	-	-	-	-
Overtime	-	-	15	15
<i>Total Planning Hours</i>	6,240	6,240	7,295	7,295
<b>Building Inspections</b>				
Full time employees	-	-	-	5,720
Part time employees	-	-	-	-
<i>Total Building Inspections Hours</i>	-	-	-	5,720
<b>Total Hours</b>	7,490	7,490	8,335	14,055
<b>Total FTE Equivalent</b>	3.60	3.60	4.01	6.76

Community Development Personnel Positions				
<b>Position</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<b>Planning &amp; Zoning</b>				
Planning & Development Director	1.00	1.00	1.00	1.00
Planner II/I	1.00	1.00	1.00	1.00
Planning Technician	1.00	1.00	1.50	1.50
<b>Code Enforcement</b>				
Code Enforcement Officer	0.60	0.60	0.50	0.50
<b>Building Inspections</b>				
Chief Building Officer	0.00	0.00	0.00	1.00
Building Inspector II	0.00	0.00	0.00	1.75
<b>Total Positions</b>	3.60	3.60	4.00	6.75

# Community Development Department

## Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
4111	Salaries, Administrative	190,721	216,022	253,400	253,400	477,250	88%
4120	Salaries, Part time	23,316	5,247	-	-	-	N/A
4130	Overtime	181	217	500	500	550	10%
		214,218	221,486	253,900	253,900	477,800	88%
<b>PERSONNEL SERVICES, BENEFITS</b>							
4210	Health Insurance	59,832	73,556	90,000	90,000	148,500	65%
4220	FICA Payroll Expense	12,781	13,051	15,775	15,775	29,675	88%
4221	Medicare Payroll Expense	2,989	3,052	3,700	3,700	7,000	89%
4230	Retirement Contribution	8,563	9,742	11,500	11,500	21,550	87%
4250	Unemployment Insurance	617	625	775	775	1,500	94%
4260	Workers Compensation Insurance	533	620	700	700	1,000	43%
		85,315	100,646	122,450	122,450	209,225	71%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
4310	Professional Development	608	1,613	5,000	1,800	10,000	456%
4336	Planning Consultant	-	-	-	-	-	N/A
		608	1,613	5,000	1,800	10,000	456%
<b>PURCHASED PROPERTY SERVICES</b>							
4430	Service Contracts	3,220	2,565	75,000	30,000	50,000	67%
4435	Fleet Maintenance Charges	1,400	4,500	500	500	4,925	885%
		4,620	7,065	75,500	30,500	54,925	80%
<b>OTHER PURCHASED SERVICES</b>							
4530	Telephone	1,423	1,279	900	900	1,500	67%
4546	Property Clean Up	3,919	2,419	4,000	1,000	4,000	300%
4550	Printing	-	-	500	-	500	N/A
4551	Publishing	611	1,470	2,250	1,521	2,250	48%
4592	Recording Fees	589	194	750	750	750	0%
		6,542	5,362	8,400	4,171	9,000	116%
<b>SUPPLIES</b>							
4610	Office Supplies	1,715	1,915	2,000	2,000	4,500	125%
4611	Postage	700	780	1,900	1,350	1,900	41%
4612	Supplies and Equipment	246	377	675	500	10,675	2035%
4626	Fuel	498	555	700	350	2,700	671%
4642	Signs	-	990	1,000	-	1,000	N/A
4661	Uniforms and Safety Equipment	-	307	300	300	300	0%
		3,159	4,924	6,575	4,500	21,075	368%
<b>CAPITAL</b>							
4742	Mobile Equipment	-	25,160	-	-	-	N/A
4744	Computer Equipment	-	-	-	-	5,000	N/A
		-	25,160	-	-	5,000	N/A
<b>SPECIAL PROJECTS</b>							
4810	Boards/Commissions	-	88	500	-	500	N/A
4821	Land Use Code Update	68,643	31,046	-	-	-	N/A
4825	Master Plan	12,260	-	-	-	-	N/A
4827	Housing Needs Assessment	-	19,478	-	69,775	-	-100%
		80,903	50,612	500	69,775	500	-99%
<b>TOTAL COMMUNITY DEVELOPMENT EXP</b>		<b>395,365</b>	<b>416,868</b>	<b>472,325</b>	<b>487,096</b>	<b>787,525</b>	<b>62%</b>

City of Fruita

2023 Budget

# Community Development Department

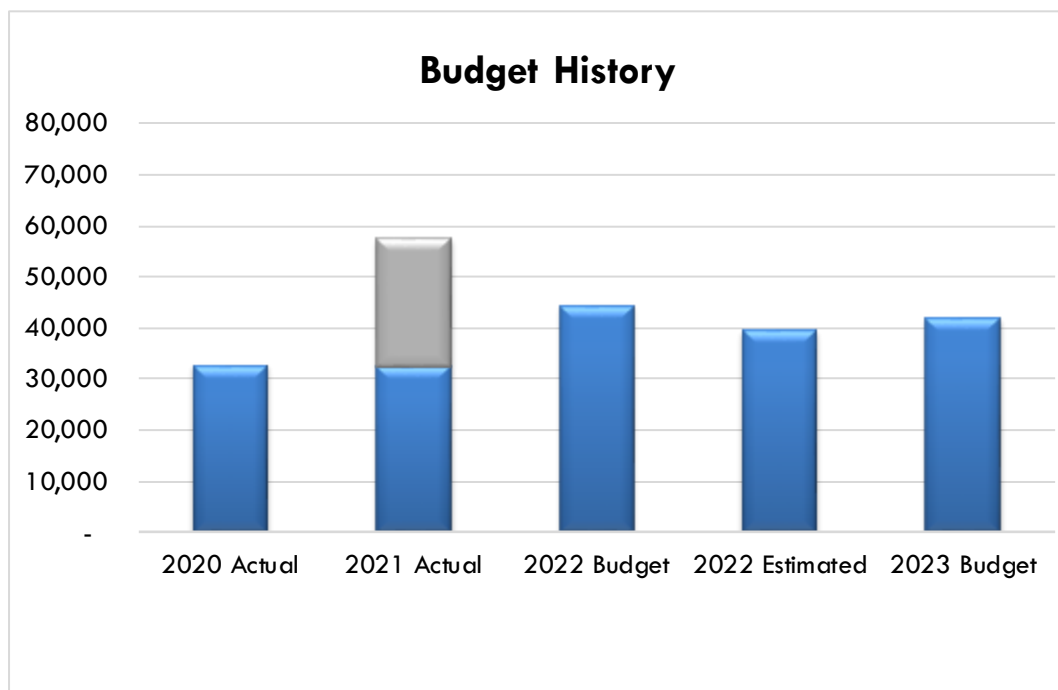
## Code Compliance

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<b>EXPENDITURES</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 23,316	\$ 16,261	\$ 21,800	\$ 21,800	\$ 24,275	11%
Personnel Services, Benefits	2,191	7,544	14,425	14,425	8,450	-41%
Purchased Professional Services	322	45	1,000	300	1,000	233%
Purchased Property Services	1,400	4,500	500	500	1,350	170%
Other Purchased Services	4,461	2,693	5,050	1,321	5,050	282%
Supplies	989	1,330	1,575	1,000	1,575	58%
Operating Expenses	\$ 32,679	\$ 32,372	\$ 44,350	\$ 39,346	\$ 41,700	6%
Capital	-	25,160	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 32,679</b>	<b>\$ 57,532</b>	<b>\$ 44,350</b>	<b>\$ 39,346</b>	<b>\$ 41,700</b>	<b>6%</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.



# 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**

- Code Compliance has responded to over 125 cases year-to-date.

### **GOALS**

- Continue to provide quality customer service.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

# Community Development Department

## Code Compliance

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### **BUDGET HIGHLIGHTS**

- Overall expenses for the Code Compliance program are budgeted to increase 6% from 2022 estimated revenues, this is due to mostly additional expenses for Fleet Maintenance costs and continued implementation of the market-based pay plan.

# Community Development Department

## Code Compliance

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-419-16-4111	Salaries, Administrative	-	11,013	21,800	21,800	24,275	11%
110-419-16-4120	Salaries, Part time	23,316	5,247	-	-	-	N/A
110-419-16-4130	Overtime	-	-	-	-	-	N/A
		23,316	16,261	21,800	21,800	24,275	11%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-419-16-4210	Health Insurance	-	5,382	11,250	11,250	4,925	-56%
110-419-16-4220	FICA Payroll Expense	1,446	984	1,375	1,375	1,525	11%
110-419-16-4221	Medicare Payroll Expense	338	230	325	325	375	15%
110-419-16-4230	Retirement Contribution	-	498	1,000	1,000	1,100	10%
110-419-16-4250	Unemployment Insurance	69	47	75	75	100	33%
110-419-16-4260	Workers Compensation Insurance	338	403	400	400	425	6%
		2,191	7,544	14,425	14,425	8,450	-41%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-419-16-4310	Professional Development	322	45	1,000	300	1,000	233%
		322	45	1,000	300	1,000	233%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-419-16-4435	Fleet Maintenance Charges	1,400	4,500	500	500	1,350	170%
		1,400	4,500	500	500	1,350	170%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-419-16-4530	Telephone	524	254	300	300	300	N/A 0%
110-419-16-4546	Property Clean Up	3,919	2,419	4,000	1,000	4,000	300%
110-419-16-4551	Publishing	18	20	750	21	750	3471%
		4,461	2,693	5,050	1,321	5,050	282%
<b><u>SUPPLIES</u></b>							
110-419-16-4610	Office Supplies	-	-	-	-	-	N/A
110-419-16-4611	Postage	280	300	400	350	400	14%
110-419-16-4612	Supplies and Equipment	211	168	175	-	175	N/A
110-419-16-4626	Fuel	498	555	700	350	700	100%
110-419-16-4661	Uniforms and Safety Equipment	-	307	300	300	300	0%
		989	1,330	1,575	1,000	1,575	58%
<b><u>CAPITAL</u></b>							
110-419-16-4742	Mobile Equipment	-	25,160	-	-	-	N/A
		-	25,160	-	-	-	N/A
<b>TOTAL CODE ENFORCEMENT EXPENSE</b>		<b>32,679</b>	<b>57,532</b>	<b>44,350</b>	<b>39,346</b>	<b>41,700</b>	<b>6%</b>



# Community Development Department

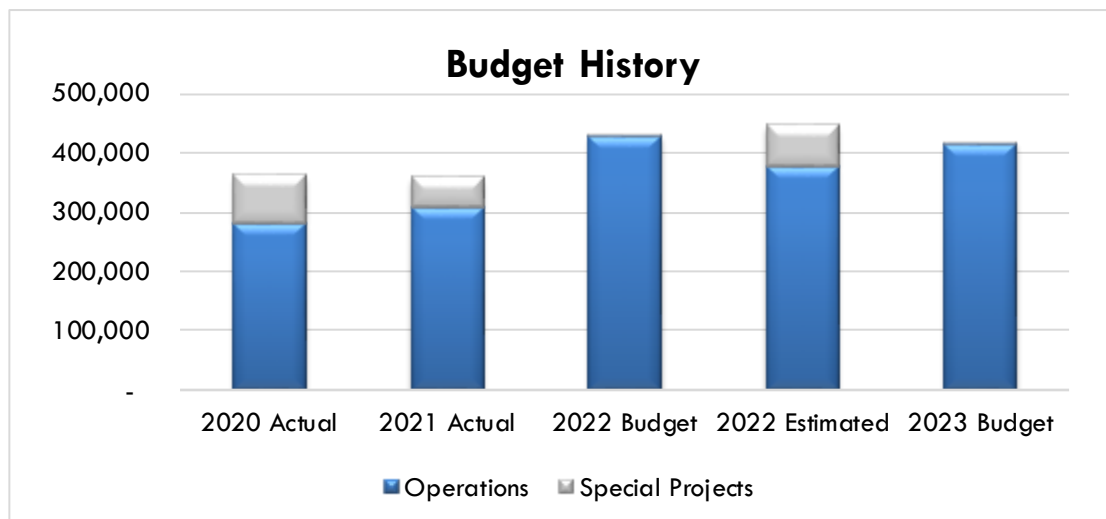
## Current and Long-Range Planning

### **EXPENDITURES**

	2020 Actual	2021 Actual	2022 Budget	2023 Estimated	2023 Budget	% Chg.
Personnel Services, Salaries	\$190,902	\$205,225	\$ 232,100	\$ 232,100	\$ 251,800	8%
Personnel Services, Benefits	83,122	93,102	108,025	108,025	106,000	-2%
Purchased Professional Services	286	1,568	4,000	1,500	4,000	167%
Purchased Property Services	3,220	2,565	75,000	30,000	45,000	50%
Other Purchased Services	2,081	2,668	3,350	2,850	3,350	18%
Supplies	2,170	3,595	5,000	3,500	5,000	43%
Operating Expenses	\$281,781	\$308,724	\$ 427,475	\$ 377,975	\$ 415,150	10%
Capital	-	-	-	-	-	N/A
Special Projects	80,903	50,612	500	69,775	500	-99%
<b>Total Expense</b>	<b>\$362,684</b>	<b>\$ 359,336</b>	<b>\$ 427,975</b>	<b>\$ 447,750</b>	<b>\$ 415,650</b>	<b>-7%</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.



# Community Development Department

## Current and Long-Range Planning

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### **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.
- 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.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Residential Subdivisions
  - Rose Creek Preliminary Plan (130 lots)
  - Cider Mills Final Plat (37 lots)
  - Copper Creek West Preliminary Plan (138 lots)
  - Orchard Ridge Phase 4 (21 lots)
- Annexations
  - Latigo Annexation (5 acres)
  - Adele's Acres Annexation (15 acres)
  - Dogleg Annexations (5.5 acres)
- Commercial (New Development/Redevelopment)
  - East Grand Townhomes (4 residential units)
  - The FARM (Fruita Arts Recreation Marketplace)
  - 535 West Aspen (residential development, 3 apartment buildings and 16 row houses, total of 88 residential units)
  - Fruita Subway Addition
  - Raptor Crossing (luxury RV campground)

# Community Development Department

## Current and Long-Range Planning

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- The Community Development Department has reviewed a total of 31 Land Development Applications so far for 2022.
  - 651 Planning Clearances issued as of September 14, 2022.
  - 79 New Residential Planning Clearances issued as of September 14, 2022.
  - 90 total Short-Term Rental permits have been issued as of September 14, 2022.
- Planning Fees Collected
  - 2022 YTD (January – September 14, 2022) - \$1,663,582.68
  - 2021 Total - \$1,940,276.25

### **GOALS**

- Continue to implement the 2019 Fruita in Motion: Plan Like a Local Comprehensive Plan.
- The Community Development Department is committed to continuing to work toward seamless implementation of the new Land Use Code.
- Implementation of new Development Review software.
- Continue Staff growth and professional development.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- Overall expenses for the Long-Range Planning program are budgeted decrease 1% due to decreased costs of the web-based planning and review software. The previous year budget included one-time implementation fees for the software.
- 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.

# Community Development Department

## Current and Long Range Planning

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-419-17-4111	Salaries, Administrative	190,721	205,008	231,600	231,600	251,250	8%
110-419-17-4120	Part Time	-	-	-	-	-	N/A
110-419-17-4130	Overtime	181	217	500	500	550	10%
		190,902	205,225	232,100	232,100	251,800	8%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-419-17-4210	Health Insurance	59,832	68,174	78,750	78,750	74,250	-6%
110-419-17-4220	FICA Payroll Expense	11,335	12,067	14,400	14,400	15,625	9%
110-419-17-4221	Medicare Payroll Expense	2,651	2,822	3,375	3,375	3,675	9%
110-419-17-4230	Retirement Contribution	8,563	9,244	10,500	10,500	11,350	8%
110-419-17-4250	Unemployment Insurance	547	578	700	700	775	11%
110-419-17-4260	Workers Compensation Insurance	194	217	300	300	325	8%
		83,122	93,102	108,025	108,025	106,000	-2%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-419-17-4310	Professional Development	286	1,568	4,000	1,500	4,000	167%
110-419-17-4336	Planning Consultant	-	-	-	-	-	N/A
		286	1,568	4,000	1,500	4,000	167%
<b>PURCHASED PROPERTY SERVICES</b>							
110-419-17-4430	Service Contracts	3,220	2,565	75,000	30,000	45,000	50%
		3,220	2,565	75,000	30,000	45,000	50%
<b>OTHER PURCHASED SERVICES</b>							
110-419-17-4530	Telephone	899	1,025	600	600	600	0%
110-419-17-4550	Printing	-	-	500	-	500	N/A
110-419-17-4551	Publishing	593	1,449	1,500	1,500	1,500	0%
110-419-17-4592	Recording Fees	589	194	750	750	750	0%
		2,081	2,668	3,350	2,850	3,350	18%
<b>SUPPLIES</b>							
110-419-17-4610	Office Supplies	1,715	1,915	2,000	2,000	2,000	0%
110-419-17-4611	Postage	420	480	1,500	1,000	1,500	50%
110-419-17-4612	Supplies and Equipment	35	209	500	500	500	0%
110-419-17-4642	Signs	-	990	1,000	-	1,000	N/A
		2,170	3,595	5,000	3,500	5,000	43%
<b>CAPITAL</b>							
110-419-17-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>SPECIAL PROJECTS</b>							
110-419-17-4810	Boards/Commissions	-	88	500	-	500	N/A
110-419-17-4821	Land Use Code Update	68,643	31,046	-	-	-	N/A
110-419-17-4825	Master Plan	12,260	-	-	-	-	N/A
110-419-17-4827	Housing Needs Assessment	-	19,478	-	69,775	-	-100%
		80,903	50,612	500	69,775	500	-99%
<b>TOTAL PLANNING AND ZONING EXPENSE</b>		<b>362,684</b>	<b>359,336</b>	<b>427,975</b>	<b>447,750</b>	<b>415,650</b>	<b>-7%</b>

# Community Development Department

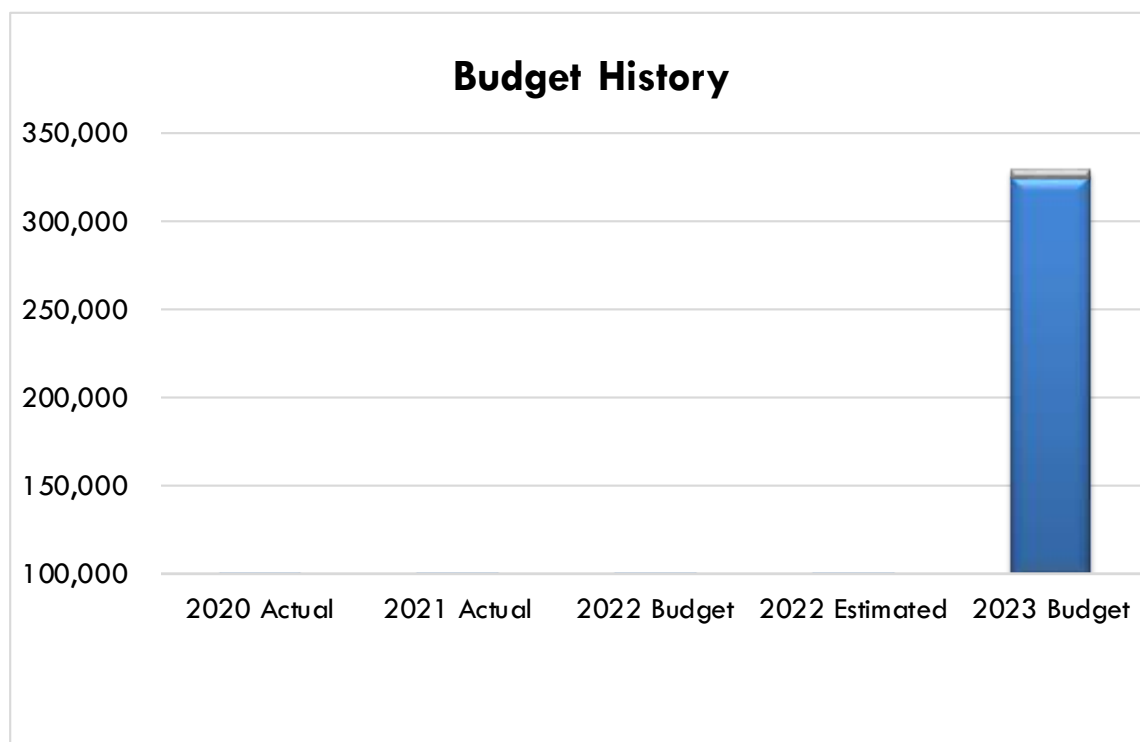
## Building Inspections

### EXPENDITURES

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Personnel Services, Salaries	\$ -	\$ -	\$ -	\$ -	\$ 201,725	N/A
Personnel Services, Benefits	-	-	-	-	94,775	N/A
Purchased Professional Services	-	-	-	-	5,000	N/A
Purchased Property Services	-	-	-	-	8,575	N/A
Other Purchased Services	-	-	-	-	600	N/A
Supplies	-	-	-	-	14,500	N/A
Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ 325,175	N/A
Capital	-	-	-	-	5,000	N/A
<b>Total Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 330,175</b>	<b>N/A</b>

### MISSION

The purpose of the Fruita Building division is to protect the citizens in the built environment by providing high quality enforcement of adopted codes. The Building division issues permits, inspects work and conducts plan reviews to ensure that all building projects for new or existing structures are safe and code compliant.



# **Community Development Department**

## **Building Inspections**

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### **RESPONSIBILITIES**

- Ensures compliance with adopted building codes.
- Coordinates the complete building permit process from application to completion.
- Reviews building plans and specifications for compliance with building codes and ordinances; interprets building codes and ordinances for inspectors, contractors, architects, and homeowners. Prepares drafts of ordinances/resolutions pertaining to the Building Division.
- Inspects and coordinates inspections on all work authorized by permit on commercial and residential properties to ensure conformity to approved plans and applicable ordinances, codes, laws, and procedures.
- Serves as final authority on code interpretation.

### **PRIOR YEAR ACCOMPLISHMENTS**

- This will be the City's first year of providing building division services.

### **GOALS**

- Establish a completely digital permitting and inspection review process.
- Establish a building department Board of Appeals.
- Conduct regular outreach efforts with necessary external associations.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- A new program, included in the 2023 Budget is personnel costs for a Chief Building Official and two Building Inspectors (to be hired at some point in 2023, depending upon needs).
- There is \$9,500 budgeted in supplies for computers, ladders, and other necessary equipment.

# Community Development Department

## Building Inspections

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-419-18-4111	Salaries, Administrative	-	-	-	-	201,725	N/A
110-419-18-4120	Part Time	-	-	-	-	-	N/A
110-419-18-4130	Overtime	-	-	-	-	-	N/A
		-	-	-	-	201,725	N/A
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-419-18-4210	Health Insurance	-	-	-	-	69,325	N/A
110-419-18-4220	FICA Payroll Expense	-	-	-	-	12,525	N/A
110-419-18-4221	Medicare Payroll Expense	-	-	-	-	2,950	N/A
110-419-18-4230	Retirement Contribution	-	-	-	-	9,100	N/A
110-419-18-4250	Unemployment Insurance	-	-	-	-	625	N/A
110-419-18-4260	Workers Compensation Insurance	-	-	-	-	250	N/A
		-	-	-	-	94,775	N/A
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-419-18-4310	Professional Development	-	-	-	-	5,000	N/A
110-419-18-4336	Planning Consultant	-	-	-	-	-	N/A
		-	-	-	-	5,000	N/A
<b>PURCHASED PROPERTY SERVICES</b>							
110-419-18-4430	Service Contracts	-	-	-	-	5,000	N/A
110-419-18-4435	Fleet Maintenance Charges	-	-	-	-	3,575	N/A
		-	-	-	-	8,575	N/A
<b>OTHER PURCHASED SERVICES</b>							
110-419-18-4530	Telephone	-	-	-	-	600	N/A
110-419-18-4550	Printing	-	-	-	-	-	N/A
110-419-18-4551	Publishing	-	-	-	-	-	N/A
110-419-18-4592	Recording Fees	-	-	-	-	-	N/A
		-	-	-	-	600	N/A
<b>SUPPLIES</b>							
110-419-18-4610	Office Supplies	-	-	-	-	2,500	N/A
110-419-18-4611	Postage	-	-	-	-	-	N/A
110-419-18-4612	Supplies and Equipment	-	-	-	-	10,000	N/A
110-419-18-4626	Fuel	-	-	-	-	2,000	N/A
		-	-	-	-	14,500	N/A
<b>CAPITAL</b>							
110-419-18-4742	Mobile Equipment	-	-	-	-	-	N/A
110-419-18-4744	Computer Equipment	-	-	-	-	5,000	N/A
		-	-	-	-	5,000	N/A
<b>TOTAL BUILDING INSPECTIONS EXPENSE</b>		-	-	-	-	<b>330,175</b>	<b>N/A</b>

# Public Safety Department

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# Public Safety Department

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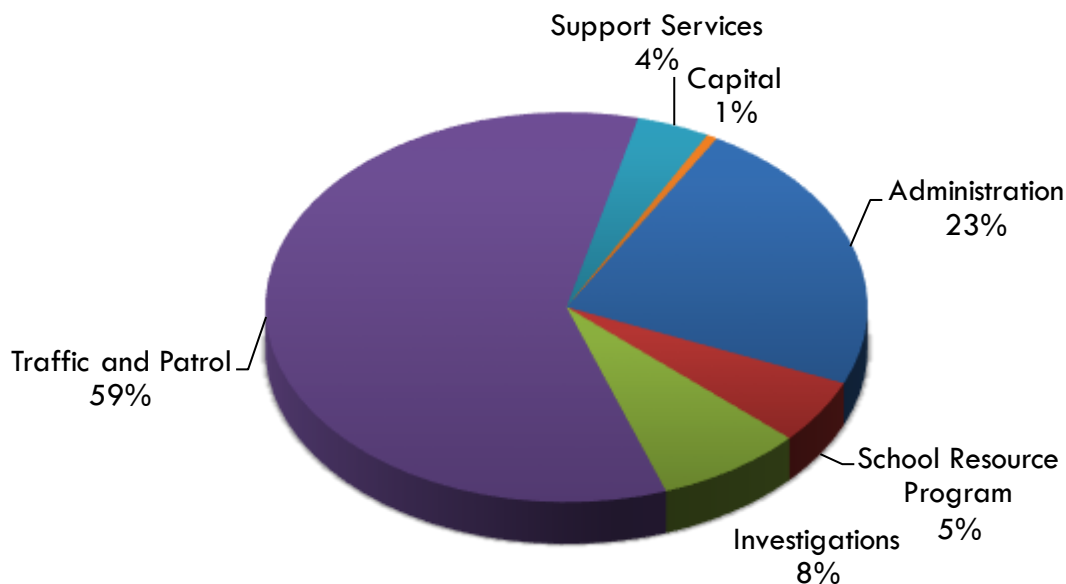
# Public Safety Department

<b>Expenses by Program</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Administration	\$ 503,765	\$ 579,386	\$ 624,025	\$ 620,550	\$ 660,050	6%
School Resource Officer	96,667	109,747	144,750	150,250	160,725	7%
Investigations	100,839	205,097	213,650	204,892	216,300	6%
Traffic and Patrol	1,451,421	1,499,802	1,602,200	1,590,800	1,779,100	12%
Support Services	79,329	80,514	106,100	102,527	116,250	13%
Operating Expenses	\$2,232,021	\$2,474,546	\$2,690,725	\$2,669,019	\$2,932,425	10%
Capital	143,563	64,682	15,600	11,924	75,500	533%
<b>Total Expense</b>	<b>\$ 2,375,584</b>	<b>\$ 2,539,228</b>	<b>\$ 2,706,325</b>	<b>\$ 2,680,943</b>	<b>\$ 3,007,925</b>	<b>12%</b>

The Public Safety Department is responsible for all law enforcement services to the community. 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. 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.*

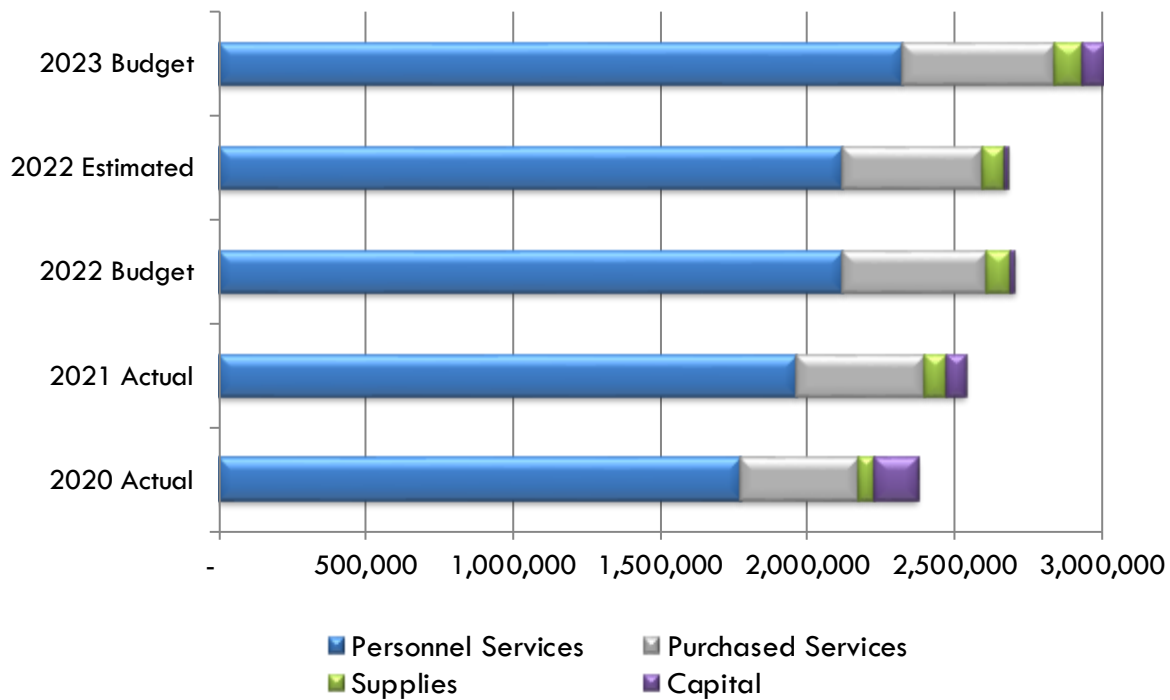
## Public Safety Department Programs



# Public Safety Department

<b>Expenses by Type</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$1,266,618	\$1,369,292	\$1,478,800	\$1,471,875	\$1,628,250	11%
Personnel Services, Benefits	507,386	592,455	642,500	648,000	694,075	7%
Purchased Professional Services	4,065	10,218	16,025	12,767	16,025	26%
Purchased Property Services	82,380	130,182	147,750	140,000	163,100	17%
Other Purchased Services	316,914	297,696	322,100	322,100	338,000	5%
Supplies	54,653	74,701	83,550	74,277	92,975	25%
Operating Expenses	\$2,232,016	\$2,474,544	\$2,690,725	\$2,669,019	\$2,932,425	10%
Capital	143,563	64,682	15,600	11,924	75,500	533%
<b>Total Expense</b>	<b>\$ 2,375,579</b>	<b>\$ 2,539,225</b>	<b>\$ 2,706,325</b>	<b>\$ 2,680,943</b>	<b>\$ 3,007,925</b>	<b>12%</b>

## Budget History



# Public Safety Department

## Factors Affecting Expenses

Overall expenses of the Public Safety Department of \$3 million are budgeted to increase 11% from the \$2.7 million budgeted in 2022.

- Fruita's share of the cost of the regional dispatch center is budgeted to increase (7%) to \$300,000.
- Addition of new Police Officer in the Traffic and Patrol program.
- Capital equipment highlights includes:
  - \$55,000 for the purchase of a new Police Interceptor.
  - \$5,700 was added to replace six ballistic vests.
  - \$13,500 is budgeted to purchase two new police computers.

## Personnel

Public Safety Staffing Chart				
	2020	2021	2022	2023
<u>Hours Summary</u>	Actual	Actual	Budget	Budget
<u>Administration</u>				
Full time civilian employees	4,295	4,145	4,160	4,160
Full time sworn employees	4,320	4,160	4,160	4,160
Overtime	44	11	25	25
<i>Total Administration</i>	<i>8,659</i>	<i>8,316</i>	<i>8,345</i>	<i>8,345</i>
<u>School Resource Officer</u>				
Full time sworn employees	2,208	2,430	3,294	3,294
Overtime	188	168	-	-
<i>Total SRO</i>	<i>2,396</i>	<i>2,598</i>	<i>3,294</i>	<i>3,294</i>
<u>Investigations</u>				
Full time employees	2,348	4,543	4,486	4,486
Overtime	132	89	160	160
<i>Total Investigations</i>	<i>2,480</i>	<i>4,632</i>	<i>4,646</i>	<i>4,646</i>
<u>Traffic and Patrol</u>				
Full time employees	27,381	27,526	27,336	29,416
Overtime	1,600	1,374	1,455	1,455
<i>Total Traffic and Patrol</i>	<i>28,981</i>	<i>28,900</i>	<i>28,791</i>	<i>30,871</i>
<u>Police Support Services</u>				
Full time employees	2,162	2,080	2,080	2,080
Part time employees	704	800	1,456	1,456
Overtime	16	10	20	20
<i>Total Police Support Services</i>	<i>2,882</i>	<i>2,890</i>	<i>3,556</i>	<i>3,556</i>
Total Hours	45,398	47,336	48,632	50,712
Total FTE Equivalents	21.83	22.76	23.38	24.38

# Public Safety Department

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Public Safety Personnel - Positions				
Position	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Police Chief	1.00	1.00	1.00	1.00
Police Lieutenant	1.00	1.00	1.00	1.00
Police Sergeant	2.00	2.00	2.00	2.00
Police Corporal	2.00	2.00	2.00	2.00
Police Officer	11.00	12.00	12.00	13.00
Evidence Custodian	0.40	0.40	0.70	0.70
Animal Control Officer	1.00	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00	2.00
<b>Total Positions</b>	<b>20.40</b>	<b>21.40</b>	<b>21.70</b>	<b>22.70</b>

# Public Safety Department

## Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4111	Salaries, Civilian	125,116	127,926	139,325	133,825	142,950	7%
4112	Salaries, Officers	1,048,089	1,156,185	1,233,700	1,233,700	1,372,900	11%
4120	Salaries, Part Time	15,300	17,070	32,550	29,550	34,800	18%
4130	Overtime	78,113	68,111	73,225	74,800	77,600	4%
		1,266,618	1,369,292	1,478,800	1,471,875	1,628,250	11%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	300,997	360,480	388,950	394,450	413,600	5%
4220	FICA Payroll Expense	8,637	8,824	10,825	10,825	11,125	3%
4221	Medicare Payroll Expense	17,429	19,395	21,550	21,550	23,700	10%
4222	FPPA Death & Disability Insurance	11,989	14,449	16,500	16,500	18,375	11%
4230	Retirement Contribution	6,291	5,820	6,375	6,375	6,525	2%
4231	Police Pension Payroll Expense	130,155	144,399	154,375	154,375	171,675	11%
4250	Unemployment Insurance	3,717	3,979	4,500	4,500	4,975	11%
4260	Workers Compensation Insurance	28,171	35,109	39,425	39,425	44,100	12%
		507,386	592,455	642,500	648,000	694,075	7%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	4,065	10,218	16,025	12,767	16,025	26%
		4,065	10,218	16,025	12,767	16,025	26%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4430	Service Contracts	19,600	24,419	24,100	16,300	24,100	48%
4435	Fleet Maintenance Charges	62,780	53,188	78,150	78,150	79,000	1%
4436	Vehicle Repair & Maintenance	-	-	-	-	-	N/A
4438	IT Services	-	52,575	45,500	45,550	60,000	32%
		82,380	130,182	147,750	140,000	163,100	17%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4530	Telephone and fiber	30,085	33,575	33,000	33,000	33,000	0%
4535	Dispatch & Communication Ctr	285,099	264,121	284,100	284,100	300,000	6%
4540	Animal Control Services	1,730	-	5,000	5,000	5,000	0%
		316,914	297,696	322,100	322,100	338,000	5%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	4,387	3,984	5,250	1,500	5,250	250%
4611	Postage	432	468	800	500	800	60%
4612	Supplies and Equipment	11,461	14,179	21,500	11,100	19,675	77%
4615	Ammunition	5,700	6,522	6,550	5,000	6,550	31%
4626	Fuel	20,409	32,514	30,450	40,000	36,000	-10%
4630	Meeting/Appreciation Supplies	520	613	750	750	750	0%
4661	Uniforms and Safety Equipment	11,744	16,421	18,250	15,427	23,950	55%
		54,653	74,701	83,550	74,277	92,975	25%
<b><u>CAPITAL</u></b>							
4742	Mobile Equipment	136,250	54,126	-	-	55,000	N/A
4743	Furniture and Equipment	2,538	3,629	6,000	2,324	7,000	201%
4744	Computer Equipment	4,775	6,926	9,600	9,600	13,500	41%
		143,563	64,682	15,600	11,924	75,500	533%
<b>TOTAL PUBLIC SAFETY EXPENDITURES</b>		<b>2,375,579</b>	<b>2,539,225</b>	<b>2,706,325</b>	<b>2,680,943</b>	<b>3,007,925</b>	<b>12%</b>

# Public Safety Department

## Administration

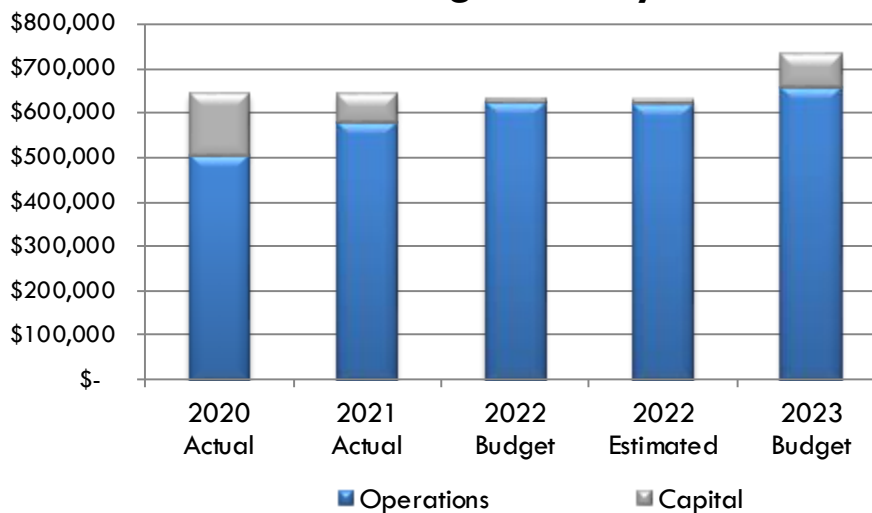
<b>EXPENDITURES</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 257,320	\$ 261,826	\$ 282,075	\$ 282,075	\$ 301,125	7%
Personnel Services, Benefits	106,497	113,441	120,025	120,025	116,100	-3%
Purchased Professional Services	1,735	2,784	4,225	3,000	4,225	41%
Purchased Property Services	82,380	130,182	147,450	139,700	162,800	17%
Other Purchased Services	30,085	33,575	33,000	33,000	33,000	0%
Supplies	25,748	37,578	37,250	42,750	42,800	0%
Operating Expenses	\$ 503,765	\$ 579,386	\$ 624,025	\$ 620,550	\$ 660,050	6%
Capital	141,025	63,564	9,600	9,600	72,500	655%
<b>Total Expense</b>	<b>\$ 644,790</b>	<b>\$ 642,950</b>	<b>\$ 633,625</b>	<b>\$ 630,150</b>	<b>\$ 732,550</b>	<b>16%</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. The division is accountable to the citizens of Fruita, the City Manager, City Council, and the employees within the department.

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.

### 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.
- Chief Krouse participated in the community-wide Grand Valley Task Force to evaluate diversity and inclusivity in numerous community systems.
- Chief Krouse and Lt. Peck attended executive-level training courses.
- The Body Worn Camera program was implemented.
- The department transitioned to Lexipol policy and training to further ensure best practices and adherence with statutes and case law are maintained.
- The department continues to be involved in instruction at Colorado Mesa University and the Western Colorado Peace Officers Academy.
- 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 performance measure of maintaining 100% compliance during NIBRS audits was accomplished.
- The performance measure of increasing social media presence by posting crime prevention/education information at least monthly was accomplished.



# Public Safety Department

## Administration

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- The performance measure of implementing a Volunteers on Patrol program was not accomplished. This will remain an area of focus and continued development.
- The Fruita Police Department continues to be fully staffed throughout the year.

### **GOALS**

- Retain existing employees to maintain full staffing, in order to provide the core service of public safety throughout Fruita.
- Maintain a high level of community trust and collaboration.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- Expenses are budgeted to increase 16% due to the purchasing of furniture and capital equipment next year. This includes:
  - \$55,000 for Police Interceptor Vehicle (using public safety tax fund balance)
  - 13,500 for purchase of three mobile computers
  - \$4,000 for replacement of 10 office chairs
- IT services are also budgeted to increase due to additional storage needed for the body-worn camera program, and additional security features.

# Public Safety Department

## Administration

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-421-60-4111	Salaries, Civilian	80,766	82,717	92,675	92,675	98,175	6%
110-421-60-4112	Salaries, Officers	175,281	178,782	188,550	188,550	202,050	7%
110-421-60-4120	Part Time	-	-	-	-	-	N/A
110-421-60-4125	Contract Labor	-	-	-	-	-	N/A
110-421-60-4130	Overtime	1,273	327	850	850	900	6%
		257,320	261,826	282,075	282,075	301,125	7%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-421-60-4210	Health Insurance	65,082	70,255	73,100	73,100	65,900	-10%
110-421-60-4220	FICA Payroll Expense	4,931	4,967	5,825	5,825	6,150	6%
110-421-60-4221	Medicare Payroll Expense	3,668	3,726	4,100	4,100	4,375	7%
110-421-60-4222	FPPA Death & Disability Insura	2,453	2,681	2,650	2,650	2,850	8%
110-421-60-4230	Retirement Contribution	3,621	3,720	4,225	4,225	4,475	6%
110-421-60-4231	Police Pension Payroll Expense	21,875	22,360	23,600	23,600	25,275	7%
110-421-60-4250	Unemployment Insurance	757	765	850	850	925	9%
110-421-60-4260	Workers Compensation Insurance	4,110	4,968	5,675	5,675	6,150	8%
		106,497	113,441	120,025	120,025	116,100	-3%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-421-60-4310	Professional Development	1,735	2,784	4,225	3,000	4,225	41%
		1,735	2,784	4,225	3,000	4,225	41%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-421-60-4430	Service Contracts	19,600	24,419	23,800	16,000	23,800	49%
110-421-60-4435	Fleet Maintenance Charges	62,780	53,188	78,150	78,150	79,000	1%
110-421-60-4436	Vehicle Repair & Maintenance	-	-	-	-	-	N/A
110-421-60-4438	IT Services	-	52,575	45,500	45,550	60,000	32%
		82,380	130,182	147,450	139,700	162,800	17%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-421-60-4530	Telephone and Fiber	30,085	33,575	33,000	33,000	33,000	0%
		30,085	33,575	33,000	33,000	33,000	0%
<b><u>SUPPLIES</u></b>							
110-421-60-4610	Office Supplies	4,387	3,984	5,250	1,500	5,250	250%
110-421-60-4611	Postage	432	468	800	500	800	60%
110-421-60-4626	Fuel	20,409	32,514	30,450	40,000	36,000	-10%
110-421-60-4630	Meeting/Appreciation Supplies	520	613	750	750	750	0%
		25,748	37,578	37,250	42,750	42,800	0%
<b><u>CAPITAL</u></b>							
110-421-60-4742	Mobile Equipment	136,250	54,127	-	-	55,000	N/A
110-421-60-4743	Furniture and Equipment	-	2,511	-	-	4,000	N/A
110-421-60-4744	Computer Equipment	4,775	6,926	9,600	9,600	13,500	41%
		141,025	63,564	9,600	9,600	72,500	655%
<b>TOTAL EXPENDITURES</b>		<b>644,790</b>	<b>642,950</b>	<b>633,625</b>	<b>630,150</b>	<b>732,550</b>	<b>16%</b>

# Public Safety Department

## School Resource Officer

### **EXPENDITURES**

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Personnel Services, Salaries	\$ 65,368	\$ 75,471	\$ 94,500	\$ 100,500	\$ 107,800	7%
Personnel Services, Benefits	31,299	33,556	48,750	48,750	51,425	5%
Purchased Professional Services	-	719	1,500	1,000	1,500	50%
Purchased Property Services	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	N/A
Operating Expenses	\$ 96,667	\$ 109,747	\$ 144,750	\$ 150,250	\$ 160,725	7%
Capital	-	-	-	-	-	N/A
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 96,667</b>	<b>\$ 109,747</b>	<b>\$ 144,750</b>	<b>\$ 150,250</b>	<b>\$ 160,725</b>	<b>7%</b>

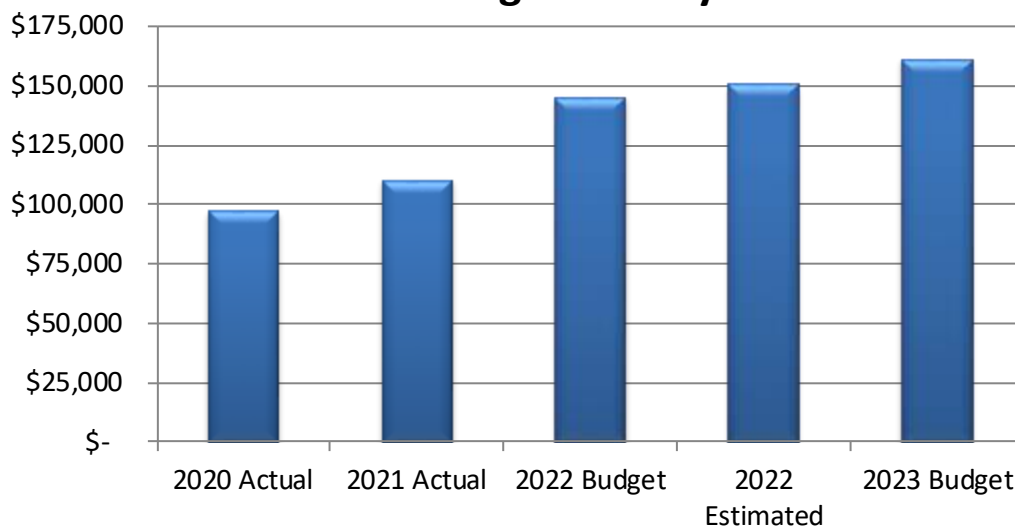
### **MISSION**

The purpose of the School Resource Officer (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 sworn police officers assigned as SROs whose responsibilities include overseeing all public schools in the city: Shelledy Elementary, Rimrock Elementary, Monument Ridge 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 occasionally 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 performance measure of SROs conducting training/safety walk-throughs with patrol officers was accomplished. This will continue to be an area of emphasis.

### **GOALS**

- Continue close partnership with the School District and District 51 security staff.
- Coordinate with patrol to participate in safety drills.
- Continued and ongoing training regarding response to school incidents.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- Costs for overtime is expected to increase \$5,000 for overtime hours worked specifically for the School Resources Officers. This transfer is from the Traffic and Patrol overtime budget.

# Public Safety Department

## School Resource Officer

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-421-61-4112	Salaries, Officers	58,380	68,301	94,500	94,500	102,800	9%
110-421-61-4120	Salaries, Part time	-	-	-	-	-	N/A
110-421-61-4130	Overtime	6,988	7,170	-	6,000	5,000	-17%
		65,368	75,471	94,500	100,500	107,800	7%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-421-61-4210	Health Insurance	19,931	20,230	31,150	31,150	32,025	3%
110-421-61-4221	Medicare Payroll Expense	893	1,033	1,400	1,400	1,575	13%
110-421-61-4222	FPPA Death & Disability Insurance	800	972	1,275	1,275	1,400	10%
110-421-61-4230	Retirement Contribution	-	-	-	-	-	N/A
110-421-61-4231	Police Pension Payroll Expense	7,280	8,451	11,825	11,825	12,875	9%
110-421-61-4250	Unemployment Insurance	184	211	300	300	325	8%
110-421-61-4260	Workers Compensation Insurance	2,211	2,660	2,800	2,800	3,225	15%
		31,299	33,556	48,750	48,750	51,425	5%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-421-61-4310	Professional Development	-	719	1,500	1,000	1,500	50%
		-	719	1,500	1,000	1,500	50%
<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>96,667</b>	<b>109,747</b>	<b>144,750</b>	<b>150,250</b>	<b>160,725</b>	<b>7%</b>

# Public Safety Department

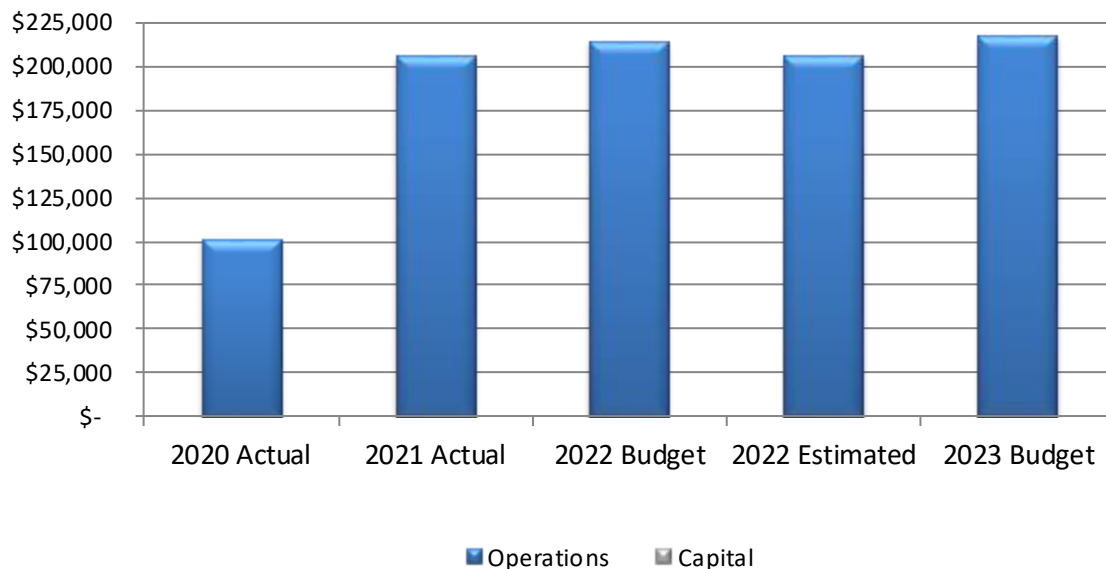
## Investigations

<b>EXPENDITURES</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 74,821	\$ 143,168	\$ 145,925	\$ 141,500	\$ 150,900	7%
Personnel Services, Benefits	21,057	55,488	58,225	58,225	55,900	-4%
Purchased Professional Services	-	45	1,500	167	1,500	798%
Supplies	4,961	6,397	8,000	5,000	8,000	60%
Operating Expenses	\$ 100,839	\$ 205,097	\$ 213,650	\$ 204,892	\$ 216,300	6%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 100,839</b>	<b>\$ 205,097</b>	<b>\$ 213,650</b>	<b>\$ 204,892</b>	<b>\$ 216,300</b>	<b>6%</b>

### MISSION

This division handles 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.
- Continue involvement with the 21<sup>st</sup> Judicial District Critical Incident Response Team.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Detectives assisted in the investigation of several significant crimes. Detectives assisted the Critical Incident Response Team with several officer involved shooting investigations. Detectives also participated in problem-oriented policing strategies, partnering with the Patrol Division on crime trends and series.
- 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.
- The performance measure of developing and presenting crime information and prevention seminars for the public at least biannually was not met due in large part to a temporary but months-long vacancy in Investigations leaving only one detective to handle the case load. This will continue to be an area of emphasis for the upcoming year.

### **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**

- Performance measures will be included in the final draft of the budget document.

# Public Safety Department

## Investigations

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### **BUDGET HIGHLIGHTS**

- There are no significant changes in the 2023 Budget for the Investigations program.



# Public Safety Department

## Investigations

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-421-62-4112	Salaries, Officers	68,777	139,228	138,500	138,500	143,250	3%
110-421-62-4130	Overtime	6,044	3,940	7,425	3,000	7,650	155%
		74,821	143,168	145,925	141,500	150,900	7%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-421-62-4210	Health Insurance	8,458	30,670	32,100	32,100	28,900	-10%
110-421-62-4221	Medicare Payroll Expense	540	2,023	2,125	2,125	2,200	4%
110-421-62-4222	FPPA Death & Disability Insurance	(41)	955	1,800	1,800	1,900	6%
110-421-62-4230	Retirement Contribution	-	-	-	-	-	N/A
110-421-62-4231	Police Pension Payroll Expense	8,580	17,405	17,400	17,400	17,925	3%
110-421-62-4250	Unemployment Insurance	216	415	450	450	475	6%
110-421-62-4260	Workers Compensation Insurance	3,304	4,018	4,350	4,350	4,500	3%
		21,057	55,488	58,225	58,225	55,900	-4%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-421-62-4310	Professional Development	-	45	1,500	167	1,500	798%
		-	45	1,500	167	1,500	798%
<b>SUPPLIES</b>							
110-421-62-4612	Supplies and Equipment	4,961	6,397	8,000	5,000	8,000	60%
110-421-62-4661	Uniforms and Safety Equipment	-	-	-	-	-	N/A
		4,961	6,397	8,000	5,000	8,000	60%
<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>100,839</b>	<b>205,097</b>	<b>213,650</b>	<b>204,892</b>	<b>216,300</b>	<b>6%</b>

# Public Safety Department

## Traffic and Patrol

### **EXPENDITURES**

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Personnel Services, Salaries	\$ 808,955	\$ 826,225	\$ 876,400	\$ 876,400	\$ 988,150	13%
Personnel Services, Benefits	331,693	373,113	396,500	396,500	442,375	12%
Purchased Professional Services	2,315	5,869	7,800	7,800	7,800	0%
Other Purchased Services	285,099	264,121	284,100	284,100	300,000	6%
Supplies	23,359	30,474	37,400	26,000	40,775	57%
Operating Expenses	\$1,451,421	\$1,499,802	\$1,602,200	\$1,590,800	\$1,779,100	12%
Capital	2,538	1,118	6,000	2,324	3,000	29%
<b>Total Expense</b>	<b>\$ 1,453,959</b>	<b>\$ 1,500,920</b>	<b>\$ 1,608,200</b>	<b>\$ 1,593,124</b>	<b>\$ 1,782,100</b>	<b>12%</b>

### **MISSION**

The patrol division consists of sworn police officers, serving as supervisors (Sergeants and Corporals) and Officers, who in addition to their normal patrol functions hold a variety of special and collateral duties. 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* has been in existence for over 8 years and was reinvigorated after a brief hiatus due to the COVID pandemic. Other projects include National Night Out, a bike registration program, coffee with a cop, and teaching at CMU and the POST Academy.
- Addressing mental health and addiction 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, Anti-bias Policing, Ethics, and Driving, amongst other specialized training courses.
- The department has several employees working towards college degrees, with several employees successfully earned a Bachelor's Degree in the past year.
- The performance measure of using Lexipol, to complete no fewer than 12 trainings (in addition to regularly scheduled training) was accomplished.
- The performance measure of evaluating dedicated time of patrol officers to determine opportunities to use undedicated time for more informal interaction with citizens and proactive patrol is still underway.

### **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.

# Public Safety Department

## Traffic and Patrol

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- Track crime patterns and organize proactive strategies. Train officers in intelligence-lead policing strategies to increase problem-oriented proactive policing.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- Significant changes in the 2023 Budget include:
  - The cost of the Grand Junction Regional Communications Center increased 6% and is budgeted at \$300,000.
  - Addition of a new Police Officer.
  - \$5,700 was added to the uniforms and safety equipment budget to replace 6 ballistic vests.
  - \$3,000 for purchase of 2 replacement TASERS

# Public Safety Department

## Traffic and Patrol

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-421-64-4112	Salaries, Officers	745,651	769,874	812,150	812,150	924,800	14%
110-421-64-4120	Part Time	-	-	-	-	-	N/A
110-421-64-4130	Overtime	63,304	56,351	64,250	64,250	63,350	-1%
		808,955	826,225	876,400	876,400	988,150	13%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-421-64-4210	Health Insurance	199,069	230,184	243,000	243,000	267,725	10%
110-421-64-4220	FICA Payroll Expense	-	-	-	-	-	N/A
110-421-64-4221	Medicare Payroll Expense	11,463	11,710	12,725	12,725	14,350	13%
110-421-64-4222	FPPA Death & Disability	8,777	9,841	10,775	10,775	12,225	13%
110-421-64-4230	Retirement Contribution	-	-	-	-	-	N/A
110-421-64-4231	Police Pension	92,420	96,182	101,550	101,550	115,600	14%
110-421-64-4250	Unemployment Insurance	2,381	2,404	2,650	2,650	3,000	13%
110-421-64-4260	Workers Compensation Ins	17,583	22,792	25,800	25,800	29,475	14%
		331,693	373,113	396,500	396,500	442,375	12%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-421-64-4310	Professional Development	2,315	5,869	7,800	7,800	7,800	0%
110-421-64-4375	Moving Expenses	-	-	-	-	-	N/A
		2,315	5,869	7,800	7,800	7,800	0%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-421-64-4535	Dispatch Center	285,099	264,121	284,100	284,100	300,000	6%
110-421-64-4541	K-9 Services	-	-	-	-	-	N/A
		285,099	264,121	284,100	284,100	300,000	6%
<b><u>SUPPLIES</u></b>							
110-421-64-4612	Supplies and Equipment	6,230	7,596	13,000	6,000	10,675	78%
110-421-64-4615	Firearms and Ammunition	5,700	6,522	6,550	5,000	6,550	31%
110-421-64-4661	Uniforms and Safety Equipment	11,429	16,356	17,850	15,000	23,550	57%
		23,359	30,474	37,400	26,000	40,775	57%
<b><u>CAPITAL</u></b>							
110-421-64-4742	Mobile Equipment	-	-	-	-	-	N/A
110-421-64-4743	Furniture and Equipment	2,538	1,118	6,000	2,324	3,000	29%
110-421-64-4744	Computer Equipment	-	-	-	-	-	N/A
		2,538	1,118	6,000	2,324	3,000	29%
<b>TOTAL EXPENDITURES</b>		<b>1,453,959</b>	<b>1,500,920</b>	<b>1,608,200</b>	<b>1,593,124</b>	<b>1,782,100</b>	<b>12%</b>

# Public Safety Department

## Police Support Services

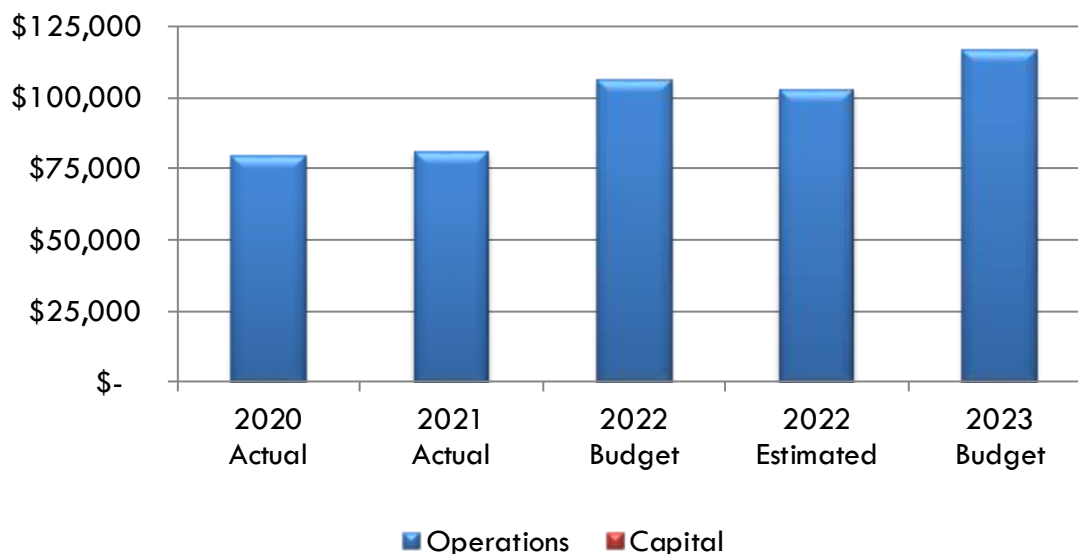
<b>EXPENDITURES</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 60,155	\$ 62,605	\$ 79,900	\$ 71,400	\$ 80,275	12%
Personnel Services, Benefits	16,844	16,856	19,000	24,500	28,275	15%
Purchased Professional Services	15	801	1,000	800	1,000	25%
Purchased Property Services	-	-	300	300	300	0%
Other Purchased Services	1,730	-	5,000	5,000	5,000	0%
Supplies	585	252	900	527	1,400	166%
Operating Expenses	\$ 79,329	\$ 80,514	\$ 106,100	\$ 102,527	\$ 116,250	13%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 79,329</b>	<b>\$ 80,514</b>	<b>\$ 106,100</b>	<b>\$ 102,527</b>	<b>\$ 116,250</b>	<b>13%</b>

### MISSION

This division comprises the functions of Animal Control Officer/Police Service Technician (PST) and evidence management. 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 Custodians handle evidence duties exclusively. This includes managing the property/evidence facility and as well as property and evidence submitted for retention and processing, and the increasing volume of digital evidence.

### 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**

- Due to personnel transitions, a new Animal Control Officer/PST was hired.
- The Animal Control Officer continued collaboration with local business and organizations for temporary boarding of found animals that helps reduce costs and time associated with transporting animals to Mesa County Animal Services, as well as feral cat initiatives.
- An outside audit, conducted annually, of the evidence section showed compliance with best practices of evidence and property handling and storage.
- The performance measure of finalizing implementation of a policy and action plan for feral cats was accomplished resulting in nearly full transition of responsibility to community service organizations.
- The performance measure of conducting a comprehensive audit/inventory of all property and evidence is still underway.

### **GOALS**

- Find opportunities for volunteers to assist with the duties associated with police support services.
- Continue to monitor and implement efficiencies in property management, to include transitioning to a new property management software.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- There are no significant changes to the Police Support Services program in the 2023 Budget.

# Public Safety Department

## Police Support Services

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-421-65-4111	Salaries, Civilian	44,350	45,211	46,650	41,150	44,775	9%
110-421-65-4120	Salaries, Part time	15,300	17,070	32,550	29,550	34,800	18%
110-421-65-4130	Overtime	505	324	700	700	700	0%
		60,155	62,605	79,900	71,400	80,275	12%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-421-65-4210	Health Insurance	8,458	9,142	9,600	15,100	19,050	26%
110-421-65-4220	FICA Payroll Expense	3,706	3,857	5,000	5,000	4,975	-1%
110-421-65-4221	Medicare Payroll Expense	867	902	1,200	1,200	1,200	0%
110-421-65-4230	Retirement Contribution	2,671	2,100	2,150	2,150	2,050	-5%
110-421-65-4250	Unemployment Insurance	178	185	250	250	250	0%
110-421-65-4260	Workers Compensation Insurance	964	671	800	800	750	-6%
		16,844	16,856	19,000	24,500	28,275	15%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-421-65-4310	Professional Development	15	801	1,000	800	1,000	25%
		15	801	1,000	800	1,000	25%
<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	1,730	-	5,000	5,000	5,000	0%
		1,730	-	5,000	5,000	5,000	0%
<b><u>SUPPLIES</u></b>							
110-421-65-4612	Supplies and Equipment	270	187	500	100	1,000	N/A 900%
110-421-65-4661	Uniforms and Safety Equipment	315	65	400	427	400	-6%
		585	252	900	527	1,400	166%
<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>79,329</b>	<b>80,514</b>	<b>106,100</b>	<b>102,527</b>	<b>116,250</b>	<b>13%</b>



# Public Works Department

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# Public Works Department

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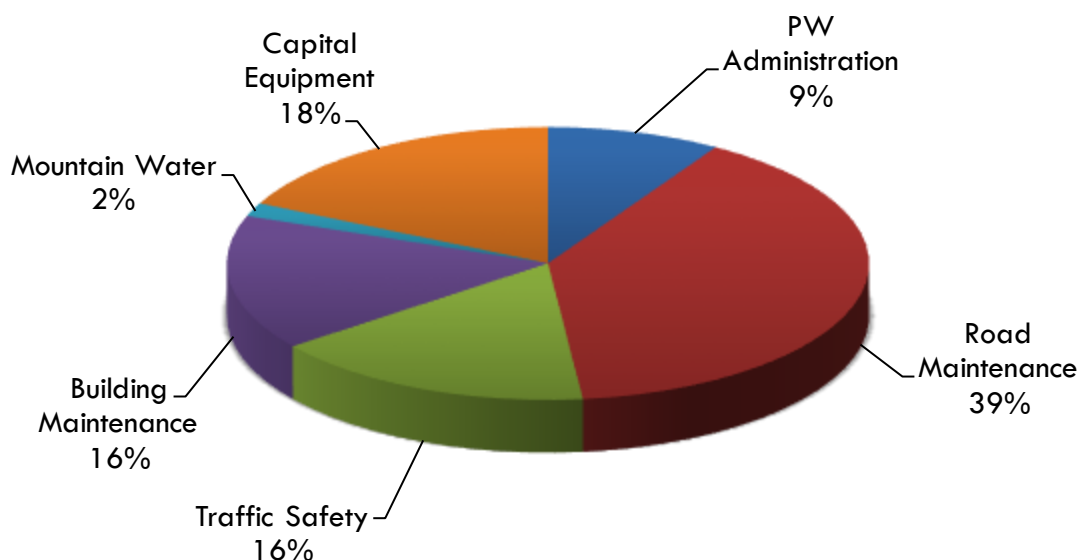
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# Public Works Department

<b>Expenses by Program</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Administration	\$ 333,406	\$ 349,954	\$ 205,350	\$ 196,897	\$ 218,575	11%
Road Maintenance	629,003	469,597	843,775	865,863	986,220	14%
Traffic Safety	301,895	279,725	396,975	381,407	407,450	7%
Building Maintenance	230,330	314,118	375,850	368,542	400,775	9%
Mountain Water	40,305	17,428	38,525	26,616	40,025	50%
Operating Expenses	\$1,534,939	\$1,430,823	\$1,860,475	\$1,839,325	\$2,053,045	12%
Capital	280,134	365,401	282,500	116,509	443,000	280%
Special Projects	-	10,088	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 1,815,073</b>	<b>\$ 1,806,311</b>	<b>\$ 2,142,975</b>	<b>\$ 1,955,834</b>	<b>\$ 2,496,045</b>	<b>28%</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

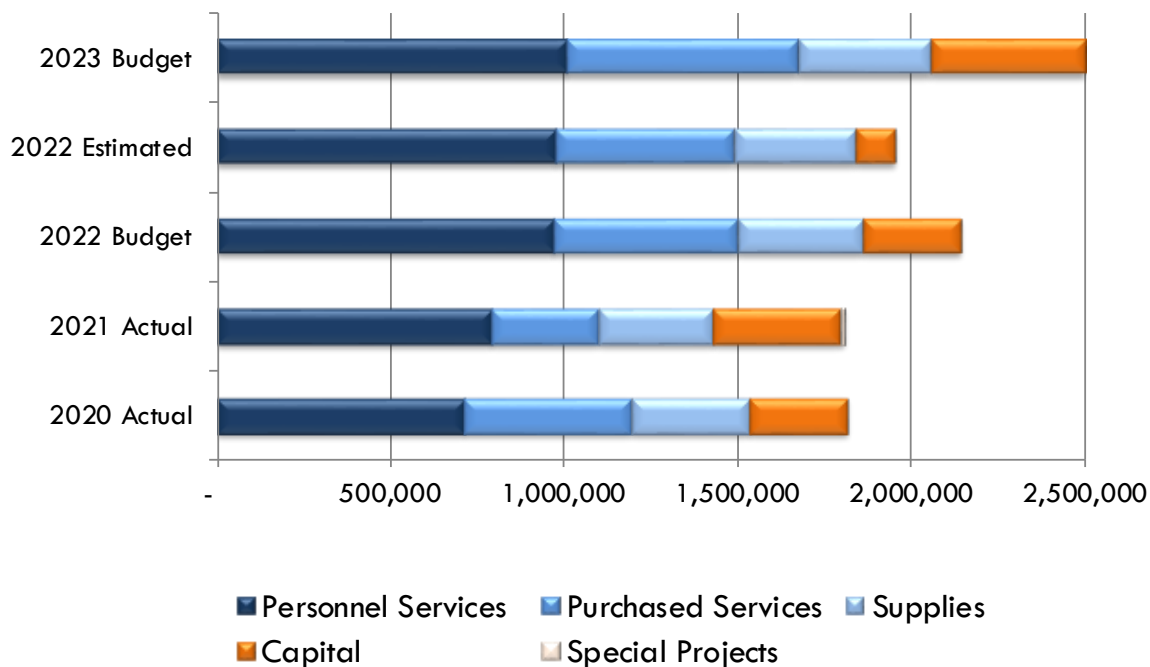


# Public Works Department

## Expenses by Type

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Personnel Services, Salaries	\$ 500,882	\$ 542,880	\$ 649,600	\$ 651,789	\$ 673,750	3%
Personnel Services, Benefits	212,279	247,870	319,550	319,550	331,075	4%
Purchased Professional Services	8,019	11,136	13,625	15,237	16,625	9%
Purchased Property Services	471,273	293,593	506,650	495,496	644,375	30%
Other Purchased Services	2,762	2,878	5,750	5,050	5,750	14%
Supplies	339,723	332,466	365,300	352,203	381,470	8%
Operating Expenses	\$1,534,938	\$1,430,823	\$1,860,475	\$1,839,325	\$2,053,045	12%
Capital	280,134	365,401	282,500	116,509	443,000	280%
Special Projects	-	10,088	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 1,815,072</b>	<b>\$ 1,806,311</b>	<b>\$ 2,142,975</b>	<b>\$ 1,955,834</b>	<b>\$ 2,496,045</b>	<b>28%</b>

## Budget History



## Factors Affecting Expenses

Overall expenses of the Public Works Department of \$2.5 million are budgeted to increase 16% from the \$2.1 million budgeted in 2022, and 28% over 2022 estimated amounts.

- Personnel costs, including taxes and benefits, are budgeted to increase 4% with the implementation of the pay plan including market adjustments and increased health insurance

# Public Works Department

costs.

- Purchased services are budgeted to increase 27%. Significant increase include:
  - Service contract for a third-party to rate the condition of the pavement of Fruita streets - \$63,400
  - Chipsealing program - \$150,000 – increase of \$50,000 from prior year
- Supplies are budgeted to increase 4% and primarily includes increases in fuel costs.
- Capital expenses are budgeted to increase 31%. Capital items scheduled for the 2023 budget include:
  - Sidewalk repair/replacements of \$100,000
  - Capital equipment replacements from the CERF which include the following:
    - Dump Truck #4105 - \$252,200 (reappropriated from 2022 Budget)
    - Dump Truck #7018 - \$72,000 (reappropriated from 2022 Budget)
  - New capital equipment
    - Traffic Safety Trailer - \$10,000
    - Mountain water meters (3) - \$9,000

## Personnel

The following charts show the staffing levels for the Department and the various programs in the Public Works Department by manhours.

Public Works Personnel				
Position	2020 Budget	2021 Budget	2022 Budget	2023 Budget
<b>Public Works</b>				
Public Works Director	0.50	0.49	0.49	0.49
Public Works Superintendent	0.50	0.49	0.49	0.49
Administration Tech/Specialist	0.50	0.49	0.49	0.49
Crew Supervisor	1.71	1.71	1.90	1.90
Crew Leader	0.85	0.85	0.90	0.90
Heavy Equipment Operator	2.70	2.70	2.05	2.05
Maintenance Worker II	2.50	2.50	3.90	3.90
Maintenance Worker I	1.50	1.50	1.50	1.50
Custodian	0.60	1.00	1.00	1.00
<b>Total Positions</b>	<b>11.36</b>	<b>11.73</b>	<b>12.72</b>	<b>12.72</b>

# Public Works Department

PUBLIC WORKS (GENERAL FUND) FUND STAFFING CHART				
Hours	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b><u>Public Works Administration</u></b>				
Full time employees	3,171	2,881	3,027	3,027
Part time employees	-	-	-	-
Overtime	-	2	-	-
Subtotal	3,171	2,883	3,027	3,027
<b><u>Road Maintenance</u></b>				
Full time employees	10,965	9,182	11,083	11,083
Part time employees	539	2,156	2,080	2,080
Overtime	415	208	395	405
Subtotal	11,919	11,546	13,558	13,568
<b><u>Traffic Safety</u></b>				
Full time employees	1,829	2,487	2,645	2,645
Part time employees	-	6	1,040	1,040
Overtime	38	121	75	75
Subtotal	1,867	2,614	3,760	3,760
<b><u>Building Maintenance</u></b>				
Full time employees	2,706	5,974	6,340	6,340
Part time employees	905	-	-	-
Overtime	53	54	150	150
Subtotal	3,664	6,028	6,490	6,490
<b><u>Mountain Water</u></b>				
Full time employees	1,197	532	530	520
Part time employees	-	-	-	-
Overtime	42	14	13	13
Subtotal	1,239	546	543	533
<b><u>Total Public Works</u></b>				
Full time employees	19,868	21,056	23,625	23,615
Part time employees	1,444	2,162	3,120	3,120
Overtime	548	399	633	643
<b>Total Hours</b>	<b>21,860</b>	<b>23,617</b>	<b>27,378</b>	<b>27,378</b>
<b>Total FTE Equivalents</b>	<b>10.51</b>	<b>11.35</b>	<b>13.16</b>	<b>13.16</b>

# Public Works Department

Expenses		2020	2021	2022	2022	2023	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4113	Salaries, Public Works	462,796	497,936	574,950	574,950	596,525	4%
4120	Part Time	20,773	31,711	51,800	51,800	53,400	3%
4130	Overtime	17,313	13,233	22,850	25,039	23,825	-5%
		500,882	542,880	649,600	651,789	673,750	3%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	129,654	160,520	211,100	211,100	218,725	4%
4220	FICA Payroll Expense	30,087	32,651	40,350	40,350	41,825	4%
4221	Medicare Payroll Expense	7,037	7,636	9,500	9,500	9,825	3%
4230	Retirement Contribution	21,113	22,424	27,100	27,100	27,900	3%
4250	Unemployment Insurance	1,452	1,566	2,050	2,050	2,100	2%
4260	Workers Compensation Insurance	22,936	23,073	29,450	29,450	30,700	4%
		212,279	247,870	319,550	319,550	331,075	4%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	6,950	11,136	13,625	15,237	16,625	9%
4330	Legal Fees	-	-	-	-	-	N/A
4335	Engineering	1,069	-	-	-	-	N/A
		8,019	11,136	13,625	15,237	16,625	9%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4426	Water Line Repair	1,178	-	12,000	7,703	12,000	56%
4427	Reservoir Maintenance	486	-	6,000	-	6,000	N/A
4430	Service Contracts	64,442	24,698	103,300	94,115	171,700	82%
4435	Fleet Maintenance Charges	165,775	180,248	171,850	171,850	175,675	2%
4440	Building Maintenance	14,588	12,931	20,000	18,000	25,000	39%
4442	Equipment Rental	3,411	8,398	12,500	3,500	13,000	271%
4450	Road Repair & Maintenance	61,656	58,190	70,000	69,736	80,000	15%
4451	Chipsealing and Patching	155,657	-	100,000	129,792	150,000	16%
4452	Drainage	104	8,426	8,000	400	8,000	1900%
4453	Street Light Repair & Maint.	3,976	703	3,000	400	3,000	650%
		471,273	293,593	506,650	495,496	644,375	30%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4530	Telephone	2,762	2,878	5,750	5,050	5,750	14%
4551	Publishing	-	-	-	-	-	N/A
		2,762	2,878	5,750	5,050	5,750	14%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	1,074	1,156	1,500	1,000	2,500	150%
4611	Postage	-	-	-	-	-	N/A
4612	Supplies and Tools	30,572	20,891	25,750	17,000	28,250	66%
4620	Utilities	71,200	74,168	78,750	78,000	80,000	3%
4621	Street Lighting	172,694	173,223	180,000	180,000	180,000	0%
4626	Fuel	24,213	31,034	32,300	41,649	42,720	3%
4630	Meeting/Appreciation Supplies	155	1,393	1,500	1,978	2,500	26%
4641	Snow and Ice Removal	13,606	6,216	10,000	10,000	10,000	0%

# Public Works Department

Expenses		2020	2021	2022	2022	2023	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b><u>SUPPLIES (continued)</u></b>							
4642	Signs and Paint	18,405	17,688	22,750	17,240	22,750	32%
4651	Weed Control	2,318	2,658	4,000	2,000	4,000	100%
4661	Uniforms	4,817	3,898	6,750	785	6,750	760%
4662	Safety Equipment	669	140	2,000	2,551	2,000	-22%
		339,723	332,466	365,300	352,203	381,470	8%
<b><u>CAPITAL</u></b>							
4720	Construction	41,262	-	-	-	-	N/A
4732	Sidewalk Replacement	-	38,734	100,000	101,243	100,000	-1%
4742	Mobile Equipment	99,599	317,912	162,000	-	334,000	N/A
4743	Furniture and Equipment	139,273	8,756	20,500	15,266	9,000	-41%
4744	Computer Equipment	-	-	-	-	-	N/A
		280,134	365,401	282,500	116,509	443,000	280%
<b><u>SPECIAL PROJECTS</u></b>							
4822	Electrical and HVAC Imp.	-	10,088	-	-	-	N/A
4823	Old Fruita Bridge Demolition	-	-	-	-	-	N/A
4825	US 6 Access Control Plan	-	-	-	-	-	N/A
		-	10,088	-	-	-	N/A
<b>TOTAL PUBLIC WORKS EXPENDITURES</b>		<b>1,815,072</b>	<b>1,806,311</b>	<b>2,142,975</b>	<b>1,955,834</b>	<b>2,496,045</b>	<b>28%</b>



# Public Works Department

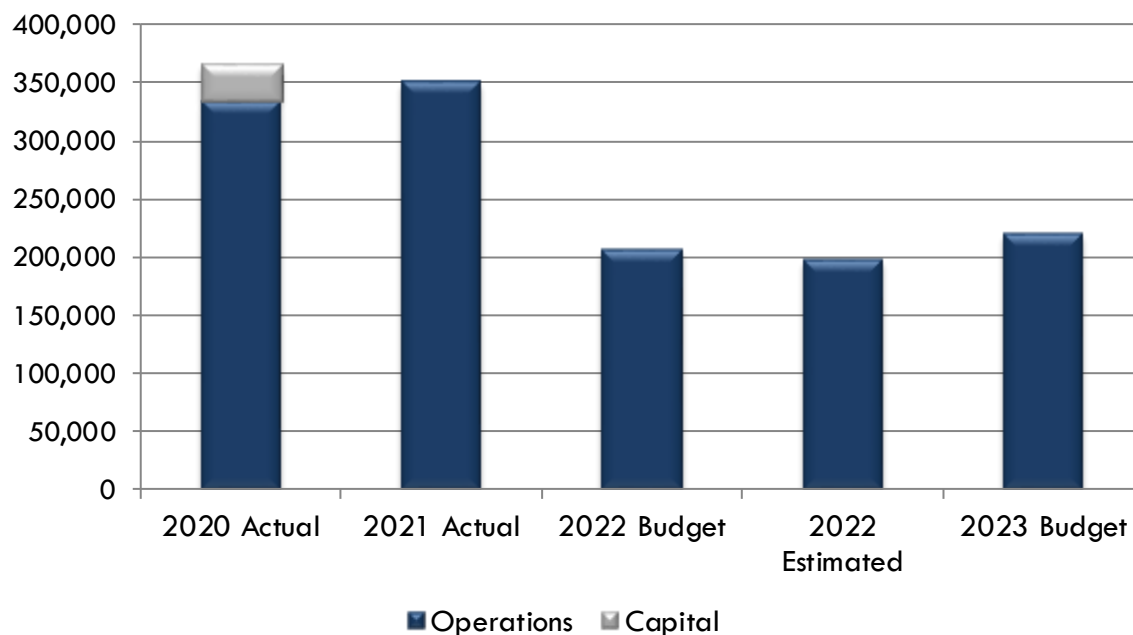
## Administration

<b><u>EXPENDITURES</u></b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 103,781	\$ 96,653	\$ 109,700	\$ 109,700	\$ 116,925	7%
Personnel Services, Benefits	35,989	38,090	44,150	44,150	43,975	0%
Purchased Professional Services	6,950	11,136	8,000	3,338	10,000	200%
Purchased Property Services	177,228	194,485	35,050	33,750	36,725	9%
Other Purchased Services	2,184	2,270	2,700	2,000	2,700	35%
Supplies	7,274	7,321	5,750	3,959	8,250	108%
Operating Expenses	\$ 333,406	\$ 349,954	\$ 205,350	\$ 196,897	\$ 218,575	11%
Capital	32,193	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 365,599</b>	<b>\$ 349,954</b>	<b>\$ 205,350</b>	<b>\$ 196,897</b>	<b>\$ 218,575</b>	<b>11%</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 Administration 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**

- The Public Works Department upgraded the current work order system to an enterprise platform that allows for greater functionality and additional features. This system allows the department to manage and maintain all assets and facilities by planning and scheduling preventative maintenance and reporting.
- Developed process for tracking and analyzing utility costs.
- Reviewed the Right-of-Way Permit process with Engineering staff and made adjustments to the application to ensure all requirements are identified at time of application.
- As a focus on succession planning, all divisions completed professional development training and developed Standard Operating Procedures for several processes within Public Works.

### **GOALS**

- Continue to support workforce development and succession planning opportunities.
- Continue evaluating the effectiveness of the work order system and training staff on the utilization of the system. Build upon monitoring asset management tools to assist in evaluating and prioritizing repair and maintenance operations for the city.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- Services contract expenses is expected to increase slightly due to rising subscription fees for the work order system and ArcGIS subscription fee.

# Public Works Department

## Administration

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-431-50-4113	Salaries, Public Works	103,775	96,653	109,700	109,700	116,925	7%
110-431-50-4120	Salaries, Part time	-	-	-	-	-	N/A
110-431-50-4130	Overtime	6	-	-	-	-	N/A
		103,781	96,653	109,700	109,700	116,925	7%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-431-50-4210	Health Insurance	22,007	24,532	28,900	28,900	27,725	-4%
110-431-50-4220	FICA Payroll Expense	6,193	5,893	6,800	6,800	7,250	7%
110-431-50-4221	Medicare Payroll Expense	1,448	1,378	1,600	1,600	1,700	6%
110-431-50-4230	Retirement Contribution	4,660	4,367	4,950	4,950	5,275	7%
110-431-50-4250	Unemployment Insurance	299	283	350	350	375	7%
110-431-50-4260	Workers Compensation Ins	1,382	1,637	1,550	1,550	1,650	6%
		35,989	38,090	44,150	44,150	43,975	0%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-431-50-4310	Professional Development	6,950	11,136	8,000	3,338	10,000	200%
		6,950	11,136	8,000	3,338	10,000	200%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-431-50-4430	Service Contracts	11,453	14,237	19,000	17,700	22,500	27%
110-431-50-4435	Fleet Maintenance Charges	165,775	180,248	16,050	16,050	14,225	-11%
		177,228	194,485	35,050	33,750	36,725	9%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-431-50-4530	Telephone	2,184	2,270	2,700	2,000	2,700	35%
		2,184	2,270	2,700	2,000	2,700	35%
<b><u>SUPPLIES</u></b>							
110-431-50-4610	Office Supplies	1,074	1,156	1,500	1,000	2,500	150%
110-431-50-4626	Fuel	559	733	1,000	800	1,500	88%
110-431-50-4630	Meeting/Appreciation Supplies	155	1,393	1,500	1,978	2,500	26%
110-431-50-4661	Uniforms	4,817	3,898	1,500	100	1,500	1400%
110-431-50-4662	Safety Equipment	669	140	250	81	250	209%
		7,274	7,321	5,750	3,959	8,250	108%
<b><u>CAPITAL</u></b>							
110-431-50-4742	Mobile Equipment	32,193	-	-	-	-	N/A
110-431-50-4743	Furniture and equipment	-	-	-	-	-	N/A
		32,193	-	-	-	-	N/A
<b>TOTAL PUBLIC WORKS ADMINISTRATION</b>		<b>365,599</b>	<b>349,954</b>	<b>205,350</b>	<b>196,897</b>	<b>218,575</b>	<b>11%</b>

# Public Works Department

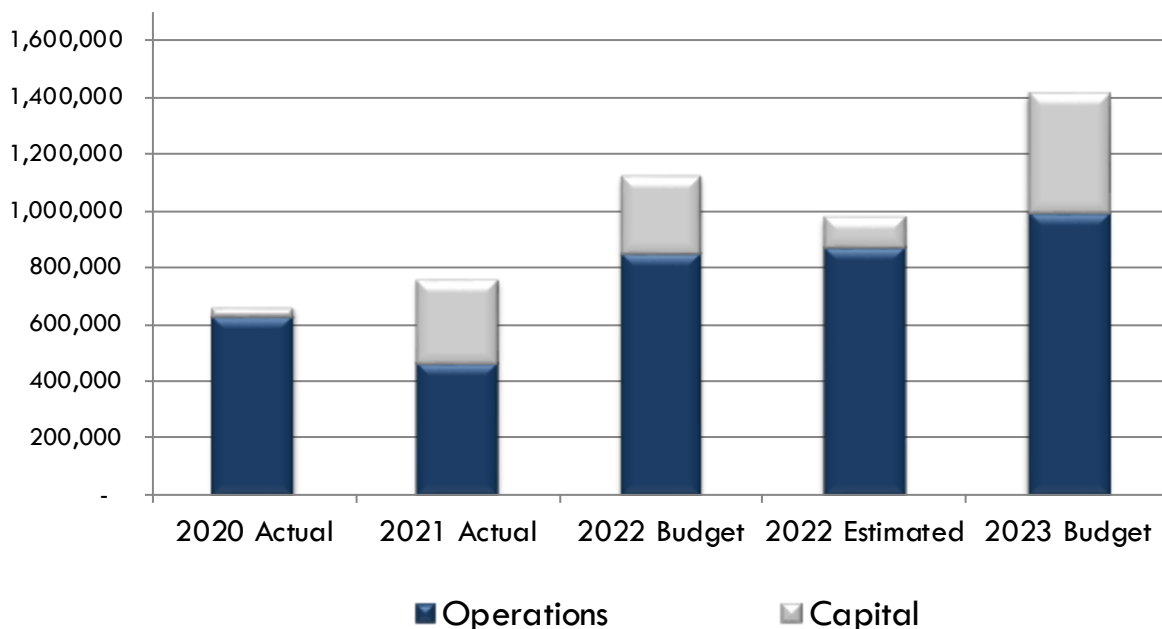
## Road Maintenance

<b><u>EXPENDITURES</u></b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 262,749	\$ 254,929	\$ 308,250	\$ 308,250	\$ 310,925	1%
Personnel Services, Benefits	118,730	110,245	147,825	147,825	154,750	5%
Purchased Professional Services	-	-	4,000	10,790	68,400	534%
Purchased Property Services	219,416	71,934	339,400	352,328	401,725	14%
Other Purchased Services	-	-	1,800	1,800	1,800	0%
Supplies	28,108	32,489	42,500	44,870	48,620	8%
Operating Expenses	\$ 629,003	\$ 469,597	\$ 843,775	\$ 865,863	\$ 986,220	14%
Capital	33,602	292,639	277,000	114,458	424,000	270%
<b>Total Expense</b>	<b>\$ 662,605</b>	<b>\$ 762,236</b>	<b>\$ 1,120,775</b>	<b>\$ 980,321</b>	<b>\$ 1,410,220</b>	<b>44%</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, and right-of-way weed control. 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.
- 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.
- Administer the Street Sweeping program to improve cleanliness of streets and improve water quality of surface drainage.
- Crack sealing multiple streets around the city to reduce deterioration of sub-grade below the existing asphalt and extend the life of the roadway infrastructure.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Maintenance of all dirt roads and dust control was applied to 19 Rd., Snooks, 18.5 Rd., Greenway, and Raptor Road.
- City crew used 10 pallets of crack seal material on city streets in the spring and continue to crack seal in the fall and completed 10 asphalt patches requiring 55 tons of asphalt. (as of 6/28/22)
- Completed piping Pabor Way irrigation ditch.
- Provided all traffic control for the chip seal project in the city.
- Professional development was a focus for all employees. All Public Works personnel received CPR training provided by Lower Valley Fire Protection District, a Road Maintenance Worker II successfully completed Traffic Control Supervisor training and attended the Tymco Street Sweeper training in Waco, TX. with a Fleet Mechanic, Two Road Maintenance Worker I staff members successfully completed their CDL training and acquired their CDL license, Road Maintenance Worker I successfully completed the Collection 1 license, and several employees attended simulator training for heavy equipment at Western Colorado Community College. The Road Maintenance crew attended the Rocky Mountain Asphalt Conference.
- Maintained all city roads crossings with cold patch during the Hwy. 6 emergency sewer replacement project.

# Public Works Department

## Road Maintenance

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### **GOALS**

- Continue to support development and progression of staff in acquiring necessary certifications.
- Continue crack seal program as preventative maintenance measures to protect city streets and maintain PASER score.
- Be proactive in patching sections of asphalt that are in poor condition.
- Coordinate with the Engineering Department on capital projects (chip seal, overlays, striping).
- Cross train with other Public Works Divisions and assist other divisions when needed (Collections, Irrigation, Mountain Water and Engineering).

### **PERFORMANCE MEASURES**

- Performance Measures will be included in the final draft budget document.

### **BUDGET HIGHLIGHTS**

- In 2023, the City will be contracting with a third party to determine condition of pavement. This project will be partially offset by a DOLA Planning Grant as an Asset Inventory project. This project is the \$63,400 budgeted in-service contracts.
- \$150,000 is budgeted to partner with Mesa County on chip-sealing.
- Two dump trucks that were ordered (replacement) in 2022 is scheduled to be delivered in 2023. The total for both trucks is \$324,000.
- \$100,000 is budgeted to continue the sidewalk replacement program throughout Fruita.

# Public Works Department

## Road Maintenance

Expenses		2020	2021	2022	2022	2023	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-431-51-4113	Salaries, Public Works	240,781	215,970	259,550	259,550	260,700	0%
110-431-51-4120	Part Time	8,511	31,623	34,600	34,600	35,600	3%
110-431-51-4130	Overtime	13,457	7,337	14,100	14,100	14,625	4%
		262,749	254,929	308,250	308,250	310,925	1%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-431-51-4210	Health Insurance	70,846	67,193	93,150	93,150	99,450	7%
110-431-51-4220	FICA Payroll Expense	15,811	15,345	19,125	19,125	19,300	1%
110-431-51-4221	Medicare Payroll Expense	3,698	3,589	4,500	4,500	4,525	1%
110-431-51-4230	Retirement Contribution	10,801	9,703	12,300	12,300	12,350	0%
110-431-51-4250	Unemployment Insurance	763	736	950	950	950	0%
110-431-51-4260	Workers Compensation Ins	16,811	13,680	17,800	17,800	18,175	2%
		118,730	110,245	147,825	147,825	154,750	5%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-431-51-4310	Professional Development	-	-	4,000	10,790	5,000	-54%
110-431-41-4430	Service Contracts	-	-	-	-	63,400	N/A
		-	-	4,000	10,790	68,400	534%
<b>PURCHASED PROPERTY SERVICES</b>							
110-431-51-4435	Fleet Maintenance Charges	-	-	151,400	151,400	153,725	2%
110-431-51-4442	Equipment Rental	2,000	5,318	10,000	1,000	10,000	900%
110-431-51-4450	Road Repair & Maintenance	61,656	58,190	70,000	69,736	80,000	15%
110-431-51-4451	Chipsealing and Patching	155,657	-	100,000	129,792	150,000	16%
110-431-51-4452	Drainage	104	8,426	8,000	400	8,000	1900%
		219,416	71,934	339,400	352,328	401,725	14%
<b>OTHER PURCHASED SERVICES</b>							
110-431-51-4530	Telephone	-	-	1,800	1,800	1,800	0%
		-	-	1,800	1,800	1,800	0%
<b>SUPPLIES</b>							
110-431-51-4612	Supplies and Tools	6,994	5,218	9,000	5,000	9,000	80%
110-431-51-4626	Fuel	18,796	24,614	25,000	35,000	31,120	-11%
110-431-51-4651	Weed Control	2,318	2,658	4,000	2,000	4,000	100%
110-431-51-4661	Uniforms	-	-	3,500	473	3,500	640%
110-431-51-4662	Safety Equipment	-	-	1,000	2,397	1,000	-58%
		28,108	32,489	42,500	44,870	48,620	8%
<b>CAPITAL</b>							
110-431-51-4732	Sidewalk Replacements	-	38,734	100,000	101,243	100,000	-1%
110-431-51-4742	Mobile Equipment	33,602	253,905	162,000	-	324,000	N/A
110-431-51-4743	Furniture and Equipment	-	-	15,000	13,215	-	-100%
110-431-51-4744	Computer Equipment	-	-	-	-	-	N/A
		33,602	292,639	277,000	114,458	424,000	270%
<b>TOTAL ROAD MAINTENANCE</b>		<b>662,605</b>	<b>762,236</b>	<b>1,120,775</b>	<b>980,321</b>	<b>1,410,220</b>	<b>44%</b>

# Public Works Department

## Traffic Safety

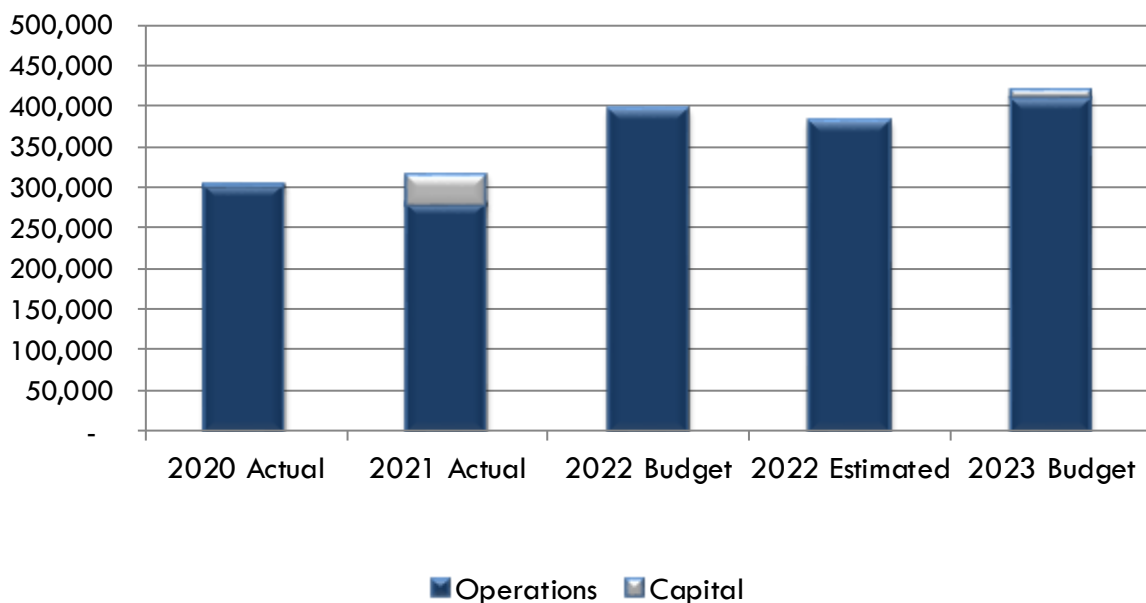
### EXPENDITURES

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Personnel Services, Salaries	\$ 40,447	\$ 52,490	\$ 75,425	\$ 78,025	\$ 79,800	2%
Personnel Services, Benefits	19,722	25,960	36,350	36,350	37,650	4%
Purchased Professional Services	-	-	1,000	519	1,000	93%
Purchased Property Services	33,166	1,098	66,850	56,365	71,650	27%
Supplies	208,560	200,176	217,350	210,148	217,350	3%
Operating Expenses	\$ 301,895	\$ 279,725	\$ 396,975	\$ 381,407	\$ 407,450	7%
Capital	2,917	37,917	-	-	10,000	N/A
<b>Total Expense</b>	<b>\$ 304,812</b>	<b>\$ 317,642</b>	<b>\$ 396,975</b>	<b>\$ 381,407</b>	<b>\$ 417,450</b>	<b>9%</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**

- Ensure a safe and efficient transportation network for City residents.
- Continue improvements of traffic and pedestrian safety through coordination with the Safety Committee to enhance the signage and general pedestrian safety.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Snow removal during snowstorm on New Year's Eve, to keep roads, parking lots, and Community Center clear of snow and ice.
- Constructed a spill containment berm surrounding the magnesium chloride tanks at the city shops to meet stormwater (MS4 Permit) requirements.
- Replaced 150 faded and graffitied traffic signs around town and repaired the safe route sign that was damaged by a vehicle on Wildcat. The City of Fruita city limit sign was also replaced after it was damaged in an accident.
- Update all city special event traffic control plans and assist with set up and tear down of temporary traffic control.
- Maintenance Worker II received Traffic Control Technician training and passed certification exam.
- Maintenance Worker II received Traffic Control Supervisor training and passed certification exam.
- All PW employees attended CIRSA Flagger training.
- Reviewed several special event and ROW permit applications traffic control plans.
- Developed new signage for downtown public parking areas.

### **GOALS**

- Develop and update all city special event traffic control plans and assist with set up and tear down of temporary traffic control.
- Evaluate traffic safety needs for all modes of travel as pavement markings and signage changes are implemented. Continue painting program for all pavement markings not completed in 2022.
- Program and maintain all safe route signs for school zones. Evaluate the number of crosswalks along schools and pedestrian crossings that require improvements and develop schedule for improvements.
- Participated in Traffic Safety Committee meetings.
- Continue training and certification levels for flagging temporary traffic control and work zone safety.

# Public Works Department

## Traffic Safety

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### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- Mobile equipment is budgeted to increase \$10,000 for the purchase of a trailer for Traffic Safety. The trailer will improve efficiency and better protect the equipment.
- Street striping (service contracts) is projected to increase 2% from previous year due to inflationary pricing, but 17% compared to 2022 estimated actuals.

# Public Works Department

## Traffic Safety

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-431-52-4113	Salaries, Public Works	39,301	48,509	56,100	56,100	59,700	6%
110-431-52-4120	Part Time	-	89	17,200	17,200	17,800	3%
110-431-52-4130	Overtime	1,146	3,892	2,125	4,725	2,300	-51%
		40,447	52,490	75,425	78,025	79,800	2%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-431-52-4210	Health Insurance	13,259	17,012	23,150	23,150	23,825	3%
110-431-52-4220	FICA Payroll Expense	2,408	3,186	4,700	4,700	4,950	5%
110-431-52-4221	Medicare Payroll Expense	563	745	1,100	1,100	1,175	7%
110-431-52-4230	Retirement Contribution	1,763	2,184	2,800	2,800	2,775	-1%
110-431-52-4250	Unemployment Insurance	116	153	250	250	250	0%
110-431-52-4260	Workers Compensation Ins	1,613	2,681	4,350	4,350	4,675	7%
		19,722	25,960	36,350	36,350	37,650	4%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-431-52-4310	Professional Development	-	-	1,000	519	1,000	93%
		-	-	1,000	519	1,000	93%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-431-52-4430	Service Contracts	29,190	395	63,500	55,615	65,000	17%
110-431-52-4435	Fleet Maintenance Charges	-	-	350	350	3,650	943%
110-431-52-4453	Street Light Repair & Maint.	3,976	703	3,000	400	3,000	650%
		33,166	1,098	66,850	56,365	71,650	27%
<b><u>SUPPLIES</u></b>							
110-431-52-4612	Supplies and Tools	1,908	1,638	2,000	2,000	2,000	0%
110-431-52-4621	Street Lighting	172,694	173,223	180,000	180,000	180,000	0%
110-431-52-4626	Fuel	2,312	1,871	2,600	1,100	2,600	136%
110-431-52-4641	Snow and Ice Removal	13,606	6,216	10,000	10,000	10,000	0%
110-431-52-4642	Signs and Paint	18,040	17,228	22,000	17,000	22,000	29%
110-431-52-4661	Uniforms	-	-	250	48	250	421%
110-431-52-4662	Safety Equipment	-	-	500	-	500	N/A
		208,560	200,176	217,350	210,148	217,350	3%
<b><u>CAPITAL</u></b>							
110-431-52-4742	Mobile Equipment	-	37,917	-	-	10,000	N/A
110-431-52-4743	Furniture and Equipment	2,917	-	-	-	-	N/A
		2,917	37,917	-	-	10,000	N/A
<b>TOTAL TRAFFIC SAFETY</b>		<b>304,812</b>	<b>317,642</b>	<b>396,975</b>	<b>381,407</b>	<b>417,450</b>	<b>9%</b>

# Public Works

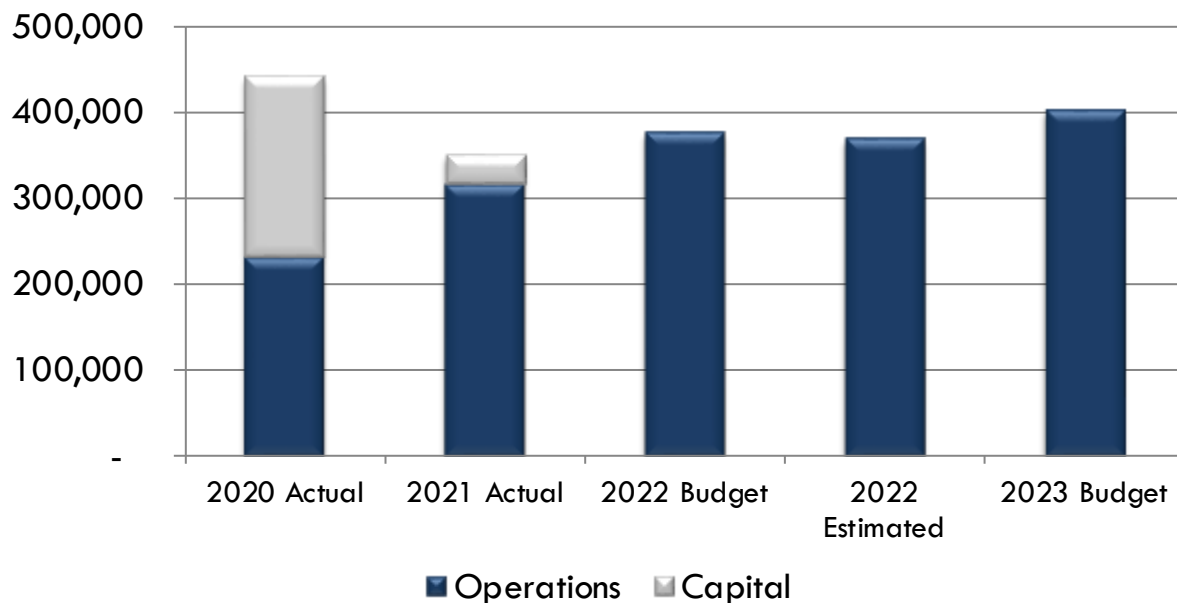
## Building Maintenance

<b><u>EXPENDITURES</u></b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 66,869	\$ 126,260	\$ 143,175	\$ 143,175	\$ 155,100	8%
Personnel Services, Benefits	28,821	69,373	86,700	86,700	90,425	4%
Purchased Professional Services	-	-	625	590	625	6%
Purchased Property Services	39,798	26,076	47,350	45,350	52,875	17%
Other Purchased Services	578	608	1,250	1,250	1,250	0%
Supplies	\$ 94,264	\$ 91,801	\$ 96,750	\$ 91,477	\$ 100,500	10%
Operating Expenses	230,330	314,118	375,850	368,542	400,775	9%
Capital	211,421	34,845	-	-	-	N/A
Special Projects	-	10,088	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 441,751</b>	<b>\$ 359,051</b>	<b>\$ 375,850</b>	<b>\$ 368,542</b>	<b>\$ 400,775</b>	<b>9%</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**

- Developed a detailed custodial and maintenance schedule of duties for all city facilities.
- Staff continues to enter facility asset data into the work order system for scheduled and recurring work orders.
- Building Maintenance assisted in many areas of Public Works such as rebuilding the I-70 billboard sign, removing electrical and lighting over the Peach St. and Aspen Ave. intersection and assisted with call out for a street closure due to the LDS church fire.
- The Civic Center battery backup system for IT was repaired. Offices at the Public Works shop and Civic Center were painted, fleet bay doors serviced, light repairs in the evidence area at the Police Department were completed, windows cleaned at the Civic Center and carpets at the Public Works shops and Police Department were cleaned, The Ute Water tap was turned off and removed for the parks shop and water supply line was rerouted to supply water to the evaporative coolers and exterior water spigot.
- Building Maintenance completed safety classes that included CPR, traffic safety, confined space, forklift, defensive driving, snow and ice driving, collection system training, and CDL driving.

### **GOALS**

- Building Maintenance Division assures that buildings are kept in a clean and safe condition.
- Preventative maintenance completed in a timely manner and on schedule.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- There are increase in the Building Maintenance and Supplies and Tools line items due to increased costs of supplies and materials.

# Public Works Department

## Building Maintenance

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-431-54-4113	Salaries, Public Works	53,238	124,794	137,050	137,050	148,600	8%
110-431-54-4120	Part Time	12,263	-	-	-	-	N/A
110-431-54-4130	Overtime	1,368	1,467	6,125	6,125	6,500	6%
		66,869	126,260	143,175	143,175	155,100	8%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-431-54-4210	Health Insurance	18,589	49,505	63,500	63,500	65,250	3%
110-431-54-4220	FICA Payroll Expense	4,001	7,451	8,900	8,900	9,625	8%
110-431-54-4221	Medicare Payroll Expense	936	1,742	2,100	2,100	2,250	7%
110-431-54-4230	Retirement Contribution	2,736	5,629	6,450	6,450	7,000	9%
110-431-54-4250	Unemployment Insurance	193	357	450	450	475	6%
110-431-54-4260	Workers Compensation Insu	2,365	4,690	5,300	5,300	5,825	10%
		28,821	69,373	86,700	86,700	90,425	4%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-431-54-4310	Professional Development	-	-	625	590	625	6%
		-	-	625	590	625	6%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-431-54-4430	Service Contracts	23,799	10,066	20,800	20,800	20,800	0%
110-431-54-4435	Fleet Maintenance Charges	-	-	4,050	4,050	4,075	1%
110-431-54-4440	Building Maintenance	14,588	12,931	20,000	18,000	25,000	39%
110-431-54-4442	Equipment Rental	1,411	3,080	2,500	2,500	3,000	20%
		39,798	26,076	47,350	45,350	52,875	17%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-431-54-4530	Telephone	578	608	1,250	1,250	1,250	0%
		578	608	1,250	1,250	1,250	0%
<b><u>SUPPLIES</u></b>							
110-431-54-4612	Supplies and Tools	21,045	14,003	13,000	10,000	15,500	55%
110-431-54-4620	Utilities	71,200	74,168	78,750	78,000	80,000	3%
110-431-54-4626	Fuel	1,653	3,170	2,500	3,000	2,500	-17%
110-431-54-4642	Signs	366	460	750	240	750	213%
110-431-54-4661	Uniforms	-	-	1,500	164	1,500	815%
110-431-54-4662	Safety equipment	-	-	250	73	250	242%
		94,264	91,801	96,750	91,477	100,500	10%
<b><u>CAPITAL</u></b>							
110-431-54-4720	Construction	41,262	-	-	-	-	N/A
110-431-54-4742	Mobile Equipment	33,803	26,089	-	-	-	N/A
110-431-54-4743	Furniture and Equipment	136,356	8,756	-	-	-	N/A
		211,421	34,845	-	-	-	N/A
<b><u>SPECIAL PROJECTS</u></b>							
110-431-54-4822	Space Needs Assessment	-	10,088	-	-	-	N/A
		-	10,088	-	-	-	N/A
<b>TOTAL BUILDING MAINTENANCE</b>		<b>441,751</b>	<b>359,051</b>	<b>375,850</b>	<b>368,542</b>	<b>400,775</b>	<b>9%</b>

# Public Works Department

## Mountain Water

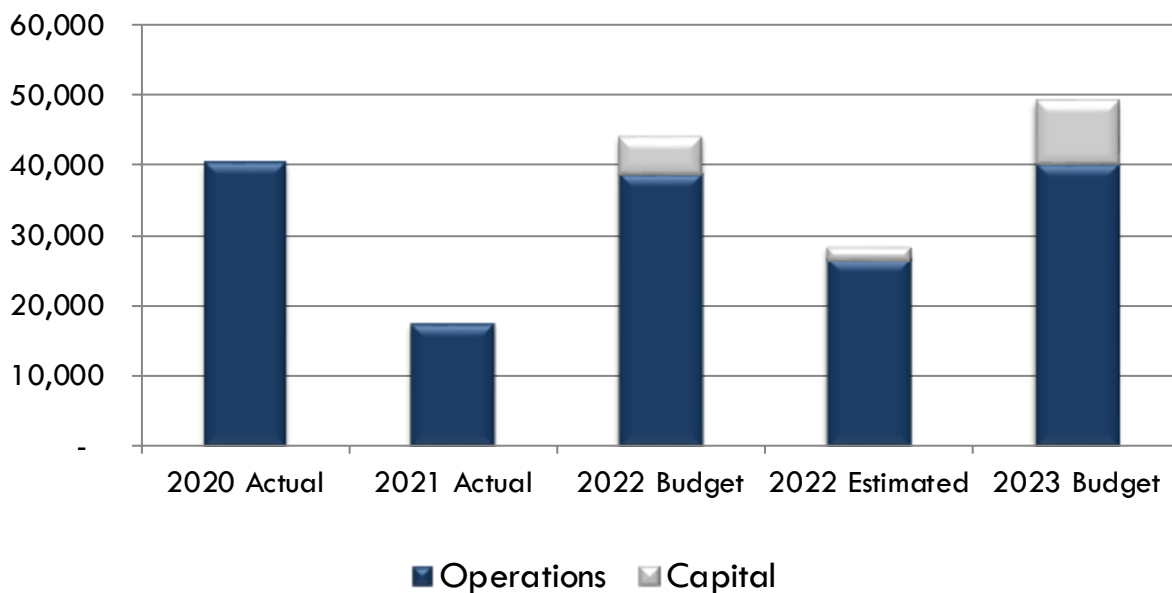
### EXPENDITURES

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Personnel Services, Salaries	\$ 27,036	\$ 12,548	\$ 13,050	\$ 12,639	\$ 11,000	-13%
Personnel Services, Benefits	9,017	4,201	4,525	4,525	4,275	-6%
Purchased Professional Services	1,069	-	-	-	-	N/A
Purchased Property Services	1,664	-	18,000	7,703	18,000	134%
Supplies	1,519	679	2,950	1,749	6,750	286%
Operating Expenses	\$ 40,305	\$ 17,428	\$ 38,525	\$ 26,616	\$ 40,025	50%
Capital	-	-	5,500	2,051	9,000	339%
<b>Total Expense</b>	<b>\$ 40,305</b>	<b>\$ 17,428</b>	<b>\$ 44,025</b>	<b>\$ 28,667</b>	<b>\$ 49,025</b>	<b>71%</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.
- The City has an agreement with the Glade Park Pipeline Water Users Association (GPPWUA) to supply non-potable water to users along the pipeline in the Glade Park area in exchange for maintenance of the pipeline.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Installation of a new 4-inch and 3-inch octave flow meters.
- Facilitated stakeholder meetings to discuss options for reservoir properties improvements.
- The city engaged with U.S Department of Agriculture: Natural Resources Conservation Service (NRCS) for grant funding opportunities under the Watershed and Flood Protection Program (PL-566) for property and asset improvements.
- Renegotiation and completion of the Glade Park Pipeline Water Users Association (GPPWUA) agreement.
- Enoch Lake site continued to be operated at a minimum service level and is experiencing continued deficiencies in maintenance of the restroom and picnic area facilities.

### **GOALS**

- Maintain an uninterrupted water flow to users throughout the season.
- Complete water records and measurements to comply with water commissioners.
- Continue to seek partnerships to manage properties and assets on Pinon Mesa. Would like to partner with community organizations to cut woody material from the Dam.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- Continuation of pipeline repair and replacement from Enoch to Windy Point. \$12,000 allocated to replace an estimated 600-1,000 feet of pipe that is currently in poor condition and causing a loss of water.



# Public Works Department

## Mountain Water

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- Capital equipment
  - Two octave meters: \$9,000 total will be scheduled for replacement in the 2023 year and one additional meter in 2024.

# Public Works Department

## Mountain Water

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-431-70-4113	Salaries, Public Works	25,701	12,011	12,550	12,550	10,600	-16%
110-431-70-4120	Salaries, Part time	-	-	-	-	-	N/A
110-431-70-4130	Overtime	1,335	538	500	89	400	349%
		27,036	12,548	13,050	12,639	11,000	-13%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-431-70-4210	Health Insurance	4,952	2,278	2,400	2,400	2,475	3%
110-431-70-4220	FICA Payroll Expense	1,675	776	825	825	700	-15%
110-431-70-4221	Medicare Payroll Expense	392	182	200	200	175	-13%
110-431-70-4230	Retirement Contribution	1,153	542	600	600	500	-17%
110-431-70-4250	Unemployment Insurance	81	37	50	50	50	0%
110-431-70-4260	Workers Compensation Insurance	764	386	450	450	375	-17%
		9,017	4,201	4,525	4,525	4,275	-6%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-431-70-4335	Engineering	1,069	-	-	-	-	N/A
		1,069	-	-	-	-	N/A
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-431-70-4426	Water Line Repair	1,178	-	12,000	7,703	12,000	56%
110-431-70-4427	Reservoir Maintenance	486	-	6,000	-	6,000	N/A
110-431-70-4435	Fleet Maintenance	-	-	-	-	-	N/A
		1,664	-	18,000	7,703	18,000	134%
<b><u>SUPPLIES</u></b>							
110-431-70-4612	Supplies and Tools	625	33	1,750	-	1,750	N/A
110-431-70-4626	Fuel	894	646	1,200	1,749	5,000	186%
		1,519	679	2,950	1,749	6,750	286%
<b><u>CAPITAL</u></b>							
110-431-70-4743	Furniture and Equipment	-	-	5,500	2,051	9,000	339%
		-	-	5,500	2,051	9,000	339%
<b>TOTAL MOUNTAIN WATER</b>		<b>40,305</b>	<b>17,428</b>	<b>44,025</b>	<b>28,667</b>	<b>49,025</b>	<b>71%</b>

# Parks and Recreation Department

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# Parks and Recreation Department

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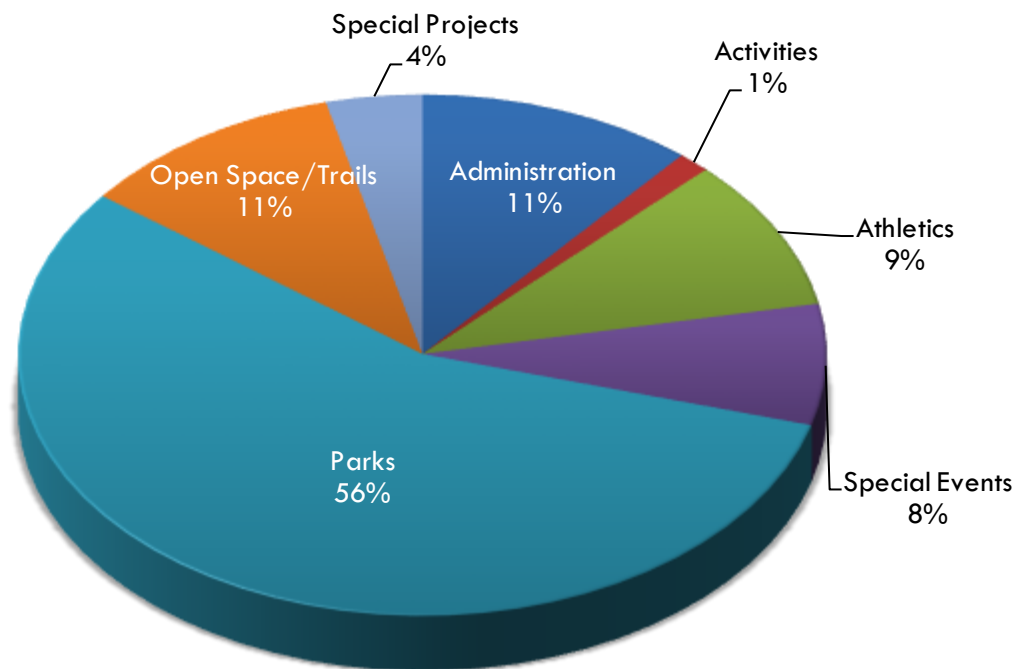
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# Parks and Recreation Department

<b>Expenses by Program</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Administration	\$ 178,118	\$ 144,698	\$ 160,875	\$ 156,489	\$ 159,750	2%
Activities	3,802	7,222	18,800	15,625	18,575	19%
Athletics	91,294	111,499	116,025	119,548	135,975	14%
Special Events	33,852	61,190	104,675	106,512	107,875	1%
Parks	657,386	633,776	781,550	726,871	803,725	11%
Open Space/Trails	-	101,773	139,375	107,479	154,000	43%
Operating Expenses	\$ 964,452	\$1,060,159	\$1,321,300	\$1,232,524	\$1,379,900	12%
Capital	41,673	52,557	-	-	47,000	N/A
Special Projects	110,904	57,633	44,500	64,318	55,500	-14%
<b>Total Expense</b>	<b>\$1,117,029</b>	<b>\$1,170,349</b>	<b>\$1,365,800</b>	<b>\$1,296,842</b>	<b>\$1,482,400</b>	<b>14%</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.

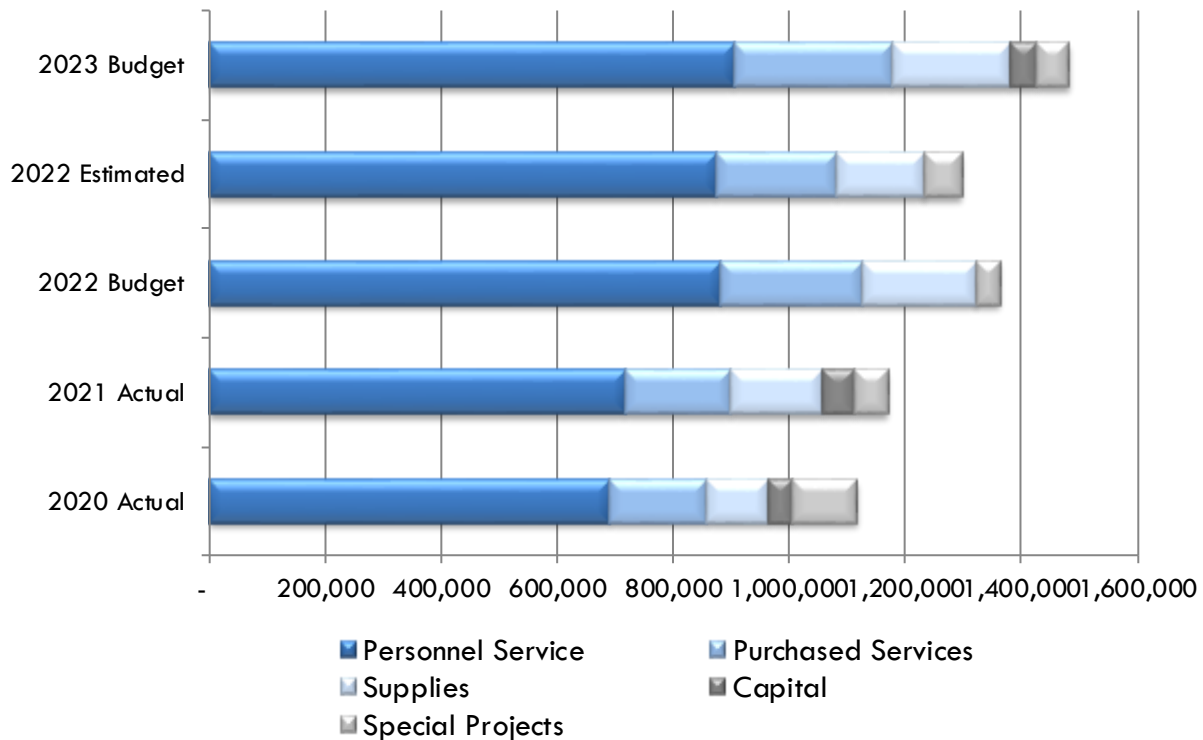
## Parks and Recreation Programs



# Parks and Recreation Department

<b>EXPENSES BY TYPE</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 512,057	\$ 536,615	\$ 647,475	\$ 639,807	\$ 667,675	4%
Personnel Services, Benefits	177,237	179,612	235,750	234,925	236,600	1%
Purchased Professional Services	17,323	27,286	38,750	40,693	39,750	-2%
Purchased Property Services	147,325	151,356	193,600	157,509	223,675	42%
Other Purchased Services	4,265	5,791	9,150	10,245	9,800	-4%
Supplies	106,249	157,765	196,575	149,345	202,400	36%
Operating Expenses	\$ 964,456	\$1,058,426	\$1,321,300	\$1,232,524	\$1,379,900	12%
Capital	41,673	54,290	-	-	47,000	N/A
Special Projects	110,904	57,644	41,500	64,318	55,500	-14%
<b>Total Expense</b>	<b>\$1,117,033</b>	<b>\$1,170,360</b>	<b>\$1,362,800</b>	<b>\$1,296,842</b>	<b>\$1,482,400</b>	<b>14%</b>

## Budget History



# Parks and Recreation Department

## Factors Affecting Expenses

- Total expenses of the Parks and Recreation Department are budgeted to increase 9% in 2023 and 14% over 2022 estimated actuals.
- \$47,000 is budgeted to purchase a tractor that will replace a wide-area mower.
- The replacement of the Mike the Headless Chicken costume is budgeted at \$7,500
- Supplies and equipment for microevents are budgeted at \$5,000 in the Special Events program.
- Contracted service in the Parks program are budgeted to increase \$20,000 to contract out trash collection for most of the year at Fruita area trails and parks.

## Personnel

The 2023 Budget includes the conversion of a seasonal part-time parks worker to a permanent part-time position, to help with recruitment efforts. In addition, the 2023 Budget includes removing a Seasonal Position and using that funding to contract out trash collection services at Fruita Parks and Trails throughout most of the year.

Parks and Recreation Personnel				
Position	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<b>Recreation Administration</b>				
Park & Recreation Director	1.00	1.00	1.00	1.00
Administrative Tech/Specialist	1.00	1.00	0.50	0.50
<b>Athletics</b>				
Recreation Coordinator Athletics	1.00	1.00	1.00	1.00
Recreation Lead I	0.85	0.87	0.80	0.80
<b>Special Events</b>				
Special Events Coordinator	0.00	0.50	0.50	0.50
Special Events	0.20	0.20	0.18	0.18
<b>Parks</b>				
Parks Supervisor	1.00	1.00	1.00	1.00
Senior Maintenance Worker	1.00	1.00	1.00	1.00
Parks Worker II	3.00	2.00	3.00	4.00
Parks Worker I	0.00	0.00	0.00	0.00
Seasonal Parks Worker	3.82	4.46	4.46	2.82
<b>Open Space/Trails</b>				
Parks Worker II	1.00	1.00	1.00	1.00
<b>Total Positions</b>	<b>13.87</b>	<b>14.03</b>	<b>14.44</b>	<b>13.80</b>

# Parks and Recreation Department

Parks and Recreation Staffing Chart				
	2020	2021	2022	2023
<b>Hours Summary</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<u>Administration</u>				
Full time employees	4,069	4,069	2,080	2,080
Part time employees	-	-	662	662
Overtime	12	12	-	-
<i>Total Administration Hours</i>	<i>4,081</i>	<i>4,081</i>	<i>2,742</i>	<i>2,742</i>
<u>Activities</u>				
Full time employees	-	-	-	-
Part time employees	-	-	150	150
<i>Total Activities Hours</i>	<i>-</i>	<i>-</i>	<i>150</i>	<i>150</i>
<u>Athletics</u>				
Full time employees	2,101	2,101	2,080	2,080
Part time employees	1,025	1,024	1,675	1,675
<i>Total Athletics Hours</i>	<i>3,125</i>	<i>3,125</i>	<i>3,755</i>	<i>3,755</i>
<u>Special Events</u>				
Full time employees	-	-	1,040	1,040
Part time employees	30	30	325	325
Overtime	-	-	20	20
<i>Total Special Event Hours</i>	<i>30</i>	<i>30</i>	<i>1,385</i>	<i>1,385</i>
<u>Parks</u>				
Full time employees	11,475	11,475	10,775	10,775
Part time employees	5,268	5,268	7,950	6,625
Overtime	218	218	590	550
<i>Total Park Hours</i>	<i>16,961</i>	<i>16,961</i>	<i>19,315</i>	<i>17,950</i>
<u>Open Space and Trails</u>				
Full time employees	-	1,875	2,155	2,155
Part time employees	-	-	-	-
Overtime	-	24	100	100
<i>Total Open Space/Trails Hours</i>	<i>-</i>	<i>1,899</i>	<i>2,255</i>	<i>2,255</i>
<b>Total Hours</b>	<b>24,197</b>	<b>26,096</b>	<b>29,602</b>	<b>28,237</b>
<b>Total FTE Equivalents</b>	<b>11.63</b>	<b>12.55</b>	<b>14.23</b>	<b>13.58</b>



# Parks and Recreation Department

Expenses		2020	2021	2022	2022	2023	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4111	Salaries, Administrative	174,355	149,061	163,750	163,750	175,425	7%
4113	Salaries, Parks	231,647	229,429	280,050	280,050	299,100	7%
4120	Part Time	93,177	134,310	162,975	155,252	152,000	-2%
4125	Contract Labor	5,226	12,638	18,000	18,000	18,000	0%
4130	Overtime	7,652	11,177	22,700	22,755	23,150	2%
		512,057	536,615	647,475	639,807	667,675	4%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	107,599	108,135	148,550	148,700	145,950	-2%
4220	FICA Payroll Expense	31,077	32,149	39,225	38,725	40,350	4%
4221	Medicare Payroll Expense	7,268	7,519	9,225	8,975	9,525	6%
4230	Retirement Contribution	18,189	17,045	20,950	20,950	22,375	7%
4250	Unemployment Insurance	1,499	1,544	2,025	2,000	2,025	1%
4260	Workers Compensation Insurance	11,605	13,220	15,775	15,575	16,375	5%
		177,237	179,612	235,750	234,925	236,600	1%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	2,930	5,324	10,700	5,834	10,700	83%
4338	Website development	-	-	4,000	4,000	-	-100%
4343	Registration Processing Fees	1,117	1,876	2,750	2,500	2,750	10%
4345	Background Investigations	950	1,734	1,300	1,259	1,300	3%
4350	Entertainment	12,326	18,352	20,000	27,100	25,000	-8%
		17,323	27,286	38,750	40,693	39,750	-2%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4422	Trails Maintenance	708	3,770	5,000	5,000	10,000	100%
4424	Parks Repair & Maintenance	56,590	45,081	50,000	23,000	50,000	117%
4425	Tamarisk Removal	3,000	5,000	7,500	7,000	10,000	43%
4428	Weed Control	9,303	14,059	12,000	7,896	20,000	153%
4430	Service Contracts	8,159	11,666	23,100	27,263	47,100	73%
4435	Fleet Maintenance Charges	62,000	64,127	80,350	80,350	70,925	-12%
4441	Facility Rental	5,375	4,305	3,650	-	3,650	N/A
4442	Equipment Rental	2,191	3,348	12,000	7,000	12,000	71%
		147,325	151,356	193,600	157,509	223,675	42%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4530	Telephone	3,340	4,066	3,150	2,800	3,300	18%
4550	Printing	-	-	2,000	-	2,000	N/A
4553	Advertising	925	1,725	4,000	7,445	4,500	-40%
		4,265	5,791	9,150	10,245	9,800	-4%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	940	1,399	3,000	1,500	3,000	100%
4611	Postage	654	561	1,250	210	1,250	495%
4612	Supplies and Equipment	45,730	84,345	91,175	81,232	99,500	22%
4620	Utilities	28,669	32,557	32,000	28,000	32,000	14%

# Parks and Recreation Department

## Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>SUPPLIES (continued)</b>							
4626	Gas and Oil	16,146	24,880	28,500	22,200	29,500	33%
4629	Water Share Assessments	171	174	1,600	186	1,600	760%
4630	Meeting/Appreciation Supplies	649	2,038	2,850	1,632	3,050	87%
4650	Landscaping Supplies	160	1,897	20,000	892	15,500	1638%
4661	Uniforms	2,341	3,540	3,500	1,233	3,500	184%
4662	Safety Equipment	555	394	700	860	1,500	74%
4690	Supplies for Resale	10,234	5,982	12,000	11,400	12,000	5%
		106,249	157,765	196,575	149,345	202,400	36%
<b>CAPITAL</b>							
4742	Mobile Equipment	35,091	48,132	-	-	47,000	N/A
4743	Furniture and Equipment	6,582	6,158	-	-	-	N/A
		41,673	54,290	-	-	47,000	N/A
<b>SPECIAL PROJECTS</b>							
4810	Boards and Commissions	3,500	1,889	2,500	3,961	6,500	64%
4821	Fireworks Display	150	17,726	30,000	28,306	40,000	41%
4826	PHROST Plan/POST Impact Fee	82,577	3,912	-	20,000	-	-100%
4827	Fruita Desert Cultural Survey	18,297	7,852	-	-	-	N/A
4842	Contributions and Scholarships	6,380	6,346	9,000	9,000	9,000	0%
4848	Arts in Society Expenses	-	19,920	-	3,051	-	-100%
		110,904	57,644	41,500	64,318	55,500	-14%
<b>TOTAL EXPENDITURES</b>		<b>1,117,032</b>	<b>1,170,360</b>	<b>1,362,800</b>	<b>1,296,842</b>	<b>1,482,400</b>	<b>14%</b>

# Parks and Recreation Department

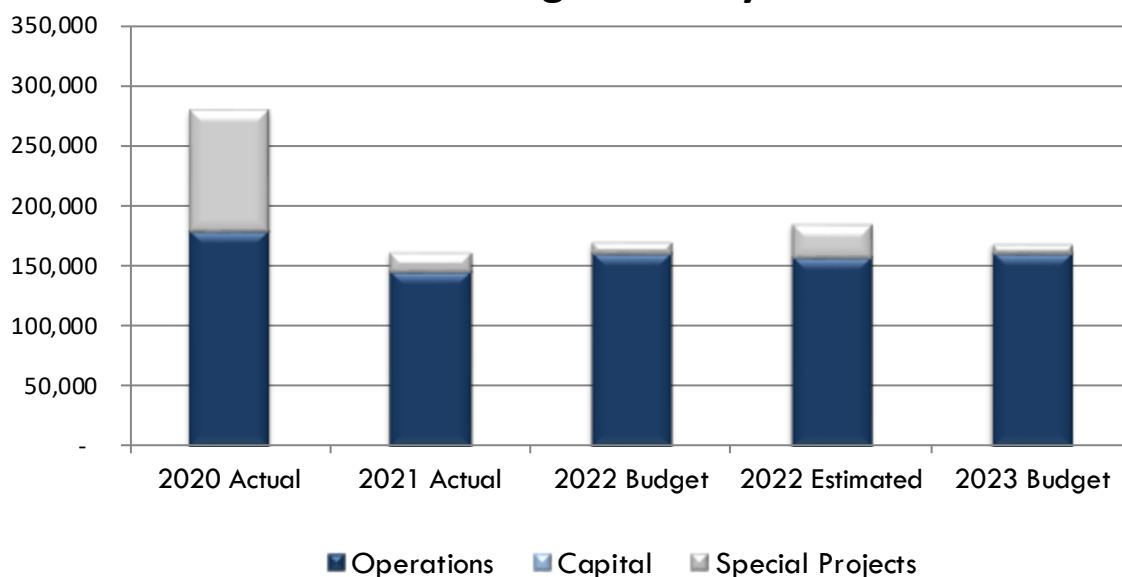
## Administration

<b>EXPENDITURES</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 132,413	\$ 102,417	\$ 110,075	\$ 110,075	\$ 117,750	7%
Personnel Services, Benefits	39,204	32,403	35,850	35,850	24,050	-33%
Purchased Professional Services	2,240	4,438	6,250	6,001	6,250	4%
Purchased Property Services	1,657	1,442	600	863	3,600	317%
Other Purchased Services	458	456	2,500	300	2,500	733%
Supplies	2,146	3,541	5,600	3,400	5,600	65%
Operating Expenses	\$ 178,118	\$ 144,698	\$ 160,875	\$ 156,489	\$ 159,750	2%
Capital	-	-	-	-	-	N/A
Special Projects	102,254	18,100	9,000	29,000	9,000	-69%
<b>Total Expense</b>	<b>\$ 280,372</b>	<b>\$ 162,798</b>	<b>\$ 169,875</b>	<b>\$ 185,489</b>	<b>\$ 168,750</b>	<b>-9%</b>

## MISSION

Parks and Recreation Administration is responsible for setting the overall direction of the department as well as ensuring operations are appropriately serving the Fruita Community. Areas of oversight include program administration, facility management (including the Fruita Community Center), special events, parks, open space and trails, financial management, marketing, and development of new events, programs, facilities, parks, open space areas and trails. 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 services to external agencies and organizations.

## Budget History



# **Parks and Recreation Department**

## **Administration**

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### **RESPONSIBILITIES**

- Contribute to the overall Quality of Life and Lifestyle of Fruita by providing 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 economic well-being.
- Parks and Recreation Administration is also responsible for city-wide facility (buildings and parks) scheduling and departmental personnel management.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Several improvements were completed at the South Fruita Bike Park in the Fall of 2022. These improvements help with user experience and also will reduce the amount of maintenance needed for the park for the future.
- Special Events were back in full swing as there were no longer restrictions. Residents welcomed back Fat Tire Festival, Mike the Headless Chicken Festival and Fall Festival to name a few. The Parks and Recreation Department not only hosts special events themselves but also handles all of the permitting for 3<sup>rd</sup> party special events.
- Special Event Fees and processes were reviewed at length with recommendations to recoup some operating costs were recommended.
- Fruita Youth Action Council had another solid year. They hosted quite a few events such as the annual splash bash but also a job fair at Fruita Monument High School. They also engaged in a lot of community outreach.
- Youth programming also had a good year with numbers returning back to normal. Soccer, Basketball, Flag Football and Youth Dance classes all have a solid reputation.

# **Parks and Recreation Department Administration**

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## **GOALS**

- Complete the Reed Park Renovation in 2022.
- Replace the playground equipment at Prospector Park.

## **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

## **BUDGET HIGHLIGHTS**

- Included in the 2023 Budget is the replacement of the Mike the Headless Chicken Costume - \$7,500.00 (located in the Special Events program).

# Parks and Recreation Department

## Administration

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-451-20-4111	Salaries, Administrative	132,039	97,772	96,000	96,000	103,075	7%
110-451-20-4120	Part Time	-	4,599	14,075	14,075	14,675	4%
110-451-20-4130	Overtime	374	46	-	-	-	N/A
		132,413	102,417	110,075	110,075	117,750	7%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-451-20-4210	Health Insurance	22,725	19,757	22,500	22,500	9,850	-56%
110-451-20-4220	FICA Payroll Expense	8,117	6,298	6,900	6,900	7,300	6%
110-451-20-4221	Medicare Payroll Expense	1,899	1,473	1,600	1,600	1,725	8%
110-451-20-4230	Retirement Contribution	5,928	4,417	4,350	4,350	4,650	7%
110-451-20-4250	Unemployment Insurance	392	302	350	350	375	7%
110-451-20-4260	Workers Compensation Ins	143	157	150	150	150	0%
		39,204	32,403	35,850	35,850	24,050	-33%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-451-20-4310	Professional Development	1,123	2,562	3,500	3,501	3,500	0%
110-451-20-4343	Credit Card Processing Fees	1,117	1,876	2,750	2,500	2,750	10%
		2,240	4,438	6,250	6,001	6,250	4%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-451-20-4430	Service Contracts	457	1,317	600	863	3,600	317%
110-451-20-4435	Fleet Maintenance Charges	1,200	125	-	-	-	N/A
		1,657	1,442	600	863	3,600	317%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-451-20-4530	Telephone	458	456	500	300	500	67%
110-451-20-4550	Printing	-	-	2,000	-	2,000	N/A
		458	456	2,500	300	2,500	733%
<b><u>SUPPLIES</u></b>							
110-451-20-4610	Office Supplies	940	1,399	3,000	1,500	3,000	100%
110-451-20-4611	Postage	496	520	1,000	200	1,000	400%
110-451-20-4626	Gas and Oil	365	866	1,000	1,200	1,000	-17%
110-451-20-4630	Meeting/Appreciation Supplies	345	757	600	500	600	20%
		2,146	3,541	5,600	3,400	5,600	65%
<b><u>CAPITAL</u></b>							
110-451-20-4742	Mobile Equipment	-	-	-	-	-	N/A
110-451-20-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>SPECIAL PROJECTS</u></b>							
110-451-20-4826	Master Plans/POST Impact Fee	82,577	3,912	-	20,000	-	-100%
110-451-20-4827	Fruita Desert Cultural Survey	18,297	7,842	-	-	-	N/A
110-451-20-4842	Scholarship Contributions	1,380	6,346	9,000	9,000	9,000	0%
		102,254	18,100	9,000	29,000	9,000	-69%
<b>TOTAL EXPENDITURES</b>		<b>280,372</b>	<b>162,798</b>	<b>169,875</b>	<b>185,489</b>	<b>168,750</b>	<b>-9%</b>

# Parks and Recreation Department

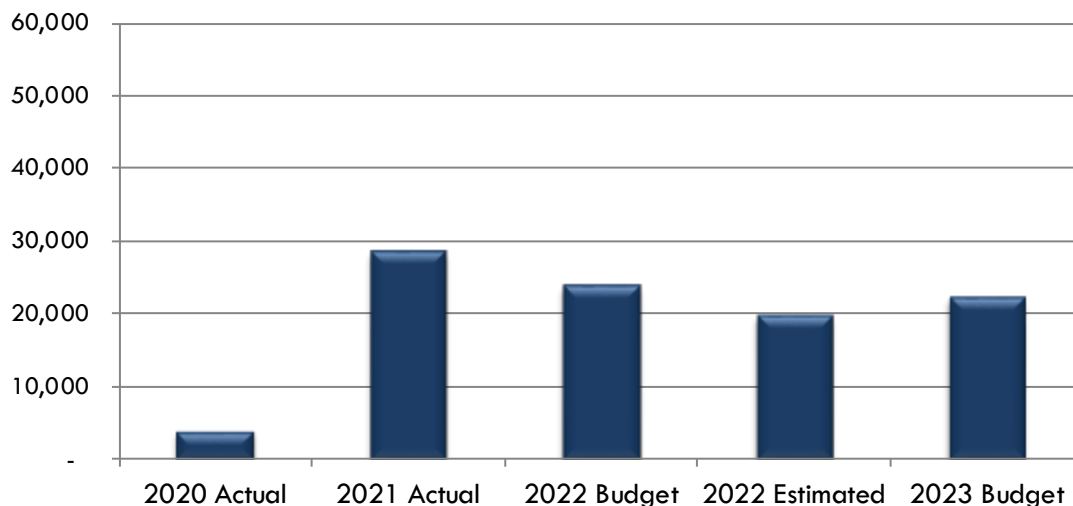
## Activities

<b>EXPENDITURES</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 2,717	\$ 4,768	\$ 13,350	\$ 13,350	\$ 13,700	3%
Personnel Services, Benefits	115	106	375	375	475	27%
Purchased Professional Services	-	26	400	-	400	N/A
Purchased Property Services	-	-	-	-	-	N/A
Other Purchased Services	-	-	500	500	1,000	100%
Supplies	970	2,322	4,175	1,400	3,000	114%
Operating Expenses	\$ 3,802	\$ 7,222	\$ 18,800	\$ 15,625	\$ 18,575	19%
Capital	-	-	-	-	-	N/A
Special Projects	-	21,272	5,000	4,012	3,500	-13%
<b>Total Expense</b>	<b>\$ 3,802</b>	<b>\$ 28,494</b>	<b>\$ 23,800</b>	<b>\$ 19,637</b>	<b>\$ 22,075</b>	<b>12%</b>

## MISSION

Recreation 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: dance, art classes, survival skills classes and events such as: Cookies-n-Claus, Easter Egg Scramble, and Truck-N-Treat.

## Budget History



# Parks and Recreation Department

## Activities

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### **RESPONSIBILITIES**

- Meet the needs of the community by maintaining, enhancing, and improving their physical and mental well-being through activities and programs.
- Create new programs as the demand increases and evaluate annually.
- Provide free and low-cost activities and events throughout the year.
- Maintain current level of activity course offerings by ensuring that instructors and class leaders are providing quality instruction.
- Explore and utilize the appropriate marketing tools which will help increase activity and program attendance.

### **PRIOR YEAR ACCOMPLISHMENTS**

- We continued to offer a variety of activities throughout the year. Our dance program is the mainstay with consistent numbers. Starting in fall of 2022 we started offering private dance lessons.
- Fruita Youth Action Council started the school year off with Splash Bash in August and had a great turnout of 100 youth in attendance. The annual retreat was held in August and they participated in some team bonding and also participated in a fun glass etching project with Andrea from BanjoCat LLC. It was decided at the retreat that the council would nominate 3 leaders to help run FYAC (President, Vice President & Secretary). Nominations were taken in September and those nominated were then voted on in the September meeting. The council will hold nominations and vote yearly. These 3 leaders have really stepped up and have really helped me facilitate the group in a more efficient manner. In February, FYAC presented to City Council giving them updates on the past school year. FYAC hosted their 1<sup>st</sup> youth job fair in February 23<sup>rd</sup> at FMHS and it went very well. FYAC had a booth where they recruited members for the upcoming school year. The job fair was 4-6PM and was a big hit with highschoolers the first hour. FYAC partnered with Mesa County Workforce Center and had many employers in attendance. FYAC also spent time in January and February preparing inspirational cards/flyers to hand out to peers during Kindness Is Contagious (KIC) week. In March & April we held the recruitment interviews and interviewed a total of 10 students. Most of the returning FYAC members were there and took the lead by asking the questions and giving feedback on the new recruits. All 10 were accepted and will start with FYAC in the upcoming 2022/2023 school year. FYAC will have a total of 17 for this upcoming school year. In May we had an end of year celebration highlighting all the hard work FYAC put into the past school year. In June, the leadership team was invited to speak at the 2022 Colorado Preserve America Youth Summit being held in Fruita and Grand Junction. The VP and the secretary were able to make it to the event and did a great job speaking to the group and highlighting what FYAC is all about and that they are a youth group that has their voice heard in our community. FYAC was also invited to join a Community Health Improvement group by the Health Dept. The VP was also able to attend the kickoff meeting and give some great feedback.



# Parks and Recreation Department

## Activities

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- Youth Special Events-Easter Egg scramble 2022 was a big hit once again this year with 242 youth attendees. Truck N Treat and the Cookies N Claus events are scheduled later in the year. On April 2nd, we will held our third annual Fishing is Fun Day(October 2021 was cancelled). We partnered with Colorado Parks and Wildlife (CPW) and kids who pre-registered received a fishing pole. CPW stocked Snooks Bottom with 2,700 Rainbow Trout a few days before the event & provided education stations at the events that included: knot tying, laws, fish identification and other educational activities.

Youth Activities	2015	2016	2017	2018	2019	2020	2021	2022
Dance Combo/Ballet	52	17	32	17	0	0	71	71
Dance-Other	15	5	22	44	42	10	9	44
Fishing is Fun	NA	NA	NA	NA	60	107	NA	153
Cookies-N-Claus	88	98	100	100	75	224	157	TBD
Truck-n-Treat	3,000	4,000	4,000	4,000	4,000	371	4,000	TBD
Egg Scramble	300	400	400	400	400	350	419	252
BanjoCat LLC Art	NA	NA	NA	NA	NA	NA	214	62
CCA Survival Skills	NA	NA	NA	NA	NA	NA	9	NA

## **GOALS**

- Increase enrollment and awareness of existing Youth Activity programs and continue to offer new activities and special events that youth are interested in.

## **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

## **BUDGET HIGHLIGHTS**

- Increase in Fruita Youth Action Council line item as it is no longer receiving county funds.

# Parks and Recreation Department

## Activities

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-451-21-4111	Salaries, Full Time	-	-	-	-	-	N/A
110-451-21-4120	Part Time	-	-	3,350	3,350	3,700	10%
110-451-21-4125	Contract Labor	2,717	4,768	10,000	10,000	10,000	0%
110-451-21-4130	Overtime	-	-	-	-	-	N/A
		2,717	4,768	13,350	13,350	13,700	3%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-451-21-4210	Health Insurance	-	-	-	-	-	N/A
110-451-21-4220	FICA Payroll Expense	-	-	200	200	250	25%
110-451-21-4221	Medicare Payroll Expense	-	-	50	50	75	50%
110-451-21-4230	Retirement	-	-	-	-	-	N/A
110-451-21-4250	Unemployment Insurance	-	-	25	25	25	0%
110-451-21-4260	Workers Compensation Ins	115	106	100	100	125	25%
		115	106	375	375	475	27%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-451-21-4310	Professional Development	-	-	100	-	100	N/A
110-451-21-4345	Background Investigations	-	26	300	-	300	N/A
		-	26	400	-	400	N/A
<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	-	-	500	500	1,000	100%
		-	-	500	500	1,000	100%
<b><u>SUPPLIES</u></b>							
110-451-21-4612	Supplies and Equipment	970	2,322	4,175	1,400	3,000	114%
110-451-21-4680	Refunds	-	-	-	-	-	N/A
		970	2,322	4,175	1,400	3,000	114%
<b><u>SPECIAL PROJECTS</u></b>							
110-451-21-4810	Fruita Youth Action Council	-	1,352	2,000	961	3,500	264%
110-451-21-4848	Arts in Society Expenses	-	19,920	3,000	3,051	-	-100%
		-	21,272	5,000	4,012	3,500	-13%
<b>TOTAL EXPENDITURES</b>		<b>3,802</b>	<b>28,494</b>	<b>23,800</b>	<b>19,637</b>	<b>22,075</b>	<b>12%</b>

# Parks and Recreation Department

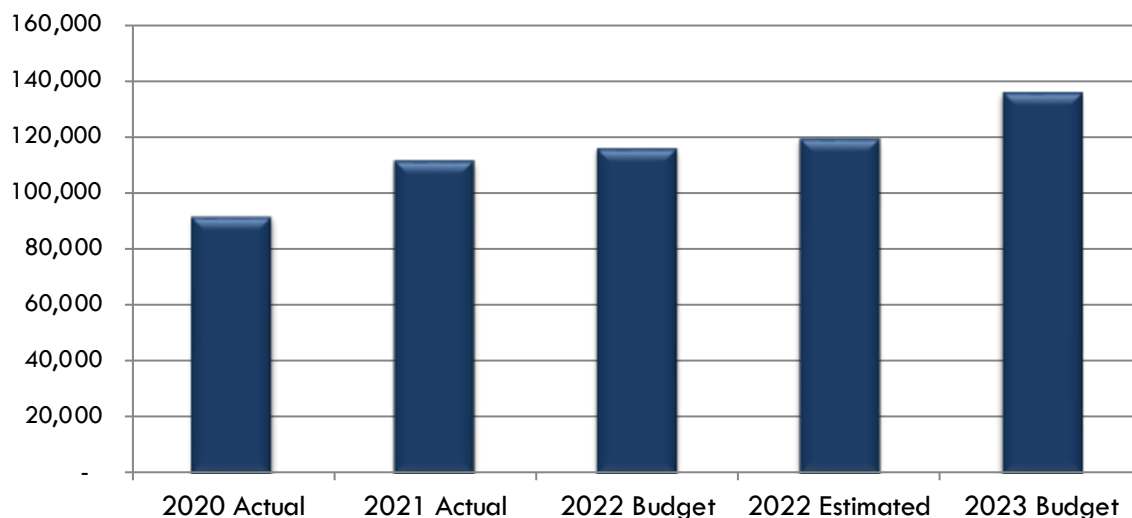
## Athletics

<b><u>EXPENDITURES</u></b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 57,847	\$ 71,289	\$ 76,800	\$ 76,800	\$ 82,525	7%
Personnel Services, Benefits	20,100	18,090	19,325	25,725	33,550	30%
Purchased Professional Services	950	1,828	2,200	1,279	2,200	72%
Purchased Property Services	5,375	4,305	3,650	-	3,650	N/A
Other Purchased Services	725	725	1,300	5,850	1,300	-78%
Supplies	6,297	13,529	12,750	9,894	12,750	29%
Operating Expenses	\$ 91,294	\$ 109,766	\$ 116,025	\$ 119,548	\$ 135,975	14%
Capital	-	1,733	-	-	-	N/A
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>91,294</b>	<b>111,499</b>	<b>116,025</b>	<b>119,548</b>	<b>135,975</b>	<b>14%</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**

- 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.
- Evaluate and create new sports programs for adults and youth.
- Maintain youth and adult athletic offerings for the community.
- 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**

- For 2022 the Athletic department partnered with the City of Grand Junction Parks and Rec to ensure that we had the best guidelines set for our partnered basketball program. We were able to set up expectations and guidelines for each individual grade level. Not only did this give our players all a fair opportunity to play the sport, but it was able to give our volunteer coaches some guidance to coach the 2022 season.
- Our Spring Soccer season was yet another big hit. We did not reach our record-breaking registration from 2021, but we came close, missing it by 8 registrations. Before the season began, we were able to eliminate 12 kids from our waitlist to give them an opportunity to play.
- Our Summer camps (tennis and track and field) continue to stay consistent with numbers seen in previous years
- Future Cats Soccer Camp was a new addition to our summer program offerings.
- Learn to Skate classes will resume now that a contract has been signed with River City Sportplex which was formerly known as Glacier ice arena.

### **GOALS**

- Implement a better training program for staff to help understand each specific athletic program.
- Look for ways to expand our age groups for our current programs.

# Parks and Recreation Department Athletics

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## **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

## **BUDGET HIGHLIGHTS**

- The Athletics program is budgeted to increase 17% in 2023 (14% compared to 2022 estimated actuals), due to changes in personnel expenses and the minimum wage increase.

# Parks and Recreation Department

## Athletics

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-451-25-4111	Salaries, Full Time	42,315	44,611	45,500	45,500	48,900	7%
110-451-25-4120	Part Time	13,023	18,810	23,300	23,300	25,625	10%
110-451-25-4125	Contract Labor	2,509	7,869	8,000	8,000	8,000	0%
110-451-25-4130	Overtime	-	-	-	-	-	N/A
		57,847	71,289	76,800	76,800	82,525	7%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-451-25-4210	Health Insurance	12,017	9,142	9,600	16,000	23,100	44%
110-451-25-4220	FICA Payroll Expense	3,440	3,948	4,300	4,300	4,625	8%
110-451-25-4221	Medicare Payroll Expense	805	923	1,025	1,025	1,100	7%
110-451-25-4230	Retirement	1,897	2,008	2,050	2,050	2,225	9%
110-451-25-4250	Unemployment Insurance	166	190	250	250	225	-10%
110-451-25-4260	Workers Compensation Ins	1,775	1,879	2,100	2,100	2,275	8%
		20,100	18,090	19,325	25,725	33,550	30%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-451-25-4310	Professional Development	-	119	1,200	20	1,200	5900%
110-451-25-4345	Background Investigations	950	1,709	1,000	1,259	1,000	-21%
		950	1,828	2,200	1,279	2,200	72%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-451-25-4441	Facility Rental	5,375	4,305	3,650	-	3,650	N/A
		5,375	4,305	3,650	-	3,650	N/A
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-451-25-4530	Telephone	300	300	300	150	300	100%
110-451-25-4553	Advertising	425	425	1,000	5,700	1,000	-82%
		725	725	1,300	5,850	1,300	-78%
<b><u>SUPPLIES</u></b>							
110-451-25-4612	Supplies and Equipment	6,171	13,447	12,500	9,732	12,500	28%
110-451-25-4630	Meeting/Appreciation Supplies	126	82	250	162	250	54%
		6,297	13,529	12,750	9,894	12,750	29%
<b><u>CAPITAL</u></b>							
110-451-25-4743	Furniture and Equipment	-	1,733	-	-	-	N/A
		-	1,733	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>		<b>91,294</b>	<b>111,499</b>	<b>116,025</b>	<b>119,548</b>	<b>135,975</b>	<b>14%</b>

# Parks and Recreation Department

## Special Events

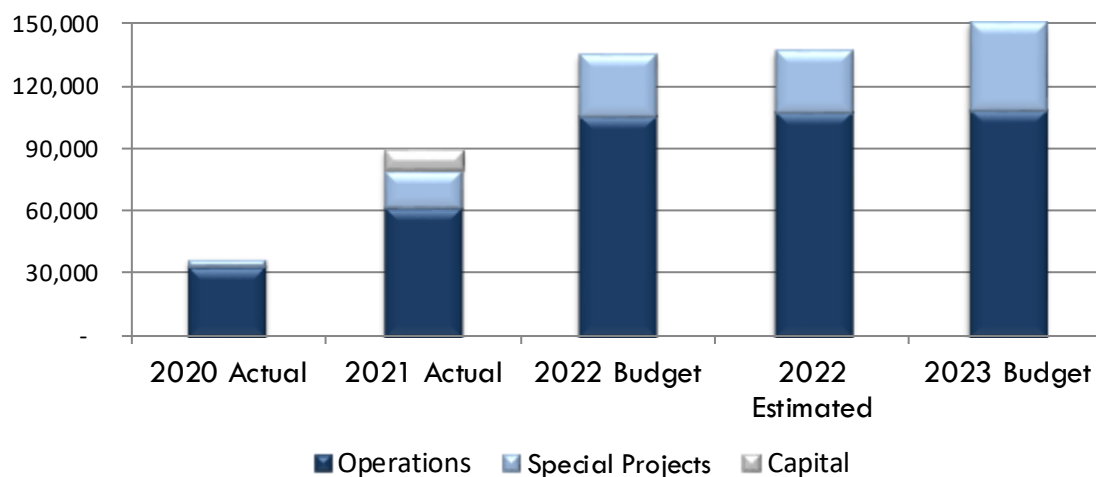
<b>EXPENDITURES</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 354	\$ 10,541	\$ 26,750	\$ 27,232	\$ 28,375	4%
Personnel Services, Benefits	157	2,802	15,275	9,025	9,200	2%
Purchased Professional Services	12,326	18,352	24,400	31,400	25,400	-19%
Other Purchased Services	500	1,300	2,500	1,245	2,650	113%
Supplies	20,515	28,195	35,750	37,610	42,250	12%
Operating Expenses	\$ 33,852	\$ 61,190	\$ 104,675	\$ 106,512	\$ 107,875	1%
Capital	-	9,884	-	-	-	N/A
Special Projects	3,650	18,262	30,500	31,306	43,000	37%
<b>Total Expense</b>	<b>\$ 37,502</b>	<b>\$ 89,336</b>	<b>\$ 135,175</b>	<b>\$ 137,818</b>	<b>\$ 150,875</b>	<b>9%</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 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**

- Provide high quality free and low-cost activities and events throughout the year that bring the community together.
- Work with 3<sup>rd</sup> party special event promoters to bring special events to Fruita. Ensure that these promoters are following all state and local guidelines to ensure safety.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Updated and redesigned the Mike the Headless Chicken website
- Increased marketing and information availability of special events to the community via social media, paid advertising, and biweekly email newsletters.
- The Sweetheart Race had 499 registrants which was our 3<sup>rd</sup> best turnout. The racecourse was moved to the Riverfront Trail this year which reduced impact on city streets and improved safety.
- Thursday Night Concert Series will have 10 concerts in June-August. A variety of bands played for this free event for the public.
- Mike the Headless Chicken Festival had high attendance and vendor participation this year.
- Headliner music was Josh Gracin on Friday night and Natural Chemistry on Saturday night.
- Festival events highlights were the 5k Race, Chicken Wing/Peep eating contest, and disc golf tournament
- The Mike Store sold more than \$17,000 worth of sales with the biggest sellers being our variety of shirts and tank tops.
- Vendors were sent a survey after the event.
- 77% of respondents said the crowd size was expected or above expected.
- 100% of respondents said they would return to the festival in future years.

### **GOALS**

- Improve marketing and data collection of attendees to Mike the Headless Chicken Festival by partnering with City of GJ Event Partnership to gather data.
- Continue to determine cost/benefit analysis of resources used for special events.
- Rebuild the sponsorship structure to improve donations and clarity of donation benefits for donors.
- Grow our audience for both social media and newsletters communication.



# Parks and Recreation Department

## Special Events

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### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- Increased budget for supplies and equipment will cover the costs of increased logistics prices from inflation for Mike the Headless Chicken Festival and Sweetheart Race.
- Support services such as restrooms, traffic control, tent rental, generator, security, etc. have increased costs for their services.
- An increase of \$2,500 is budgeted in the Arts and Culture Board line item for the Board to administer a grant program for art in the community.
- \$7,500 is budgeted for the replacement of the Mike the Headless Chicken costume.
- An additional \$5,000 is included in entertainment for microevents in 2023.

# Parks and Recreation Department

## Special Events

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-451-29-4111	Salaries	-	6,678	22,250	22,250	23,450	5%
110-451-29-4120	Part Time	354	3,668	4,100	4,527	4,500	-1%
110-451-29-4125	Contract Labor	-	-	-	-	-	N/A
110-451-29-4130	Overtime	-	194	400	455	425	-7%
		354	10,541	26,750	27,232	28,375	4%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-451-29-4210	Health Insurance	-	1,524	11,250	5,000	4,950	-1%
110-451-29-4220	FICA Payroll Expense	22	658	1,675	1,675	1,775	6%
110-451-29-4221	Medicare Payroll Expense	5	154	400	400	425	6%
110-451-29-4230	Retirement Contribution	-	301	1,025	1,025	1,075	5%
110-451-29-4250	Unemployment Insurance	1	32	100	100	100	0%
110-451-29-4260	Workers Compensation Ins	129	134	825	825	875	6%
		157	2,802	15,275	9,025	9,200	2%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-451-29-4310	Professional Development	-	-	400	300	400	33%
110-451-29-4338	Website Development	-	-	4,000	4,000	-	-100%
110-451-29-4350	Entertainment	12,326	18,352	20,000	27,100	25,000	-8%
		12,326	18,352	24,400	31,400	25,400	-19%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-451-29-4530	Telephone	-	-	-	-	150	N/A
110-451-29-4553	Advertising	500	1,300	2,500	1,245	2,500	101%
		500	1,300	2,500	1,245	2,650	113%
<b><u>SUPPLIES</u></b>							
110-451-29-4610	Office Supplies	-	-	-	-	-	N/A
110-451-29-4611	Postage	159	41	250	10	250	2400%
110-451-29-4612	Supplies and Equipment	10,122	21,578	22,500	25,600	29,000	13%
110-451-29-4630	Meeting/Appreciation Supplie	-	595	1,000	600	1,000	67%
110-451-29-4690	Supplies for Resale	10,234	5,982	12,000	11,400	12,000	5%
		20,515	28,195	35,750	37,610	42,250	12%
<b><u>CAPITAL</u></b>							
110-451-29-4742	Mobile Equipment	-	9,884	-	-	-	N/A
		-	9,884	-	-	-	N/A
<b><u>SPECIAL PROJECTS</u></b>							
110-451-29-4810	Arts and Culture Board	3,500	537	500	3,000	3,000	0%
110-451-29-4821	Fireworks Display	150	17,725	30,000	28,306	40,000	41%
		3,650	18,262	30,500	31,306	43,000	37%
<b>TOTAL EXPENDITURES</b>		<b>37,502</b>	<b>89,336</b>	<b>135,175</b>	<b>137,818</b>	<b>150,875</b>	<b>9%</b>

# Parks and Recreation Department

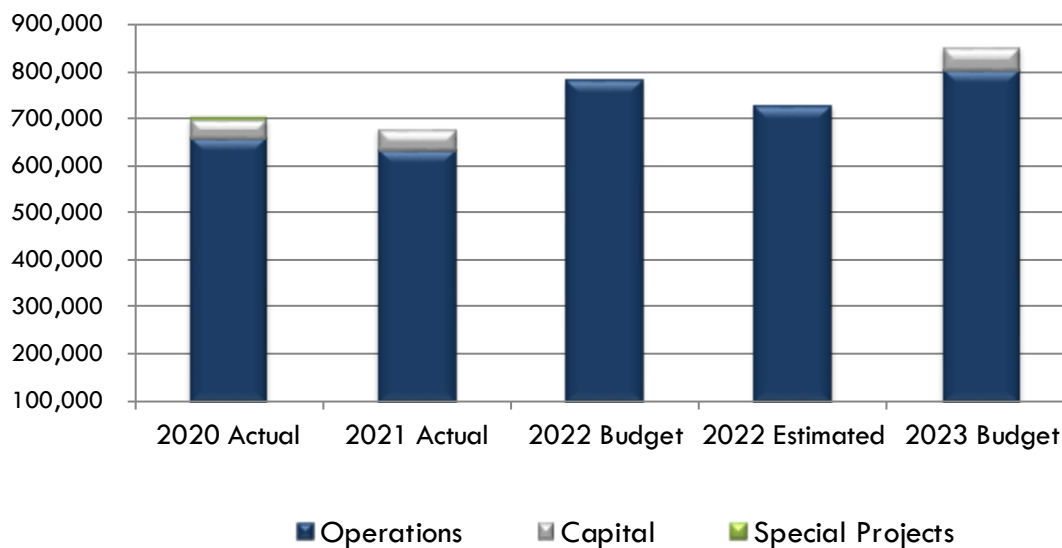
## Parks

<b>EXPENDITURES</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 318,724	\$ 307,189	\$ 377,800	\$ 369,650	\$ 379,675	3%
Personnel Services, Benefits	117,661	98,667	135,750	134,775	139,075	3%
Purchased Professional Services	1,806	2,283	5,000	1,873	5,000	167%
Purchased Property Services	140,293	119,382	151,350	124,350	162,825	31%
Other Purchased Services	2,582	3,060	2,050	2,050	2,050	0%
Supplies	76,320	103,196	109,600	94,173	115,100	22%
Operating Expenses	\$ 657,386	\$ 633,776	\$ 781,550	\$ 726,871	\$ 803,725	11%
Capital	41,673	42,673	-	-	47,000	N/A
Special Projects	5,000	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 704,059</b>	<b>\$ 676,449</b>	<b>\$ 781,550</b>	<b>\$ 726,871</b>	<b>\$ 850,725</b>	<b>17%</b>

## MISSION

The Parks Division provides and generally maintains parks, city facility grounds and downtown planters 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 houses, 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 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, opens 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
- Cleaning and sanitizing of playground equipment and restroom facilities in parks.

# Parks and Recreation Department

## Parks

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### **PRIOR YEAR ACCOMPLISHMENTS**

- Portable mound purchase for LSW to replace damaged mound on Field 1.
- Taking over maintenance for Mulberry Street in June to include trash removal cleaning debris around tables blowing out leaves dirt. Removing water and snow from the top of the tents.
- Festival assistance/Supported many internal and external special events, Fat Tire, Mike the Headless Chicken and Fall fest.
- Reed Park Renovation design add Design Workshop details.
- Reed Park and Prospector Park Playground grant. On behalf of PlayCore, GameTime, and Altitude Recreation, our community has received funding from GameTime as part of the 2022 CPRA Statewide Training and Funding Initiative. Now more than ever, high-quality outdoor environments have proven to be essential to the communities we collectively serve, healing the minds, bodies, and spirits of children, families, and citizens across the state. Staff will be working directly with GameTime and Altitude Recreation over the next couple of months to design playgrounds at the two different sites to meet the requirements of the national demonstration site that includes the 7 principles of Inclusive Playground Design. Those principles are: be fair, be included, be smart, be independent, be safe, be active and be comfortable.

### **GOALS**

- Institutionalize work order system within parks operations for better tracking or work performed. Utilize GIS abilities within work order system to document park assets.
- Standardize and document park management and maintenance activities to provide clear directives for park staff.
- Proper training for all full-time and regular part-time staff.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- An additional \$20,000 is budgeted in service contracts to contract out trash pick up and collection at Fruita Parks and Trails.
- Mobile equipment is budgeted at \$47,000 to purchase an additional tractor for the Parks program. This tractor will replace one of the wide-area mowers that is currently being used by staff, to help with efficiency.

# Parks and Recreation Department

## Parks

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-451-80-4113	Salaries, Public Works	231,647	189,773	240,150	240,150	256,450	7%
110-451-80-4120	Part Time	79,799	107,234	118,150	110,000	103,500	-6%
110-451-80-4130	Overtime	7,278	10,182	19,500	19,500	19,725	1%
		318,724	307,189	377,800	369,650	379,675	3%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-451-80-4210	Health Insurance	72,857	56,185	82,700	82,700	84,950	3%
110-451-80-4220	FICA Payroll Expense	19,498	18,859	23,500	23,000	23,550	2%
110-451-80-4221	Medicare Payroll Expense	4,560	4,411	5,500	5,250	5,525	5%
110-451-80-4230	Retirement Contribution	10,363	8,542	11,600	11,600	12,350	6%
110-451-80-4250	Unemployment Insurance	940	906	1,150	1,125	1,150	2%
110-451-80-4260	Workers Compensation Ins	9,443	9,765	11,300	11,100	11,550	4%
		117,661	98,667	135,750	134,775	139,075	3%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-451-80-4310	Professional Development	1,806	2,283	5,000	1,873	5,000	167%
		1,806	2,283	5,000	1,873	5,000	167%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-451-80-4422	Trails Maintenance	708	-	-	-	-	N/A
110-451-80-4424	Parks Repair & Maintenance	56,590	45,081	50,000	23,000	50,000	117%
110-451-80-4425	Tamarisk Removal	3,000	-	-	-	-	N/A
110-451-80-4428	Weed Control	9,303	1,253	-	-	-	N/A
110-451-80-4430	Service Contracts	7,701	9,544	20,000	20,000	40,000	100%
110-451-80-4435	Fleet Maintenance Charges	60,800	60,752	74,350	74,350	65,825	-11%
110-451-80-4442	Equipment Rental	2,191	2,752	7,000	7,000	7,000	0%
		140,293	119,382	151,350	124,350	162,825	31%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-451-80-4530	Telephone	2,582	3,060	2,050	2,050	2,050	0%
		2,582	3,060	2,050	2,050	2,050	0%
<b><u>SUPPLIES</u></b>							
110-451-80-4612	Supplies and Tools	28,466	41,083	42,000	42,000	45,000	7%
110-451-80-4620	Utilities	28,669	32,557	32,000	28,000	32,000	14%
110-451-80-4626	Fuel	15,780	24,014	25,000	21,000	26,000	24%
110-451-80-4629	Water Share Assessments	171	174	1,600	186	1,600	760%
110-451-80-4630	Meeting/Appreciation Supplie	178	605	800	300	1,000	233%
110-451-80-4650	Landscaping Supplies	160	1,897	5,000	892	5,500	517%
110-451-80-4661	Uniforms	2,341	2,473	3,000	1,000	3,000	200%
110-451-80-4662	Safety Equipment	555	394	200	795	1,000	26%
		76,320	103,196	109,600	94,173	115,100	22%
<b><u>CAPITAL</u></b>							
110-451-80-4742	Mobile Equipment	35,091	38,247	-	-	47,000	N/A
110-451-80-4743	Furniture and Equipment	6,582	4,425	-	-	-	N/A
		41,673	42,673	-	-	47,000	N/A

# Parks and Recreation Department

## Parks

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>SPECIAL PROJECTS</u></b>							
110-451-80-4810	Tree Projects	-	-	-	-	-	N/A
110-451-80-4842	Miscellaneous Contributions	5,000	-	-	-	-	N/A
		5,000	-	-	-	-	N/A
<b>TOTAL PARKS</b>		<b>704,059</b>	<b>676,449</b>	<b>781,550</b>	<b>726,871</b>	<b>850,725</b>	<b>17%</b>

# Parks and Recreation Department

## Open Space and Trails

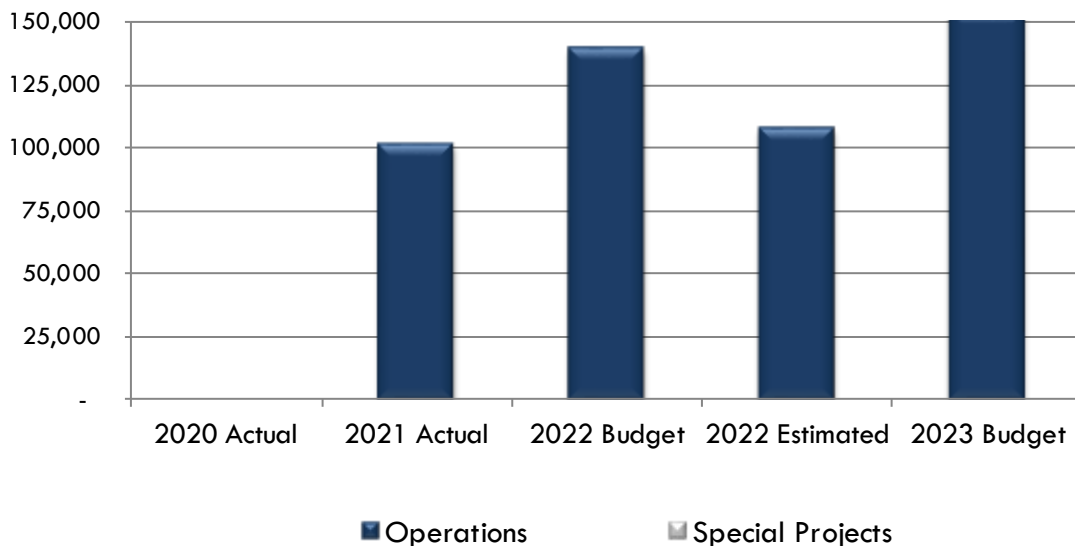
### **EXPENDITURES**

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg
Personnel Services, Salaries	\$ -	\$ 40,411	\$ 42,700	\$ 42,700	\$ 45,650	7%
Personnel Services, Benefits	-	27,543	29,175	29,175	30,250	4%
Purchased Professional Services	-	360	500	140	500	257%
Purchased Property Services	-	26,227	38,000	32,296	53,600	66%
Other Purchased Services	-	250	300	300	300	0%
Supplies	-	6,982	28,700	2,868	23,700	726%
Operating Expenses	\$ -	\$ 101,773	\$ 139,375	\$ 107,479	\$ 154,000	43%
Capital	-	-	-	-	-	N/A
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ -</b>	<b>\$ 101,773</b>	<b>\$ 139,375</b>	<b>\$ 107,479</b>	<b>\$ 154,000</b>	<b>43%</b>

### **MISSION**

The Open Space and Trails Program Area provides and generally maintains trails and open space areas in the best possible condition while ensuring a clean and safe environment for community members to enjoy these areas. Trails are created and maintained to provide safe transportation options for the community as well as promote safe and livable community which contribute to the overall quality of life in Fruita. Open Space Areas are created and maintained to preserve and conserve the areas natural and historic character while allowing community members to enjoy and experience the natural setting.

### **Budget History**





# **Parks and Recreation Department**

## **Open Space and Trails**

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### **RESPONSIBILITIES**

To provide for all citizens a variety of enjoyable trails and open space area's that 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
- Maintenance of concrete trails, single track trails and soft surface trails which includes sweeping and weed control along the trail edges of unwanted vegetation
- Remove snow that has accumulated more than 2 inches along trails and focusing on transportation corridors for public facilities and schools.
- Open space management such as invasive weed mitigation and mowing troubled areas along the trails and in open space areas.
- Planting, pruning, removing and general care of the City's urban forest – trees located in trail corridors and opens space areas.
- Trash removal on a daily basis along trails, open space areas owned by the City of Fruita.
- Irrigation maintenance and repair on all sprinkler system along certain trail areas (HWY 6)
- Care and repair community artwork throughout the Trail system, including sculptures, benches, banners, and murals.

### **PRIOR YEAR ACCOMPLISHMENTS**

- The City of Fruita and Rivers Edge West partnered on a project near Reed Wash for Riverfront Trail Habitat Improvement and Noxious Weed Control in 2022 for an amount up to \$11,962.
- Fire Mitigation with Lower Valley Fire – Lower Valley Fire works with BLM for grants every year. BLM usually awards Lower Valley Fire with a \$20,000 dollar grant a year and sometimes twice a year for Fire Mitigation along our washes and open space areas.
- SingleTracks was rewarded the contract for the Fruita Bike Park Renovations and improvements. They will be reworking and the addition of durable hard-surface metal wood jump faces to the dirt jumps as well as a significant reworking and improvement to the MTB skills area. The project will include 21 metal/wood jump features and a complete renovation of the bike park. Singletracks is looking for some in-kind help from Public works with the motor grader to scrape the property and we are also looking for additional 4000 cubic feet of soil for the project.

# Parks and Recreation Department

## Open Space and Trails

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### **GOALS**

- Institutionalize work order system within trails and open space operations for better tracking of work performed. Utilize GIS capabilities with work order system.
- Define, standardize and document Open Space and Trail management and maintenance activities to provide clear directives for park staff.
- Track trail and open space expenses through 2022 and 2023 to further define and develop a Trails and Open Space program in the 2024 budget.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- Trail maintenance is budgeted to increase 100% due to additional needs on area Fruita trails.
- Weed control is budgeted to increase 67% due to the increased costs of supplies and materials.

# Parks and Recreation Department

## Open Space and Trails

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-451-85-4113	Salaries, Public Works	-	39,656	39,900	39,900	42,650	7%
110-451-85-4120	Part Time	-	-	-	-	-	N/A
110-451-85-4130	Overtime	-	755	2,800	2,800	3,000	7%
		-	40,411	42,700	42,700	45,650	7%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-451-85-4210	Health Insurance	-	21,529	22,500	22,500	23,100	3%
110-451-85-4220	FICA Payroll Expense	-	2,385	2,650	2,650	2,850	8%
110-451-85-4221	Medicare Payroll Expense	-	558	650	650	675	4%
110-451-85-4230	Retirement Contribution	-	1,778	1,925	1,925	2,075	8%
110-451-85-4250	Unemployment Insurance	-	114	150	150	150	0%
110-451-85-4260	Workers Compensation Ins	-	1,179	1,300	1,300	1,400	8%
		-	27,543	29,175	29,175	30,250	4%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-451-85-4310	Professional Development	-	360	500	140	500	N/A
		-	360	500	140	500	257%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-451-85-4422	Trails Maintenance	-	3,770	5,000	5,000	10,000	N/A
110-451-85-4425	Tamarisk Removal	-	5,000	7,500	7,000	10,000	100%
110-451-85-4428	Weed Control	-	12,807	12,000	7,896	20,000	43%
110-451-85-4430	Service Contracts	-	805	2,500	6,400	3,500	153%
110-451-85-4435	Fleet Maintenance Charges	-	3,250	6,000	6,000	5,100	-45%
110-451-85-4442	Equipment Rental	-	596	5,000	-	5,000	-15%
		-	26,227	38,000	32,296	53,600	N/A
		-	250	300	300	300	66%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-451-85-4530	Telephone	-	250	300	300	300	0%
		-	250	300	300	300	0%
<b><u>SUPPLIES</u></b>							
110-451-85-4612	Supplies and Tools	-	5,915	10,000	2,500	10,000	300%
110-451-85-4626	Fuel	-	-	2,500	-	2,500	N/A
110451-85-4630	Meeting/Appreciation Supplies	-	-	200	70	200	186%
110-451-85-4650	Landscaping Supplies	-	-	15,000	-	10,000	N/A
110-451-85-4661	Uniforms	-	1,067	500	233	500	115%
110-451-85-4662	Safety Equipment	-	-	500	65	500	669%
		-	6,982	28,700	2,868	23,700	726%
<b><u>CAPITAL</u></b>							
110-451-85-4742	Mobile Equipment	-	-	-	-	-	N/A
110-451-85-4743	Furniture and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>SPECIAL PROJECTS</u></b>							
110-451-85-4842	Miscellaneous Contributions	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL OPEN SPACE AND TRAILS</b>		-	101,773	139,375	107,479	154,000	43%

# Non-Departmental

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# Non-Departmental

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# Non-Departmental

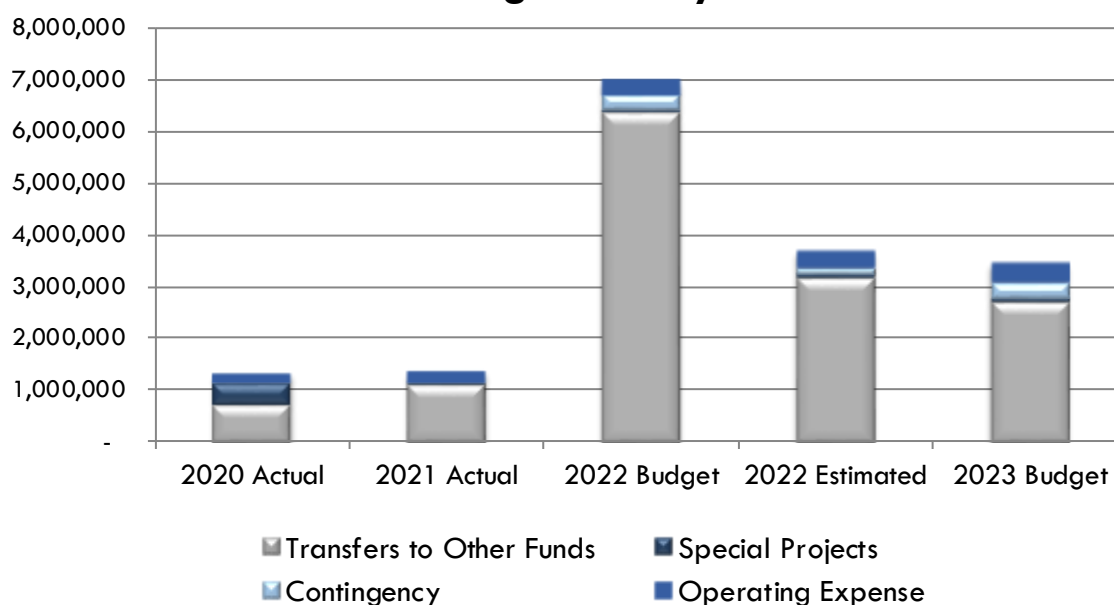
## MISSION

### Expenses by Category

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Personnel Services, Salaries	\$ -	\$ -	\$ 53,150	\$ 53,150	\$ 64,800	22%
Personnel Services, Benefits	411	1,792	-	-	-	0%
Purchased Professional Services	72,283	81,088	85,500	85,390	88,000	3%
Purchased Property Services	6,196	6,018	8,000	7,250	8,000	10%
Other Purchased Services	143,925	159,539	183,800	183,800	203,000	10%
Supplies	-	-	-	-	25,000	0%
Operating Expense	\$ 222,815	\$ 248,437	\$ 330,450	\$ 329,590	\$ 388,800	18%
Special Projects	423,472	30,478	46,600	46,100	59,425	29%
Contingency	-	-	300,000	150,000	300,000	100%
Transfers to Other Funds	705,286	1,098,457	6,324,400	3,170,375	2,710,700	-14%
<b>Total Expense</b>	<b>\$1,351,573</b>	<b>\$1,377,372</b>	<b>\$7,001,450</b>	<b>\$3,696,065</b>	<b>\$3,458,925</b>	<b>-6%</b>

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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## **BUDGET HIGHLIGHTS**

### Personnel Adjustments - \$64,800

Personnel Adjustments are funds allocated for matching retirement fund contributions of up to one and a half percent (1 ½%) of a full employee time employee's salary. This was a new employee benefit in 2022. Once the program has been established, these funds will be allocated to the various departments and programs to cover the increased retirement fund contributions based on voluntary employee elections.

### Transportation Services - \$58,925

- 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 \$53,935 in 2023 and reflects a 24% increase.
- In addition, the City contributes \$4,990 for costs associated with administration of the Unified Planning Work Program administered by the Metropolitan Planning Organization and governed the Regional Transportation Committee.

Mesa Land Trust - \$9,000. The City contributes to the operational costs for Mesa Land Trust in administering the conservation easements in the buffer areas and obtain preliminary appraisals.

Mesa County Stormwater - \$40,000. The City entered into a contract with Mesa County in 2020 to perform Colorado Discharge Permit System (CDPS), Municipal Separate Stormwater System (MS4) Phase II permit services on behalf of the City of Fruita. Estimated cost for these services is \$40,000 in 2023.

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.

Charging Stations Utilities - \$25,000. A new line item in the 2023 Budget, this reflects the estimated cost of utilities for the Electric Vehicle Charging Stations that are going to be installed at the Fruita Civic Center.

Contingency - \$300,000. Contingency funds are approximately 3% of the General Fund expenses (excluding transfers to other funds) and may be used to offset unanticipated and emergency expenses throughout the year subject to approval of the City Council.

Transfers - \$2,710,700. Transfers include \$2.6 million to the Capital Projects Fund for specific capital projects. Transfers also include 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

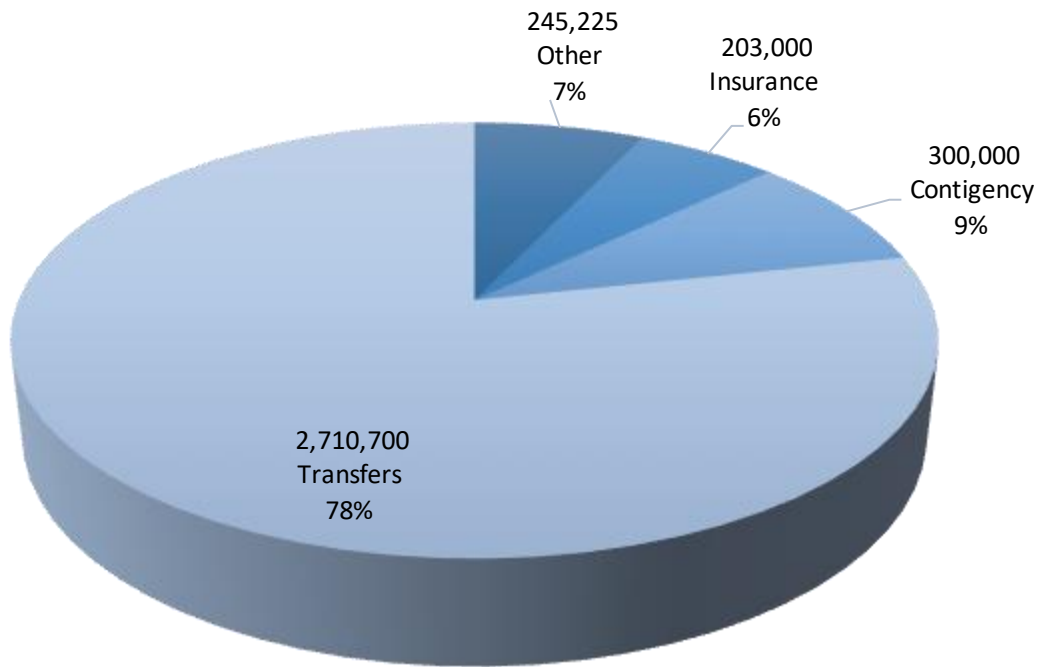
# Non-Departmental

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to the Community Center Fund, including the outdoor swimming pool, and a transfer of the \$12,000 in billboard lease revenues to the Marketing and Promotion fund for marketing.

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





# Non-Departmental

## Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-490-01-4119	Personnel Adjustments	-	-	53,150	53,150	64,800	22%
		-	-	53,150	53,150	64,800	22%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-490-01-4210	Health Insurance Assessment	(1)	1,792	-	-	-	N/A
110-490-01-4211	Supplemental Health Ins.	412	-	-	-	-	N/A
		411	1,792	-	-	-	N/A
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-490-01-4310	Tuition Reimbursement	3,600	2,400	3,600	2,240	3,600	61%
110-490-01-4312	Alliance for Innovation	3,000	2,700	-	2,250	2,400	7%
110-490-01-4318	County Collection Fees	29,533	30,088	33,000	33,000	33,000	0%
110-490-01-4333	Mesa Land Trust	6,900	6,900	8,900	8,900	9,000	1%
110-490-01-4334	Mesa County Stormwater	29,250	39,000	40,000	39,000	40,000	3%
		72,283	81,088	85,500	85,390	88,000	3%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-490-01-4430	Service Contracts	6,196	6,018	8,000	7,250	8,000	10%
		6,196	6,018	8,000	7,250	8,000	10%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-490-01-4520	Property Insurance	28,519	31,572	35,000	35,000	39,000	11%
110-490-01-4521	Vehicle Insurance	25,202	29,548	32,800	32,800	38,000	16%
110-490-01-4522	Liability Insurance	73,952	82,500	91,000	91,000	101,000	11%
110-490-01-4523	Insurance Deductible	16,252	15,920	25,000	25,000	25,000	0%
		143,925	159,539	183,800	183,800	203,000	10%
<b><u>SUPPLIES</u></b>							
110-490-01-4620	Charging Stations Utilities	-	-	-	-	25,000	N/A
		-	-	-	-	25,000	N/A
<b><u>SPECIAL PROJECTS</u></b>							
110-490-01-4830	Transportation	21,738	16,918	46,100	46,100	58,925	28%
110-490-01-4840	Property Tax Rebates	-	-	500	-	500	N/A
110-490-01-4870	Covid Project Expenses	401,734	13,560	-	-	-	N/A
		423,472	30,478	46,600	46,100	59,425	29%
<b><u>CONTINGENCY</u></b>							
110-490-01-4850	Contingency	-	-	300,000	150,000	300,000	100%
		-	-	300,000	150,000	300,000	100%
<b><u>TRANSFERS TO OTHER FUNDS</u></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	598,286	991,457	6,217,400	3,063,375	2,603,700	-15%
		705,286	1,098,457	6,324,400	3,170,375	2,710,700	-14%
<b>TOTAL EXPENDITURES</b>		<b>1,351,573</b>	<b>1,377,372</b>	<b>7,001,450</b>	<b>3,696,065</b>	<b>3,458,925</b>	<b>-6%</b>

# Conservation Trust Fund

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# Conservation Trust Fund

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# Conservation Trust Fund

## SUMMARY

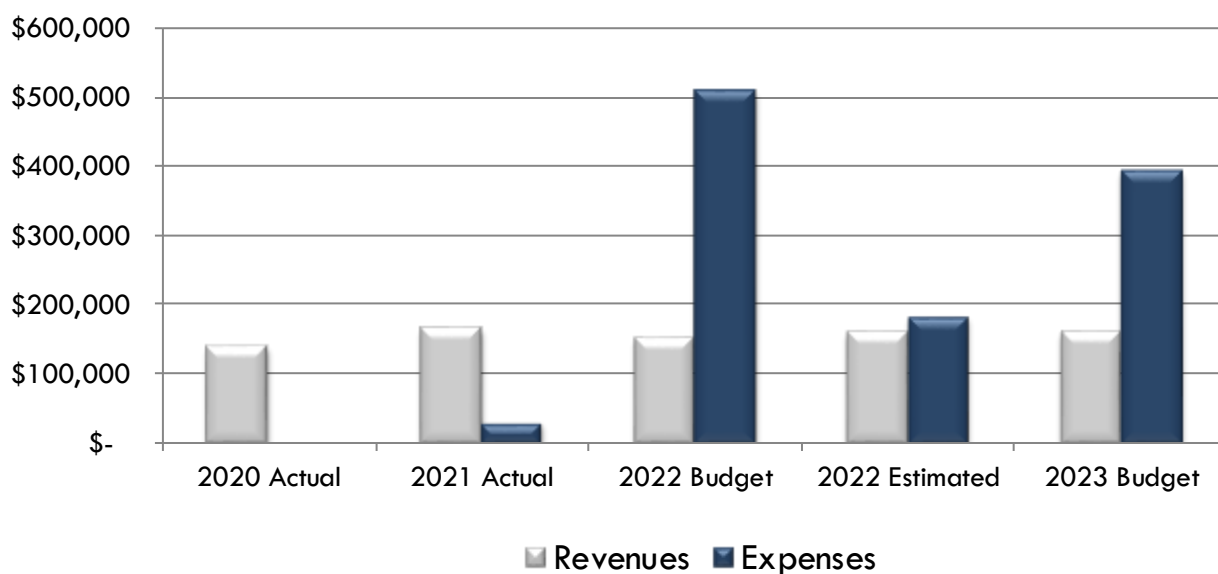
	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>Beginning Funds Available</u></b>	\$ 247,823	\$ 386,332	\$ 521,213	\$ 521,213	\$ 499,013	-4%
<b><u>Revenues</u></b>						
Intergovernmental Revenues	\$ 138,363	\$ 164,778	\$ 150,000	\$ 160,000	\$ 160,000	0%
Miscellaneous	146	103	100	100	100	0%
Total Revenues	\$ 138,509	\$ 164,881	\$ 150,100	\$ 160,100	\$ 160,100	0%
<b><u>Expenses</u></b>						
Playground Equipment	\$ -	\$ -	\$ 100,000	\$ -	\$ -	N/A
Transfer to Capital Projects	-	30,000	407,800	182,300	394,150	116%
Total Expense	\$ -	\$ 30,000	\$ 507,800	\$ 182,300	\$ 394,150	116%
<b><u>Excess (Deficiency) of Revenues over Expenditures</u></b>	<b>\$ 138,509</b>	<b>\$ 134,881</b>	<b>\$(357,700)</b>	<b>\$ (22,200)</b>	<b>\$(234,050)</b>	<b>954%</b>
<b><u>Ending Funds Available</u></b>	<b>\$ 386,332</b>	<b>\$ 521,213</b>	<b>\$ 163,513</b>	<b>\$ 499,013</b>	<b>\$ 264,963</b>	<b>-47%</b>
<b><u>Components of Funds Available</u></b>						
Restricted for POST	\$ 386,332	\$ 521,213	\$ 163,513	\$ 499,013	\$ 264,963	-47%
Assigned for land acquisition	-	-	-	-	-	N/A
	\$ 386,332	\$ 521,213	\$ 163,513	\$ 499,013	\$ 264,963	-47%

## 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 \$160,100 in 2023 and reflect an 7% increase from the 2022 Budget, but no increase over estimated revenues in 2022.

### 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. The 2023 budget includes the use of \$394,150 in Conservation Trust Funds for the following park and open space improvements:

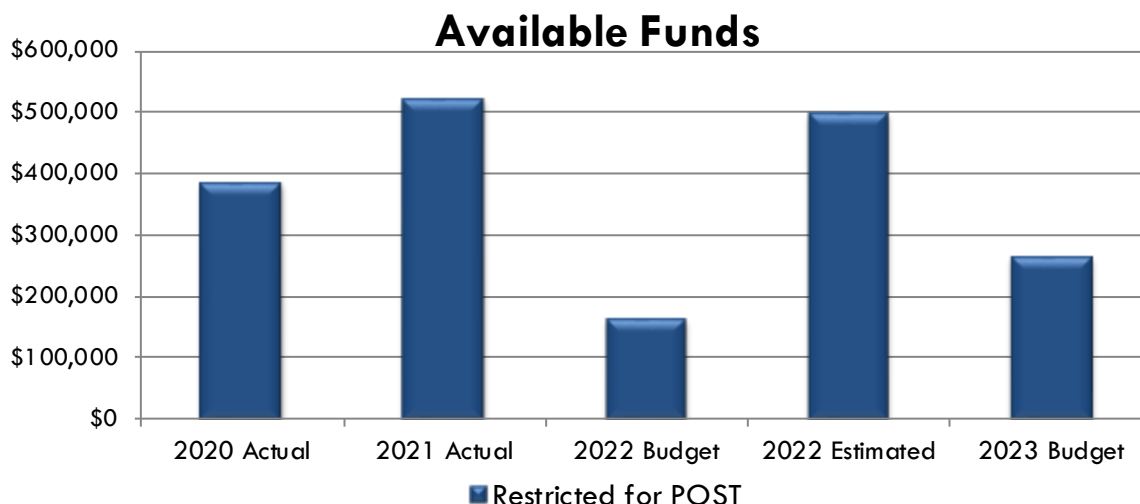
- Transfer to Capital Projects - \$394,150
  - Reed Park Improvements \$327,800
  - Prospector Park Playground Equipment \$66,350

## FUNDS AVAILABLE

The 2023 Budget includes the use of \$234,050 of available funds leaving a balance of \$264,963 at December 31, 2023 for future park improvement projects.

# Conservation Trust Fund

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## PERSONNEL

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

## RESPONSIBILITIES

- Acquisition, development and maintenance of new conservation sites.
- Capital improvements or maintenance for recreational purposes on any public site.

## PRIOR YEAR ACCOMPLISHMENTS

- Improvements were made to the Fruita Bike Park to provide intermediate and advanced jump zones, a pump track, and a kids strider track. A new MTB skills area including drops and obstacles was installed. In addition, the contractor provided 3 large metal wood features as showroom demos.
- Engineering and design costs of \$152,300 for Reed Park improvements are scheduled to be completed by December 31, 2022 for the capital construction project budgeted for in 2023.

## BUDGET HIGHLIGHTS

- Transfers to the Capital Projects Fund of \$394,150 are budgeted in 2023 for various the following projects.
  - Reed Park improvements (\$327,800)
  - Prospector Park playground equipment and installation (\$66,350)

# Conservation Trust Fund

## Transfer to Capital Projects - Project #121-880-78

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>Revenues</u></b>						
3358 Lottery Funds	\$ 118,721	\$ 30,000	\$ 407,800	\$ 182,300	\$ 394,150	116%
Total Revenues	\$ 118,721	\$ 30,000	\$ 407,800	\$ 182,300	\$ 394,150	116%
<b><u>Expenses</u></b>						
4930 Transfer to Capital Projects	\$ -	\$ 30,000	\$ 407,800	\$ 182,300	\$ 394,150	116%
Total Expenses	\$ -	\$ 30,000	\$ 407,800	\$ 182,300	\$ 394,150	116%

## **Project Descriptions**

Transfers to the Capital Projects Fund include funds for the following projects. Additional information about the projects can be found in the Capital Projects Fund.

- Reed Park improvements - \$327,800.
- Prospector Park playground equipment - \$66,350.

# Conservation Trust Fund

## Revenues

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>INTERGOVERNMENTAL REVENUES</u></b>							
121-000-00-3358	Lottery Funds	138,363	164,778	150,000	160,000	160,000	0%
		138,363	164,778	150,000	160,000	160,000	0%
<b><u>MISCELLANEOUS</u></b>							
121-000-00-3610	Interest on deposits	146	103	100	100	100	0%
		146	103	100	100	100	0%
<b>TOTAL REVENUES</b>		<b>138,509</b>	<b>164,881</b>	<b>150,100</b>	<b>160,100</b>	<b>160,100</b>	<b>0%</b>

## Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>CAPITAL PROJECTS</u></b>							
121-820-78-4743	Playground equipment	-	-	100,000	-	-	0%
121-880-78-4842	Trail construction contribution	-	-	-	-	-	0%
121-880-78-4845	Conservation Easements	-	-	-	-	-	0%
		-	-	100,000	-	-	0%
<b><u>TRANSFERS TO OTHER FUNDS</u></b>							
121-880-78-4930	Transfer to Capital Projects	-	30,000	407,800	182,300	394,150	116%
		-	30,000	407,800	182,300	394,150	116%
<b>TOTAL EXPENSES</b>		<b>-</b>	<b>30,000</b>	<b>507,800</b>	<b>182,300</b>	<b>394,150</b>	<b>116%</b>



# **Economic Development Fund**

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# Economic Development Fund

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# Economic Development Fund

## SUMMARY

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>Beginning Funds</u></b>	\$ -	\$ -	\$ 82,603	\$ 82,603	\$ 80,103	-3%
<b><u>Revenues</u></b>						
Taxes	\$ -	\$ 85,526	\$ -	\$ -	\$ 100,000	N/A
Miscellaneous	-	-	-	-	-	N/A
Subtotal	\$ -	\$ 85,526	\$ -	\$ -	\$ 100,000	N/A
Other Financing Sources	-	-	-	-	-	N/A
Total Revenues	\$ -	\$ 85,526	\$ -	\$ -	\$ 100,000	N/A
<b><u>Expenses</u></b>						
Purchased Professional Services	\$ -	\$ 423	\$ -	\$ -	\$ -	N/A
Subtotal Operating Expenses	\$ -	\$ 423	\$ -	\$ -	\$ -	N/A
Special Projects	-	2,500	2,500	2,500	10,000	300%
Transfers to Other Funds	-	-	-	-	-	N/A
Total Expense	\$ -	\$ 2,923	\$ 2,500	\$ 2,500	\$ 10,000	300%
<b><u>Excess (Deficiency) of</u></b>						
<b><u>Revenues over Expenditures</u></b>	\$ -	\$ 82,603	\$ (2,500)	\$ (2,500)	\$ 90,000	3700%
<b><u>Ending Funds Available</u></b>	\$ -	\$ 82,603	\$ 80,103	\$ 80,103	\$ 170,103	112%
<b><u>Components of Funds Available</u></b>						
Restricted for ED	\$ -	\$ 82,603	\$ 80,103	\$ 80,103	\$ 170,103	112%
	\$ -	\$ 82,603	\$ 80,103	\$ 80,103	\$ 170,103	112%

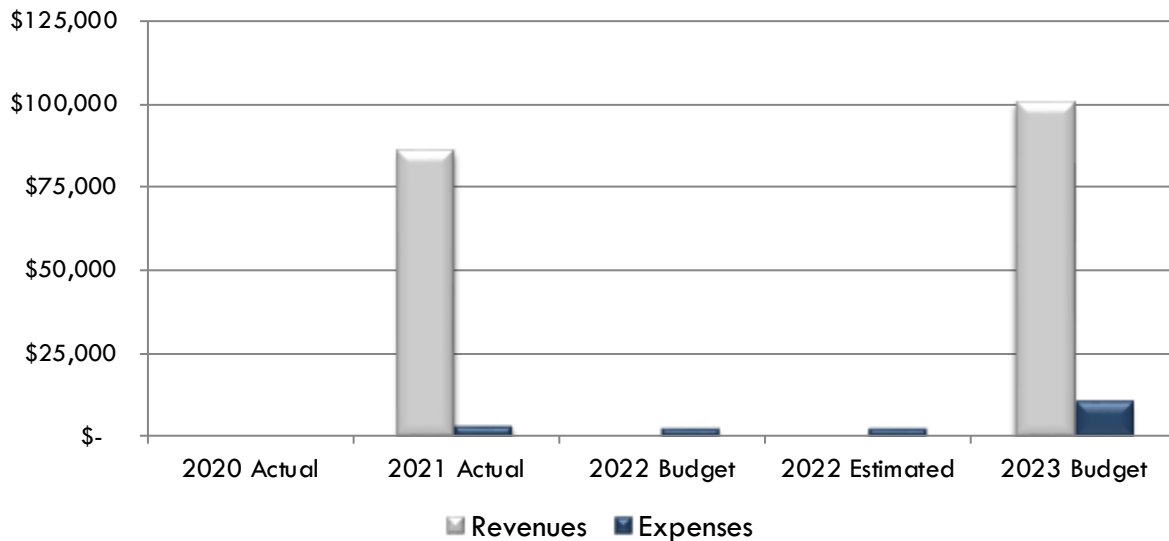
## PURPOSE OF THE FUND

The purpose of the Economic Development Fund is to retain, attract and maintain the types of businesses that contribute positively to the local economy. The Economic Development Fund, along with the Public Spaces Fund, were created in 2020 to account for the 3% increase in lodger's tax revenues received by the City. The remaining 3% of the total 6% lodger's tax is allocated to the Marketing and Promotion Fund.

The voter's approved the 3% increase in lodger's tax in April 2020 with an effective date of January 1, 2021 with revenues to be distributed among the Economic Development Fund and the Public Spaces Fund as deemed appropriate by the City Council. Revenues received from the increase in lodger's tax are exempt from limitations of Article X, Section 20 of the Colorado Constitution (Tabor) as a voter approved revenue change.

# Economic Development Fund

## REVENUES AND EXPENSES



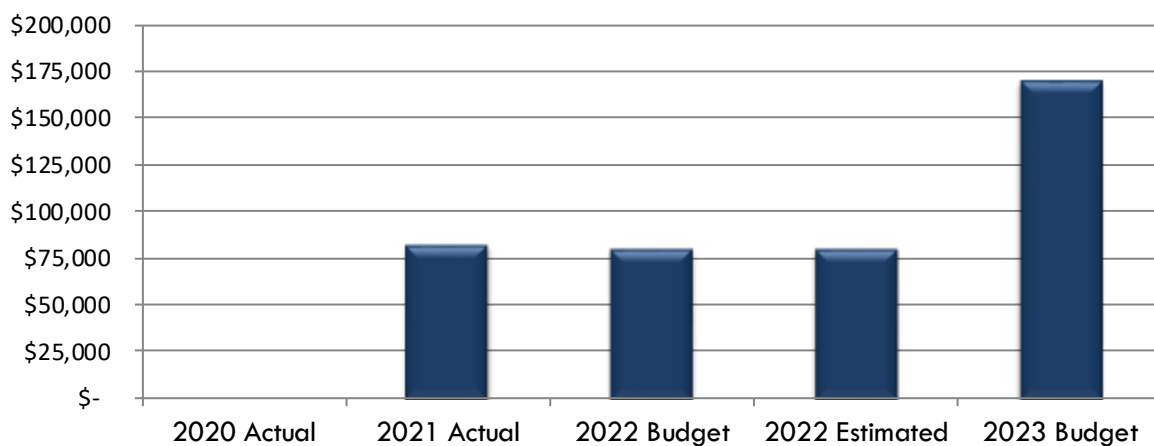
### Revenues

2/3<sup>rd</sup>s of the additional 3% lodging tax revenues are allocated to the Economic Development Fund in the 2023 Budget. The remaining revenues from the additional 3% lodging tax are budgeted for in the Public Places Fund.

### Expenses

Expenses of \$10,000 are budgeted to partially fund the City of Fruita's contribution to the Grand Junction Economic Partnership (GJEP).

## FUNDS AVAILABLE



Available Funds of \$170,103 are estimated at the end of 2023. These funds can be used for economic development, business incentives, matching funds for public-private partnerships, and

# Economic Development Fund

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attainable housing.

## **PERSONNEL**

There is no personnel assigned specifically to the Economic Development Fund.

## **RESPONSIBILITIES**

- Enhance and improve economic development in the City of Fruita.

## **PRIOR YEAR ACCOMPLISHMENTS**

- Continued to fund the partnership with the Grand Junction Economic Partnership. Worked with GJEP on recruiting businesses to Fruita and identifying incentives for businesses who may potentially relocate or expand in Fruita.

## **GOALS**

- Continue to research economic development opportunities and programs to address housing attainability in Fruita.

## **PERFORMANCE MEASURES**

- The Economic Development fund does not have any performance measures for 2023.

## **BUDGET HIGHLIGHTS**

- An increase in revenue is estimated in 2023, as 2/3<sup>rd</sup>s of the additional 3% lodging tax will be designated for economic development and housing for future projects and programs. The remaining 1/3<sup>rd</sup> (estimated revenues of \$50,000 in 2023), is designated to the Public Places Fund.

# Economic Development Fund

## Revenues

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>TAXES</u></b>							
124-000-00-3134	Lodgers Tax	-	85,526	-	-	100,000	N/A
		-	85,526	-	-	100,000	N/A
<b><u>MISCELLANEOUS</u></b>							
124-000-00-3610	Interest on deposits	-	-	-	-	-	
124-000-00-3641	Miscellaneous Donations	-	-	-	-	-	
124-000-00-3680	Miscellaneous	-	-	-	-	-	
		-	-	-	-	-	
<b><u>TRANSFERS FROM OTHER FUNDS</u></b>							
124-000-00-3910	Transfer from General Fund	-	-	-	-	-	
		-	-	-	-	-	
<b><u>OTHER FINANCING SOURCES</u></b>							
124-000-00-3955	Loan payments	-	-	-	-	-	
		-	-	-	-	-	
<b>TOTAL REVENUES</b>		-	85,526	-	-	100,000	N/A

## Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
124-465-36-4319	Administration Expenses	-	423	-	-	-	N/A
		-	423	-	-	-	
<b><u>SPECIAL PROJECTS</u></b>							
124-465-36-4842	Miscellaneous Contributions	-	2,500	2,500	2,500	10,000	300%
124-465-36-4848	Small Business Assistance	-	-	-	-	-	N/A
		-	2,500	2,500	2,500	10,000	300%
<b><u>TRANSFERS TO OTHER FUNDS</u></b>							
124-465-36-4950	Transfer to General Fund	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENSES</b>		-	2,923	2,500	2,500	10,000	300%

# Marketing and Promotion Fund

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# Marketing and Promotion Fund

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# Marketing and Promotion Fund

## SUMMARY

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>Beginning Funds</u></b>	\$ 152,420	\$ 162,099	\$ 239,497	\$ 239,497	\$ 283,497	18%
<b><u>Revenues</u></b>						
Taxes	\$ 89,502	\$ 171,919	\$ 131,000	\$ 175,000	\$ 150,000	-14%
Intergovernmental	2,761	35,000	-	-	-	N/A
Charges for Services	161	602	-	-	-	N/A
Miscellaneous	57	40	-	-	-	N/A
Subtotal	\$ 92,481	\$ 207,561	\$ 131,000	\$ 175,000	\$ 150,000	-14%
Transfers from Other Funds	12,000	12,000	12,000	12,000	12,000	0%
Total Revenues	\$ 104,481	\$ 219,561	\$ 143,000	\$ 187,000	\$ 162,000	-13%
<b><u>Expenses</u></b>						
Personnel Services, Salaries	\$ 16,438	\$ 11,242	\$ 14,725	\$ 14,500	\$ 10,175	-30%
Personnel Services, Benefits	3,725	3,941	6,400	6,625	3,675	-45%
Purchased Professional Services	-	472	2,500	2,500	2,500	0%
Purchased Property Services	1,380	2,565	1,500	1,500	1,500	0%
Other Purchased Services	50,127	97,710	80,000	80,000	100,000	25%
Supplies	132	9,983	300	300	500	67%
Subtotal Operating Expenses	\$ 71,802	\$ 125,913	\$ 105,425	\$ 105,425	\$ 118,350	12%
Special Projects	23,000	16,250	32,000	32,000	80,250	151%
Contingency	-	-	5,575	5,575	3,400	-39%
Transfers to Other Funds	-	-	-	-	-	N/A
Total Expense	\$ 94,802	\$ 142,163	\$ 143,000	\$ 143,000	\$ 202,000	41%
<b><u>Excess (Deficiency) of</u></b>						
<b><u>Revenues over Expenditures</u></b>	\$ 9,679	\$ 77,398	\$ -	\$ 44,000	\$ (40,000)	-191%
<b><u>Ending Funds Available</u></b>	\$ 162,099	\$ 239,497	\$ 239,497	\$ 283,497	\$ 243,497	-14%

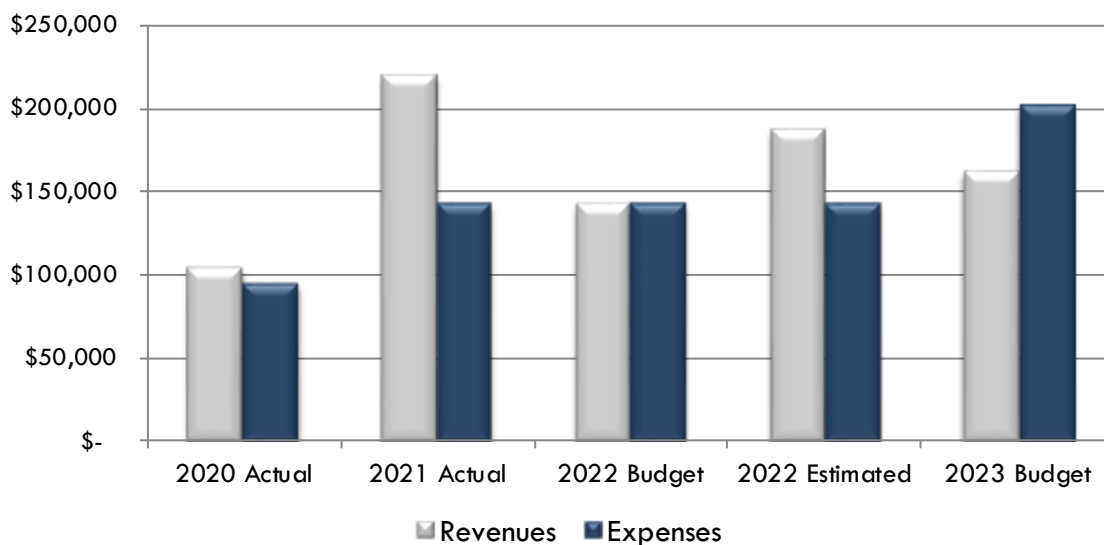
# Marketing and Promotion Fund

## 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.

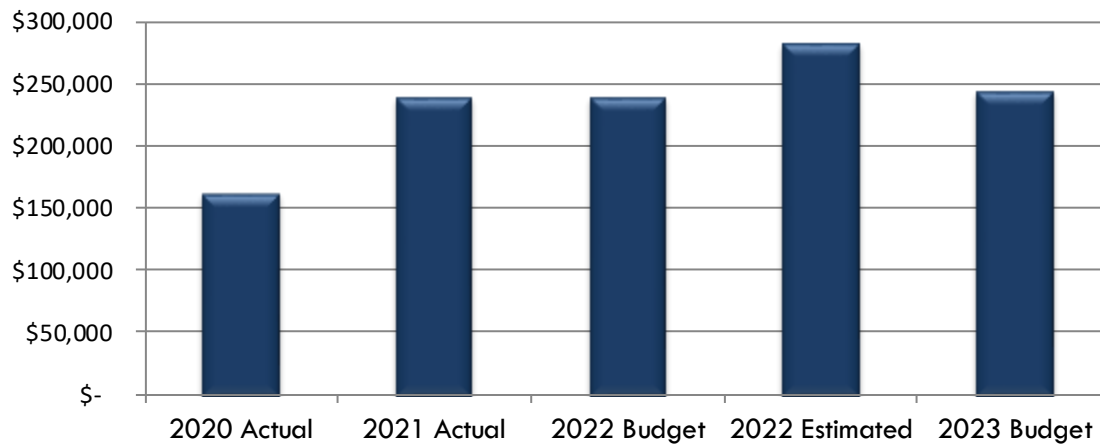
Lodging tax revenues for 2023 are projected to increase 15% compared to 2022 budgeted revenues. This increase is due to a return in travel following the COVID-19 pandemic. Revenues for 2023 are budgeted to decrease 14% when compared to estimated 2022 revenues. This decrease anticipates a reduction in discretionary spending due to inflation and increased costs of travel. The 2023 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 \$202,000 are budgeted to increase 41% from the 2022 Budget due to one-time expenses and additional appropriations for special events and advertising and promotion efforts.

## FUNDS AVAILABLE



Available Funds of \$243,497 are estimated at the end of 2023, a decrease of \$40,000 from 2022 year-end funds. The use of fund balance in 2023 is for a one-time expense for match for a grant for tourism management efforts.

## PERSONNEL

A portion of the Assistant City Manager's position is assigned to Marketing and Promotion administration and oversight.

Marketing and Promotion Fund - Staffing Chart (Manhours)				
	2020	2021	2022	2023
Hours Summary	Actual	Actual	Budget	Budget
Full time employees	416	416	410	205
Part time employees	-	-	-	-
Overtime	-	-	-	-
Total Hours	416	416	410	205
Total FTE Equivalents	0.20	0.20	0.20	0.10

# Marketing and Promotion Fund

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## **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.
- 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**

- For the “Bookends of the Grand Valley Partnership”, the marketing partnership with the Town of Palisade, completed the year-long Restart Destinations program with the Colorado Tourism Office. This program included administering a resident sentiment survey on tourism, a stakeholder survey, a facilitated workshop for envisioning the goals of the partnership, and a work plan that can be carried out over the next several years.
- Onboarded a new marketing agency to handle all advertising and promotion efforts for the City of Fruita, onboarded two members to the Fruita Tourism Advisory Council.
- With the new marketing firm, completed a rebrand of the Play Like a Local Campaign. The campaign continues to focus on attracting families to the area seeking unique adventures, while showcasing the wide variety of recreation activities are available in Fruita for people of all ages.
- Awarded the opportunity to participate in the “Reimagine Destinations” program through the Colorado Tourism Office with the Town of Palisade. This program provides over 100 hours of professional consultant work on the Fruita-Palisade partnership work plan and to finalize action items move forward. This program also provides the partnership with \$20,000 to create photo and video assets that can be used for current and future marketing purposes.
- To invest in amenities and assets that will continue to drive tourism to Fruita, and encourage responsible use of our surrounding public lands, was awarded a “Tourism Management Grant” from the Colorado Office of Economic Development and International Trade, to build 3-4 miles of new beginner level singletrack at the North Fruita Desert (“18 Road”). With oversight from Mesa County Public Health, received and executed a grant from Great Outdoors Colorado to also build an additional 3-4 miles of singletrack at 18 Road. That work is anticipated to be complete in the fall of 2022.
- Continued to expand digital marketing efforts to include advertisements through Sojern, the Colorado Tourism Office, National Parks Trip, and other paid social media outlets.
- Fruita is one of three mountain biking destinations highlighted in the 2022 Connections Video, a documentary from Stans No Tubes and Maxxis Tires. Helped facilitate filming here in Fruita, and coordinated interviews to emphasized the importance of land conservation

# Marketing and Promotion Fund

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and stewardship. Received all of the photo and video from the Fruita portion of the video that can be used for future advertising purposes.

- Continued content marketing strategy by publishing blogs focused on what to do in Fruita based upon the time of year, along with spotlights of local businesses. These blogs are shared on social email and through e-newsletters.
- Completed a redesign of the GoFruita.com website, and transitioned the site to a different web platform to allow easier and more frequent updates throughout the year. Used research from other destinations and tourism websites to determine the design.
- A performance measure from the previous year, researched and implemented three different types of new digital marketing efforts that can be used to track conversions and the impact of our marketing efforts.
- Another performance measure from 2022, grew the City of Fruita's photo and video library exponentially due to the assets received from the 2021 Matching Marketing Grant, the Connections Documentary, and other sources.
- Awarded mini grants to the Kids Adventure Games and the Fruita Area Chamber of Commerce.
- Funded the reprinting of the Historic Walking Tour Brochures, a joint project with the Fruita Historic Preservation Board.

## **GOALS**

- Continue implementation of the strategic marketing plan for the "Bookends of the Grand Valley" partnership. Work the consultant and the staff from the Colorado Tourism Office to finalize projects of the work-plan and apply for grant funding to help with the costs of these projects.
- Continue to grow and develop the photo and video library for future advertisement assets, with an emphasis on assets from Fruita special events.
- Evaluate digital marketing efforts and determine how to prioritize future resources on these efforts.
- Continue implementation of the North Fruita Desert Master Plan.

## **PERFORMANCE MEASURES**

- Performance measures will be included in final draft of the budget document.

## **BUDGET HIGHLIGHTS**

- Revenues are expected to increase 15% from 2022 budgeted amounts due to increased travel to the area and the increased cost of the travel, but overall decrease

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City of Fruita

2023 Budget

# Marketing and Promotion Fund

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14% when compared 2022 actual revenues.

- Advertising and Promotion services are budgeted at \$100,000 which includes \$85,000 for specific advertising and marketing through the City's consultant, and \$15,000 for new marketing opportunities.
- One-time use of fund balance is budgeted at \$40,000 in the miscellaneous contributions line-item, for a grant match for a project that will be aid with tourism management.
- Special event contributions are budgeted at \$33,250, an increase of 33% from the prior year. In 2023, special event sponsorships include:
  - Fat Tire Festival and 18 Hours of Fruita - \$3,500
  - Kids Adventure Games - \$4,500
  - Colorado Riverfront Concert Series - \$5,000
  - Rim Rock Rodeo - \$1,000
  - Mike the Headless Chicken Festival - \$4,000
  - Thursday Night Concert Series - \$4,000
  - Fruita Farmers Market - \$5,000
  - Fruita Fall Festival - \$3,000
  - Co2UT and Remy Gravel Bike Races - \$3,250

# Marketing and Promotion Fund

Revenues		2020	2021	2022	2022	2023	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b>TAXES</b>							
125-000-00-3134	Lodgers Tax	89,502	171,919	131,000	175,000	150,000	-14%
		89,502	171,919	131,000	175,000	150,000	-14%
<b>INTERGOVERNMENTAL REVENUES</b>							
125-000-00-3319	CVRF Grant	2,761	-	-	-	-	N/A
125-000-00-3345	Colorado Tourism Office Grant	-	25,000	-	-	-	N/A
125-000-00-3373	Local Agency Contribution	-	10,000	-	-	-	N/A
		2,761	35,000	-	-	-	N/A
<b>CHARGES FOR SERVICES</b>							
125-000-00-3483	Penalties	161	602	-	-	-	N/A
		161	602	-	-	-	N/A
<b>MISCELLANEOUS</b>							
125-000-00-3610	Interest on deposits	57	40	-	-	-	N/A
125-000-00-3641	Miscellaneous Donations	-	-	-	-	-	N/A
125-000-00-3680	Miscellaneous	-	-	-	-	-	N/A
		57	40	-	-	-	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>104,481</b>	<b>219,561</b>	<b>143,000</b>	<b>187,000</b>	<b>162,000</b>	<b>-13%</b>

# Marketing and Promotion Fund

## Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
125-465-53-4111	Salaries, Administrative	16,438	11,242	14,500	14,500	10,025	-31%
125-465-53-4119	Personnel Adjustments	-	-	225	-	150	N/A
125-465-53-4120	Part Time	-	-	-	-	-	N/A
		16,438	11,242	14,725	14,500	10,175	-30%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
125-465-53-4210	Health Insurance	1,692	2,532	4,500	4,500	2,325	-48%
125-465-53-4220	FICA Payroll Expense	997	693	900	900	625	-31%
125-465-53-4221	Medicare Payroll Expense	233	162	225	225	150	-33%
125-465-53-4230	Retirement Contribution	738	508	675	900	475	-47%
125-465-53-4250	Unemployment Insurance	48	33	50	50	50	0%
125-465-53-4260	Workers Compensation Insurance	17	13	50	50	50	0%
		3,725	3,941	6,400	6,625	3,675	-45%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
125-465-53-4310	Professional Development	-	472	2,500	2,500	2,500	0%
		-	472	2,500	2,500	2,500	0%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
125-465-53-4438	IT Services	1,380	2,565	1,500	1,500	1,500	0%
		1,380	2,565	1,500	1,500	1,500	0%
<b><u>OTHER PURCHASED SERVICES</u></b>							
125-465-53-4550	Printing	-	-	-	-	-	N/A
125-465-53-4553	Advertising & Promotion	50,127	97,710	80,000	80,000	100,000	25%
		50,127	97,710	80,000	80,000	100,000	25%
<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	132	399	300	300	500	67%
125-465-53-4642	Signs & Banners	-	9,584	-	-	-	N/A
		132	9,983	300	300	500	67%
<b><u>SPECIAL PROJECTS</u></b>							
125-465-53-4842	Miscellaneous Contributions	3,000	3,000	3,000	3,000	43,000	1333%
125-465-53-4843	Mini Grants	500	1,250	4,000	4,000	4,000	0%
125-465-53-4844	Special Events	19,500	12,000	25,000	25,000	33,250	33%
		23,000	16,250	32,000	32,000	80,250	151%
<b><u>CONTINGENCY</u></b>							
125-465-53-4850	Contingency	-	-	5,575	5,575	3,400	-39%
		-	-	5,575	5,575	3,400	-39%
<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>94,802</b>	<b>142,163</b>	<b>143,000</b>	<b>143,000</b>	<b>202,000</b>	<b>41%</b>



# Public Places Fund

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# Public Places Fund

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# Public Places Fund

## SUMMARY

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>Beginning Funds Available</u></b>	\$ -	\$ -	\$ 43,647	\$ 43,647	\$ 192,647	341%
<b><u>Revenues</u></b>						
Taxes	\$ -	\$ 85,525	\$ 131,000	\$ 175,000	\$ 50,000	-71%
Intergovernmental Revenues	-	7,146	20,000	20,000	-	-100%
Miscellaneous	-	-	-	-	-	N/A
Total Revenues	\$ -	\$ 92,671	\$ 151,000	\$ 195,000	\$ 50,000	-74%
<b><u>Expenses</u></b>						
Purchased Property Services	\$ -	\$ 42,219	\$ 32,000	\$ 16,000	\$ 10,000	-38%
Subtotal Operating Expenses	\$ -	\$ 42,219	\$ 32,000	\$ 16,000	\$ 10,000	-38%
Special Projects	-	6,805	30,000	30,000	10,000	-67%
Transfer to Other Funds	-	-	100,000	-	100,000	N/A
Total Expense	\$ -	\$ 49,024	\$ 162,000	\$ 46,000	\$ 120,000	161%
<b><u>Excess (Deficiency) of Revenues over Expenditures</u></b>	\$ -	\$ 43,647	\$ (11,000)	\$ 149,000	\$ (70,000)	-147%
<b><u>Ending Funds Available</u></b>	\$ -	\$ 43,647	\$ 32,647	\$ 192,647	\$ 122,647	-36%
<b><u>Components of Funds Available</u></b>						
Restricted for public places	\$ -	\$ 43,647	\$ 32,647	\$ 192,647	\$ 122,647	-36%
	\$ -	\$ 43,647	\$ 32,647	\$ 192,647	\$ 122,647	-36%

## PURPOSE OF THE FUND

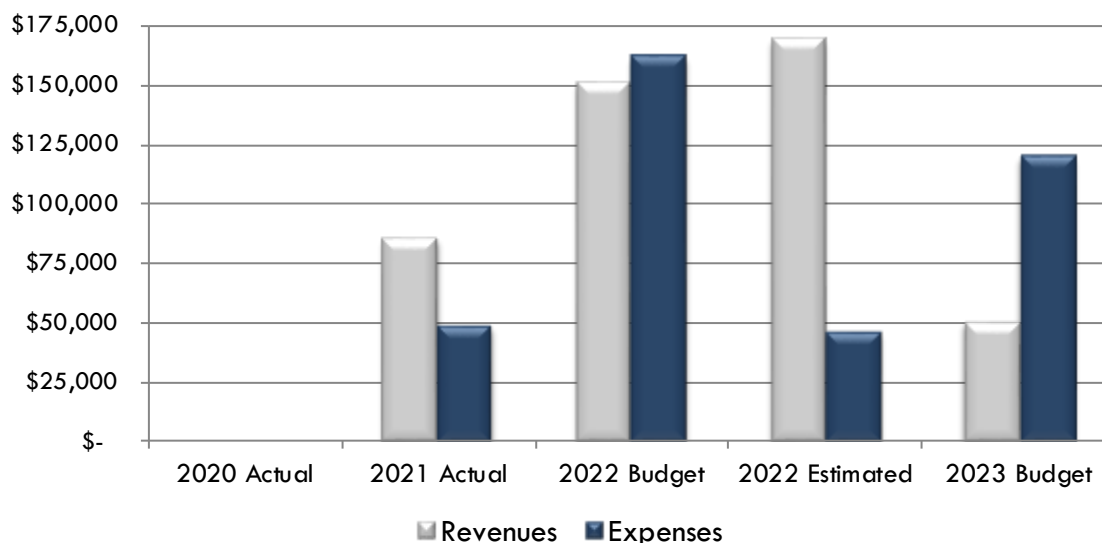
The purpose of the Public Places Fund (Parks, Trails, Open Space and Public Places Fund) is to finance the acquisition, construction and maintenance of open space, trails, and public places within and outside the City. The Public Places Fund, along with the Economic Development Fund, were created in 2020 to account for the 3% increase in lodger's tax revenues received by the City. The remaining 3% of the total 6% lodger's tax is allocated to the Marketing and Promotion Fund.

The voter's approved the 3% increase in lodger's tax in April 2020 with an effective date of January 1, 2021 with revenues to be distributed among the Economic Development Fund and the Public Spaces Fund as deemed appropriate by the City Council. Revenues received from the increase in lodger's tax are exempt from limitations of Article X, Section 20 of the Colorado Constitution (Tabor) as a voter approved revenue change.

# Public Places Fund

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## REVENUES AND EXPENSES



### Revenues

Revenues are expected to decrease 62% when compared to 2022 budgeted revenues and decrease 71% when compared to estimated 2022 revenues. This is due to a grant that the City received in 2022 for trail construction at the North Fruita Desert (\$20,000 from the Colorado Tourism Office) and a reduction in 2023 in the allocation of lodging tax revenues with 1/3<sup>rd</sup> of the additional 3% lodging tax revenues designated for use in the Public Places Fund. The remaining 2/3<sup>rd</sup>s is appropriated in the Economic Development Fund.

### Expenses

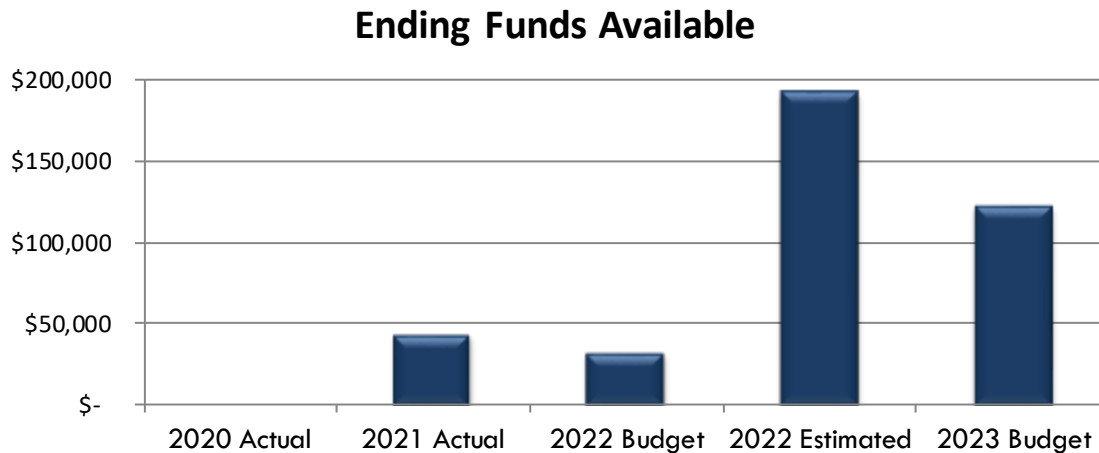
Expenses of \$120,000 are budgeted to decrease 26% in 2023 from the 2022 Budget, but increase 161% when compared to estimated actuals from the prior year. Decreases include discontinuing custodial cleaning services of the Mulberry Dining Space (Service Contracts line item), and a decrease in Miscellaneous Contributions for trail construction/development in the North Fruita Desert (decrease of \$30,000 to \$10,000). The 2023 Budget also includes a \$100,000 transfer to the Capital Projects Fund for improvements to the Mulberry Outdoor Seating project, an expense that is reappropriated from the 2022 Budget.

# Public Places Fund

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## FUNDS AVAILABLE

The 2023 Budget includes the use of \$70,000 in fund balance with available funds estimated at \$122,647 at the end of the 2023 Budget year.



## RESPONSIBILITIES

Provide funding for acquisition, construction and maintenance of parks, open space, trails and public places within and outside the City.

## PRIOR YEAR ACCOMPLISHMENTS

- In 2022, the City of Fruita, on behalf of the Fruita Trails Initiative, was awarded \$20,000 from the Colorado Tourism Office's Tourism Management Grant program to build 3-4 miles of beginner level single-track trail at the North Fruita Desert. This funding, combined with the \$10,000 contribution, was used to build the new trail. Trail construction was completed in the Fall of 2022.

## GOALS

- Identify projects and amenities that residents and visitors enjoy such as parks, trails, public places and open space for future development.

## PERFORMANCE MEASURES

- Performance measures will be included the final draft of the budget document.

# Public Places Fund

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## **BUDGET HIGHLIGHTS**

- The 2023 Budget includes a \$100,000 transfer to the Capital Projects Fund for construction of the Mulberry Street Space.
- There is \$10,000 allocated for contributions for construction and improvements of area trails.
- Services contracts are budgeted to decrease 69% from the 2022 Budget and 38% from estimated actuals due to discontinuing contracted custodial cleaning services at the Mulberry Dining Space.

# Public Places Fund

## Revenues

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>TAXES</b>							
126-000-00-3134	Lodgers Tax	-	85,525	131,000	175,000	50,000	-71%
		-	85,525	131,000	175,000	50,000	-71%
<b>INTERGOVERNMENTAL REVENUES</b>							
126-000-00-3342	Energy Impact Grant	-	7,146	-	-	-	N/A
126-000-00-3345	Colorado Tourism Office Grant	-	-	20,000	20,000	-	-100%
		-	7,146	20,000	20,000	-	-100%
<b>MISCELLANEOUS</b>							
126-000-00-3610	Interest on deposits	-	-	-	-	-	N/A
126-000-00-3642	Miscellaneous Donations	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL REVENUES</b>		-	<b>92,671</b>	<b>151,000</b>	<b>195,000</b>	<b>50,000</b>	<b>-74%</b>

## Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>PURCHASED PROPERTY SERVICES</b>							
126-452-86-4430	Service Contracts	-	42,219	32,000	16,000	10,000	-38%
		-	42,219	32,000	16,000	10,000	-38%
<b>SPECIAL PROJECTS</b>							
126-452-86-4842	Miscellaneous Contributions	-	6,805	30,000	30,000	10,000	-67%
		-	6,805	30,000	30,000	10,000	-67%
<b>TRANSFER TO OTHER FUNDS</b>							
126-452-86-4930	Transfer to Capital Projects	-	-	100,000	-	100,000	N/A
		-	-	100,000	-	100,000	N/A
<b>TOTAL EXPENSES</b>		-	<b>49,024</b>	<b>162,000</b>	<b>46,000</b>	<b>120,000</b>	<b>161%</b>

# Community Center Fund

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# Community Center Fund

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# Community Center Fund

## SUMMARY

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>Beginning Funds Available</b>	\$2,780,852	\$2,907,560	\$3,631,702	\$3,631,702	\$3,789,662	4%
<b>Revenues</b>						
Taxes	\$1,868,765	\$2,137,000	\$2,063,000	\$2,230,350	\$2,200,000	-1%
Charges for Services	538,193	965,269	1,190,300	1,172,650	1,196,500	2%
Intergovernmental Revenues	49,012	140	-	-	-	N/A
Fines and Forfeitures	-	-	-	-	-	N/A
Interest and Rentals	94,759	68,042	71,100	89,450	77,700	-13%
Other Financing Sources	-	-	-	-	-	N/A
Transfers from Other Funds	95,000	95,000	95,000	95,000	95,000	0%
Total Revenues	\$2,645,729	\$3,265,451	\$3,419,400	\$3,587,450	\$3,569,200	-1%
<b>Expenses</b>						
Personnel Services, Salaries	\$ 921,350	\$1,081,695	\$1,343,300	\$1,337,615	\$1,468,150	10%
Personnel Services, Benefits	226,127	239,849	288,100	281,575	312,050	11%
Purchased Professional Services	18,346	26,093	51,000	45,675	54,800	20%
Purchased Property Services	137,049	153,489	139,345	148,095	140,525	-5%
Other Purchased Services	30,872	31,586	51,000	41,775	54,250	30%
Supplies	210,680	238,759	276,675	344,800	357,700	4%
Special Projects	60,417	551	-	-	-	N/A
Contingency	-	-	36,330	36,330	40,000	10%
Operating Expenses	\$1,604,841	\$1,772,022	\$2,185,750	\$2,235,865	\$2,427,475	9%
Capital	189,392	31,404	485,050	452,425	1,242,300	175%
Transfer to General Fund	6,000	6,000	6,000	6,000	6,000	0%
Transfer to Debt Service Fund	718,788	731,883	742,600	735,200	740,600	1%
Debt Service	-	-	-	-	-	N/A
Total Expense	\$2,519,021	\$2,541,309	\$3,419,400	\$3,429,490	\$4,416,375	29%
<b>Excess (Deficiency) of</b>						
<b>Revenues over Expenditures</b>	<b>\$ 126,708</b>	<b>\$ 724,142</b>	<b>\$ -</b>	<b>\$ 157,960</b>	<b>\$ (847,175)</b>	<b>-636%</b>
<b>Ending Funds Available</b>	<b>\$ 2,907,560</b>	<b>\$ 3,631,702</b>	<b>\$ 3,631,702</b>	<b>\$ 3,789,662</b>	<b>\$ 2,942,487</b>	<b>-22%</b>
<b>Components of Funds Available</b>						
Assigned - Bldg & Equip Rep	\$1,094,241	\$1,094,241	\$1,000,000	\$1,000,000	\$1,000,000	0%
Assigned - CERF	-	5,700	11,400	17,100	27,400	60%
Assigned - Subsequent year	-	140,825	-	-	-	-
Committed - Operating Reserve	458,179	458,179	546,438	558,966	606,869	9%
Restricted - Bond Project Funds	60,018	-	-	-	-	N/A
Restricted - Community Center	1,295,122	1,932,758	2,073,864	2,213,596	1,308,218	-41%
	\$2,907,560	\$3,631,703	\$3,631,702	\$3,789,662	\$2,942,487	-22%

# Community Center Fund

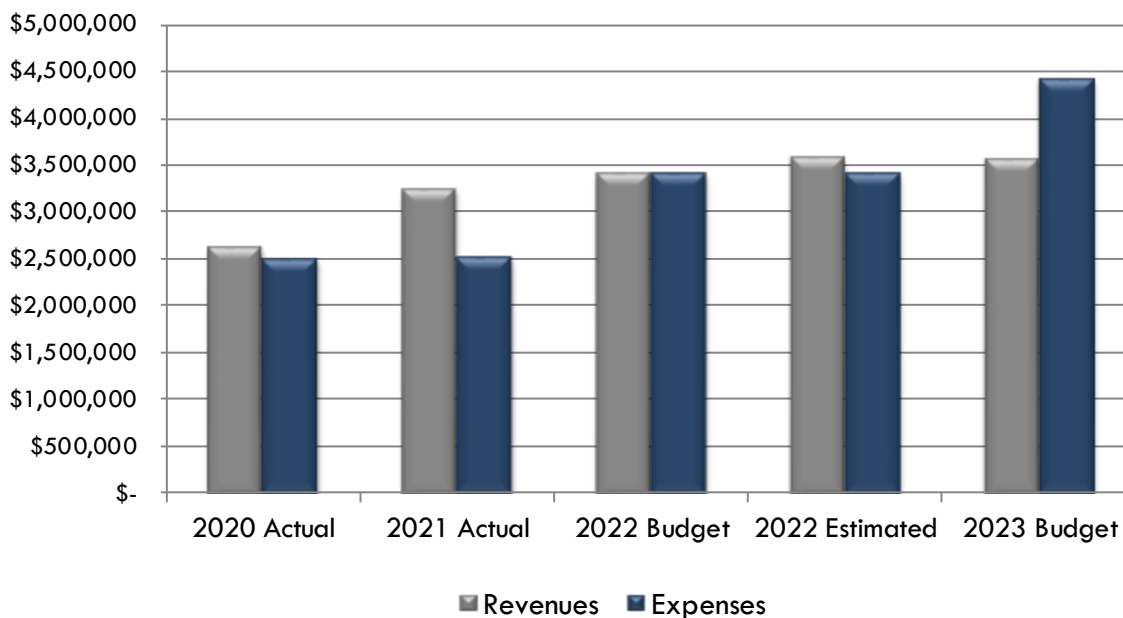
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## PURPOSE OF THE FUND

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 bonds were refinanced in 2019.

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

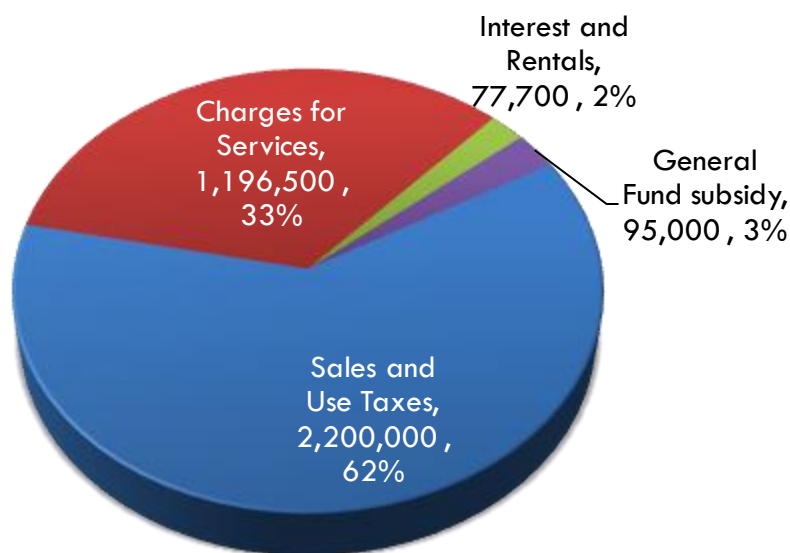


# Community Center Fund

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## Revenues

### 2023 Revenues - \$3.5 million



Community Center Fund revenues are budgeted at \$3.5 million in 2023. This reflects a 4% increase from the 2022 budgeted revenues but a decrease of 1% when compared to 2022 estimated revenues. Revenues are generated from both user fees and sales and use tax.

Sales and use tax revenues of \$2.20 million represent 62% of the overall revenues of the Community Center Fund in 2023 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 decrease 1% from estimated actuals for 2022.

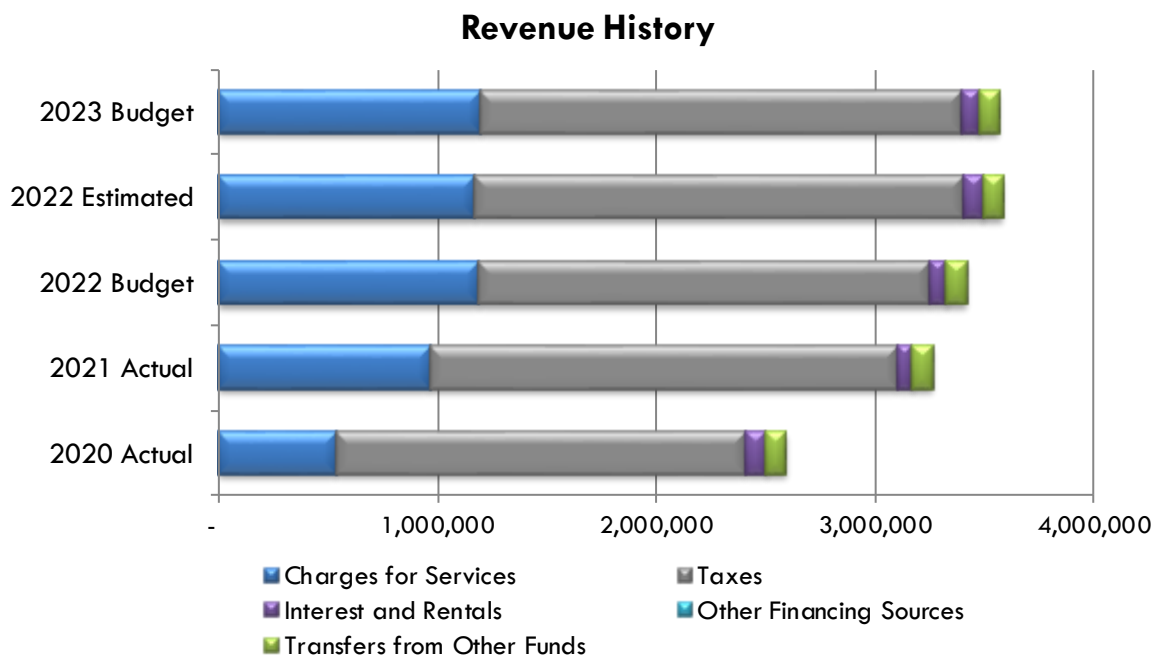
Charges for services of \$1.2 million represent 33% of the overall revenue and include pass sales, daily admission fees, registrations for various recreation program offerings, retail sales and concession/vending revenues. Charges for services are budgeted to increase 1% from the 2022 adopted budget and less than 2% from 2022 estimated revenues.

Revenues from rents on lands of \$27,700 represents lease revenues from the roof top lease for cellular equipment. The lease includes an annual escalation factor of 2.5%. Facility rental revenues are projected to increase 11%, but decrease 13% when compared to estimated actuals.

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

# Community Center Fund

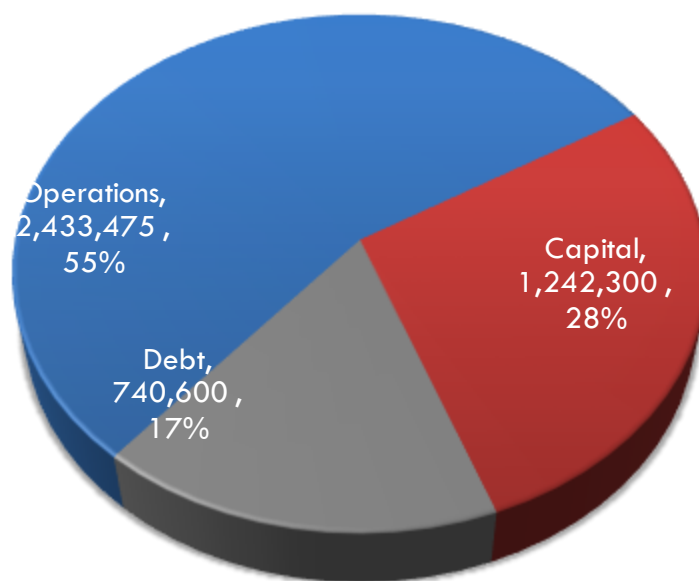
programs) prior to construction of the Community Center and which are now included in the Community Center Fund.



## Expenses

Community Center Fund expenses of \$4.4 million are budgeted to increase 29% from the 2022 budgeted expenses due to a one-time expense of installing a new water slide for the indoor pool

### 2023 Expenses - \$4.4 million



# Community Center Fund

EXPENSES BY PROGRAM	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Administration	456,024	497,191	599,675	604,700	652,775	8%
Aquatics	422,753	549,558	624,474	646,439	700,925	8%
Youth Activities	107,842	120,970	145,726	136,951	162,000	18%
Athletics	7,143	15,257	27,650	26,625	29,350	10%
Child Care	11,309	18,778	49,250	48,825	54,000	11%
Fitness/Wellness Programs	63,862	69,332	108,775	108,300	123,975	14%
Senior Programs	81,470	56,170	107,050	94,275	113,375	20%
Special Events & Marketing	-	9,608	39,650	34,000	37,975	12%
Building Maintenance	394,020	434,608	447,170	499,420	513,100	3%
Special Projects	60,417	551	-	-	-	N/A
Contingency	-	-	36,330	36,330	40,000	10%
Operating Expenses	\$1,604,840	\$1,772,022	\$2,185,750	\$2,235,865	\$2,427,475	9%
Capital Equipment	189,392	31,404	485,050	452,425	1,242,300	175%
Transfer to General Fund	6,000	6,000	6,000	6,000	6,000	0%
Transfer to Debt Service Fund	718,788	731,883	742,600	735,200	740,600	1%
Debt Service	(2)	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 2,519,018</b>	<b>\$ 2,541,309</b>	<b>\$ 3,419,400</b>	<b>\$ 3,429,490</b>	<b>\$ 4,416,375</b>	<b>29%</b>

Operational expenses of \$2.4 million are budgeted to increase 11% in 2022 and account for 55% of the overall Community Center Fund expenses. This increase reflects additional staff and contract labor, as well as increases in utility and fuel costs. This also reflects increases in pay for employees, minimum wage increases for part-time staff, and an increase in benefit costs. Contingency funds of \$40,000 are budgeted for unanticipated expenses.

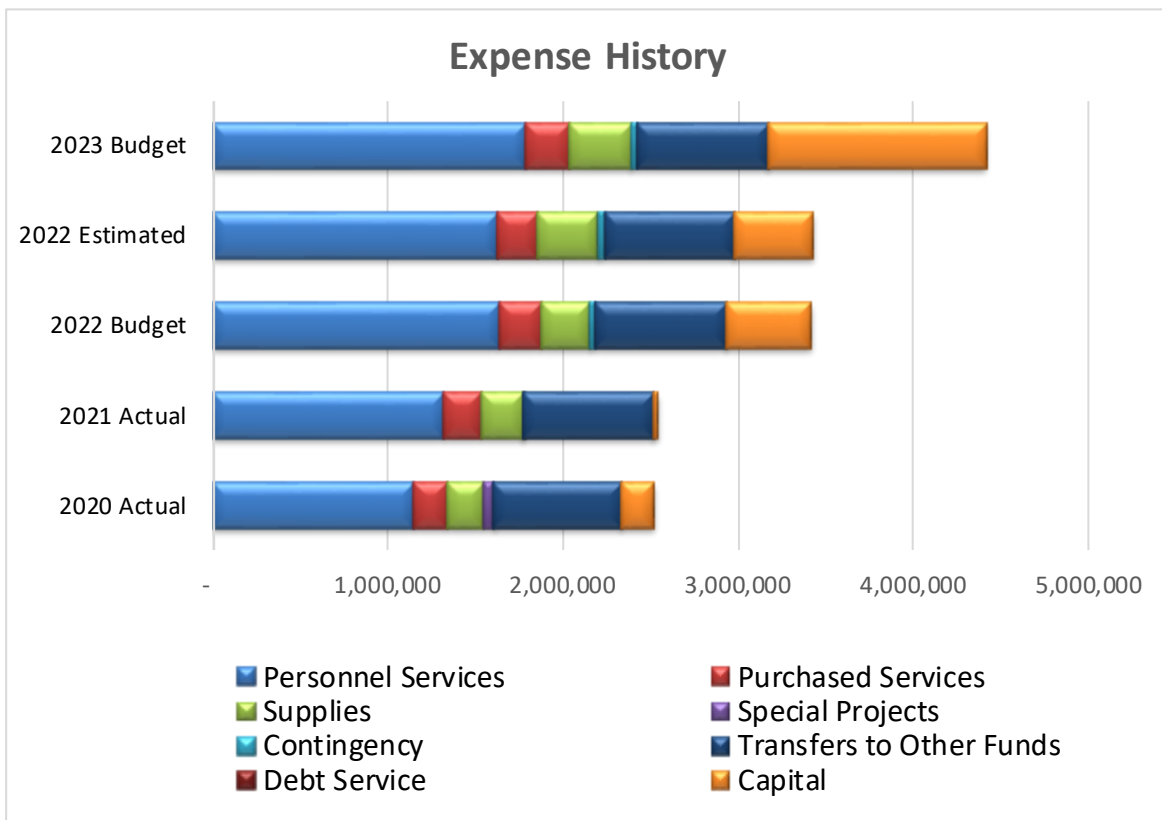
Capital equipment and project expenses of \$1.25 million account for 28% of the overall Community Center Fund expenses. These expenses fluctuate annually based on capital needs. The significant increase in capital expenses can be explained by a one-time use of fund balance that is restricted for building improvements, to install a new feature for the indoor pool, a new water slide. The following is a summary capital expenses included in the 2023 Budget.

# Community Center Fund

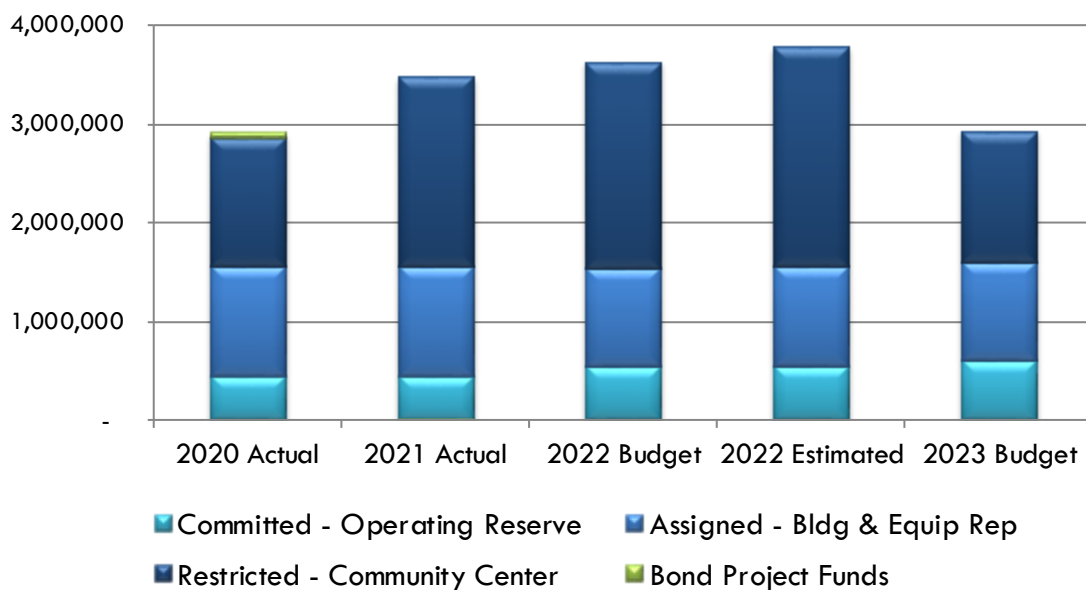
2023 FCC CAPITAL PROJECTS AND EQUIPMENT	
Description	Amount
Capital equipment	
Aquatics Program	
Pool Vacuum Replacement	\$7,000.00
Outdoor Pool Cover Replacement	\$15,000.00
Acid Feeder Replacement	\$7,000.00
Chlorine Feeder Replacement	\$11,500.00
Indoor Pool Diving Board Replacement	\$19,000.00
Fitness Program	
Assisted Dip Machine Replacement	\$7,800.00
Seated Leg Machine Replacement	\$10,000.00
Indoor Cycles - 4 Total Replacements	\$10,000.00
Building Maintenance	
Gym Divider Replacement	\$15,000.00
Building Maintenance Truck	\$55,000.00
Solar Panels	\$100,000.00
<b>Total Capital Equipment</b>	<b>\$257,300.00</b>
<b>Capital Projects</b>	
Aquatics Program	
Indoor Slide - New	\$850,000.00
Building Maintenance Program	
Locker Room Tile Replacement	\$100,000.00
Resurface Gym Floors	\$35,000.00
<b>Total Capital Projects</b>	<b>\$985,000.00</b>
<b>Total Capital Equipment and Projects</b>	<b>\$1,242,300.00</b>

Transfers to other funds of \$751,100 accounts for 17% of the overall expenses and include transfers to the Debt Service Fund for principal and interest payments of the bonds issued for the Community Center in the amount of \$745,100 and a transfer to the General Fund for grounds maintenance in the amount of \$6,000.

# Community Center Fund



## FUNDS AVAILABLE





# Community Center Fund

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Available funds of \$3.0 million include amounts assigned for facility and equipment replacement, vehicle (CERF) replacements, a 25% operational reserve and amounts not designated for any specific purpose.

Components of Available Funds include the following:

Restricted for Community Center - \$1,313,281 This amount represents funds available for Community Center use but not designated for any specific purpose.

Committed - Operating Reserve - \$605,856. This represents the operational reserve which is 25% of the current year operating expenses. The \$46,890 increase from the previous year is reflective of the increase in operation expenses.

Assigned - CERF (Vehicle replacement fund) - \$27,400 This represents the CERF reserve for future replacement of vehicles and is funded at \$10,300 annually.

Assigned Equipment/building replacement – \$1,000,000. Budget policies establish a building and equipment fund at \$1 million. In addition, 60% of 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 2023 Budget includes a market increase and a performance increase in wages for full time personnel, and a 10% increase in part-time wages due to changes to the minimum wage. The following chart shows the manhours for each program in the Community Center Fund. The staffing chart on the following page shows the total manhours budgeted for each program within the Community Center Fund.

# Community Center Fund

Community Center Fund Staffing Chart					
Hours Summary		2020 Actual	2021 Actual	2022 Budget	2023 Budget
<u>Administration</u>	Full time employees	6,550	6,214	6,240	6,240
	Part time employees	7,675	8,482	11,912	11,912
	Overtime	37	109	200	200
	Subtotal	14,263	14,805	18,352	18,352
<u>Aquatics</u>	Full time employees	4,386	4,506	4,160	4,160
	Part time employees	19,952	25,074	29,640	29,640
	Overtime	-	270	550	550
	Subtotal	24,338	29,850	34,350	34,350
<u>Youth Activities</u>	Full time employees	2,215	2,133	2,080	2,080
	Part time employees	2,063	1,892	2,652	2,952
	Overtime	-	-	25	25
	Subtotal	4,277	4,025	4,757	5,057
<u>Athletics</u>	Full time employees	-	80	-	-
	Part time employees	253	452	936	936
	Overtime	-	-	-	-
	Subtotal	253	532	936	936
<u>Child Care</u>	Full time employees	-	-	-	-
	Part time employees	959	1,312	3,380	3,380
	Overtime	12	26	75	75
	Subtotal	971	1,338	3,455	3,455
<u>Fitness/Wellness</u>	Full time employees	-	-	-	-
	Part time employees	2,640	2,433	3,306	3,306
	Overtime	9	7	-	-
	Subtotal	2,649	2,440	3,306	3,306
<u>Senior Programs</u>	Full time employees	2,237	1,643	2,080	2,080
	Part time employees	176	-	780	780
	Overtime	-	-	-	-
	Subtotal	2,413	1,643	2,860	2,860
<u>Special Events</u>	Full time employees	-	332	1,040	1,040
	Part time employees	-	-	-	-
	Overtime	-	-	-	-
	Subtotal	-	332	1,040	1,040
<u>Building Maintenance</u>	Full time employees	2,141	2,056	2,080	2,080
	Part time employees	2,291	2,303	2,496	2,496
	Overtime	63	100	100	100
	Subtotal	4,494	4,459	4,676	4,676
	Total Hours	53,657	59,424	73,732	74,032
	Total FTE Equivalents	25.80	28.57	35.45	35.59

# Community Center Fund

## Revenues

Revenues		2020	2021	2022	2022	2023	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b>TAXES</b>							
127-000-00-3131	City Sales Tax	1,369,041	1,569,569	1,558,000	1,634,350	1,650,000	1%
127-000-00-3132	Use Tax on Vehicles	350,340	421,112	400,000	415,000	400,000	-4%
127-000-00-3133	Use Tax on Bldg Materials	149,384	146,319	105,000	181,000	150,000	-17%
		1,868,765	2,137,000	2,063,000	2,230,350	2,200,000	-1%
<b>INTERGOVERNMENTAL REVENUES</b>							
127-000-00-3319	CVRF Grant	49,012	140	-	-	-	N/A
		49,012	140	-	-	-	N/A
<b>CHARGES FOR SERVICES</b>							
127-000-00-3471	Passes/Daily Admission	464,705	772,843	945,000	953,000	975,000	2%
127-000-00-3473	Retail Sales	4,319	9,276	7,200	14,150	10,000	-29%
127-000-00-3474	Concession/Vending	697	1,208	3,600	1,000	1,000	0%
127-000-00-3476	Program Registration Fees	68,468	181,258	234,000	204,000	210,000	3%
127-000-00-3485	Manpower	5	685	500	500	500	0%
		538,194	965,269	1,190,300	1,172,650	1,196,500	2%
<b>MISCELLANEOUS</b>							
127-000-00-3610	Interest	16,906	4,966	3,600	10,000	5,000	-50%
127-000-00-3611	Interest on Project Funds	344	-	-	-	-	N/A
127-000-00-3625	Rents on Lands	26,721	27,359	27,000	27,000	27,700	3%
127-000-00-3627	Facility Rental	19,110	34,228	40,500	51,350	45,000	-12%
127-000-00-3642	Recreation Donations	2,625	-	-	-	-	N/A
127-000-00-3680	Miscellaneous	-	-	-	-	-	N/A
127-000-00-3681	Cash Over/Short	(2,186)	386	-	-	-	N/A
127-000-00-3682	Refunds	31,239	1,103	-	1,100	-	-100%
		94,759	68,042	71,100	89,450	77,700	-13%
<b>OTHER FINANCING SOURCES</b>							
127-000-00-3910	Transfer from General Fund	95,000	95,000	95,000	95,000	95,000	0%
127-000-00-3960	Insurance payments	-	-	-	-	-	N/A
		95,000	95,000	95,000	95,000	95,000	0%
<b>TOTAL REVENUES</b>		<b>2,645,730</b>	<b>3,265,451</b>	<b>3,419,400</b>	<b>3,587,450</b>	<b>3,569,200</b>	<b>-1%</b>

# Community Center Fund

## Summary

Expenses		2020	2021	2022	2022	2023	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4111	Salaries, Administrative	404,262	417,517	446,525	446,525	478,625	7%
4119	Personnel Adjustments	-	-	6,750	6,750	9,100	35%
4120	Part Time	449,754	556,415	754,825	747,025	834,250	12%
4125	Contract Labor	62,783	89,574	115,500	118,540	124,500	5%
4130	Overtime	4,551	18,190	19,700	18,775	21,675	15%
		921,350	1,081,695	1,343,300	1,337,615	1,468,150	10%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	119,393	121,100	144,550	138,300	155,125	12%
4220	FICA Payroll Expense	52,828	61,240	75,875	75,625	82,850	10%
4221	Medicare Payroll Expense	12,355	14,322	17,850	17,825	19,500	9%
4230	Retirement Contribution	18,132	18,792	20,300	20,300	21,825	8%
4250	Unemployment Insurance	2,552	2,943	3,775	3,775	4,125	9%
4260	Workers Compensation Insurance	20,867	21,451	25,750	25,750	28,625	11%
		226,127	239,849	288,100	281,575	312,050	11%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	3,857	2,025	15,400	13,650	16,200	19%
4314	Red Cross Certification	2,705	4,119	3,000	4,500	5,000	11%
4343	Credit Card Processing Fees	10,051	16,880	23,000	23,000	25,000	9%
4345	Background Investigations	1,045	1,280	2,600	1,925	2,600	35%
4350	Entertainment	688	1,788	7,000	2,600	6,000	131%
		18,346	26,093	51,000	45,675	54,800	20%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4423	Pool Repair and Maintenance	-	-	-	-	-	N/A
4430	Service Contracts	27,213	30,826	35,750	44,500	31,750	-29%
4435	Fleet Maintenance Charges	4,300	4,275	3,595	3,595	3,775	5%
4438	IT Services	41,830	41,075	50,000	50,000	50,000	0%
4440	Building Maintenance	63,705	77,313	50,000	50,000	55,000	10%
		137,048	153,489	139,345	148,095	140,525	-5%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4520	Property Insurance	20,805	20,800	23,000	23,000	26,000	13%
4530	Telephone	2,530	2,468	2,700	2,700	2,700	0%
4550	Printing	-	399	1,000	775	1,500	94%
4553	Advertising and Promotion	4,727	7,814	6,750	2,050	6,500	217%
4580	Travel Activities	2,810	106	17,550	13,250	17,550	32%
		30,872	31,586	51,000	41,775	54,250	30%

# Community Center Fund

## Summary

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	2,499	1,964	2,000	3,000	2,000	-33%
4611	Postage	1,841	1,886	1,500	750	1,500	100%
4612	Supplies and Equipment	40,070	37,712	61,800	58,700	67,800	16%
4616	Chemicals	21,811	34,871	34,650	52,000	50,000	-4%
4620	Utilities	134,314	147,837	152,000	200,000	200,000	0%
4626	Fuel	1,870	2,666	1,525	4,500	4,500	0%
4630	Meeting/Appreciation Supplies	2,250	1,751	2,050	2,775	2,550	-8%
4642	Signs	-	-	-	-	-	N/A
4649	Repair and Maint. Supplies	1,059	2,283	10,000	11,500	10,000	-13%
4661	Uniforms	1,780	1,035	3,050	3,400	4,250	25%
4662	Safety Equipment	358	2,527	2,000	2,075	3,000	45%
4690	Supplies for Resale	2,827	4,228	6,100	6,100	12,100	98%
		210,679	238,759	276,675	344,800	357,700	4%
<b><u>CAPITAL EQUIPMENT</u></b>							
4720	Construction/Landscaping	-	-	-	-	135,000	N/A
4742	Mobile Equipment	-	-	-	-	55,000	N/A
4743	Furniture and Equipment	184,067	22,456	485,050	449,875	1,052,300	134%
4744	Computer Equipment	5,325	8,947	-	2,550	-	-100%
		189,392	31,404	485,050	452,425	1,242,300	175%
<b><u>SPECIAL PROJECTS</u></b>							
4825	Traffic Study/PROST Plan	24,449	551	-	-	-	N/A
4870	COVID Project expenses	35,968	-	-	-	-	N/A
		60,417	551	-	-	-	N/A
<b><u>CONTINGENCY</u></b>							
4850	Contingency	-	-	36,330	36,330	40,000	10%
		-	-	36,330	36,330	40,000	10%
<b><u>TRANSFER TO OTHER FUNDS</u></b>							
4915	Transfer to Debt Service Fund	718,788	731,883	742,600	735,200	740,600	1%
4950	Transfer to General Fund	6,000	6,000	6,000	6,000	6,000	0%
		724,788	737,883	748,600	741,200	746,600	1%
<b><u>DEBT SERVICE</u></b>							
4775	Bond Issuance Costs	-	-	-	-	-	N/A
4975	Underwriters Discount	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENSES</b>		<b>2,519,019</b>	<b>2,541,309</b>	<b>3,419,400</b>	<b>3,429,490</b>	<b>4,416,375</b>	<b>29%</b>

# Community Center Fund

## Administration

<b><u>EXPENDITURES</u></b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>	<b>2023</b>	<b>%</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>	<b>Chg.</b>
Personnel Services, Salaries	\$ 275,720	\$ 303,111	\$ 370,200	\$ 370,200	\$ 403,075	9%
Personnel Services, Benefits	72,417	76,366	84,600	84,600	102,300	21%
Purchased Professional Services	11,204	17,469	30,300	29,300	32,300	10%
Purchased Property Services	58,611	58,316	66,825	75,575	63,100	-17%
Other Purchased Services	25,952	29,913	31,400	26,675	29,150	9%
Supplies	12,120	12,017	16,350	18,350	22,850	25%
Operating Expenses	\$ 456,024	\$ 497,191	\$ 599,675	\$ 604,700	\$ 652,775	8%
Transfer to Debt Service Fund	718,788	731,883	742,600	735,200	740,600	1%
Transfer to General Fund	6,000	6,000	6,000	6,000	6,000	0%
Special Projects	60,417	551	-	-	-	N/A
Contingency	-	-	36,330	36,330	40,000	10%
Capital	5,325	23,060	-	2,550	-	-100%
Debt Service	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$1,246,554</b>	<b>\$1,258,685</b>	<b>\$1,384,605</b>	<b>\$1,384,780</b>	<b>\$1,439,375</b>	<b>4%</b>

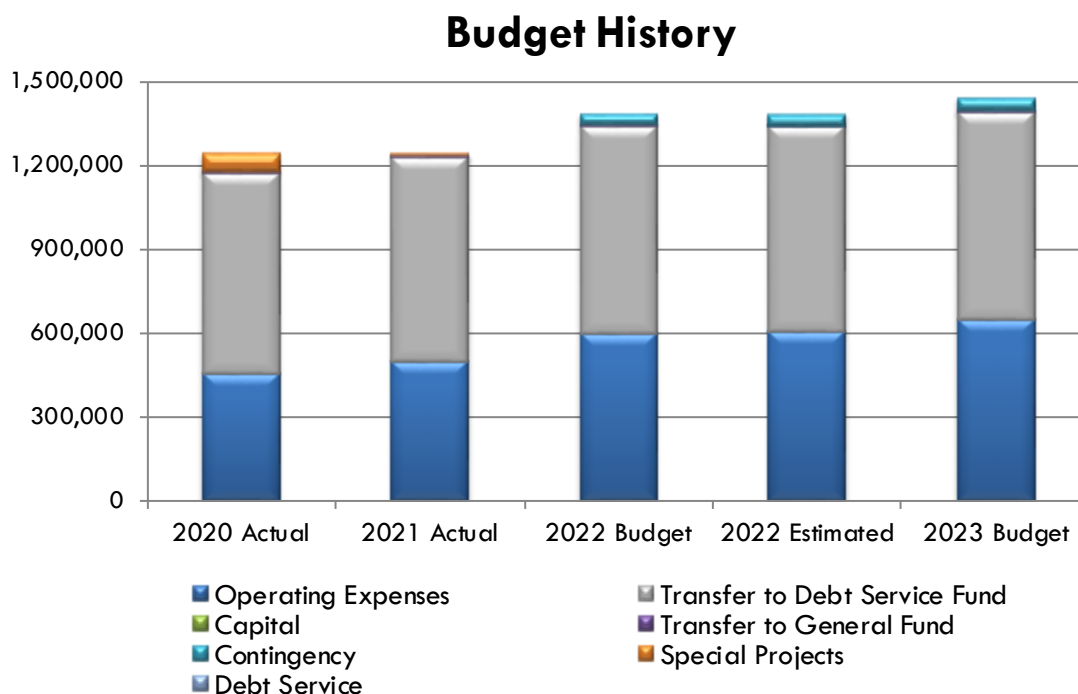
## **MISSION**

The Fruita Community Center provides recreational opportunities for youth, adults, seniors, and families. The Community Center 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.

# Community Center Fund

## Administration

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### **RESPONSIBILITIES**

- Provide general oversight of all activities at the Fruita Community Center, including scheduling, staffing, equipment repair and maintenance, outdoor grounds, room rentals, patron satisfaction etc.
- Conduct seasonal customer service trainings.
- Monitor the facility closely 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.

# Community Center Fund

## Administration

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### **PRIOR YEAR ACCOMPLISHMENTS**

- The Fruita Community Center experienced 93,463 visits from January through June. Visits in 2022 are tracking slightly under 2019, which is the year we are comparing to after the Pandemic.
- The Silver & Fit program continues but with just 14 active members. The majority of Silver & Fit members switched to Renew Active, which currently has 276 active members. These programs reimburse for each visit at \$3.20. Silver Sneakers reimbursement continues to be \$3.25 per visit (up to \$30 per month) with 392 active members. Silver Sneakers Prime membership gets reimbursed \$3.50 per visit (up to \$35 per month). Each year, a letter to request reimbursement visit increases is submitted.
- Facility rentals remained consistent throughout the year. The outdoor Yurt had a Mini Split HVAC unit installed to allow for cooling in the summer and heat for the winter to increase Yurt party rentals.
- The Mesa County Public Library continues to contribute about \$6,000 annually to offset their utility costs.
- Guest Services retail sales is projected to exceed anticipated revenue for 2022. Swim goggles, swim towels, and swim noodles continue to be the most sold items. Due to inflation, the cost to purchase supplies for resale has increased, which resulted in increased prices for towels, goggles, locks, and sunscreen.
- The Fruita Community Center continues to be the host site for many events. The FCC hosted: Fruita Area Chamber of Commerce Annual Dinner (February), Girls on the Run Race (May), Gemini Race After Hours Party (April), and Lifeline Health and Screening Expo. Planned Parks and Recreation events hosted at the FCC were: CARA Basketball Skills Challenge (January), Sweetheart 5K/10K (February), Easter Egg Scramble (April), FYAC Splash Bash (August), Dog Daze (September), Pumpkin Dunk (October), Cookies and Claus and Holiday Arts and Crafts Fair (December), and several Night at the FCC's.
- A Youth Scholarship Golf Tournament was established in April 2016. We will be hosting the 2022 YSGT in October. In previous years, these scholarship funds have been used to provide zero cost programs and summer passes to area youth who may not otherwise be able to participate in programs and visit the FCC otherwise.
- The Fruita Community Center hosted the Vaccine Mobile Bus each month starting in March.
- Switched the recreation software from RecTrac to Sportsmans software for better software support and better functionality.
- New Marketing Coordinator took over all marketing efforts for a seamless and cohesive marketing program
- Completed Emergenetics training for all Full-Time Recreation Staff



# Community Center Fund

## Administration

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### **GOALS**

- Improve communication to the Fruita area about facility offerings and availability and membership opportunities through fully utilizing all marketing avenues while focusing on delivering top notch customer service.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- Supplies for resale is budgeted to increase 98% due to creating of a Snack Bar for Guest Services fridge/food/drinks/supplies to eliminate vending machines and increase retail sales revenue.
- Credit card processing fees is budgeted to increase to cover costs of the added snack bar \$2,000
- Redistributed most of the Marketing budget to the actual department the funds will be used to market.
- Decreased Service contracts as the new Recreation Software is more cost effective as well as splitting the cost with the General Fund Recreation Budget.

# Community Center Fund

## Administration

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-22-4111	Salaries, Full time	178,689	186,224	190,900	190,900	205,000	7%
127-451-22-4119	Personnel Adjustments	-	-	6,750	6,750	9,100	35%
127-451-22-4120	Part Time	96,295	112,582	168,650	168,650	184,675	10%
127-451-22-4130	Overtime	736	4,305	3,900	3,900	4,300	10%
		275,720	303,111	370,200	370,200	403,075	9%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-22-4210	Health Insurance	42,646	44,100	46,600	46,600	61,200	31%
127-451-22-4220	FICA Payroll Expense	16,703	18,342	22,550	22,550	24,425	8%
127-451-22-4221	Medicare Payroll Expense	3,906	4,290	5,300	5,300	5,725	8%
127-451-22-4230	Retirement Contribution	8,020	8,391	8,600	8,600	9,250	8%
127-451-22-4250	Unemployment Insurance	807	881	1,100	1,100	1,200	9%
127-451-22-4260	Workers Comp Insurance	335	362	450	450	500	11%
		72,417	76,366	84,600	84,600	102,300	21%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-22-4310	Professional Development	1,078	358	7,000	6,000	7,000	17%
127-451-22-4343	Credit Card Fees	10,051	16,880	23,000	23,000	25,000	9%
127-451-22-4345	Background Investigations	75	231	300	300	300	0%
		11,204	17,469	30,300	29,300	32,300	10%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
127-451-22-4430	Service Contracts	15,581	17,116	16,250	25,000	12,250	-51%
127-451-22-4435	Fleet Maintenance Charge:	1,200	125	575	575	850	48%
127-451-22-4438	IT Services	41,830	41,075	50,000	50,000	50,000	0%
		58,611	58,316	66,825	75,575	63,100	-17%
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-22-4520	Property Insurance	20,805	20,800	23,000	23,000	26,000	13%
127-451-22-4530	Telephone	900	900	900	900	900	0%
127-451-22-4550	Printing	-	399	1,000	775	1,500	94%
127-451-22-4553	Advertising & Promotion	4,247	7,814	6,500	2,000	750	-63%
		25,952	29,913	31,400	26,675	29,150	9%
<b><u>SUPPLIES</u></b>							
127-451-22-4610	Office Supplies	2,361	1,946	2,000	3,000	2,000	-33%
127-451-22-4611	Postage	1,841	1,886	1,500	750	1,500	100%
127-451-22-4612	Supplies and Equipment	2,969	3,266	5,000	6,000	5,500	-8%
127-451-22-4630	Meeting/Appreciation Sup	1,707	690	750	1,500	750	-50%
127-451-22-4661	Uniforms	415	-	1,000	1,000	1,000	0%
127-451-22-4690	Supplies for Resale	2,827	4,228	6,100	6,100	12,100	98%
		12,120	12,017	16,350	18,350	22,850	25%
<b><u>CAPITAL EQUIPMENT</u></b>							
127-451-22-4742	Mobile Equipment	-	-	-	-	-	N/A
127-451-22-4743	Furniture and Equipment	-	14,112	-	-	-	N/A
127-451-22-4744	Computer Equipment	5,325	8,947	-	2,550	-	-100%
		5,325	23,060	-	2,550	-	-100%

# Community Center Fund

## Administration

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>SPECIAL PROJECTS</u></b>							
127-451-22-4825	PROST Master Plan	24,449	551	-	-	-	N/A
127-451-22-4870	COVID Project Expenses	35,968	-	-	-	-	N/A
		60,417	551	-	-	-	N/A
<b><u>CONTINGENCY</u></b>							
127-451-22-4850	Contingency	-	-	36,330	36,330	40,000	10%
		-	-	36,330	36,330	40,000	10%
<b><u>TRANSFERS TO OTHER FUNDS</u></b>							
127-451-22-4915	Transfer to Debt Service	718,788	731,883	742,600	735,200	740,600	1%
127-451-22-4930	Transfer to Capital Project	-	-	-	-	-	N/A
127-451-22-4950	Transfer to General Fund	6,000	6,000	6,000	6,000	6,000	0%
		724,788	737,883	748,600	741,200	746,600	1%
<b>TOTAL EXPENSES</b>		<b>1,246,554</b>	<b>1,258,685</b>	<b>1,384,605</b>	<b>1,384,780</b>	<b>1,439,375</b>	<b>4%</b>

# Community Center Fund

## Aquatics

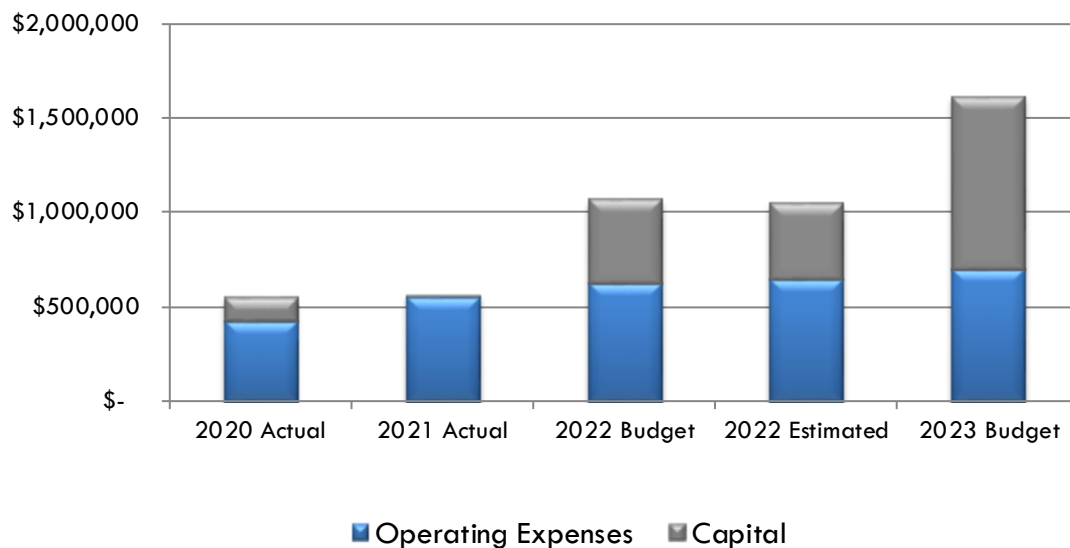
### EXPENDITURES

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Personnel Services, Salaries	\$ 331,838	\$ 432,557	\$ 497,100	\$ 499,540	\$ 544,800	9%
Personnel Services, Benefits	60,554	70,178	77,825	77,825	83,725	8%
Purchased Professional Services	3,183	4,459	5,300	6,650	7,300	10%
Purchased Property Services	-	-	-	-	-	N/A
Other Purchased Services	600	600	600	600	1,100	83%
Supplies	26,579	41,765	43,650	61,825	64,000	4%
Operating Expenses	\$ 422,754	\$ 549,559	\$ 624,475	\$ 646,440	\$ 700,925	8%
Capital	123,842	6,884	442,000	400,000	909,500	127%
<b>Total Expense</b>	<b>\$ 546,596</b>	<b>\$ 556,443</b>	<b>\$1,066,475</b>	<b>\$1,046,440</b>	<b>\$1,610,425</b>	<b>54%</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, 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.
- Hire and train new lifeguards and water safety instructors per Red Cross standards.
- 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. Monthly in-service trainings continue to be conducted with a focus on preventative action, rescues and first aid. We continued with additional weekly skill and fitness practice for lifeguards in order to meet our continuing training requirements as an American Red Cross facility. Periodic audits are conducted to test lifeguard skills.
- Multiple staff CPR/FA and Lifeguard Certifications were updated and renewed. Several dry-land and in water certification classes were completed. New lifeguards have been hired to fill vacant positions and several current lifeguards were promoted to pool managers.
- All records were maintained as required by the state and county health codes. Records were monitored, reviewed regularly, and adjusted to ensure water sanitation and safety are implemented. Our facility passed all inspections with no issues.
- The Aquatics department implemented a new software program (DigiQuatics) to build staff schedules, record chemical checks and post maintenance requests.
- Contracted with CEM Sales and Service to remove the existing Nemato Regenerative Media Indoor Pool Filter and replaced with a Neptune Benson Defender Regenerative Media Filter. This project was preventatively done since the Nemato company is out of business and replacement parts are no longer available.
- The indoor pool UV system was removed and replaced in May due to it reaching its life span expectancy.
- The hot tub UV system was removed and replaced in May due to it reaching its life span

# Community Center Fund

## Aquatics

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expectancy.

- The indoor pool Deck Drains were replaced.
- The Climbing wall panels were replaced
- Starting in the summer, the indoor and outdoor pool implemented a leisure swim closure to be in effect during swim lessons, water aerobics, and programmed swims. This allowed for the expansion of the swimming lessons space, which allowed us to accommodate students on wait lists for swimming lessons. The intense noise level has been vastly reduced to allow for higher quality swimming lessons and water aerobics classes with fewer distractions. This closure will continue year-round during Tuesday/Thursday evening swim lessons and Saturday morning swim lessons.
- With the additional capacities for swim lessons, the summer had a record number of group lessons with 768 registrations, up 145 participants from summer of 2021.

### **GOALS**

- Expand Aquatic program offers to include more options for adults, such as adult learn to swim classes, etc. Expand Aquatic program offerings and events (outside of swim lessons) for youth.
- Reduce the number of after-hour phone calls to the Aquatics Supervisor regarding chemical, pump, and feature-related issues.
- Reduce the amount of lifeguard hours of the Aquatics Supervisor and Aquatics Coordinator.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- Increases in Contract Labor and Red Cross Certifications to expand offerings and to have more Lifeguard and WSI classes.
- The cost of chemicals continues to increase, and expenses are budgeted to increase 44% in 2023 when compared to the prior year budget.
- There are significant capital equipment and capital projects included in the 2023 Budget. For aquatics, these include:
  - Replace Acid Feeder- \$7,000.00
  - Replace Chlorine feeder- \$11,500.00
  - Replace MaxiSweep Mobile Pool Vacuum- \$7,000

# Community Center Fund

## Aquatics

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- Replace Outdoor Pool Cover- \$15,000.00
- Diving Board Replacement - \$19,000.00
- Install new waterslide - \$850,000 (one time use of fund balance)

# Community Center Fund

## Aquatics

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-23-4111	Salaries, Full time	91,410	100,208	97,600	97,600	102,850	5%
127-451-23-4120	Part Time	238,734	321,108	387,000	387,000	425,450	10%
127-451-23-4125	Contract Labor	-	2,050	2,000	4,440	5,000	13%
127-451-23-4130	Overtime	1,694	9,190	10,500	10,500	11,500	10%
		331,838	432,557	497,100	499,540	544,800	9%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-23-4210	Health Insurance	16,915	18,283	19,200	19,200	19,700	3%
127-451-23-4220	FICA Payroll Expense	20,655	26,888	30,700	30,700	33,500	9%
127-451-23-4221	Medicare Payroll Expense	4,831	6,288	7,200	7,200	7,850	9%
127-451-23-4230	Retirement Contribution	4,100	4,500	4,400	4,400	4,650	6%
127-451-23-4250	Unemployment Insurance	999	1,294	1,500	1,500	1,650	10%
127-451-23-4260	Workers Comp Insurance	13,054	12,925	14,825	14,825	16,375	10%
		60,554	70,178	77,825	77,825	83,725	8%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-23-4310	Professional Development	328	278	1,700	1,700	1,700	0%
127-451-23-4314	Red Cross Certifications	2,705	4,119	3,000	4,500	5,000	11%
127-451-23-4345	Background Investigations	150	61	600	450	600	33%
		3,183	4,459	5,300	6,650	7,300	10%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
127-451-23-4423	Repair and Maintenance	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-23-4530	Telephone	600	600	600	600	600	0%
127-451-23-4553	Advertising	-	-	-	-	500	N/A
		600	600	600	600	1,100	83%
<b><u>SUPPLIES</u></b>							
127-451-23-4610	Office Supplies	-	-	-	-	-	N/A
127-451-23-4612	Supplies and Equipment	3,119	3,224	5,500	6,000	8,000	33%
127-451-23-4616	Chemicals	21,811	34,871	34,650	52,000	50,000	-4%
127-451-23-4630	Meeting/Appreciaton Sup	323	488	500	575	1,000	74%
127-451-23-4661	Uniforms	968	656	1,000	1,175	2,000	70%
127-451-23-4662	Safety Equipment	358	2,527	2,000	2,075	3,000	45%
		26,579	41,765	43,650	61,825	64,000	4%
<b><u>CAPITAL EQUIPMENT</u></b>							
127-451-23-4743	Furniture and Equipment	123,842	6,884	442,000	400,000	909,500	127%
		123,842	6,884	442,000	400,000	909,500	127%
<b>TOTAL EXPENSES</b>		<b>546,596</b>	<b>556,443</b>	<b>1,066,475</b>	<b>1,046,440</b>	<b>1,610,425</b>	<b>54%</b>



# Community Center Fund

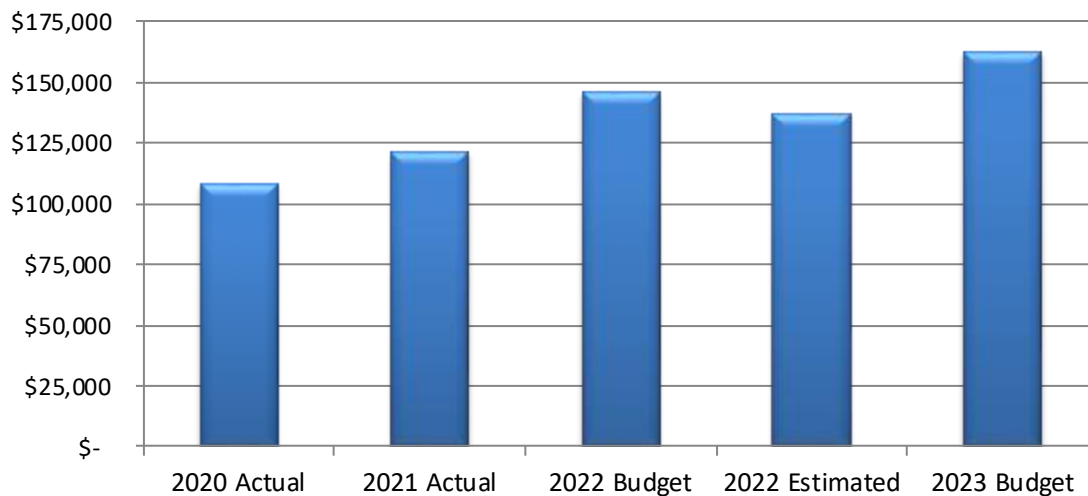
## Youth Activities

<b><u>EXPENDITURES</u></b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 70,880	\$ 76,915	\$ 88,175	\$ 88,275	\$ 101,750	15%
Personnel Services, Benefits	29,886	31,669	33,850	33,850	36,050	6%
Purchased Professional Services	2,048	3,214	7,700	3,525	6,700	90%
Other Purchased Services	300	418	3,500	3,550	4,000	13%
Supplies	4,727	8,753	12,500	7,750	13,500	74%
Operating Expenses	\$ 107,841	\$ 120,969	\$ 145,725	\$ 136,950	\$ 162,000	18%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 107,841</b>	<b>\$ 120,969</b>	<b>\$ 145,725</b>	<b>\$ 136,950</b>	<b>\$ 162,000</b>	<b>18%</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**

- 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.
- Facilitate Fruita Youth Action Council and lead DinoMites staff & campers as the Camp Director.
- Provides consistent and sustainable art programming.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Night @ The FCC is held four times per school year at the Fruita Community Center for 5th-7th grade students on Friday evenings from 7:00-10:00pm. Each event is themed and includes food, dancing, swimming, basketball and bump 'n' jump-type feature and continues to be a popular event for youth. Night @ The FCC was held 3 out of 4 times this past school year due to one (January) being cancelled due to rising COVID-19 numbers within the county. There were 166 attendees in 9/2021, 259 in 11/2021 and 272 in 3/2022 for a total of 697.
- This was another successful year for the DinoMites Summer Camp. DinoMites was able to accept 45 children (site at Shelledy) the first 6 weeks and 30 children (site at The FCC) the last two weeks which is the max capacities for Summer Camp. Enrollment was full most of the summer. Each week included activities, crafts, science experiments, swimming, and a walking field trip. We also had many guest speakers/presenters including Fruita PD, CPW, Lower Valley Fire District, Challenge Island Stem Challenge & BanjoCat LLC. Parents continue to register through RecTrac and a link to CampDoc is sent to their email to fill out all registration paperwork online. DinoMites Summer Camp brought in a revenue of \$34,250 and after cost recovery (staffing & supplies) DinoMites is projected to see a profit of \$7,250.
- DinoMites Day Camp attendance was also at max capacity all days offered in 2022 and is projected to continue throughout the year. A drop-in health inspection was completed in 3/2022 and 6/2022 and both had only one minor violation (considered zero violation as the Health Dept. Has to find at least one to improve upon thing each time and no major violations. This is a huge improvement within the DinoMites history (before 2020) and unheard of in child-care. The safety and wellbeing of the children are of utmost importance and DinoMites reflects these in the top notch care being given by DinoMites Staff/Camp Director.
- We continued to offer a variety of great art programming throughout the year. Our art program with Andrea from BanjoCat LLC is the mainstay with consistent numbers. For the Winter/Spring, we offered two six-week sessions. For Summer, we offered 3 days of art camp. We had 59 youth register for classes January-July. It is projected that we will have roughly 50-75 more youth register for the art programming in the Fall/Winter. We have

# Community Center Fund

## Youth Activities

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also expanded the offerings of art programming to adults and Andrea(BanjoCat) coordinates with the Senior Services Coordinator to program for the seniors. Andrea also holds special classes for FYAC and DinoMites.

### **GOALS**

- Continuously offer consistent & sustainable programs that the Fruita youth is currently interested in. For example, Spikeball, Hunter's Education Classes, family game nights and movie nights. These are just a few of the things the Fruita youth have stated they want and need.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- There is an increase in part-time labor to hire an additional Rec Leader 2 for Dinomites during the summer (budgeted at 32 hours per week for 10 weeks). As the program has continued to grow, this fills a need for additional staffing.

# Community Center Fund

## Youth Activities

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-24-4111	Salaries, Administrative	43,930	44,782	45,475	45,475	48,900	8%
127-451-24-4120	Part Time	26,950	25,647	38,150	38,150	47,250	24%
127-451-24-4125	Contract Labor	-	6,486	4,000	4,600	5,000	9%
127-451-24-4130	Overtime	-	-	550	50	600	1100%
		70,880	76,915	88,175	88,275	101,750	15%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-24-4210	Health Insurance	19,944	21,529	22,500	22,500	23,100	3%
127-451-24-4220	FICA Payroll Expense	4,341	4,310	5,250	5,250	6,000	14%
127-451-24-4221	Medicare Payroll Expense	1,015	1,008	1,225	1,225	1,425	16%
127-451-24-4230	Retirement Contribution	1,970	2,019	2,050	2,050	2,225	9%
127-451-24-4250	Unemployment Insurance	210	207	275	275	300	9%
127-451-24-4260	Workers Comp Insurance	2,406	2,595	2,550	2,550	3,000	18%
		29,886	31,669	33,850	33,850	36,050	6%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-24-4310	Professional Development	923	974	2,100	1,500	2,100	40%
127-451-24-4345	Background Investigations	437	453	600	425	600	41%
127-451-24-4350	Entertainment	688	1,788	5,000	1,600	4,000	150%
		2,048	3,214	7,700	3,525	6,700	90%
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-24-4530	Telephone	300	418	300	300	300	0%
127-451-24-4553	Advertising & Marketing	-	-	-	-	500	N/A
127-451-24-4580	Travel Activities	-	-	3,200	3,250	3,200	-2%
		300	418	3,500	3,550	4,000	13%
<b><u>SUPPLIES</u></b>							
127-451-24-4612	Supplies and Equipment	4,727	8,523	12,200	7,500	13,200	76%
127-451-24-4630	Meeting/Appreciation Supplies	-	229	300	250	300	20%
		4,727	8,753	12,500	7,750	13,500	74%
<b>TOTAL EXPENSES</b>		<b>107,841</b>	<b>120,969</b>	<b>145,725</b>	<b>136,950</b>	<b>162,000</b>	<b>18%</b>

# Community Center Fund

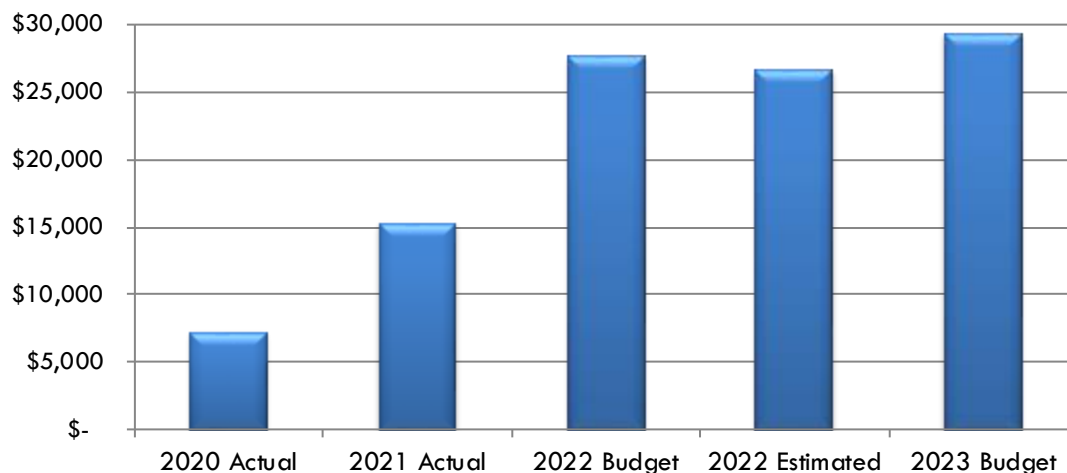
## Athletics

<b><u>EXPENDITURES</u></b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 4,255	\$ 12,830	\$ 20,025	\$ 20,025	\$ 21,325	6%
Personnel Services, Benefits	230	551	1,475	1,475	1,625	10%
Purchased Professional Services	305	277	600	375	600	60%
Other Purchased Services	-	-	250	50	500	900%
Supplies	2,353	1,599	5,300	4,700	5,300	13%
Operating Expenses	\$ 7,143	\$ 15,257	\$ 27,650	\$ 26,625	\$ 29,350	10%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 7,143</b>	<b>\$ 15,257</b>	<b>\$ 27,650</b>	<b>\$ 26,625</b>	<b>\$ 29,350</b>	<b>10%</b>

### **MISSION**

Athletic Programs provide the Fruita community with local, economical, organized sports opportunities at the Fruita Community Center 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 safety and the needs of participants, parents, and families are being met.

### **PRIOR YEAR ACCOMPLISHMENTS**

- The athletics department was able to go back to offering all its general programs without restrictions.
- The Nuggets Skills Challenge which is now known as CARA Basketball Challenge the community. We had 5 first place participants that had the option to go to Denver to compete in sectionals.
- Future Cats Camp was yet another success. This basketball camp has become one of our more popular programs and we were able to add an additional Summer camp in July on top of the one that we already offer in June.
- We continued to offer Junior Jammers and PeeWee soccer as a Summer option that was added in 2021. LTI- Speed and Agility camp is still offered year-round, however it is more popular in the Spring and Fall seasons.
- The adult basketball and volleyball programs continued. After a canceled Fall season for volleyball in 2021 due to low enrollments, we were able to bounce back and fill up our Spring season. Adult basketball had its highest interest in years for its Summer league.
- A new Adult program, Adult Martial Arts, was introduced. This gave another option for the adult aged demographic in the Fruita community.

### **GOALS**

- Evaluate all athletic and activity programs currently offered as well as new programs to ensure we are meeting the needs of the community by utilizing program evaluations
- Continue to find opportunities to bring in more adult program offerings

# Community Center Fund

## Athletics

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### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- There are no significant changes to the 2023 Athletics budget.

# Community Center Fund

## Athletics

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-25-4111	Salaries, Administrative	-	-	-	-	-	N/A
127-451-25-4120	Part Time	2,862	6,863	13,025	13,025	14,325	10%
127-451-25-4120	Contract Labor	1,393	5,967	7,000	7,000	7,000	0%
127-451-25-4130	Overtime	-	-	-	-	-	N/A
		4,255	12,830	20,025	20,025	21,325	6%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-25-4210	Health Insurance	-	-	-	-	-	N/A
127-451-25-4220	FICA Payroll Expense	179	429	825	825	900	9%
127-451-24-4221	Medicare Payroll Expense	42	100	200	200	225	13%
127-451-25-4230	Retirement Contribution	-	-	-	-	-	N/A
127-451-25-4250	Unemployment Insurance	9	21	50	50	50	0%
127-451-25-4260	Workers Comp Insurance	-	-	400	400	450	13%
		230	551	1,475	1,475	1,625	10%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-25-4310	Professional Development	-	-	100	275	100	-64%
127-451-25-4345	Background Investigations	305	277	500	100	500	400%
127-451-25-4350	Entertainment	-	-	-	-	-	N/A
		305	277	600	375	600	60%
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-25-4553	Advertising	-	-	250	50	500	900%
		-	-	250	50	500	100%
<b><u>SUPPLIES</u></b>							
127-451-25-4612	Supplies and Equipment	2,288	1,431	5,000	4,500	5,000	11%
127-451-25-4630	Meeting/Appreciation Supplies	65	169	300	200	300	50%
		2,353	1,599	5,300	4,700	5,300	13%
<b><u>CAPITAL</u></b>							
127-451-25-4743	Furniture and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENSES</b>		<b>7,143</b>	<b>15,257</b>	<b>27,650</b>	<b>26,625</b>	<b>29,350</b>	<b>10%</b>



# Community Center Fund

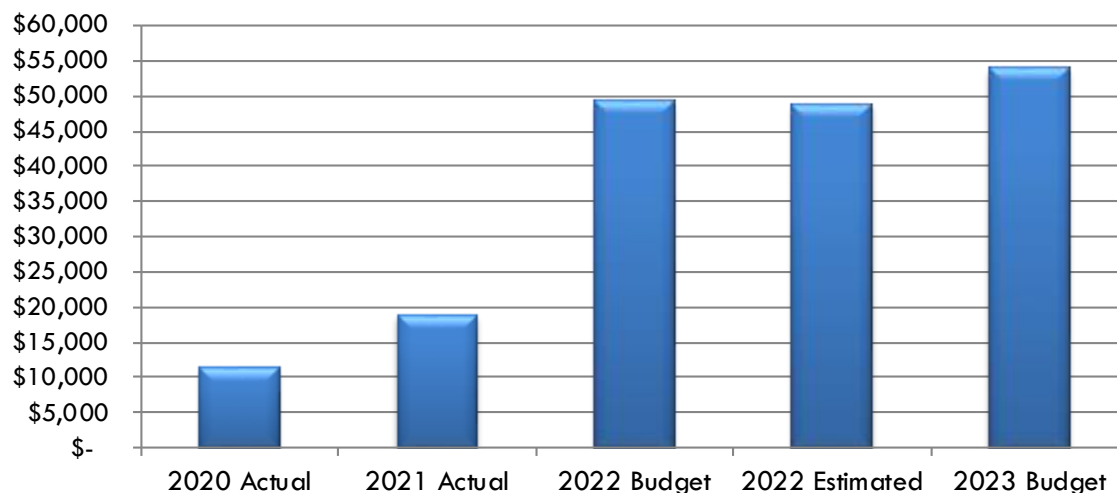
## Child Care

<b><u>EXPENDITURES</u></b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 10,234	\$ 17,113	\$ 43,925	\$ 43,500	\$ 48,300	11%
Personnel Services, Benefits	979	1,441	3,775	3,775	4,150	10%
Purchased Professional Services	30	75	300	300	300	0%
Supplies	66	149	1,250	1,250	1,250	0%
Operating Expenses	\$ 11,309	\$ 18,778	\$ 49,250	\$ 48,825	\$ 54,000	11%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 11,309</b>	<b>\$ 18,778</b>	<b>\$ 49,250</b>	<b>\$ 48,825</b>	<b>\$ 54,000</b>	<b>11%</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, therefore it is subsidized by 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.

### **Budget History**



# Community Center Fund

## Child Care

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### **RESPONSIBILITIES**

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 four part-time employees who help maintain a safe environment by tending to the children and ensuring all toys and surfaces are cleaned daily.

- 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.

### **PRIOR YEAR ACCOMPLISHMENTS**

- In 2021, RecRats resumed normal days and hours due to demand, resulting in an increase in use. We had a complete overhaul of staff and we now have 5 new employees who are excited to comprise the RecRat crew. All staff are in the process of completing their mandatory reporter training. For the first 7 months of 2022 we had zero incident reports. All schedules for cleaning have been updated and are being strictly followed.
  - 52–20-hour punch cards have been purchased
  - 13–40-hour punch cards have been purchased.
  - 41-1/2-hour drop in increments sold.
  - 47-1 - hour drop in increments sold.

### **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. Create schedules for employees to clean toys and surfaces.
- Have all new staff become mandatory reporters.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- There are no significant changes to the 2023 Child Care budget.

# Community Center Fund

## Child Care

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-26-4111	Salaries, Administrative	-	-	-	-	-	N/A
127-451-26-4120	Part Time	10,018	16,597	42,500	42,500	46,700	10%
127-451-26-4130	Overtime	216	516	1,425	1,000	1,600	60%
		10,234	17,113	43,925	43,500	48,300	11%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-26-4210	Health Insurance	-	-	-	-	-	N/A
127-451-26-4220	FICA Payroll Expense	645	1,069	2,725	2,725	3,000	10%
127-451-26-4221	Medicare Payroll Expense	151	250	650	650	725	12%
127-451-26-4230	Retirement Contribution	-	-	-	-	-	N/A
127-451-26-4250	Unemployment Insurance	31	51	150	150	150	0%
127-451-26-4260	Workers Comp Insurance	152	71	250	250	275	10%
		979	1,441	3,775	3,775	4,150	10%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-26-4310	Professional Development	30	-	200	200	200	0%
127-451-26-4345	Background Investigations	-	75	100	100	100	0%
		30	75	300	300	300	0%
<b><u>SUPPLIES</u></b>							
127-451-26-4610	Office Supplies	-	-	-	-	-	N/A
127-451-26-4612	Supplies and Equipment	66	149	1,000	1,000	1,000	0%
127-451-26-4661	Uniforms	-	-	250	250	250	0%
		66	149	1,250	1,250	1,250	0%
<b>TOTAL EXPENSES</b>		<b>11,309</b>	<b>18,778</b>	<b>49,250</b>	<b>48,825</b>	<b>54,000</b>	<b>11%</b>

# Community Center Fund

## Fitness/Wellness Programs

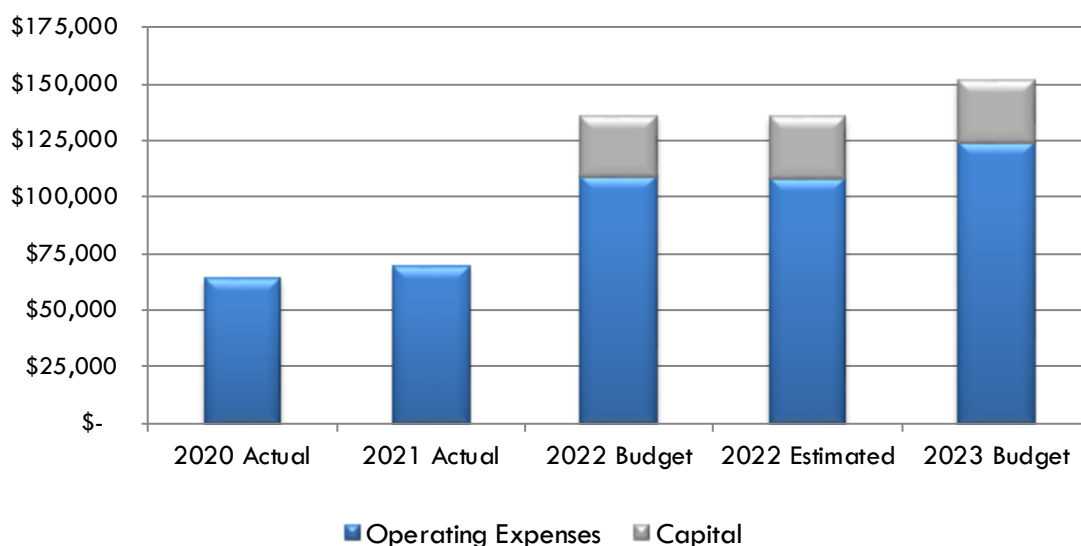
### **EXPENDITURES**

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Personnel Services, Salaries	\$ 55,348	\$ 61,322	\$ 94,800	\$ 94,800	\$ 105,850	12%
Personnel Services, Benefits	5,153	5,319	6,925	6,925	7,575	9%
Purchased Professional Services	1,318	302	2,500	2,600	3,300	27%
Other Purchased Services	-	150	150	150	650	333%
Supplies	1,893	2,239	4,400	3,825	6,600	73%
Operating Expenses	\$ 63,712	\$ 69,332	\$ 108,775	\$ 108,300	\$ 123,975	14%
Capital	-	-	27,050	27,050	27,800	3%
<b>Total Expense</b>	<b>\$ 63,712</b>	<b>\$ 69,332</b>	<b>\$ 135,825</b>	<b>\$ 135,350</b>	<b>\$ 151,775</b>	<b>12%</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 high-quality classes to patrons.
- Offer fitness classes and programs that the community wants. Monitor classes and programs to ensure that they are desired and not placing patrons at risk.
- Monitor all equipment within the fitness/wellness areas to make certain that it is mechanically safe and is being used in a safe manner. Purchase equipment or repair as needed based on community needs and emerging trends. 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 Coordinator, Silver Sneakers and Silver & Fit programmers to offer classes for the senior population that align with program requirements.
- 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.

### **PRIOR YEAR ACCOMPLISHMENTS**

- A quarterly maintenance schedule with Mountain Fitness Services to evaluate and repair all fitness equipment regularly has continued.
- Completed replacement of the Cybex Seated leg curl.
- A Free Motion Coach Bike was purchased and installed to keep up with industry trends. This is a virtual lead bike that keeps riders engaged during their workout.
- A Hip Abductor machine was purchased and installed to keep up with industry trends and address patron demands. This will supplement the existing weight equipment.
- Replacement of four Indoor Keiser Cycle Bikes begins an annual replacement program.

### **GOALS**

- Create a monthly fitness schedule that meets the needs of FCC patrons and supports industry trends.
- Develop new fitness programs to ensure offerings are meeting the needs of patrons.
- Work with marketing for existing programs (Personal Training, Nutrition, and Teen Weightlifting) to increase awareness and enrollment.

# Community Center Fund

## Fitness/Wellness Programs

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### **PERFORMANCE MEASURES**

- Continue to evaluate current offerings and look to better promote what we do have to increase awareness.
- Listen to the public on what new offerings they would like to see and find a way to offer while working within our current budget parameters.
- Utilize program assessments and patron surveys to determine needs and wants. Ensure that marketing is consistent and fully utilized.

### **BUDGET HIGHLIGHTS**

- Capital equipment purchases are budgeted to increase 3% from the prior year. The following equipment is scheduled to be replaced:
  - Replacement of 4 Keiser Bikes - \$10,000.00
  - Replacement of the Assisted Dip Machine - \$7,800.00
  - Replacement of the Seated Leg Press Machine - \$10,000.00
- Professional development is budgeted to increase to allow staff to obtain additional fitness certifications
- Increase in Supplies and Equipment to help replace a lot of the non-capital fitness equipment (free weights, mats, etc).

# Community Center Fund

## Fitness/Wellness Programs

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-27-4111	Salaries, Administrative	-	-	-	-	-	N/A
127-451-27-4120	Part Time	45,803	45,355	62,300	62,300	68,350	10%
127-451-27-4125	Contract Labor	9,324	15,311	32,500	32,500	37,500	15%
127-451-27-4130	Overtime	221	656	-	-	-	N/A
		55,348	61,322	94,800	94,800	105,850	12%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-27-4210	Health Insurance	-	-	-	-	-	N/A
127-451-27-4220	FICA Payroll Expense	2,975	3,014	3,900	3,900	4,250	9%
127-451-27-4221	Medicare Payroll Expense	696	705	925	925	1,000	8%
127-451-27-4230	Retirement Contribution	-	-	-	-	-	N/A
127-451-27-4250	Unemployment Insurance	144	145	200	200	225	13%
127-451-27-4260	Workers Comp Insurance	1,338	1,455	1,900	1,900	2,100	11%
		5,153	5,319	6,925	6,925	7,575	9%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-27-4310	Professional Development	1,292	119	2,200	2,200	3,000	36%
127-451-27-4345	Background Investigations	26	183	300	400	300	-25%
		1,318	302	2,500	2,600	3,300	27%
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-27-4530	Telephone	150	150	150	150	150	0%
127-451-27-4553	Advertising	-	-	-	-	500	N/A
		150	150	150	150	650	333%
<b><u>SUPPLIES</u></b>							
127-451-27-4610	Office Supplies	-	18	-	-	-	N/A
127-451-27-4612	Supplies and Equipment	1,807	2,137	4,000	3,200	6,000	88%
127451-27-4630	Meeting/Appreciation Supplies	86	83	100	150	100	-33%
127-451-27-4661	Uniforms	-	-	300	475	500	5%
		1,893	2,239	4,400	3,825	6,600	73%
<b><u>CAPITAL EQUIPMENT</u></b>							
127-451-27-4743	Furniture and Equipment	-	-	27,050	27,050	27,800	3%
		-	-	27,050	27,050	27,800	3%
<b>TOTAL EXPENSES</b>		<b>63,862</b>	<b>69,332</b>	<b>135,825</b>	<b>135,350</b>	<b>151,775</b>	<b>12%</b>

# Community Center Fund

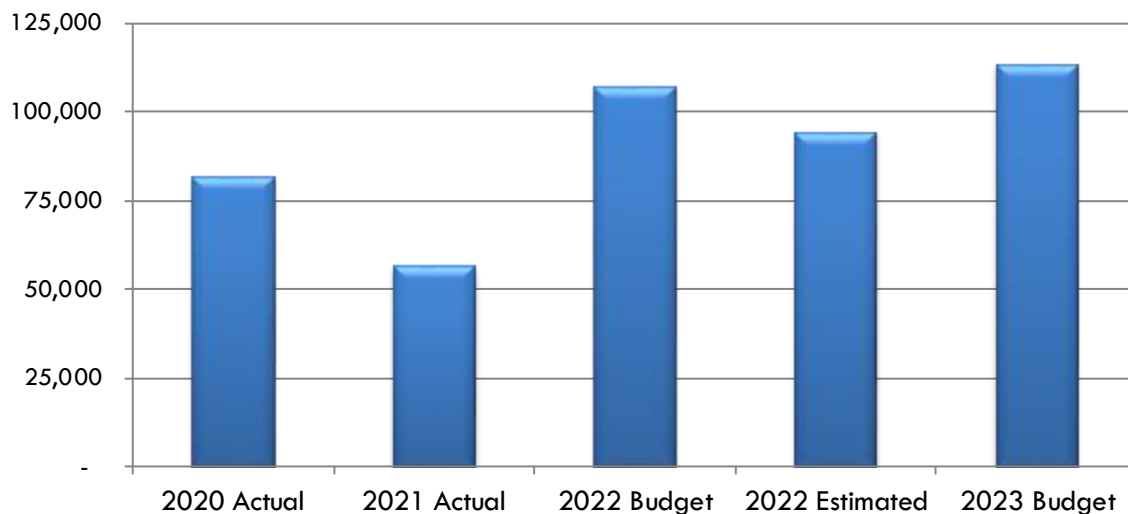
## Senior Programs

<b><u>EXPENDITURES</u></b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 48,870	\$ 35,253	\$ 56,200	\$ 48,400	\$ 60,725	25%
Personnel Services, Benefits	27,220	19,845	30,700	30,425	32,000	5%
Purchased Professional Services	155	148	2,900	1,550	2,900	87%
Purchased Property Services	-	-	-	-	-	N/A
Other Purchased Services	3,590	206	14,650	10,300	15,150	47%
Supplies	1,635	719	2,600	3,600	2,600	-28%
Operating Expenses	\$ 81,470	\$ 56,170	\$ 107,050	\$ 94,275	\$ 113,375	20%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 81,470</b>	<b>\$ 56,170</b>	<b>\$ 107,050</b>	<b>\$ 94,275</b>	<b>\$ 113,375</b>	<b>20%</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**

- 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.
- Work with Silver Sneakers/Silver and Fit staff to offer classes and social opportunities for the senior community to stay fit and active.

### **PRIOR YEAR ACCOMPLISHMENTS**

- FCC Senior Potlucks continued on a biweekly basis.
- Continued to work closely with different entities on providing FCC information and resources to the Western Slope seniors and/or families requests for services and information.
- Continue to oversee the Trail Host Program.
- Introduced Senior Art/Paint Class Programming in the Spring– which became immensely popular and successful for the entire year.
- Senior Day Trips resumed after a 2 year hold due to COVID Pandemic. This included:
  - Hiking/walking trips
  - Various Picnics
  - Moab Hummer Adventure
  - Ute Indian Museum and Fort Uncompahgre Learning Experience
  - River Rafting
  - Ouray sight-seeing Adventure
  - Palisade Peach Picking Adventure
  - Fall Color Viewing on the Mesa
  - Christmas Light Tours
- Programmed many informational and educational series and interactive seminars
- Meals on Wheels resumed in July.

### **GOALS**

- Increase the current senior offerings to be well rounded and inclusive of all senior ages and abilities. Continue to communicate with the Seniors to bring offerings that they would like

# Community Center Fund

## Senior Programs

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to see at the FCC. Start to build community relationships for local resources for our community.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- There are no significant changes to the 2023 Senior Programs budget when compared to the previous year.

# Community Center Fund

## Senior Programs

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-28-4111	Salaries, Administrative	46,506	35,253	44,400	44,400	47,725	7%
127-451-28-4120	Part Time	2,364	-	11,800	4,000	13,000	225%
127-451-28-4125	Contract Labor	-	-	-	-	-	N/A
127-451-28-4130	Overtime	-	-	-	-	-	N/A
		48,870	35,253	56,200	48,400	60,725	25%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-28-4210	Health Insurance	19,944	14,136	22,500	22,500	23,100	3%
127-451-28-4220	FICA Payroll Expense	2,891	2,103	3,500	3,250	3,775	16%
127-451-28-4221	Medicare Payroll Expense	676	492	825	800	900	13%
127-451-28-4230	Retirement Contribution	2,086	1,590	2,000	2,000	2,175	9%
127-451-28-4250	Unemployment Insurance	139	101	175	175	200	14%
127-451-28-4260	Workers Comp Insurance	1,484	1,423	1,700	1,700	1,850	9%
		27,220	19,845	30,700	30,425	32,000	5%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-28-4310	Professional Development	103	148	800	500	800	60%
127-451-28-4345	Background Investigations	52	-	100	50	100	100%
127-451-28-4350	Entertainment	-	-	2,000	1,000	2,000	100%
		155	148	2,900	1,550	2,900	87%
<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	100	300	300	300	0%
127-451-28-4553	Advertising	480	-	-	-	500	N/A
127-451-28-4580	Senior Travel Activities	2,810	106	14,350	10,000	14,350	44%
		3,590	206	14,650	10,300	15,150	47%
<b><u>SUPPLIES</u></b>							
127-451-28-4612	Supplies and Equipment	1,566	628	2,500	3,500	2,500	-29%
127-451-28-4630	Meeting Supplies	69	91	100	100	100	0%
127-451-28-4680	Refunds	-	-	-	-	-	N/A
		1,635	719	2,600	3,600	2,600	-28%
<b><u>CAPITAL EQUIPMENT</u></b>							
127-451-28-4743	Furniture and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENSES</b>		<b>81,470</b>	<b>56,170</b>	<b>107,050</b>	<b>94,275</b>	<b>113,375</b>	<b>20%</b>

# Community Center Fund

## Special Events

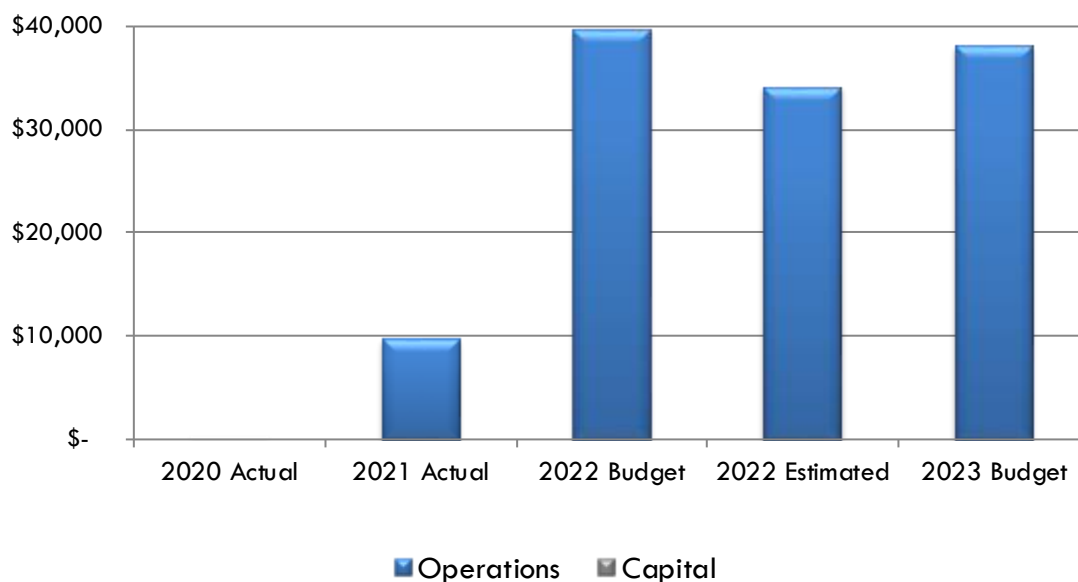
<b>EXPENDITURES</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ -	\$ 6,678	\$ 22,250	\$ 22,250	\$ 23,450	5%
Personnel Services, Benefits	-	2,353	14,750	8,500	8,625	1%
Purchased Professional Services	-	29	500	600	500	-17%
Purchased Property Services	-	-	-	-	-	N/A
Other Purchased Services	-	-	150	150	3,400	2167%
Supplies	-	548	2,000	2,500	2,000	-20%
Operating Expenses	\$ -	\$ 9,608	\$ 39,650	\$ 34,000	\$ 37,975	12%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ -</b>	<b>\$ 9,608</b>	<b>\$ 39,650</b>	<b>\$ 34,000</b>	<b>\$ 37,975</b>	<b>12%</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 at the Fruita Community Center include the Art Stroll at the Evening of Art, Easter Egg Scramble and Cookies and Clause.

The Fruita Community Center also hosts other 3<sup>rd</sup> party events such as the Rimrock Marathon Finish line, Fruita Area Chamber of Commerce Annual Dinner, Dog Dayz, Night at the FCC and the Holiday Arts and Crafts Fair.

### Budget History



# Community Center Fund

## Special Events

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### **RESPONSIBILITIES**

- Provide high quality free and low-cost activities and Special Events throughout the year that bring the community together.
- Create clear communication that reaches our community to notify them of programs, activities, and opportunities the Fruita Community Center has to offer.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Increased marketing and information availability of special events to the community via social media, paid advertising, new radio show, and redesign of bi-weekly email newsletters.
- Gathered data from a variety of departments to create a new fee structure for 3<sup>rd</sup> party Special Events.
- Easter Egg Scramble had over 140 participants in two waves of kids participating
- Cookies & Claus will be held in December with a professional Santa and is expected to have a large crowd of participants with activities that include writing letters to Santa and enjoying cookies.

### **GOALS**

- Implement new fee structure for 3<sup>rd</sup> party Special Events that recovers costs for event support the City of Fruita provides and creates structure for the application process.
- Grow our audience for both social media and newsletters communication.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- \$3,250, that was previously in the FCC Administration Program for advertising, is moved to the Special Events and Marketing Program for next year.

# Community Center Fund

## Special Events

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-29-4111	Salaries, Administrative	-	6,678	22,250	22,250	23,450	5%
127-451-29-4120	Part Time	-	-	-	-	-	N/A
127-451-29-4125	Contract Labor	-	-	-	-	-	N/A
127-451-29-4130	Overtime	-	-	-	-	-	N/A
		-	6,678	22,250	22,250	23,450	5%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-29-4210	Health Insurance	-	1,524	11,250	5,000	4,925	-2%
127-451-29-4220	FICA Payroll Expense	-	413	1,400	1,400	1,475	5%
127-451-29-4221	Medicare Payroll Expense	-	96	325	325	350	8%
127-451-29-4230	Retirement Contribution	-	301	1,025	1,025	1,075	5%
127-451-29-4250	Unemployment Insurance	-	20	75	75	75	0%
127-451-29-4260	Workers Comp Insurance	-	-	675	675	725	7%
		-	2,353	14,750	8,500	8,625	1%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-29-4310	Professional Development	-	29	400	500	400	-20%
127-451-29-4345	Background Investigations	-	-	100	100	100	0%
127-451-29-4350	Entertainment	-	-	-	-	-	N/A
		-	29	500	600	500	-17%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
127-451-29-4441	Facility Rentals	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-29-4530	Telephone	-	-	150	150	150	0%
127-451-29-4553	Advertising	-	-	-	-	3,250	N/A
		-	-	150	150	3,400	2167%
<b><u>SUPPLIES</u></b>							
127-451-29-4612	Supplies and Equipment	-	548	2,000	2,500	2,000	-20%
127-451-29-4630	Meeting/Appreciation Supplies	-	-	-	-	-	N/A
		-	548	2,000	2,500	2,000	-20%
<b><u>CAPITAL EQUIPMENT</u></b>							
127-451-29-4743	Furniture and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENSES</b>		-	<b>9,608</b>	<b>39,650</b>	<b>34,000</b>	<b>37,975</b>	<b>12%</b>

# Community Center Fund

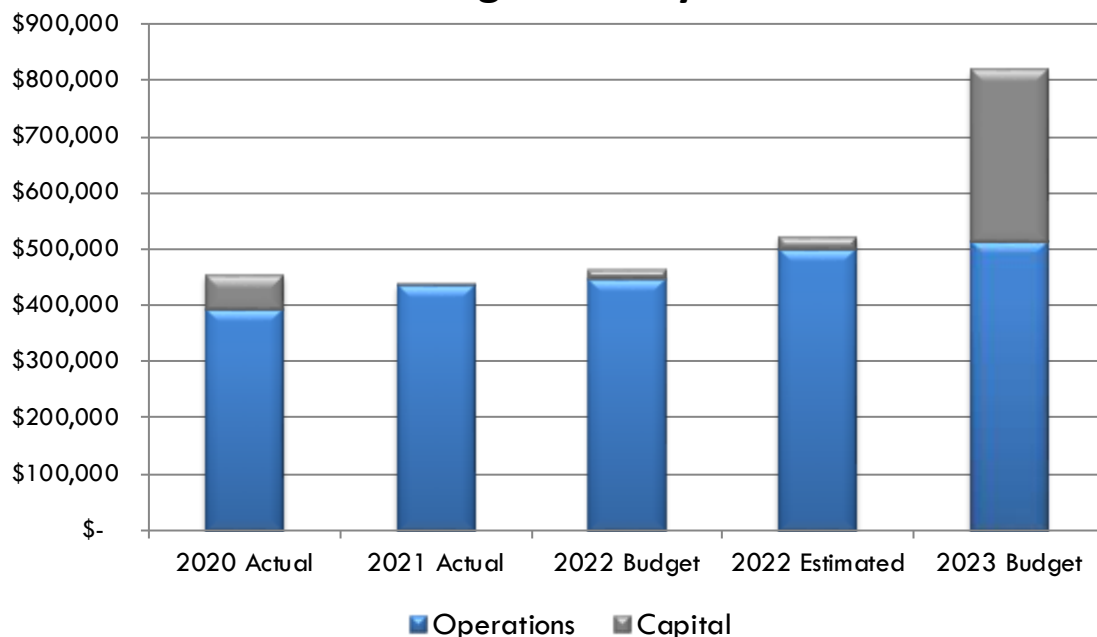
## Building Maintenance

<b><u>EXPENDITURES</u></b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 124,206	\$ 135,917	\$ 150,625	\$ 150,625	\$ 158,875	5%
Personnel Services, Benefits	29,687	32,128	34,200	34,200	36,000	5%
Purchased Professional Services	103	119	900	775	900	16%
Purchased Property Services	78,437	95,173	72,520	72,520	77,425	7%
Other Purchased Services	280	300	300	300	300	0%
Supplies	161,307	170,971	188,625	241,000	239,600	-1%
Operating Expenses	\$ 394,020	\$ 434,608	\$ 447,170	\$ 499,420	\$ 513,100	3%
Capital	60,225	1,460	16,000	22,825	305,000	1236%
<b>Total Expense</b>	<b>\$ 454,245</b>	<b>\$ 436,068</b>	<b>\$ 463,170</b>	<b>\$ 522,245</b>	<b>\$ 818,100</b>	<b>57%</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 Fruita Community Center was closed for Maintenance Week October 10-October 16. During the facility closure staff will work on projects that include general deep cleaning, carpet cleaning, fitness equipment deep cleaning and maintenance
- The outdoor Yurt had a Mini Split HVAC unit installed to allow for cooling in the summer and heat for the winter to increase Yurt party rentals.
- The continuation of two daytime custodians has made a significant impact on cleanliness of the facility. We are continuing to do a mid-day cleaning of the locker rooms in addition to daily cleaning of fitness equipment and frequently touched surfaces. The promotion of one daytime custodian resulted in a vacancy that has been difficult to fill. The absence of the second person has created a noticeable decrease in cleaning standards.
- A request for State bid pricing for janitorial supplies was approved and implemented with significant savings.
- TK Elevator maintenance contract has moved to Gold Level with increased support and coverage.
- Purchased new C3 Touch Free Cleaning machine and iScrub Floor Cleaning machine to



# Community Center Fund

## Building Maintenance

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maintain cleanliness standards.

- The domestic boiler pumps were preventatively upgraded to Grundfos Pumps for better efficiency.

### **GOALS**

- Maintain high standards of cleanliness, safety, and security at the Fruita Community Center by fully utilizing the work order system to respond, prioritize and resolve work orders.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

### **BUDGET HIGHLIGHTS**

- There is a significant increase in utility costs for the Fruita Community Center based upon estimated actuals for 2022. Utilities are budgeted to increase 32% from the 2022 Budget and will remain flat compared to estimated amounts for 2022. This is because the additional increase (on top of the 2022 amount) may be absorbed through credits from owning solar panels on the facility.
- Fuel is budgeted to increase 195% compared to the 2022 Budget, this is based on both increased costs of fuel and estimated actuals for 2022.
- Included in the 2023 Budget is the purchase of the solar panels located at the FCC (previously owned by a third-party company). This purchase will lead to revenue generated back to the Fruita Community Center or costs savings on utility costs. The purchase is budgeted at \$100,000.
- Additional capital equipment and capital projects in the Building Maintenance budget include:
  - Replacement of Gym Divider - \$15,000.00
  - Redo Gym Floors with new lines and logo - \$35,000.00
  - Locker room Tile - \$100,000
  - Replacement of the FCC-Building Maintenance Truck - \$55,000

# Community Center Fund

## Building Maintenance

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-54-4111	Salaries, Administrative	43,727	44,372	45,900	45,900	50,700	10%
127-451-54-4120	Part Time	26,728	28,263	31,400	31,400	34,500	10%
127-451-54-4125	Contract Labor	52,067	59,761	70,000	70,000	70,000	0%
127-451-54-4130	Overtime	1,684	3,522	3,325	3,325	3,675	11%
		124,206	135,917	150,625	150,625	158,875	5%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-54-4210	Health Insurance	19,944	21,529	22,500	22,500	23,100	3%
127-451-54-4220	FICA Payroll Expense	4,438	4,672	5,025	5,025	5,525	10%
127-451-54-4221	Medicare Payroll Expense	1,038	1,093	1,200	1,200	1,300	8%
127-451-54-4230	Retirement Contribution	1,955	1,991	2,225	2,225	2,450	10%
127-451-54-4250	Unemployment Insurance	214	224	250	250	275	10%
127-451-54-4260	Workers Comp Insurance	2,098	2,620	3,000	3,000	3,350	12%
		29,687	32,128	34,200	34,200	36,000	5%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-54-4310	Professional Development	103	119	900	775	900	16%
		103	119	900	775	900	16%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
127-451-54-4430	Service Contracts	11,632	13,709	19,500	19,500	19,500	0%
127-451-54-4435	Fleet Maintenance	3,100	4,150	3,020	3,020	2,925	-3%
127-451-54-4440	Building Maintenance	63,705	77,313	50,000	50,000	55,000	10%
127-451-54-4452	Drainage Fees	-	-	-	-	-	N/A
		78,437	95,173	72,520	72,520	77,425	7%
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-54-4530	Telephone	280	300	300	300	300	0%
		280	300	300	300	300	0%
<b><u>SUPPLIES</u></b>							
127-451-54-4610	Office Supplies	138	-	-	-	-	N/A
127-451-54-4612	Supplies and Equipment	23,528	17,806	24,600	24,500	24,600	0%
127-451-54-4620	Utilities	134,314	147,837	152,000	200,000	200,000	0%
127-451-54-4626	Fuel	1,870	2,666	1,525	4,500	4,500	0%
127-451-54-4642	Signs	-	-	-	-	-	N/A
127-451-54-4649	Repair & Maint Supplies	1,059	2,283	10,000	11,500	10,000	-13%
127-451-54-4661	Uniforms	398	379	500	500	500	0%
		161,307	170,971	188,625	241,000	239,600	-1%
<b><u>CAPITAL</u></b>							
127-451-54-4720	Construction/Improvements	-	-	-	-	135,000	N/A
127-451-54-4743	Furniture and Equipment	60,225	1,460	16,000	22,825	115,000	404%
127-451-54-4744	Mobile Equipment	-	-	-	-	55,000	N/A
		60,225	1,460	16,000	22,825	305,000	1236%
<b>TOTAL EXPENSES</b>		<b>454,245</b>	<b>436,068</b>	<b>463,170</b>	<b>522,245</b>	<b>818,100</b>	<b>57%</b>

# Capital Projects Fund

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# Capital Projects Fund

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# Capital Projects Fund

## SUMMARY

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>Beginning Funds</u></b>	\$ 410,014	\$ 284,709	\$ 285,355	\$ 285,355	\$ 285,355	0%
<b><u>Revenues</u></b>						N/A
Intergovernmental Revenue	\$ 351,351	\$ 192,674	\$ 3,760,000	\$ 34,750	\$ 2,819,000	8012%
Development Impact Fees	161,561	6,401	325,900	167,000	208,900	25%
Interest and Rents	10,386	645	-	-	-	N/A
Donations	-	-	90,000	-	90,000	N/A
Transfers from Other Funds	616,971	1,046,632	7,025,200	3,245,675	3,097,850	-5%
Total Revenues	\$1,140,269	\$ 1,246,352	\$11,201,100	\$ 3,447,425	\$ 6,215,750	80%
<b><u>Expenses</u></b>						
Miscellaneous Projects	\$ -	\$ -	\$ 825,000	\$ 50,000	\$ 1,338,000	2576%
Street Improvements	903,354	1,147,339	5,597,400	2,381,400	3,750,000	57%
Drainage Improvements	-	-	242,000	105,000	-	-100%
Building Improvements	-	-	1,300,000	700,000	-	-100%
Parks and Open Space	362,220	98,367	1,455,000	211,025	1,156,350	448%
Contingency	-	-	1,800,000	-	-	N/A
Total Expenses	\$1,265,574	\$ 1,245,706	\$11,219,400	\$ 3,447,425	\$ 6,244,350	81%
<b><u>Excess (Deficiency) of Revenues over Expenditures</u></b>	\$ (125,305)	\$ 646	\$ (18,300)	\$ -	\$ (28,600)	N/A
<b><u>Ending Funds Available</u></b>	\$ 284,709	\$ 285,355	\$ 267,055	\$ 285,355	\$ 256,755	-10%
<b><u>Components of Funds Available</u></b>						
Restricted for POST	\$ 10,264	\$ 10,397	\$ 10,397	\$ 10,397	\$ 10,397	0%
Restricted for streets/drainage	168,336	168,848	150,548	168,848	140,248	-17%
Unassigned	106,109	106,110	106,110	106,110	106,110	0%
	\$ 284,709	\$ 285,355	\$ 267,055	\$ 285,355	\$ 256,755	-10%

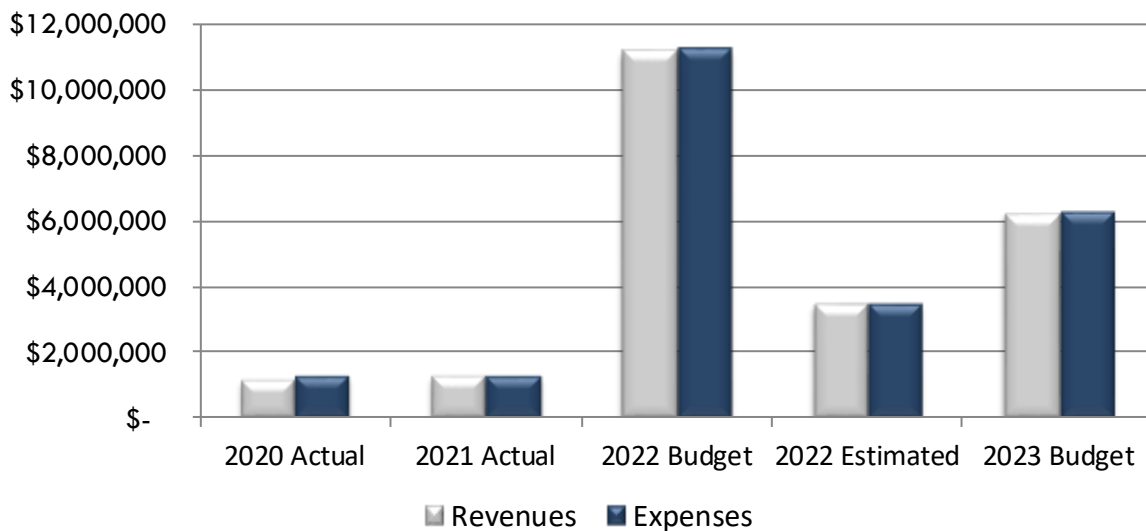
# Capital Projects Fund

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## 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

Revenues of \$6.2 million in the 2023 Capital Projects Fund Budget are primarily from transfers from other funds and grants from other entities. Other revenue sources include development fees, and donations.

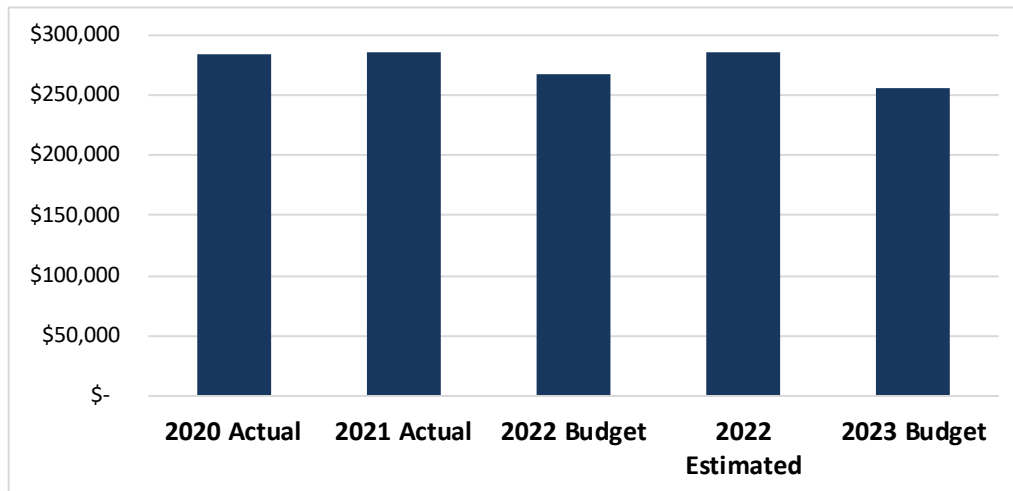
### Expenses

There are a number of individual projects in the 2023 budget which are detailed in the following pages, including several projects that have been reappropriated from the prior year (purple headers). The most significant projects in 2023 are the construction of the multi-modal improvements to S. Mesa Street (\$2.1 million), and Reed Park improvements (\$950,000), and the Middle-Mile Broadband Construction (\$738,000).

# Capital Projects Fund

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## FUNDS AVAILABLE



The 2023 Budget includes the use of \$28,600 in available funds restricted for streets for the 16 Road Rail Crossing project. The estimated available funds at December 31, 2023 is \$256,755. Of these funds, \$150,645 are restricted for specific uses and \$106,110 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 Engineering Department for the engineering, design and management of capital projects.

# Capital Projects Fund Summary

Revenues		2020	2021	2022	2022	2023	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b><u>INTERGOVERNMENTAL REVENUES</u></b>							
3319	Federal Grant	-	-	325,000	-	599,000	84%
3340	Energy Office Grant	-	-	-	-	70,000	N/A
3342	Energy Impact Grant	337,047	-	725,000	25,000	364,000	-50%
3345	CDOT Grant	14,304	192,674	1,760,000	9,750	1,736,000	-1%
3346	GOCO Grant	-	-	900,000	-	-	-100%
3371	Mesa County Grants	-	-	50,000	-	50,000	0%
3375	AGNC Grant	-	-	-	-	-	N/A
		351,351	192,674	3,760,000	34,750	2,819,000	-25%
<b><u>FINES, FORFEITS AND ASSESSMENTS</u></b>							
3550	Special Assessments	1,523	-	-	-	-	N/A
3555	Development Impact Fees	160,038	6,401	325,900	167,000	208,900	-36%
		161,561	6,401	325,900	167,000	208,900	-36%
<b><u>INTEREST AND RENTS</u></b>							
3610	Interest on deposits	10,386	645	-	-	-	N/A
		10,386	645	-	-	-	N/A
<b><u>DONATIONS</u></b>							
3641	Donations	-	-	90,000	-	90,000	0%
		-	-	90,000	-	90,000	0%
<b><u>TRANSFERS FROM OTHER FUNDS</u></b>							
3910	Transfer from General Fund	598,286	991,457	6,217,400	3,063,375	2,603,700	-58%
3911	Transfer from Sewer Fund	-	-	300,000	-	-	-100%
3913	Transfer from Devils Canyon Fund	18,685	25,175	-	-	-	N/A
3916	Transfer from CTF	-	30,000	407,800	182,300	394,150	-3%
3919	Transfer from Public Places Fund	-	-	100,000	-	100,000	0%
		616,971	1,046,632	7,025,200	3,245,675	3,097,850	-56%
<b><u>OTHER FINANCING SOURCES</u></b>							
3950	Sale of Property	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL REVENUES</b>		<b>1,140,269</b>	<b>1,246,352</b>	<b>11,201,100</b>	<b>3,447,425</b>	<b>6,215,750</b>	<b>-45%</b>



# Capital Projects Fund Summary

## Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>MISCELLANEOUS PROJECTS</b>							
707-77	EV Charging Station	-	-	125,000	-	150,000	N/A
708-77	Downtown Improvements	-	-	500,000	50,000	450,000	800%
710-77	Broadband Connections	-	-	200,000	-	738,000	N/A
		-	-	825,000	50,000	1,338,000	2576%
<b>STREET IMPROVEMENTS</b>							
732-77	Maple Street Improvements	-	256,911	430,300	-	-	N/A
733-77	Sidewalk Replacement	29,367	-	-	-	-	N/A
734-77	Mesa Street Improvements	-	-	-	-	2,150,000	N/A
735-77	Overlay Program	200,465	177,221	242,200	285,200	300,000	5%
736-77	Business Park - 16 Rd Rail Crossing	-	6,401	190,000	28,600	390,000	1264%
737-77	K.4 Road	626,229	-	-	-	-	N/A
742-77	Hwy 340 Roundabouts	18,685	289,273	-	-	-	N/A
743-77	Pine Street Bridge	-	92,095	2,124,900	2,032,800	-	-100%
744-77	Fremont Street	-	-	410,000	-	410,000	N/A
745-77	J.2 Road Improvements	-	-	-	-	-	N/A
746-77	Maple Street Bridge	-	-	2,200,000	31,000	100,000	223%
748-77	Traffic Circulation Plan	6,623	79,861	-	-	-	N/A
749-77	Fremont Street Design	21,985	245,577	-	3,800	-	-100%
750-77	19 Road Improvements	-	-	-	-	400,000	N/A
		903,354	1,147,339	5,597,400	2,381,400	3,750,000	57%
<b>DRAINAGE IMPROVEMENTS</b>							
763-77	Drainage Improvements	-	-	242,000	105,000	-	-100%
		-	-	242,000	105,000	-	-100%
<b>BUILDING IMPROVEMENTS</b>							
783-77	Civic Center Improvements	-	-	1,300,000	700,000	-	-100%
		-	-	1,300,000	700,000	-	-100%
<b>PARK AND OPEN SPACE IMPROVEMENTS</b>							
790-77	Kokopelli Trail	337,047	-	-	-	-	N/A
792-77	Trails	-	43,663	90,000	8,725	90,000	932%
795-77	Reed Park Improvements	-	-	1,315,000	152,300	950,000	524%
796-77	Bike Park Improvements	-	-	50,000	50,000	-	-100%
800-77	Prospector Park Improvements	-	-	-	-	66,350	N/A
803-77	Park Improvements	-	-	-	-	50,000	N/A
841-77	Big Salt Wash Trail	25,173	54,704	-	-	-	N/A
		362,220	98,367	1,455,000	211,025	1,156,350	448%
<b>CONTINGENCY</b>							
700-77	Contingency	-	-	1,800,000	-	-	N/A
		-	-	1,800,000	-	-	N/A
<b>TOTAL EXPENDITURES</b>		<b>1,265,574</b>	<b>1,245,706</b>	<b>11,219,400</b>	<b>3,447,425</b>	<b>6,244,350</b>	<b>81%</b>

# Capital Projects Fund

EV Charging Station - Project #130-707-77 (Reappropriated from 2022)					
	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget
<b>Revenues</b>					
3340 Colorado Energy Office Grant	\$ -	\$ -	\$ -	\$ -	\$ 70,000
3910 Transfer from General Fund	-	-	125,000	-	80,000
Total Revenues	\$ -	\$ -	\$ 125,000	\$ -	\$ 150,000
<b>Expenses</b>					
4730 Construction	\$ -	\$ -	\$ 125,000	\$ -	\$ 25,000
4743 Equipment	-	-	-	-	125,000
Total Expenses	\$ -	\$ -	\$ 125,000	\$ -	\$ 150,000

## **Project Description**

This project includes purchase and installation of two Electric Vehicle Charging Stations at the Fruita Civic Center. The project includes the cost of electrical upgrades to install the charging stations, and two stations that can charge an electric vehicle in 45 minutes to one hour. The City of Fruita was awarded a \$70,000 grant from the Colorado Energy Office to help with this project, and also was awarded the opportunity to participate in the Electric Vehicle Infrastructure Supply program, where Xcel Energy will pay for all of the electric upgrades needed for the project.

## **Purpose and Need**

There are currently no Electric Vehicle Charging Stations in the City of Fruita. The installation of these two stations will provide access to fast charging to both Fruita residents and travelers.

## **History and Current Status**

This project was initially included in the 2022 budget but was delayed for several reasons. Delays included shipping delays in receiving the charging stations, and the design for the electric upgrades at the Civic Center was significantly delayed and took over six months to complete.

## **Schedule**

January – April 2023: Receive equipment, complete electric upgrades at the Civic Center, and facilitate installation of the charging stations in the North Parking Lot.

## **Operating Budget Impact**

The General Fund includes \$25,000 budgeted for revenues received from user fees of the Charging Stations. It is estimated that these revenues will offset the increased costs of utilities (\$25,000 estimated expenses in the non-departmental program of the General Fund). The City does not anticipate other operating budget impacts for 2023.

# Capital Projects Fund

## Mulberry Outdoor Dining Improvements - Project #130-708-77

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget
<b>Revenues</b>					
3319 ARPA Funds	\$ -	\$ -	\$ 225,000	\$ -	\$ 225,000
3342 Energy Impact Grant	-	-	25,000	25,000	-
3910 Transfer from General Fund	-	-	150,000	25,000	125,000
3919 Transfer from Public Places Fund	-	-	100,000	-	100,000
Total Revenues	\$ -	\$ -	\$ 500,000	\$ 50,000	\$ 450,000
<b>Expenses</b>					
4335 Design & Engineering	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -
4730 Construction	-	-	450,000	-	450,000
Total Expenses	\$ -	\$ -	\$ 500,000	\$ 50,000	\$ 450,000

### **Project Description**

This project is reappropriated from the 2022 budget. This project includes the design and construction of outdoor improvements to Mulberry St. from just north of Aspen Ave. to the alley (approximately 125 feet). Improvements may include lighting, signage, amenities and furnishings, bike parking, landscape improvements, hardscape improvements, and unique multi-use covered canopy/ concert structure.

### **Purpose and Need**

In 2020, the City constructed a temporary space for open air gathering when occupancy limitations were in place due to the pandemic. As a result, the public has stated interest in this becoming a permanent closure for the purpose of gathering, concert programing, additional capacity for festivals, and seating options for outdoor dining and gathering. The City received a Rural Economic Development Initiative (REDI) grant bring the total design budget to \$50,000.

### **History and Current Status**

The City Council, staff, and Design Workshop have been working on completing the final design of the space throughout 2022. The City anticipates going out to bid for the project and completing construction in 2023.

### **Schedule**

Design of the space will be complete in early 2023. From there, staff will administer a bid process for a contractor, and it is anticipated that construction of the project will be occur and be complete in summer of 2023.

### **Operating Budget Impact**

There will be some operational costs with cleaning and trash service.

# Capital Projects Fund

Middle-Mile Broadband Project - #130-710-77 (Reappropriated)					
	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget
<b>Revenues</b>					
3319 Federal ARPA Funds	\$ -	\$ -	\$ 100,000	\$ -	\$ 374,000
3342 Energy Impact Grant	-	-	100,000	-	364,000
Total Revenues	\$ -	\$ -	\$ 200,000	\$ -	\$ 738,000
<b>Expenses</b>					
4730 Construction	\$ -	\$ -	\$ 200,000	\$ -	\$ 738,000
4741 Land Acquisition	-	-	-	-	-
Total Expenses	\$ -	\$ -	\$ 200,000	\$ -	\$ 738,000

## **Project Description**

This project is reappropriated from the 2022 budget and includes additional funding. This project involves creating a lateral connection to an internet fiber line that currently exists along I-70 and is operated by Region 10, and constructing a “Carrier Neutral Location” (“CNL”) facility that will host the connection. The CNL will allow the City of Fruita to have an access point to the gigabyte internet service, and private providers will be able to connect to the location and then (if interested) build fiber broadband to homes and businesses in Fruita. The network will be open access and available to multiple providers and will also create a redundant connection for City facilities.

## **Purpose and Need**

By creating a lateral connection to an existing fiber line, and building a CNL, this will create a “middle mile” connection that would allow private internet service providers and the City of Fruita the ability to connect to gigabyte internet services.

## **History and Current Status**

In 2016, Fruita voters gave the City of Fruita authority to implement broadband related projects by opting out of Co. Senate Bill 05-152. Shortly after, a Broadband Plan was completed for Mesa County in 2017, identifying the need for additional and redundant internet service in the City. It is estimated that a complete build of a broadband fiber network would cost a private provider around \$10-12 million, but creating this access point, would reduce costs. In May of 2022, the City of Fruita was awarded a DOLA Energy Impact Assistance Grant of \$364,000 to help with the costs of this project.

## **Schedule**

The project will be put out to bid toward the end of 2022. It is estimated that construction will occur through the summer of 2023.

## **Operating Budget Impact**

It is expected that ongoing costs, at least for this portion of the project, will include utilities and electrical costs for the Carrier Neutral Location.

# Capital Projects Fund

S. Mesa Street Revitalization Project #130-734-77						
	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	
<b>Revenues</b>						
3345 CDOT Grant	\$ -	\$ -	-	\$ -	\$ 1,736,000	
3910 Transfer from General Fund	-	-	-	-	414,000	
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ 2,150,000	
<b>Expenses</b>						
4335 Engineering and Design	\$ -	\$ -	-	\$ -	\$ -	
4730 Construction	-	-	-	-	2,150,000	
4741 Land Acquisition	-	-	-	-	-	
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ 2,150,000	

## **Project Description**

This project makes several improvements to S. Mesa Street between Circle Park and Highway 6&50. These improvements will create a transportation corridor that safely accommodates all modes of travel by creating a safe, slow-speed road for pedestrians, bikes, and vehicles. Safety improvements include converting on-street parallel parking to diagonal parking to increase the number of parking spots, consolidating some of the access drives, constructing continuous sidewalks, adding planting islands to drive accesses to enhance the streetscape, and replacing deteriorating sewer line (sewer component of this project is located the Sewer Fund budget). This project is funded through a \$1.7 million grant from the Colorado Department of Transportation's ("CDOT") Revitalizing Main Street Program, and a transfer from the General Fund.

## **Purpose and Need**

The current condition of S. Mesa Street is poor as far as street rating and vehicular and pedestrian safety. To determine street rating, the City uses a Pavement Surface Evaluation Rating ("PASER") system to assess the condition of all City streets. Despite repairs, this portion of S. Mesa Street has a rating of 5 out of 10. In addition to the road and safety improvements, this project includes replacing 600 linear feet for vitrified clay and Orangeburg sewer line that is bad conditions.

## **History and Current Status**

This is the second phase of the Downtown Streetscapes Improvement Plan, which was adopted in 2012.

## **Schedule**

Final design with CDOT will occur early in 2023. After the design is complete, the City can go to bid for the project and construction can begin after that. The City anticipates approximately 4 months for construction.

## **Operating Budget Impact**

This project will not have a direct impact on the operating budget but may help reduce future maintenance costs associated with these infrastructure assets.

# Capital Projects Fund

## Overlay Program - Project #130-735-77

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget
<b>Revenues</b>					
3910 Transfer from General Fund	\$ 200,465	\$177,221	\$ 242,200	\$ 285,200	\$ 300,000
Total Revenues	\$ 200,465	\$177,221	\$ 242,200	\$ 285,200	\$ 300,000
<b>Expenses</b>					
4730 Construction	\$ 200,465	\$177,221	\$ 242,200	\$ 285,200	\$ 300,000
Total Expenses	\$ 200,465	\$177,221	\$ 242,200	\$ 285,200	\$ 300,000

### **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 in various locations to be determined prior to bidding the project and based on the Pavement and Surface Evaluation Rating (PASER) scores. The following streets have been tentatively identified for overlay in 2023:

- S. 18.5 Road (Frontage Road to I Road)
- Pisces Circle
- E. Sunset Drive (N. Mesa Street to Applewood)
- 17 Road (from W. Sunset to Orchard Ridge)

### **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 PASER ratings 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 2017 and 2020 Fruita Community Surveys identified the quality of City streets and sidewalks as the areas that should receive the most emphasis.

### **Schedule**

Bid: May

Construction: 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

16 Road Rail Crossing - Project #130-736 (Reappropriated 2021 Project)					
	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget
<b>Revenues</b>					
2473 FB - Restricted for streets	\$ -	\$ -	\$ 18,300	\$ -	\$ 28,600
3371 Mesa County Grant	-	-	50,000	-	50,000
3555 Development Impact Fees	-	6,401	121,700	-	121,700
3910 Transfer from General Fund	-	-	-	28,600	189,700
Total Revenues	\$ -	\$ 6,401	\$ 190,000	\$ 28,600	\$ 390,000
<b>Expenses</b>					
4335 Engineering and Design	\$ -	\$ 6,401	\$ -	\$ 28,600	\$ -
4730 Construction	-	-	190,000	-	390,000
Total Expenses	\$ -	\$ 6,401	\$ 190,000	\$ 28,600	\$ 390,000

## **Project Description**

The current crossing of the Union Pacific Railroad at 16 Road consists of the main line tracks that have concrete panels and a spur that serves the business park with timber panels. In 2017, the city overlaid 16 Road up to the railroad right of way and in 2019, CDOT overlaid Highway 6 & 50 including widening the throat of 16 Road. That leaves a section of road approximately 125-ft long that is narrow and in poor condition. Additionally, the timber panels make for a rough ride at the crossing and are only 32-ft in width. The improved road section for 16 Road is 36-ft of asphalt. The plan is to remove the timber panels and replace them with 48-ft of concrete panels. The existing concrete panels on the main line tracks will be extended by 16-ft so that both tracks have 48-ft of panel width. The crossing gates will be relocated to accommodate the new width and new asphalt.

## **Purpose and Need**

The City has focused on making improvements to the Industrial Park with previous projects include the paving of Railroad Ave., construction of the Greenway Drive Bridge, and extending a trail connection into the park. This project improves the park and will make it more appealing for new business as well as provide a safer rail crossing for the existing businesses in the park.

## **History and Current Status**

This project was initially included in the 2021 Budget. The City is working with the Union Pacific Railroad (UPRR) on design of the improvements across the railroad. The design was completed in 2022 and a budget amendment was approved based on revised estimated of constructions. The City is waiting on scheduling of improvements by UPRR.

## **Schedule**

It is anticipated that this project will be complete by summer 2023.

## **Operating Budget Impact**

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

# Capital Projects Fund

Pine St. Bridge - Project #130-743-77 (Reappropriated 2021 Project)					
	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget
<b>Revenues</b>					
3555 Development Impact Fees	\$ -	\$ -	\$ 147,000	\$ 147,000	\$ -
3910 Transfer from General Fund	-	92,095	1,977,900	1,885,800	-
Total Revenues	\$ -	\$ 92,095	\$ 2,124,900	\$ 2,032,800	\$ -
<b>Expenses</b>					
4335 Engineering and Design	\$ -	\$ -	\$ 74,900	\$ 74,900	\$ -
4730 Construction	-	87,595	2,000,000	1,912,400	-
4741 Land/ROW Acquisitions	-	4,500	50,000	45,500	-
Total Expenses	\$ -	\$ 92,095	\$ 2,124,900	\$ 2,032,800	\$ -

## **Project Description**

This project involves the replacement of the Pine Street Bridge over the Little Salt Wash

## **Purpose and Need**

This bridge is functionally obsolete with a narrow deck that does not correspond with any of the city's standard street sections. The approach road on both sides of the bridge has 44' of asphalt and 5-foot wide sidewalks. This abrupt transition to a narrower bridge section is a safety concern. This is an important transportation corridor for both vehicular and pedestrian traffic, especially due to the proximity to Little Salt Wash Park and is a school route to Monument View Elementary. This bridge has a Sufficiency Rating of 66.9 out of 100 in the 2018 Structural Inspection and Inventory Report.

## **History and Current Status**

This project was initially included in the 2021 Budget with some mobilization and material purchases. Land was acquired for right-of-way and design completed in 2022 with construction to begin in the fall of 2022 and scheduled for completion in early 2023. A budget amendment appropriating unspent funds at the end of 2022 will be presented for approval in early 2023 based on actual expenses.

## **Schedule**

Construction of the bridge replacement started in October of 2022. It is anticipated that the project will be complete by Spring of 2023.

## **Operating Budget Impact**

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



# Capital Projects Fund

## Fremont Street - Project #130-744-77 (Reappropriated from 2022)

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget
<b>Revenues</b>					
3910 Transfer from General Fund	\$ -	\$ -	\$ 410,000	\$ -	\$ 410,000
Total Revenues	\$ -	\$ -	\$ 410,000	\$ -	\$ 410,000
<b>Expenses</b>					
4741 Land Acquisitions	\$ -	\$ -	\$ 410,000	\$ -	\$ 410,000
Total Expenses	\$ -	\$ -	\$ 410,000	\$ -	\$ 410,000

### **Project Description**

This project is reappropriated from the 2022 Budget. This project includes acquisitions of land for future right of way for Fremont Street.

### **Purpose and Need**

With pressures to develop along the east side of Fruita, there is also traffic congestion, especially around the drop off times for the Fruita 8/9 School and Fruita Monument High School. There is only 40 feet of prescriptive right of way for that corridor for Fremont St. In order to construction the improvements, right of way acquisition is required.

### **History and Current Status**

Currently Pine Street and 19 Road receives heavy traffic volumes during rush hour especially in the morning. The construction of Fremont St. has been a priority on the capital projects list for many years. The 2045 Regional Transportation plan identified that if Fremont St. were to be constructed, giving another point to connect to Highway 6, that traffic volumes would be reduced significantly at 19 Road. With multiple annexations and proposed developments along the east side of Fruita, there is a need to construct this corridor. The design of the Fremont St. connection from Highway 6&50 to Wildcat Ave. (J Road) was completed in early 2022 and contracts for land acquisition services and environmental services were awarded.

### **Schedule**

As there may be federal funding associated with the construction of the Fremont St., right of way acquisition will need to follow the Uniform Act which will likely take the entire year. A consultant is under contract and we anticipate it will take the entire year to acquire the required right of way.

### **Operating Budget Impact**

This project will not have a direct impact on the operating budget, but once construction occurs, there will be added maintenance for the new roadway.

# Capital Projects Fund

## Maple Street Bridge - Project #130-746-77 (Reappropriated from 2022)

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget
<b>Revenues</b>					
3345 CDOT Grant	\$ -	\$ -	\$ 1,760,000	\$ -	\$ -
3910 Transfer from General Fund	-	-	440,000	31,000	100,000
Total Revenues	\$ -	\$ -	\$ 2,200,000	\$ 31,000	\$ 100,000
<b>Expenses</b>					
4335 Engineering and Design	\$ -	\$ -	\$ -	\$ -	\$ -
4730 Construction	-	-	2,200,000	-	-
4741 Land Acquisition	-	-		31,000	100,000
Total Expenses	\$ -	\$ -	\$ 2,200,000	\$ 31,000	\$ 100,000

### **Project Description**

This project is reappropriated from the 2022 Budget, in a reduced scope. This project includes bridge improvements on Maple Street over the Little Salt Wash, and obtaining right-of-way is the first step to these improvements.

### **Purpose and Need**

The Maple Street Bridge is functionally obsolete with a load restriction due to the structural condition of the bridge. The bridge has a 22'4 wide asphalt deck with a 3'-6' wide sidewalks, neither of which meet the City's standard street sections. The approach road on both sides has 44' of asphalt and 5-foot-wide sidewalks. This abrupt transition to a narrow bridge section is a safety concern, and unfortunately, resulted in a fatality in 2014.

### **History and Current Status**

This project is reappropriated from the 2022 Budget. In the 2022 Budget, grant funds from CDOT were budgeted to help offset the costs of the project, but bridge grants were not made available for the City of Fruita to apply for in 2022. The City will continue to look for other funding sources for this project in 2023. A reduced scope from the 2022 Project, \$100,000 is budgeted for right-of-way acquisition throughout 2023. Contracts have been awarded for land acquisition and environmental services and unspent balances will need to be reappropriated in 2023.

### **Schedule**

It is estimated that the right-of-way acquisition and design of the bridge will be completed in 2023, with construction to be completed in a future year.

### **Operating Budget Impact**

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

# Capital Projects Fund

## 19 Road Improvements- Project #130-750-77

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget
<b>Revenues</b>					
3555 Development Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ -
3910 Transfer from General Fund	-	-	-	-	400,000
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$400,000
<b>Expenses</b>					
4335 Engineering and Design	\$ -	\$ -	\$ -	\$ -	\$ -
4730 Construction	-	-	-	-	-
4741 Land Acquisition	-	-	-	-	400,000
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ 400,000

### **Project Description**

This project involves the design and land (right of way) acquisition for improvements to 19 Road from Highway 6&50 to and including the J Road intersection. Improvements would include intersection turn lanes and a widened 3-lane section for the limits of the project for the various driveway that already exist so that left turning traffic will have refuge rather than stopping in the through lane.

### **Purpose and Need**

With the morning and evening commuting pattern coupled with the Fruita Monument High School and Fruita 8/9 school traffic, 19 Road received heavy traffic during the peak traffic periods. Currently there is Iron Wheel Subdivision (239 SF, 32 MF) under construction and both Weston Estates (99) and Copper Creek West (138) are in the system that will add over 500 units in the immediate vicinity of where Iron Wheel is located. This does not include additional units that will come online from Rose Creek at Ottley and 19 Road. We currently have warrants for intersection improvements at both J Road and at Highway 6.

### **History and Current Status**

19 Road from Highway 6&50 to north of the city limits is a 2-lane road with no turn lanes. A signal exists at Highway 6 and a flashing 4-way stop exists at J Road. It is a standard 22-ft wide county road section with roadside ditches. Currently surveying of the corridor has been completed with design of the new section underway.

### **Schedule**

The design is being working on currently by the Engineering Department and will anticipate completion in the early part of 2023. Subsequently, right of way acquisition will commence in 2023 with an anticipated completion by the end of that year. Construction is estimated to begin in 2024.

### **Operating Budget Impact**

Aside from additional pavement width for street sweeping, the project will result in new pavement that will not need maintenance for years out and will not affect the operating budget.

# Capital Projects Fund

Civic Center Improvements - Project #130-783-77 (Reappropriated)					
	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget
<b>Revenues</b>					
3342 DOLA Grant	\$ -	\$ -	\$ 600,000	\$ -	\$ -
3910 Transfer from GEN	-	-	700,000	700,000	-
Total Revenues	\$ -	\$ -	\$ 1,300,000	\$ 700,000	\$ -
<b>Expenses</b>					
4335 Engineering and Design	\$ -	\$ -	\$ -	\$ 156,100	\$ -
4720 Construction	-	-	1,300,000	543,900	-
Total Expenses	\$ -	\$ -	\$ 1,300,000	\$ 700,000	\$ -

## **Project Description**

This project involves a first phase remodel of the Civic Center spaces for additional offices to accommodate current and future staffing needs. The scope of this project has been reduced, after going through the design phase of the full-building remodel, due to the project cost of the project and the increase price of building materials. This reduced project includes converting two rooms in the Civic Center (the archives room on the North Side of the Building, and the Recreation Room at the South Side of the Building) to offices.

## **Purpose and Need**

This project is needed to accommodate current and future staffing needs for all of the City departments that are housed in the Civic Center.

## **History and Current Status**

Over the past year, staff has been working with an architecture firm to complete a design of a full remodel of the Fruita Civic Center. After reviewing 90% design drawings, staff decided to reduce the first phase of the project for current needs due to the projected costs of the total project. It is anticipated that the project will be put out to bid, the contract awarded and construction started by the end of 2022. A supplemental budget amendment will be required in 2023 to reappropriate funds not spent for the construction of improvements in 2022.

## **Schedule**

It is anticipated that the construction will occur in the Winter of 2022 and be completed by the summer of 2023.

## **Operating Budget Impact**

No additional budget impact is anticipated as a result of these changes.

# Capital Projects Fund

Trails - Project #130-792-77 (Reappropriated from 2022 Budget)					
	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget
<b>Revenues</b>					
3345 CDOT Grant	\$ -	\$ 50,000	\$ -	\$ 7,850	\$ -
3641 Donations - Riverfront	-	-	90,000	-	90,000
3910 Transfer from General Fund	-	5,500	-	875	-
Total Revenues	\$ -	\$ 55,500	\$ 90,000	\$ 8,725	\$ 90,000
<b>Expenses</b>					
4335 Engineering and Design	\$ -	\$ 10,000	\$ 90,000	\$ -	\$ 90,000
4730 Construction	-	45,500	-	8,725	-
Total Expenses	\$ -	\$ 55,500	\$ 90,000	\$ 8,725	\$ 90,000

## **Project Description**

This project is reappropriated from the 2022 budget. This project involves design of the Hwy 340 Trail south to the Colorado River and under the bridge at the river to connect with the James M. Robb State Park.

## **Purpose and Need**

A safe alternative to crossing Highway 340 is much needed. This would connect the Monument View Section of the Riverfront Trail system to the Little Salt Wash Trail and the Kokopelli Trail Section. It also makes the connection to the Fruita Bike Park.

## **History and Current Status**

This connection has been a priority project for Parks for many years and is identified as a priority project in the PHROST Master Plan. Currently there is a concrete trail that runs the east side of Highway 340 and terminates to the south at Redcliffs Drive. Additionally, the State Park has a trail that wraps around the southern portion of the southern lake and terminates just west of Highway 340. This project would connect the 2 trails by running underneath the bridge at the Colorado River. The City went out to bid for a consultant for the design in the summer of 2022, but did not receive any proposals. The City then again went out to bid in September 2022, and will work the selected consultant on the design through 2023.

## **Schedule**

It is anticipated that the design will be complete by May of 2023.

## **Operating Budget Impact**

There is no impact to the operating budget for the design of this project. Once the project is constructed, there will be maintenance costs associated with upkeep, snow removal, etc.

# Capital Projects Fund

## Reed Park - Project #130-795-77 (Reappropriated from 2022 Budget)

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget
<b>Revenues</b>					
3346 GOCO Grant	\$ -	\$ -	\$ 900,000	\$ -	\$ -
3555 Development Impact Fees	-	-	37,200	-	37,200
3910 Transfer from General Fund	-	-	-	-	585,000
3916 Transfer from CTF	-	-	377,800	152,300	327,800
Total Revenues	\$ -	\$ -	\$ 1,315,000	\$ 152,300	\$ 950,000
<b>Expenses</b>					
4335 Engineering and Design	\$ -	\$ -	\$ 115,000	\$ 152,300	\$ -
4730 Construction	-	-	1,200,000	-	950,000
Total Expenses	\$ -	\$ -	\$ 1,315,000	\$ 152,300	\$ 950,000

### **Project Description**

This project involves design and construction of upgraded facilities at Reed Park.

### **Purpose and Need**

Reed Park is in need upgraded facilities. The restrooms are original and do not meet ADA requirements. Since the Farmers Market has been relocated to Reed Park, there is a need for additional power and electric upgrades. Two of the playground equipment are original and showing wear. With the number of visitors, the park needs to be upgraded to meet the demands placed on it.

### **History and Current Status**

Reed Park is located in the heart of Fruita and was established in 1984. Aside from the programed activities of Little Salt Wash, Reed Park is the heaviest used park in Fruita. In the 2022 Budget, there is \$900,000 from a GOCO Grant that the City of Fruita applied for twice. Unfortunately, this project was not chosen for grant funding, and therefore, the scope of the project has been reduced and is now fully funded through the General Fund, Conservation Trust Fund, and POST Impact Fees. The revised scope includes the design of the park, new bathroom facilities, electric upgrades for special events, mini-pitch upgrades to the courts, replacement of the playground, and irrigation upgrades.

### **Schedule**

Design and engineering is expected to be complete in early 2023, with the City going out to bid for construction of the remainder of the work in the spring, with anticipated construction occurring throughout the summer and fall.

### **Operating Budget Impact**

There should be no significant changes to the operations budget with the improvements to Reed Park.

# Capital Projects Fund

Prospector Park Playground Replacement Project#130-800-77					
	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget
<b>Revenues</b>					
3916 Transfer from CTF	\$ -	\$ -	-	\$ -	\$ 66,350
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ 66,350
<b>Expenses</b>					
4730 Construction	\$ -	\$ -	\$ -	\$ -	\$ 66,350
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ 66,350

## Project Description

This project is reappropriated from the 2022 Budget, Conservation Trust Fund budget, and includes the replacement of the playground equipment at Prospector Park. Initially, it was estimated that the playground equipment would cost \$100,000 – but after receiving quotes on this project, and receiving a grant to offset the costs of the improvements, the actual project cost will be \$66,350.

## Purpose and Need

The playground equipment at Prospector Park is approximately 20 years old and several items have been removed due to wear and safety concerns.

## History and Current Status

The swing set was removed in 2021 due to a broken weld that was unrepairable and replacement parts are not available.

## Schedule

It is estimated that the equipment will be installed in the spring of 2023.

## Operating Budget Impact

Minimal impacts are anticipated on the operating budget. The playground equipment and swing set will need to be inspected on a routine basis and repairs made as needed.

# Capital Projects Fund

Dog Park Project#130-803-77						
	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	
<b>Revenues</b>						
3555 POST Impact Fees	\$ -	\$ -	-	\$ -	\$ 50,000	
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ 50,000	
<b>Expenses</b>						
4435 Engineering/Design	\$ -	\$ -	\$ -	\$ -	\$ -	
4730 Construction	-	-	-	-	50,000	
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ 50,000	

## **Project Description**

This project includes constructing a dog park on the Southside of Fruita, next to the Dinosaur Journey Museum. This location was chosen because the City owns the property, and there is adequate parking that can be shared between the park and the museum.

## **Purpose and Need**

This project was identified as a priority by the City Council at the strategic retreat this year, and in the PHROST Master Plan.

## **History and Current Status**

This project will create a dedicated dog park in the City of Fruita. This was identified as a priority project in the PHROST Master Plan, which included significant feedback from residents of Fruita.

## **Schedule**

It is anticipated that construction will occur early in 2023, and the park should be complete by spring of 2023. Final cost estimates are being obtained for the project, and after those quotes are received, the City can solicit proposals for the construction of the park.

## **Operating Budget Impact**

Minimal impacts are anticipated on the operating budget.



# Debt Service Fund

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# Debt Service Fund

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# Debt Service Fund

## SUMMARY

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>Beginning Funds Available</b>	\$ 757,839	\$ 757,839	\$ 748,200	\$ 748,200	\$ 748,200	0%
<b>Revenues</b>						
Intergovernmental Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Investment Earnings	6,212	678	600	8,000	8,000	0%
Transfers from Other Funds	718,788	731,883	742,600	735,200	740,600	1%
Total Revenues	\$ 725,000	\$ 732,561	\$ 743,200	\$ 743,200	\$ 748,600	1%
<b>Expenses</b>						
Other Purchased Services	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	0%
Debt Service Principal	320,000	350,000	365,000	365,000	385,000	5%
Debt Service Interest	404,600	391,800	377,800	377,800	363,200	-4%
Transfer to Other Funds	-	-	-	-	-	N/A
Total Expense	\$ 725,000	\$ 742,200	\$ 743,200	\$ 743,200	\$ 748,600	1%
<b>Excess (Deficiency) of Revenues over Expenditures</b>	\$ -	\$ (9,639)	\$ -	\$ -	-	N/A
<b>Ending Funds Available</b>	<b>\$ 757,839</b>	<b>\$ 748,200</b>	<b>\$ 748,200</b>	<b>\$ 748,200</b>	<b>\$ 748,200</b>	<b>0%</b>
<b>Components of Funds Available</b>						
Restricted - Debt service reserve	1,756,500	748,200	748,200	748,200	748,200	0%
Restricted for debt service	(998,661)	-	-	-	-	N/A
	\$ 757,839	\$ 748,200	\$ 748,200	\$ 748,200	\$ 748,200	0%

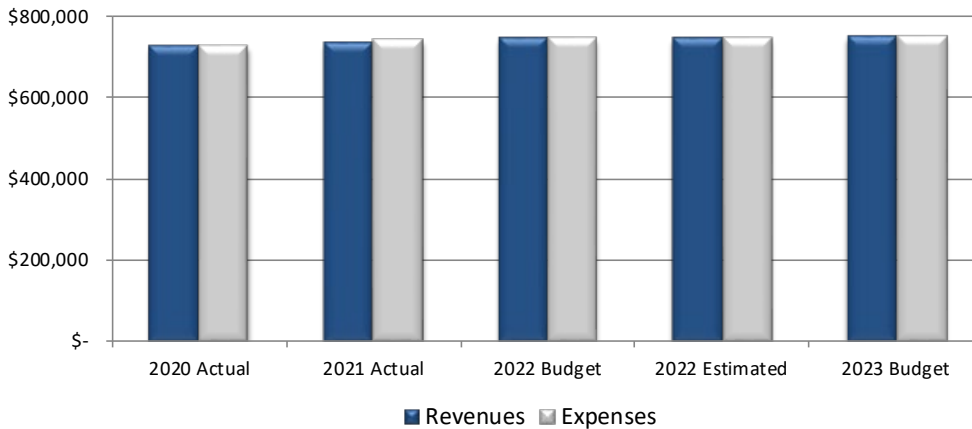
## PURPOSE OF THE FUND

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 included in the Sewer Fund.

# Debt Service Fund

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## REVENUES AND EXPENSES



### Revenues

The 2019 Series 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 to be transferred in 2023 is \$740,600.

### Expenses

Expenses of \$748,600 in the Debt Service Fund include principal and interest payments on the bonds and payment of escrow agent fees for the bonds. The following table shows the scheduled payments on the bonds through maturity which includes \$9.08 million in principal and \$3.6 million in interest payments for a total of \$12,686,000 million in debt payments through the life of the refunding bonds.

# Debt Service Fund

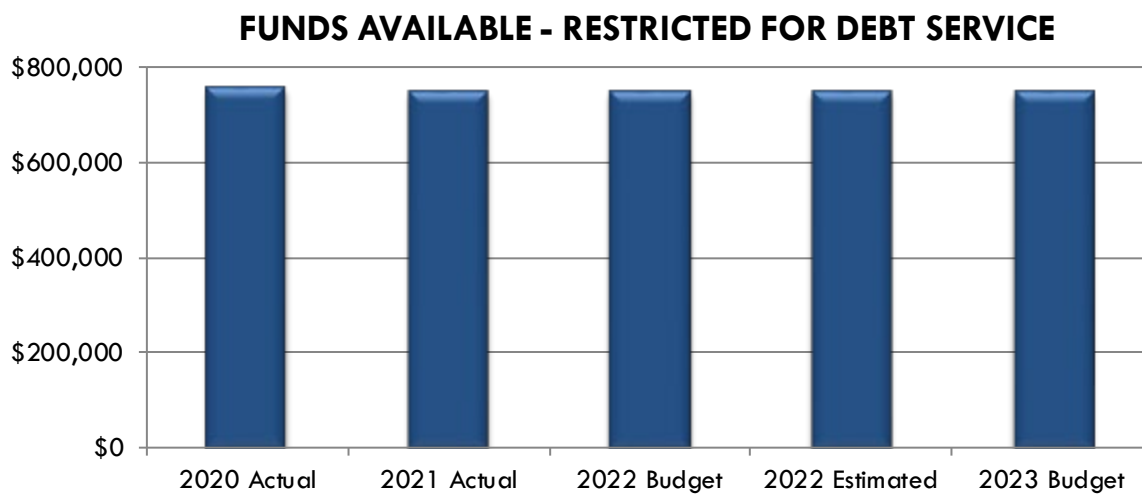
SALES AND USE TAX REFUNDING AND IMPROVEMENT BONDS SERIES 2019 FRUITA COMMUNITY CENTER					
YEAR	PRINCIPAL	COUPON RATE	INTEREST	ANNUAL TOTAL	PRINCIPAL BALANCE
2023	385,000	4.000%	363,200	748,200	8,695,000
2024	400,000	4.000%	347,800	747,800	8,295,000
2025	415,000	4.000%	331,800	746,800	7,880,000
2026	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>9,080,000</b>	<b>-</b>	<b>3,606,000</b>	<b>12,686,000</b>	<b>-</b>

## FUNDS AVAILABLE

The restricted fund balance of \$748,200 represents the required 2019 Bond Reserve Fund of \$748,200.

# Debt Service Fund

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## **RESPONSIBILITIES**

- Bond payments are made on a semi-annual basis, on April 1 and October 1.
- Audited financial statements and annual reports are required to be filed 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**

- Annual filing requirements were met and bond payments made in a timely manner. The City maintained its AA- credit rating from S&P Global Ratings.

# Debt Service Fund

## Revenues

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>INTERGOVERNMENTAL REVENUES</b>							
140-000-00-3317	BAB Subsidy	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>INVESTMENT EARNINGS</b>							
140-000-00-3610	Interest on deposits	-	-	-	-	-	N/A
140-000-00-3611	Interest on bond reserves	6,212	678	600	8,000	8,000	0%
140-000-00-3680	Miscellaneous revenues	-	-	-	-	-	N/A
		6,212	678	600	8,000	8,000	0%
<b>TRANSFERS</b>							
140-000-00-3918	Trsfr from Comm Cntr Fund	718,788	731,883	742,600	735,200	740,600	1%
140-000-00-3919	Tsfr from Capital Projects	-	-	-	-	-	N/A
		718,788	731,883	742,600	735,200	740,600	1%
<b>OTHER FINANCING SOURCES</b>							
140-000-00-3936	2019 Ref. Bond Proceeds	-	-	-	-	-	N/A
140-000-00-3938	Premium on bonds sold	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL DEBT SERVICE REVENUES</b>		<b>725,000</b>	<b>732,561</b>	<b>743,200</b>	<b>743,200</b>	<b>748,600</b>	<b>1%</b>

## Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>OTHER PURCHASED SERVICES</b>							
140-470-91-4591	Escrow Agent Fees	400	400	400	400	400	0%
		400	400	400	400	400	0%
<b>DEBT SERVICE PRINCIPAL</b>							
140-470-91-4711	Bond Payment, Principal	320,000	350,000	365,000	365,000	385,000	5%
		320,000	350,000	365,000	365,000	385,000	5%
<b>DEBT SERVICE INTEREST</b>							
140-470-91-4721	Bond Payment, Interest	404,600	391,800	377,800	377,800	363,200	-4%
140-470-91-4775	Bond Issuance Costs	-	-	-	-	-	N/A
		404,600	391,800	377,800	377,800	363,200	-4%
<b>TRANSFERS</b>							
140-470-91-4919	Transfer to FCC	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>OTHER FINANCING USES</b>							
140-470-91-4975	Underwriter's Discount	-	-	-	-	-	N/A
140-470-91-4980	Defeasance of 2009 Bonds	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL DEBT SERVICE EXPENSE</b>		<b>725,000</b>	<b>742,200</b>	<b>743,200</b>	<b>743,200</b>	<b>748,600</b>	<b>1%</b>

# Devils Canyon Center Fund

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# Devils Canyon Center Fund

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# Devils Canyon Center Fund

## SUMMARY

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>Beginning Funds</u></b>	\$ 234,864	\$ 218,268	\$ 194,874	\$ 194,874	\$ 195,114	0%
<b><u>Revenues</u></b>						
Miscellaneous	\$ 2,089	\$ 1,781	\$ -	\$ 240	\$ -	-100%
Total Revenues	\$ 2,089	\$ 1,781	\$ -	\$ 240	\$ -	-100%
<b><u>Expenses</u></b>						
Purchased Property Services	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Other Purchased Services	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	N/A
Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Capital	-	-	-	-	-	N/A
Transfers to Other Funds	18,685	25,175	-	-	-	N/A
Total Expense	\$ 18,685	\$ 25,175	\$ -	\$ -	\$ -	N/A
<b><u>Excess (Deficiency) of Revenues over Expenditures</u></b>	\$ (16,596)	\$ (23,394)	\$ -	\$ 240	\$ -	-100%
<b><u>Ending Funds Available</u></b>	\$ 218,268	\$ 194,874	\$ 194,874	\$ 195,114	\$ 195,114	0%
<b><u>Components of Funds Available</u></b>						
Unassigned	\$ 218,268	\$ 194,874	\$ 194,874	\$ 195,114	\$ 195,114	0%

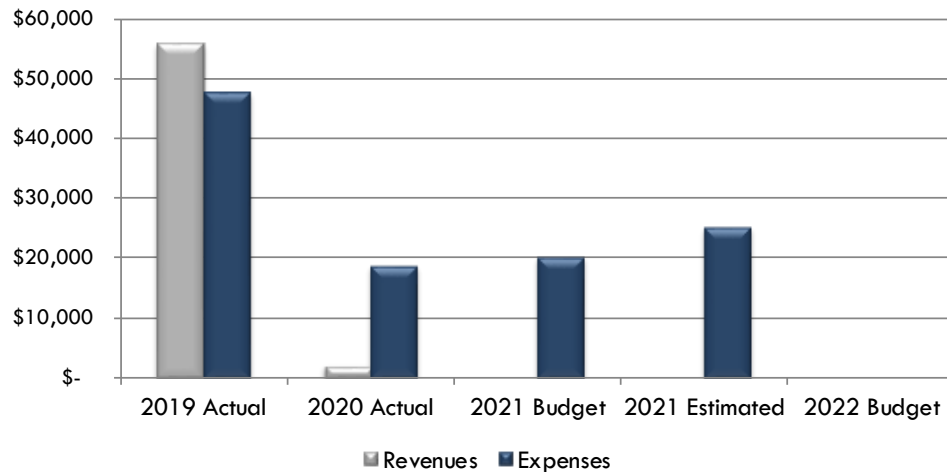
## PURPOSE OF THE FUND

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

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## 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 3 years of the lease. Photo credit: Museums of Western Colorado



### Expenses

The lease requires that the Museum of Western Colorado provide insurance and building

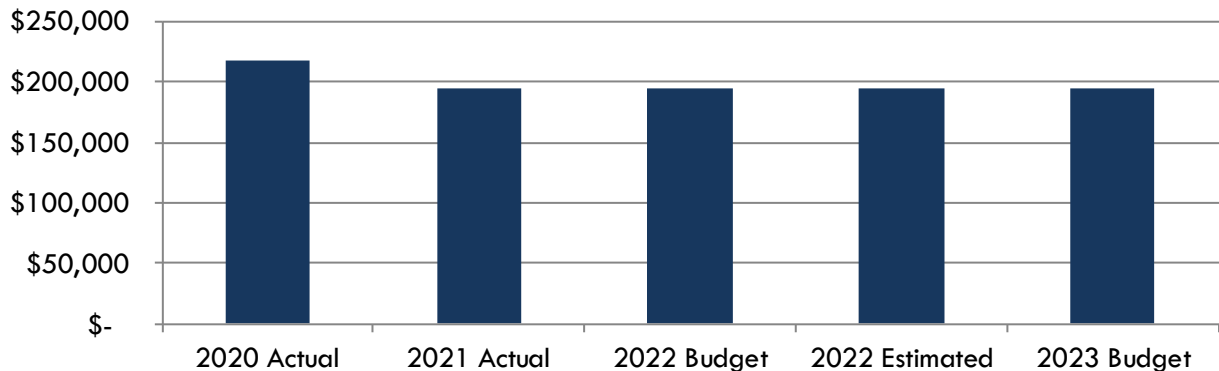
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# Devils Canyon Center Fund

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maintenance and improvements. Due to the COVID pandemic, the facility was closed for much of 2020.

## FUNDS AVAILABLE



The estimated funds available for the Devils Canyon Center Fund at the end of 2023 is \$195,114 a minimal change from the previous year due to interest earnings on deposits. 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 and ensure that it remains a point of interest and education for residents and tourists.
- 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

- The Dinosaur Journey Museum had 54,614 visitors in 2021, up from 28,274 in 2020 and \$47,623 in 2019.
- Museums of Western Colorado completed building improvements, specifically HVAC improvements to the facility, in exchange for rent offsets.

# Devils Canyon Center Fund

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## **GOALS**

- Development of a 5-year capital plan for future building needs and improvement.
- Future facility improvements to include:
  - Electrical improvements
  - Dock Door Replacement
  - Additional security cameras
  - Install fume hood in lab
  - Fire-rated doors for main collections room
  - Additional shop/office storage
  - Replace carpet.

## **BUDGET HIGHLIGHTS**

- There are no changes to the Devil's Canyon Fund budget from the prior year.

# Devils Canyon Center Fund

## Revenues

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>MISCELLANEOUS</b>							
210-000-00-3610	Interest on deposits	422	298	-	240	-	-100%
210-000-00-3622	Lease Revenue	-	-	-	-	-	N/A
210-000-00-3682	Refunds	1,667	1,483	-	-	-	N/A
		2,089	1,781	-	240	-	-100%
<b>TOTAL REVENUES</b>		<b>2,089</b>	<b>1,781</b>	<b>-</b>	<b>240</b>	<b>-</b>	<b>-100%</b>

## Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>PURCHASED PROPERTY SERVICES</b>							
210-450-00-4440	Building Maintenance	-	-	-	-	-	N/A
210-450-00-4452	Drainage Fees	-	-	-	-	-	N/A
		-	-	-	-	-	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>CAPITAL</b>							
210-450-00-4720	Building Improvements	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TRANSFERS TO OTHER FUNDS</b>							
210-450-00-4930	Transfer to Capital Projects	18,685	25,175	-	-	-	N/A
		18,685	25,175	-	-	-	N/A
<b>TOTAL EXPENSES</b>		<b>18,685</b>	<b>25,175</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

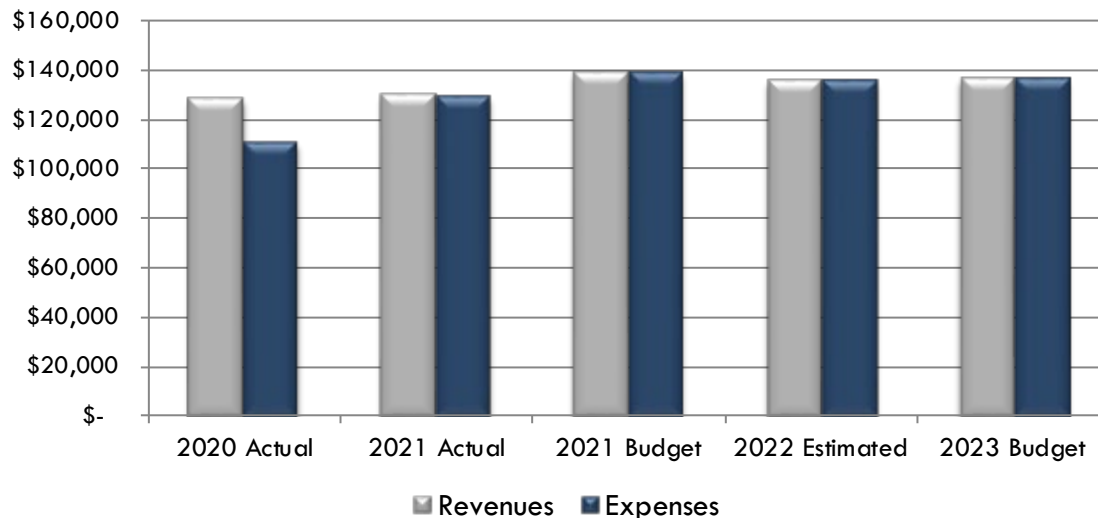
	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>Beginning Funds Available</u></b>	\$ 173,685	\$ 191,012	\$ 192,418	\$ 192,418	\$ 192,418	0%
<b><u>Revenues</u></b>						
Charges for Services	\$ 127,850	\$ 130,089	\$ 139,000	\$ 135,750	\$ 136,500	-2%
Miscellaneous	57	40	50	50	50	0%
Other Finance Sources	-	-	-	-	-	N/A
Total Revenue	\$ 127,907	\$ 130,129	\$ 139,050	\$ 135,800	\$ 136,550	-2%
<b><u>Expenses</u></b>						
Personnel Services, Salaries	\$ 50,175	\$ 55,741	\$ 63,650	\$ 64,000	\$ 61,275	-4%
Personnel Services, Benefits	28,552	22,551	24,225	26,525	24,175	0%
Purchased Property Services	2,100	3,100	1,975	1,975	4,000	103%
Other Purchased Services	6,479	5,408	9,000	6,000	9,000	0%
Supplies	12,774	13,073	18,125	15,325	20,475	13%
Operating Expenses	\$ 100,080	\$ 99,873	\$ 116,975	\$ 113,825	\$ 118,925	2%
Capital Projects/Equipment	-	18,350	9,250	11,850	2,400	-74%
Contingency	-	-	2,700	-	5,100	89%
Transfers to Other Funds	10,500	10,500	10,125	10,125	10,125	0%
Total Expense	\$ 110,580	\$ 128,723	\$ 139,050	\$ 135,800	\$ 136,550	-2%
<b><u>Excess (Deficiency) of</u></b>						
<b><u>Revenues over Expenditures</u></b>	\$ 17,327	\$ 1,406	\$ -	\$ -	\$ -	N/A
<b><u>Ending Funds Available</u></b>	\$ 191,012	\$ 192,418	\$ 192,418	\$ 192,418	\$ 192,418	0%
<b><u>Components of Funds Available</u></b>						
CERF Vehicle Replacement	\$ -	\$ -	\$ 6,400	\$ 6,400	\$ 9,600	50%
Assigned for irrigation operations	191,012	192,418	186,018	186,018	182,818	-2%
	\$ 191,012	\$ 192,418	\$ 192,418	\$ 192,418	\$ 192,418	0%

## 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 ½ 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.

# Irrigation Water Fund

## REVENUES AND EXPENSES



### Revenues

Revenues are budgeted at \$136,550, a 2% decrease from the previous budget but a 1% increase over 2022 estimated actuals. The decrease is due to a lower a number of irrigation taps estimated for 2023. Revenues from monthly charges are budgeted to remain flat over 2022 Estimated Actuals.

The annual maintenance fee will remain at \$150 per year. Users of the system may rent a share of water from the City. Water share rentals are budgeted to increase \$1 per year from \$26 to \$27. Irrigation tap fees will remain at \$750.

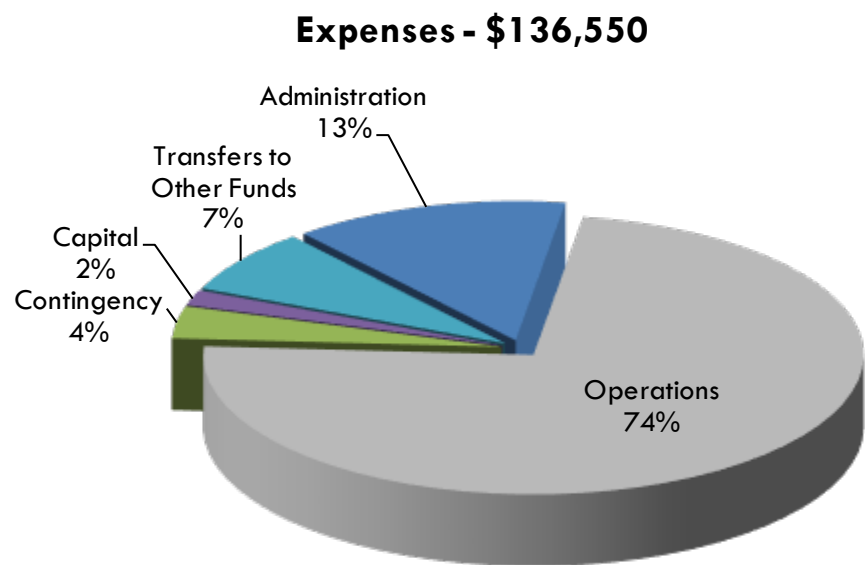
In 2022, there were approximately 784 customers served through the City operated irrigation system. The number of customers remains fairly constant from year to year.

### Expenses

EXPENSES BY PROGRAM	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Administration	\$ 15,687	\$ 15,998	\$ 17,725	\$ 17,725	\$ 18,475	4%
Operations	84,392	83,875	101,100	96,100	100,450	5%
Subtotal - Operating Expenses	\$ 100,079	\$ 99,873	\$ 118,825	\$ 113,825	\$ 118,925	4%
Capital	-	18,350	9,250	11,850	2,400	-80%
Contingency	-	-	2,700	-	5,100	N/A
Transfers to Other Funds	10,500	10,500	10,125	10,125	10,125	0%
<b>Total Expense</b>	<b>\$ 110,579</b>	<b>\$ 128,723</b>	<b>\$ 140,900</b>	<b>\$ 135,800</b>	<b>\$ 136,550</b>	<b>1%</b>

# Irrigation Water Fund

Expenses of \$136,650 are budgeted to decrease 3% when compared to the 2022 Budget, but increase 1% when compared to 2022 estimated actuals.



Operational expenses of \$118,925 are budgeted to remain flat from the prior year.  
Capital projects and equipment of \$2,400 include the following:

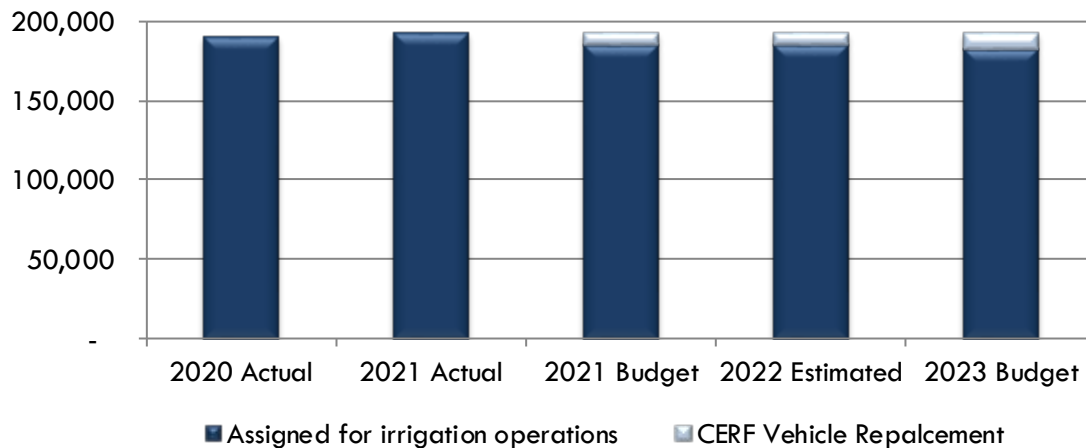
CAPITAL PROJECTS AND EQUIPMENT	
Description	Amount
Capital Equipment	
Irrigation meter	2,400
<b>Total Capital Equipment and Projects</b>	<b>\$ 2,400</b>

## FUNDS AVAILABLE

The total fund balance for the Irrigation Water Fund is budgeted to remain flat and is estimated at \$192,418 at the end of 2023. This includes \$9,600 restricted for the CERF Vehicle Replacement, and \$182,818 available for irrigation expenses. The chart on the next page displays the history funds available.

# Irrigation Water Fund

## Available Funds



## 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.

Irrigation Fund - Staffing Chart (Manhours)				
<u>Hours Summary</u>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2023 Budget</b>
<u>Administration</u>				
Full time employees	345	325	332	332
Part time employees	-	-	-	-
Overtime	-	-	-	-
<i>Total Administration Hours</i>	345	325	332	332
<u>Operations</u>				
Full time employees	1,875	1,689	1,684	1,684
Part time employees	48	34	260	260
Overtime	41	35	35	35
<i>Total Operations Hours</i>	1,964	1,758	1,979	1,979
<b>Total Hours</b>	<b>2,309</b>	<b>2,083</b>	<b>2,311</b>	<b>2,311</b>
<b>Total FTE Equivalents</b>	<b>1.11</b>	<b>1.00</b>	<b>1.11</b>	<b>1.11</b>

# Irrigation Water Fund

## Revenues

Revenues		2020	2021	2022	2022	2023	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b><u>CHARGES FOR SERVICES</u></b>							
211-000-00-3441	Monthly Irrigation Charges	126,850	128,589	134,000	135,000	135,000	0%
211-000-00-3449	Irrigation tap fees	1,000	1,500	5,000	750	1,500	100%
211-000-00-3489	Penalty and Interest Charges	-	-	-	-	-	N/A
		127,850	130,089	139,000	135,750	136,500	1%
<b><u>MISCELLANEOUS</u></b>							
211-000-00-3610	Interest on deposits	57	40	50	50	50	0%
211-000-00-3611	Interest on assessments	-	-	-	-	-	N/A
211-000-00-3680	Miscellaneous Revenues	-	-	-	-	-	N/A
		57	40	50	50	50	0%
<b><u>OTHER FINANCING SOURCES</u></b>							
211-000-00-3950	Sale of Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL REVENUES</b>		<b>127,907</b>	<b>130,129</b>	<b>139,050</b>	<b>135,800</b>	<b>136,550</b>	<b>1%</b>

# Irrigation Water Fund

## Expense Summary

Expenses		2020	2021	2022	2022	2023	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
4113	Salaries, Public Works	48,864	54,042	56,700	47,000	54,900	17%
4119	Personnel Adjustments	-	-	875	-	850	N/A
4120	Part Time	107	531	4,900	10,500	4,500	-57%
4130	Overtime	1,204	1,168	1,175	6,500	1,025	-84%
		50,175	55,741	63,650	64,000	61,275	-4%
<b>PERSONNEL SERVICES, BENEFITS</b>							
4210	Health Insurance	20,828	13,838	14,650	16,300	14,925	-8%
4220	FICA Payroll Expense	3,002	3,415	3,900	4,500	3,775	-16%
4221	Medicare Payroll Expense	702	799	950	1,050	900	-14%
4230	Retirement Contribution	2,193	2,431	2,600	2,850	2,550	-11%
4250	Unemployment Insurance	145	164	225	225	200	-11%
4260	Workers Compensation Insurance	1,682	1,904	1,900	1,600	1,825	14%
		28,552	22,551	24,225	26,525	24,175	-9%
<b>PURCHASED PROPERTY SERVICES</b>							
4435	Fleet Maintenance Charges	2,100	3,100	1,975	1,975	4,000	103%
		2,100	3,100	1,975	1,975	4,000	103%
<b>OTHER PURCHASED SERVICES</b>							
4512	Irrigation Sys Repair & Maint	6,479	5,408	9,000	6,000	9,000	50%
		6,479	5,408	9,000	6,000	9,000	50%
<b>SUPPLIES</b>							
4610	Office Supplies	-	96	300	300	300	0%
4611	Postage	350	370	575	575	575	0%
4612	Supplies and Equipment	623	160	3,650	1,350	5,500	307%
4613	Water Share Rentals	10,202	10,385	11,000	10,900	11,500	6%
4620	Utilities	-	-	-	-	-	N/A
4626	Gas and Oil	1,599	2,062	2,600	2,200	2,600	18%
		12,774	13,073	18,125	15,325	20,475	34%
<b>CAPITAL PROJECTS AND EQUIPMENT</b>							
4730	Construction	-	18,350	5,000	11,850	-	-100%
4743	Equipment	-	-	4,250	-	2,400	N/A
		-	18,350	9,250	11,850	2,400	-80%
<b>CONTINGENCY</b>							
4850	Contingency	-	-	2,700	-	5,100	N/A
		-	-	2,700	-	5,100	N/A
<b>TRANSFERS TO OTHER FUNDS</b>							
4911	Transfer to Sewer Fund	-	-	-	-	-	N/A
4950	Transfer to General Fund	10,500	10,500	10,125	10,125	10,125	0%
		10,500	10,500	10,125	10,125	10,125	0%
<b>TOTAL EXPENDITURES</b>		<b>110,580</b>	<b>128,723</b>	<b>139,050</b>	<b>135,800</b>	<b>136,550</b>	<b>1%</b>

# Irrigation Water Fund

## Administration

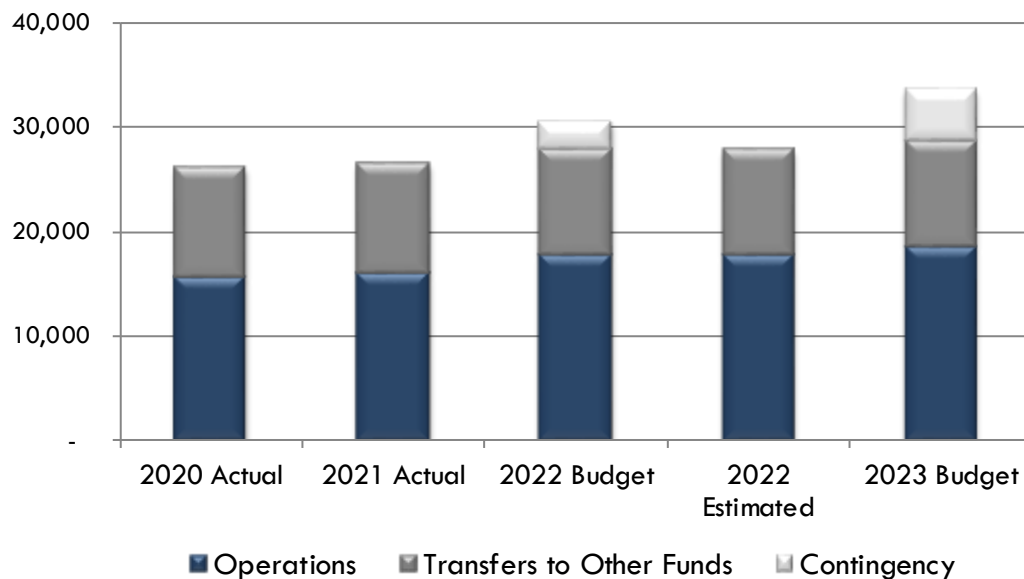
### EXPENDITURES

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Personnel Services, Salaries	\$ 11,207	\$ 11,066	\$ 12,000	\$ 12,000	\$ 12,700	6%
Personnel Services, Benefits	4,130	4,465	4,850	4,850	4,900	1%
Supplies	350	467	875	875	875	0%
Subtotal	\$ 15,687	\$ 15,998	\$ 17,725	\$ 17,725	\$ 18,475	4%
Contingency	-	-	2,700	-	5,100	N/A
Transfers to Other Funds	10,500	10,500	10,125	10,125	10,125	0%
<b>Total Expense</b>	<b>\$ 26,187</b>	<b>\$ 26,498</b>	<b>\$ 30,550</b>	<b>\$ 27,850</b>	<b>\$ 33,700</b>	<b>21%</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**

- Coordination between administrative billing and public works to maintain monthly service calls to ensure current and accurate billing and service address confirmation.
- Public works administration updated current contact information for irrigation users and impacted service areas.

## **GOALS**

- Continue updating and maintain current contact information for irrigation users.
- Provide educational materials to the public on multiple platforms about the City's irrigation system.

## **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

## **BUDGET HIGHLIGHTS**

- There are no significant changes in the 2023 Irrigation Administration program.



# Irrigation Water Fund

## Administration

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
211-431-10-4113	Salaries, Public Works	11,207	11,066	12,000	12,000	12,700	6%
211-431-10-4120	Part Time	-	-	-	-	-	N/A
211-431-10-4130	Overtime	-	-	-	-	-	N/A
		11,207	11,066	12,000	12,000	12,700	6%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
211-431-10-4210	Health Insurance	2,442	2,757	3,100	3,100	3,050	-2%
211-431-10-4220	FICA Payroll Expense	673	670	750	750	800	7%
211-431-10-4221	Medicare Payroll Expense	157	157	200	200	200	0%
211-431-10-4230	Retirement Contribution	503	499	550	550	600	9%
211-431-10-4250	Unemployment Insurance	33	32	50	50	50	0%
211-431-10-4260	Workers Compensation Insurance	322	350	200	200	200	0%
		4,130	4,465	4,850	4,850	4,900	1%
<b><u>SUPPLIES</u></b>							
211-431-10-4610	Office Supplies	-	97	300	300	300	0%
211-431-10-4611	Postage	350	370	575	575	575	0%
		350	467	875	875	875	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	-	-	2,700	-	5,100	N/A
		-	-	2,700	-	5,100	N/A
<b><u>TRANSFERS TO OTHER FUNDS</u></b>							
211-431-10-4911	Transfer to Sewer Fund	-	-	-	-	-	
211-431-10-4950	Transfer to General Fund	10,500	10,500	10,125	10,125	10,125	0%
		10,500	10,500	10,125	10,125	10,125	0%
<b>TOTAL EXPENDITURES</b>		<b>26,187</b>	<b>26,498</b>	<b>30,550</b>	<b>27,850</b>	<b>33,700</b>	<b>21%</b>

# Irrigation Water Fund

## Operations

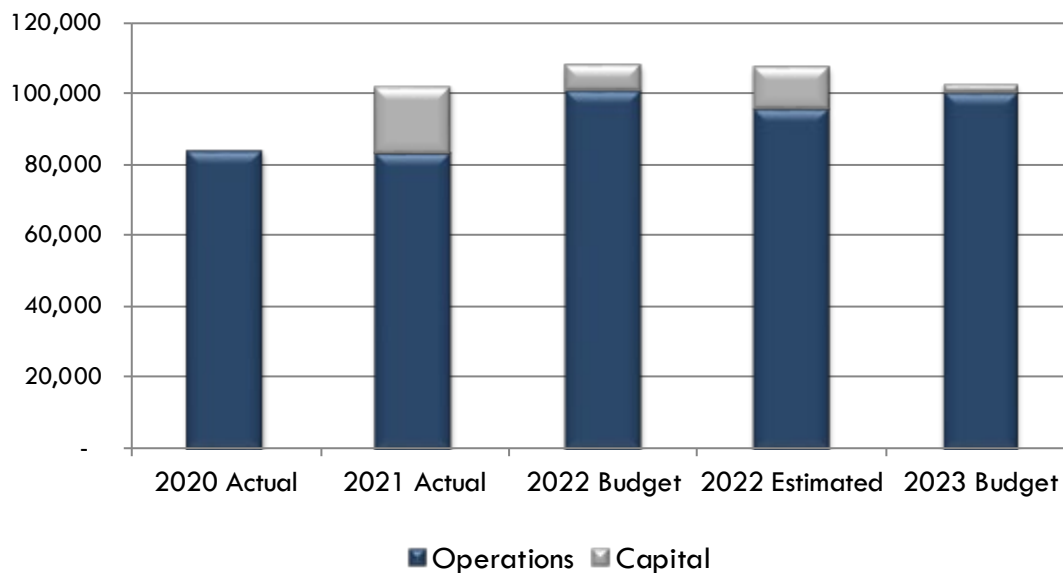
### EXPENDITURES

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Personnel Services, Salaries	\$ 38,968	\$ 44,675	\$ 51,650	\$ 52,000	\$ 48,575	-7%
Personnel Services, Benefits	24,421	18,085	19,375	21,675	19,275	-11%
Purchased Property Services	2,100	3,100	1,975	1,975	4,000	103%
Other Purchased Services	6,479	5,408	9,000	6,000	9,000	50%
Supplies	12,424	12,607	19,100	14,450	19,600	36%
Subtotal	\$ 84,392	\$ 83,875	\$ 101,100	\$ 96,100	\$ 100,450	5%
Capital	-	18,350	7,400	11,850	2,400	-80%
<b>Total Expense</b>	<b>\$ 84,392</b>	<b>\$ 102,225</b>	<b>\$ 108,500</b>	<b>\$ 107,950</b>	<b>\$ 102,850</b>	<b>-5%</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**

- Utilities staff responded to a higher volume of citizen complaints due to mud and ash within the irrigation water system.
- Completed rebuilding of the irrigation headgate trash cleaners.
- Installation of a new Sparling irrigation water meter for monitoring flows and delivery of water to citizens.
- Completed the Pabor Way open ditch project with the installation of 580 feet of PVC pipe on Pabor Way including isolation and flush valves to allow for improved water delivery for businesses and citizens.
- Implementation of valve inventory and valve exercising program. Record keeping is done through the city's GIS system.

### **GOALS**

- Update and maintain water user contact information for communication during incidents when users may be impacted.
- Continue valve exercise program and valve inventory.
- Provide further public education of irrigation system, repairs, maintenance, contact information, along with product or equipment recommendations.
- Develop methods for reduction of debris entering City portion of the irrigation system prior to citizen delivery.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

# **Irrigation Water Fund**

## **Operations**

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### **BUDGET HIGHLIGHTS**

- Expenses for the Irrigation Operations program are budgeted to decrease 5% when compared to 2022 actual expenses, with no capital projects scheduled for 2023.
- Capital equipment includes \$2,400 for purchase a 6" water meter.

# Irrigation Water Fund

## Operations

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
211-431-53-4113	Salaries, Public Works	37,657	42,976	44,700	35,000	42,200	21%
211-431-53-4119	Personnel Adjustments	-	-	875	-	850	N/A
211-431-53-4120	Part Time	107	531	4,900	10,500	4,500	-57%
211-431-53-4130	Overtime	1,204	1,168	1,175	6,500	1,025	-84%
		38,968	44,675	51,650	52,000	48,575	-7%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
211-431-53-4210	Health Insurance	18,385	11,081	11,550	13,200	11,875	-10%
211-431-53-4220	FICA Payroll Expense	2,329	2,745	3,150	3,750	2,975	-21%
211-431-53-4221	Medicare Payroll Expense	545	642	750	850	700	-18%
211-431-53-4230	Retirement Contribution	1,690	1,932	2,050	2,300	1,950	-15%
211-431-53-4250	Unemployment Insurance	112	132	175	175	150	-14%
211-431-53-4260	Workers Compensation Insurance	1,360	1,553	1,700	1,400	1,625	16%
		24,421	18,085	19,375	21,675	19,275	-11%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
211-431-53-4435	Fleet Maintenance Charges	2,100	3,100	1,975	1,975	4,000	103%
		2,100	3,100	1,975	1,975	4,000	103%
<b><u>OTHER PURCHASED SERVICES</u></b>							
211-431-53-4512	Irrigation Sys Repair & Mainte	6,479	5,408	9,000	6,000	9,000	50%
		6,479	5,408	9,000	6,000	9,000	50%
<b><u>SUPPLIES</u></b>							
211-431-53-4610	Office Supplies	-	-	-	-	-	
211-431-53-4612	Supplies and Equipment	623	160	5,500	1,350	5,500	307%
211-431-53-4613	Water Share Rentals	10,202	10,385	11,000	10,900	11,500	6%
211-431-53-4620	Utilities	-	-	-	-	-	N/A
211-431-53-4626	Gas and Oil	1,599	2,062	2,600	2,200	2,600	18%
		12,424	12,607	19,100	14,450	19,600	36%
<b><u>CAPITAL</u></b>							
211-431-53-4730	Construction	-	18,350	5,000	11,850	-	-100%
211-431-53-4743	Equipment	-	-	2,400	-	2,400	N/A
		-	18,350	7,400	11,850	2,400	-80%
<b>TOTAL EXPENDITURES</b>		<b>84,392</b>	<b>102,225</b>	<b>108,500</b>	<b>107,950</b>	<b>102,850</b>	<b>-5%</b>

# Sewer Fund

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# Sewer Fund

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# Sewer Fund

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# Sewer Fund

## SUMMARY

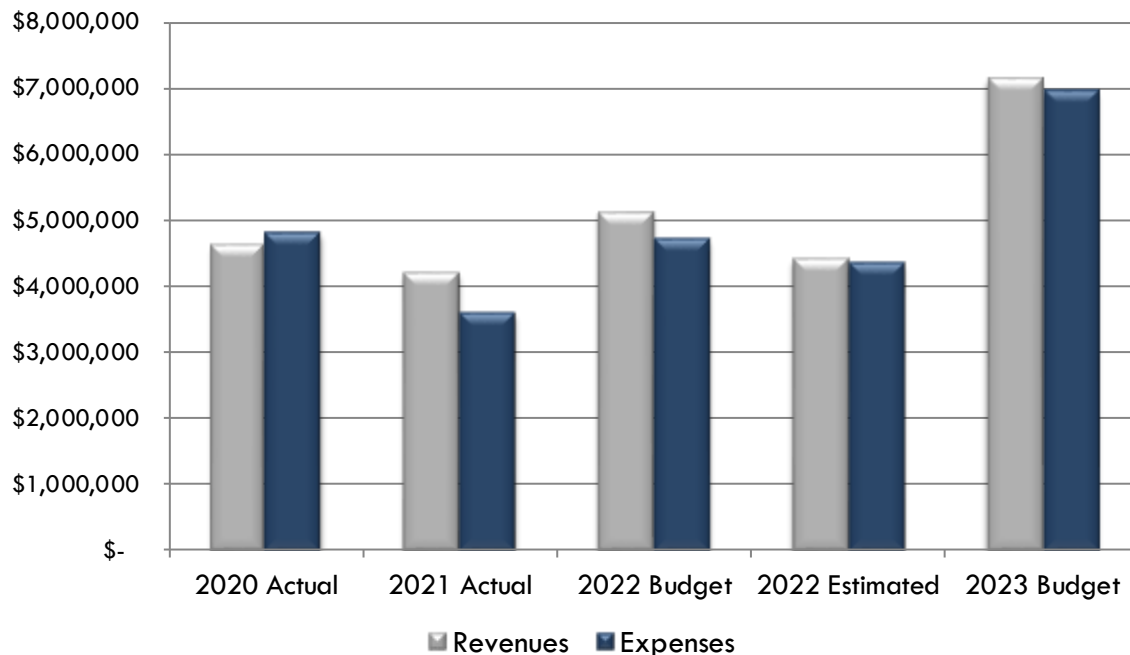
	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>Beginning Funds Available</b>	\$5,598,296	\$5,454,242	\$6,051,280	\$ 6,051,280	\$6,125,155	1%
<b>Revenues</b>						
Intergovernmental Revenues	\$ 342,363	\$ -	\$1,050,000	\$ 30,000	\$2,800,000	9233%
Charges for Services	4,265,309	4,191,410	4,060,000	4,300,000	4,299,000	0%
Miscellaneous	28,790	7,687	7,000	31,500	28,000	-11%
Other Financing Sources	3,250	9,300	-	57,675	-	-100%
Total Revenue	\$4,639,712	\$4,208,397	\$5,117,000	\$ 4,419,175	\$7,127,000	61%
<b>Expenses by type</b>						
Personnel Services, Salaries	\$ 558,871	\$ 605,321	\$ 665,950	\$ 665,950	\$ 689,700	4%
Personnel Services, Benefits	254,942	280,965	301,200	301,200	295,125	-2%
Purchased Professional Svcs	30,551	63,655	65,500	61,225	69,500	14%
Property Property Services	52,625	74,828	92,600	92,600	110,025	19%
Other Purchased Services	127,484	196,724	159,100	157,100	167,100	6%
Supplies	336,923	348,000	382,600	411,875	455,425	11%
Contingency	-	-	55,150	31,925	55,150	73%
Operating Transfers	165,000	165,000	165,000	165,000	165,000	0%
Operating Expenses	\$1,526,396	\$1,734,493	\$1,887,100	\$ 1,886,875	\$2,007,025	6%
Debt Service, Principal	845,000	910,000	975,000	975,000	1,045,000	7%
Debt Service, Interest	460,968	176,905	242,500	242,500	203,225	-16%
Capital Transfers	-	-	300,000	-	-	N/A
Capital Projects & Equipment	1,989,307	777,018	1,316,000	1,240,925	3,700,000	198%
Special Projects	-	12,943	-	-	-	N/A
Total Expense	\$4,821,671	\$3,611,359	\$4,720,600	\$ 4,345,300	\$6,955,250	60%
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (181,959)</b>	<b>\$ 597,038</b>	<b>\$ 396,400</b>	<b>\$ 73,875</b>	<b>\$ 171,750</b>	<b>132%</b>
Adjustment to Budgetary Basis	37,905	-	-	-	-	N/A
<b>Ending Funds Available</b>	<b>\$ 5,454,242</b>	<b>\$ 6,051,280</b>	<b>\$ 6,447,680</b>	<b>\$ 6,125,155</b>	<b>\$ 6,296,905</b>	<b>3%</b>
<b>Components of Funds Available</b>						
Restricted for loan covenants	\$ 917,736	\$ 944,151	\$ 979,067	\$ 979,010	\$1,021,850	4%
Assigned-WWTF equip	1,044,888	1,118,275	750,000	750,000	750,000	0%
Assigned-Vehicle replacement	338,677	411,308	470,308	470,308	529,308	13%
Assigned-Future expansion	-	-	385,000	600,000	525,000	-13%
Assigned-Sewer operations	3,152,941	3,577,546	3,863,305	3,325,837	3,470,747	4%
	\$5,454,242	\$6,051,280	\$6,447,680	\$ 6,125,155	\$6,296,905	3%

# 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 \$7.1 million in 2023 and include monthly charges for sewer service, plant investment fees, a grant from the Colorado Department of Local Affairs – Energy Impact Assistance Program, and America Rescue Plan Act (ARPA) funds. There is a 61% increase from 2022 estimated revenues of \$4.4 million. Changes in revenues include:

**Rate Increases:** The Increase in monthly charges is based on a 2% rate increase. The sewer rate study conducted in 2018 recommended a 2% annual increase for 2019 thru 2023. Monthly charges are budgeted to increase as follows:

- Single family residence: \$1 per month from \$50 to \$51 per month
- Senior citizen rate (based on age and income eligibility): \$0.40 per month from \$20.10 to \$20.50
- Commercial base rate: \$1.15 per month from \$57.35 to \$58.50 per month plus volume charges as follows:
  - 1,000 gallons in excess of 5,000 to 105,000 gallons: \$0.15 from \$7.50 to \$7.65

# Sewer Fund

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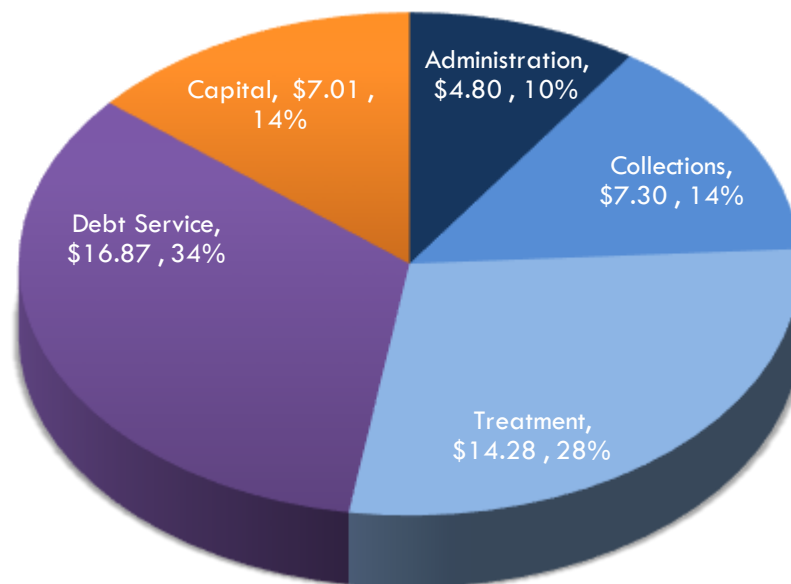
per 1,000 gallons

- 1,000 gallons in excess of 105,000 gallons: \$0.10 from \$4.65 to \$4.75 per 1,000 gallons.

The City currently bills 5,300 properties for sewer service which reflects a 1.6 % increase in the number of customers from the prior year and a 0.75% increase is projected for 2023.

The monthly charge for sewer service is used to fund operations (52%) including maintenance of collections lines, treatment of wastewater, and administration. Debt service payments account for 34% and capital improvements and equipment (14%) of the monthly charge with remaining capital improvement expenses funded through intergovernmental revenues and fund balance.

**Use of monthly sewer charge - \$51**



Plant investment fees are budgeted to increase \$140,000 (36%) and is based on the assumption that approximately 75 new residential building permits will be issued in 2023. The plant investment fee will remain at \$7,000 in 2023 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 City has allocated \$2,200,000 in America Rescue Plan (ARPA) funds for H<sub>2</sub>S gas mitigation and odor control and the Aeration project.

# Sewer Fund

## Expenses

### Expenses by Program

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>Expenses</b>						
Administration	\$ 159,601	\$ 155,109	\$ 175,300	\$ 180,300	\$ 189,875	5%
Collections	386,632	522,588	521,950	521,950	540,075	3%
Treatment	815,164	891,798	969,700	987,700	1,056,925	7%
Contingency	-	-	55,150	31,925	55,150	73%
Operating Transfers	165,000	165,000	165,000	165,000	165,000	0%
Operating Expenses	1,526,397	1,734,495	1,887,100	1,886,875	2,007,025	6%
Debt Service	1,305,968	1,086,905	1,217,500	1,217,500	1,248,225	3%
Special Projects	-	12,943	-	-	-	N/A
Capital Projects & Equipment	1,989,307	777,018	1,616,000	1,240,925	3,700,000	198%
<b>Total Expense</b>	<b>\$ 4,821,675</b>	<b>\$ 3,611,361</b>	<b>\$ 4,720,600</b>	<b>\$ 4,345,300</b>	<b>\$ 6,955,250</b>	<b>60%</b>

Sewer Fund expenses of \$7 million are budgeted to increase 47% from the 2022 Budget.

- Operational expenses of \$2 million include the administration, collections and treatment programs and reflect an increase of 6% from the 2022 Budget.
- Capital projects and equipment of \$3.7 million include the following:

CAPITAL EXPENSES	Program	Amount
<b>Capital Equipment</b>		
<u>New Capital Equipment</u>		
CCTV Computer and Inspection Software	Collections	\$ 45,000
CCTV Utility Push Camera	Collections	15,000
Capital Equipment Total		\$ 60,000
<b>Capital Projects</b>		
WWTF - Ventilation and Foul Air Treatment	212-602	1,200,000
H2S Gas Mitigation - Sewer Lines	212-603	900,000
S. Mesa Street - Sewer Line Replacement	212-604	240,000
Aeration Project - Design and Construction	212-605	1,300,000
Capital Projects Total		\$ 3,640,000
<b>Grand Total</b>		<b>\$ 3,700,000</b>

- Debt services expenses of \$1.25 million include a loan issued in 2010 from the Colorado Water and Power Development Authority for construction of the wastewater treatment facility. Debt service payments are budgeted to increase 3% in 2022.

# Sewer Fund

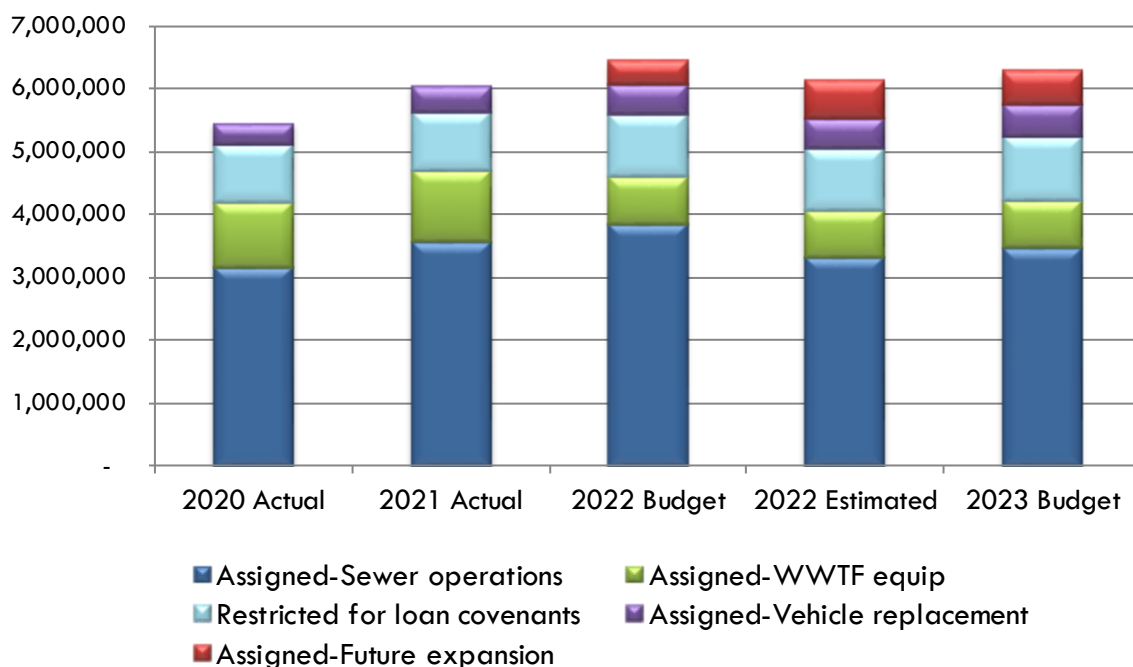
## FUNDS AVAILABLE

Available funds at the end of 2023 are estimated at \$6.3 million. Available funds include the following amounts and adjustments:

### Changes in Available Funds

- *Assigned for sewer operations* – \$3,470,747. This amount represents funds available for purposes of sewer operations and is budgeted to increase \$144,910 from 2022 estimated ending balances.
- *Restricted for loan covenants* – \$1 million. 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 budgeted to increase \$41,590 in 2023 primarily due to increases in operational expenses.
- *Assigned for wastewater treatment facility equipment replacement* - \$750,000. This amount remains unchanged from the 2022 Budget.
- *Assigned for vehicle/equipment replacement* - \$529,308. The 2023 Budget includes the annual addition of \$59,000 to these funds. There are no replacement vehicle and equipment expenses included in the 2023 Budget.
- *Assigned for future capacity improvements* - \$525,000. This component of available funds was established in 2022 and reflects revenue from plant investment fees designated for future capacity expansion of the wastewater treatment and collection system as differentiated from repair and maintenance of the existing system. The amount reflects the use of \$600,000 for the aeration system expansion project and the addition of 2023 taps fees of \$525,000.

### Available Funds - Sewer Fund



# Sewer Fund

## Personnel – Positions and Manhours

There are no significant changes in personnel in the 2023 Budget. The following tables show the historical and proposed positions included in the budget as well as actual manhours worked.

SEWER FUND POSITION CHART				
Position	2020 Budget	2021 Budget	2022 Budget	2023 Budget
<b>Sewer Administration</b>				
Public Works Director	0.485	0.485	0.485	0.485
Public Works Superintendant	0.415	0.415	0.415	0.415
Administrative Technician	0.485	0.485	0.485	0.485
<b>Collections</b>				
Crew Supervisor	1.000	0.800	0.800	0.800
Crew Leader	0.150	0.100	0.100	0.100
Heavy Equipment Operator	1.300	1.450	1.450	1.100
Senior Maintenance Worker	1.000	0.000	0.000	0.000
Maintenance Worker II	1.000	2.100	2.100	2.350
Maintenance Worker I	0.000	0.750	0.380	0.380
<b>Treatment</b>				
Wastewater Superintendent	1.000	1.000	1.000	1.000
Wastewater Operator A	3.000	1.000	1.000	1.000
Wastewater Operator B	1.000	2.000	1.000	1.000
Wastewater Operator C	1.000	2.000	2.000	1.000
Wastewater Operator D	0.000	0.000	0.000	1.000
<b>Total Positions</b>	<b>11.84</b>	<b>12.59</b>	<b>11.22</b>	<b>11.12</b>

# Sewer Fund

SEWER FUND MANHOURS CHART				
<u>Hours Summary</u>	2020 Actual	2021 Actual	2022 Budget	2023 Budget
<u>Administration</u>				
Full time employees	2,998	2,734	2,881	2,881
Part time employees	-	-	-	-
Overtime	-	-	-	-
<i>Total Administration Hours</i>	<i>2,998</i>	<i>2,734</i>	<i>2,881</i>	<i>2,881</i>
<u>Collections</u>				
Full time employees	9,084	9,531	9,438	9,226
Part time employees	-	366	780	780
Overtime	280	455	265	265
<i>Total Collections Hours</i>	<i>9,364</i>	<i>10,352</i>	<i>10,483</i>	<i>10,271</i>
<u>Treatment</u>				
Full time employees	11,048	10,938	10,880	10,880
Part time employees	-	-	-	-
Overtime	134	172	200	200
<i>Total Treatment Hours</i>	<i>11,182</i>	<i>11,110</i>	<i>11,080</i>	<i>11,080</i>
<b>Total Hours</b>	<b>23,544</b>	<b>24,196</b>	<b>24,444</b>	<b>24,232</b>
<b>Total FTE Equivalents</b>	<b>11.32</b>	<b>11.63</b>	<b>11.75</b>	<b>11.65</b>

# Sewer Fund

## Revenues

Revenues		2020	2021	2022	2022	2023	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b>INTERGOVERNMENTAL REVENUES</b>							
212-000-00-3319	ARPA/CVRF Grant	117	-	1,050,000	30,000	2,200,000	7233%
212-000-00-3342	Energy Impact Grant	342,246	-	-	-	600,000	N/A
		342,363	-	1,050,000	30,000	2,800,000	9233%
<b>CHARGES FOR SERVICES</b>							
212-000-00-3441	Sewer Charges - Res	3,008,930	3,057,288	3,175,000	3,200,000	3,264,000	2%
212-000-00-3442	Sewer Charges - Comm	463,703	503,756	500,000	500,000	510,000	2%
212-000-00-3449	Plant Investment Fees	592,676	630,366	385,000	600,000	525,000	-13%
212-000-00-3484	Developer Contribution	200,000	-	-	-	-	N/A
		4,265,309	4,191,410	4,060,000	4,300,000	4,299,000	0%
<b>MISCELLANEOUS</b>							
212-000-00-3610	Interest on deposits	25,764	3,459	5,000	26,000	26,000	0%
212-000-00-3680	Miscellaneous	1,915	3,240	2,000	4,500	2,000	-56%
212-000-00-3682	Refunds	1,111	988	-	1,000	-	-100%
		28,790	7,687	7,000	31,500	28,000	-11%
<b>OTHER FINANCING SOURCES</b>							
212-000-00-3950	Sale of Equipment	3,250	9,300	-	-	-	N/A
212-000-00-3960	Insurance Awards	-	-	-	57,675	-	-100%
		3,250	9,300	-	57,675	-	-100%
<b>TOTAL REVENUES</b>		<b>4,639,712</b>	<b>4,208,397</b>	<b>5,117,000</b>	<b>4,419,175</b>	<b>7,127,000</b>	<b>61%</b>



# Sewer Fund

## Summary

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4113	Salaries, Public Works	546,312	579,990	625,925	625,925	649,525	4%
4119	Personnel Adjustments	-	-	9,625	9,625	9,975	4%
4120	Part Time	-	5,785	13,850	13,850	13,350	-4%
4130	Overtime	12,559	19,547	16,550	16,550	16,850	2%
		558,871	605,322	665,950	665,950	689,700	4%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	176,018	196,758	207,300	207,300	197,900	-5%
4220	FICA Payroll Expense	33,738	36,556	40,750	40,750	42,250	4%
4221	Medicare Payroll Expense	7,890	8,550	9,550	9,550	9,875	3%
4230	Retirement Contribution	24,732	26,079	28,950	28,950	29,900	3%
4250	Unemployment Insurance	1,627	1,755	2,000	2,000	2,075	4%
4260	Workers Compensation Ins	10,937	11,267	12,650	12,650	13,125	4%
		254,942	280,965	301,200	301,200	295,125	-2%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	6,064	6,662	14,000	11,000	16,000	45%
4335	Engineering	7,086	33,576	20,000	18,725	22,000	17%
4342	Lab Work	17,401	23,417	31,500	31,500	31,500	0%
		30,551	63,655	65,500	61,225	69,500	14%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4430	Service Contracts	11,446	13,231	15,000	15,000	22,000	47%
4435	Fleet Maintenance Charges	22,400	43,600	56,825	56,825	67,250	18%
4438	IT Services	18,779	17,997	20,775	20,775	20,775	0%
		52,625	74,828	92,600	92,600	110,025	19%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4511	Sewer Permit	7,752	7,556	8,000	8,000	8,500	6%
4512	Sewer Sys. Repair & Maint.	61,241	77,695	74,000	70,000	76,500	9%
4513	Lift Station Repair & Maint.	15,456	67,456	28,000	25,000	28,000	12%
4520	Property Insurance	41,000	41,000	45,000	45,000	50,000	11%
4523	Insurance Deductible	-	-	-	5,000	-	-100%
4530	Telephone	2,035	3,017	4,100	4,100	4,100	0%
		127,484	196,724	159,100	157,100	167,100	6%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	2,172	2,000	4,250	4,050	4,400	9%
4611	Postage	420	440	600	600	600	0%
4612	Supplies and Equipment	65,349	51,447	43,000	30,775	46,500	51%
4616	Chemicals	24,440	27,147	40,000	40,000	45,000	13%
4618	Lab Supplies and Equipment	-	-	19,500	19,500	23,500	21%
4620	Utilities	228,074	243,924	248,000	285,000	304,000	7%
4626	Fuel	11,393	19,866	18,200	25,200	21,125	-16%
4630	Meeting/Appreciation Supplies	121	359	750	950	1,000	5%
4661	Uniforms	3,837	2,475	5,000	4,000	5,500	38%
4662	Safety Equipment	1,117	342	3,300	1,800	3,800	111%
		336,923	348,000	382,600	411,875	455,425	11%

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# Sewer Fund

## Summary

Expenses		2020	2021	2022	2022	2023	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b>DEBT SERVICE PRINCIPAL</b>							
4714	Loan Payment, Principal	845,000	910,000	975,000	975,000	1,045,000	7%
		845,000	910,000	975,000	975,000	1,045,000	7%
<b>DEBT SERVICE INTEREST</b>							
4724	Loan Payment, Interest	460,968	176,905	242,500	242,500	203,225	-16%
		460,968	176,905	242,500	242,500	203,225	-16%
<b>CAPITAL</b>							
4740	Capital Projects	1,915,434	666,828	1,287,000	1,193,825	3,640,000	205%
4742	Mobile Equipment	-	71,369	-	-	-	N/A
4743	Furniture and Equipment	73,873	35,829	26,000	44,100	60,000	36%
4744	Computer Equipment	-	2,992	3,000	3,000	-	-100%
		1,989,307	777,018	1,316,000	1,240,925	3,700,000	198%
<b>SPECIAL PROJECTS</b>							
4824	WWTF Rate Study	-	-	-	-	-	N/A
4827	WWRF Needs Assessment	-	12,943	-	-	-	N/A
		-	12,943	-	-	-	N/A
<b>CONTINGENCY</b>							
4850	Contingency	-	-	55,150	31,925	55,150	73%
		-	-	55,150	31,925	55,150	73%
<b>TRANSFERS</b>							
4930	Transfer to Capital Projects	-	-	300,000	-	-	N/A
4950	Transfer to General Fund	165,000	165,000	165,000	165,000	165,000	0%
		165,000	165,000	465,000	165,000	165,000	0%
<b>TOTAL EXPENDITURES</b>		<b>4,821,671</b>	<b>3,611,360</b>	<b>4,720,600</b>	<b>4,345,300</b>	<b>6,955,250</b>	<b>60%</b>

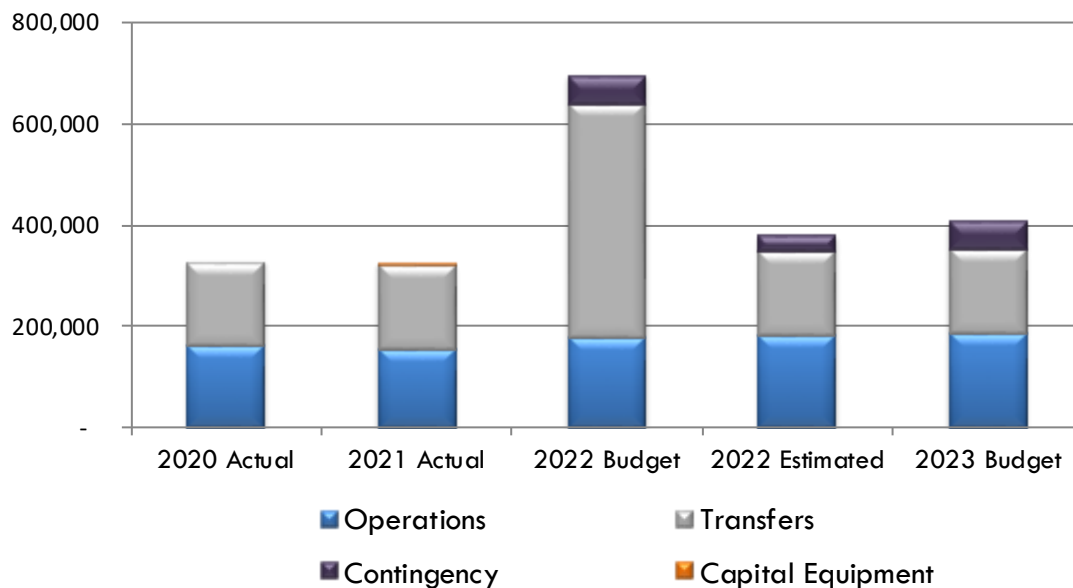
# Sewer Fund Administration

<b>EXPENDITURES</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 97,916	\$ 91,660	\$ 104,425	\$ 104,425	\$ 111,425	7%
Personnel Services, Benefits	33,678	36,122	40,200	40,200	41,875	4%
Purchased Professional Services	400	85	500	500	500	0%
Purchased Property Services	24,795	23,983	26,775	26,775	32,275	21%
Other Purchased Services	1,048	448	600	5,600	600	-89%
Supplies	1,764	2,811	2,800	2,800	3,200	14%
Subtotal	\$ 159,601	\$ 155,109	\$ 175,300	\$ 180,300	\$ 189,875	5%
Capital Equipment	-	1,972	-	-	-	N/A
Contingency	-	-	55,150	31,925	55,150	73%
Transfers	165,000	165,000	465,000	165,000	165,000	0%
<b>Total Expense</b>	<b>\$ 324,601</b>	<b>\$ 322,081</b>	<b>\$ 695,450</b>	<b>\$ 377,225</b>	<b>\$ 410,025</b>	<b>9%</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**

- Advertised and awarded 5-year contract for Construction Manager at Risk services for wastewater treatment capital projects.
- Awarded a Colorado Department of Local Affairs Energy Impact Assistance Fund Grant for \$600,000 to implement the recommended alternative for H<sub>2</sub>S and replace deteriorated infrastructure.
- FOG questionnaire was sent to all restaurants and returned completed. Staff met with each business and provided additional follow-up educational material about Fats-Oils-Grease and the harmful effects on the collection/treatment system.
- Participated in Stakeholder group concerning Total Maximum Daily Loads (TMDLs)

## **GOALS**

- Continue implementing Best Management Practices in accordance with the city's ordinance to manage fats, oils and grease in the city's sewer collection and treatment systems. Evaluate the effectiveness of the FOG program in reducing the amount of FOG in the collection and treatment system.
- Recruit and maintain a high level of staffing and develop a succession plan.
- Continue participating as a stakeholder in the TMDL Process to determine local impacts.

## **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

## **BUDGET HIGHLIGHTS**

- Expenses in the Sewer Fund Administration program are budgeted to decrease 42% in 2023, due to a decrease in Transfer to Capital Projects. There are no funds budgeted to be transferred to Capital Projects in 2023, as all Sewer projects are included in the Sewer Fund.
- Service Contracts are budgeted to increase \$5,000 (in addition to a slight increase in other service contract expenses) to subscribe to a continuous rate management system that integrates data from the sewer fund in order to provide a comprehensive view of

# Sewer Fund

## Administration

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operating and capital costs, revenues and reserves to better understand the impact of changes on affordability and financial sustainability of the sewer fund.

# Sewer Fund

## Administration

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
212-433-10-4113	Salaries, Administration	97,910	91,660	104,425	104,425	111,425	7%
212-433-10-4120	Part time	-	-	-	-	-	N/A
212-433-10-4130	Overtime	6	-	-	-	-	N/A
		97,916	91,660	104,425	104,425	111,425	7%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
212-433-10-4210	Health Insurance	20,442	23,266	25,650	25,650	26,400	3%
212-433-10-4220	FICA Payroll Expense	5,855	5,583	6,500	6,500	6,925	7%
212-433-10-4221	Medicare Payroll Expense	1,369	1,306	1,525	1,525	1,625	7%
212-433-10-4230	Retirement Contribution	4,409	4,137	4,700	4,700	5,025	7%
212-433-10-4250	Unemployment Insurance	283	268	325	325	350	8%
212-433-10-4260	Workers Compensation Ins	1,320	1,562	1,500	1,500	1,550	3%
		33,678	36,122	40,200	40,200	41,875	4%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
212-433-10-4310	Professional Development	400	85	500	500	500	0%
		400	85	500	500	500	0%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
212-433-10-4430	Service Contracts	6,016	5,986	6,000	6,000	11,500	92%
212-433-10-4438	IT Services	18,779	17,997	20,775	20,775	20,775	0%
		24,795	23,983	26,775	26,775	32,275	21%
<b><u>OTHER PURCHASED SERVICES</u></b>							
212-433-10-4523	Insurance Deductible	-	-	-	5,000	-	-100%
212-433-10-4530	Telephone	1,048	448	600	600	600	0%
		1,048	448	600	5,600	600	-89%
<b><u>SUPPLIES</u></b>							
212-433-10-4610	Office Supplies	664	1,250	750	550	900	64%
212-433-10-4611	Postage	420	440	600	600	600	0%
212-433-10-4626	Fuel	559	762	700	700	700	0%
212-433-10-4630	Meeting/Appreciation Supplies	121	359	750	950	1,000	5%
		1,764	2,811	2,800	2,800	3,200	14%
<b><u>CAPITAL</u></b>							
212-433-10-4744	Computer Equipment	-	1,972	-	-	-	N/A
		-	1,972	-	-	-	N/A
<b><u>CONTINGENCY</u></b>							
212-433-10-4850	Contingency	-	-	55,150	31,925	55,150	73%
		-	-	55,150	31,925	55,150	73%
<b><u>TRANSFERS</u></b>							
212-433-10-4930	Transfer to Capital Projects	-	-	300,000	-	-	N/A
212-433-10-4950	Transfer to General Fund	165,000	165,000	165,000	165,000	165,000	0%
		165,000	165,000	465,000	165,000	165,000	0%
<b>TOTAL EXPENDITURES</b>		<b>324,601</b>	<b>322,081</b>	<b>695,450</b>	<b>377,225</b>	<b>410,025</b>	<b>9%</b>

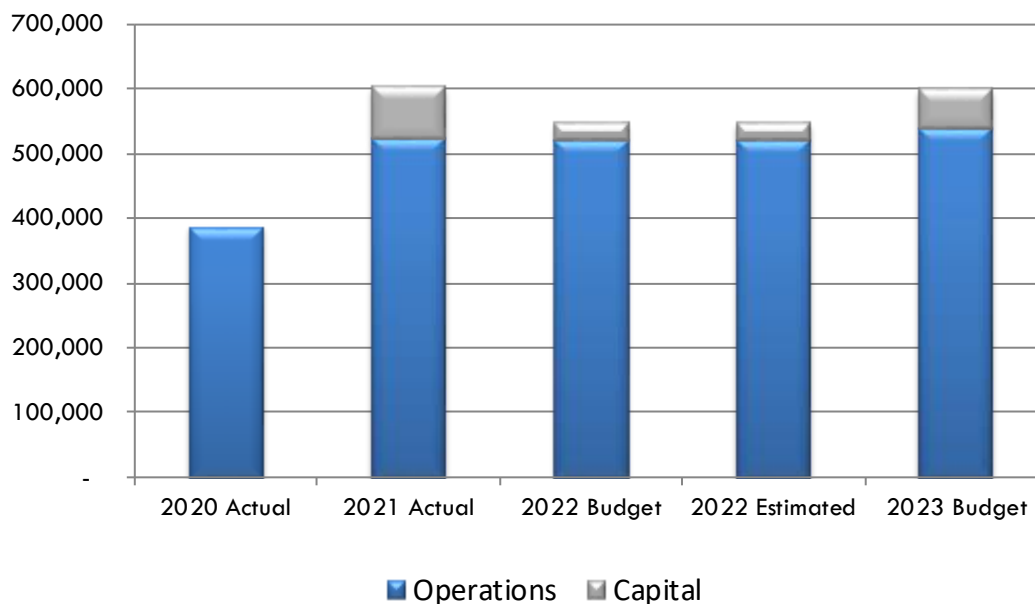
# Sewer Fund Collections

<b>EXPENDITURES</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>2022 Estimated</b>	<b>2023 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 193,868	\$ 223,103	\$ 247,475	\$ 247,475	\$ 256,775	4%
Personnel Services, Benefits	98,349	104,098	110,975	110,975	112,575	1%
Purchased Professional Services	4,931	23,586	10,000	7,000	10,000	43%
Purchased Property Services	14,800	33,400	43,700	43,700	48,000	10%
Other Purchased Services	29,241	83,995	48,500	45,500	48,500	7%
Supplies	45,443	54,406	61,300	67,300	64,225	-5%
Operating Expenses	386,632	522,588	521,950	521,950	540,075	3%
Capital	-	80,584	26,000	26,000	60,000	131%
<b>Total Expense</b>	<b>\$ 386,632</b>	<b>\$ 603,172</b>	<b>\$ 547,950</b>	<b>\$ 547,950</b>	<b>\$ 600,075</b>	<b>10%</b>

## MISSION

The operation of the wastewater collection system includes routine maintenance and repairs to approximately 75 miles of wastewater collection lines. Operations includes targeted cleaning and inspection of 1/3 of the sewer collection system completed annually. Provide repairs to collection lines and record electrical costs for nine lift stations that are part of the program.

## 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:

- Asset management that maintains an updated inventory of all collections system infrastructure that can be used to implement a cost-effective maintenance program.
- Inspection of new subdivision collection systems prior to accepting the lines by the City.
- Provide information on deteriorating collection lines through comprehensive camera inspections.
- Provide comprehensive and documented cleaning of the collection system to prevent sanitary sewer overflows (SSO).
- Maintain inventory and equipment for emergency incidents for the collections system.
- Evaluate technology alternatives for monitoring lift station operations.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Completed Hwy. 6 Sewer Line Replacement Project CCTV.
- Purchased valve exercising equipment and implemented a valve exercising program in order to maintain valves in good working condition.
- Implemented Best Management Practices in accordance with the city's ordinance to manage fats, oils, and grease in the City's sewer collection and treatment systems.
- Due to staffing issues, staff completed 5,408 ft. of camera inspections and cleaned approximately 16,816 ft.

### **GOALS**

- Complete routine cleaning and camera inspections for existing sewer lines to reduce likelihood of costly repairs and backups.
- Implement inflow and infiltration reduction measures that prioritize repairs based on the CCTV inspection and rating system.

### **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.



# Sewer Fund

## Collections

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### **BUDGET HIGHLIGHTS**

- Fuel is budgeted to increase 21% compared to the 2022 budget due to increased cost of gas and oil.
- Included in the 2023 Budget is \$60,000 of Capital Equipment for the Collections Program. These equipment includes:
  - Closed-Circuit Television (“CCTV”) Computer and Inspection Software Replacement - \$45,000
  - CCTV Utility Push Camera - \$15,000

# Sewer Fund

## Collections

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
212-433-53-4113	Salaries, Public Works	185,405	203,797	215,000	215,000	224,100	4%
212-433-53-4119	Personnel Adjustments	-	-	9,625	9,625	9,975	4%
212-433-53-4120	Part Time	-	5,785	13,850	13,850	13,350	-4%
212-433-53-4130	Overtime	8,463	13,521	9,000	9,000	9,350	4%
		193,868	223,103	247,475	247,475	256,775	4%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
212-433-53-4210	Health Insurance	70,817	73,477	77,150	77,150	77,350	0%
212-433-53-4220	FICA Payroll Expense	11,788	13,497	14,750	14,750	15,325	4%
212-433-53-4221	Medicare Payroll Expense	2,757	3,157	3,450	3,450	3,600	4%
212-433-53-4230	Retirement Contribution	8,487	9,135	10,100	10,100	10,500	4%
212-433-53-4250	Unemployment Insurance	568	648	725	725	750	3%
212-433-53-4260	Workers Compensation Ins	3,932	4,184	4,800	4,800	5,050	5%
		98,349	104,098	110,975	110,975	112,575	1%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
212-433-53-4310	Professional Development	4,931	5,235	10,000	7,000	10,000	43%
212-433-53-4335	Engineering	-	18,351	-	-	-	N/A
		4,931	23,586	10,000	7,000	10,000	43%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
212-433-53-4435	Fleet Maintenance Charges	14,800	33,400	43,700	43,700	48,000	10%
		14,800	33,400	43,700	43,700	48,000	10%
<b><u>OTHER PURCHASED SERVICES</u></b>							
212-433-53-4512	Sewer Sys. Rep & Maint	13,785	15,039	19,000	19,000	19,000	0%
212-433-53-4513	Lift Station Repair & Maint.	15,456	67,456	28,000	25,000	28,000	12%
212-433-53-4530	Telephone	-	1,500	1,500	1,500	1,500	0%
		29,241	83,995	48,500	45,500	48,500	7%
<b><u>SUPPLIES</u></b>							
212-433-53-4610	Office Supplies	15	35	1,000	1,000	1,000	0%
212-433-53-4612	Supplies and Tools	-	351	3,000	3,000	3,000	0%
212-433-53-4620	Utilities	34,805	37,094	40,000	40,000	40,000	0%
212-433-53-4626	Fuel	8,487	15,759	14,000	20,000	16,925	-15%
212-433-53-4661	Uniforms	2,000	841	2,000	2,000	2,000	0%
212-433-53-4662	Safety Equipment	136	326	1,300	1,300	1,300	0%
		45,443	54,406	61,300	67,300	64,225	-5%
<b><u>CAPITAL</u></b>							
212-433-53-4742	Mobile Equipment	-	71,369	-	-	-	N/A
212-433-53-4743	Furniture and Equipment	-	9,215	26,000	26,000	60,000	131%
212-433-53-4744	Computer Equipment	-	-	-	-	-	N/A
		-	80,584	26,000	26,000	60,000	131%
<b>TOTAL EXPENDITURES</b>		<b>386,632</b>	<b>603,172</b>	<b>547,950</b>	<b>547,950</b>	<b>600,075</b>	<b>10%</b>

# Sewer Fund Treatment

## EXPENDITURES

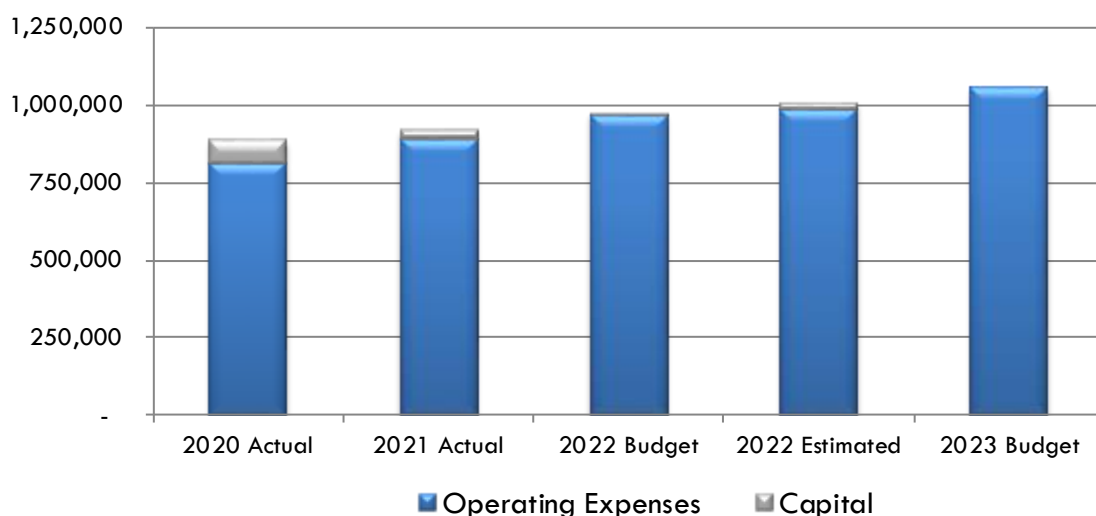
	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Personnel Services, Salaries	\$ 267,087	\$ 290,558	\$ 314,050	\$ 314,050	\$ 321,500	2%
Personnel Services, Benefits	122,916	140,747	150,025	150,025	140,675	-6%
Purchased Professional Services	25,220	39,984	55,000	53,725	59,000	10%
Purchased Property Services	13,030	17,445	22,125	22,125	29,750	34%
Other Purchased Services	97,195	112,281	110,000	106,000	118,000	11%
Supplies	289,716	290,783	318,500	341,775	388,000	14%
Operating Expenses	815,164	891,798	969,700	987,700	1,056,925	7%
Capital	73,873	27,634	3,000	21,100	-	-100%
Special Projects	-	12,943	-	-	-	N/A
<b>Total Expenses</b>	<b>\$ 889,037</b>	<b>\$ 932,375</b>	<b>\$ 972,700</b>	<b>\$ 1,008,800</b>	<b>\$ 1,056,925</b>	<b>5%</b>

## MISSION

The treatment system for the Wastewater Reclamation Facility includes the advanced treatment of wastewater and biosolids. These 2.33 million gallons per day treatment system is inclusive of Biological Nutrient Removal and Auto-thermal Thermophilic Aerobic Digestion capable of treating waste well into the future. 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. 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 and 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**

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

### **PRIOR YEAR ACCOMPLISHMENTS**

- No state permit violations.
- Hired new Wastewater Operator.
- Completed the Inflow & Infiltration Report, the Pollutant Source Identification Study report, and the Temperature Discharge Compliance Report as required by State Discharge Permit.
- Replaced WAS Tank air diffuser and 1<sup>st</sup> Aeration Ditch diffuser, replaced (4) Rotork Actuators, replaced (4) FCI Air Monitors, and replaced the automatic transfer switch for emergency power.
- Staff involved with the conversion of the old work order system over to the enterprise platform allowing for additional functionality of the system.

### **GOALS**

- Maintain regulatory compliance and no permit violations.
- Continue participating in the Voluntary Incentive Program to make nutrient reductions in exchange for an extended compliance schedule.
- Continue maintenance program and establish monthly and annual reporting regarding the status of hydraulic loading and organic loading of oxidation ditch.
- Continue Wastewater Reclamation Facility biosolids program as a positive cash flow program.
- Install and monitor performance of the vortex/granular sludge process.
- Complete design and construction of aeration system.
- Install new SCADA system to improve reliability during emergency situations, cybersecurity protection, data collection for process control and record keeping, and operational plant efficiencies including power consumption.

# Sewer Fund Treatment

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## **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

## **BUDGET HIGHLIGHTS**

- Overall expenses for the Treatment program are budgeted to increase 5% in 2023. This is due to increases in Repair and Maintenance Purchased Services, increased cost of insurance, increases in utility costs, and professional development increases for staff to obtain necessary certifications.
- Included in 2023 Budget is the design and construction of the Aeration System at the Wastewater Reclamation Facility. This will allow, when needed, the facility to turn on the second oxidation ditch. More information on this project can be found in the Sewer Fund – Capital Projects program. \$1.3 million is budgeted for this project.

# Sewer Fund

## Treatment

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
212-433-55-4113	Salaries, Public Works	262,998	284,532	306,500	306,500	314,000	2%
212-433-55-4120	Part Time	-	-	-	-	-	N/A
212-433-55-4130	Overtime	4,089	6,026	7,550	7,550	7,500	-1%
		267,087	290,558	314,050	314,050	321,500	2%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
212-433-55-4210	Health Insurance	84,759	100,016	104,500	104,500	94,150	-10%
212-433-55-4220	FICA Payroll Expense	16,095	17,476	19,500	19,500	20,000	3%
212-433-55-4221	Medicare Payroll Expense	3,764	4,087	4,575	4,575	4,650	2%
212-433-55-4230	Retirement Contribution	11,836	12,807	14,150	14,150	14,375	2%
212-433-55-4250	Unemployment Insurance	777	840	950	950	975	3%
212-433-55-4260	Workers Compensation Ins	5,685	5,521	6,350	6,350	6,525	3%
		122,916	140,747	150,025	150,025	140,675	-6%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
212-433-55-4310	Professional Development	733	1,342	3,500	3,500	5,500	57%
212-433-55-4335	Engineering	7,086	15,225	20,000	18,725	22,000	17%
212-433-55-4342	Lab Work	17,401	23,417	31,500	31,500	31,500	0%
		25,220	39,984	55,000	53,725	59,000	10%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
212-433-55-4430	Service Contracts	5,430	7,245	9,000	9,000	10,500	17%
212-433-55-4435	Fleet Maintenance Charge	7,600	10,200	13,125	13,125	19,250	47%
		13,030	17,445	22,125	22,125	29,750	34%
<b><u>OTHER PURCHASED SERVICES</u></b>							
212-433-55-4511	Sewer Permit	7,752	7,556	8,000	8,000	8,500	6%
212-433-55-4512	WWTP Repair & Maint.	47,456	62,656	55,000	51,000	57,500	13%
212-433-55-4520	Insurance	41,000	41,000	45,000	45,000	50,000	11%
212-433-55-4530	Telephone	987	1,069	2,000	2,000	2,000	0%
		97,195	112,281	110,000	106,000	118,000	11%
<b><u>SUPPLIES</u></b>							
212-433-55-4610	Office Supplies	1,493	716	2,500	2,500	2,500	0%
212-433-55-4612	Supplies and Equipment	65,349	51,096	40,000	27,775	43,500	57%
212-433-55-4616	Chemicals	24,440	27,147	40,000	40,000	45,000	13%
212-433-55-4618	Lab Supplies & Equipment	-	-	19,500	19,500	23,500	21%
212-433-55-4620	Utilities	193,269	206,830	208,000	245,000	264,000	8%
212-433-55-4626	Gas and Oil	2,347	3,345	3,500	4,500	3,500	-22%
212-433-55-4661	Uniforms	1,837	1,633	3,000	2,000	3,500	75%
212-433-55-4662	Safety Equipment	981	16	2,000	500	2,500	400%
		289,716	290,783	318,500	341,775	388,000	14%
<b><u>CAPITAL</u></b>							
212-433-55-4742	Mobile Equipment	-	-	-	-	-	N/A
212-433-55-4743	Furniture and Equipment	73,873	26,614	-	18,100	-	-100%
212-433-55-4744	Computer Equipment	-	1,020	3,000	3,000	-	-100%
		73,873	27,634	3,000	21,100	-	-100%

(continued on next page)

# Sewer Fund

## Treatment

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>SPECIAL PROJECTS</u></b>							
212-433-55-4827	WWRF Needs Assessment	-	12,943	-	-	-	
		-	12,943	-	-	-	
<b>TOTAL EXPENDITURES</b>		<b>889,037</b>	<b>932,375</b>	<b>972,700</b>	<b>1,008,800</b>	<b>1,056,925</b>	<b>5%</b>

# Sewer Fund

## Debt Service

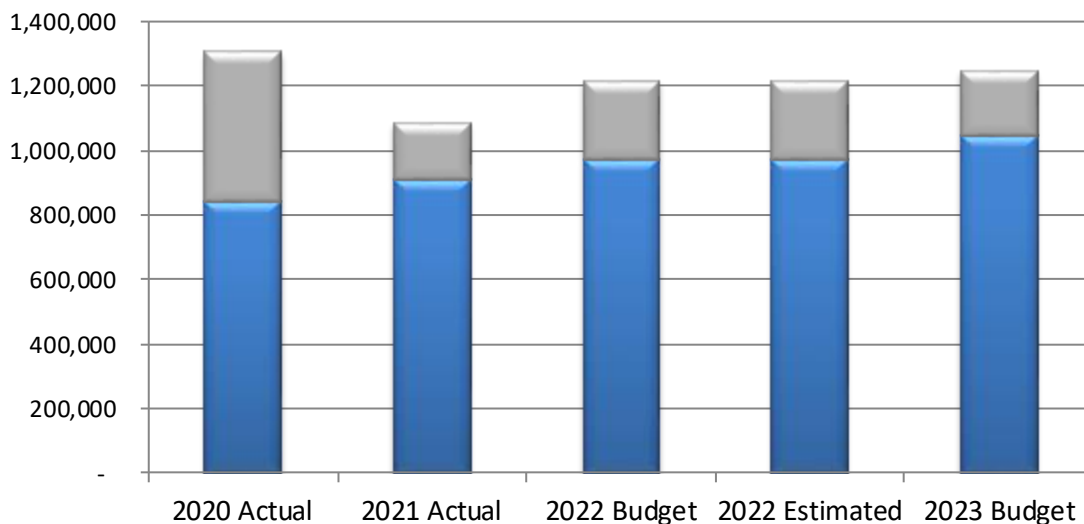
### EXPENDITURES

	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Debt Service Principal	\$ 845,000	\$ 910,000	\$ 975,000	\$ 975,000	\$1,045,000	7%
Debt Service Interest	460,968	176,905	242,500	242,500	203,225	-16%
<b>Total Expenses</b>	<b>\$ 1,305,968</b>	<b>\$ 1,086,905</b>	<b>\$ 1,217,500</b>	<b>\$ 1,217,500</b>	<b>\$ 1,248,225</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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### **BUDGET HIGHLIGHTS**

#### **Wastewater Treatment Facility Loan**

The City received financing in 2010 from the Colorado Water and Power Development Authority (CWPDA) 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.

In 2021, the CWPDA refunded the bonds underlying the loan for the wastewater treatment facility resulting in approximately \$1.8 million in interest savings over the life of the loan and approximately \$165,000 to \$170,000 in annual savings. The following table shows the revised 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>
2023	1,045,000	203,205	1,248,205
2024	1,120,000	170,005	1,290,005
2025	1,185,000	137,515	1,322,515
2026	1,255,000	109,945	1,364,945
2027	1,325,000	73,700	1,398,700
2028	1,400,000	36,725	1,436,725
2029	1,480,000	4,695	1,484,695
2030	1,555,000	(36,880)	1,518,120
2031	1,640,000	(77,740)	1,562,260
2032	1,725,000	(121,600)	1,603,400
<b>Total</b>	<b>13,730,000</b>	<b>499,570</b>	<b>14,229,570</b>

# Sewer Fund

## Debt Service

### Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 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	845,000	910,000	975,000	975,000	1,045,000	7%
		845,000	910,000	975,000	975,000	1,045,000	7%
<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	460,968	176,905	242,500	242,500	203,225	-16%
212-433-91-4775	Loan Issuance Costs	-	-	-	-	-	N/A
		460,968	176,905	242,500	242,500	203,225	-16%
<b>TOTAL EXPENDITURES</b>		<b>1,305,968</b>	<b>1,086,905</b>	<b>1,217,500</b>	<b>1,217,500</b>	<b>1,248,225</b>	<b>3%</b>

# Sewer Fund

## Capital Projects

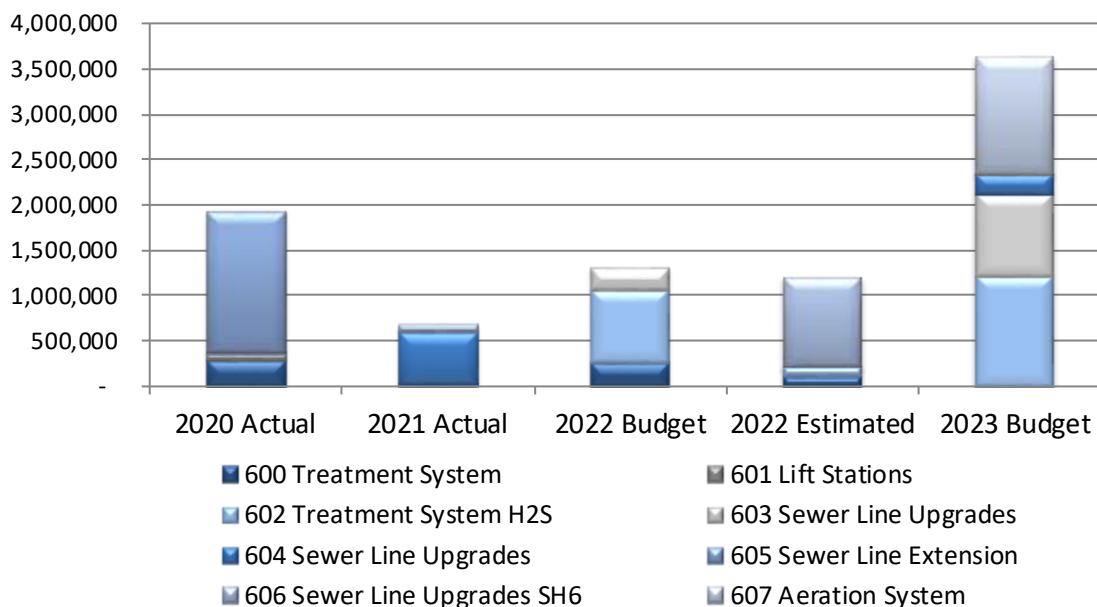
### Expenses

Account Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>CAPITAL PROJECTS</b>						
212-600 Treatment System	284,557	21,300	250,000	107,775	-	-100%
212-601 Lift Stations	66,952	-	-	-	-	N/A
212-602 Treatment System H2S	16,444	-	800,000	100,000	1,200,000	1100%
212-603 Sewer Line Upgrades H2S	-	-	237,000	-	900,000	N/A
212-604 Sewer Line Upgrades	-	565,952	-	-	240,000	N/A
212-605 Sewer Line Extensions	1,547,481	-	-	-	-	N/A
212-606 Sewer Line Upgrades SH6	-	79,576	-	986,050	-	-100%
212-607 Aeration System Project	-	-	-	-	1,300,000	N/A
	1,915,434	666,828	1,287,000	1,193,825	3,640,000	205%
<b>TOTAL EXPENDITURES</b>	<b>1,915,434</b>	<b>666,828</b>	<b>1,287,000</b>	<b>1,193,825</b>	<b>3,640,000</b>	<b>205%</b>

New capital projects included in the 2023 Budget for the Sewer Fund include the S. Mesa Street Sewer Improvements at \$240,000 as is part of the S. Mesa Revitalizing Main Street project which is included in the Capital Projects Fund and Aeration System Design and Construction at \$1,300,000. Also included in the 2023 Budget is the continuation of the H2S mitigation project which includes both foul air treatment and manhole replacements due to H2S gas erosion. Design was completed in the fall/winter of 2022 and construction is scheduled for 2023.

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.

### Budget History - Capital Projects



# Sewer Fund

## Capital Projects

### WWTF - Ventilation and Foul Air Treatment (H<sub>2</sub>S) Project #602

	Account Number	2023 Budget
<b><u>Revenues</u></b>		
ARPA Grant Funds	212-000-00-3319	\$ 800,000
Energy Impact Grants	212-000-00-3342	\$ 400,000
Total Revenues		<u>\$ 1,200,000</u>
<b><u>Expenses</u></b>		
Engineering and Design	212-602-76-4345	\$ -
H <sub>2</sub> S Mitigation Project - Construction	212-602-76-4740	\$ 1,200,000
Total Expenses		<u>\$ 1,200,000</u>

### **Project Description**

This project is continued from the 2022 Budget. This project will involve implementing control measures to mitigate H<sub>2</sub>S gases in the sewer system through air ventilation and foul air treatment. This will be accomplished by an exhaust fan located near the WWRF Headworks building for removal of foul air and displacing it with clean air through vented manhole covers and conveying the foul to a biofiltration odor control treatment unit.

### **Purpose and Need**

H<sub>2</sub>S gases can be produced in wastewater due to water chemistry and depletion of oxygen in sewer systems. High concentrations of H<sub>2</sub>S gases have been continually observed in the sewer system from 15 ½ Road to the WWRF. These levels of H<sub>2</sub>S gases are foul-smelling, pose serious health risks, and can be converted to sulfuric acid that is highly corrosive to infrastructure. This has caused rapid deterioration of 15 manholes along this section of the sewer system to the point that the manholes need repaired or replaced (See Project #603).

### **History and Current Status**

In 2019 the City of Fruita contracted with an engineering firm to complete a pilot study 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, continued operation of the pilot ventilation system resulted in producing nuisance odors to the surrounding area that cannot be mitigated without further chemical or biological treatment methods.

Further monitoring was conducted through 2020 with periodic ventilation occurring only when lower concentrations of H<sub>2</sub>S were present. While this was effective in reducing the corrosive environment for part of the year, it was not feasible to manage the H<sub>2</sub>S levels in this manner during peak periods of H<sub>2</sub>S generation. Further analysis was needed to determine if the H<sub>2</sub>S concentrations could

# **Sewer Fund**

## **Capital Projects**

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feasibly be managed within the system with reasonably limiting nuisance odors to the surrounding area.

The City of Fruita entered into a contract with an engineering firm in the 3<sup>rd</sup> Quarter of 2021 to develop and analyze alternatives and provide a recommendation on the preferred alternative for managing H<sub>2</sub>S in the City's collection and treatment systems. This recommendation includes development of conceptual design including chemical type, chemical dosing, hydraulic calculations, conceptual pipeline alignments, equipment sizing, AACE Class V capital costs, and rough order of magnitude operational costs.

### **Schedule**

In May 2022, the City of Fruita received a \$600,000 Energy Impact grant from the Colorado Department of Local Affairs to help offset the costs of this project and project #603. It is estimated that construction will begin in 2023 and last for several months throughout the year.

### **Operating Budget Impact**

Based on the preferred alternative it is anticipated that there will be an increase in electrical costs and chemical costs. This project should reduce hazardous environments and reduce the risk of blockages from deteriorating infrastructure in the collection system.

# Sewer Fund

## Capital Projects

### Collection System - Manhole Replacement (H2S Gas) #603

	Account Number	2022 Budget
<b>Revenues</b>		
ARPA Grant Funds	212-000-00-3319	\$ 700,000
Energy Impact Funds	212-000-00-3342	\$ 200,000
Total Revenues		<u>\$ 900,000</u>
<b>Expenses</b>		
H2S Mitigation	212-603-76-4740	\$ 900,000
Total Expenses		<u>\$ 900,000</u>

### **Project Description**

This project will involve remediation and/or replacement of manholes on the 15/12 Road gravity interceptor due to corrosion from of H<sub>2</sub>S gases.

### **Purpose and Need**

H<sub>2</sub>S gases can be produced in wastewater due to water chemistry and depletion of oxygen in sewer systems. High concentrations of H<sub>2</sub>S gases have been continually observed in the sewer system from 15 1/2 Road to the WWRF. These levels of H<sub>2</sub>S gases are foul-smelling, pose serious health risks, and can be converted to sulfuric acid that is highly corrosive to infrastructure. This has caused rapid deterioration of 15 manholes along this section of the sewer system to the point that the manholes need repaired or replaced.

### **History and Current Status**

The section of the sewer interceptor upstream of the WWRF conveys the combined wastewater flow from all residential, commercial, and industrial customers. 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. In 2019, 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, continued operation of the pilot ventilation system resulted in producing nuisance odors to the surrounding area that cannot be mitigated without further chemical or biological treatment methods. Further monitoring was conducted through 2020 with periodic ventilation occurring only when lower concentrations of H<sub>2</sub>S were present. While this was effective in reducing the corrosive environment for part of the year, it was not feasible to manage the H<sub>2</sub>S levels in this manner during peak periods of H<sub>2</sub>S generation. The condition of the manholes has also continued to deteriorate to a point that they need major rehabilitation and/or replaced.

The City of Fruita entered into a contract with an engineering firm in the 3<sup>rd</sup> Quarter of 2021 to develop and analyze alternatives and provide a recommendation on the preferred alternative for managing H<sub>2</sub>S in the City's collection and treatment systems. This recommendation includes development of conceptual design including chemical type, chemical dosing, hydraulic calculations, conceptual pipeline alignments, equipment sizing, AACE Class V capital costs, and rough order of

# Sewer Fund

## Capital Projects

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magnitude operational costs.

### **Schedule**

Manhole replacements are projected to be completed in 2023. This project, like project #602, is offset by grant revenues.

### **Operating Budget Impact**

Replacement of the manholes will have minimal impact on the operating budget.

# Sewer Fund

## Capital Projects

### S. Mesa Street Sewer Line Upgrades #604

	Account Number	2023 Budget
<b>Revenues</b>		
Sewer Fund Revenues	212-000-00-9999	\$ 240,000
Total Revenues		<u>\$ 240,000</u>
<b>Expenses</b>		
Engineering and Design	212-604-76-4345	\$ -
Construction	212-604-76-4740	\$ 240,000
Total Expenses		<u>\$ 240,000</u>

### **Project Description**

This project makes several improvements to S. Mesa Street between Circle Park and Highway 6&50. These improvements will create a transportation corridor that safely accommodates all modes of travel by creating a safe, slow-speed road for pedestrians, bikes, and vehicles. Safety improvements include converting on-street parallel parking to diagonal parking to increase the number of parking spots, consolidating some of the access drives, constructing continuous sidewalks, adding planting islands to drive accesses to enhance the streetscape, and replacing deteriorating sewer line. The sewer component of this project is located the Sewer Fund budget and funded through sewer fund revenues. In addition, there is \$2.1 million in street improvements included in the Capital Projects Fund with funding from a grant from the Colorado Department of Transportation's ("CDOT") Revitalizing Main Street Program and a transfer from the General Fund.

### **Purpose and Need**

The current condition of S. Mesa Street is poor as far as street rating and vehicular and pedestrian safety. To determine street rating, the City uses a Pavement Surface Evaluation Rating ("PASER") system to assess the condition of all City streets. Despite repairs, this portion of S. Mesa Street has a rating of 5 out of 10. In addition to the road and safety improvements, this project includes replacing 600 linear feet for vitrified clay and Orangeburg sewer line that is bad conditions.

### **History and Current Status**

This is the second phase of the Downtown Streetscapes Improvement Plan adopted in 2012.

### **Schedule**

Final design with CDOT will occur early in 2023. After the design is complete, the City can go to bid for the project and construction can begin after that. The City anticipates approximately 3 months for construction.

### **Operating Budget Impact**

This project will not have a direct impact on the operating budget but may help reduce future maintenance costs associated with these infrastructure assets.



# Sewer Fund

## Capital Projects

### Aeration System Design and Construction #607

	Account Number	2023 Budget
<b>Revenues</b>		
ARPA Grant Funds	212-000-00-3319	\$ 700,000
Sewer Fund Revenues	212-000-00-9999	\$ 600,000
Total Revenues		<u>\$ 1,300,000</u>
<b>Expenses</b>		
Engineering and Design	212-607-76-4345	\$ 100,000
Construction	212-607-76-4740	\$ 1,200,000
Total Expenses		<u>\$ 1,300,000</u>

### Project Description

This project includes the design and construction of the new aeration system at the Fruita Wastewater Reclamation Facility.

### Purpose and Need

To accommodate increased growth and treatment, the second oxidation ditch at the Fruita Wastewater Reclamation Facility will need to be turned on in the near future. Flows and loads of the two-ditch design criteria have been at levels that allow one ditch to be in service allowing staff to alternate the operation of ditches to work on the aeration system. However, with the growth of the city, the WWRF is reaching flows and loads that require both oxidation ditches to run simultaneously and eliminate the option of routine maintenance on the aeration system. Therefore, design and construction of a new aeration system that will allow the system to be removed for maintenance and repair is required.

### History and Current Schedule

The design is in the process of being finalized with construction estimated to be completed throughout 2023. Staff has applied for a grant to offset the cost of this project and is currently funded through current-year sewer revenues and ARPA Funds.

### Schedule

Early 2023 – Finalize Design  
2023 – Construction Aeration System

### Operating Budget Impact

It is estimated that, when needed, turning on the second oxidation ditch will lead to increased utility and maintenance costs.

# Sewer Fund

## Capital Projects

Expenses		2020	2021	2022	2022	2023	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b>CAPITAL PROJECTS</b>							
212-600	Treatment System	284,557	21,300	250,000	107,775	-	-100%
212-601	Lift Stations	66,952	-	-	-	-	N/A
212-602	Treatment System H2S	16,444	-	800,000	100,000	1,200,000	1100%
212-603	Sewer Line Upgrades H2S	-	-	237,000	-	900,000	N/A
212-604	Sewer Line Upgrades	-	565,952	-	-	240,000	N/A
212-605	Sewer Line Extensions	1,547,481	-	-	-	-	N/A
212-606	Sewer Line Upgrades SH6	-	79,576	-	986,050	-	-100%
212-607	Aeration System Project	-	-	-	-	1,300,000	N/A
		1,915,434	666,828	1,287,000	1,193,825	3,640,000	205%
<b>TOTAL EXPENDITURES</b>		<b>1,915,434</b>	<b>666,828</b>	<b>1,287,000</b>	<b>1,193,825</b>	<b>3,640,000</b>	<b>205%</b>

# Trash Fund

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# Trash Fund

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# Trash Fund

## SUMMARY

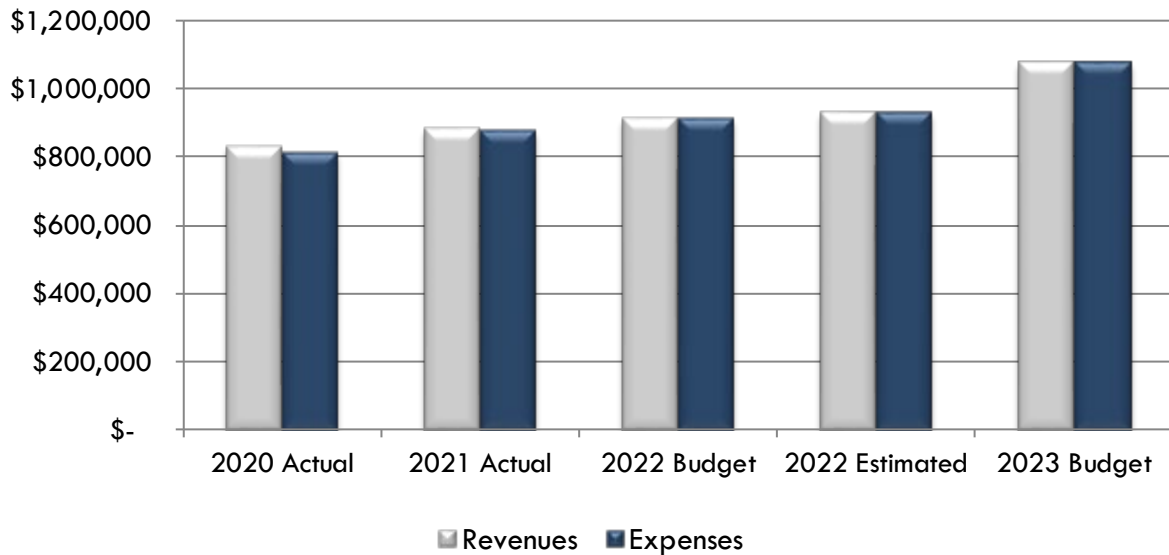
	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>Beginning Funds Available</u></b>	\$ 158,251	\$ 172,798	\$ 177,316	\$ 177,316	\$ 177,316	0%
<b><u>Revenues</u></b>						
Charges for Services	\$ 826,127	\$ 879,061	\$ 910,000	\$ 930,000	\$1,076,000	16%
Miscellaneous	64	45	-	40	-	-100%
Total Revenues	\$ 826,191	\$ 879,106	\$ 910,000	\$ 930,040	\$1,076,000	16%
<b><u>Expenses</u></b>						
Other Purchased Services	\$ 752,644	\$ 805,588	\$ 841,000	\$ 861,040	\$1,006,000	17%
Transfers to Other Funds	59,000	69,000	69,000	69,000	70,000	1%
Total Expense	\$ 811,644	\$ 874,588	\$ 910,000	\$ 930,040	\$1,076,000	16%
<b><u>Excess (Deficiency) of Revenues over Expenditures</u></b>	\$ 14,547	\$ 4,518	\$ -	\$ -	\$ -	N/A
<b><u>Ending Funds Available</u></b>	\$ 172,798	\$ 177,316	\$ 177,316	\$ 177,316	\$ 177,316	0%
<b><u>Components of Funds Available</u></b>						
Unassigned	\$ 172,798	\$ 177,316	\$ 177,316	\$ 177,316	\$ 177,316	0%

## 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 2023 Budget includes \$1,076,000 in revenues for trash collection charges. This is an 18% increase from 2022 budgeted revenues and a 16% increase over 2022 estimated revenues.

The City contracts for trash services with Waste Management. The contract allows for annual increases based on the CPI and extra-ordinary adjustments including disposal costs, force majeure events, changes in applicable laws, regulatory fees.



The monthly charge will increase from \$15.30 to \$17.70 per residence and the senior rate for those who meet the age and income criteria will increase from \$13.30 to \$15.50 per month.

The monthly charge for the 96-gallon cart automated collection services will be \$19.20 per residence and the senior rate for those who meet the age and income criteria will be \$16.60.

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 2023 Budget anticipates that the number of customers served will increase change slightly (1%) from the prior year, which is equal to about 75 new trash customers.

# Trash Fund

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## Expenses

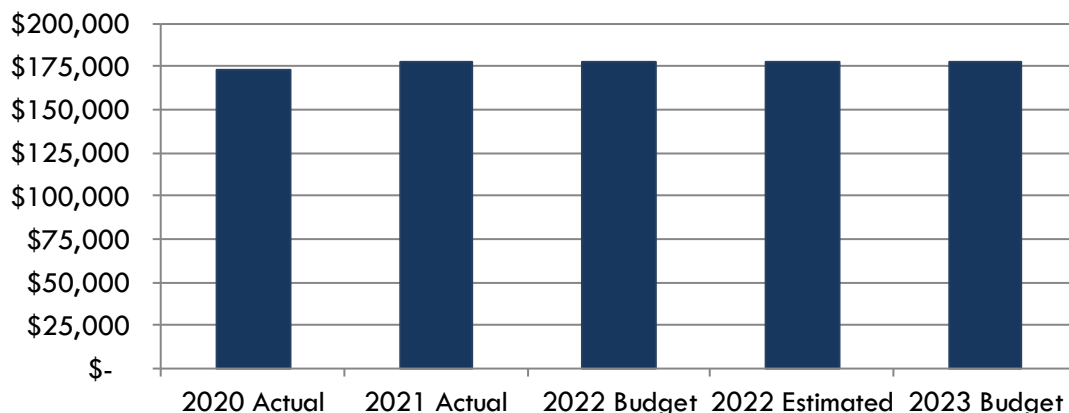
The contract for trash collection services was put out to bid in April 2019. A contract was awarded to Waste Management, Inc. for a four-year term. The contract provides the parties with the option of extending the contract for two additional 2-year terms.

The contract includes trash collection and recycling for City facilities, 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. In August of 2022, Waste Management launched a pilot program enrolling over 2,000 households throughout Fruita in the 96-Gallon Container category of trash collection. This pilot was launched to allow for Waste Management to begin automating trash collection services, and to help with employee retention.

A transfer of \$70,000 (6.5% 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 \$177,316 at the end of 2023. 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 2023 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**

- In Spring, the Public Works Department hosted a free Community Clean Up Day for Fruita residents. Residents filled up two 30-yard dumpsters with items to be disposed of. Another clean-up day is included in the 2023 Budget.
- Hosted the annual E-Cycle event at the Fruita Civic Center in October.
- Coordinated additional trash service for City events and the outdoor dining space at Mulberry Street.

## **GOALS**

- Maintain the level of resident satisfaction in out trash collection and recycle services in preparation of the upcoming community survey.

## **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

## **BUDGET HIGHLIGHTS**

- Revenues and expenses are budgeted to increase due the CPI and extra-ordinary adjustment to the rates that are charged to the City by Waste Management, and the projected 75 new customers to the trash program.
- Included in the expenses for Trash Collection Services, is \$2,000 for the Community Clean Up Day to be hosted sometime next year.



# Trash Fund

## Revenues

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b>CHARGES FOR SERVICES</b>							
215-000-00-3443	Trash Collection Charges	826,127	879,061	910,000	930,000	1,076,000	16%
215-000-00-3489	Penalty and Interest Charges	-	-	-	-	-	N/A
		826,127	879,061	910,000	930,000	1,076,000	16%
<b>MISCELLANEOUS</b>							
215-000-00-3610	Interest on deposits	64	45	-	40	-	-100%
		64	45	-	40	-	-100%
<b>TOTAL TRASH REVENUES</b>		<b>826,191</b>	<b>879,106</b>	<b>910,000</b>	<b>930,040</b>	<b>1,076,000</b>	<b>16%</b>

## Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% 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	752,644	805,588	841,000	861,040	1,006,000	17%
		752,644	805,588	841,000	861,040	1,006,000	17%
<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	59,000	69,000	69,000	69,000	70,000	1%
		59,000	69,000	69,000	69,000	70,000	1%
<b>TOTAL TRASH EXPENDITURES</b>		<b>811,644</b>	<b>874,588</b>	<b>910,000</b>	<b>930,040</b>	<b>1,076,000</b>	<b>16%</b>

# Fleet Maintenance Fund

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# Fleet Maintenance Fund

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# Fleet Maintenance Fund

## SUMMARY

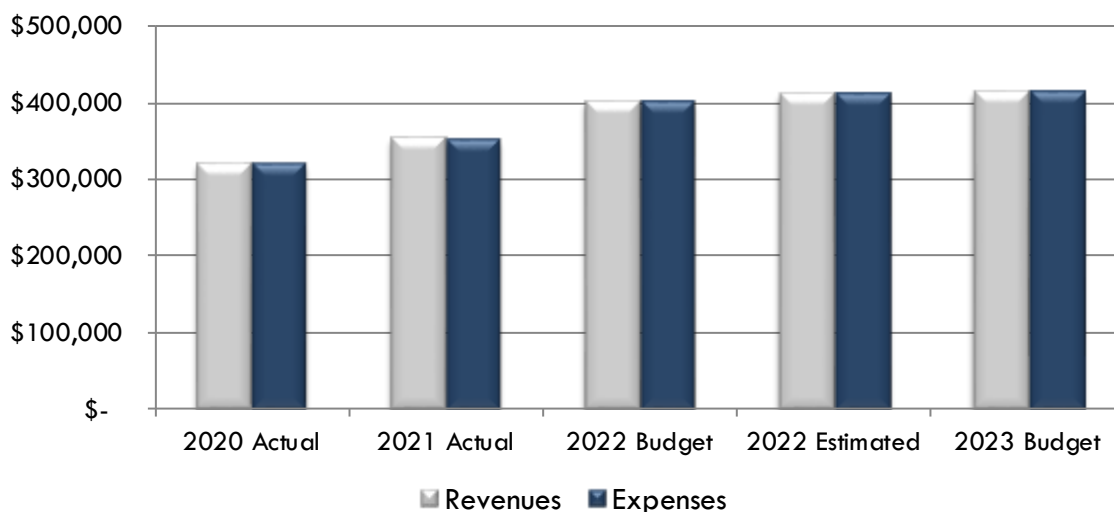
	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>Beginning Funds Available</u></b>	\$ 17,394	\$ 17,605	\$ 19,843	\$ 19,843	\$ 19,843	0%
<b><u>Revenues</u></b>						
Charges for Services	\$ 320,755	\$ 353,038	\$ 401,100	\$ 393,725	\$ 412,400	5%
Other Financing Sources	-	-	-	17,850	-	-100%
Total Revenues	\$ 320,755	\$ 353,038	\$ 401,100	\$ 411,575	\$ 412,400	0%
<b><u>Expenses</u></b>						
Personnel Services	\$ 129,598	\$ 136,837	\$ 155,575	\$ 154,375	\$ 155,600	1%
Personnel Services, Benefits	62,386	68,143	73,175	72,600	74,650	3%
Purchased Professional Svcs	654	2,384	3,500	3,500	3,500	0%
Purchased Property Services	28,209	42,393	36,900	54,150	55,400	2%
Supplies	97,797	101,043	99,700	99,700	108,000	8%
Subtotal - Operating Expenses	\$ 318,644	\$ 350,800	\$ 368,850	\$ 384,325	\$ 397,150	3%
Capital	1,900	-	17,000	12,000	-	-100%
Contingency	-	-	15,250	15,250	15,250	0%
Adjustments to budgetary basis	-	-	-	-	-	N/A
Total Expense	\$ 320,544	\$ 350,800	\$ 401,100	\$ 411,575	\$ 412,400	0%
<b><u>Excess (Deficiency) of</u></b>						
<b><u>Revenues over Expenditures</u></b>	\$ 211	\$ 2,238	\$ -	\$ -	\$ -	N/A
<b><u>Ending Funds Available</u></b>	\$ 17,605	\$ 19,843	\$ 19,843	\$ 19,843	\$ 19,843	0%
<b><u>Components of Funds Available</u></b>						
Unassigned	17,605	19,843	19,843	19,843	19,843	0%
	\$ 17,605	\$ 19,843	\$ 19,843	\$ 19,843	\$ 19,843	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 \$412,400 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 2023 are budgeted to increase 3% when compared to the prior year budget, but decrease 1% from 2022 estimated actuals (due to insurance payments received in 2022). The following table shows the source of revenues by department or fund for fleet maintenance.

Fleet Maintenance Charges						
Department/Fund	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
Engineering Department	-	-	4,650	4,650	6,850	47%
Community Development	1,400	4,500	500	500	4,925	885%
Police Department	62,780	53,188	78,150	74,550	79,000	6%
Parks and Recreation	62,000	64,127	83,550	79,775	70,925	-11%
Public Works General Fund	165,775	180,248	171,850	171,850	175,675	2%
Community Center Fund	4,300	4,275	3,600	3,600	3,775	5%
Irrigation Water Fund	2,100	3,100	1,975	1,975	4,000	103%
Sewer Fund	22,400	43,600	56,825	56,825	67,250	18%
<b>Total Fleet Maintenance Charge:</b>	<b>320,755</b>	<b>353,038</b>	<b>401,100</b>	<b>393,725</b>	<b>412,400</b>	<b>5%</b>

### Expenses

The 2023 Budget includes a 4% increase in expenses. The City's fleet consists of approximately 130 pieces of mobile equipment, in addition to a number of small engine equipment, and continues to grow resulting in increased demands on fleet maintenance resources.

# Fleet Maintenance Fund

The following table shows the vehicles and mobile equipment scheduled for replacement in the 2023 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. Units 4015 and 7018 were ordered and initially included in the prior year's budget. However, due to supply chain issues, these vehicles will not be received until 2023 and are included in the 2023 Budget. Unit 3064 is a new replacement scheduled for 2023. The replacements are funded through the Capital Equipment Replacement Funds (CERF).

VEHICLES AND EQUIPMENT REPLACEMENT SCHEDULE - 2023							
Unit #	Year	Make	Description	Age	Budgeted Amount	Fund & Dept	Acct
3064	2011	Ford	F150 4x4	11	55,000	FCC-BM	127-451-54-4743
4015	2007	Sterling	Dump Truck	15	252,000	GEN-PW	110-431-51-4742
7018	2007	Dodge	Truck, 4x4 with dump bed (Ram 3500)	15	72,000	GEN-PW	110-431-51-4742
<b>Total Mobile Equipment Replacements</b>					<b>\$379,000</b>		

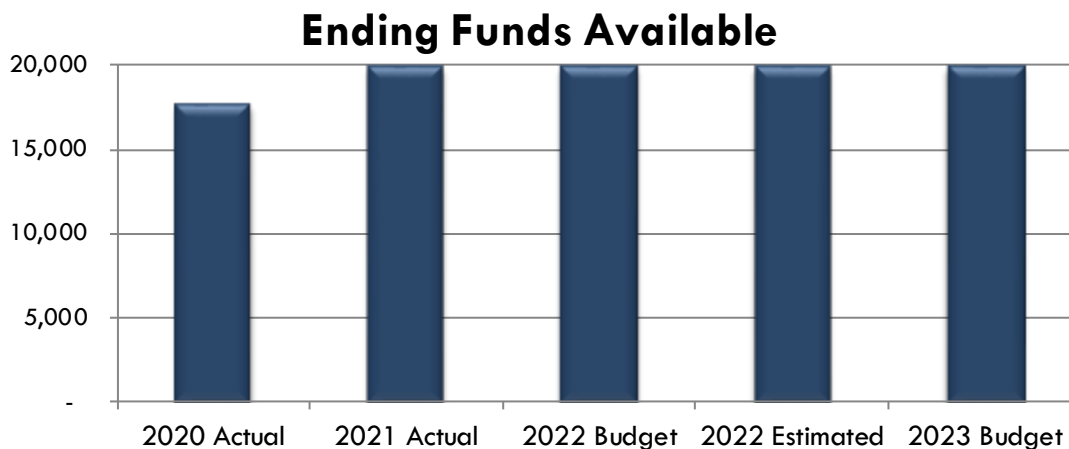
In addition to the replacement equipment noted above, there are several vehicle and equipment purchases included throughout the 2023 Budget in various funds. Once again, Fleet Maintenance is responsible for overseeing the purchase of equipment but the cost is included in the appropriate Department budget.

NEW VEHICLES AND EQUIPMENT SCHEDULE - 2023					
	Amount	Description	Fund	Dept	Acct
1	\$ 10,000	Trailer for Traffic Safety equipment	110	431	110-431-52-4742
2	\$ 30,000	Truck for Engineering	110	418	110-418-30-4742
3	\$ 47,000	Tractor for Parks	110	451	110-451-80-4742
4	\$ 55,000	Police interceptor	110	421	110-421-60-4742
	<b>\$ 142,000</b>	<b>Total New Vehicles/Mobile Equipment</b>			

## FUNDS AVAILABLE

The Fleet Maintenance Fund has estimated available funds of \$19,843 at the end of 2023. As an internal service fund, the Fleet Maintenance Fund is not expected to generate additional income to increase available funds.

# Fleet Maintenance Fund



## **CAPITAL EQUIPMENT REPLACEMENT FUND (CERF)**

The City 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 2023 CERF funding for each fund. The acquisition of replacement vehicles and equipment is deducted from the CERF funding each year and the difference is added or removed from the reserve.

<b>CAPITAL EQUIPMENT REPLACEMENT FUND</b>			
<b>FUND</b>	<b>Annual Funding</b>	<b>2023 Replacements</b>	<b>Changes in CERF Reserve</b>
General Fund	400,000	324,000	76,000
Sewer Fund	59,000	-	59,000
Irrigation Fund	3,200	-	3,200
Community Center Fund*	5,700	55,000	(49,300)
<b>Total</b>	<b>467,900</b>	<b>379,000</b>	<b>88,900</b>

## **PERSONNEL**

There are no staffing changes proposed to the Fleet Maintenance Fund in the 2023 Budget.

# Fleet Maintenance Fund

Fleet Maintenance Fund - Manhours				
	2020	2021	2022	2023
<u>Hours Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Full time employees	6,437	6,228	6,280	6,280
Part time employees	-	-	-	-
Overtime	21	15	75	75
Total Hours	6,458	6,243	6,355	6,355
Total FTE Equivalents	3.10	3.00	3.06	3.06

Fleet Maintenance Personnel				
	2020	2021	2022	2023
<u>Position</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Fleet Maintenance Supervisor	1.00	1.00	1.00	1.00
Fleet Mechanic I	1.00	1.00	1.00	1.00
Fleet Technician II	1.00	1.00	1.00	1.00
<b>Total Positions</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</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 Fund (CERF) plan through improved metrics.
- Continue education in industry accepted practices and methods of repair and maintenance.

## PRIOR YEAR ACCOMPLISHMENTS

- The city hired a new Fleet Supervisor.
- The Fleet Supervisor conducted cost comparison analysis for fleet parts and has the city enrolled in the government pricing programs with local suppliers. By utilizing these contracts and programs the city saw some cost savings.
- Preventative maintenance completed on schedule and in a timely manner. Fleet is maintaining a small inventory of parts on-hand, to reduce down-time of vehicles and equipment.



# Fleet Maintenance Fund

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- Fleet Mechanic successfully completed ASE certification for Automotive Maintenance and Light Repair.
- Fleet Mechanic completed factory training at TYMCO Street Sweeper School in Waco, TX
- Updated Spill Prevention, Control, and Countermeasure (SPCC) Plan.

## **GOALS**

- Complete preventative maintenance in a timely manner.
- Expand knowledge and training by utilizing ASE, MACS, and Emergency Vehicle Technician (EVT) certification courses.
- Replace gasoline meter and nozzle on bulk fuel tank for reporting and ease of operation.

## **PERFORMANCE MEASURES**

- Performance measures will be included in the final draft of the budget document.

## **BUDGET HIGHLIGHTS**

- Professional development includes ASE, MACS HVAC, and EVT training and certifications
- Transportation services which include vehicle maintenance and repair, vehicle parts, equipment, tools and fuel/oil prices are all expected to increase throughout 2022 and continue into 2023.
- Service contracts increase due to addition of annual software subscription for diagnostic scan tool.

# Fleet Maintenance Fund

Revenues		2020	2021	2022	2022	2023	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b>CHARGES FOR SERVICES</b>							
220-000-00-3481	Vehicle Repair Charges	320,755	353,038	401,100	397,900	412,400	4%
		320,755	353,038	401,100	397,900	412,400	4%
<b>OTHER FINANCING SOURCES</b>							
220-000-00-3950	Sale of Equipment	-	-	-	40	-	-100%
220-000-00-3960	Insurance Payments	-	-	-	17,850	-	-100%
		-	-	-	17,890	-	-100%
<b>TOTAL FLEET MAINTENANCE REVENUES</b>		<b>320,755</b>	<b>353,038</b>	<b>401,100</b>	<b>415,790</b>	<b>412,400</b>	<b>-1%</b>

# Fleet Maintenance Fund

## Expenses

Account	Description	2020 Actual	2021 Actual	2022 Budget	2022 Estimated	2023 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
220-431-90-4113	Salaries, Public Works	128,950	136,200	150,575	150,575	150,600	0%
220-431-90-4119	Personnel Adjustments	-	-	2,300	2,300	2,300	0%
220-431-90-4120	Salaries, Part time	-	-	-	-	-	N/A
220-431-90-4130	Overtime	648	637	2,700	1,500	2,700	80%
		129,598	136,837	155,575	154,375	155,600	1%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
220-431-90-4210	Health Insurance	44,386	48,392	50,600	50,600	52,000	3%
220-431-90-4220	FICA Payroll Expense	7,852	8,321	9,525	9,525	9,525	0%
220-431-90-4221	Medicare Payroll Expense	1,836	1,946	2,250	2,250	2,225	-1%
220-431-90-4230	Retirement Contribution	5,774	6,122	6,900	6,900	6,900	0%
220-431-90-4250	Unemployment Insurance	379	399	500	500	500	0%
220-431-90-4260	Workers Compensation Ins	2,159	2,963	3,400	2,825	3,500	24%
		62,386	68,143	73,175	72,600	74,650	3%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
220-431-90-4310	Professional Development	654	2,384	3,500	3,500	3,500	0%
		654	2,384	3,500	3,500	3,500	0%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
220-431-90-4430	Service Contracts	1,549	1,828	1,900	1,900	5,400	184%
220-431-90-4435	Vehicle Repair and Maint	26,660	40,565	35,000	52,250	50,000	-4%
220-431-90-4442	Equipment Rental	-	-	-	-	-	N/A
		28,209	42,393	36,900	54,150	55,400	2%
<b><u>SUPPLIES</u></b>							
220-431-90-4610	Office Supplies	430	444	450	450	450	0%
220-431-90-4612	Supplies and Equipment	90,460	95,791	92,000	92,000	99,500	8%
220-431-90-4626	Fuel	2,370	2,715	3,000	3,000	3,350	12%
220-431-90-4630	Meeting/Appreciation Supplies	-	74	100	100	-	-100%
220-431-90-4660	Tools	3,375	1,132	2,600	2,600	3,000	15%
220-431-90-4661	Uniforms	1,151	887	1,400	1,400	1,400	0%
220-431-90-4662	Safety Equipment	11	-	150	150	300	100%
		97,797	101,043	99,700	99,700	108,000	8%
<b><u>CAPITAL</u></b>							
220-431-90-4742	Mobile Equipment	-	-	-	-	-	N/A
220-431-90-4743	Furniture and Equipment	1,900	-	17,000	12,000	-	-100%
		1,900	-	17,000	12,000	-	-100%
<b><u>CONTINGENCY</u></b>							
220-431-90-4850	Contingency	-	-	15,250	-	15,250	N/A
		-	-	15,250	-	15,250	N/A
<b>TOTAL FLEET MAINTENANCE EXPENDITURES</b>		<b>320,544</b>	<b>350,800</b>	<b>401,100</b>	<b>396,325</b>	<b>412,400</b>	<b>4%</b>

# Appendix

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Glossary of Terms

Adopted Budget Resolutions

Codified Fees, Rates, and Charges

Supplemental Information

# Appendix

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# Appendix

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## Budget Glossary

- **Accrual Accounting** – A method of accounting in which transactions are recorded at the time they occur, rather than when cash is received or disbursed. Revenues are recorded when earned and expenses are recorded when goods are received, or services performed.
- **Appropriation** – The legal authorization by the City Council to make expenditures and to incur obligations for specific purposes. Appropriations are made for fixed amounts by the fund and are granted in the operating budget for a one-year period for all funds.
- **Appropriation Ordinance** – The official, legal authorization, by the City Council for expenditure of funds.
- **ARPA** – The American Rescue Plan Act, or ARPA, was signed into law by President Biden on March 11, 2021. The City of Fruita received approximately \$3.4 million in funds from ARPA, and these funds can be used for the provision of essential government services.
- **Assessed Valuation** – The basis for determining property taxes. The Mesa County Assessor determines the assessed valuation of residential real property. For 2022, property was appraised at the 2021 actual value.
- **Balanced Budget** - A budget where operating revenues are equal to, or exceed, operating expenditures.
- **Bond** – A long-term promise to pay. It is a promise to repay a specified amount of money on a particular date (the maturity date).
- **Capital Equipment** – An item purchased by the City that has a value of \$1,000 or greater and has an expected useful life of two years or more. New or replacement equipment including vehicles, mobile equipment, office equipment, furniture, fixtures, computer hardware and software, artwork, building equipment and furnishings, and equipment necessary for operations.
- **Capital Improvement Plan** – An annual, updated plan of capital expenditures for public facilities and infrastructure (streets, bridges, building, etc) with estimated costs, sources of funding, and timing of projects over a five-year period.
- **Capital Outlay** – Expenditures for the acquisition, construction, or improvement of capital projects or for the acquisition of capital equipment.
- **Capital Project** – A project that consist of new construction, expansion, or major maintenance or rehabilitation project for existing infrastructure or facilities. Capital projects have a total cost of at least \$10,000 over the life of the project and an economic life of at least five years.

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- **Capital Projects Fund** – The Capital Projects Fund provides for acquisition and construction of improvements and enhancements to the general government infrastructure and facilities of the City such as streets, parks and open space, and other projects in accordance with the City of Fruita’s Five-Year Capital Improvement Plan.
- **CERF** – The Capital Equipment Replacement Fund. The CERF reserve for each fund (that owns or maintains equipment) is based on a 10-to-15-year replacement schedule for mobile equipment.
- **CDOT** – The Colorado Department of Transportation.
- **CDPHE** – The Colorado Department of Public Health and Environment.
- **CTO** – The Colorado Tourism Office.
- **CVRF** – Through the CARES Act, signed by President Trump on March 27, 2020, the City of Fruita received Coronavirus Relief Funds (CVRF), which was funds that could be used to cover expenses incurred due to the public health emergency of the Coronavirus. The City of Fruita received approximately \$1.3 million in CVRF.
- **Debt Service** – Payment of principal and interest related to long-term debt.
- **Depreciation** – The allocation of the cost of a tangible asset over its estimated useful life. The City of Fruita does not budget for depreciation.
- **Designated Fund Balance** – A portion of the fund balance that has been set aside for a specific purpose by the City Council.
- **Fiscal Year** – A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The City of Fruita’s fiscal year is January 1 – December 31.
- **FTAC** – The Fruita Tourism Advisory Council.
- **Full-Time Equivalent** – Unit used to measure the number of employees based on a 40-hour work week.
- **Fund Balance** – The difference between the assets and liabilities of a particular fund.
- **GAAP** - Generally accepted account principles as established by the Government Accounting Standards Board.
- **General Fund** – The General Fund is the City’s major operating fund. It is used to account for the provision of municipal services fund through the general resources of the City, primarily tax revenues. Included in the General Fund are the following departments: General Government, Administration, Engineering, Community Development, Public Safety, Public Works, Parks and Recreation, and other non-Departmental expenses.

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- **GJEP** – The Grand Junction Economic Partnership.
- **Grants** – Contributions of gifts, cash, or other assets from another organization to be used or expended for a specific purpose of activity. In the Fruita Municipal Budget, grants are coded as intergovernmental revenues.
- **Home-Rule Municipality** – Statutory and constitution provisions, which allow municipalities to exercise powers of local self-government such as the administration and collection of local taxes. The City of Fruita is a home rule municipality.
- **Intergovernmental Revenues** – Revenues that the City of Fruita receives from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.
- **Internal Service Fund** – A fund that is used to account for the financing of goods and services provide by one department to another department of the City on a cost reimbursement basis. An example of an internal service fund is the Fleet Maintenance Fund.
- **Internal Transfers** – Legally, authorized intra-city transfers from a fund receiving revenue to another fund where it is to be expended. Revenue and expenditures are accounted for in both funds.
- **Mill-Levy** – Rate applied to Assessed Valuation of property to determine property taxes. A mill is 1/10<sup>th</sup> of a penny, or \$1.00 of tax for each \$1,000 of assessed valuation. The current mill levy for the City of Fruita is 10.146 mills.
- **Operating Budget** – The comprehensive financial and service plan of the City which consists of a listing of anticipated revenues and proposed expenditures for each function of government for the designated fiscal year.
- **Operating Reserve** – An 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 increases in expenditures. Operating reserves are maintained in the General Fund and Community Center Fund in an amount equal to 25% of the current years' operating expenses, excluding capital equipment and transfers to other funds.
- **Performance Measure** – A quantitative measure that allows the City to determine the degree to which specified performance results are met.
- **Personnel Services** – A category of expenditures that includes items such as salary and wages, employee benefits, and other expenses. In the City of Fruita's Municipal Budget, personnel services are listed in the 4100 (wages for full-time, part-time, overtime) and 4200 (benefits and fringe benefits) series of each line-item budget.
- **Restricted Reserve** – A portion of fund balance that is legally restricted to a specific future use or is not available for appropriation or expenditure. For example, lodging tax



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revenues received from the original 3% lodging tax are restricted for marketing and promotion services.

- **Revenue** – Funds that the City of Fruita receives as income, such as tax payments, user fees for providing specific services, fines, forfeitures, grants, or other income.
- **ROW** – Right-of-Way
- **Sales and Use Tax** – A tax imposed on the sale or use of tangible personal property. The City of Fruita's sales and use tax rate is 3% and is allocated to the General Fund (2%) and the Fruita Community Center Fund (1%).
- **Strategic Plan - The** City of Fruita Strategic Plan is a combination of organizational and citywide goals for the Community for the next 2-4 years, and is adopted by the City Council. The 2022 – 2025 Fruita Strategic Plan can be found [here](#). The Strategic Plan is updated every two years.
- **User Fees/Charges:** The charges for services provided to users who benefit from using the service. The City's primary source of from fees is user charges for utility services, such as Sewer, Trash, or Irrigation.

# Appendix

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## Adopted Budget Resolutions

The Adopted Budget Resolutions will be included here in the adopted budget.

# Appendix

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## Codified Fees, Rates, and Charges

The final fee scheduled will be included in the final budget document.

# Appendix

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## Supplemental Information

Additional Supplemental information will be included in the final budget document.

Exhibit A – City of Fruita Base Compensation Pay Plan and Guidelines

**City of Fruita**  
**Base Compensation Plan Guidelines**  
**January 2022**

**Purpose**

These guidelines provide information necessary for the ongoing administration and maintenance of the job classification and compensation program.

These guidelines are subject to change at any time and must be approved by the City Manager.

**Contents of this Document**

Coverage

Compensation Philosophy

Responsibilities

City Manager Responsibilities

Department Director Responsibilities

Human Resource Responsibilities

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Compensation Committee

Job Classifications

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Job Matching

Survey Data

Market Range

Department Director Market Ranges

Merit Increases

Other Pay Adjustments

Promotions

Reclassifications

Required Certifications

Equity Adjustments

Pay Decreases

**Coverage**

These guidelines cover all full-time, permanent part-time employees, and seasonal exempt and nonexempt employees.

**Compensation philosophy**

The City of Fruita is successful due to engaged, talented and passionate team members who embody the values of this community. We seek team members who:

- dedicate their efforts to mastering their trade,
- have fun in life and at work,
- respect all whom they engage with,
- foster a team approach unified in specific measurable goals,
- implement simple, innovative solutions,
- over communicate in full transparency, and
- are authentic in their behaviors.

We recognize and reward team members who demonstrate these core values.

The City strives to recognize and celebrate employees with various awards, including service awards for years of service, on the spot Geared Up awards, and, in rare and special circumstances, bonuses.

Pay, benefits, culture and work-life integration are key to attracting and retaining the best team members in the industry. We strive to pay competitive salaries, which are based on market comparisons, internal equity, and job performance based on the City's financial and strategic objectives. We offer a strong benefit package which includes health, dental, vision, supplementary offerings, community center membership, employee assistance program, paid holidays, and generous sick and vacation accruals. We attempt to never say no to vacation time requested and pride our culture of work-life integration, enabling team members to prioritize important aspects of their lives while being productive at work.

**City Manager Responsibilities**

Final approval of recommendations of the Human Resources Director and Compensation Committee.

**Department Directors Responsibilities**

Department Directors are responsible for the following actions:

- reviewing changes in job functions with employees,
- assisting Human Resources in preparing descriptions for new and/or changed job positions,
- discussing performance with direct reports at regular intervals,

- preparing performance evaluations,
- recommending salary adjustments (merit/promotional increases), to the HR Director
- communicating pay adjustments to employees.

### **Human Resource Director Responsibilities**

- Analyze all compensation requests and work with the Compensation Committee to make recommendations on compensation to the City Manager
- Ensure correct exempt/non-exempt classifications
- Conduct salary survey market analysis
- Prepare and maintain pay plan
- Determine:
  - pay for new employees hired above the market rate,
  - promotional increases,
  - merit increases,
  - equity adjustments,
  - special forms of compensation,
  - employment offers, and
  - reclassifications and title changes.

### **Compensation Committee Responsibilities**

Evaluate the following for recommendation to the City Manager:

- new positions during budget cycle,
- reclassifications during budget cycle, and
- assist Human Resource Director in conducting salary survey and market analysis.

### **Compensation Committee**

The Compensation Committee, appointed by the City Manager, is responsible for monitoring the pay plan operation and ensuring consistency of application. It is currently comprised of the HR Director, Payroll Specialist, and Assistant to the City Manager/Budget Manager. The Committee will regularly report on the plan operation to the City Manager and will also present recommendations and changes for approval.

### **Job Classifications**

Every employee is hired to perform a specific position that is considered a job classification. Each classification is further defined in a job description. Both the employee and Department Director/Supervisor should review the job description annually at the time of performance review. Any changes to the description should be submitted to the HR Director no later than

August 15<sup>th</sup> of each for review and approval by the Compensation Committee.

If the job changes are significant, the Department Director can request a job reclassification to the HR Director. Requests must be submitted by September 1st to be considered in the budget process. Job reclassification requests must include both the old and new job description along with the Department Director's recommendation for changing the current job match. In special circumstances Directors may request a job reclassification outside of the budget process to the HR Director.

## **Compensation Structure Development**

### **Job Matching**

Pay for the City's jobs is determined by first matching the duties and responsibilities and minimum qualifications of the position to survey descriptions from the Colorado Municipal League (CML) salary survey. CML publishes this survey each year. The City of Fruita intends to conduct a market analysis every other year to be implemented in even-numbered years. The labor market comparison (survey data line) is "All Colorado" organizations.

The Compensation Committee reviews job matches and confirms them with Department Directors before the market analysis. Since jobs often change whether in terms of responsibility, duties performed, reporting relationships or because of internal or external factors, the job match may be adjusted. Department Directors provide a recommendation to the HR Director for any new or changed job matches within their departments. A minimum of a 70 percent match is required between the City's job and the CML description. Job matches are documented on the compensation plan spreadsheet.

There are instances when a job may have more than one job match or doesn't quite match the survey description. Options to address these instances include:

- If the job has duties in more than one functional area, it can be matched to two or more survey jobs. An example is a position that performs accounting duties 40% of the time and administrative duties 60% of the time. Once the job matches are approved, an aggregate average of the salary data is calculated.
- If the responsibilities or qualifications of a job are at either a higher or lower level than the survey description, a percentage (+ or -) can



be applied to the data that reflects the relationship. As an example, if the best survey description includes supervisory duties but the City's position does not supervise, the compensation data for the position can be reduced by 10% to reflect the lesser scope of responsibility in the job.

- If there is no suitable job match for a position, the Compensation Committee will not force a match but consider internal equity. This entails reviewing compensable factors of decision-making, knowledge, and accountability that are required in the job and considering the position relative to others in the City. Compensable factors may include (1) level of decision making, (2) scale of supervisory duties pertaining to overall size of department, including number of employees, size of budget and direct/indirect reporting employees, and (3) depth of services delivered and managed.

### **Survey Data**

After the job match is established, the HR Director will note the survey average for each job on the plan spreadsheet along with the number of organizations and number of pay rates reported in the CML survey. The Compensation Committee will review all job matches that have fewer than 10 pay rates reported in the survey sample. This is to ensure the data is not overly high or low based on the small participation.

Each job, job match, and survey average will be documented on a Position Listing in the compensation plan spreadsheet. This Listing is presented to Department Directors to review and identify any anomalies.

### **Market Range**

The Market Range is defined as 85% to 100% of the CML survey average. The City strives to pay employees within this range. This will not be lowered if future survey data is lower. And it will likely increase based on future market analyses. Future increases to the market range will be considered depending upon budget and impact of increase on other positions.

Starting pay (Entry point) –Pay for new hires who have less experience or qualifications may begin at the start of the market range (85% of the CML survey average). New hires who have relevant experience and qualifications may start further into the job's market range. Any exceptions are reviewed by the HR Director and must be approved by the City Manager.

Maximum pay – Pay rates for employees may exceed 100% of the market range. Pay adjustments to employees who have exceeded 100% of the range will be determined annually by the City Manager in the budget process and may be paid in a lump sum rather than added to base pay.

Supervisors should be paid no less than 5% above their direct reports.

### **Department Director Market Ranges**

The Department Directors market range is set by averaging the CML survey data for each of the director positions. The following positions have the same market range: Chief of Police, Finance Director, Parks and Recreation Director, Planning and Development Director, and Public Works Director. The Human Resources Director market range is currently based upon a job match of HR Director and HR Manager and therefore has a different range based upon the same criteria. Performance factors, as applied to the rest of the organization are also applied to leadership compensation.

### **Merit increases**

Pay increases are based on performance as determined by the annual employee development assessment (EDA). The intention of the City is to pay employees in the market range, striving to keep up with market increases and striving for additional movement within the range. Movement within the range will vary based on the employee's performance and corresponding merit increase.

All EDAs must be completed and submitted to the HR Director by August 15<sup>th</sup> of each year. Increase amounts are tied to performance level. Employees who do not meet expectations of their job will not receive a merit increase and will have a specified performance correction plan.

Subject to budget, eligible employees receive merit increases on the first pay period in January.

Based on the performance review, employees are eligible for a full merit increase if actively employed for 6 months or more.

All increases or exceptions must be reviewed and approved by the City Manager.

### **Other Pay Adjustments**

**Promotions** – Promoted employees should be paid at least the entry of the positions' market range (85% of the CML survey average) or receive up to a 5% increase in pay, whichever is higher. All promotions must be approved, in advance, by the HR Director and City Manager.

**Reclassifications** – If a reclassification results in a significant job match/market rate change, the employee may receive up to a 5% increase or move to the entry of the positions' market range (85% of the CML survey average), whichever is higher. There may be no rate change if the employee's pay is within market range. The Compensation Committee will review each situation.

**Required Certifications** – Pay adjustments for certifications will be considered when the certification is a requirement of the job (i.e., Wastewater Operators). Once the certification is received, Wastewater Operator positions will move to the next range for the corresponding job title and may receive up to a 5% increase or move to the entry of the positions' market range (85% of the CML survey average), whichever is higher.

Certification pay adjustments will be estimated in the budget but will not be paid until the employee receives the certification.

**Temporary Assignments** – When an employee temporarily assumes a higher level vacant and budgeted position for 30 days or more, the employee may be eligible for a temporary pay increase. The employee may be offered a pay rate increase of 5% or the minimum market range for the corresponding position, whichever is greater.

**Equity adjustments** - Equity adjustments may be approved in limited circumstances. An equity increase might be necessary in cases where a supervisor earns less than a direct report or there have been extraordinary increases in market pay for a specific position. Timing of the increase may be immediate or given on January 1st. The City Manager must approve all equity increases. If there is an instance where an employee is paid below the position's minimum market range (i.e., not having the minimum qualifications, etc.), the employee will receive an equity adjustment when minimum qualifications are met.

**Pay decreases** – An employee's pay rate is decreased to the market rate of the new position when the employee voluntarily transfers to a position with a lower market range and for employees who are transferred to a lower-level position performance issue.