

# CITY OF FRUITA 2024 ANNUAL BUDGET



*Honor the Past – Envision the Future*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Fruita  
Colorado**

For the Fiscal Year Beginning

**January 01, 2023**

*Christopher P. Morill*

Executive Director

# **Readers Guide to Budget Document**

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# **Readers Guide to Budget Document**

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## **How To Use This Document**

The 2024 City of Fruita Municipal 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 2024 Municipal Budget has 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 2024 Budget. The transmittal letter includes highlights of the 2024 Budget, a year in review, a highlight of accomplishments of 2023, 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 more. This will be included in a future budget draft.

### **3. Budget Overview**

This section includes summaries of all funds for the 2024 Budget, sources of revenues, types of expenditures, and costs by department and fund. For comparison, 2021 and 2022 actual amounts are provided, as well as the 2023 Adopted Budget, and 2023 actual estimated amounts. The % change indicates the percentage change between the 2024 Budget and 2023 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 2023, budget highlights for 2024, and performance measures for each department. It also includes details on significant changes between the 2023 and 2024 operating budgets, as well as the detailed program budget for each department and program.

### **5. Appendix**

The Appendix section contains supplemental information to the 2024 Municipal Budget, including:

- Glossary of Budget Terms
- Adopted Budget Resolutions
- Codified Fees, Rates, and Charges
- Supplemental Information

# Readers Guide to Budget Document

## Document Accessibility Information

### Embedded Links

Included in the 2024 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. Bookmarks are also added to allow for easy navigation throughout the document.

### Features To Support Reading PDFs

All versions of Adobe Acrobat DC, Adobe Acrobat Reader DC, Adobe Standard DC, and Adobe Pro DC provide support for the accessible reading of PDF files by persons with disabilities:

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Read out loud from the current page to the end of the document	Shift + Ctrl + B	Shift + Command + B
Pause reading out loud	Shift + Ctrl + C	Shift + Command + C
Stop reading out loud	Shift + Ctrl + E	Shift + Command + E
Reflow a tagged PDF, and return to unreflowed view.	Ctrl + 4	Command + 4

# Introduction

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# Introduction

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# Introduction

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## Budget Transmittal Letter

Honorable Mayor, Members of City Council, and Fruita Residents,

As required by the Fruita City Charter, I am pleased to present the 2024 City Manager's Recommended Budget. This Recommended Budget has been created over the past several months by a team of professional staff collaborating at my direction and through an improved process led by the Assistant City Manager. The Budget, as presented, allows the City to achieve many of its goals in the Strategic Plan and our Strategic Outcomes, while embodying our core behaviors. It will serve as a policy document and financial plan for the coming year.

This letter provides a summary of the 2024 Budget Highlights and changes from the previous year, a (2) 2023 Year-in-Review, and a financial overview of the City of Fruita.

### 2024 Proposed Budget Highlights

With the updated [Strategic Plan](#) in hand, the goals and priorities of the City of Fruita have been identified. This 2024 Budget includes key projects and policies related to this. Highlights included, but are not limited to:

- **Municipal Election** – For the third time in a row, the City of Fruita will conduct its own municipal election. Funding in the amount of \$25,000 has been budgeted for equipment rental, printing, posting, and other expenses related to the administering the election.
- **Continued Investments in Road, Bridge, and Sidewalk Infrastructure** – The quality of City streets, and limiting traffic congestion, were the two top goals identified by the public in the 2021 Community Survey. Over the past couple of years, the City of Fruita has invested significant funds and reserves to achieve these goals. Projects and capital projects in the 2024 Budget continue these investments for transportation and multi-modal improvements. These projects are realistic and can be achieved for the upcoming year, and include:
  - **19 Road Improvements** - \$6.0 million has been budgeted for improvements to 19 Road. This includes widening and adding a through turn-lane, adding a pedestrian path on 19 Road, drainage improvements, and more. It is estimated that construction will begin in the fall and the project will be complete in 2025.
  - **Road Overlays** - \$560,000 has been budgeted for road overlays around Fruita, an increase of \$260,000 from the prior year.
  - **Chip sealing** – Funding for chip sealing includes \$210,000, and this additional \$60,000 will help to double chipseal S. 19 Road on the south side of Fruita.
  - **Sidewalk Improvements** - \$50,000 has been budgeted for a safety project at Pabor Avenue and Sycamore Way, along with \$100,000 for annual sidewalk replacement throughout Fruita.
  - **Street Striping** - \$71,500 has been budgeted to contract out Street Striping.
- **Downtown Improvements** – After completing the Mulberry Plaza last year, additional improvements to downtown Fruita are included in this proposed budget:



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- **Self-Cleaning Restroom** - \$350,000 has been budgeted to add a self-cleaning restroom in downtown Fruita. These restrooms will provide additional options during special events and throughout the year.
- **Additional Parking** - \$10,000 has been budgeted to lease a parking lot on N. Mulberry Street to allow for temporary overflow parking and minor maintenance expenses. Additionally, Fruita residents and guests will be able to use the newly acquired parking lot on S. Mulberry Street next year.
- **Reed Park Renovation** – Construction of the improvements to Reed Park (a project carried over from the 2023 Budget) are estimated to be complete in 2024 (bids will be received by Oct.13, 2023 which will give us exact construction costs).
- **S. Mesa Street Improvement** – Also carried over from the prior year, significant multi-modal improvements to S. Mesa Street between Circle Park and Highway 6&50. This also includes a replacement of the Orangeburg sewer line and timing is subject to the Colorado Department of Transportation since it is largely funded with a CDOT grant.
- **Downtown Art** - \$30,000 is budgeted for art in downtown Fruita, and to create murals at the Mulberry Plaza.
- **Ongoing Emphasis on Critical Sewer and Wastewater Projects** – In 2023, Public Works staff completed several key, important projects for Sewer and at the Wastewater Reclamation Facility. This continues into 2024 with two important projects that were identified in the Sewer Needs Assessment. These projects are:
  - **Downtown Sewer Improvements** – Included in this proposed budget is the first phase of sewer improvements to the downtown service area, starting at Greenway Drive to Highway 6&50. This sewer line is showing significant signs of deterioration and needs to be replaced to avoid further damage to the existing concrete line.
  - **Kingsview Lift Station** – The Kingsview Lift Station, which was installed in 1995, will be replaced as it is showing signs of deterioration.
- **Fruita as an Employer of Choice** – The City of Fruita continues to attempt to retain and recruit high-quality, innovative, and performing employees, as this is how the organization will improve and continue to provide essential and excellent core services. An overview of personnel changes in the budget include:
  - **Market Increase** - Continued implementation of the market-based pay plan and rewarding staff that go above and beyond. All full-time employees are budgeted to receive an 8% increase from the prior year. The year-over-year market change was 8% in the data.
  - **Pay for Performance** – Employees that received an Exceeds Expectation will receive a one-time bonus for their work throughout 2023.
  - **Benefit Increases** – The City of Fruita’s Health Insurance increased 6.5%, and Dental Insurance increased 5%.
  - **New Positions** – There are five new positions in the 2024 Budget, two of which are new and three are reclassifications of existing positions. These include:
    - Finance Manager – this position will overlap with the Finance Director to ensure an easy transition and continuity of operations when the current Director retires.
    - Procurement and Contracts Specialist – To help all City departments with purchasing, contract, and grant management.

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- Human Resources Analyst – To help with day-to-day HR functions as the City continues to grow.
  - Public Works Maintenance Worker – Road Maintenance – A full-time position to replace two vacant seasonal positions that were not filled throughout the year.
  - Parks Maintenance Worker – A full-time position to replace two vacant seasonal positions that were not filled through 2023.
- **Retirement Contribution** – No changes to the City of Fruita’s contribution for retirement, as the City will contribute 4.5% to employees retirement plans and an additional 1.5% if the employee also contributes.
- **Quality of Place and Community Wellness** – The City of Fruita also continues to focus on quality of place and improving community wellness for residents and visitors. Projects included in the 2024 Budget for this, outside of the larger projects found in the Strategic Plan, include:
  - Increased entertainment for Fruita special events, such as the Mike the Headless Chicken Festival, Thursday Night Concert Series, and the micro-events.
  - The final steps of the Broadband Middle-Mile project. By next year, Fruita residents will have access to symmetrical gigabyte internet service.
  - Installation of a Vault Toilet at Snooks Bottom.
  - Design of the Colorado Riverfront Trail Underpass at Highway 340 and the Colorado River (continued from the prior year).
  - Several new pieces of replacement equipment at the Fruita Community Center, including the heater replacement for the indoor and outdoor pool, chemical controllers, and exercise equipment.
  - Increased property cleanup funding and resources for Neighborhood Services to help keep Fruita clean and beautiful.
  - Increased funding for the 911 Communications Center by \$40,000 for a total amount of \$340,000.
  - \$35,000 in amenities to the Fruita Bark Park.

## 2023 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 2023 accomplishments include, but are not limited to:

- Created and launched the Fruita Building Inspections program and division. This resulted in the City of Fruita being a one-stop shop for residential and business development in Fruita. The Building Inspections program was busy in its first year, as they have already issued 770 permits and conducted over 1,800 inspections (as of November 2023).
- In 2023, the City of Fruita was awarded the Distinguished Budget Presentation Award by the Government Finance Officers Association, for the first time. This recognition highlights the

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City of Fruita's commitment to excellence, transparency, and meeting the highest principles of government budgeting.

- Created the 2023 Fruita State of the City video. Hosted a watch party at the Rocky Mountain PBS location in Fruita, that was well attended by the public. The 2023 video can be found here: [2023 Fruita State of the City Video.](#)
- Implemented an organization wide process improvement plan and goals (utilizing the Four Disciplines of Execution model), aimed at increasing the number of Fruita employees that feel well informed on city matters. Administered a survey to determine a baseline for this year, and that can be compared to the results of the survey next year. Completed several in-person training courses, outreach events, and created digital materials aimed at educating employees and residents and serving as a resource for them.
- Established internal direction on continuous improvement focused on the following outcomes: treating common transactions as positive experiences; internal coordination focused on decision making, responsiveness, proactivity, and clarity in lead/support roles by creating two new internal teams (Innovation Team & Project Execution team); and process improvements specific to existing paper processes, financial system, budget process, trainings, and website goals.
- Launched the first ever Fruita Academy. The Fruita Academy is an educational program for interested community members to learn in-person about the functions of local government. Participants heard directly from Fruita leaders, received hands on learning, and toured some of Fruita's largest facilities. 24 residents signed up for the Fruita Academy.
- Completion of the Mulberry Street Plaza. This included installing picnic benches, seating, shade sails, planting trees and installing a firepit.
- Completion of the Pine Street Bridge project. A new bridge was installed on Pine Street as the old bridge did not meet use standards and was outdated. The bridge opened in September.
- Opened Fruita Bark Park, the first dog park in Fruita. The Fruita Bark Park is located on the Southside of Fruita, next to the Dinosaur Journey Museum. The park includes two areas, one for small and senior dogs, and the other for large dogs. The park consists of native landscaping with natural features including various grasses, shrubs, and elevation.
- Installed new playground equipment at Prospector Park. This playground is a Play on Playground that is designated as a project of excellence, meeting best practices in youth fitness through sliding, swinging, spinning, climbing, brachiating, and balancing.
- Installed two electric vehicle charging stations at the Civic Center, opened August 2023.
- City Council and staff attended the groundbreaking and help facilitate for the Fruita Mews project. This project is the first Special Limited Partnership for the Fruita Housing Authority and the first development in Fruita to be supported with Housing Tax Credits with rental subsidy. The Fruita Mews project will include 50 townhomes at 1601 K and 4/10th Road.
- Via a Memorandum of Understanding, began an economic development partnership with Two Forks Ventures to develop the City property along the Colorado River and Little Salt Wash north of the state park. Studies are underway with a goal in 2024 to establish a public-private partnership to develop the property with open space, river access, commercial and residential development.

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- Our Public Works crews completed many key sewer projects throughout Fruita and at the Wastewater Reclamation Facility, such as the replacement of sewer line that was damaged by H<sub>2</sub>S gas, replacing manholes with the same damage, and completing the aeration project to help with future capacity needs.
- Awarded many grants to help with key projects in the Strategic Plan and other Master Plans, including:
  - \$600,000 from the Colorado Department of Local Affairs for the Aeration Project at the Wastewater Reclamation Facility.
  - \$160,000 from the Multi-Modal and Mitigation Options Fund (MMOF) for the design of the Highway 340 Trail Connection (at the Colorado River) to expand the Colorado Riverfront Trail.
  - In partnership with Mesa County Public Health and the Fruita Trails Initiative, received a \$250,000 grant from Colorado Parks and Wildlife to build out the professional contractor-built trails in the North Fruita Desert Master Plan.
  - Received \$600,000 from Great Outdoors Colorado for construction of the Wheel Park at Reed Park.
  - Awarded \$36,000 from the Colorado Department of Economic Development and International Trade (“OEDIT”), Outdoor Recreation Office, for the production and printing of the Fruita + Palisade Gravel Adventure Guide. The guide was completed in the summer and is now available at local businesses throughout Mesa County and the state.
  - Obtained a \$300,000 supplemental award from the Department of Local Affairs for the H<sub>2</sub>S Sewer Mitigation Project.
  - Parks and Recreation was awarded \$4,000 from the Colorado Tree Coalition to plant trees at the Mulberry Street Outdoor Plaza.
- In Spring, the Public Works Department hosted the third annual Community Clean Up Day for Fruita residents. Fruita residents filled up two, 40-yard dumpsters to be disposed of at the landfill. Public Works crews hauled 12.02 tons of trash and 3.26 tons of yard debris to the landfill & organic composting facility separately.

This list is only a sample of some, but not all the accomplishments in 2023. 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***

## Local and Regional Financial Outlook

For the seventh year in a row, we continue to see increases in local and regional sales tax collections. While this has slowed down compared to prior years, we continue to see increases in the largest sources of revenues for the City. At the time of this letter, we have received sales tax data through October of 2023. Here is an overview of that data:

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A snapshot of fiscal indicators includes the following.

- City Sales tax revenues are trending 7% higher in 2023 than 2022 (2022 was 9% higher than 2021). Overall, the average percentage over the last six years has been 13%.
- County sales tax revenues is trending flat in 2023 over 2022 (2022 was 9% higher than 2021).
- Use tax on vehicles is trending at a decrease of 8% overall but is trending ahead of the 2023 Budget.
- Use tax on building materials is also trending at a decrease of 13% but is trending above budget for 2023.
- Lodging tax is trending 11% higher in 2023 over 2022 (2022 was a record-breaking year for lodging tax collections).
- The County-wide public safety tax passed in the November 2017 election relieving the burden of funding the 911 Communication Center is trending 1% higher in 2023 over 2022. These funds have assisted in the expenses of additional officers over the past three years.
- Fee Increases –
  - Included in this recommended budget are fee increases to help with the provision of government and core services. Notable fee increases include:
    - Sewer – 3% increase from the prior year.
    - Fruita Community Center Passes – A \$1 increase on passes, this is the first time the fee has been increased since 2017, despite the increased cost of operations.
    - Trash Collections – a 6.7% in monthly charges (this is a pass-through fee from Waste Management).

Implementing the City's Strategic Plan, this budget continues to improve in areas of priority for 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 2024, 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

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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

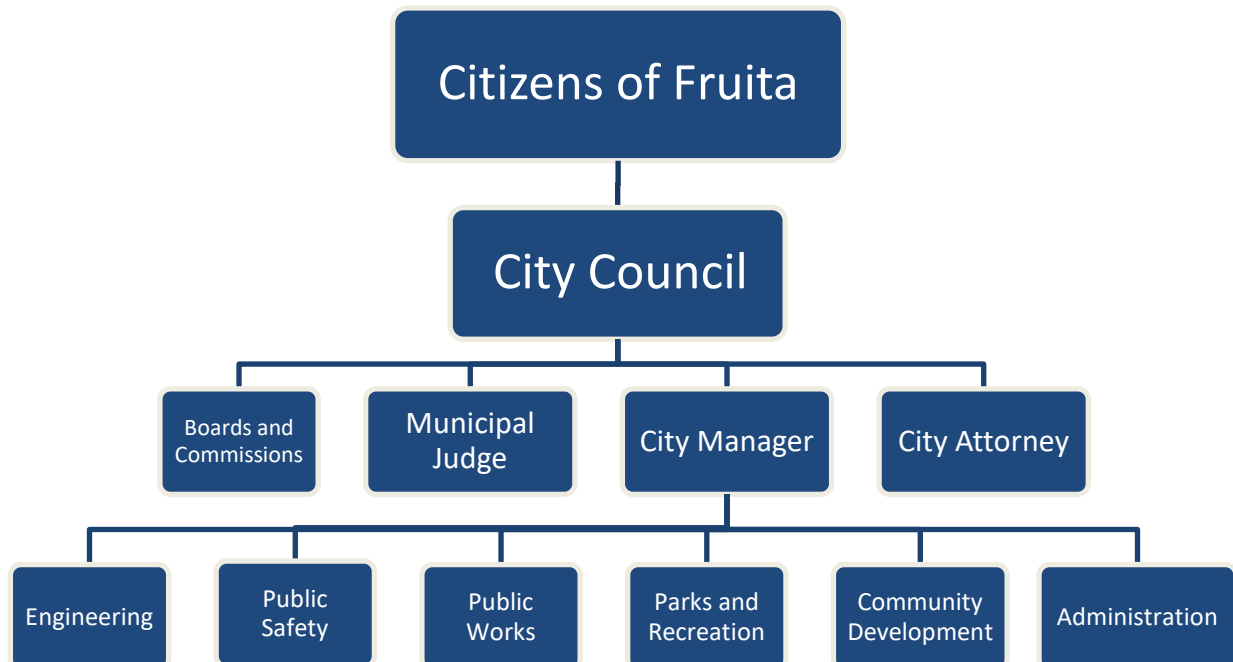
Sam Atkins, City Engineer

Odette Brach, Human Resource Director

Margaret Sell, City Clerk/Finance Director

Shannon Vassen, Assistant 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. East 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, a 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 several **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 Wastewater 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 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 **Rimrock Adventures**, which provides multiple opportunities for outdoor recreation activities including horseback riding, both guided and self-guided river rafting, rentals of kayaks, canoes, 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 are 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.



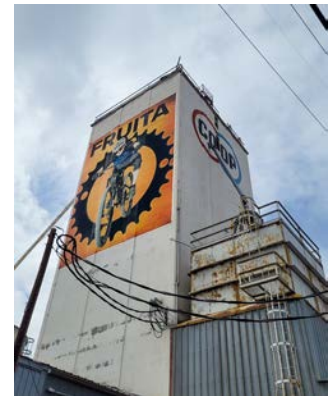
The City is home to a number of unique, fun and entertaining **Festivals and Special events** from the Fruita Fall Festival, Fat Tire Festival, Mike the Headless Chicken Festival, Thursday Night Concert Series, Riverfront Concert Series, Farmer's Market and many other events. You'll find tons of fun, 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 1st and 3rd Tuesday of each month with the 4th 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



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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 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 public with several bus stops located in the Fruita area with routes to Grand Junction and Palisade. Transportation by air, bus, and train is 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%

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Language other than English spoken at home, percent of persons age 5 years+, 2016-2020	7.6%
<b>COMPUTER AND INTERNET USE</b>	
Households with a computer, percent, 2016-2020	93.20%
Households with a broadband Internet subscription, percent, 2016-2020	86.70%
<b>EDUCATION</b>	
High school graduate or higher, percent of persons aged 25 years+, 2016-2020	90.10%
Bachelor's degree or higher, percent of persons aged 25 years+, 2016-2020	21.60%
<b>HEALTH</b>	
With a disability, under age 65 years, percent, 2016-2020	5.00%
Persons without health insurance, under age 65 years, percent	11.10%
<b>ECONOMY</b>	
In civilian labor force, total, percent of population age 16 years+, 2016-2020	62.7%
In civilian labor force, female, percent of population age 16 years+, 2015-2019	59.60%
Total accommodation and food services sales, 2017 (\$1,000)	(c) 21,638
Total retail sales, 2017 (\$1,000)	(c) 102,231
Total retail sales per capita, 2017	(c) \$7,323
<b>TRANSPORTATION</b>	
Mean travel time to work (minutes), workers aged 16 years+, 2016-2020	19.0
<b>INCOME AND POVERTY</b>	
Median household income (in 2019 dollars), 2016-2020	\$50,800
Per capita income in past 12 months (in 2020 dollars), 2016-2020	\$23,047
Persons in poverty, percent	11.0%
<b>BUSINESSES</b>	
All firms, 2012	1,019
Men-owned firms, 2012	502
Women-owned firms, 2012	391
Minority-owned firms, 2012	80
Nonminority-owned firms, 2012	882
Veteran-owned firms, 2012	105
Nonveteran-owned firms, 2012	828
Population per square mile, 2010	1,777
Land area in square miles, 2010	7.12
FIPS Code	"0828745"

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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 race categories

(b) 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](#)
- [2022-2025 Fruita Strategic 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).

# Policies and Procedures

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Budget Process

Fund Types

Basis of Budget and Accounting

Budget Policies

City Goals and Core Values



# Policies and Procedures

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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, individually and as part of the Project Execution Team, 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

Project Execution 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 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. Departments heads submit budget packages/requests to be considered in the next year's budget.

### 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.

Engineering – Prepares updated 5-year CIP.

## September

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

Leadership Team reviews budget packages as a group and prioritizes what to be included in the draft budget to the City Manager. City Manager reviews recommendations and makes final recommendations on inclusion of capital projects in the proposed budget and 5-year CIP.

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

City Council workshop – overview of proposed budget.

## October

Presentations and discussions on draft budget with City Council on key areas of the budget as they relate to the Strategic Plan.

## November

Frist Public Hearing on proposed budget.

## December

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

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## **BUDGET GUIDE**

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

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

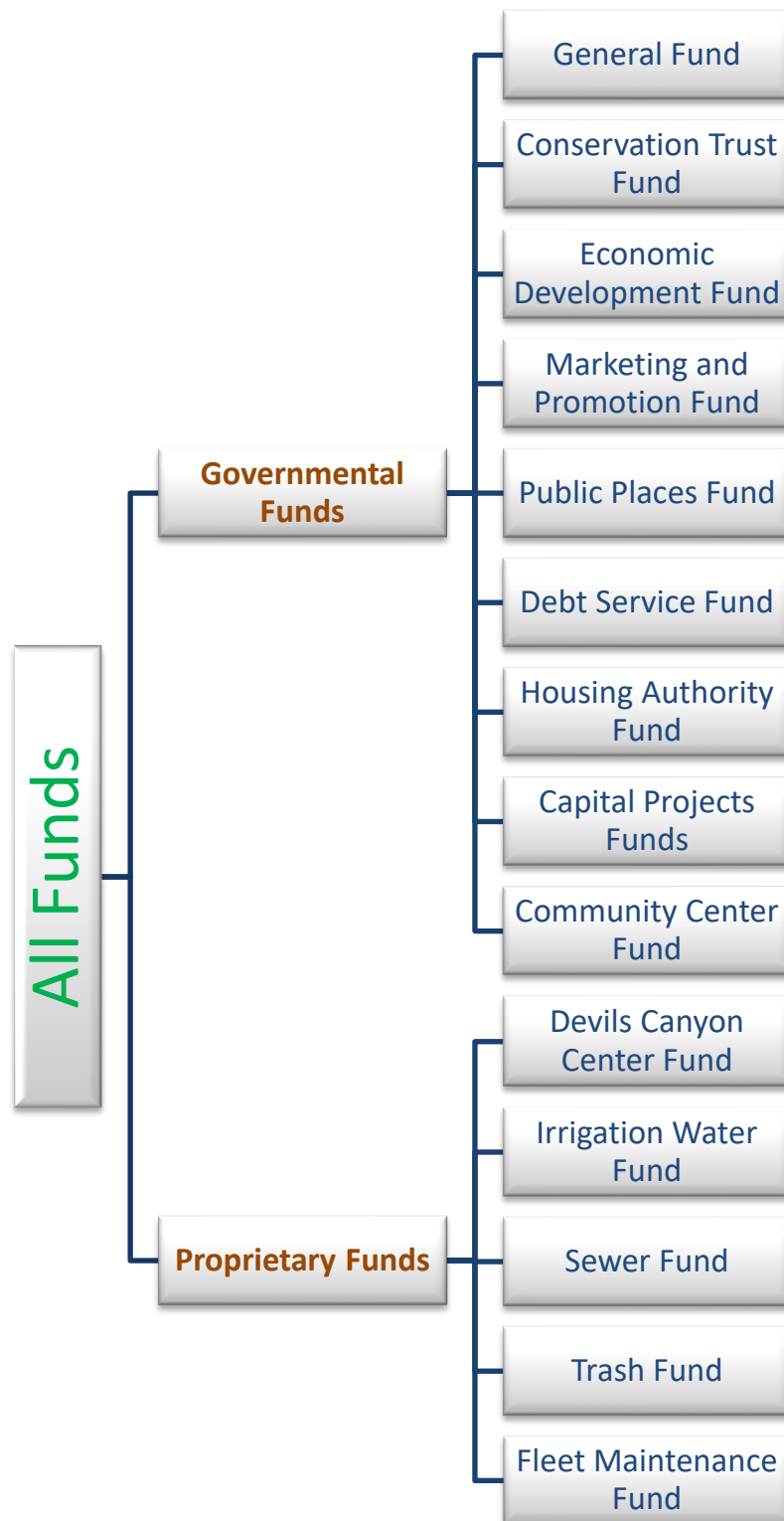
Each FUND contains a summary of all fund expenditures, each DEPARTMENT contains a summary of the program expenditures, and each PROGRAM contains a summary of the program expenses, a narrative on the purpose of the program, goals and objectives, performance measurements, prior year accomplishments, current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

### **Example:**



# Policies and Procedures

## FUND TYPES





# Policies and Procedures

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## **Governmental Funds**

General Fund (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 voters 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 lodgings 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, was 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.

Housing Authority Fund (129). The Housing Authority Fund/Component Unit is a Special Revenue Fund that was created in 2023 to assist the Fruita Housing Authority with expenses related to development applications. The Fruita Housing Authority aims to assist the City of Fruita in meeting its goals of housing for all those want to live in Fruita and fostering cooperation and coordination with partners within and outside the City of Fruita to create affordable and attainable housing. It is funded through contributions from the City of Fruita, Developer Reimbursements, and state of Colorado grants.

Capital Projects Fund (130): The Capital Projects Fund is used to account for the construction of

# Policies and Procedures

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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.

## **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 and 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 fully accrual basis.

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## **BASIS OF BUDGET**

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

## **FINANCIAL POLICIES**

The City is accountable to its citizens for the use of public funds. Resources need to be used wisely to ensure adequate funding for current and long-term needs of the community. Financial policies are developed in order to provide the resources necessary to accomplish the City's goals while maintaining financial stability. Financial stability creates 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 the 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

# Policies and Procedures

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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 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 \$525,514 and use of fund balance for two police officer positions in the amount of \$185,514 and Dispatch fees of \$340,000. The estimated year end fund balance of public safety dollars is estimated at \$440,162.

*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 require 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 increases in expenditure. 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.

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

*Capital Equipment Replacement Fund (CERF).* The CERF reserve amounts are based on a 10-to-15-year replacement schedule for mobile equipment owned by the City. The difference between the actual amount budgeted in the current year for replacement of mobile equipment and the replacement cost of all mobile equipment annualized over the life of the equipment is placed in a replacement reserve for use in future years. The purpose of this reserve is to level out costs for replacement of mobile equipment on a year-to-year basis. The following are 2024 annual funding requirements and uses for the CERF.

- General Fund - \$400,000 annual funding – The 2024 Budget includes \$225,000 budgeted for replacement of equipment with a \$175,000 addition to the reserve for a balance of \$1,742,103 year end.
- Community Center Fund - \$10,300 annual funding – The 2024 Budget includes a vehicle equipment replacement reserve with the addition of \$10,300 to the reserve for a total reserve amount of \$37,700 at year end.
- Irrigation Water Fund - \$3,200 annual funding – The 2024 Budget includes a vehicle equipment replacement reserve with the addition of \$3,200 to the reserve for a total reserve amount of \$12,800 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 \$588,308 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 - \$550,000 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 2024 Budget includes an addition of \$100,000 for this reserve after \$300,000 was used to replace equipment (Vertical Drum Mixers) at the WWTP during 2023.

*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 \$323,468 at year end.

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## 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 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 were assigned for future expansion and improvements to the sewer collection and treatment system. Based on estimated actuals for 2024, \$611,000 is assigned for future expansion in the 2024 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 expenditure includes both capital equipment and capital projects.

Capital Projects consist of new construction, expansion, or major maintenance or rehabilitation projects 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

# Policies and Procedures

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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 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.

# Policies and Procedures

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## **Revenue Policies**

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

Property Taxes - Statutory and Constitutional Limitations. Due to imposition of limitations on the mill levy and tax revenues through statutory and constitutional requirements, the mill levy has remained constant for the past several decades. 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. The 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

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# Policies and Procedures

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of resources. Goals and objectives take into account input from the public, elected officials and staff.

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



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

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

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

**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

# Policies and Procedures

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from traditional to outdoor adventure sports and youth to adult activities. We are a family-friendly community with diverse cultural opportunities, businesses and recreational amenities where visitors feel like locals and locals play like visitors.

## **CORE VALUES**

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

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

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

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

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

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

**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.

# Policies and Procedures

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**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.

# Budget Overview

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# Budget Overview

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# Budget Overview

## SUMMARY OF ALL FUNDS

Revenues for all funds for 2024 are budgeted at \$35.7 million and expenditures are budgeted at \$42.2 million (including transfers of \$8.3 million). The 2024 Budget includes the use of \$6.6 million in available funds.

### SUMMARY BY SOURCE/USE

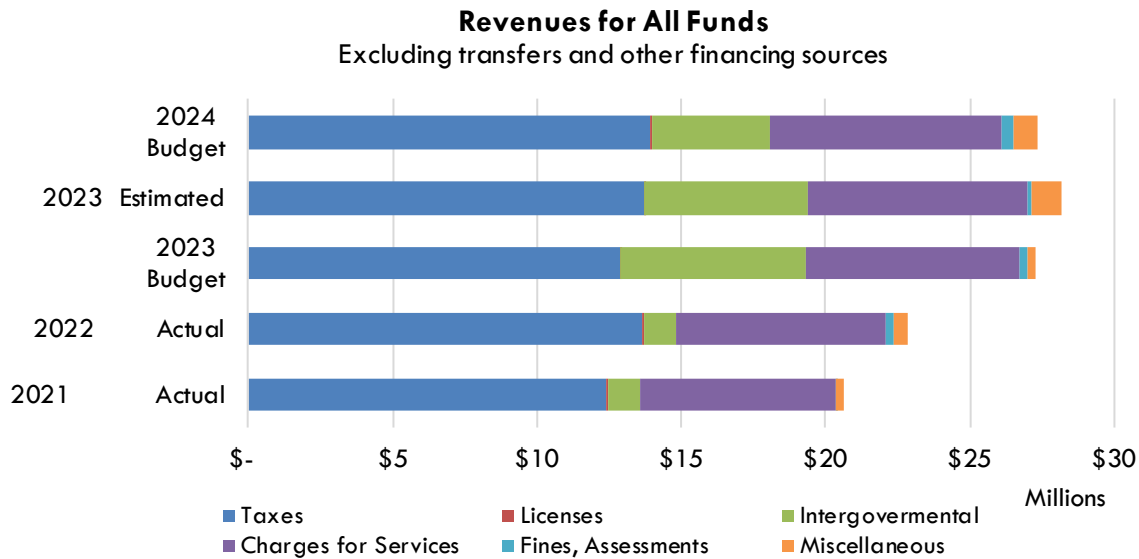
	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b>Revenues</b>						
Taxes	\$12,419,401	\$13,629,853	\$ 12,859,000	\$ 13,681,500	\$13,953,500	2%
Licenses	41,938	65,988	50,500	55,600	61,900	11%
Intergovernmental	1,131,327	1,151,660	6,375,500	5,619,750	4,035,850	-28%
Charges for Services	6,742,235	7,248,061	7,455,900	7,664,650	8,051,775	5%
Fines, Assessments	28,684	266,355	242,900	149,000	403,350	171%
Miscellaneous	255,882	518,446	322,350	987,350	835,550	-15%
Subtotal - Revenues	\$20,619,467	\$22,880,362	\$ 27,306,150	\$ 28,157,850	\$27,341,925	-3%
Transfers In	2,136,015	2,175,540	4,196,575	5,357,455	8,336,995	56%
Other Financing Sources	125,441	252,679	-	145,000	-	-100%
<b>Total Revenues</b>	<b>\$22,880,923</b>	<b>\$25,308,582</b>	<b>\$ 31,502,725</b>	<b>\$ 33,660,305</b>	<b>\$35,678,920</b>	<b>6%</b>
<b>Expenses</b>						
Personnel, salaries	\$ 5,417,799	\$ 5,962,586	\$ 7,147,250	\$ 7,028,100	\$ 7,764,125	10%
Personnel, benefits	2,009,403	2,201,427	2,596,875	2,579,650	2,856,590	11%
Purchased Prof Srvs	657,726	621,122	755,035	891,055	1,492,750	68%
Purchased PropServices	1,066,842	1,313,986	1,648,125	1,539,975	1,666,350	8%
Other Purchased Services	1,647,974	1,648,248	1,952,850	2,004,805	2,214,750	10%
Supplies	1,329,071	1,571,343	1,728,920	1,692,995	2,002,070	18%
Contingency	-	-	418,900	155,150	403,450	160%
Special Projects	312,044	287,447	258,975	328,825	334,075	2%
Subtotal - Operating Exp	\$12,440,859	\$13,606,158	\$ 16,506,930	\$ 16,220,555	\$18,734,160	15%
Capital Projects & Equip	2,294,407	3,086,122	11,635,780	11,307,075	13,174,370	17%
Land Acquisition	-	-	-	1,085,000	-	-100%
Debt Service	1,828,704	1,960,281	1,996,425	1,996,425	2,037,805	2%
Other Financing Uses	-	-	-	-	-	N/A
Transfers Out	2,136,015	2,175,540	4,196,575	5,357,455	8,336,995	56%
<b>Total Expenses - All Funds</b>	<b>\$18,699,985</b>	<b>\$20,828,102</b>	<b>\$ 34,335,710</b>	<b>\$ 35,966,510</b>	<b>\$42,283,330</b>	<b>18%</b>
<b>Chg in Available Funds</b>	<b>\$ 4,180,938</b>	<b>\$ 4,480,480</b>	<b>\$ (2,832,985)</b>	<b>\$ (2,306,205)</b>	<b>\$ (6,604,410)</b>	<b>186%</b>

# Budget Overview

## REVENUES AND EXPENSES

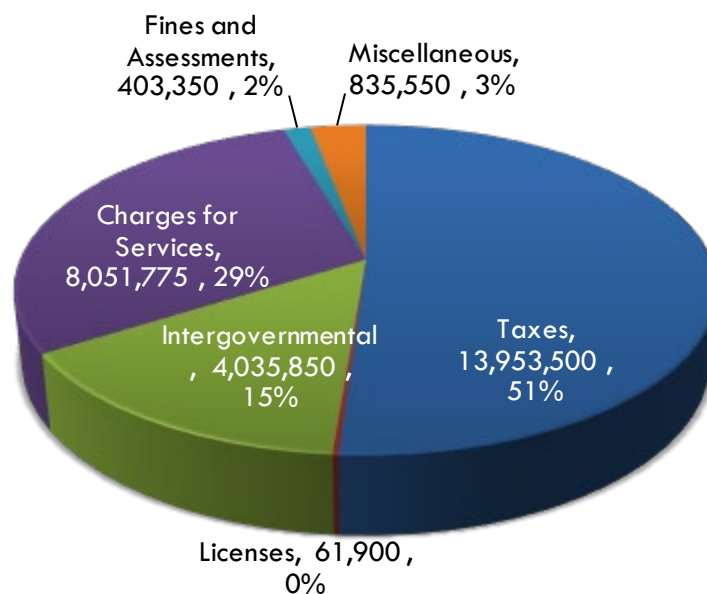
### Revenues

Revenues of \$27.3 million (excluding transfers from other funds and other financing sources) are budgeted to remain flat in 2024 from the 2023 budgeted revenues and decrease 3% from 2023 estimated revenues. The most significant factor contributing to this decrease is a decrease in intergovernmental revenues for capital projects.



The following graph shows the percentage of revenues from each major revenue source in 2024.

**2024 Revenues - \$27.3 million**  
Excludes Other Financing Sources and Transfers from Other Funds



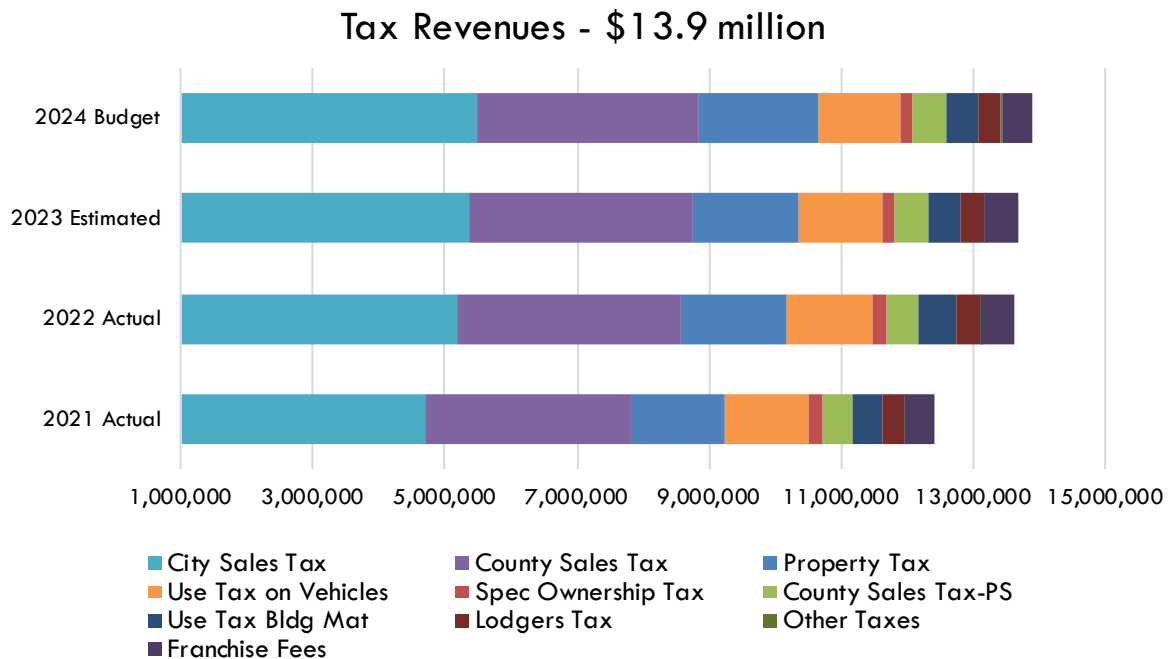
### Taxes



# Budget Overview

Taxes at \$13.9 million represent 51% of revenue received by the City (excluding transfers and other financing sources). Tax revenues are budgeted to increase 8% from the 2023 Budget and increase 2% from the 2023 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 2% from 2023 estimated revenues but represents a 10% increase over the 2023 adopted budget.



## Charges for Services

Charges for services of \$8.1 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.

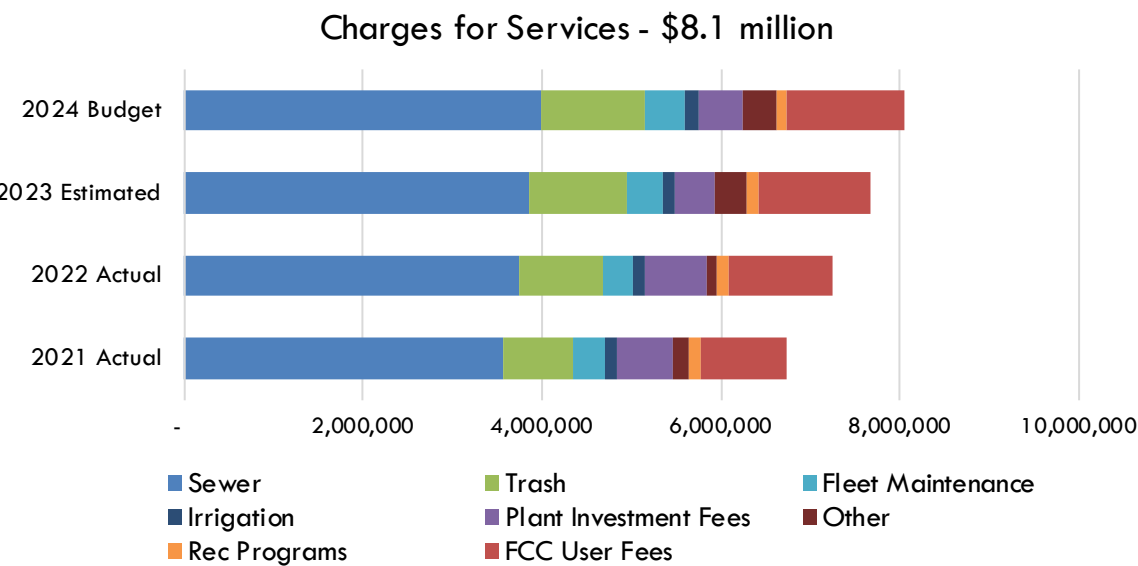
Charges for services account for 29% of the total revenues and are projected to increase 8% from the 2023 Budget and 5% from the 2023 estimated revenues. The driving factors behind this are increases in Community Center facility use and recreation programs, increases in charges for sewer, trash and irrigation services, and the addition of the Building Inspections program,

Increases in fees and charges in the 2024 Budget include the following:

- Monthly trash collection charge increase of \$1.20 from \$17.70 to \$18.90 and approximate 7% increases in other trash related services.

# Budget Overview

- Monthly sewer charge increase of \$1.55 from \$51 to \$52.55 and approximate 3% increases in other sewer related charges.
- Annual irrigation water maintenance fee is \$150 per year, no change from the previous year.
- Fruita Community Center pass increase of \$1 per pass, the first increase since 2017.



## Intergovernmental Revenues

Intergovernmental revenues of \$4 million are budgeted to decrease 37% from the 2023 Budget and 28% over 2023 estimated revenues due to completion of capital projects. 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 \$3.3 million included in the 2024 Budget.

# Budget Overview

Grant Program	Purpose	Amount
America Rescue Plan	Downtown Improvements	150,000
America Rescue Plan	Broadband Middle-Mile	100,000
America Rescue Plan	Kingsview Lift Station Replacement	260,000
CDOT Grant	Hwy 340 Trail Design	160,000
CDOT Grant	S. Mesa Street	1,736,000
Energy Impact Grant	Broadband Middle-Mile	97,500
Energy Impact Grant	Downtown Sewer Improvements	500,000
Federal Mineral Lease Grant	16 Road Rail Crossing	50,000
Mesa County Grant	Maple Street Bridge Replacement	225,000
<b>Total Grants</b>		<b>3,278,500</b>

## Transfers from Other Funds

Transfers of \$8.4 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 \$403,350 include revenue from tickets and municipal court of \$21,650, \$10,000 for sidewalk assessments (for the 80/20 program), and the use of development impact fees of \$371,700 for capital projects.

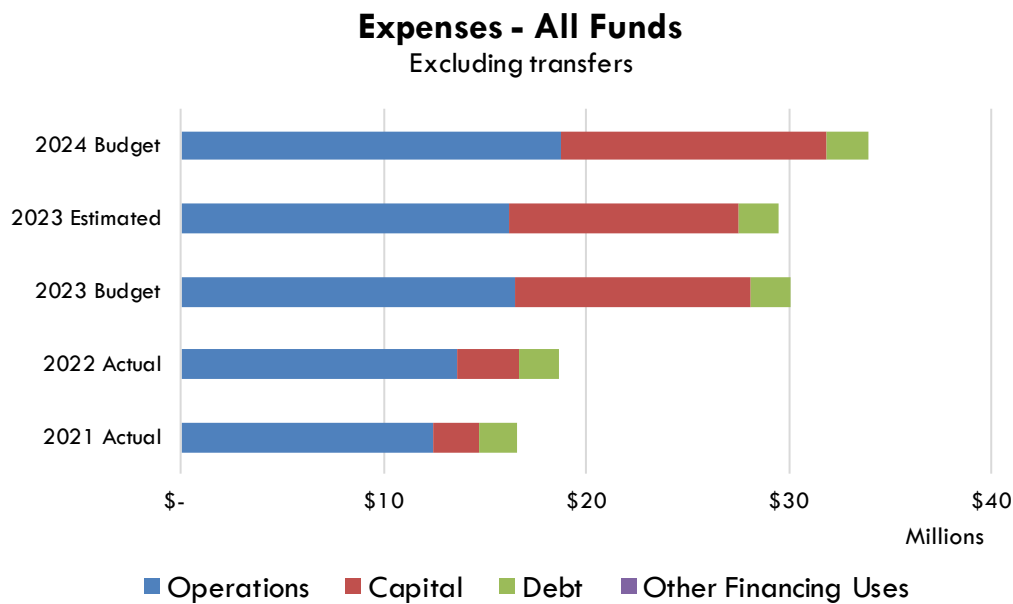
## Miscellaneous Revenue

Miscellaneous revenue of \$835,550 includes donations, interest, income from property rentals and leases, and other minor revenues sources. This revenue is budgeted to increase 160% in 2024 but decrease 15% compared to estimated revenues due to anticipated reductions in interest earnings.

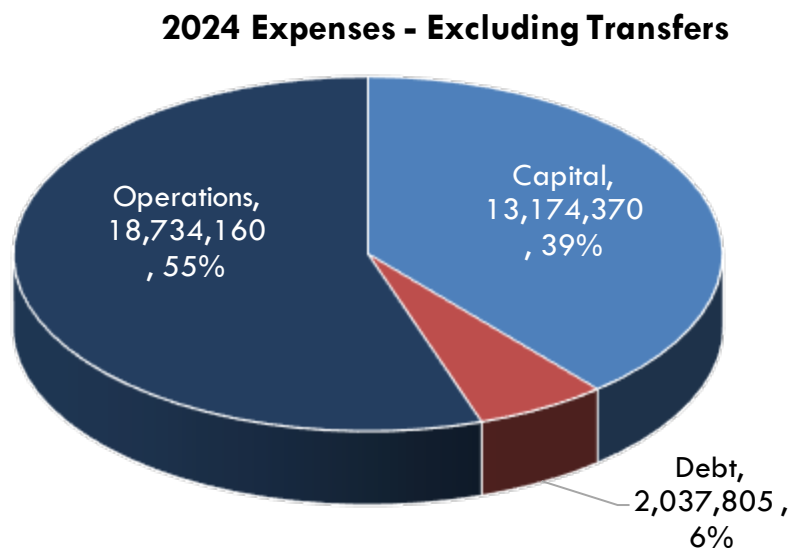
## **EXPENSES**

Expenses of \$33.9 million, net of transfer and other financing sources, are budgeted to increase 18% from 2023 estimated expenses due to capital projects, and 13% over the 2023 Budget. The following graph shows expenses for all funds excluding transfers, and then all expenses by fund included in the 2024 Budget.

# 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 \$18.7 million represents 55% of the 2024 Budget, excluding transfers, and are budgeted to increase 14% in 2024 over 2023 estimated actuals and increase 11% from the 2023 Budget.

**Personnel Services.** Salaries and benefits account for 57% of the operating budget and are budgeted to increase 9% from the 2023 Budget. This increase includes market and performance adjustments for employee compensation, new and reclassified positions, and increases in health insurance premiums and retirement benefits.

# Budget Overview

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The 2024 Budget includes the following changes in personnel:

- Procurement and Contract Specialist.
- Human Resources Analyst
- Conversion of a Maintenance Worker in Road Maintenance to a full-time position from two seasonal positions.
- Conversion of a Maintenance Worker in Parks to a full-time position from two seasonal positions.
- Finance Manager (reclassification of an existing position)
- Reclassification of existing positions

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

# Budget Overview

City of Fruita Staffing - Manhours by Fund					
	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024 Budget
<b>General Fund</b>					
Full time manhours	109,218	109,753	117,611	131,748	137,988
Part time manhours	12,291	14,584	11,625	17,242	17,242
Overtime	2,780	2,381	2,628	3,093	3,093
Total Manhours	124,289	126,718	131,864	152,083	158,323
FTE's	59.75	60.92	63.40	73.12	76.12
<b>Marketing and Promotion Fund</b>					
Full time manhours	447	385	416	208	208
Total Manhours	447	385	416	208	208
FTE's	0.21	0.19	0.20	0.10	0.10
<b>Fruita Community Center Fund</b>					
Full time manhours	17,528	16,963	17,188	17,680	17,680
Part time manhours	36,008	41,948	54,227	55,422	55,422
Overtime	219	511	1,130	950	950
Total Manhours	53,755	59,422	72,545	74,052	74,052
FTE's	25.84	28.57	34.88	35.60	35.60
<b>Irrigation Water Fund</b>					
Full time manhours	2,219	2,014	1,380	1,996	1,996
Part time manhours	48	34	672	260	260
Overtime	41	35	187	35	35
Total Manhours	2,308	2,083	2,239	2,291	2,291
FTE's	1.11	1.00	1.08	1.10	1.10
<b>Sewer Fund</b>					
Full time manhours	23,130	23,203	20,939	22,329	22,329
Part time manhours	-	366	1,008	780	780
Overtime	414	627	368	465	465
Total Manhours	23,544	24,196	22,315	23,574	23,574
FTE's	11.32	11.63	10.73	11.33	11.33
<b>Fleet Maintenance Fund</b>					
Full time manhours	6,437	6,228	5,672	6,280	6,280
Part time manhours	-	-	-	-	-
Overtime	21	15	9	75	75
Total Manhours	6,458	6,243	5,681	6,355	6,355
FTE's	3.10	3.00	2.73	3.06	3.06
<b>Total City of Fruita</b>					
Full time manhours	158,979	158,546	163,206	180,241	186,481
Part time manhours	48,347	56,932	67,532	73,704	73,704
Overtime	3,475	3,569	4,322	4,618	4,618
Total Manhours	210,801	219,047	235,060	258,563	264,803
FTE's	101.35	105.31	113.01	124.31	127.31

# Budget Overview

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**Purchased Services.** Purchased services of \$5.4 million account for 29% of the 2024 operational expenses for the City and is budgeted to increase 23% compared to the 2023 estimated actuals. 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 11% of the operational expenses for the City and reflect an increase of 18% from 2023 estimated actuals. Supplies include office supplies, tools and equipment, postage, fuel, electrical and gas services, uniforms and safety equipment.

**Contingency.** Contingency funds of \$403,450 represent 2% of the 2024 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 2023 Budget, contingency is budgeted to decrease 3%.

**Special Projects.** Special projects of \$334,075 represent 2% of the 2024 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 5% of the 2024 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	2024 P & I Payments
FCC Bonds	10,115,000	8,695,000	3,242,800	11,937,800	747,800
WWTF Loan	21,830,000	12,685,000	296,365	12,981,365	1,290,005
<b>Total</b>	<b>31,945,000</b>	<b>21,380,000</b>	<b>3,539,165</b>	<b>24,919,165</b>	<b>2,037,805</b>

## Capital Expenses

Capital expenses of \$13.2 million accounts for 31% of the 2024 Budget, excluding transfers to other funds and include both capital equipment and capital project expenses. Capital equipment expenses include the purchase of new equipment and replacement of existing equipment with funds designated for that purpose (CERF – Capital Equipment Replacement Funds). The 2024 budget includes \$225,000 in replacement equipment and \$968,000 new equipment purchases. Capital

# Budget Overview

project expenses of \$12.5 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 2024 Budget.

CAPITAL EQUIPMENT			
Description			Budgeted Amount
<b>Mobile Equipment</b>			
CERF	110	Patrol Car	55,000
CERF	110	F150 4x4 - Public Works	50,000
CERF	110	Crack Sealer	120,000
NEW	110	Administrative SUV	45,000
New	110	Backhoe	120,000
New	110	Public Works Grinder	35,500
<i>Subtotal Mobile Equipment</i>			<b>425,500</b>
<b>Computer Equipment</b>			
	110	Annual Computer Equipment - General Fund	35,000
	110	Computer Equipment - Police Department	13,500
	212	Computer Equipment - Wastewater	4,000
<i>Subtotal Computer Equipment</i>			<b>52,500</b>
<b>Furniture and Equipment</b>			
	110	Office Equipment - Police Department	9,000
	110	Tasers (3)	3,000
	110	Firedoor Replacements	23,500
	110	Mountain Water Meters	4,500
	110	Sidewalk Replacements	100,000
	110	Soccer Goal Replacements	2,500
	110	MTHC Costume Replacement	10,000
	110	Irrigation Filter Replacements/Upgrades	65,000
	127	Aquatics Replacements	125,000
	127	Fitness Equipment	60,000
	127	Building maintenance equipment	15,000
	211	Irrigation Trash Cleaners	12,200
	212	Air Monitors for Collection Lines	22,000
	212	Oxidation Ditch Meter Replacement	37,250
	212	Gas Detection Meter for Headworks Building	3,350
	212	Variable Frequency Drivers (VFD) Replacements	206,000
	220	Fleet Equipment Replacements	16,700
<i>Subtotal Furniture and Equipment</i>			<b>715,000</b>
<b>TOTAL CAPITAL EQUIPMENT</b>			<b>\$1,193,000</b>



# Budget Overview

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CAPITAL PROJECTS		
Capital Projects		Budgeted Amount
127	Office Expansion Upgrades	700,000
130	Downtown Restroom	350,000
130	Broadband Middle-Mile Connection	197,500
130	Sidewalk Safety Improvement - Pabor Ave	50,000
130	Mesa Street Improvements	2,045,000
130	Overlay Program	560,000
130	Business Park - 16 Road Crossing	388,870
130	Maple Street Bridge Design*	225,000
130	19 Road Construction	6,000,000
130	General Building Improvements	90,000
130	Hwy 340 Underpass Trail Design*	250,000
130	Snooks Bottom Vault Toilet Installation	100,000
212	Liftstation Replacement - Kingsview Lift Station	260,000
212	S. Mesa Street Sewer Line Replacement	240,000
212	Downtown Service Area Sewer Replacements	1,000,000
TOTAL CAPITAL PROJECTS		\$12,456,370
TOTAL CAPITAL*		\$13,649,370

*\*Includes \$475,000 in engineering and design services*

# Budget Overview

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## 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 \$23.3 million. This is an overall decrease of 22% (\$6.6 million) from the estimated amount available at 12/31/2023. The following is a summary of uses and additions to available funds. More detailed information can be found in the individual fund summaries.

# Budget Overview

2024 Use of/Additions to Fund Balances		
Unassigned	General Fund	(7,042,474)
Unassigned	Community Center Fund	(501,345)
Unassigned	Irrigation Water Fund	-
Unassigned	Sewer Fund	(183,107)
		(7,726,926)
Operating Reserve	General Fund	424,458
Operating Reserve	Community Center Fund	86,645
		511,103
CERF	General Fund	175,000
CERF	Community Center Fund	10,300
CERF	Irrigation Water Fund	-
CERF	Sewer Fund	59,000
		244,300
Designated - WWTF Equip	Sewer Fund	100,000
Designated - Future Expansion	Sewer Fund	161,000
Designated - Pub Safety	General Fund	(25,514)
		235,486
Assigned - Other	General Fund	(5,000)
Restricted - Loan	Sewer Fund	46,327
Restricted - POST	Conservation Trust Fund	76,000
Restricted - Econ Dev	Economic Development	93,900
Restrict - Marketing	Marketing	(53,000)
Restricted - Public Places	Public Places Fund	2,000
Restricted - Streets	Capital Projects Fund	(28,600)
Restricted - Fleet	Fleet Maintenance Fund	-
		131,627
<b>Use of Fund balances</b>		<b>(6,604,410)</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 - 2024 BUDGET						
	Estimated Beg Funds Available	Revenues	Expenditures	Change in Available Funds	Ending Funds Available	Capital
<b>Governmental Fund Types</b>						
General	\$16,443,627	\$ 13,063,025	\$ 19,536,555	\$ (6,473,530)	\$ 9,970,097	\$ 691,500
Conservation Trust	308,080	176,000	100,000	76,000	384,080	-
Economic Dev	263,003	114,000	20,100	93,900	356,903	-
Marketing	330,630	183,000	236,000	(53,000)	277,630	-
Public Places	79,815	57,000	55,000	2,000	81,815	-
Community Center	3,636,195	3,926,500	4,330,900	(404,400)	3,231,795	900,000
Housing Authority	-	55,100	55,100	-	-	-
Capital Projects	-	10,227,770	10,256,370	(28,600)	(28,600)	10,361,370
Debt Service	748,200	748,200	748,200	-	748,200	-
Subtotal	<b>\$ 21,809,550</b>	<b>\$ 28,550,595</b>	<b>\$ 35,338,225</b>	<b>\$ (6,787,630)</b>	<b>\$ 15,021,920</b>	<b>\$ 11,952,870</b>
<b>Enterprise &amp; Internal Service Funds</b>						
Devils Canyon	\$ 195,529	\$ -	\$ -	\$ -	\$ 195,529	\$ -
Irrigation Water	224,311	136,550	136,550	-	224,311	12,200
Sewer	7,517,664	5,368,500	5,185,280	183,220	7,700,884	1,772,600
Trash	184,568	1,175,000	1,175,000	-	184,568	-
Fleet Maintenance	14,781	448,275	448,275	-	14,781	16,700
Subtotal	8,136,853	\$ 7,128,325	\$ 6,945,105	\$ 183,220	\$ 8,320,073	\$1,801,500
<b>Total - All Fund Types</b>	<b>\$ 29,946,403</b>	<b>\$ 35,678,920</b>	<b>\$ 42,283,330</b>	<b>\$ (6,604,410.00)</b>	<b>\$ 23,341,993</b>	<b>\$13,754,370</b>

# General Fund Summary

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# General Fund Summary

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# General Fund Summary

## REVENUES AND EXPENSES

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b>Revenues</b>						
Taxes	9,939,430	10,924,336	10,359,000	10,959,000	11,211,500	2%
Licenses & Permits	41,939	65,988	50,500	55,600	61,900	11%
Intergovernmental Revenue	731,590	805,577	596,500	553,500	582,350	5%
Charges for Service	222,765	249,382	335,500	441,750	443,000	0%
Fines & Forfeits	22,284	97,593	34,000	39,000	31,650	-19%
Miscellaneous	176,821	280,593	118,500	653,350	481,500	-26%
Transfer/Other Sources	366,642	365,864	251,125	261,125	251,125	-4%
Total Revenues	11,501,471	12,789,333	11,745,125	12,963,325	13,063,025	1%
<b>Expenses</b>						
Personnel Services, Salaries	3,526,963	3,869,428	4,762,350	4,688,925	5,207,125	11%
Personnel Services, Benefits	1,393,953	1,557,452	1,887,200	1,887,750	2,094,815	11%
Purchased Professional Svcs	307,722	364,821	434,735	449,430	791,800	76%
Purchased Property Services	748,248	1,010,069	1,326,675	1,254,475	1,307,025	4%
Other Purchased Services	510,557	545,594	616,100	587,730	757,300	29%
Supplies	618,215	722,964	786,820	733,770	941,845	28%
Operating Transfers	107,000	107,000	107,000	107,000	107,000	0%
Contingency	-	-	300,000	100,000	300,000	200%
Operating Expenses	7,212,658	8,177,328	10,220,880	9,809,080	11,506,910	17%
Capital Equipment (New)	87,517	212,951	312,730	160,025	466,500	192%
Capital Equipment (CERF)	471,250	-	324,000	505,900	225,000	-56%
Land Acquisition	-	-	-	1,085,000	-	-100%
Special Projects	193,132	227,537	158,725	229,575	220,575	-4%
Capital Project Transfers	991,457	1,007,556	2,603,700	3,724,030	7,117,570	91%
Total Expenses	8,956,014	9,625,372	13,620,035	15,513,610	19,536,555	26%
<b>Change in available funds</b>	<b>2,545,457</b>	<b>3,163,961</b>	<b>(1,874,910)</b>	<b>(2,550,285)</b>	<b>(6,473,530)</b>	<b>154%</b>

## FUNDS AVAILABLE

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b>Beginning Funds Available</b>	13,284,494	15,829,951	15,482,531	18,993,912	16,443,627	-13%
Net Change in available funds	2,545,457	3,163,961	(1,874,910)	(2,550,285)	(6,473,530)	154%
<b>Ending Funds Available</b>	<b>15,829,951</b>	<b>18,993,912</b>	<b>13,607,621</b>	<b>16,443,627</b>	<b>9,970,097</b>	<b>-39%</b>

# General Fund Summary

## FUNDS AVAILABLE (cont)

	2021	2022	2023	2023	2024	%
	Actual	Actual	Budget	Estimated	Budget	Chg.
<b>Components of Funds Available</b>						
Nonspendable - Inventory	9,027	3,186	8,884	8,884	8,884	0%
Restricted - TABOR Reserve	400,000	400,000	400,000	400,000	400,000	0%
Restricted - Streets	8,858	13,119	8,787	8,787	8,787	0%
Restricted - Public Safety	395,102	507,482	433,414	465,676	440,162	-5%
Assigned - Operating Reserve	1,824,347	2,075,063	2,555,220	2,452,270	2,876,728	17%
Assigned - Subsequent year exp	4,758,675	4,219,510	-	-	-	N/A
Assigned-Health insurance	328,468	328,468	328,468	328,468	323,468	-2%
Assigned-Vehicle replacement	1,119,233	1,519,233	1,567,103	1,567,103	1,742,103	11%
Assigned - Other	57,471	58,622	57,736	57,736	57,736	0%
Unassigned	6,928,770	9,869,229	8,248,009	11,154,703	4,112,229	-63%
	<b>15,829,951</b>	<b>18,993,912</b>	<b>13,607,621</b>	<b>16,443,627</b>	<b>9,970,097</b>	<b>-39%</b>

## Expenses by Department

	2021	2022	2023	2023	2024	%
	Actual	Actual	Budget	Estimated	Budget	Chg.
General Government	483,854	628,095	843,935	873,675	1,060,350	21%
Administration	730,069	815,282	936,900	907,965	1,285,175	42%
Engineering	338,405	424,617	494,325	484,325	528,950	9%
Community Development	341,096	416,443	782,025	778,195	870,900	12%
Public Safety	2,474,546	2,622,645	2,934,875	2,940,375	3,143,015	7%
Public Works	1,430,823	1,751,075	2,053,120	1,981,490	2,425,745	22%
Parks and Recreation	1,058,426	1,155,792	1,379,900	1,294,605	1,325,425	2%
Non-departmental	248,438	256,378	388,800	341,450	460,350	35%
Operating Transfers	107,000	107,000	107,000	107,000	107,000	0%
Contingency	-	-	300,000	100,000	300,000	200%
Operating Expenses	7,212,657	8,177,327	10,220,880	9,809,080	11,506,910	17%
Capital Outlay	558,768	207,379	636,730	665,925	691,500	4%
Special Projects	193,132	227,537	158,725	229,575	220,575	-4%
Debt Service, P & I	-	5,573	-	-	-	N/A
Land Acquisition	-	-	-	1,085,000		
Capital Transfers	991,457	1,007,556	2,603,700	3,724,030	7,117,570	91%
<b>Total Expenses</b>	<b>8,956,014</b>	<b>9,625,372</b>	<b>13,620,035</b>	<b>15,513,610</b>	<b>19,536,555</b>	<b>26%</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 - 4%

- Non-departmental expenses
- Contingency
- Operating Transfers

### Public Safety - 28%

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

### Public Works - 21%

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

### Parks and Recreation 11%

- Administration
- Activities
- Athletics
- Special Events
- Parks

### Administration - 11%

- City Clerk
- Finance
- Information Technology
- Human Resources

### General Government - 9%

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

### Community Development - 8%

- Code Enforcement
- Planning and Zoning
- Building Inspections

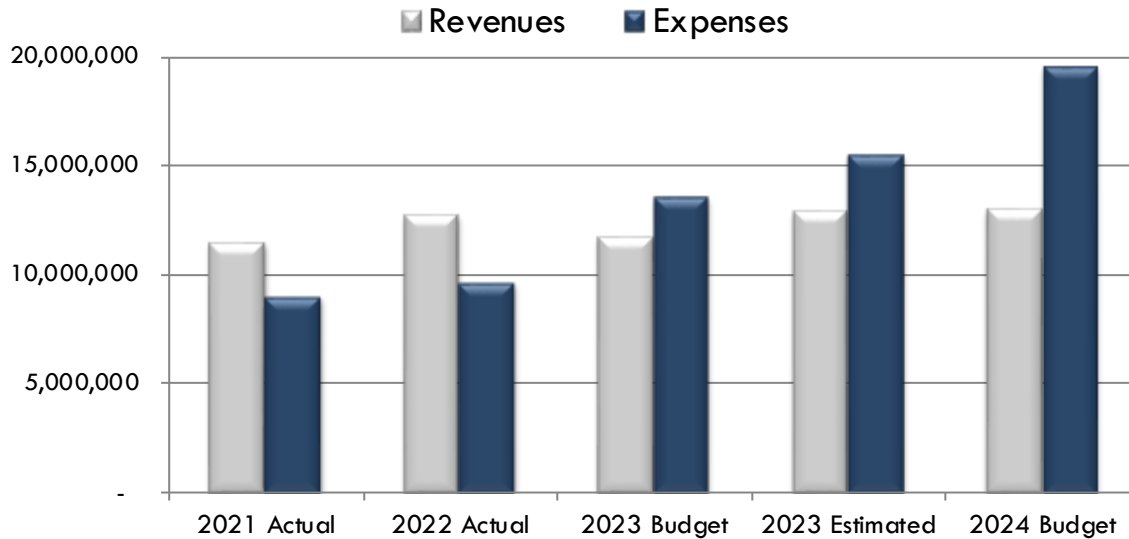
### Engineering - 5%

- Administration

# General Fund Summary

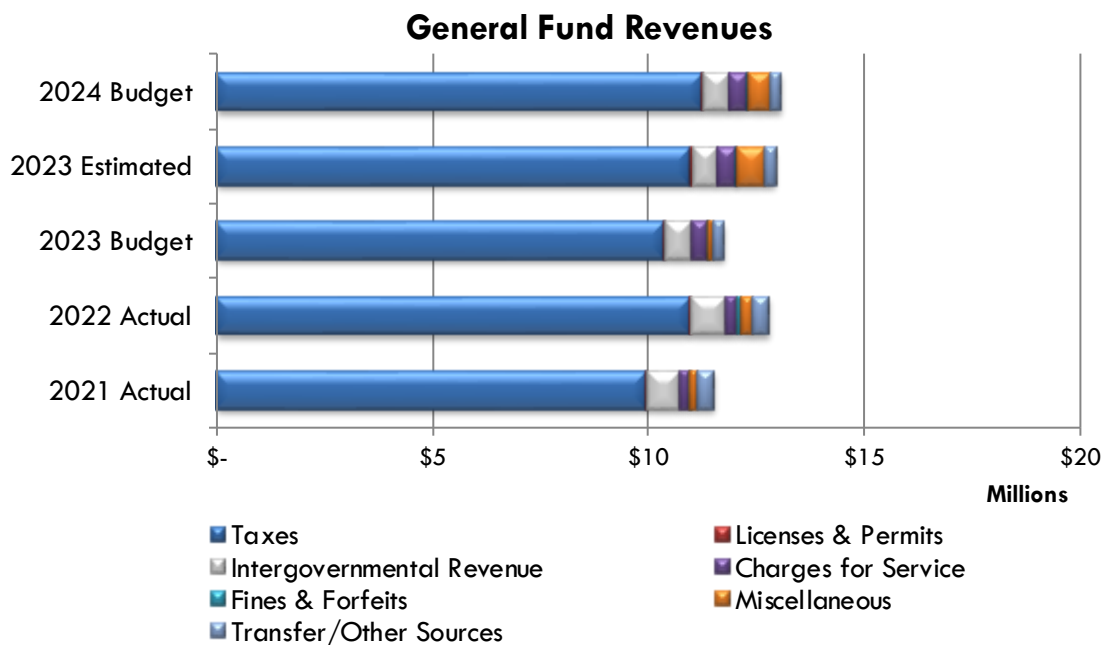
## REVENUES AND EXPENSES

General Fund expenses of \$19.5 million are budgeted to exceed revenues of \$13.1 million by \$6.5 million in 2024. This is due to use of available funds for capital projects in 2024, and many capital projects that have been reappropriated from the prior year.



## Revenues

General Fund revenues of \$13 million reflect a 11% increase from 2023 budgeted revenues and a less than 1% increase from 2023 estimated revenues.



# General Fund Summary

Tax revenues are the most significant source of revenue for the City of Fruita and account for 85% of the total General Fund revenues. Total tax revenues of \$11.2 million are budgeted to increase 8% in 2024 over 2023 budgeted revenues and increase 2% over 2023 estimated revenues. The following is summary of changes in significant revenue sources between the 2022 and 2023 budgeted amounts.

Description	Change from 2023 Budget	Change from 2023 Estimated Amounts	% of Total General Fund Revenues
City sales tax	11%	2%	28%
County sales tax	5%	-1%	26%
Property tax	15%	15%	14%
Use tax on vehicles	3%	-1%	6%
Franchise fees	8%	8%	4%
County sales tax PS (.37%)	4%	-5%	4%
Use tax on building materials	8%	0%	2%

*City Sales Tax.* City sales tax revenue of \$3.65 million is the largest source of General Fund revenue. 2% 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. City sales tax collections is estimated to increase 2% compared to 2023 Estimated Actuals. On average, over the past six years, City sales tax has averaged an increase of 8% each year.

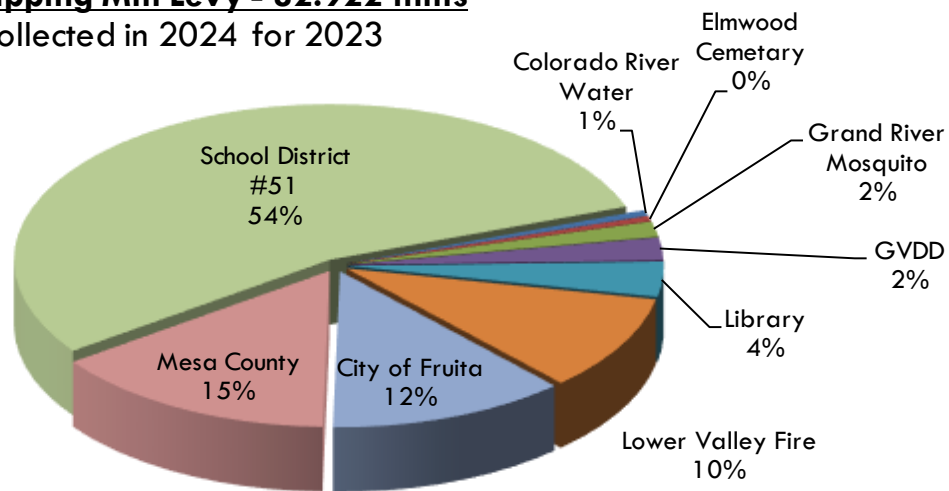
*County Sales Tax.* County sales tax revenue of \$3.4 million represents 1/10th of \$.01 of the \$ .02 County sales tax received by the City of Fruita.

*Property Tax.* Revenue from property tax of \$1.85 million is budgeted to increase 15%. The *assessed valuation* of property in the City increases from \$158 million to \$180 million (after decrease due to state legislation in 2022 and during the special session of 2023). The mill levy assessed by the City for collection in 2023 remains unchanged at 10.146 mills.

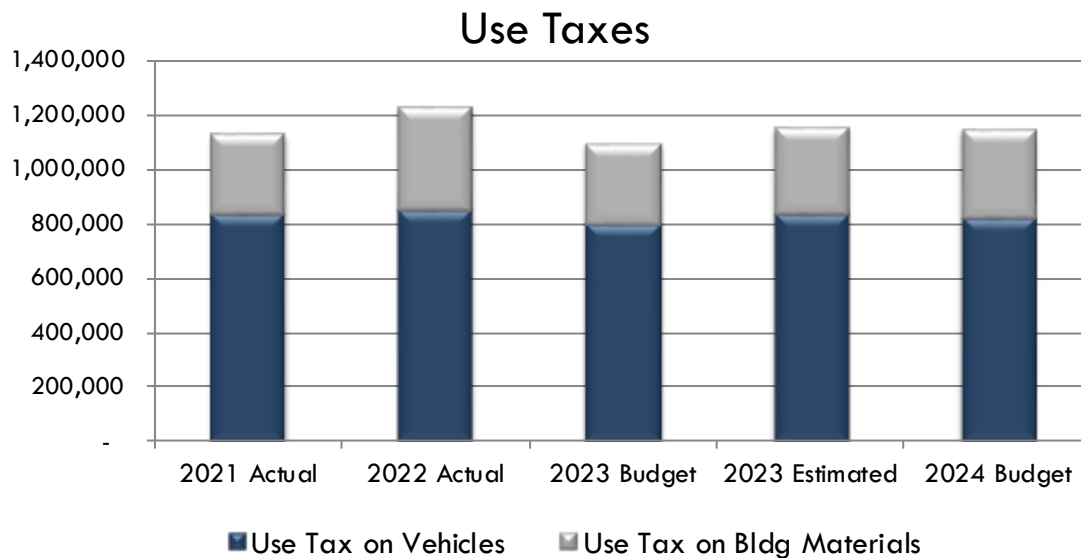
The overlapping mill levy (total of property taxes levied by all taxing jurisdictions) for collection in 2023 for Fruita residents was 82.922 mills.

# General Fund Summary

## Overlapping Mill Levy - 82.922 mills collected in 2024 for 2023



*Use Tax.* The City of Fruita collects a 3% use tax on both building materials and vehicles. 2% 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 were renegotiated in 2022 and approved by the Fruita City Council. The cable television franchise

# General Fund Summary

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agreement was renegotiated in 2016 and the fee was increased from 2.5% to 3.0%. Franchise revenues are budgeted to increase 5% from 2023 budgeted revenues but 4% from 2023 estimated revenues.

*County Public Safety sales tax* – This tax went into effect January 1, 2018, for the purposes of public safety needs. The 2024 budget of \$500,000 is projected to increase 4% from the 2023 Budget and decrease 2% change from 2023 estimated revenues. The tax is used to cover the shared costs for the communication dispatch (911) center of \$330,000, \$195,000 is allocated to continued funding two police officer positions.

Intergovernmental Revenues. Intergovernmental revenues of \$582,350 includes revenue from other governmental agencies and are projected to decrease 2% from the 2023 Budget but increase 5% from 2023 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 3% from the 2023 budgeted revenue and increase 8% from 2022 estimated revenues.

*Severance/Mineral Lease Tax.* Severance and mineral lease tax revenues of \$50,000 are budgeted to remain flat in 2024. 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 \$443,000 are budgeted to increase 32% from the 2023 Budget but remain flat over 2023 estimated revenues. The increase is primarily related to the addition of charges for services is due to the success of the Fruita Building Department. Other charges for services include planning fees and fees related to recreation.

Fines, Forfeits and Assessments. Fines, forfeits, and assessments of \$31,650 are budgeted to decrease 7% from 2023 Budgeted revenues and 19% from 2023 estimated revenues. These revenues are from assessments for violation of municipal and state laws issued by the Fruita Police Department, including court costs.

Licenses and permits. Licenses and permits are budgeted to increase 11% from the 2023 Budget and increase 23% from 2023 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

# General Fund Summary

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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 \$449,000 include interest earnings, donations, rents on lands and water, and miscellaneous revenue and are budgeted to increase 350% from the 2023 Budget and decrease 25% from 2023 estimated revenues. This increase is primarily due to interest earnings received.

Transfers from Other Funds. Transfers from other funds of \$250,500 are budgeted to remain flat in 2024. 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 2024 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.

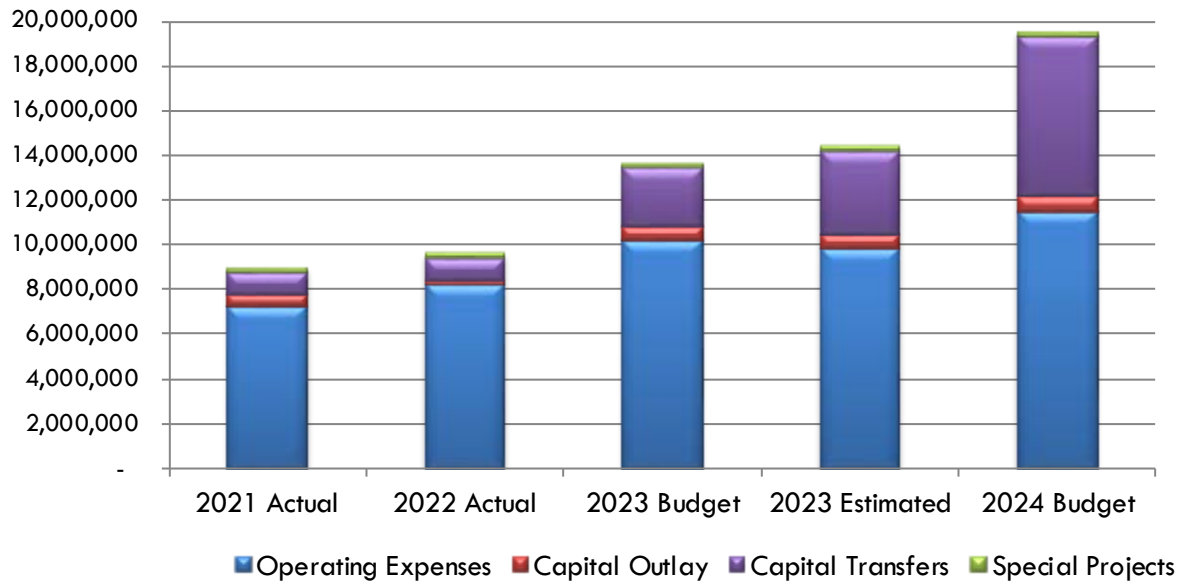
Other Financing Sources. There is no revenue from other financing services anticipated in the 2024 Budget.

## **Expenses**

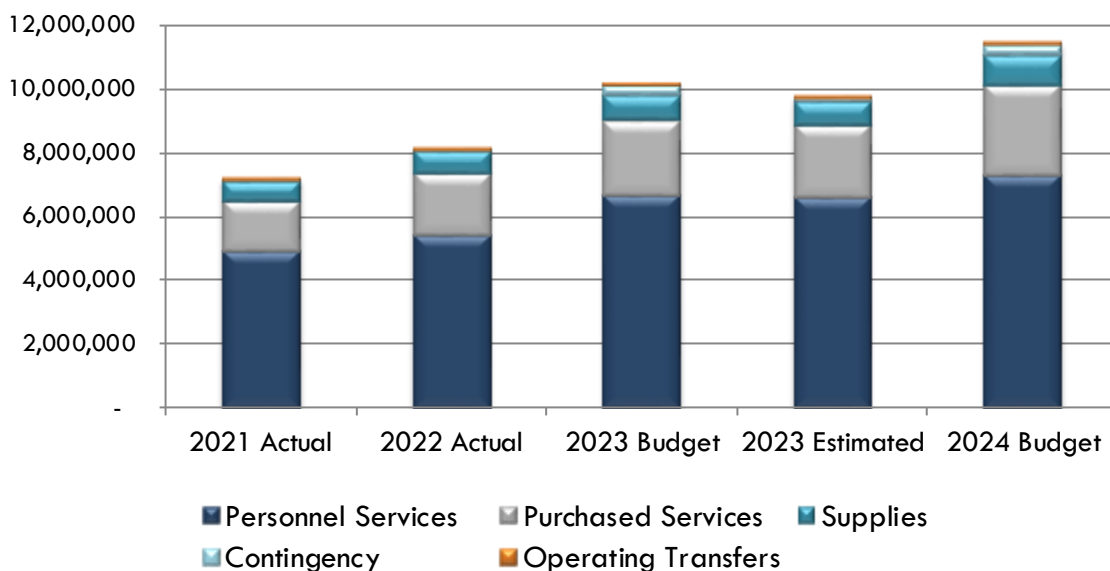
General Fund expenses of \$19.5 million are budgeted to increase 43% in 2024 from the 2023 Budget and increase 26% from 2023 estimated expenses. Expenses include operational expenses and capital expenses, including transfers to the Capital Projects Fund.

- Operational expenses of \$11.5 million are budgeted to increase 12% over the 2023 Budget and 17% from 2023 estimated expenses.
- Capital expenses of \$7.8 million, including transfers to the Capital Projects Fund, are budgeted to increase 100% over 2023 Estimated Actuals Budget. This is due to funding capital projects at least 10% of current year revenues (excluding transfers) and reappropriating several projects from 2023 to 2024.

# General Fund Summary



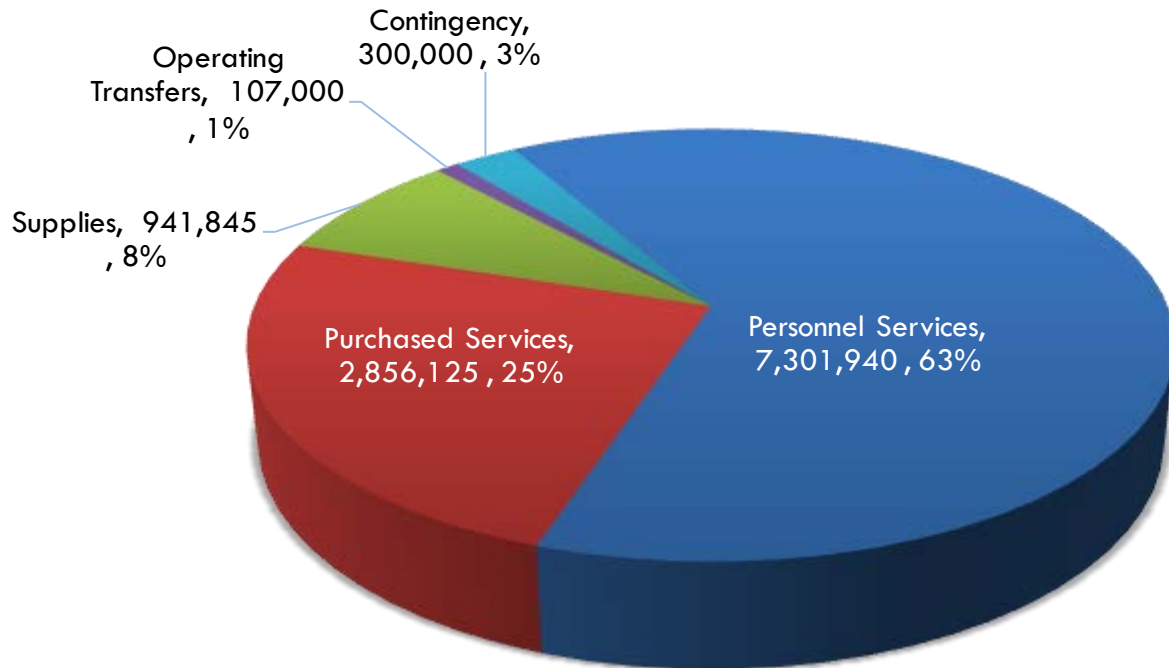
**Operating expenses.** Operating expenses of \$11.5 million reflect a 17% increase over 2023 budgeted expenses and account for 59% of the total 2024 General Fund budget. The following chart shows the history of General Fund operating expenses.



# General Fund Summary

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## 2024 Operating Expenses - \$11.5 million



*Personnel Services.* Personnel services of \$7.3 million account for 63% of the operating expenses. This amount includes salaries, benefits and taxes for city staff and is budgeted to increase 10% in 2024. Significant changes in personnel services for the 2023 Budget include:

- Two new full-time positions in the General Fund:
  - Procurement and Contracts Specialist
  - Human Resource Analyst
- Converting two seasonal positions in Public Works to a full-time Maintenance Worker to help with recruitment. Also converting two seasonal positions in Parks for the same reason.
- A 6.5% increase in employee health insurance coverage.
- A 3.5% increase in dental insurance premiums.
- Continued implementation of the market-based pay plan.

*Purchased Services.* Purchased services of \$2.9 million account for 23% of the operating expenses. Purchased services are budgeted to increase 11% from the 2023 Budget. Significant changes in purchased services include:

- Increases for:
  - New line item of Software Subscriptions to account for service-based internet



# General Fund Summary

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agreements. Also included is the purchase of new Municipal Court Management software and upgrading of the City's Finance and Accounting software.

- Significant increases in the cost of liability insurance.
- Services contracts for IT services, street striping, and the work order system.
- Chip sealing and patching of residential streets - \$210,000
- Dispatch services of 10% from \$300,000 to \$330,000
- \$165,000 budgeted for the design and planning for the breach of Reservoir #2.

**Supplies.** Supplies of \$941,845 budgeted to increase 20% in 2024. This increase is due to:

- Signs and Paint Increases in Road Maintenance, along with Snow and Ice Removal increases.
- Parks and open space fuel, supplies and equipment, and landscaping supplies.
- Increase in election supplies, as 2023 is an off year for municipal elections.
- Replacement furniture in the City Council Chambers.

**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 2024. An operational contingency fund of 3% of the General Fund operating expenses is budgeted in 2023 for unanticipated expenses and/or revenue shortfalls.

**Special Projects.** Special Projects of \$220,575 are budgeted to increase 12% in 2024 but decrease 23% compared to 2023 (due to one-time expenses at the Fruita Beach). Special projects change from year to year. Projects in the 2024 Budget include:

- Fireworks display - \$45,000
- Transportation services - \$76,775 (up from \$58,925)
- Board and commission expenses - \$4,000
- Miscellaneous contributions to other agencies - \$40,000
- Art Work and Murals in downtown Fruita - \$30,0000

**Capital Expenses.** Purchase of capital equipment and transfers to the Capital Projects Fund of \$7.8 million represents 41% of the 2024 General Fund Budget.

**Capital Equipment.** The 2024 Budget includes \$691,500 in capital acquisitions. This includes \$225,000 in vehicle/equipment replacements and \$421,500 in new capital acquisitions. Below is a summary of capital equipment acquisitions in the General Fund.

# General Fund Summary

Status	Equipment Description	Dept	Amount
Replacement	Police Interceptor	PD	55,000
	Crack Sealer	PW	120,000
	Road Maintenance Truck	PW	50,000
	<i>Subtotal Replacement Equipment</i>		\$ 225,000
New	Administrative SUV	GG	\$ 45,000
	Computer Equipment	IT	35,000
	Computer Equipment	PD	13,500
	Office Furniture	PD	9,000
	Tasers Replacements	PD	3,000
	Sidewalk Replacements	PW	100,000
	Backhoe	PW	120,000
	Grinder	PW	35,500
	Firedoor Replacements	PW	23,500
	Mountain Water Meters	PW	4,500
	Soccer Goals	PK	2,500
	MTHC Costume	PK	10,000
	Irrigation Filter Replacements/Upgrades	PK	65,000
	<i>Subtotal New Equipment</i>		\$ 466,500
<b>Grand total</b>			<b>\$ 691,500</b>

Capital Project Transfers. Transfers from the General Fund to the Capital Projects Fund are budgeted at \$7.2 million in 2024. Details about the Capital Projects can be found in the Capital Projects Fund.

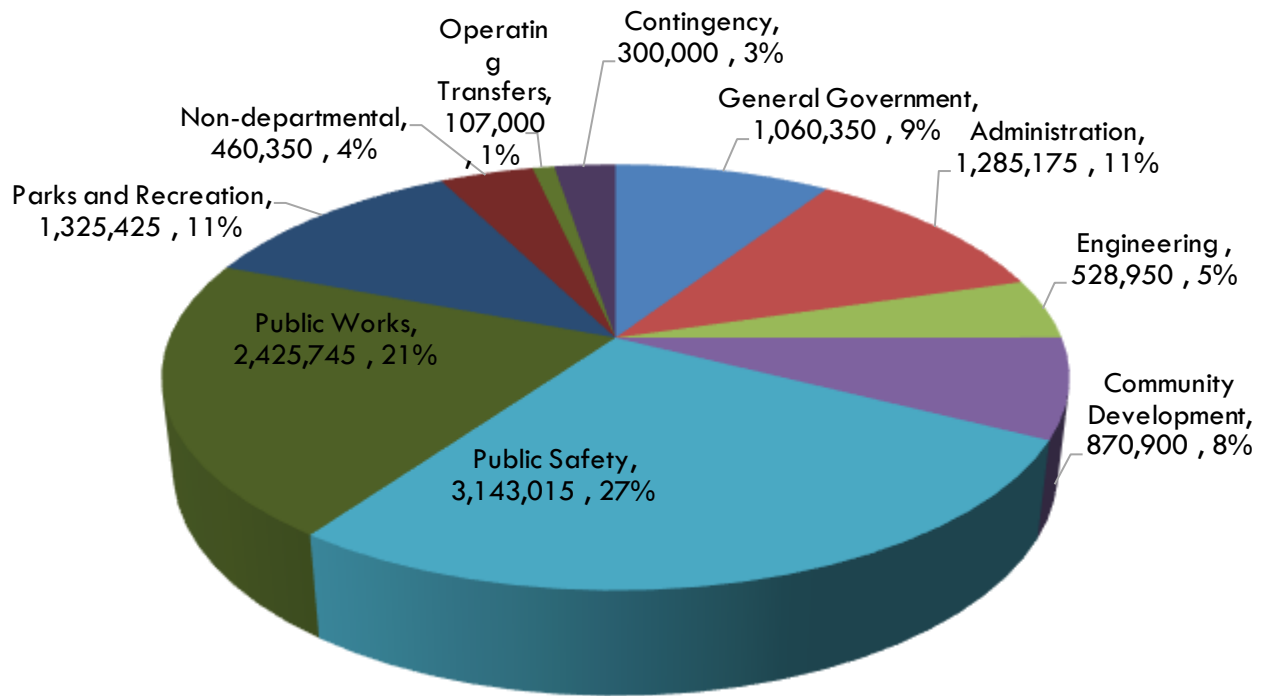
## EXPENSES BY DEPARTMENT

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 transfers and capital equipment.

# General Fund Summary

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## 2024 Operating Expenses of \$11.5 million- by Department

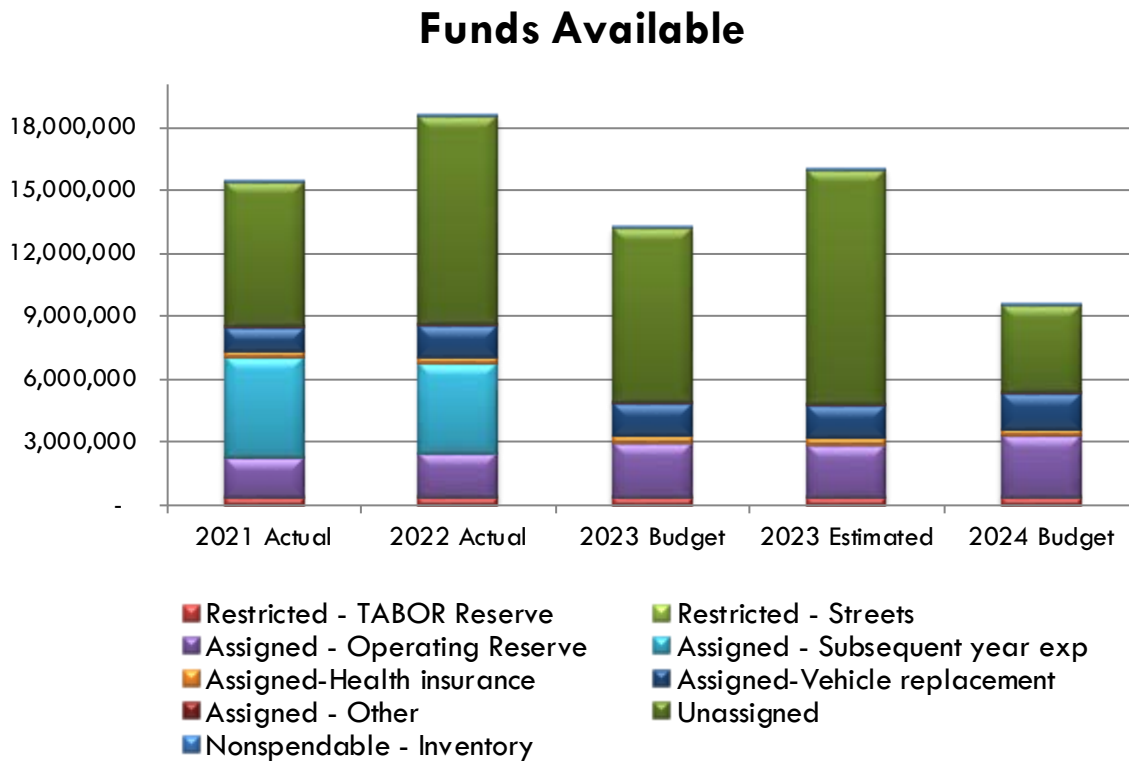


## FUNDS AVAILABLE

The 2024 Budget includes the use of \$6.47 million in available funds, primarily for capital projects. Available Funds are budgeted at \$10 million as of December 31, 2024. Available funds include:

- *Restricted funds* of \$848,949 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 - \$440,162.
- *Operating Reserve* of \$2.9 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 2024 operating expenses.
- *Assigned funds* of \$2.1 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 \$4.1 million represent funds that are available for any purpose.
- *Non-spendable funds* of \$8,884 represent amounts that are not in spendable form and include the inventory of fuel.

# General Fund Summary



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 2024 Budget includes the use of \$6.5 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 2024. This amount is being used primarily to fund one-time capital projects expenses of \$2.6 million, and limited capital equipment.

Summary - Changes in Available Funds	
Unassigned	(7,042,474)
Restricted for public safety	(25,514)
Operating Reserve	424,458
Assigned - Other	(5,000)
Vehicle/Equipment replacement	175,000
	<u>(6,473,530)</u>

# General Fund Revenues

## Revenues

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg
<b>TAXES</b>							
110-000-00-3110	Property Tax	1,435,607	1,623,256	1,607,000	1,607,000	1,850,000	15%
110-000-00-3120	Specific Ownership Tax	203,099	208,979	200,000	202,000	200,000	-1%
110-000-00-3129	County Sales Tax - PS	465,218	506,689	480,000	508,500	500,000	-2%
110-000-00-3130	County Sales Tax	3,098,608	3,380,155	3,210,000	3,393,500	3,375,000	-1%
110-000-00-3131	City Sales Tax	3,139,139	3,451,733	3,300,000	3,576,500	3,650,000	2%
110-000-00-3132	Use Tax on Vehicles	842,223	856,327	800,000	835,500	825,000	-1%
110-000-00-3133	Use Tax on Bldg Materials	292,637	375,376	300,000	325,000	325,000	0%
110-000-00-3142	Cigarette Tax	14,014	9,663	10,000	10,000	9,500	-5%
110-000-00-3182	Franchise Fees	446,997	510,087	450,000	500,000	475,000	-5%
110-000-00-3190	Penalties and Interest	1,888	2,071	2,000	1,000	2,000	100%
		9,939,430	10,924,336	10,359,000	10,959,000	11,211,500	2%
<b>LICENSES AND PERMITS</b>							
110-000-00-3210	Business Licenses	22,813	26,033	20,000	21,000	23,000	10%
110-000-00-3211	Liquor Licenses	15,801	16,900	11,000	11,000	15,000	36%
110-000-00-3220	Street Excavation Permits	1,110	1,380	2,000	3,000	2,500	-17%
110-000-00-3221	Other Permits	2,215	2,775	2,500	2,600	2,500	-4%
110-000-00-3230	Short Term Rental Permits	-	18,900	15,000	18,000	18,900	5%
		41,939	65,988	50,500	55,600	61,900	11%
<b>INTERGOVERNMENTAL REVENUES</b>							
110-000-00-3319	CVRF Grant	45,476	-	-	-	-	N/A
110-000-00-3330	Severance/Min Lease Tax	63,034	222,370	50,000	50,000	50,000	0%
110-000-00-3341	GOCO Grant	4,409	-	-	-	-	N/A
110-000-00-3342	Energy Impact Grant	7,762	34,848	25,000	-	-	N/A
110-000-00-3343	CDOT Police Grants	-	-	-	-	-	N/A
110-000-00-3344	CPW Planning Grant	6,020	-	-	-	-	N/A
110-000-00-3345	Colorado Tourism Grant	300	-	-	-	-	N/A
110-000-00-3349	CDCJ Grant	-	27,424	-	-	-	N/A
110-000-00-3351	Add. MV Reg Fees	22,974	22,766	22,500	16,000	20,000	25%
110-000-00-3352	State Highway Users Tax	483,729	461,073	440,000	420,000	454,350	8%
110-000-00-3353	App. MV Reg Fees	33,074	32,854	33,000	32,500	33,000	2%
110-000-00-3370	Arts in Society Grant	19,920	1,728	-	-	-	N/A
110-000-00-3371	Mesa County Grants	3,160	-	-	-	-	N/A
110-000-00-3375	AGNC Grant	2,963	-	-	-	-	N/A
110-000-00-3380	Mesa County Road Tax	38,769	2,514	26,000	35,000	25,000	-29%
		731,590	805,577	596,500	553,500	582,350	5%
<b>CHARGES FOR SERVICES</b>							
110-000-00-3401	Charging Station Fees	-	-	25,000	5,000	25,000	400%
110-000-00-3413	Planning Fees	68,097	69,720	50,000	60,000	55,000	-8%
110-000-00-3414	Building Inspection Fees	-	-	100,000	200,000	200,000	0%
110-000-00-3421	Vehicle Inspection Fees	2,005	2,055	1,500	2,000	1,500	-25%
110-000-00-3455	Impound Fees	-	-	-	-	-	N/A
110-000-00-3470	Recreation Registration Fees	65,635	75,460	80,000	80,100	80,000	0%
110-000-00-3472	Special Event Booth Fees	6,335	8,046	7,000	11,500	7,000	-39%
110-000-00-3473	Retail sales	22,245	21,235	17,500	26,800	17,500	-35%
110-000-00-3475	Wholesale sales	1,028	868	1,000	950	1,000	5%
110-000-00-3477	Park rentals	19,143	16,368	14,000	8,000	14,000	75%

City of Fruita

2024 Budget

# General Fund Revenues

## Revenues

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg
110-000-00-3478	Shipping & Handling Charges	40	-	-	-	-	N/A
110-000-00-3479	Scholarship Program	13,958	14,108	9,000	16,400	15,500	-5%
110-000-00-3480	Manpower	12,987	24,318	10,000	11,000	10,000	-9%
110-000-00-3483	Penalties	11,292	17,204	20,500	20,000	16,500	-18%
110-000-00-3484	Trails Planning Contribution	-	-	-	-	-	N/A
		222,765	249,382	335,500	441,750	443,000	0%
<b><u>FINES, FORFEITS AND ASSESSMENTS</u></b>							
110-000-00-3510	City and County Court	11,364	14,381	12,000	14,000	12,500	-11%
110-000-00-3511	Penalty Assessments	6,150	16,030	7,000	10,000	9,150	-9%
110-000-00-3512	Restitution to City	1,934	835	-	-	-	N/A
110-000-00-3513	Misdemeanor Fee	-	40	-	-	-	N/A
110-000-00-3550	Sidewalk Assessments	2,836	11,835	15,000	15,000	10,000	-33%
110-000-00-3555	Chipseal Fees	-	54,472	-	-	-	N/A
		22,284	97,593	34,000	39,000	31,650	-19%
<b><u>INTEREST AND RENTALS</u></b>							
110-000-00-3610	Interest on deposits	18,111	162,426	50,000	550,000	400,000	-27%
110-000-00-3612	Interest on leases	-	3,039	-	-	-	N/A
110-000-00-3613	Unrealized loss on investments	(1,694)	(5,043)	-	-	-	N/A
110-000-00-3625	Rent on Lands and Water	46,933	46,460	47,000	50,000	48,500	-3%
110-000-00-3626	Facility Rentals	1,945	680	1,000	500	500	0%
		65,295	207,562	98,000	600,500	449,000	-25%
<b><u>DONATIONS</u></b>							
110-000-00-3640	Senior Center Donations	-	-	-	-	-	N/A
110-000-00-3641	Miscellaneous Donations	1,352	500	-	-	-	N/A
110-000-00-3642	Recreation Donations	44,596	250	-	7,850	1,000	-87%
110-000-00-3645	Special Event Donations	32,977	38,000	15,500	43,000	29,000	-33%
		78,925	38,750	15,500	50,850	30,000	-41%
<b><u>MISCELLANEOUS</u></b>							
110-000-00-3680	Miscellaneous	5,402	2,720	5,000	2,000	2,500	25%
110-000-00-3681	Cash Over (Short)	(30)	69	-	-	-	N/A
110-000-00-3682	Refunds	27,229	31,492	-	-	-	N/A
		32,601	34,281	5,000	2,000	2,500	25%
<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	69,000	69,000	70,000	70,000	70,000	0%
110-000-00-3915	Tsfr from Irrigation	10,500	10,125	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%
		250,500	250,125	251,125	251,125	251,125	0%
<b><u>OTHER FINANCING SOURCES</u></b>							
110-000-00-3937	Capital Lease Proceeds	-	27,386	-	-	-	N/A
110-000-00-3950	Sale of Equipment	62,627	84,715	-	10,000	-	-100%
110-000-00-3960	Insurance payments	53,515	3,638	-	-	-	N/A
		116,142	115,739	-	10,000	-	-100%
<b>TOTAL REVENUES</b>		<b>11,501,471</b>	<b>12,789,333</b>	<b>11,745,125</b>	<b>12,963,325</b>	<b>13,063,025</b>	<b>1%</b>

# General Government Department

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# General Government Department

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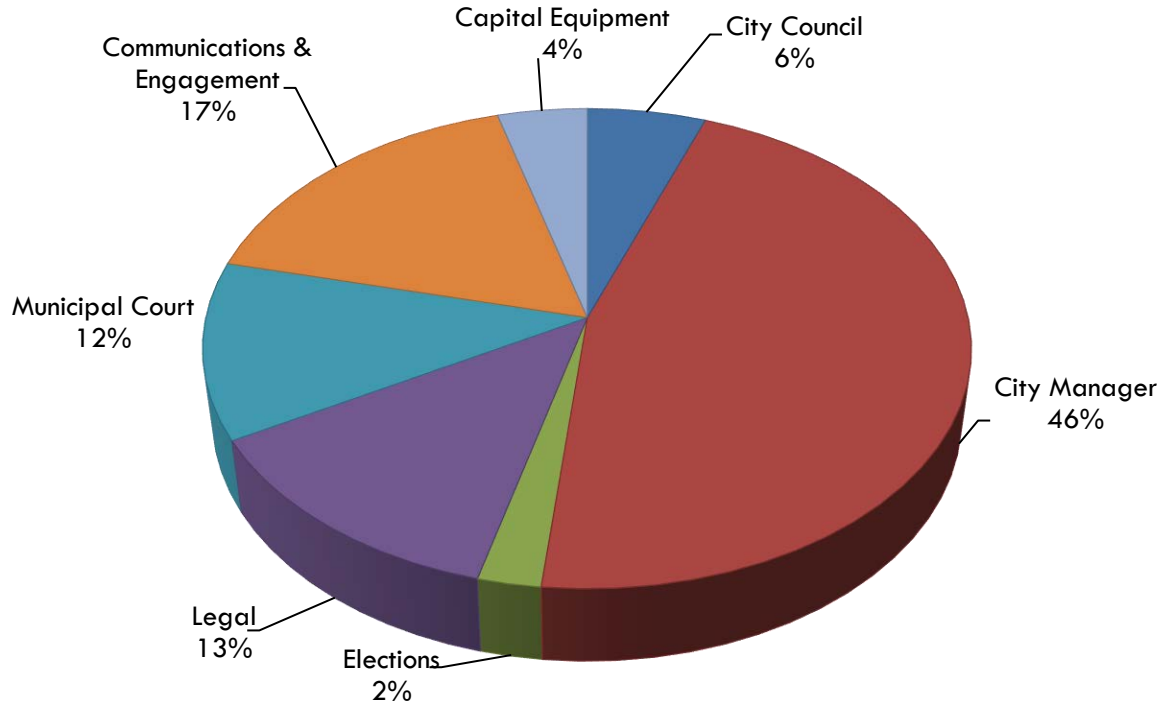


# General Government Department

<b>Expenses by Program</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
City Council	\$ 65,289	\$ 55,305	\$ 53,025	\$ 52,900	\$ 105,525	99%
City Manager	268,389	365,896	437,350	436,400	484,925	11%
Elections	-	16,978	-	-	25,000	N/A
Legal	84,316	116,786	135,000	180,000	135,000	-25%
Municipal Court	65,861	73,131	86,660	79,625	125,650	58%
Communications & Engagement	-	-	131,900	124,750	184,250	48%
Operating Expenses	\$ 483,854	\$ 628,096	\$ 712,035	\$ 873,675	\$1,060,350	21%
Capital	-	-	-	-	45,000	N/A
Special Projects	38,395	42,042	43,300	43,300	45,800	6%
<b>Total Expense</b>	<b>\$ 522,250</b>	<b>\$ 670,138</b>	<b>\$ 755,335</b>	<b>\$ 916,975</b>	<b>\$ 1,151,150</b>	<b>26%</b>

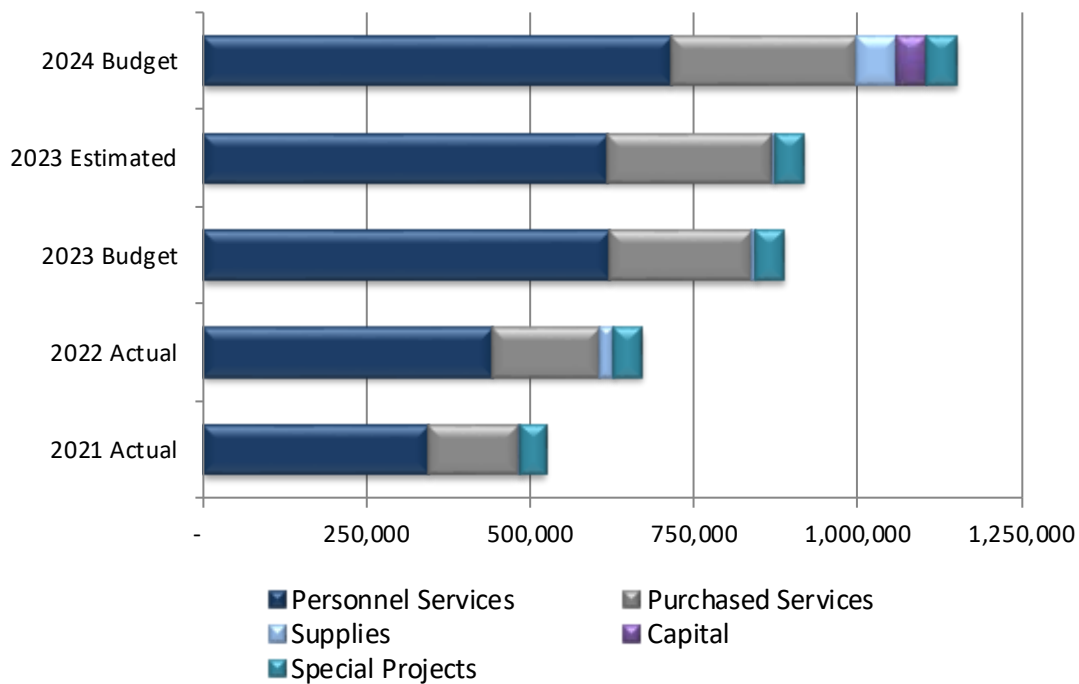
The goal of the General Government Department is to provide effective and efficient governance and leadership for the City of Fruita. This is accomplished through establishment of long-term goals and the implementation of policies and procedures to accomplish the goals.

## General Government Programs



# General Government Department

## Budget History



### Factors Affecting Expenses

Overall expenses of the General Government Department are budgeted to increase 26% over the 2023 Budget, and 20% over 2023 estimated actuals. Significant changes in the 2024 Budget include the following:

- Costs related to administering the 2024 Municipal Election, in the amount of \$25,000. Election costs include renting equipment, mailing out any notices and ballots, publishing, and other small expenses.
- A reclassification of an existing position, the Marketing and Communications Coordinator, being reassigned to the Communications and Engagement program (previously assigned in the Parks and Recreation – Special Events program). This position aids in the City's recreation, general, and tourism marketing efforts.
- An increase in compensation for the City Council and staff.
- Equipment (including capital) includes:
  - The purchase of an administrative vehicle for the City Council and staff to use when traveling to meetings, training courses, and events outside of Fruita.
  - The purchase of supplies and equipment related to increase the quality and quantity of photo/video assets for the City of Fruita, including a time-lapse camera, and a 360 camera.

# General Government Department

- \$46,000 is budgeted for improvements to the City Council Chambers, specifically \$36,000 to replace all of the furniture (for the public and the staff), and \$10,000 for audio/video upgrades in the room.

## 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. The following charts shows the man hours for full time and part time staff and staffing positions for each program.

General Government Personnel				
Position	2021 Budget	2022 Actual	2023 Budget	2024 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	1	1
Assistant to the City Manager	1	1	0	0
Communications Specialist	0	1	0	0
Administrative Specialist - CMO	0	0	1	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	1	1
Marketing and Communications Coordinator	0	0	0	1
Communications Intern	0	0	0	1
<b>Total Positions</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>17</b>

# General Government Department

General Government Staffing Chart				
	2021 Actual	2022 Actual	2023 Budget	2024 Budget
<b>Hours Summary</b>				
<u>City Manager's Office</u>				
Full time employees	3,793	5,424	6,032	6,032
Total City Managers Office	3,793	5,424	6,032	6,032
<u>Municipal Court</u>				
Part time employees	1,256	1,321	1,325	1,325
Total Municipal Court Hours	1,256	1,321	1,325	1,325
<u>Communications and Engagement</u>				
Full time employees	-	-	2,080	2,600
Part time employees	-	-	-	375
Total Hours	5,049	6,745	9,437	10,332
Total FTE Equivalent	2.43	3.24	4.54	4.97

# General Government Department

## Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4111	Salaries, Administrative	189,171	257,759	372,150	372,150	438,875	18%
4120	Part Time	82,167	85,621	91,675	91,675	103,325	13%
4125	Contract Labor	1,097	2,150	5,200	2,000	5,400	170%
4130	Overtime	-	-	1,500	250	1,000	300%
		272,435	345,531	470,525	466,075	548,600	18%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	33,562	47,546	86,050	86,050	89,875	4%
4220	FICA Payroll Expense	16,988	21,090	29,325	29,325	34,150	16%
4221	Medicare Payroll Expense	3,973	4,990	6,850	6,850	8,050	18%
4230	Retirement Contribution	16,183	21,501	25,775	25,775	30,325	18%
4250	Unemployment Insurance	730	633	1,375	1,375	1,575	15%
4260	Workers Compensation Insurance	746	573	1,050	1,050	1,275	21%
		72,182	96,333	150,425	150,425	165,250	10%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	19,178	30,114	32,500	33,975	37,500	10%
4321	Court Interpreter Services	270	180	735	200	1,000	400%
4325	Software Subscriptions	-	-	-	-	7,000	
4330	Legal Fees	85,328	118,609	137,500	182,500	138,500	-24%
4337	Community Survey/Video	20,234	3,234	5,000	3,900	5,000	28%
4338	Website Development	-	-	5,000	-	5,000	N/A
		125,010	152,137	180,735	220,575	194,000	-12%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4430	Service Contracts	2,690	2,730	6,350	5,350	39,000	629%
4437	Moving and Vehicle Allowance	4,629	4,813	4,800	4,800	4,800	0%
4442	Equipment Rental	-	-	-	-	5,000	N/A
		7,319	7,543	11,150	10,150	48,800	381%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4525	Volunteer Accident Medical Pla	235	(15)	300	200	300	50%
4530	Telephone	2,529	3,660	3,700	3,100	3,900	26%
4545	Jury Duty Fees	-	-	100	-	100	N/A
4550	Printing	-	-	-	-	16,000	N/A
4551	Publishing	589	888	1,500	900	1,700	89%
4552	City Link Newsletter	-	-	18,000	17,700	18,000	2%
4553	Advertising	-	-	-	-	500	N/A
		3,353	4,532	23,600	21,900	40,500	85%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	3,004	4,375	6,000	2,850	6,300	121%
4611	Postage	-	1,615	-	-	3,000	N/A
4612	Supplies and Equipment	-	15,327	-	-	50,700	N/A
4626	Fuel	-	142	200	100	200	100%
4630	Meeting/Appreciation Supplies	550	559	1,300	1,600	3,000	88%
		3,554	22,018	7,500	4,550	63,200	1289%
<b><u>CAPITAL</u></b>							
4742	Mobile Equipment	-	-	-	-	45,000	N/A
4743	Furniture and Equipment	-	-	-	-	-	N/A
		-	-	-	-	45,000	N/A

City of Fruita

2024 Budget

# General Government Department

<b><u>SPECIAL PROJECTS</u></b>							
4810	Boards and Commissions	1,742	2,042	2,500	2,500	2,500	0%
4820	Economic Development	-	-	-	-	-	N/A
4842	Miscellaneous Contributions	36,653	40,000	40,800	40,800	43,300	6%
		38,395	42,042	43,300	43,300	45,800	6%
<b>TOTAL EXPENDITURES</b>		<b>522,249</b>	<b>670,136</b>	<b>887,235</b>	<b>916,975</b>	<b>1,151,150</b>	<b>26%</b>

# General Government Department

## City Council

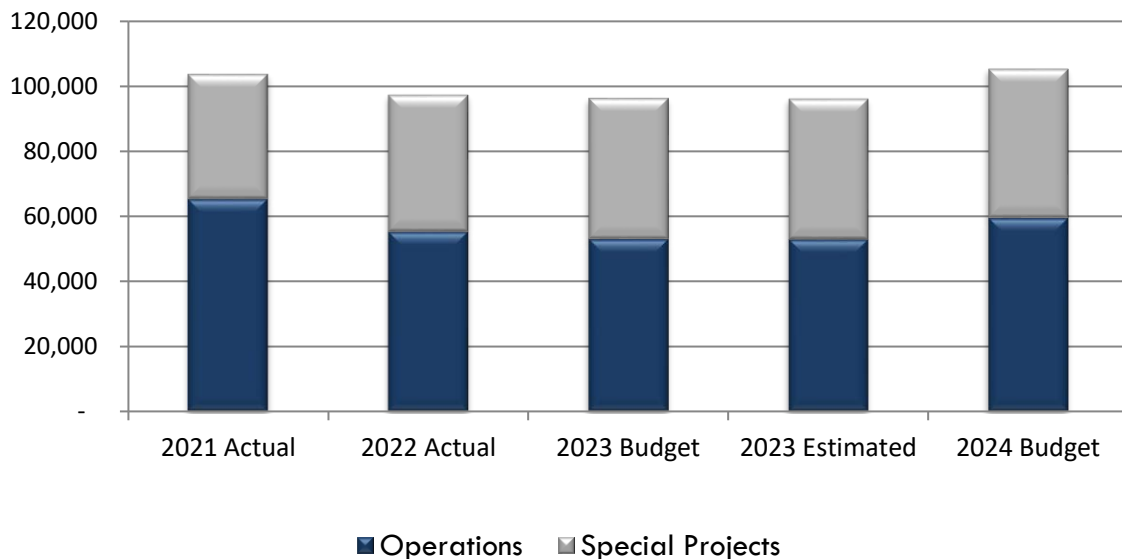
### EXPENDITURES

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$ 27,900	\$ 27,900	\$ 27,900	\$ 27,900	\$ 32,100	15%
Personnel Services, Benefits	2,693	2,644	2,725	2,725	3,025	11%
Purchased Professional Services	31,753	19,978	16,500	19,075	18,500	-3%
Purchased Property Services	-	-	-	-	-	N/A
Other Purchased Services	2,623	3,634	3,900	2,700	3,900	44%
Supplies	320	1,148	2,000	500	48,000	9500%
Operating Expenses	\$ 65,289	\$ 55,305	\$ 53,025	\$ 52,900	\$ 105,525	99%
Capital Equipment	-	-	-	-	-	N/A
Special Projects	38,395	42,042	43,300	43,300	45,800	6%
<b>Total Expense</b>	<b>\$ 103,684</b>	<b>\$ 97,347</b>	<b>\$ 96,325</b>	<b>\$ 96,200</b>	<b>\$ 151,325</b>	<b>57%</b>

### MISSION

The City Council and Mayor are elected by the 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 third Fruita "State of the City Video", highlighting the new and upcoming projects throughout Fruita.
- Provided leadership and feedback on the 2023 Fruita Municipal Budget.
- The Mayor and City Council represented the City of Fruita at numerous regional and state-wide functions and meetings.
- Created the Fruita Housing Authority and worked with developers to bring attainable



# General Government Department

## City Council

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housing to Fruita.

- 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
- 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.

# General Government Department

## City Council

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- Farming is a part of Fruita, from the agricultural lands surrounding the city, to the farmers' market that takes place downtown.
- Fruita is innovative and open-minded—the government and its residents are willing to try new things.
- Fruita takes a community-first approach—the City prioritizes residents 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 throughout the year specific action items approved by Council to achieve the above. These action items are found in the [City's Strategic plan on the City's website](#).*

# General Government Department

## City Council

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### **BUDGET HIGHLIGHTS**

- City Council compensation is budgeted to increase in the 2024 Budget, following the 2024 Election. Pay increases will not take effect until after members are elected or reelected to the City Council. This pay will be set through a public hearing ordinance process.
- \$46,000 is budgeted for improvements to the City Council Chambers, specifically \$36,000 to replace all of the furniture (for the public and the staff), and \$10,000 for audio/video upgrades in the room.
- Miscellaneous contributions include funding for outside agencies. The City Council provides funding for these agencies in these amounts:
  - Fruita Area Chamber of Commerce - \$30,000
  - Grand Valley Pets Alive - \$6,000
  - Colorado Riverfront Foundation - \$4,600
    - In addition, the City of Fruita has budgeted \$2,7000 for a grant match for a Mesa County Safe Routes to School grant application (match to be carried forward from the prior year).

# General Government Department

## City Council

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 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	32,100	15%
		27,900	27,900	27,900	27,900	32,100	15%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-410-40-4220	FICA Payroll Expense	1,797	1,793	1,850	1,850	2,000	8%
110-410-40-4221	Medicare Payroll Expense	420	419	425	425	475	12%
110-410-40-4260	Workers Compensation Insurance	476	432	450	450	550	22%
		2,693	2,644	2,725	2,725	3,025	11%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-410-40-4310	Professional Development	11,519	16,744	16,500	19,075	18,500	-3%
110-410-40-4337	Community Survey/Video	20,234	3,234	-	-	-	N/A
		31,753	19,978	16,500	19,075	18,500	-3%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-410-40-4430	Service Contracts	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-410-40-4530	Data and Telephone	2,034	2,783	2,400	1,800	2,400	33%
110-410-40-4551	Publishing	589	851	1,500	900	1,500	67%
		2,623	3,634	3,900	2,700	3,900	44%
<b><u>SUPPLIES</u></b>							
110-410-40-4610	Office Supplies	320	1,148	2,000	500	2,000	300%
110-410-40-4612	Supplies and Equipment	-	-	-	-	46,000	N/A
		320	1,148	2,000	500	48,000	9500%
<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	1,742	2,042	2,500	2,500	2,500	0%
110-410-40-4842	Miscellaneous Contributions	36,653	40,000	40,800	40,800	43,300	6%
		38,395	42,042	43,300	43,300	45,800	6%
<b>TOTAL EXPENSES</b>		<b>103,684</b>	<b>97,347</b>	<b>96,325</b>	<b>96,200</b>	<b>151,325</b>	<b>57%</b>

# General Government Department

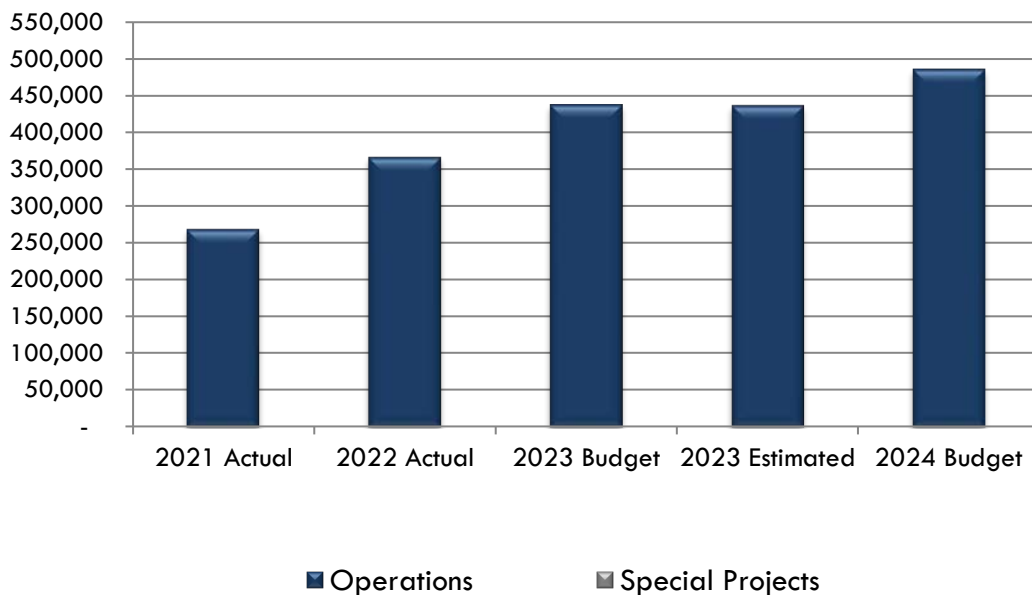
## City Manager's Office

<b>EXPENDITURES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 189,171	\$ 257,760	\$ 305,375	\$ 304,125	\$ 343,200	13%
Personnel Services, Benefits	65,114	89,111	114,775	114,775	121,125	6%
Purchased Professional Services	6,610	10,955	10,000	10,000	12,500	25%
Purchased Property Services	4,719	4,813	4,800	4,800	4,800	0%
Other Purchased Services	495	877	1,000	1,000	1,200	20%
Supplies	2,279	2,380	1,400	1,700	2,100	24%
Operating Expenses	\$ 268,389	\$ 365,896	\$ 437,350	\$ 436,400	\$ 484,925	11%
Capital Equipment	-	-	-	-	45,000	N/A
<b>Total Expense</b>	<b>\$ 268,389</b>	<b>\$ 365,896</b>	<b>\$ 437,350</b>	<b>\$ 436,400</b>	<b>\$ 529,925</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 lines of communication 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**

- Continued work with the City Council, Leadership Team, and the public on developing plans to address Workforce/Attainable Housing in Fruita. Served as the Executive Director of the Fruita Housing Authority. Actions taken by the Fruita Housing Authority and the City Council led to 50 new affordable townhomes being built in northeast Fruita.
- For the first time, the City of Fruita was awarded the Distinguished Budget Presentation Award by the Government Finance Officers Association (GFOA). This recognition highlights the City of Fruita's commitment to excellence, transparency, and meeting the highest principles of government budgeting.
- Created the 2023 Fruita State of the City video. Hosted a watch party at the Rocky Mountain PBS location in Fruita, that was well attended by the public. The 2023 video

# General Government Department

## City Manager's Office

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can be found here: [2023 Fruita State of the City Video](#). This video is a first-person point-of-view (POV) that takes residents on a tour around Fruita showcasing new projects and services that the City of Fruita has been working on.

- Implemented an organization wide process improvement plan and goals (utilizing the Four Disciplines of Execution model), aimed at increasing the number of Fruita employees that feel well informed on city matters. Administered a survey to determine a baseline for this year, and that can be compared to the results of the survey next year. Completed several in-person training courses, outreach events, and created digital materials aimed at educating employees and residents and serving as a resource for them.
- Established internal direction on continuous improvement focused on the following outcomes: treating common transactions as positive experiences; internal coordination focused on decision making, responsiveness, proactivity, and clarity in lead/support roles by creating two new internal teams (Innovation Team & Project Execution team); and process improvements specific to existing paper processes, financial system, budget process, trainings, and website goals.
- Launched the first ever Fruita Academy. The Fruita Academy is an educational program for interested community members to learn in-person about the functions of local government. Participants heard directly from Fruita leaders, received hands on learning, and toured some of Fruita's largest facilities. 24 residents signed up for the Fruita Academy.
- Oversaw the City of Fruita's communications efforts. Continues to expand internal and external communications, in digital and in print. Onboarded and hired a Communications and Marketing Coordinator to work on general City communications, Parks and Recreations projects, and Tourism communications. Also hosted an intern from Colorado Mesa University to work on general and tourism communications over the fall. This intern position was funded through the Mesa County Workforce Center and provided hands on experience for a Senior Political Science Student.
- Completed over 20 City Manager engagement events with the public. Expanded the types of events and continued to support Fruita businesses. Had members of the City Council, Leadership Team, and staff joined these events to hear from residents. These will continue into the next year as monthly events.
- Provided leadership and direction to the City departments and staff to maintain positive momentum and accomplishments of the City goals, policies, and objectives, while keeping the public and City Council updated weekly.
- Provided leadership and direction of some to goals found in the Strategic Plan and the Comprehensive Plan. Lead the progress on updating this and the scorecard.
- Represented the City of Fruita as a speaker at multiple events throughout Western Colorado, including the State of the Grand Valley event, the Colorado Tourism's Office Leadership Academy, at meetings with Federal and State elected leaders, and numerous community events.

# General Government Department

## City Manager's Office

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- Oversaw the implementation of the 2023 Fruita Municipal Budget, and the development of the 2024 Budget.
- Served in a project management capacity, with the City Engineer, on two of the City's capital projects in 2023. The two projects were the installation of the Electric Vehicle Charging Stations at the Fruita Civic Center, and the middle-mile/lateral build broadband project. In a year, because of this effort and private investment in Fruita, Fruita will be a "gig city."
- 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. City Manager's Office staff served as staff liaisons to the Fruita Tourism Advisory Council, Fruita Livability Commission, and the Downtown Advisory Board.
- Completed at least 12 side by side working sessions/trainings with Fruita departments.
- Kicked-off a renewed training program with all supervisors in the organization to be hosted by a different department every other month and center on specific training.
- 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.
- Via a Memorandum of Understanding, began an economic development partnership with Two Forks Ventures to develop the City property along the Colorado River and Little Salt Wash north of the state park. Studies are underway with a goal in 2024 to establish a public-private partnership to develop the property with open space, river access, commercial, and residential development.
- Updated memorandums of understanding with the Grand Junction Economic Partnership, the Business Incubator, and the Chamber of Commerce.

### **GOALS**

- Following the election, participate in goal setting and identify key priorities with the new Mayor and City Council. Following this process, complete updates to the Fruita Scorecard and the Fruita Strategic Plan. Update City Council every 6 months on Strategic Plan progress.
- Work with departments on recruitment efforts, succession planning, and identifying long-term needs for the departments.
- Lead the implementation of organizational goals treating common transactions as positive experiences; internal coordination focused on decision making, responsiveness, proactivity,



# **General Government Department**

## **City Manager's Office**

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and clarity in lead/support roles by creating two new internal teams (Innovation Team & Project Execution team), and process improvements specific to existing paper processes, financial system, budget process, trainings, and website improvements.

- Negotiate a public private partnership with Two Forks Ventures, transitioning from the current MOU into a working relationship to begin early steps in developing the City's riverfront property.
- Host a minimum of 12 community engagement events.
- Establish an internal engagement process for employees who are not supervisors, similar to the external process provided to the public.
- Oversee completion of 2023-2024 goals found in the strategic plan and comprehensive plan. Lead progress on updating the Strategic Plan and scorecard.
- 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**

- In the 2023 Communications Survey, 81% of employees responded that they feel well informed on City matters. Through organizational-wide efforts, our goal is to increase the percentage or number of employees that feel well-informed.
- Also in the survey, 32% of participants shared that they feel uninformed about the financial health of the City. Complete at least quarterly trainings on this and on the budget to decrease the number of employees who feel uninformed on the City's financial policies.
- Update the scorecard at least twice next year with progress of current projects and priorities and identify updates to the Strategic Plan following the election.

### **BUDGET HIGHLIGHTS**

- The purchase of an administrative vehicle for the City Council and staff to use when traveling to meetings, trainings, and events outside of Fruita - \$45,000

# General Government Department

## City Manager's Office

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-410-41-4111	Salaries, Administrative	189,171	257,760	303,875	303,875	342,200	13%
110-410-41-4130	Overtime	-	-	1,500	250	1,000	300%
		189,171	257,760	305,375	304,125	343,200	13%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-410-41-4210	Health Insurance	33,562	47,546	67,000	67,000	67,000	0%
110-410-41-4220	FICA Payroll Expense	11,827	15,735	19,250	19,250	21,625	12%
110-410-41-4221	Medicare Payroll Expense	2,766	3,737	4,500	4,500	5,075	13%
110-410-41-4230	Retirement Contribution	16,183	21,501	22,675	22,675	25,900	14%
110-410-41-4250	Unemployment Insurance	568	516	950	950	1,050	11%
110-410-41-4260	Workers Compensation Ins	208	76	400	400	475	19%
		65,114	89,111	114,775	114,775	121,125	6%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-410-41-4310	Professional Development	6,610	10,955	10,000	10,000	12,500	25%
		6,610	10,955	10,000	10,000	12,500	25%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-410-41-4430	Service Contracts	90	-	-	-	-	N/A
110-410-41-4437	Vehicle and Moving Allowance	4,629	4,813	4,800	4,800	4,800	0%
		4,719	4,813	4,800	4,800	4,800	0%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-410-41-4530	Telephone	495	877	1,000	1,000	1,200	20%
		495	877	1,000	1,000	1,200	20%
<b><u>SUPPLIES</u></b>							
110-410-41-4610	Office Supplies	1,729	1,679	1,000	1,000	1,000	0%
110-410-41-4626	Fuel	-	142	100	100	100	0%
110-410-41-4630	Meeting/Appreciation Supplies	550	559	300	600	1,000	67%
		2,279	2,380	1,400	1,700	2,100	24%
<b><u>CAPITAL</u></b>							
110-410-41-4742	Mobile Equipment	-	-	-	-	45,000	N/A
		-	-	-	-	45,000	N/A
<b>TOTAL EXPENDITURES</b>		<b>268,389</b>	<b>365,896</b>	<b>437,350</b>	<b>436,400</b>	<b>529,925</b>	<b>21%</b>

# General Government Department Elections

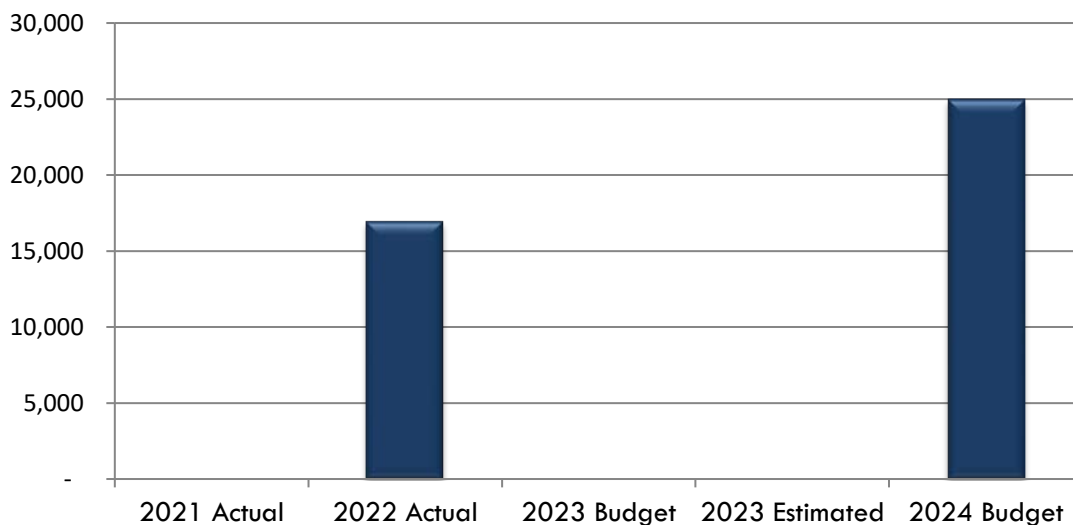
## EXPENDITURES

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Personnel Services, Benefits	-	-	-	-	-	N/A
Purchased Professional Services	-	-	-	-	-	N/A
Purchased Property Services	-	-	-	-	5,000	N/A
Other Purchased Services	-	36	-	-	16,200	N/A
Supplies	-	16,942	-	-	3,800	N/A
Operating Expenses	\$ -	\$ 16,978	\$ -	\$ -	\$ 25,000	N/A
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ -</b>	<b>\$ 16,978</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>N/A</b>

## MISSION

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

## Budget History



# General Government Department

## Elections

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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**

- There was no election in 2023.

### **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.
- Work with other governmental entities on the possibility of using shared resources to conduct the 2024 Election.

### **PERFORMANCE MEASURES**

- Increase voter participation in the municipal elections through sharing a variety of education and information messaging including on print, social, and the City's website.
- There are no performance measures to report on from the prior year's budget.

### **BUDGET HIGHLIGHTS**

- For 2024, the City of Fruita will continue to conduct its own Municipal Election. Budget highlights include the costs associated with administering the election, including equipment rentals, printing, publishing, etc.

# General Government Department

## Elections

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 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>PURCHASED PROPERTY SERVICES</u></b>							
110-410-42-4442	Equipment Rental	-	-	-	-	5,000	N/A
		-	-	-	-	5,000	N/A
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-410-42-4550	Printing	-	-	-	-	16,000	N/A
110-410-42-4551	Publishing	-	36	-	-	200	N/A
		-	36	-	-	16,200	N/A
<b><u>SUPPLIES</u></b>							
110-410-42-4610	Office Supplies	-	-	-	-	300	N/A
110-410-42-4611	Postage	-	1,615	-	-	3,000	N/A
110-410-42-4612	Supplies and Equipment	-	15,327	-	-	500	N/A
		-	16,942	-	-	3,800	N/A
<b><u>TOTAL EXPENDITURES</u></b>		-	16,978	-	-	25,000	N/A

# General Government Department

## Legal

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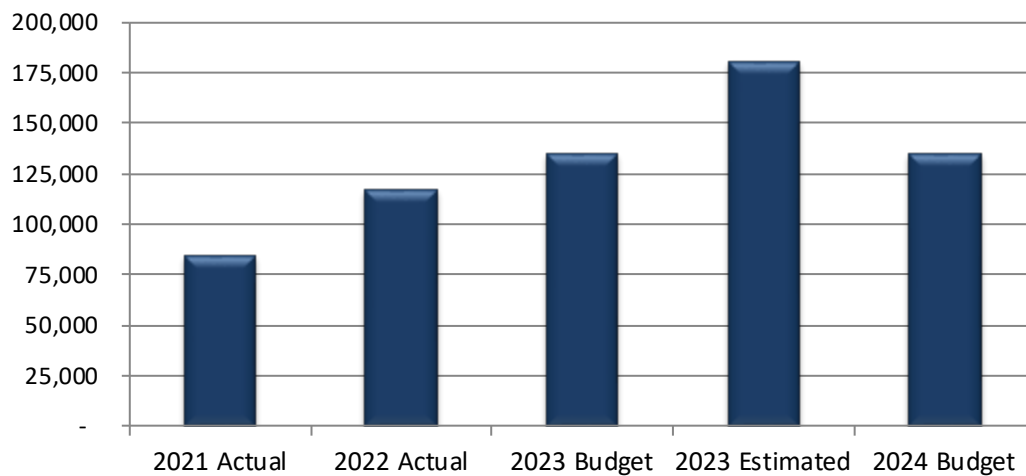
### **EXPENDITURES**

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Personnel Services, Benefits	-	-	-	-	-	N/A
Purchased Professional Services	84,316	116,786	135,000	180,000	135,000	-25%
Operating Expenses	\$ 84,316	\$ 116,786	\$ 135,000	\$ 180,000	\$ 135,000	-25%
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 84,316</b>	<b>\$ 116,786</b>	<b>\$ 135,000</b>	<b>\$ 180,000</b>	<b>\$ 135,000</b>	<b>-25%</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 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, mountain water issues, economic development efforts, true daily maximum load restrictions (TMDL), municipal prosecution, and issues related to personnel.

### **GOALS**

- The City of Fruita contracts out legal services for a variety of specific purposes. The goal of the program, however, is to provide responsive, competent, and satisfactory services to the City Manager, City Council, boards, commissions, and Department Directors in an effective and efficient manner.

### **BUDGET HIGHLIGHTS**

- There are no budget highlights included in the 2024 Budget. Legal expenses are estimated to decrease 25% in 2024 due to the completion of several items, including land acquisition, issues related to Mountain Water properties, and more.

# General Government Department

## Legal

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 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	84,316	116,786	135,000	180,000	135,000	-25%
		84,316	116,786	135,000	180,000	135,000	-25%
<b>TOTAL EXPENDITURES</b>		<b>84,316</b>	<b>116,786</b>	<b>135,000</b>	<b>180,000</b>	<b>135,000</b>	<b>-25%</b>



# General Government Department

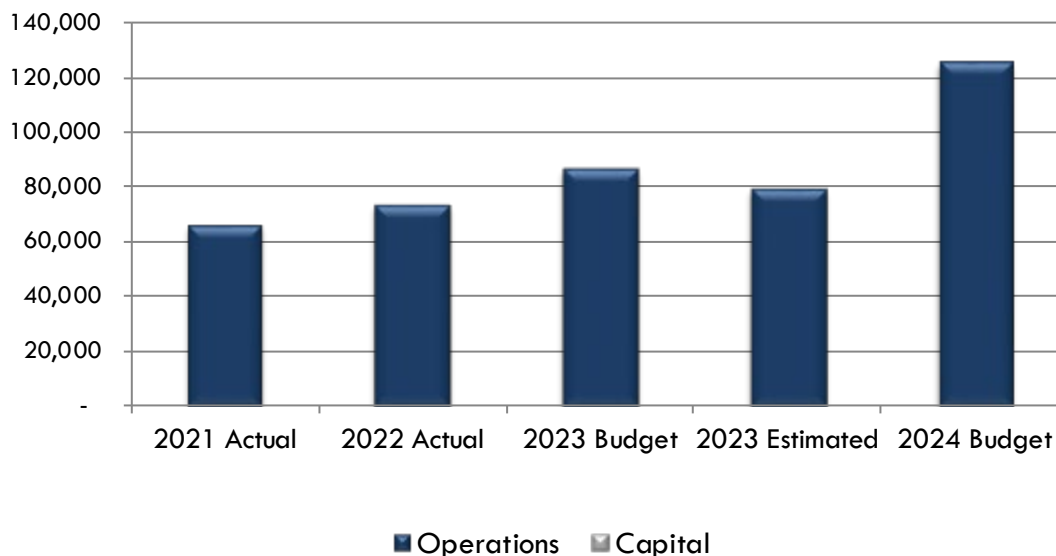
## Municipal Court

<b>EXPENSES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 55,363	\$ 59,872	\$ 68,975	\$ 65,775	\$ 71,375	9%
Personnel Services, Benefits	4,375	4,578	5,200	5,200	5,375	3%
Purchased Professional Services	2,331	4,418	6,735	4,700	8,000	70%
Purchased Property Services	2,600	2,730	2,850	2,850	38,000	1233%
Other Purchased "Services	235	(15)	400	200	400	100%
Supplies	955	1,548	2,500	900	2,500	178%
Operating Expenses	\$ 65,861	\$ 73,131	\$ 86,660	\$ 79,625	\$ 125,650	58%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 65,861</b>	<b>\$ 73,131</b>	<b>\$ 86,660</b>	<b>\$ 79,625</b>	<b>\$ 125,650</b>	<b>58%</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



### RESPONSIBILITIES

# General Government Department

## Municipal Court

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- 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 2022.
- Post pandemic, the court continued to permit virtual court appearances to accommodate the health and safety concerns of the Public and court staff.

### **GOALS**

- The Court Clerk will continue to update the Court Operations Manual to conform with changes in the Colorado Revised Statutes.
- The Court will seek to limit the number of Continuances granted.
- The Court will maintain a high standard of efficiency in docketing Summons to achieve prompt First Appearances.
- The court will upgrade its case management system to improve public access to the court and to increase efficiency in the court processes.

### **PERFORMANCE MEASURES**

- Fairness. The Municipal Court Judge and City Prosecutor address cases with an emphasis on problem solving rather than a punitive approach. These sentences are reasonable flexible within the parameters set by the Municipal Code.
- Timeliness. Ensure the efficiency of the court by minimizing cancelled or rescheduled court sessions and tracking any backlog of cases.

### **BUDGET HIGHLIGHTS**

- Service contracts are budgeted to increase by \$35,000 due to the need to implement Municipal Court case management system software.

# General Government Department

## Municipal Court

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Change
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-410-44-4120	Part Time	54,267	57,721	63,775	63,775	65,975	3%
110-410-44-4125	Contract Labor	1,097	2,150	5,200	2,000	5,400	170%
110-410-44-4130	Overtime	-	-	-	-	-	N/A
		55,363	59,872	68,975	65,775	71,375	9%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-410-44-4210	Health Insurance	-	-	-	-	-	N/A
110-410-44-4220	FICA Payroll Expense	3,364	3,563	3,975	3,975	4,100	3%
110-410-44-4221	Medicare Payroll Expense	787	833	925	925	975	5%
110-410-44-4230	Retirement Contribution	-	-	-	-	-	N/A
110-410-44-4250	Unemployment Insurance	162	117	200	200	200	0%
110-410-44-4260	Workers Compensation Insurance	62	65	100	100	100	0%
		4,375	4,578	5,200	5,200	5,375	3%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-410-44-4310	Professional Development	1,049	2,415	3,500	2,000	3,500	75%
110-410-44-4321	Court Interpreter Services	270	180	735	200	1,000	400%
110-410-44-4325	Software Subscriptions	-	-	-	-	-	-
110-410-44-4330	Legal Fees	1,013	1,823	2,500	2,500	3,500	40%
		2,331	4,418	6,735	4,700	8,000	70%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-410-44-4430	Service Contracts	2,600	2,730	2,850	2,850	38,000	1233%
		2,600	2,730	2,850	2,850	38,000	1233%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-410-44-4525	Volunteer Accident Medical Pla	235	(15)	300	200	300	50%
110-410-44-4545	Jury Duty Fees	-	-	100	-	100	N/A
		235	(15)	400	200	400	100%
<b><u>SUPPLIES</u></b>							
110-410-44-4610	Office Supplies	955	1,548	2,500	900	2,500	178%
		955	1,548	2,500	900	2,500	178%
<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>65,861</b>	<b>73,131</b>	<b>86,660</b>	<b>79,625</b>	<b>125,650</b>	<b>58%</b>

# General Government Department

## Communications and Engagement

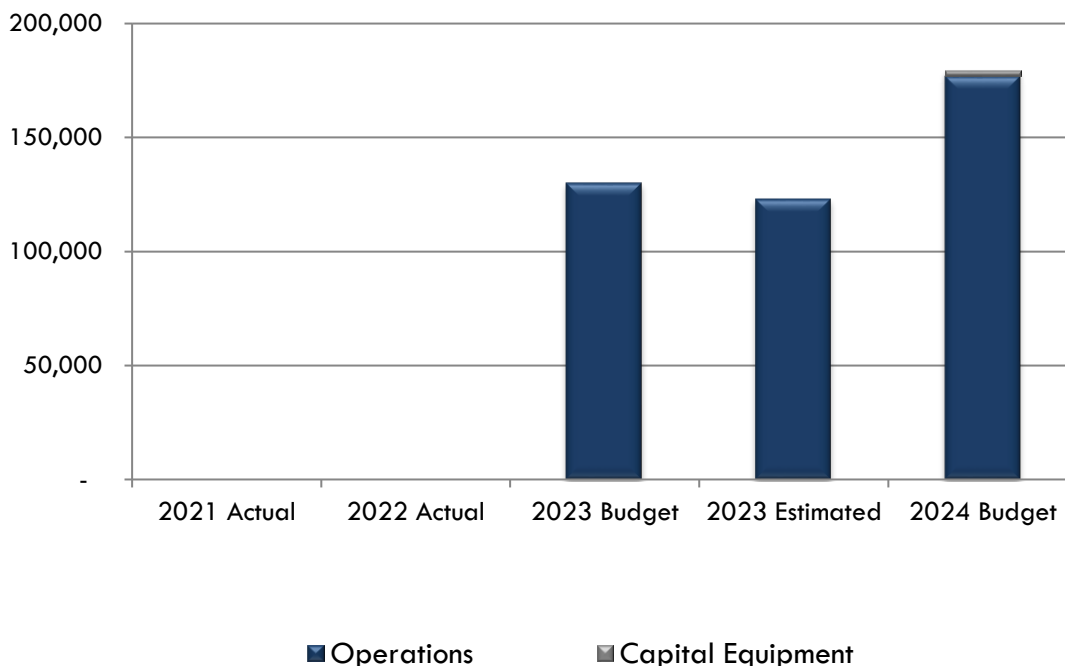
### EXPENDITURES

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$ -	\$ -	\$ 68,275	\$ 68,275	\$ 101,925	49%
Personnel Services, Benefits	-	-	27,725	27,725	35,725	29%
Purchased Professional Services	-	-	12,500	6,800	20,000	194%
Purchased Property Services	-	-	3,500	2,500	1,000	-60%
Other Purchased Services	-	-	18,300	18,000	18,800	4%
Supplies	-	-	1,600	1,450	6,800	369%
Operating Expenses	\$ -	\$ -	\$ 131,900	\$ 124,750	\$ 184,250	48%
Capital Equipment	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 131,900</b>	<b>\$ 124,750</b>	<b>\$ 184,250</b>	<b>48%</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**

- Continued focus on utilizing social media platforms on a consistent basis to keep the community informed on city projects and services. Grew audience on social media platforms each month, exceeding the 15% growth goal.
- Designed and distributed four City Link mailers to all Fruita residents.
- Created the 2023 Fruita State of the City video. Hosted a watch party at the Rocky Mountain PBS location in Fruita, that was well attended by the public. The 2023 video can be found here: [2023 Fruita State of the City Video](#). This video is a first-person point-of-view (POV) that takes residents on a tour around Fruita, showcasing new projects and services that the City of Fruita has been working.
- Launched the first-ever Fruita Academy. The Fruita Academy is an educational program for interested community members to learn in-person about the functions of local government. Participants heard directly from Fruita leaders, received hands on learning, and toured some of Fruita's largest facilities. 24 residents signed up for the Fruita Academy.
- Oversaw the City of Fruita's communications efforts. Continues to expand internal and external communications, in digital and in print. Onboarded and hired a Communications and Marketing Coordinator to work on general City communications, Parks and Recreation projects, and Tourism communications. Also hosted an intern from Colorado Mesa University to work on general and tourism communications over the fall. This intern position was funded through the Mesa County Workforce Center and provided hands-on experience for a Senior Political Science Student.
- 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.

# General Government Department

## Communications and Engagement

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- Coordinated and attended 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.
- Coordinated other engagement opportunities, including the Chamber's Business After Hours event, Reed Park public input meetings, the board and commission mixer event, the Fruita City Council Ice Cream Social, and more.
- Distributed a monthly employee newsletter to keep employees informed and connected with what's happening throughout the organization.
- Continued the implementation of an employee intranet platform for employees to easily find benefit information, forms, and city updates.
- Worked with Human Resources to create a benefits guide to help with recruitment and onboarding.
- Created brand guidelines to help implement the City of Fruita's brand in a consistent and effective way.
- Began coordinating monthly with local PIOs to establish relationships and create preparedness plans for local communications. Partners include PIOs from Family Health West, Fruita Police, and Lower Valley Fire.

### **GOALS**

- Continue to develop and implement a communication strategy that aligns with the city and community's core values.
- Work to create a centralized approach to all communications and marketing for the City of Fruita.
- Implement a digital accessibility training course for all city employees and update the website to meet Web Content Accessibility Guidelines (WCAG) 2 requirements.
- 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**

- Onboard, train, and coordinate with the new Marketing and Communications Coordinator to centralize all communications for the City of Fruita.
- Host employee training to teach best practices for digital accessibility and contract with a

# General Government Department

## Communications and Engagement

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digital accessibility software program to help identify areas of improvement.

- Continue to grow City of Fruita’s audience on social media platforms. Increase audience size by 15% on both Facebook and Instagram platforms.

### **BUDGET HIGHLIGHTS**

- Service contracts has a new budget for utilizing a translation service to translate important information into different languages to better serve the Fruita community.
- There is a new budget for engagement opportunities to host events and improve interactions with the community and stakeholders.
- Supplies and Equipment include a one-time increase to purchase new video equipment and signage.
- Part-time salaries are included to hire a Communications Intern through May (a Colorado Mesa University student) to help with mandated accessibility requirements and general communications efforts.

# General Government Department

## Communication and Engagement

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-410-45-4111	Salaries, Administrative	-	-	68,275	68,275	96,675	42%
110-410-45-4120	Part-Time	-	-	-	-	5,250	N/A
		-	-	68,275	68,275	101,925	49%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-410-45-4210	Health Insurance	-	-	19,050	19,050	22,875	20%
110-410-45-4220	FICA Payroll Expense	-	-	4,250	4,250	6,425	51%
110-410-45-4221	Medicare Payroll Expense	-	-	1,000	1,000	1,525	53%
110-410-45-4230	Retirement Contribution	-	-	3,100	3,100	4,425	43%
110-410-45-4250	Unemployment Insurance	-	-	225	225	325	44%
110-410-45-4260	Workers Compensation Ins	-	-	100	100	150	50%
		-	-	27,725	27,725	35,725	29%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-410-45-4310	Professional Development	-	-	2,500	2,900	3,000	3%
110-410-45-4325	Software Subscriptions	-	-	-	-	7,000	N/A
110-410-45-4337	Community Survey/Video	-	-	5,000	3,900	5,000	28%
110-410-45-4338	Website Development	-	-	5,000	-	5,000	N/A
		-	-	12,500	6,800	20,000	194%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-410-45-4430	Service Contracts	-	-	3,500	2,500	1,000	-60%
		-	-	3,500	2,500	1,000	-60%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-410-45-4530	Telephone	-	-	300	300	300	0%
110-410-45-4552	City Link Newsletter	-	-	18,000	17,700	18,000	2%
110-410-45-4553	Advertising and Promotiom	-	-	-	-	500	N/A
		-	-	18,300	18,000	18,800	4%
<b><u>SUPPLIES</u></b>							
110-410-45-4610	Office Supplies	-	-	500	450	500	11%
110-410-45-4612	Supplies and Equipment	-	-	-	-	4,200	N/A
110-410-45-4626	Fuel	-	-	100	-	100	N/A
110-410-45-4630	Meeting/Appreciation Supplies	-	-	1,000	1,000	2,000	100%
		-	-	1,600	1,450	6,800	369%
<b><u>CAPITAL EQUIPMENT</u></b>							
110-410-45-4743	Furniture and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>		-	-	131,900	124,750	184,250	48%



# Administration Department

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# Administration Department

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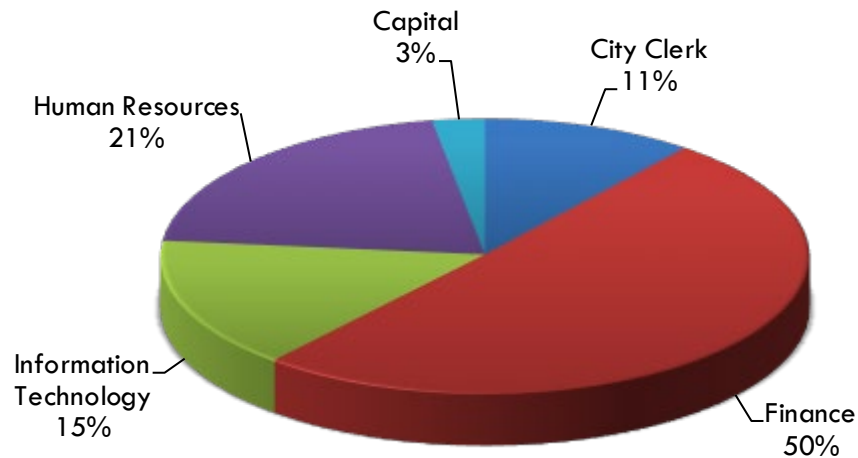
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# Administration Department

<b>Expenses by Category</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 346,710	\$ 383,341	\$ 448,025	\$ 439,900	\$ 634,800	44%
Personnel Services, Benefits	108,545	114,276	133,875	133,875	225,825	69%
Purchased Professional Services	50,377	50,589	73,600	66,560	140,800	112%
Purchased Property Services	148,750	172,632	207,600	197,350	191,000	-3%
Other Purchased Services	34,425	35,973	24,150	21,830	24,900	14%
Supplies	41,262	58,472	49,650	48,450	67,850	40%
Operating Expenses	\$ 730,069	\$ 815,283	\$ 936,900	\$ 907,965	\$1,285,175	42%
Capital	19,554	30,497	36,230	38,300	35,000	-9%
Special Projects	-	-	-	-	5,000	N/A
<b>Total Expense</b>	<b>\$ 749,623</b>	<b>\$ 845,780</b>	<b>\$ 973,130</b>	<b>\$ 946,265</b>	<b>\$ 1,325,175</b>	<b>40%</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.

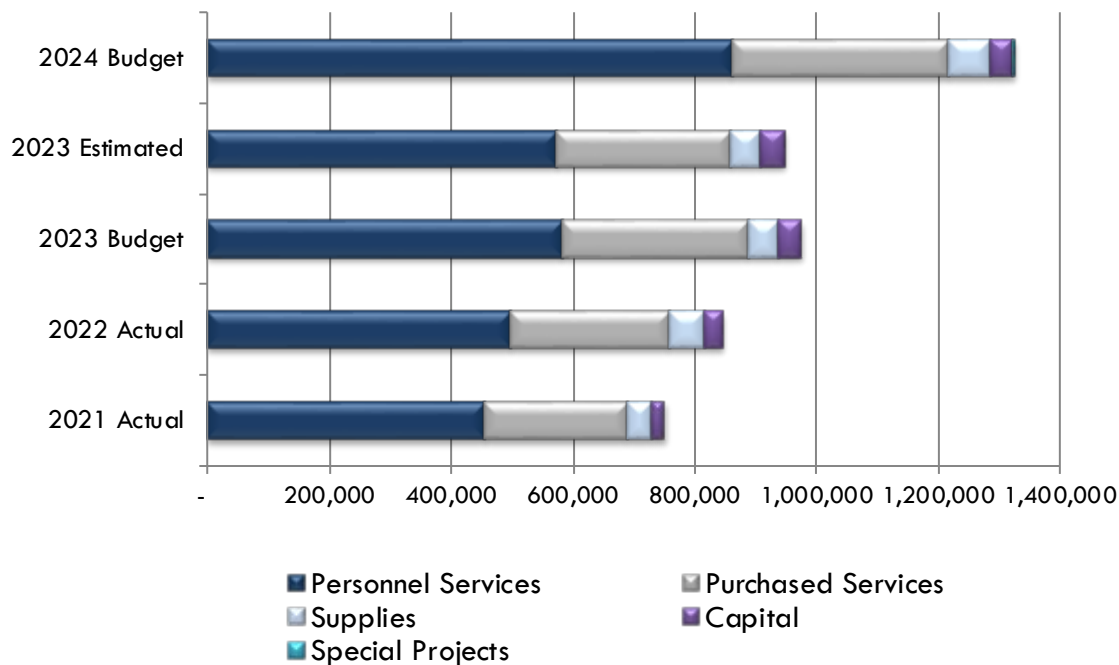
## Administration Department



# Administration Department

<b>Expenses by Program</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
City Clerk	\$ 104,514	\$ 119,801	\$ 118,675	\$ 104,280	\$ 141,025	35%
Finance	348,723	367,739	467,950	453,510	666,800	47%
Information Technology	155,399	186,422	196,750	197,750	203,650	3%
Human Resources	121,287	141,320	153,525	152,425	273,700	80%
Operating Expenses	\$ 729,923	\$ 815,282	\$ 936,900	\$ 907,965	\$1,285,175	42%
Capital	19,554	30,497	36,230	38,300	35,000	-9%
Special Projects	-	-	-	-	5,000	N/A
<b>Total Expense</b>	<b>\$ 749,477</b>	<b>\$ 845,779</b>	<b>\$ 973,130</b>	<b>\$ 946,265</b>	<b>\$ 1,325,175</b>	<b>40%</b>

## Budget History



## Factors Affecting Expenses

Expenses for the Administration Department are budgeted to increase 40% in 2024 over 2023 Estimated Actuals. Significant changes include:

- Personnel expenses are budgeted to increase 44% for salaries and 69% for benefits due to the addition of two new positions, and one reclassification. These positions include:
  - Finance Manager (to overlap with Finance Director before retirement)
  - Procurement and Contracts Specialist
  - Human Resource Analyst

# Administration Department

- There is also one-time expenses related to these positions for Office Supplies in both the Finance and Human Resources program. Offices supplies are expected to increase 187% due to these one-time purchases and will be reduced in future years.
- Increase in software expenses due to converting to the cloud-based version of the City's accounting system, and other software related to GASB requirements.
- Service contracts in the City Clerk program are budgeted to increase to hire contracted based City Clerk functions while staff evaluates staffing needs for the program in the future.
- New in the 2024 Budget, is \$5,000 to create a Wellness Program for Fruita employees in Human Resources.

## Personnel

Administration Staffing Chart				
<b>Hours Summary</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2024 Budget</b>
<u>City Clerk</u>				
Full time employees	2,365	2,394	2,392	2,236
Part time employees		41	-	-
Overtime		1	25	25
<i>Total City Clerk Hours</i>	<i>2,365</i>	<i>2,436</i>	<i>2,417</i>	<i>2,261</i>
<u>Finance</u>				
Full time employees	6,297	6,877	8,048	10,417
Part time employees	539	229	936	1,330
Overtime	15	25	15	15
<i>Total Finance Hours</i>	<i>6,851</i>	<i>7,131</i>	<i>8,999</i>	<i>11,762</i>
<u>Human Resources</u>				
Full time employees	2,095	2,092	2,080	4,160
<i>Total Human Resource Hours</i>	<i>2,095</i>	<i>2,092</i>	<i>2,080</i>	<i>4,160</i>
<b>Total Hours</b>	<b>11,311</b>	<b>11,659</b>	<b>13,496</b>	<b>18,183</b>
<b>Total FTE Equivalents</b>	<b>5.44</b>	<b>5.61</b>	<b>6.49</b>	<b>8.74</b>

# Administration Department

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Administration Personnel - Positions				
Position	2021 Budget	2022 Budget	2023 Budget	2024 Budget
<b>City Clerk</b>				
City Clerk	0.15	0.15	0.15	0.10
Deputy City Clerk	1.00	1.00	1.00	1.00
<b>Finance</b>				
Finance Director	0.85	0.85	0.85	0.50
Finance Manager	0.00	0.00	0.00	0.60
Procurement Specialist	1.00	0.00	0.00	1.00
Accounts Payable Technician	0.00	1.00	1.00	1.00
Accountant	1.00	0.00	0.00	1.00
Payroll Technician	1.00	1.00	1.00	0.00
Utility Billing Clerk	1.00	1.00	1.00	1.00
Administrative Clerk	0.60	0.60	0.45	0.60
<b>Human Resources</b>				
Human Resources Director	0.80	1.00	1.00	1.00
HR Analyst	0.00	0.00	0.00	1.00
<b>Total Positions</b>	<b>7.40</b>	<b>6.60</b>	<b>6.45</b>	<b>8.80</b>

# Administration Department

## Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4111	Salaries, Administrative	337,664	377,115	431,000	431,000	609,275	41%
4120	Salaries, Part time	8,545	5,112	15,400	8,300	23,625	185%
4125	Contract Labor	-	205	-	-	-	N/A
4130	Overtime	501	909	1,625	600	1,900	217%
		346,710	383,341	448,025	439,900	634,800	44%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	66,456	65,598	77,575	77,575	146,200	88%
4220	FICA Payroll Expense	20,632	22,743	27,825	27,825	39,475	42%
4221	Medicare Payroll Expense	4,825	5,319	6,550	6,550	9,225	41%
4230	Retirement Contribution	15,185	19,384	19,500	19,500	27,600	42%
4250	Unemployment Insurance	991	734	1,375	1,375	1,950	42%
4260	Workers Compensation Insurance	457	498	550	550	875	59%
4290	Employee Assistance Programs	-	-	500	500	500	0%
		108,545	114,276	133,875	133,875	225,825	69%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	2,962	1,798	5,500	4,100	9,000	120%
4311	Appreciation Programs	3,393	7,954	7,500	7,500	7,500	0%
4312	Flex Benefit Administration Fee	2,152	1,898	3,100	2,000	3,100	55%
4315	Audit Fees	30,000	24,750	37,000	37,000	34,000	-8%
4316	Bank Charges	-	46	2,500	1,500	1,500	0%
4317	Lock Off Fees	1,882	2,634	6,000	2,460	6,000	144%
4325	Software Subscriptions	-	-	-	-	67,700	N/A
4345	Recruitment	9,987	11,509	12,000	12,000	12,000	0%
		50,377	50,589	73,600	66,560	140,800	112%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4430	Service Contracts	148,750	172,632	207,600	197,350	191,000	-3%
		148,750	172,632	207,600	197,350	191,000	-3%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4530	Telephone and Internet	16,250	14,130	19,150	19,150	20,350	6%
4550	Printing	1,029	3,062	4,700	2,600	4,250	63%
4552	City Link Newsletter	17,133	18,675	-	-	-	N/A
4592	Recording Fees	13	106	300	80	300	275%
		34,425	35,973	24,150	21,830	24,900	14%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	7,030	9,341	8,600	7,050	20,250	187%
4611	Postage	20,182	24,580	25,750	25,300	27,800	10%
4612	Supplies and Equipment	13,997	24,478	15,000	16,000	19,500	22%
4626	Fuel	54	73	300	100	300	200%
		41,262	58,472	49,650	48,450	67,850	40%
<b><u>CAPITAL</u></b>							
4743	Furniture and Equipment	-	-	6,000	6,000	-	-100%
4744	Computer Equipment	19,554	30,497	30,230	32,300	35,000	8%
		19,554	30,497	36,230	38,300	35,000	-9%
<b><u>SPECIAL PROJECTS</u></b>							
4824	Compensation Plan Update	5,925	-	-	-	-	N/A
4828	Wellness Program	-	-	-	-	5,000	N/A
		-	-	-	-	5,000	N/A

# Administration Department

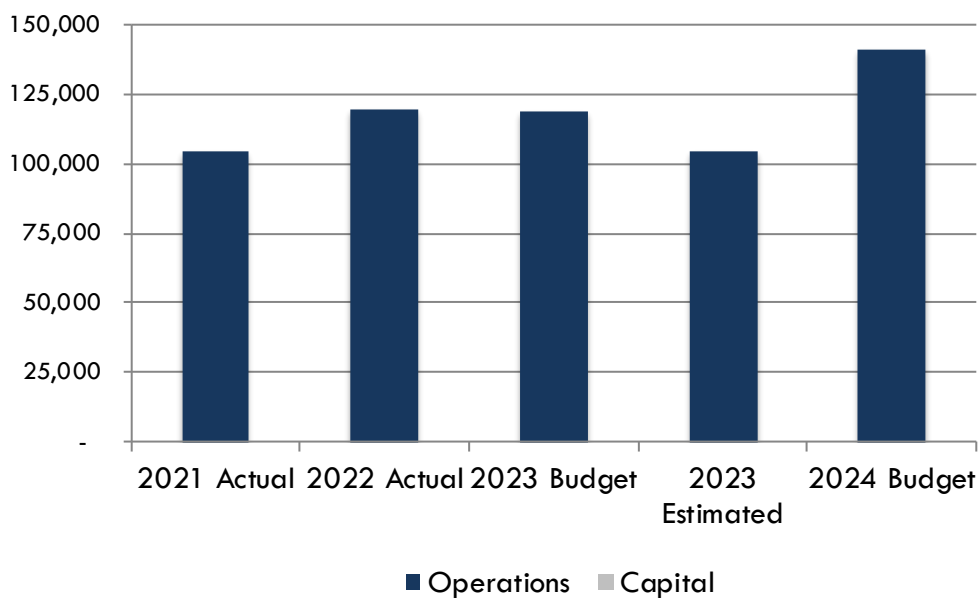
## City Clerk

<b>EXPENDITURES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 59,918	\$ 70,441	\$ 74,075	\$ 73,050	\$ 70,600	-3%
Personnel Services, Benefits	18,853	21,471	22,100	22,100	20,975	-5%
Purchased Professional Services	-	-	750	500	18,700	3640%
Purchased Property Services	4,895	4,830	16,000	6,100	25,000	310%
Other Purchased Services	17,426	18,781	1,300	80	1,100	1275%
Supplies	3,423	4,278	4,450	2,450	4,650	90%
Operating Expenses	\$ 104,514	\$ 119,801	\$ 118,675	\$ 104,280	\$ 141,025	35%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 104,514</b>	<b>\$ 119,801</b>	<b>\$ 118,675</b>	<b>\$ 104,280</b>	<b>\$ 141,025</b>	<b>35%</b>

### MISSION

At the City Clerk's Office, our mission is to serve as the cornerstone of transparent governance and provide exceptional administrative support to our community. We are dedicated to preserving and maintaining the records and legislative history of the city, ensuring access to vital information for all residents, businesses, and government entities. The City Clerk's Office is dedicated to upholding the principles of accountability, impartiality, and confidentiality in all our endeavors. Our team is devoted to fostering a welcoming environment where citizens can actively engage with local government.

### Budget History





# Administration Department

## City Clerk

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### **RESPONSIBILITIES**

The City Clerk's Office is responsible for a range of essential duties that ensure transparent and effective governance and maintain official records. Key responsibilities include:

- Records Management: Record, manage, archive, and provide public access to essential city documents, including ordinances, resolutions, meeting minutes, agreements, and other vital records. Maintain record retention schedules for all city departments.
- 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: Administer and process various licenses as required by the city.
- Public information and transparency: Respond to open records requests and assist the public with information requests in accordance with applicable laws or direct requests to the appropriate department.
- Election services: Organize and conduct municipal elections to ensure a fair and democratic process.
- Leases: Maintain and renew leases while monitoring adherence to lease terms.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Implementation of self-publishing software for modifications of the Fruita Municipal Code.
- Review of various online business license applications and renewal software solutions.
- Conducted training on records retention procedures. Distributed records retention schedules to all departments for their use in management and storage of departmental records.
- Participated in the City Charter review process and prepared draft amendments to the City Charter for placement on the ballot in April 2024.
- Sponsored one Responsible Alcohol Beverage Vendor Training course (scheduled for Aug. 29 – update number of attendees when done).
- Continued to perform core duties and responsibilities for minutes, licensing, open records, City Council support services, and records management.

# Administration Department

## City Clerk

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### **GOALS**

- Research records management and indexing systems for easier retrieval of information 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.
- Implement new processes to improve the efficiency and effectiveness of the City Clerk functions.
- 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

### **PERFORMANCE MEASURES**

- By the middle of the year, provide a paperless option for business license applications and renewals to improve efficiency and customer service. Evaluate at least three different software options to help with this transition.
- To help with records retention, provide at least two training courses for relevant staff throughout next year.

### **BUDGET HIGHLIGHTS**

- Professional development increase for attendance at various professional conferences and other training opportunities.
- Software subscriptions increase with potential new business license and record management software. This also includes meeting and agenda software and municipal code software. These were previously included in service contracts.
- Service contracts are budgeted to increase to hire contracted City Clerk functions if needed, or during an interim capacity.

# Administration Department

## City Clerk

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-415-11-4111	Salaries, Administrative	59,910	69,325	73,050	73,050	69,500	-5%
110-415-11-4120	Salaries, Part time	-	882	-	-	-	N/A
110-415-11-4125	Contract Labor	-	205	-	-	-	N/A
110-415-11-4130	Overtime	8	29	1,025	-	1,100	N/A
		59,918	70,441	74,075	73,050	70,600	-3%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-415-11-4210	Health Insurance	11,473	12,308	12,725	12,725	12,025	-6%
110-415-11-4220	FICA Payroll Expense	3,606	4,218	4,600	4,600	4,400	-4%
110-415-11-4221	Medicare Payroll Expense	843	987	1,100	1,100	1,025	-7%
110-415-11-4230	Retirement Contribution	2,688	3,745	3,350	3,350	3,200	-4%
110-415-11-4250	Unemployment Insurance	173	136	225	225	225	0%
110-415-11-4260	Workers Compensation Insuranc	69	77	100	100	100	0%
		18,853	21,471	22,100	22,100	20,975	-5%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-415-11-4310	Professional Development	146	-	750	500	2,000	300%
110-415-11-4325	Software Subscriptions	-	-	-	-	16,700	N/A
		-	-	750	500	18,700	3640%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-415-11-4430	Service Contracts	4,895	4,830	16,000	6,100	25,000	310%
		4,895	4,830	16,000	6,100	25,000	310%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-415-11-4530	Telephone	-	-	-	-	300	N/A
110-415-11-4550	Printing	280	-	1,000	-	500	N/A
110-415-11-4552	City Link Newsletter	17,133	18,675	-	-	-	N/A
110-415-11-4592	Recording Fees	13	106	300	80	300	275%
		17,426	18,781	1,300	80	1,100	1275%
<b><u>SUPPLIES</u></b>							
110-415-11-4610	Office Supplies	2,404	2,530	2,600	1,050	2,750	162%
110-415-11-4611	Postage	965	1,748	1,750	1,300	1,800	38%
110-415-11-4626	Gas and Oil	54	-	100	100	100	0%
		3,423	4,278	4,450	2,450	4,650	90%
<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>104,514</b>	<b>119,801</b>	<b>118,675</b>	<b>104,280</b>	<b>141,025</b>	<b>35%</b>

# Administration Department

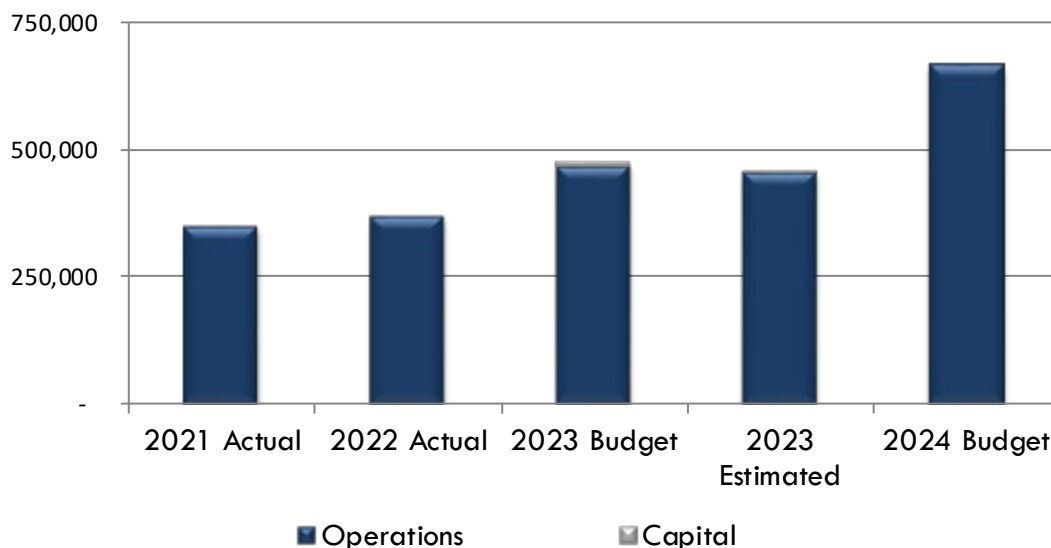
## Finance

<b>EXPENDITURES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 202,057	\$ 216,288	\$ 269,550	\$ 262,450	\$ 390,150	49%
Personnel Services, Benefits	70,071	71,389	88,250	88,250	147,300	67%
Purchased Professional Services	34,059	28,637	48,250	42,560	87,500	106%
Purchased Property Services	18,703	19,988	29,000	28,650	1,000	-97%
Other Purchased Services	750	3,062	3,700	2,600	4,650	79%
Supplies	23,083	28,375	29,200	29,000	36,200	25%
Operating Expenses	\$ 348,723	\$ 367,739	\$ 467,950	\$ 453,510	\$ 666,800	47%
Capital	-	-	6,000	6,000	-	-100%
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 348,723</b>	<b>\$ 367,739</b>	<b>\$ 473,950</b>	<b>\$ 459,510</b>	<b>\$ 666,800</b>	<b>45%</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 are necessary to provide a solid foundation for management and decision making.

## Budget History



# Administration Department

## Finance

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### **RESPONSIBILITIES**

- Accounting: Overseeing the city's accounting processes, including accounts payable and receivable, payroll management, and general ledger maintenance.
- Collaborating with Other Departments: Working closely with other city departments and officials to provide financial guidance and address financial issues or challenges.
- Compliance and Auditing: Ensuring compliance with financial regulations, local laws, and accounting standards. Coordinating with auditors during the annual audit process.
- Debt Management: Handling the city's debt obligations, including issuing and refinancing bonds, arbitrage calculations, continuing disclosure filings, and managing debt repayment schedules.
- Financial Analysis: Conducting financial analyses to evaluate the city's financial health, identify trends, and make data-driven decisions.
- Financial Reporting: Maintaining accurate financial records, producing regular financial reports, and providing financial updates to city officials, department heads, and the public.
- Grant Management: Administering grants received by the city, which involves tracking expenses, reporting to funding agencies, and ensuring compliance with grant requirements.
- Investment and Cash Management: Supervising the city's investment portfolio to ensure prudent and responsible investment practices. Managing the city's cash flow, including monitoring bank accounts, investments, and coordinating with financial institutions.
- Purchasing and Procurement: Overseeing the city's procurement processes to ensure compliance with procurement policies.
- Risk Management: Implementing financial risk management strategies, including insurance coverage and investment policies to safeguard the city's assets and financial stability. Filing and oversight of insurance claims.
- Revenue Collection: Managing the collection of various sources of revenue, such as taxes, fees, fines, grants, utility charges and other income streams for the city.
- Contract reviews for compliance with budget.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Received an unqualified opinion on the 2022 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.
- Solicited and selected a new auditing firm for audit of the 2023-2026 financial statements with option to extend for an additional 4-year period.

# Administration Department

## Finance

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- Financial reporting and monitoring for 16 active grants in 2023.
- Began implementation of GASB 96 regarding subscription-based IT arrangements (SBITA's).
- Maintained a 2% or less delinquency rate for utility accounts more than 90 days overdue.
- Provide staff support to the TABOR Review Committee for consideration of a TABOR ballot question in the April 2024 election.
- Provide assistance and make necessary filing as Treasurer to the Fruita Housing Authority.
- Reviewed and updated financial policies and procedures.
- Provided training sessions to 44 employees in various departments on budget monitoring, correct account coding for payment requests, and use of the accounting software to obtain needed data and information.
- Conversion of accounting system to cloud based platform.

### **GOALS**

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

### **PERFORMANCE MEASURES**

- To help with the City's organization wide goal of improving the number of employees that feel well-informed on City matters, continue to host at least four trainings for all departments on finance and accounting basics, the accounting software, and purchasing policies.
- To aid with efficiency, evaluate the City's purchase policies and thresholds and determine if

# Administration Department

## Finance

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these should be changed. Research at least three similar organizations guidelines on purchasing to help with this evaluation.

### **BUDGET HIGHLIGHTS**

- Personnel costs are expected to increase significantly due to two new changes:
  - Addition of Procurement and Contract Specialists. This position will aid all City departments with purchasing and the evaluation, creation, and implementation of contracts.
  - The addition of a Finance Manager position will overlap for at least a month with the Finance Director before retirement. This overlap will help with training, continuity of operations, and learning processes.
- Increased professional development for new and existing positions.
- Audit fees are budgeted to increase due to selecting a new firm and having to conduct single audit of federal funds.
- Software subscriptions is budgeted to increase to convert the City's finance and accounting system to a cloud-based system (approved by the City Council in 2023, to be completed by early 2024).

# Administration Department

## Finance

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-415-12-4111	Salaries, Administrative	193,019	211,373	253,550	253,550	365,725	44%
110-415-12-4120	Salaries, Part Time	8,545	4,035	15,400	8,300	23,625	185%
110-415-12-4130	Overtime	493	880	600	600	800	33%
		202,057	216,288	269,550	262,450	390,150	49%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-415-12-4210	Health Insurance	45,842	43,752	55,000	55,000	99,075	80%
110-415-12-4220	FICA Payroll Expense	11,893	12,655	16,725	16,725	24,275	45%
110-415-12-4221	Medicare Payroll Expense	2,782	2,960	3,925	3,925	5,675	45%
110-415-12-4230	Retirement Contribution	8,690	11,299	11,450	11,450	16,550	45%
110-415-12-4250	Unemployment Insurance	571	408	825	825	1,200	45%
110-415-12-4260	Workers Compensation Insuranc	293	315	325	325	525	62%
		70,071	71,389	88,250	88,250	147,300	67%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-415-12-4310	Professional Development	2,177	1,207	2,750	1,600	5,000	213%
110-415-12-4315	Audit Fees	30,000	24,750	37,000	37,000	34,000	-8%
110-415-12-4316	Bank & Credit Card Fees	-	46	2,500	1,500	1,500	0%
110-415-12-4317	Lock Off Fees	1,882	2,634	6,000	2,460	6,000	144%
110-415-12-4325	Software Subscriptions	-	-	-	-	41,000	N/A
		34,059	28,637	48,250	42,560	87,500	106%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-415-12-4430	Service Contracts	18,703	19,988	29,000	28,650	1,000	-97%
		18,703	19,988	29,000	28,650	1,000	-97%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-415-12-4530	Telephone	-	-	-	-	900	N/A
110-415-12-4550	Printing	750	3,062	3,700	2,600	3,750	44%
		750	3,062	3,700	2,600	4,650	79%
<b><u>SUPPLIES</u></b>							
110-415-12-4610	Office Supplies	3,867	5,470	5,000	5,000	10,000	100%
110-415-12-4611	Postage	19,217	22,832	24,000	24,000	26,000	8%
110-415-12-4626	Gas and Oil	-	73	200	-	200	N/A
		23,083	28,375	29,200	29,000	36,200	25%
<b><u>CAPITAL</u></b>							
110-415-12-4743	Furniture and Equipment	-	-	6,000	6,000	-	-100%
110-415-12-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	6,000	6,000	-	-100%
<b>TOTAL EXPENDITURES</b>		<b>348,723</b>	<b>367,739</b>	<b>473,950</b>	<b>459,510</b>	<b>666,800</b>	<b>45%</b>



# Administration Department

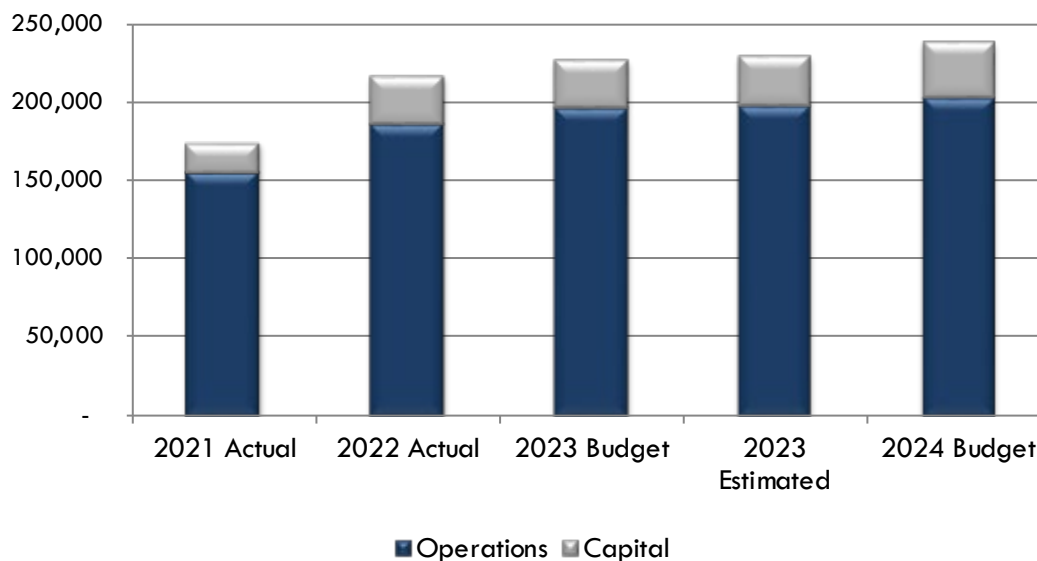
## Information Technology Services

<b><u>EXPENDITURES</u></b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Personnel Services, Benefits	-	-	-	-	-	N/A
Purchased Professional Services	-	-	-	-	-	N/A
Purchased Property Services	125,153	147,814	162,600	162,600	165,000	1%
Other Purchased Services	16,250	14,130	19,150	19,150	19,150	0%
Supplies	13,997	24,478	15,000	16,000	19,500	22%
Operating Expenses	\$ 155,399	\$ 186,422	\$ 196,750	\$ 197,750	\$ 203,650	3%
Capital	19,554	30,497	30,230	32,300	35,000	8%
<b>Total Expense</b>	<b>\$ 174,953</b>	<b>\$ 216,919</b>	<b>\$ 226,980</b>	<b>\$ 230,050</b>	<b>\$ 238,650</b>	<b>4%</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 Community Center Software (Rectrac) with Cloud based Sportsman's Software.
- Shut down Rectrac server and 2 Webservers due to going cloud based.
- Installed 4 Access points at Community center for Staff to use.
- Setup Threatlocker on City's servers and computers.
- Created new Netmotion server and updated Netmotion Software on PD Computers.
- Replaced 16 Computers throughout the City.
- Replaced 16 monitors throughout the City.
- Aided with the remodeling of the Administration and Planning Departments.
- Installed New Access Point in Planning Department.
- Started looking into moving Incode and Springbrook to the Cloud.
- Started work with new Internet provider in town to work on New Fiber Links.
- Fixed Knowbe4 Training so it was being sent to all Employees.

### **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 the Cloud.
- Move Springbrook and Incode to the Cloud.
- Look into upgrading 365 licensing to Government licensing.
- Looking into Password Management software.

# Administration Department

## Information Technology Services

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- 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.

### **PERFORMANCE MEASURES**

- Facilitate and enhance communication and service between ProVelocity (the City's contracted IT provider) and employees to improve response time. Restructure of ProVelocity staff to provide dedicated services to the City.
- Enhance internal security systems to prevent cyber incidents as well as train City personnel to aid in the prevention of cyber incidents. Complete at least three training courses with staff each year on how to identify and prevent potential cyber incidents.

### **BUDGET HIGHLIGHTS**

- There are no Budget Highlights for 2024.

# Administration Department

## Information Technology Services

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 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
110-415-13-4325	Software Subscriptions	-	-	-	-	-	N/A
110-415-13-4338	Website Development	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-415-13-4430	Service Contracts	125,153	147,814	162,600	162,600	165,000	1%
		125,153	147,814	162,600	162,600	165,000	1%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-415-13-4530	Telephone and Internet	16,250	14,130	19,150	19,150	19,150	0%
		16,250	14,130	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	13,997	24,478	15,000	16,000	19,500	22%
		13,997	24,478	15,000	16,000	19,500	22%
<b><u>CAPITAL</u></b>							
110-415-13-4743	Furniture and Equipment	-	-	-	-	-	N/A
110-415-13-4744	Computer Equipment	19,554	30,497	30,230	32,300	35,000	8%
		19,554	30,497	30,230	32,300	35,000	8%
<b>TOTAL EXPENDITURES</b>		<b>174,953</b>	<b>216,919</b>	<b>226,980</b>	<b>230,050</b>	<b>238,650</b>	<b>4%</b>

# Administration Department

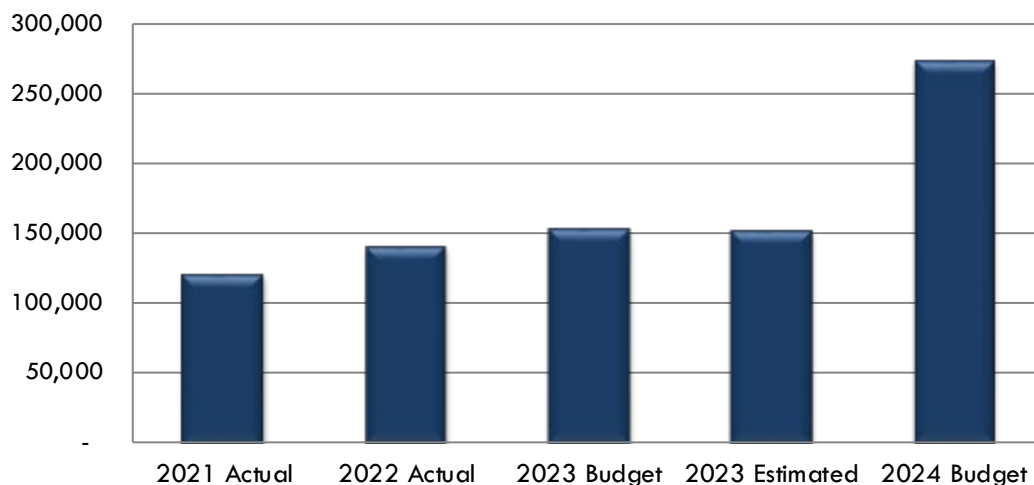
## Human Resources

<b><u>EXPENDITURES</u></b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 84,735	\$ 96,611	\$ 104,400	\$ 104,400	\$ 174,050	67%
Personnel Services, Benefits	19,621	21,415	23,525	23,525	57,550	145%
Purchased Professional Services	16,172	21,953	24,600	23,500	34,600	47%
Other Purchased Services	-	-	-	-	-	N/A
Supplies	759	1,341	1,000	1,000	7,500	650%
Operating Expenses	\$ 121,287	\$ 141,320	\$ 153,525	\$ 152,425	\$ 273,700	80%
Special Projects	5,925	-	-	-	5,000	N/A
<b>Total Expense</b>	<b>\$ 127,212</b>	<b>\$ 141,320</b>	<b>\$ 153,525</b>	<b>\$ 152,425</b>	<b>\$ 278,700</b>	<b>83%</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).
- 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 always retain qualified staff, including developing succession planning initiatives.
- A human resource priority is to maintain sustained efforts to ensure that staffing levels, promotional opportunities, and compensation are adequate to recruit and retain qualified employees.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Successfully recruited and filled several full-time and part-time vacancies. Twenty-two positions were filled due to retirement, promotion, or turnover, in 2023.
- Updated the Employee Handbook to reflect changes in laws and regulations.
- Recruited and filled new positions to the organization in 2023, including several part-time positions at the Fruita Community Center.
- Revitalized Supervisor Training Meetings and incorporated a new format.
- Continue to monitor recruitment costs and identify effective advertising avenues as outlined in last year's performance measures. Have identified a few advertising avenues that are effective. Will continue to address this issue in 2024.

# Administration Department

## Human Resources

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### **GOALS**

- Continue to identify positions for succession planning and create a plan.
- Further develop the City's Wellness Program and secure CEBT funding.
- Develop a Requests for Proposals ("RFP") and administer the RFP process to identify a new retirement plan and provider.
- Attend at least 4 Western Colorado Human Resource Association Meetings.
- Continue to stay abreast and implement the new Colorado laws and regulations.

### **PERFORMANCE MEASURES**

- Enhance communications with employees by attending staff meetings quarterly and meeting one on one with employees regarding benefits.
- Increase applicant pool for open positions by identifying and tracking the most effective advertising avenues, including, but not limited to the City's website, professional publications and websites, and recruitment platforms.
- Research retention trends to help retain current staffing.

### **BUDGET HIGHLIGHTS**

- A new position, HR Analyst, is included in the 2024 Budget to help with the day-to-day functions of Human Resources.
- An additional increase includes furniture and supplies for the new position (one-time expenses in office supplies).
- \$5,000 is being budgeted to create a Wellness Program for Fruita employees. These funds are available from dividends received from the City of Fruita's Health Insurance Provider.

# Administration Department

## Human Resources

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-415-15-4111	Salaries, Administrative	84,735	96,417	104,400	104,400	174,050	67%
110-415-15-4120	Part-Time	-	194	-	-	-	N/A
110-415-15-4130	Overtime	-	-	-	-	-	N/A
		84,735	96,611	104,400	104,400	174,050	67%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-415-15-4210	Health Insurance	9,142	9,538	9,850	9,850	35,100	256%
110-415-15-4220	FICA Payroll Expense	5,132	5,870	6,500	6,500	10,800	66%
110-415-15-4221	Medicare Payroll Expense	1,200	1,373	1,525	1,525	2,525	66%
110-415-15-4230	Retirement Contribution	3,806	4,339	4,700	4,700	7,850	67%
110-415-15-4250	Unemployment Insurance	246	189	325	325	525	62%
110-415-15-4260	Workers Comp Insurance	94	106	125	125	250	100%
110-415-15-4290	Employee Assistance Programs	-	-	500	500	500	0%
		19,621	21,415	23,525	23,525	57,550	145%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-415-15-4310	Professional Development	640	592	2,000	2,000	2,000	0%
110-415-15-4311	Appreciation Programs	3,393	7,954	7,500	7,500	7,500	0%
110-415-15-4312	Flex Benefit Administration Fee	2,152	1,898	3,100	2,000	3,100	55%
110-415-15-4325	Software Subscriptions	-	-	-	-	10,000	N/A
110-415-15-4330	Legal Services	-	-	-	-	-	N/A
110-415-15-4345	Recruitment	9,987	11,509	12,000	12,000	12,000	0%
		16,172	21,953	24,600	23,500	34,600	47%
<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	759	1,341	1,000	1,000	7,500	650%
		759	1,341	1,000	1,000	7,500	650%
<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
110-415-15-4828	Wellness Program	-	-	-	-	5,000	N/A
		5,925	-	-	-	5,000	N/A
<b>TOTAL EXPENDITURES</b>		<b>127,212</b>	<b>141,320</b>	<b>153,525</b>	<b>152,425</b>	<b>278,700</b>	<b>83%</b>



# Engineering Department

## Engineering

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# Engineering Department

## Engineering

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# Engineering Department

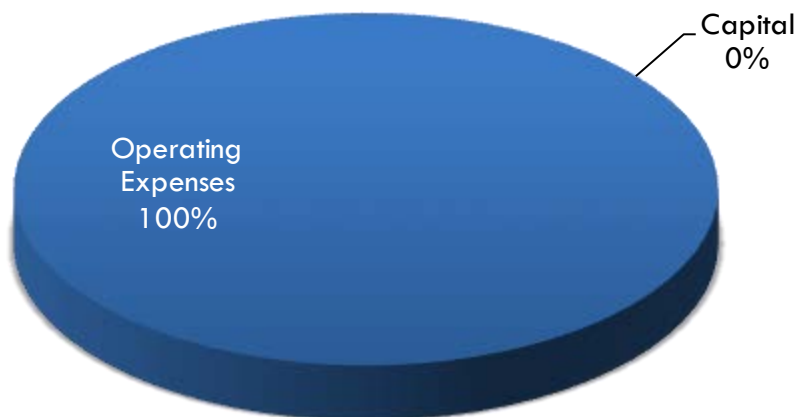
## Engineering

<u>Expenses by Program</u>	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Engineering	\$ 338,405	\$ 424,614	\$ 494,325	\$ 484,325	\$ 528,950	9%
Operating Expenses	\$ 338,405	\$ 424,614	\$ 494,325	\$ 484,325	\$ 528,950	9%
Capital	29,682	4,914	30,000	30,000	-	-100%
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 368,087</b>	<b>\$ 429,528</b>	<b>\$ 524,325</b>	<b>\$ 514,325</b>	<b>\$ 528,950</b>	<b>3%</b>

### MISSION

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

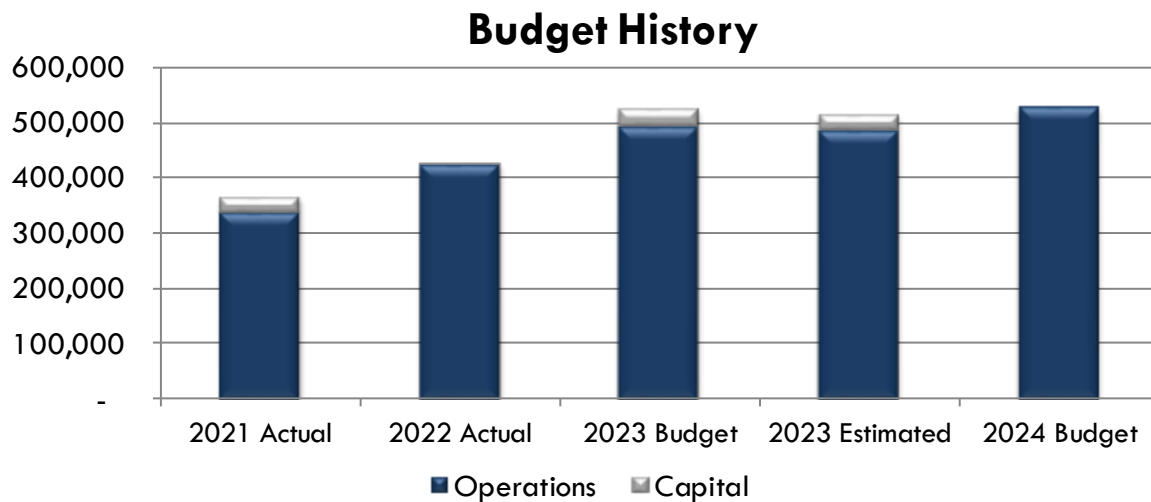
### Engineering Department Programs



# Engineering Department

## Engineering

<b>EXPENSES BY TYPE</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 237,542	\$ 292,079	\$ 333,625	\$ 333,025	\$ 361,400	9%
Personnel Services, Benefits	90,852	108,762	127,300	127,300	135,675	7%
Purchased Professional Services	994	8,726	10,000	4,000	11,000	175%
Purchased Property Services	3,965	8,826	13,850	11,350	10,975	-3%
Other Purchased Services	1,513	1,822	2,800	2,800	2,800	0%
Supplies	3,540	4,399	6,750	5,850	7,100	21%
Operating Expenses	\$ 338,405	\$ 424,614	\$ 494,325	\$ 484,325	\$ 528,950	9%
Capital	29,682	4,914	30,000	30,000	-	-100%
<b>Total Expense</b>	<b>\$ 368,087</b>	<b>\$ 429,528</b>	<b>\$ 524,325</b>	<b>\$ 514,325</b>	<b>\$ 528,950</b>	<b>3%</b>

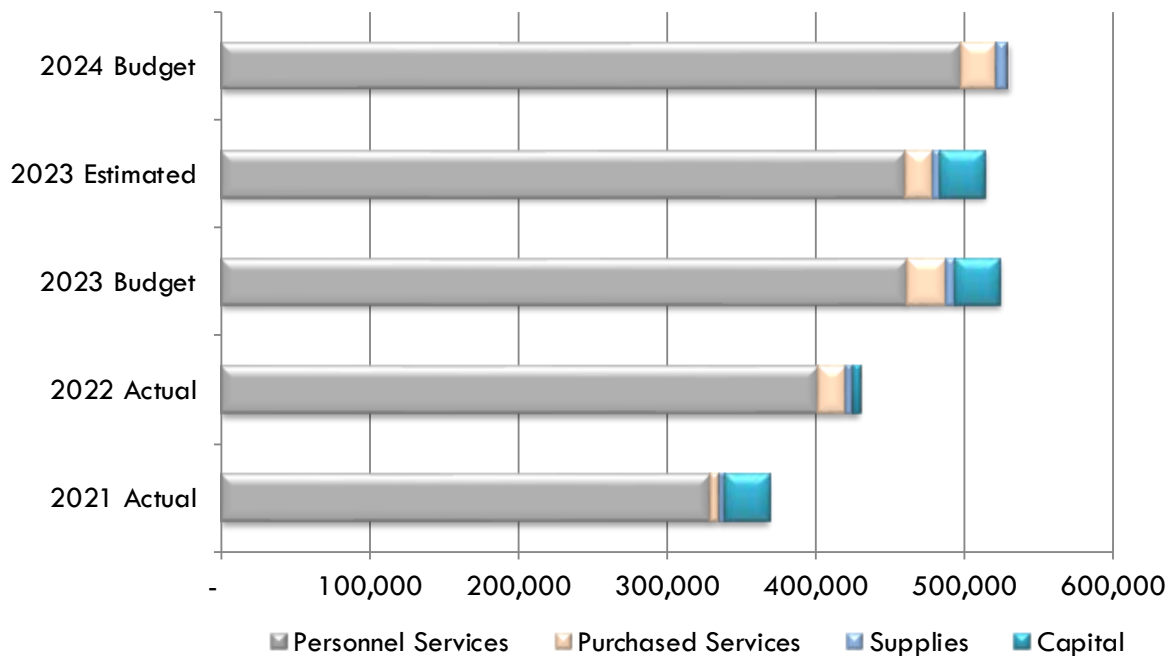


# Engineering Department

## 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 \$528,950 budgeted to increase 1% in 2024, or 3% over 2023 estimated actuals.

### Personnel

The 2024 Budget includes no changes to Engineering Personnel levels. 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	2021 Actual	2022 Actual	2023 Budget	2024 Budget
<b>Engineering</b>				
Full time employees	6,264	7,322	8,320	8,320
Part time employees	385	377	550	550
Overtime	-	-	15	15
<b>Total Hours</b>	<b>6,649</b>	<b>7,699</b>	<b>8,885</b>	<b>8,885</b>
<b>Total FTE Equivalents</b>	<b>3.20</b>	<b>3.70</b>	<b>4.27</b>	<b>4.27</b>

Engineering Personnel				
Position	2021 Budget	2022 Budget	2023 Budget	2024 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	1.00	1.00	1.00
Engineering Intern	0.25	0.25	0.25	0.25
<b>Total Positions</b>	<b>3.25</b>	<b>4.25</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 continued to be busy throughout 2023, with a focus on Capital Projects and ongoing development review.
- Managed the construction of the Mulberry Outdoor Plaza.
- The replacement of the Pine Street Bridge was completed in September of 2023. Engineering oversaw the project from design to end.
- Oversaw the Request for Proposals for the Middle-Mile Broadband Project and awarded a contract. Overseeing construction of the project.
- Help with Reed Park and finalized the design for the improvements. Reed Park was put out to bid in September. Design included the design of the Wheel Park, Shelter, bathroom facility, sports court, and electrical upgrades.
- The 2023 Street Overlays were designed and completed at a cost of \$270,000.
- The 2023 Concrete Replacement project was designed and bid for and will be completed by the end of the year.
- The 2022 Chipseal Program was managed and completed at a cost of \$150,000.
- The annual Street Striping program was managed and completed at a cost of \$64,600.
- Right-of-Way Acquisition began on Maple Street Bridge, Fremont Street Intersection, and on 19 Road.
- Identified upcoming capital projects and updated Five Year Capital Improvement Plan.

# Engineering Department

## Engineering

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- Was awarded a \$160,000 grant from the Multi-Modal Option Transportation Fund (MMOF) for the design of the Highway 340 Underpass for the Colorado Riverfront Trail.

### **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.

- Manage the design and construction of 19 Road.
- Update the design for the Maple Street Bridge.
- Complete design of S. Mesa Street and oversee construction.
- Manage the construction of Reed Park.
- Complete the sidewalk safety improvement project at Pabor Ave. and Sycamore Street.
- Finalize the Middle-Mile/Broadband project.
- Administer an RFP process for the Highway 340 Trail Underpass Trail.

### **PERFORMANCE MEASURES**

- Continue to submit all development review comments to the Planning Department by 21 Days. This was completed throughout most of 2023.

### **BUDGET HIGHLIGHTS**

- There are no budget highlights for the Engineering program in 2024.



# Engineering Department

## Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-418-30-4111	Salaries, Administrative	232,155	286,643	325,325	325,325	351,350	8%
110-418-30-4120	Part Time	5,387	5,436	7,700	7,700	9,350	21%
110-418-30-4130	Overtime	-	-	600	-	700	N/A
		237,542	292,079	333,625	333,025	361,400	9%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-418-30-4210	Health Insurance	58,201	69,226	80,250	80,250	85,350	6%
110-418-30-4220	FICA Payroll Expense	14,377	17,583	20,700	20,700	22,425	8%
110-418-30-4221	Medicare Payroll Expense	3,363	4,112	4,850	4,850	5,250	8%
110-418-30-4230	Retirement Contribution	10,444	14,547	14,675	14,675	15,850	8%
110-418-30-4250	Unemployment Insurance	690	567	1,025	1,025	1,100	7%
110-418-30-4260	Workers Compensation Ins	3,777	2,727	5,800	5,800	5,700	-2%
		90,852	108,762	127,300	127,300	135,675	7%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-418-30-4310	Professional Development	994	3,940	5,000	4,000	6,000	50%
110-418-30-4325	Software Subscriptions	-	-	-	-	-	N/A
110-418-30-4335	Engineering	-	4,786	5,000	-	5,000	N/A
		994	8,726	10,000	4,000	11,000	175%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-418-30-4430	Service Contracts	3,965	4,176	7,000	4,500	7,000	56%
110-418-30-4435	Fleet Maintenance Charges	-	4,650	6,850	6,850	3,975	-42%
		3,965	8,826	13,850	11,350	10,975	-3%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-418-30-4530	Telephone	1,513	1,822	2,800	2,800	2,800	0%
110-418-30-4550	Printing	-	-	-	-	-	N/A
110-418-30-4551	Publishing	-	-	-	-	-	N/A
		1,513	1,822	2,800	2,800	2,800	0%
<b><u>SUPPLIES</u></b>							
110-418-30-4610	Office Supplies	1,264	1,841	2,500	2,500	2,500	0%
110-418-30-4611	Postage	80	100	100	100	100	0%
110-418-30-4612	Supplies and Equipment	978	339	1,500	1,500	1,500	0%
110-418-30-4626	Gas and Oil	994	1,614	1,500	1,200	1,500	25%
110-418-30-4630	Meeting/Appreciation Supplies	110	385	500	400	500	25%
110-418-30-4661	Uniforms	22	-	400	-	750	N/A
110-418-30-4662	Safety Equipment	92	120	250	150	250	67%
		3,540	4,399	6,750	5,850	7,100	21%
<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	30,000	-	-100%
110-418-30-4743	Furniture and Equipment	-	4,914	-	-	-	N/A
110-418-30-4744	Computer Equipment	-	-	-	-	-	N/A
		29,682	4,914	30,000	30,000	-	-100%
<b><u>SPECIAL PROJECTS</u></b>							
110-418-30-4825	US 6 Access Control Plan	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL ENGINEERING</b>		<b>368,087</b>	<b>429,528</b>	<b>524,325</b>	<b>514,325</b>	<b>528,950</b>	<b>3%</b>

# Community Development Department

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# Community Development Department

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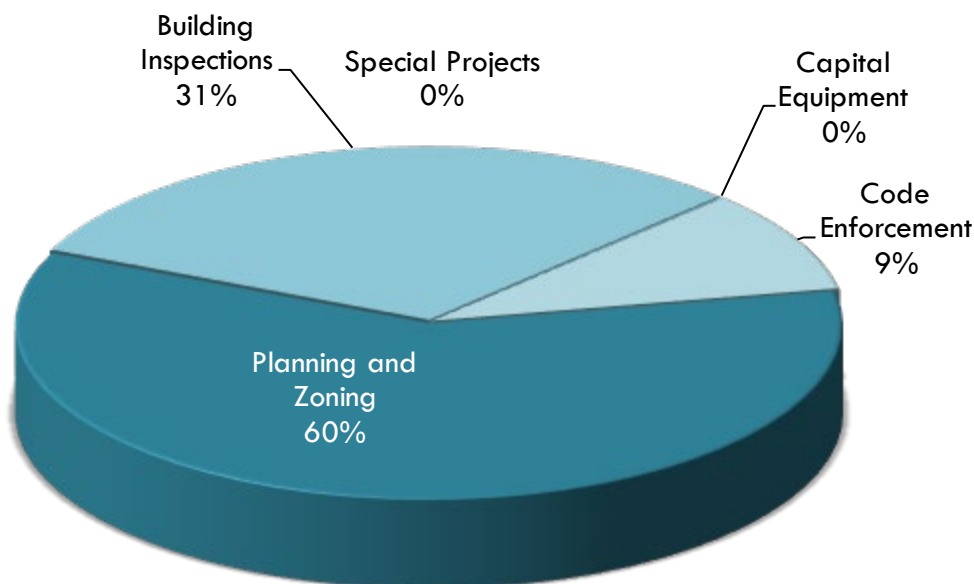
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# Community Development Department

<b>Expenses by Program</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Code Enforcement	\$ 32,372	\$ 32,280	\$ 41,700	\$ 40,120	\$ 71,675	79%
Planning and Zoning	308,724	384,163	415,150	405,250	448,225	11%
Building Inspections	-	-	325,175	332,825	351,000	5%
Operating Expenses	\$341,096	\$416,443	\$ 782,025	\$ 778,195	\$ 870,900	12%
Capital	25,160	6,158	-	1,121,550	-	-100%
Special Projects	50,612	74,845	500	75,300	500	-99%
<b>Total Expense</b>	<b>\$416,868</b>	<b>\$ 497,446</b>	<b>\$ 782,525</b>	<b>\$ 1,975,045</b>	<b>\$ 871,400</b>	<b>-56%</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.

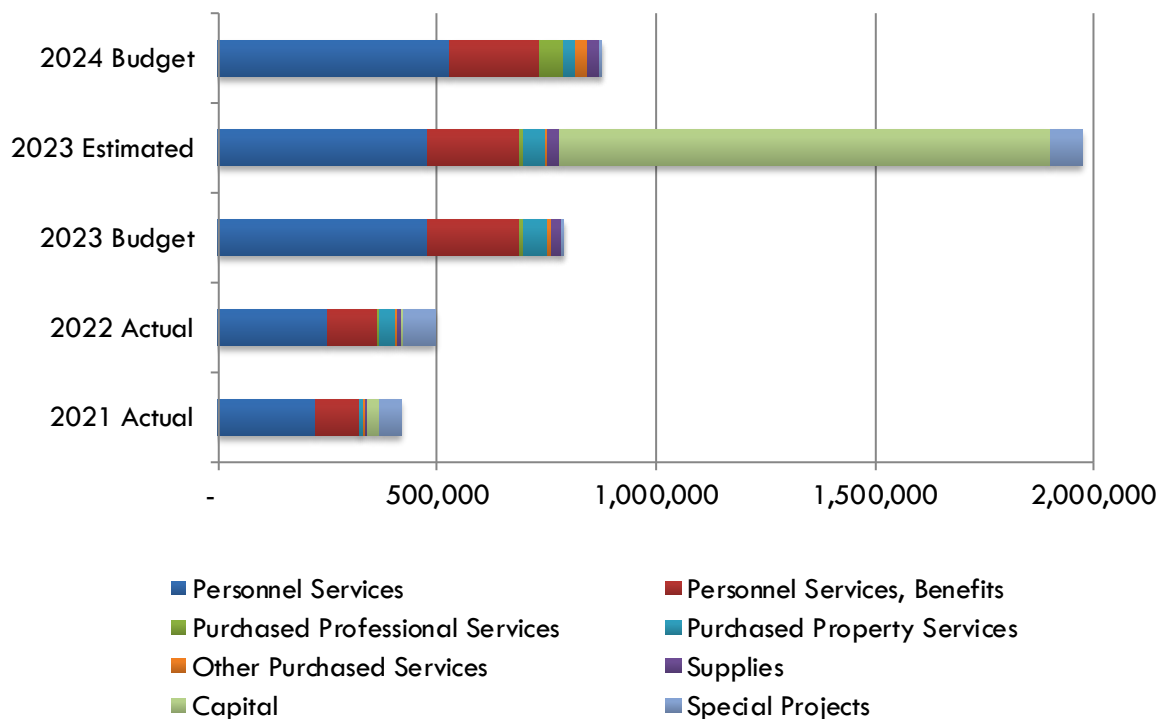
## Community Development Programs



# Community Development Department

<b><u>Expenses by Category</u></b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services	\$221,486	\$247,533	\$ 477,800	\$ 477,550	\$ 529,250	11%
Personnel Services, Benefits	100,646	116,201	209,225	209,225	201,350	-4%
Purchased Professional Services	1,613	1,995	10,000	8,700	57,500	561%
Purchased Property Services	7,065	40,149	54,925	49,925	26,800	-46%
Other Purchased Services	5,362	3,705	9,000	7,950	26,300	231%
Supplies	4,924	6,861	21,075	24,845	29,700	20%
Operating Expenses	\$341,096	\$416,444	\$ 782,025	\$ 778,195	\$ 870,900	12%
Capital	25,160	6,158	-	1,121,550	-	-100%
Special Projects	50,612	74,845	500	75,300	500	-99%
<b>Total Expense</b>	<b>\$416,868</b>	<b>\$ 497,447</b>	<b>\$ 782,525</b>	<b>\$ 1,975,045</b>	<b>\$ 871,400</b>	<b>-56%</b>

## Budget History

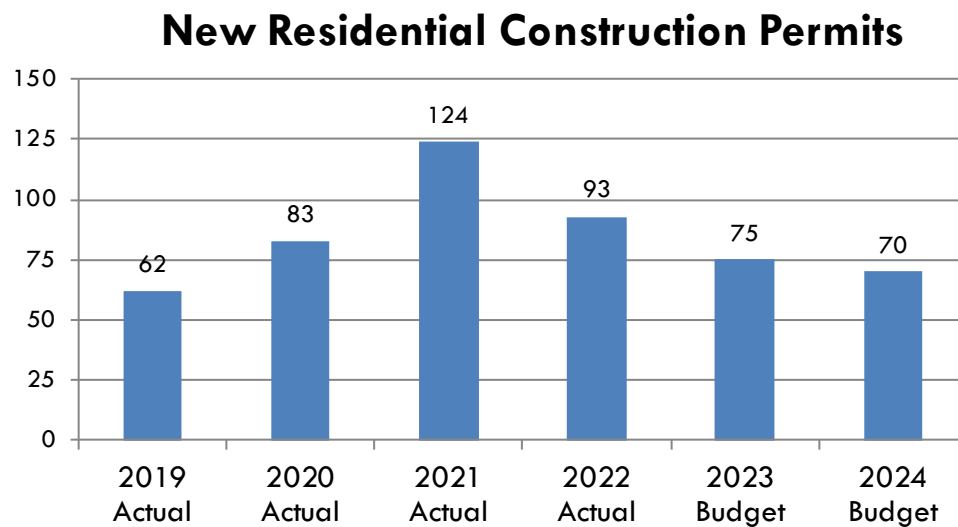


# Community Development Department

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## **Factors Affecting Expenses**

- The following chart shows the number of permits issued for new residential construction in the City of Fruita since 2019.



# Community Development Department

## Personnel

Community Development Staffing Chart				
	2021	2022	2023	2024
<u>Hours Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
<u>Code Enforcement</u>				
Part time employees	1,250	-	-	-
Full time employees	-	856	1,040	1,040
<i>Total Code Enforcement Hours</i>	1,250	856	1,040	1,040
<u>Current and Long Range Planning</u>				
Full time employees	6,240	7,097	7,280	7,280
Part time employees	-	-	-	-
Overtime	-	9	15	15
<i>Total Planning Hours</i>	6,240	7,106	7,295	7,295
<u>Building Inspections</u>				
Full time employees	-	-	5,720	4,060
Part time employees	-	-	-	1,540
<i>Total Building Inspections Hours</i>	-	-	5,720	5,600
<b>Total Hours</b>	<b>7,490</b>	<b>7,962</b>	<b>14,055</b>	<b>13,935</b>
<b>Total FTE Equivalents</b>	<b>3.60</b>	<b>3.83</b>	<b>6.76</b>	<b>6.70</b>

Community Development Personnel Positions				
	2021	2022	2023	2024
<b>Position</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>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	1.50	1.50	1.50
<b>Code Enforcement</b>				
Code Enforcement Officer	0.60	0.50	0.50	0.50
<b>Building Inspections</b>				
Chief Building Officer	0.00	0.00	1.00	1.00
Building Inspector II	0.00	0.00	1.75	1.50
<b>Total Positions</b>	<b>3.60</b>	<b>4.00</b>	<b>6.75</b>	<b>6.50</b>

# Community Development Department

## Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4111	Salaries, Administrative	216,022	247,239	477,250	452,250	469,650	4%
4120	Salaries, Part time	5,247	-	-	25,000	59,000	136%
4130	Overtime	217	294	550	300	600	100%
		221,486	247,533	477,800	477,550	529,250	11%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	73,556	82,904	148,500	148,500	133,500	-10%
4220	FICA Payroll Expense	13,051	14,940	29,675	29,675	32,825	11%
4221	Medicare Payroll Expense	3,052	3,494	7,000	7,000	7,725	10%
4230	Retirement Contribution	9,742	13,777	21,550	21,550	21,225	-2%
4250	Unemployment Insurance	625	482	1,500	1,500	1,625	8%
4260	Workers Compensation Insurance	620	604	1,000	1,000	4,450	345%
		100,646	116,201	209,225	209,225	201,350	-4%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	1,613	1,995	10,000	8,700	12,500	44%
4325	Software Subscriptions	-	-	-	-	45,000	N/A
4336	Planning Consultant	-	-	-	-	-	N/A
		1,613	1,995	10,000	8,700	57,500	561%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4430	Service Contracts	2,565	39,649	50,000	45,000	22,500	-50%
4435	Fleet Maintenance Charges	4,500	500	4,925	4,925	4,300	-13%
		7,065	40,149	54,925	49,925	26,800	-46%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4530	Telephone	1,279	1,210	1,500	2,300	2,800	22%
4546	Property Clean Up	2,419	662	4,000	4,000	20,000	400%
4550	Printing	-	-	500	250	500	100%
4551	Publishing	1,470	1,253	2,250	1,300	2,250	73%
4592	Recording Fees	194	580	750	100	750	650%
		5,362	3,705	9,000	7,950	26,300	231%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	1,915	3,068	4,500	4,500	4,500	0%
4611	Postage	780	1,900	1,900	320	1,900	494%
4612	Supplies and Equipment	377	621	10,675	17,375	18,000	4%
4626	Fuel	555	359	2,700	2,350	4,000	70%
4642	Signs	990	-	1,000	-	1,000	N/A
4661	Uniforms and Safety Equipment	307	913	300	300	300	0%
		4,924	6,861	21,075	24,845	29,700	20%
<b><u>CAPITAL</u></b>							
4741	Land Acquisition	-	-	-	1,085,000	-	-100%
4742	Mobile Equipment	25,160	2,500	-	34,100	-	-100%
4744	Computer Equipment	-	3,658	-	2,450	-	-100%
		25,160	6,158	-	1,121,550	-	-100%
<b><u>SPECIAL PROJECTS</u></b>							
4810	Boards/Commissions	88	-	500	300	500	67%
4820	Economic Development	-	-	-	75,000	-	-100%
4821	Land Use Code Update	31,046	-	-	-	-	N/A
4825	Master Plan	-	-	-	-	-	N/A

City of Fruita

2024 Budget



# Community Development Department

Expenses		2021	2022	2023	2023	2024	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
4827	Housing Needs Assessment	19,478	74,845	-		-	N/A
		50,612	74,845	500	75,300	500	-99%
<b>TOTAL COMMUNITY DEVELOPMENT EXP</b>		<b>416,868</b>	<b>497,447</b>	<b>782,525</b>	<b>1,975,045</b>	<b>871,400</b>	<b>-56%</b>

# Community Development Department

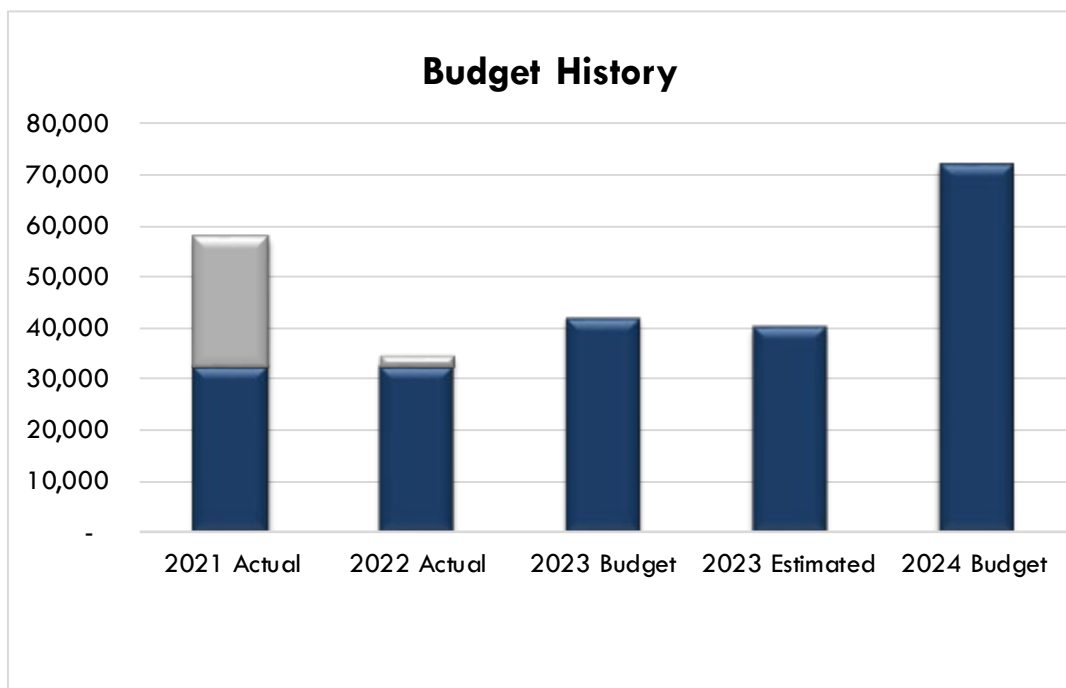
## Code Compliance

### EXPENDITURES

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$ 16,260	\$ 18,251	\$ 24,275	\$ 24,275	\$ 26,225	8%
Personnel Services, Benefits	7,544	10,566	8,450	8,450	9,000	7%
Purchased Professional Services	45	45	1,000	200	11,000	5400%
Purchased Property Services	4,500	500	1,350	1,350	500	-63%
Other Purchased Services	2,693	992	5,050	4,350	21,250	389%
Supplies	1,330	1,926	1,575	1,495	3,700	147%
Operating Expenses	\$ 32,372	\$ 32,280	\$ 41,700	\$ 40,120	\$ 71,675	79%
Capital	25,160	2,500	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 57,532</b>	<b>\$ 34,780</b>	<b>\$ 41,700</b>	<b>\$ 40,120</b>	<b>\$ 71,675</b>	<b>79%</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) regarding 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 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 300 cases year-to-date.
- Took over as the primary contact for Special Events.
- Primary contact for Short-Term Rental businesses. In person safety inspections to each STR permit.
- Assisted in the City's process for the purchase of properties.
- Short-Term Rental software implementation by the end of 2023 or early 2024.
- Assisted in the Civic Center remodel.
- Process and issue building permits and schedule inspections.

# Community Development Department

## Code Compliance

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### **GOALS**

- Continue community outreach and education.
- Continue to provide high level customer service to the Short-Term Rental operators.
- Continue to innovate the role of the Code Compliance Officer.
- Assist the Building Department in building inspections.
- Interdepartmental coordination with Special Events and property cleanup efforts.

### **PERFORMANCE MEASURES**

- Evaluate turnaround times on open and active violations.
- Launch Special Events online portal to help with processing.
- Also launch Short Term Rental online portal to help with efficiency and processing.

### **BUDGET HIGHLIGHTS**

- Software subscriptions are budgeted to increase for software related to short-term rental licensing and monitoring.
- Property clean-up and supplies and equipment is budgeted to increase to allow for more proactive clean up efforts throughout Fruita.

# Community Development Department

## Code Compliance

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-419-16-4111	Salaries, Administrative	11,013	18,251	24,275	24,275	26,225	8%
110-419-16-4120	Salaries, Part time	5,247	-	-	-	-	N/A
110-419-16-4130	Overtime	-	-	-	-	-	N/A
		16,260	18,251	24,275	24,275	26,225	8%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-419-16-4210	Health Insurance	5,382	7,791	4,925	4,925	5,250	7%
110-419-16-4220	FICA Payroll Expense	984	1,109	1,525	1,525	1,625	7%
110-419-16-4221	Medicare Payroll Expense	230	259	375	375	400	7%
110-419-16-4230	Retirement Contribution	498	1,022	1,100	1,100	1,200	9%
110-419-16-4250	Unemployment Insurance	47	36	100	100	100	0%
110-419-16-4260	Workers Compensation Insurance	403	349	425	425	425	0%
		7,544	10,566	8,450	8,450	9,000	7%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-419-16-4310	Professional Development	45	45	1,000	200	1,000	400%
110-419-16-4325	Software Subscriptions	-	-	-	-	10,000	N/A
		45	45	1,000	200	11,000	5400%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-419-16-4435	Fleet Maintenance Charges	4,500	500	1,350	1,350	500	-63%
		4,500	500	1,350	1,350	500	-63%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-419-16-4530	Telephone	254	310	300	300	500	67%
110-419-16-4546	Property Clean Up	2,419	662	4,000	4,000	20,000	400%
110-419-16-4551	Publishing	20	20	750	50	750	1400%
		2,693	992	5,050	4,350	21,250	389%
<b><u>SUPPLIES</u></b>							
110-419-16-4610	Office Supplies	-	-	-	-	-	N/A
110-419-16-4611	Postage	300	400	400	320	400	25%
110-419-16-4612	Supplies and Equipment	168	254	175	175	2,000	1043%
110-419-16-4626	Fuel	555	359	700	700	1,000	43%
110-419-16-4661	Uniforms and Safety Equipment	307	913	300	300	300	0%
		1,330	1,926	1,575	1,495	3,700	147%
<b><u>CAPITAL</u></b>							
110-419-16-4742	Mobile Equipment	25,160	2,500	-	-	-	N/A
		25,160	2,500	-	-	-	N/A
<b>TOTAL CODE ENFORCEMENT EXPENSE</b>		<b>57,532</b>	<b>34,780</b>	<b>41,700</b>	<b>40,120</b>	<b>71,675</b>	<b>79%</b>

# Community Development Department

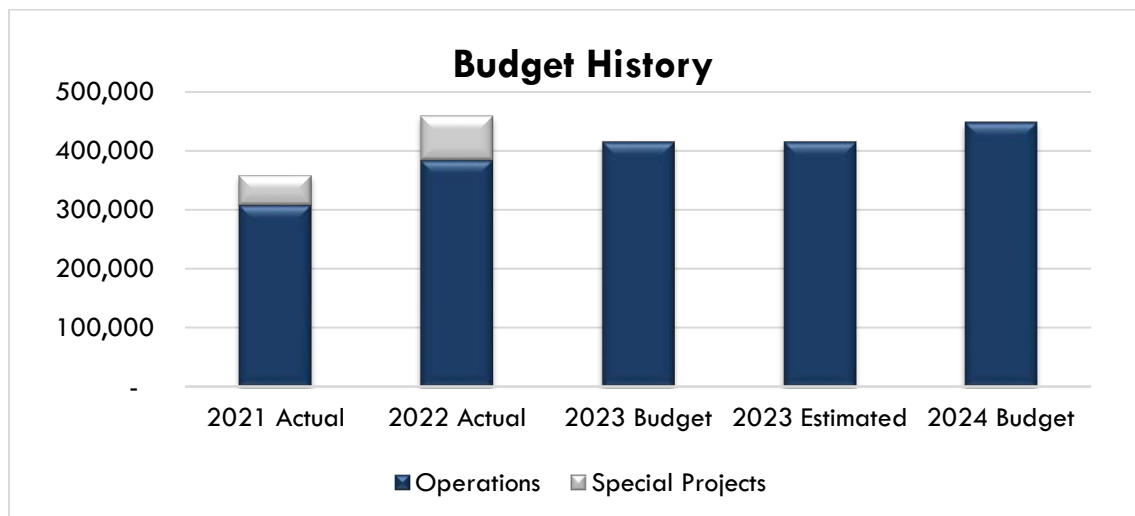
## Current and Long-Range Planning

### **EXPENDITURES**

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$205,225	\$229,282	\$ 251,800	\$ 251,800	\$ 271,775	8%
Personnel Services, Benefits	93,102	105,634	106,000	106,000	113,300	7%
Purchased Professional Services	1,568	1,950	4,000	4,000	39,000	875%
Purchased Property Services	2,565	39,649	45,000	45,000	15,000	-67%
Other Purchased Services	2,668	2,713	3,350	3,350	3,650	9%
Supplies	3,595	4,935	5,000	5,000	5,500	10%
Operating Expenses	\$308,724	\$384,163	\$ 415,150	\$ 415,150	\$ 448,225	8%
Capital	-	3,658	-	1,085,000	-	-100%
Special Projects	50,612	74,845	500	500	500	0%
<b>Total Expense</b>	<b>\$359,336</b>	<b>\$462,666</b>	<b>\$ 415,650</b>	<b>\$ 1,500,650</b>	<b>\$ 448,725</b>	<b>-70%</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 of 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**

#### Commercial (New/Redevelopment)

- 535 West Aspen Apartments (residential development, 3 apartment buildings and 16 row houses, total of 88 residential units).
- A Storage Place – 227 additional storage units; business expansion.
- The Church of Jesus Christ of Latter-Day Saints – building reconstruction.
- My Storage Place – 647 new storage units and 21,000 square feet covered RV and Boat storage.

#### Residential Development

- Adeles Acres Subdivision - 65 residential lots.
- Copper Creek West Filing 1- 48 residential lots.
- Fruita Mew's - 50 affordable housing units.
- Iron Wheel Filing 2 - 46 residential lots.
- Rose Creek - 130 residential lots.
- Residences at Fruita - Affordable Housing PUD Concept Plan.
- Kismet Minor Subdivision - 2 residential lots.
- North Mesa Minor Subdivision - 1 residential duplex lot.

# Community Development Department

## Current and Long-Range Planning

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- LaPointe Minor Subdivision - 4 residential lots.

### Other

- Civic Center Remodel
- Mulberry Parklet completion
- Onboard the Building Department
- The Community Development Department has reviewed a total of 28 Land Development Applications so far for 2023.
  - 611 Planning Clearances issued as of August 2023.
  - 87 New Residential Planning Clearances issued as of October 2023.
  - 106 total Short-Term Rental permits have been issued as of August 1, 2023.
- Planning Fees Collected
  - 2023 YTD (January – November) - \$1,861,022
  - 2022 Total - \$2,080,834.20

## **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.
- Continuing Staff growth and professional development.

## **PERFORMANCE MEASURES**

- Implement new Development Review software. Complete w/ Cloud Permit. We need to continue to request improvements to the Cloud Permit software package to meet the needs of our contractors and applicants.
- Complete construction of the N. Mulberry Concept design. (Complete)
- Streamline development review process. The City Council has extended a lot of trust with the Planning staff to start reviewing and approve major subdivisions. This should continue to be a performance measure that we report back to the City Manager and City Council.

## **BUDGET HIGHLIGHTS**

- The Planning & Development Department is committed to providing outstanding customer

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City of Fruita

2024 Budget



# Community Development Department

## Current and Long-Range Planning

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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.

- Overall expenses for Current and Long-Range Planning are budgeted to decrease due to one-time land acquisition purchases in 2023, along with one-time economic development planning for the Fruita Beach.

# Community Development Department

## Current and Long Range Planning

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-419-17-4111	Salaries, Administrative	205,008	228,988	251,250	251,250	271,175	8%
110-419-17-4120	Part Time	-	-	-	-	-	N/A
110-419-17-4130	Overtime	217	294	550	300	600	100%
		205,225	229,282	251,800	251,550	271,775	8%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-419-17-4210	Health Insurance	68,174	75,113	74,250	74,250	79,050	6%
110-419-17-4220	FICA Payroll Expense	12,067	13,831	15,625	15,625	16,850	8%
110-419-17-4221	Medicare Payroll Expense	2,822	3,234	3,675	3,675	3,950	7%
110-419-17-4230	Retirement Contribution	9,244	12,755	11,350	11,350	12,250	8%
110-419-17-4250	Unemployment Insurance	578	446	775	775	825	6%
110-419-17-4260	Workers Compensation Insurance	217	255	325	325	375	15%
		93,102	105,634	106,000	106,000	113,300	7%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-419-17-4310	Professional Development	1,568	1,950	4,000	3,500	4,000	14%
110-419-17-4325	Software Subscriptions	-	-	-	-	35,000	N/A
110-419-17-4336	Planning Consultant	-	-	-	-	-	N/A
		1,568	1,950	4,000	3,500	39,000	1014%
<b>PURCHASED PROPERTY SERVICES</b>							
110-419-17-4430	Service Contracts	2,565	39,649	45,000	40,000	15,000	-63%
		2,565	39,649	45,000	40,000	15,000	-63%
<b>OTHER PURCHASED SERVICES</b>							
110-419-17-4530	Telephone	1,025	900	600	600	900	50%
110-419-17-4550	Printing	-	-	500	250	500	100%
110-419-17-4551	Publishing	1,449	1,233	1,500	1,250	1,500	20%
110-419-17-4592	Recording Fees	194	580	750	100	750	650%
		2,668	2,713	3,350	2,200	3,650	66%
<b>SUPPLIES</b>							
110-419-17-4610	Office Supplies	1,915	3,068	2,000	2,000	2,000	0%
110-419-17-4611	Postage	480	1,500	1,500	500	1,500	200%
110-419-17-4612	Supplies and Equipment	209	367	500	500	1,000	100%
110-419-17-4642	Signs	990	-	1,000	-	1,000	N/A
		3,595	4,935	5,000	3,000	5,500	83%
<b>CAPITAL</b>							
110-419-17-4741	Land Acquisition	-	-	-	1,085,000	-	-100%
110-419-17-4744	Computer Equipment	-	3,658	-	-	-	N/A
		-	3,658	-	1,085,000	-	-100%
<b>SPECIAL PROJECTS</b>							
110-419-17-4810	Boards/Commissions	88	-	500	300	500	67%
110-419-17-4820	Economic Development	-	-	-	75,000	-	-100%
110-419-17-4821	Land Use Code Update	31,046	-	-	-	-	N/A
110-419-17-4825	Master Plan	-	-	-	-	-	N/A
110-419-17-4827	Housing Needs Assessment	19,478	74,845	-	-	-	N/A
		50,612	74,845	500	75,300	500	-99%
<b>TOTAL PLANNING AND ZONING EXPENSE</b>		<b>359,336</b>	<b>462,666</b>	<b>415,650</b>	<b>1,566,550</b>	<b>448,725</b>	<b>-71%</b>

# Community Development Department

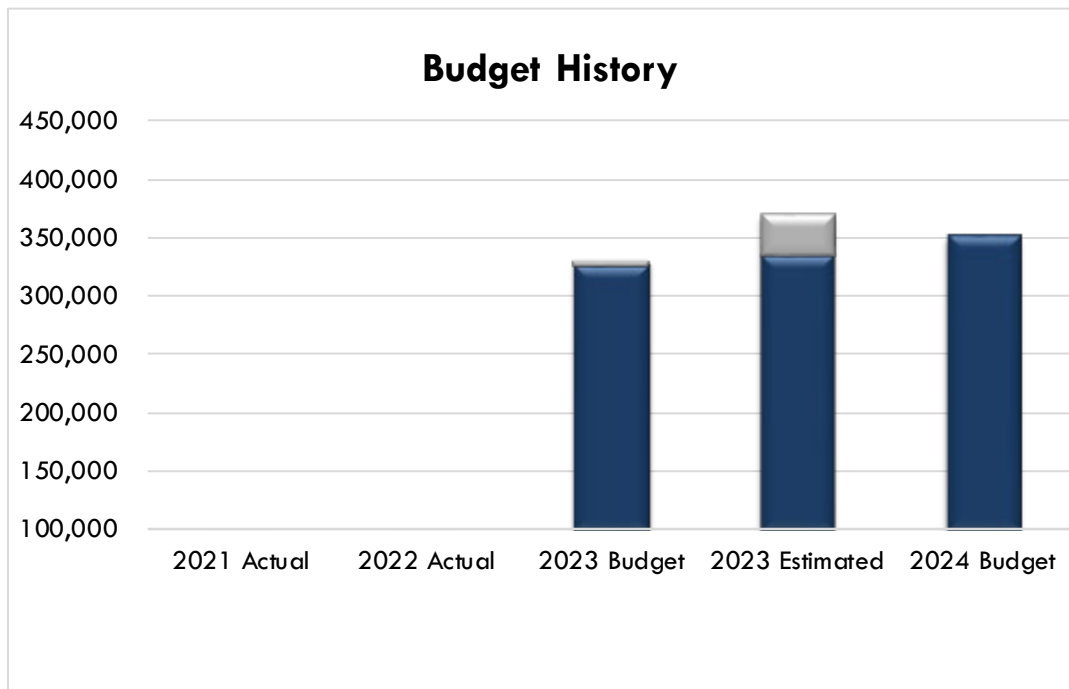
## Building Inspections

### EXPENDITURES

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$ -	\$ -	\$ 201,725	\$ 201,725	\$ 231,250	15%
Personnel Services, Benefits	-	-	94,775	94,775	79,050	-17%
Purchased Professional Services	-	-	5,000	5,000	7,500	50%
Purchased Property Services	-	-	8,575	8,575	11,300	32%
Other Purchased Services	-	-	600	1,400	1,400	0%
Supplies	-	-	14,500	21,350	20,500	-4%
Operating Expenses	\$ -	\$ -	\$ 325,175	\$ 332,825	\$ 351,000	5%
Capital	-	-	5,000	36,550	-	-100%
<b>Total Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 330,175</b>	<b>\$ 369,375</b>	<b>\$ 351,000</b>	<b>-5%</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 permits 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 was the 1<sup>st</sup> year of building department services provided by the City of Fruita.
- Fully implemented/onboard fully qualified Staff.
- Issued over 661 permits as of October 2023.
- Conducted over 1,850 inspections as of October 2023.
- Full implementation of online/digital plan review and building inspections through Cloudpermit.
- 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.
- Adopt the most current building codes.
- Continue public outreach and education.

### **PERFORMANCE MEASURES**

- Maintain 1-2 day turn around on residential plan reviews.
- Continue training on contractor licensing, administer at least two trainings per year.

# Community Development Department

## Building Inspections

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### **BUDGET HIGHLIGHTS**

- The Building Department successfully worked within the first year's budget without need for any amendments or supplemental to add resources.
- The Building Department has implemented an "on-call" back up electrical inspector program. This has served us well and helped with not having to overextend with additional staff.

# Community Development Department

## Building Inspections

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-419-18-4111	Salaries, Administrative	-	-	201,725	176,725	172,250	-3%
110-419-18-4120	Part Time	-	-	-	25,000	59,000	136%
110-419-18-4130	Overtime	-	-	-	-	-	N/A
		-	-	201,725	201,725	231,250	15%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-419-18-4210	Health Insurance	-	-	69,325	69,325	49,200	-29%
110-419-18-4220	FICA Payroll Expense	-	-	12,525	12,525	14,350	15%
110-419-18-4221	Medicare Payroll Expense	-	-	2,950	2,950	3,375	14%
110-419-18-4230	Retirement Contribution	-	-	9,100	9,100	7,775	-15%
110-419-18-4250	Unemployment Insurance	-	-	625	625	700	12%
110-419-18-4260	Workers Compensation Insurance	-	-	250	250	3,650	1360%
		-	-	94,775	94,775	79,050	-17%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-419-18-4310	Professional Development	-	-	5,000	5,000	7,500	50%
110-419-18-4325	Software Subscriptions	-	-	-	-	-	N/A
110-419-18-4336	Planning Consultant	-	-	-	-	-	N/A
		-	-	5,000	5,000	7,500	50%
<b>PURCHASED PROPERTY SERVICES</b>							
110-419-18-4430	Service Contracts	-	-	5,000	5,000	7,500	50%
110-419-18-4435	Fleet Maintenance Charges	-	-	3,575	3,575	3,800	6%
		-	-	8,575	8,575	11,300	32%
<b>OTHER PURCHASED SERVICES</b>							
110-419-18-4530	Telephone	-	-	600	1,400	1,400	0%
110-419-18-4550	Printing	-	-	-	-	-	N/A
110-419-18-4551	Publishing	-	-	-	-	-	N/A
110-419-18-4592	Recording Fees	-	-	-	-	-	N/A
		-	-	600	1,400	1,400	0%
<b>SUPPLIES</b>							
110-419-18-4610	Office Supplies	-	-	2,500	2,500	2,500	0%
110-419-18-4611	Postage	-	-	-	-	-	N/A
110-419-18-4612	Supplies and Equipment	-	-	10,000	17,200	15,000	-13%
110-419-18-4626	Fuel	-	-	2,000	1,650	3,000	82%
		-	-	14,500	21,350	20,500	-4%
<b>CAPITAL</b>							
110-419-18-4742	Mobile Equipment	-	-	-	34,100	-	-100%
110-419-18-4744	Computer Equipment	-	-	5,000	2,450	-	-100%
		-	-	5,000	36,550	-	-100%
<b>TOTAL BUILDING INSPECTIONS EXPENSE</b>		-	-	330,175	369,375	351,000	-5%

# Public Safety Department

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# Public Safety Department

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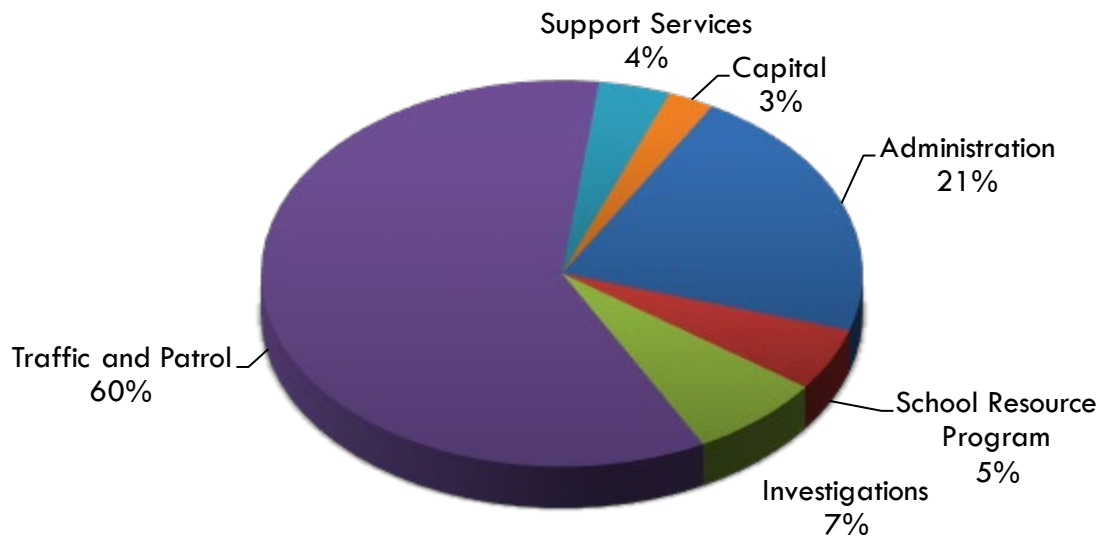
# Public Safety Department

<b>Expenses by Program</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Administration	\$ 579,386	\$ 604,637	\$ 660,450	\$ 655,150	\$ 691,240	6%
School Resource Officer	109,747	165,086	160,900	164,900	168,975	2%
Investigations	205,097	141,091	216,525	213,725	232,675	9%
Traffic and Patrol	1,499,802	1,615,680	1,780,750	1,794,750	1,925,525	7%
Support Services	80,514	96,153	116,250	111,850	124,600	11%
Operating Expenses	\$2,474,546	\$2,622,647	\$2,934,875	\$2,940,375	\$3,143,015	7%
Capital	64,682	17,506	75,500	65,000	80,500	24%
<b>Total Expense</b>	<b>\$ 2,539,228</b>	<b>\$ 2,640,153</b>	<b>\$ 3,010,375</b>	<b>\$ 3,005,375</b>	<b>\$ 3,223,515</b>	<b>7%</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.*

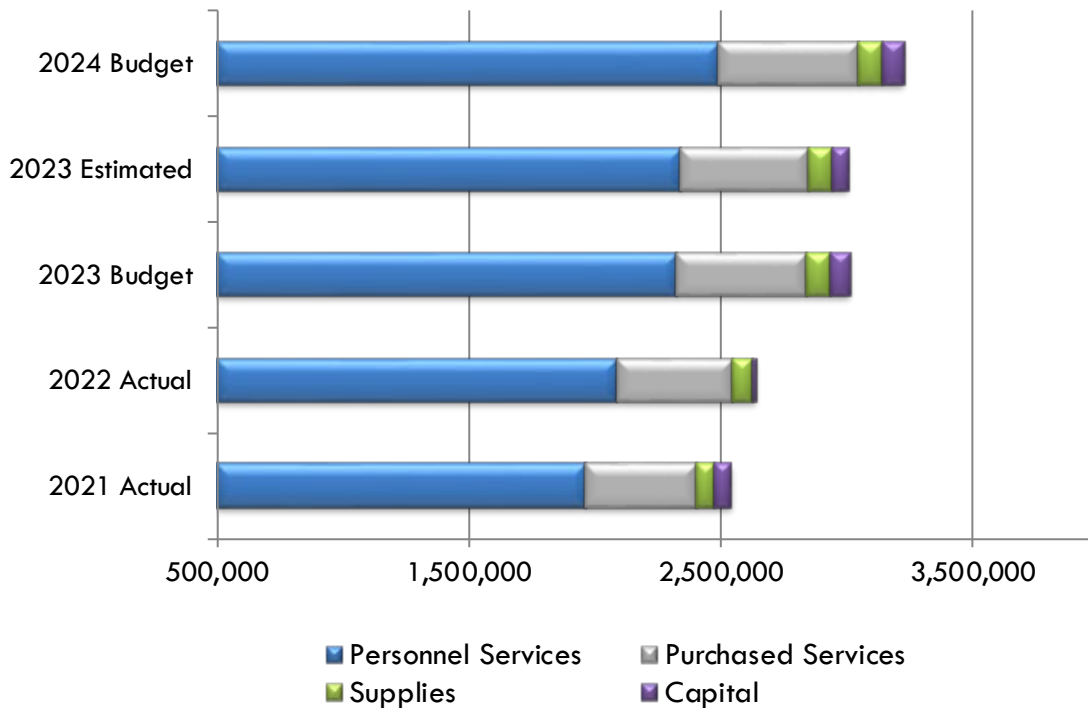
## Public Safety Department Programs



# Public Safety Department

<b>Expenses by Type</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$1,369,292	\$1,454,830	\$1,628,250	\$1,646,650	\$1,743,875	6%
Personnel Services, Benefits	592,455	633,383	696,525	696,525	747,465	7%
Purchased Professional Services	10,218	12,086	16,025	13,200	16,025	21%
Purchased Property Services	130,182	124,473	163,100	162,800	161,225	-1%
Other Purchased Services	297,696	318,525	338,000	331,600	378,000	14%
Supplies	74,701	79,348	92,975	89,600	96,425	8%
Operating Expenses	\$2,474,544	\$2,622,645	\$2,934,875	\$2,940,375	\$3,143,015	7%
Capital	64,682	17,506	75,500	65,000	80,500	24%
<b>Total Expense</b>	<b>\$ 2,539,225</b>	<b>\$ 2,640,151</b>	<b>\$ 3,010,375</b>	<b>\$ 3,005,375</b>	<b>\$ 3,223,515</b>	<b>7%</b>

## Budget History



# Public Safety Department

## Factors Affecting Expenses

Overall expenses of the Public Safety Department of \$3.2 million are budgeted to increase 7% from 2023 Estimated Actuals.

- Fruita's share of the cost of the regional dispatch center is budgeted to increase (13%) to \$340,000.
- Capital equipment highlights includes:
  - \$55,000 for the replacement of a Police Interceptor Vehicle.
  - \$13,500 is budgeted to purchase two new police computers.

## Personnel

Public Safety Staffing Chart				
	2021	2022	2023	2024
Hours Summary	Actual	Actual	Budget	Budget
<u>Administration</u>				
Full time civilian employees	4,145	4,159	4,160	4,160
Full time sworn employees	4,160	4,160	4,160	4,160
Overtime	11	38	25	25
<i>Total Administration</i>	8,316	8,357	8,345	8,345
<u>School Resource Officer</u>				
Full time sworn employees	2,430	3,872	3,294	3,294
Overtime	168	213	-	-
<i>Total SRO</i>	2,598	4,085	3,294	3,294
<u>Investigations</u>				
Full time employees	4,543	3,095	4,486	4,486
Overtime	89	69	160	160
<i>Total Investigations</i>	4,632	3,164	4,646	4,646
<u>Traffic and Patrol</u>				
Full time employees	27,526	27,789	29,416	29,416
Overtime	1,374	1,445	1,455	1,455
<i>Total Traffic and Patrol</i>	28,900	29,234	30,871	30,871
<u>Police Support Services</u>				
Full time employees	2,080	1,923	2,080	2,080
Part time employees	800	1,297	1,456	1,456
Overtime	10	11	20	20
<i>Total Police Support Services</i>	2,890	3,231	3,556	3,556
<b>Total Hours</b>	<b>47,336</b>	<b>48,071</b>	<b>50,712</b>	<b>50,712</b>
<b>Total FTE Equivalents</b>	<b>22.76</b>	<b>23.11</b>	<b>24.38</b>	<b>24.38</b>

# Public Safety Department

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Public Safety Personnel - Positions				
Position	2021 Budget	2022 Budget	2023 Budget	2024 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	12.00	12.00	13.00	13.00
Evidence Custodian	0.40	0.70	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>21.40</b>	<b>21.70</b>	<b>22.70</b>	<b>22.70</b>

# Public Safety Department

Expenses		2021	2022	2023	2023	2024	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4111	Salaries, Civilian	127,926	134,383	142,950	142,950	154,400	8%
4112	Salaries, Officers	1,156,185	1,216,995	1,372,900	1,372,900	1,469,525	7%
4120	Salaries, Part Time	17,070	29,202	34,800	34,800	37,600	8%
4130	Overtime	68,111	74,250	77,600	96,000	82,350	-14%
		1,369,292	1,454,830	1,628,250	1,646,650	1,743,875	6%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	360,480	371,563	413,600	413,600	443,575	7%
4220	FICA Payroll Expense	8,824	10,048	11,125	11,125	12,025	8%
4221	Medicare Payroll Expense	19,395	20,670	23,700	23,700	25,325	7%
4222	FPPA Death & Disability Insurance	14,449	17,177	20,825	20,825	25,050	20%
4230	Retirement Contribution	5,820	8,050	6,525	6,525	7,040	8%
4231	Police Pension Payroll Expense	144,399	169,873	171,675	171,675	183,775	7%
4250	Unemployment Insurance	3,979	2,847	4,975	4,975	5,300	7%
4260	Workers Compensation Insurance	35,109	33,155	44,100	44,100	45,375	3%
		592,455	633,383	696,525	696,525	747,465	7%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	10,218	12,086	16,025	13,200	16,025	21%
4325	Software Subscriptions	-	-	-	-	-	N/A
		10,218	12,086	16,025	13,200	16,025	21%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4430	Service Contracts	24,419	19,261	24,100	23,800	24,100	1%
4435	Fleet Maintenance Charges	53,188	61,454	79,000	79,000	77,125	-2%
4436	Vehicle Repair & Maintenance	-	-	-	-	-	N/A
4438	IT Services	52,575	43,758	60,000	60,000	60,000	0%
		130,182	124,473	163,100	162,800	161,225	-1%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4530	Telephone and fiber	33,575	32,880	33,000	30,000	33,000	10%
4535	Dispatch & Communication Ctr	264,121	284,085	300,000	300,000	340,000	13%
4540	Animal Control Services	-	1,560	5,000	1,600	5,000	213%
		297,696	318,525	338,000	331,600	378,000	14%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	3,984	5,256	5,250	5,250	5,250	0%
4611	Postage	468	759	800	800	800	0%
4612	Supplies and Equipment	14,179	12,644	19,675	16,375	19,675	20%
4615	Ammunition	6,522	6,545	6,550	6,550	10,000	53%
4626	Fuel	32,514	39,059	36,000	36,000	36,000	0%
4630	Meeting/Appreciation Supplies	613	675	750	675	750	11%
4661	Uniforms and Safety Equipment	16,421	14,410	23,950	23,950	23,950	0%
		74,701	79,348	92,975	89,600	96,425	8%
<b><u>CAPITAL</u></b>							
4742	Mobile Equipment	54,126	-	55,000	55,000	55,000	0%
4743	Furniture and Equipment	3,629	2,324	7,000	1,000	12,000	1100%
4744	Computer Equipment	6,926	8,685	13,500	9,000	13,500	50%
4747	Capital Equipment - Leased	-	6,497	-	-	-	N/A
		64,682	17,506	75,500	65,000	80,500	24%

# Public Safety Department

Expenses		2021	2022	2023	2023	2024	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
TOTAL PUBLIC SAFETY EXPENDITURES		2,539,225	2,640,151	3,010,375	3,005,375	3,223,515	7%

# Public Safety Department

## Administration

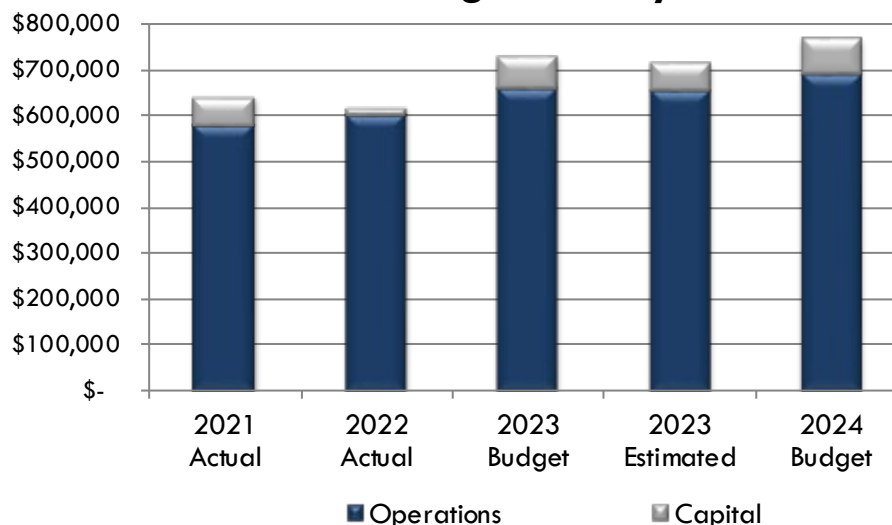
<b><u>EXPENDITURES</u></b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 261,826	\$ 284,629	\$ 301,125	\$ 300,525	\$ 325,250	8%
Personnel Services, Benefits	113,441	114,327	116,500	116,500	125,040	7%
Purchased Professional Services	2,784	2,579	4,225	2,600	4,225	63%
Purchased Property Services	130,182	124,473	162,800	162,800	160,925	-1%
Other Purchased Services	33,575	32,880	33,000	30,000	33,000	10%
Supplies	37,578	45,749	42,800	42,725	42,800	0%
Operating Expenses	\$ 579,386	\$ 604,637	\$ 660,450	\$ 655,150	\$ 691,240	6%
Capital	63,564	15,182	72,500	64,000	77,500	21%
<b>Total Expense</b>	<b>\$ 642,950</b>	<b>\$ 619,819</b>	<b>\$ 732,950</b>	<b>\$ 719,150</b>	<b>\$ 768,740</b>	<b>7%</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 department continues to be involved in instruction at Colorado Mesa University and the Western Colorado Peace Officers Academy.
- The performance measure of maintaining 100% compliance during NIBRS audits was accomplished.
- The performance measure of increase outreach and engagement efforts through in-person events and social media was accomplished.
- The performance measure of implementing a volunteer on patrol program was not accomplished.



# Public Safety Department

## Administration

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### **GOALS**

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

### **PERFORMANCE MEASURES**

- To aid with maintaining a high level of community trust, identify and research at least three different trust building initiatives that could be led by the department in the future, and evaluate the success of these programs in other organizations.
- Measure the number of community engagement events and programs conducted by the department and determine which types of events have the best participation and attendance from the community.

### **BUDGET HIGHLIGHTS**

- The Mobile Equipment line item reflects \$55,000 for the replacement of one Police Interceptor Vehicle. Two were ordered in late 2023 (to be delivered in 2025), and one was replaced in 2023.
- The Furniture and Equipment line item reflects \$9,000 for new office and training room furniture.
- The Computer Equipment budget reflects \$13,500 for mobile computers and a replacement of equipment in the training room.

# Public Safety Department

## Administration

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-421-60-4111	Salaries, Civilian	82,717	94,008	98,175	98,175	106,050	8%
110-421-60-4112	Salaries, Officers	178,782	189,330	202,050	202,050	218,225	8%
110-421-60-4120	Part Time	-	-	-	-	-	N/A
110-421-60-4125	Contract Labor	-	-	-	-	-	N/A
110-421-60-4130	Overtime	327	1,291	900	300	975	225%
		261,826	284,629	301,125	300,525	325,250	8%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-421-60-4210	Health Insurance	70,255	63,510	65,900	65,900	70,200	7%
110-421-60-4220	FICA Payroll Expense	4,967	5,713	6,150	6,150	6,650	8%
110-421-60-4221	Medicare Payroll Expense	3,726	4,052	4,375	4,375	4,725	8%
110-421-60-4222	FPPA Death & Disability Insura	2,681	3,033	3,250	3,250	3,950	22%
110-421-60-4230	Retirement Contribution	3,720	5,628	4,475	4,475	4,815	8%
110-421-60-4231	Police Pension Payroll Expense	22,360	26,506	25,275	25,275	27,300	8%
110-421-60-4250	Unemployment Insurance	765	559	925	925	1,000	8%
110-421-60-4260	Workers Compensation Insurance	4,968	5,326	6,150	6,150	6,400	4%
		113,441	114,327	116,500	116,500	125,040	7%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-421-60-4310	Professional Development	2,784	2,579	4,225	2,600	4,225	
110-421-60-4325	Software Subscriptions	-	-	-	-	-	N/A
		2,784	2,579	4,225	2,600	4,225	63%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-421-60-4430	Service Contracts	24,419	19,261	23,800	23,800	23,800	0%
110-421-60-4435	Fleet Maintenance Charges	53,188	61,454	79,000	79,000	77,125	-2%
110-421-60-4436	Vehicle Repair & Maintenance	-	-	-	-	-	N/A
110-421-60-4438	IT Services	52,575	43,758	60,000	60,000	60,000	0%
		130,182	124,473	162,800	162,800	160,925	-1%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-421-60-4530	Telephone and Fiber	33,575	32,880	33,000	30,000	33,000	10%
		33,575	32,880	33,000	30,000	33,000	10%
<b><u>SUPPLIES</u></b>							
110-421-60-4610	Office Supplies	3,984	5,256	5,250	5,250	5,250	0%
110-421-60-4611	Postage	468	759	800	800	800	0%
110-421-60-4626	Fuel	32,514	39,059	36,000	36,000	36,000	0%
110-421-60-4630	Meeting/Appreciation Supplies	613	675	750	675	750	11%
		37,578	45,749	42,800	42,725	42,800	0%
<b><u>CAPITAL</u></b>							
110-421-60-4742	Mobile Equipment	54,127	-	55,000	55,000	55,000	0%
110-421-60-4743	Furniture and Equipment	2,511	-	4,000	-	9,000	N/A
110-421-60-4744	Computer Equipment	6,926	8,685	13,500	9,000	13,500	50%
110-421-60-4747	Capital Equipment - Leased	-	6,497	-	-	-	
		63,564	15,182	72,500	64,000	77,500	21%
<b>TOTAL EXPENDITURES</b>		<b>642,950</b>	<b>619,819</b>	<b>732,950</b>	<b>719,150</b>	<b>768,740</b>	<b>7%</b>

# Public Safety Department

## School Resource Officer

<b><u>EXPENDITURES</u></b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 75,471	\$ 111,199	\$ 107,800	\$ 112,800	\$ 112,800	0%
Personnel Services, Benefits	33,556	53,132	51,600	51,600	54,675	6%
Purchased Professional Services	719	755	1,500	500	1,500	200%
Purchased Property Services	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	N/A
Operating Expenses	\$ 109,747	\$ 165,086	\$ 160,900	\$ 164,900	\$ 168,975	2%
Capital	-	-	-	-	-	N/A
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 109,747</b>	<b>\$ 165,086</b>	<b>\$ 160,900</b>	<b>\$ 164,900</b>	<b>\$ 168,975</b>	<b>2%</b>

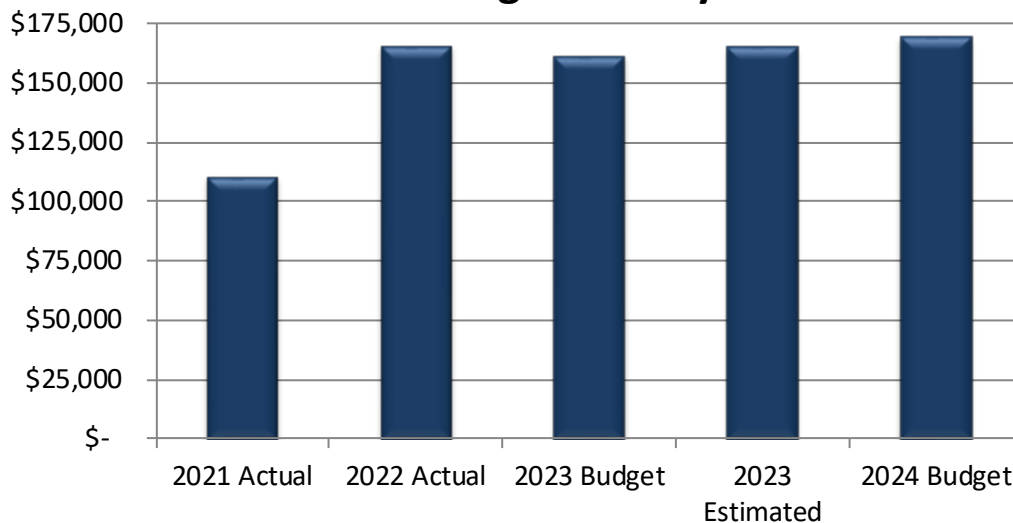
### **MISSION**

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 School Resource Officers will conduct no less than one training/safety walk-through with all patrol officers in each school during the school year was accomplished.

### **GOALS**

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

### **PERFORMANCE MEASURES**

- School Resource Officers will continue to conduct no less than one training/safety walk-through with all patrol officers at each school during the school year. Better familiarity with area schools and safety procedures will lead to increased capacity to respond to potential incidents.

### **BUDGET HIGHLIGHTS**

- There are no budget highlights for the School Resource program in 2024.

# Public Safety Department

## School Resource Officer

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-421-61-4112	Salaries, Officers	68,301	102,789	102,800	102,800	107,700	5%
110-421-61-4120	Salaries, Part time	-	-	-	-	-	N/A
110-421-61-4130	Overtime	7,170	8,410	5,000	10,000	5,100	-49%
		75,471	111,199	107,800	112,800	112,800	0%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-421-61-4210	Health Insurance	20,230	32,922	32,025	32,025	34,075	6%
110-421-61-4221	Medicare Payroll Expense	1,033	1,556	1,575	1,575	1,625	3%
110-421-61-4222	FPPA Death & Disability Insurance	972	1,589	1,575	1,575	1,900	21%
110-421-61-4230	Retirement Contribution	-	-	-	-	-	N/A
110-421-61-4231	Police Pension Payroll Expense	8,451	14,233	12,875	12,875	13,500	5%
110-421-61-4250	Unemployment Insurance	211	214	325	325	350	8%
110-421-61-4260	Workers Compensation Insurance	2,660	2,618	3,225	3,225	3,225	0%
		33,556	53,132	51,600	51,600	54,675	6%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-421-61-4310	Professional Development	719	755	1,500	500	1,500	200%
		719	755	1,500	500	1,500	200%
<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>109,747</b>	<b>165,086</b>	<b>160,900</b>	<b>164,900</b>	<b>168,975</b>	<b>2%</b>

# Public Safety Department

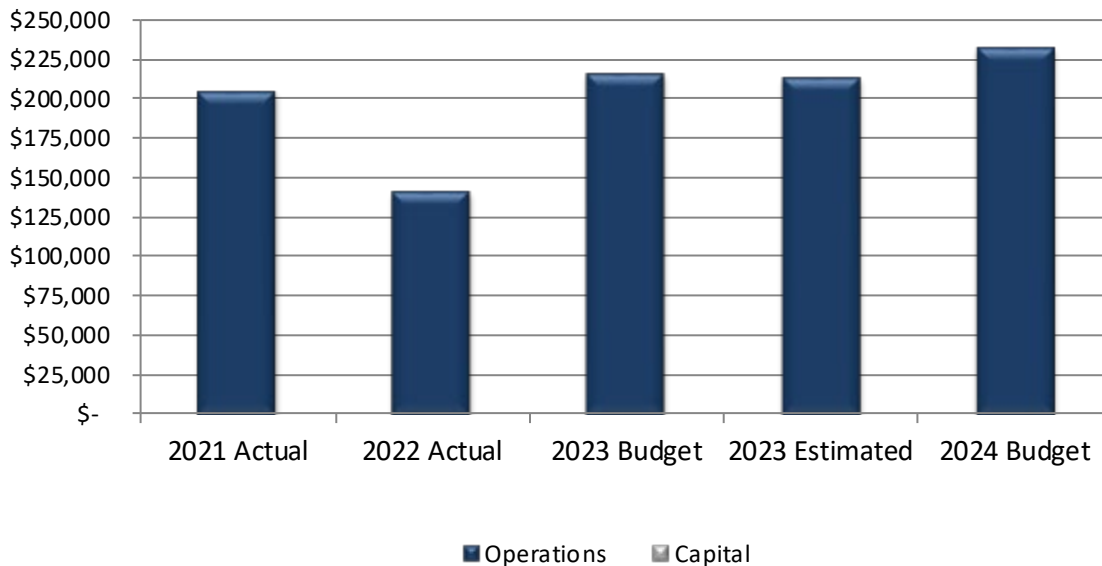
## Investigations

<b><u>EXPENDITURES</u></b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 143,168	\$ 98,555	\$ 150,900	\$ 150,900	\$ 162,950	8%
Personnel Services, Benefits	55,488	36,348	56,125	56,125	60,225	7%
Purchased Professional Services	45	1,001	1,500	1,500	1,500	0%
Supplies	6,397	5,187	8,000	5,200	8,000	54%
Operating Expenses	\$ 205,097	\$ 141,091	\$ 216,525	\$ 213,725	\$ 232,675	9%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 205,097</b>	<b>\$ 141,091</b>	<b>\$ 216,525</b>	<b>\$ 213,725</b>	<b>\$ 232,675</b>	<b>9%</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.
- Continued 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 develop and present crime information and prevention seminars for the public at least biannually was accomplished.

### **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**

- Develop and present crime information and prevention seminars for the public at least biannually. Expected outcome: Increased public satisfaction with the department's outreach and education efforts.

### **BUDGET HIGHLIGHTS**

- There are no notable budget highlights for the Investigations program in 2024.

# Public Safety Department

## Investigations

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-421-62-4112	Salaries, Officers	139,228	95,424	143,250	143,250	154,700	8%
110-421-62-4130	Overtime	3,940	3,131	7,650	7,650	8,250	8%
		143,168	98,555	150,900	150,900	162,950	8%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-421-62-4210	Health Insurance	30,670	17,018	28,900	28,900	30,750	6%
110-421-62-4221	Medicare Payroll Expense	2,023	1,387	2,200	2,200	2,375	8%
110-421-62-4222	FPPA Death & Disability Insurance	955	351	2,125	2,125	2,600	22%
110-421-62-4230	Retirement Contribution	-	-	-	-	-	N/A
110-421-62-4231	Police Pension Payroll Expense	17,405	13,359	17,925	17,925	19,350	8%
110-421-62-4250	Unemployment Insurance	415	191	475	475	500	5%
110-421-62-4260	Workers Compensation Insurance	4,018	4,042	4,500	4,500	4,650	3%
		55,488	36,348	56,125	56,125	60,225	7%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-421-62-4310	Professional Development	45	1,001	1,500	1,500	1,500	0%
		45	1,001	1,500	1,500	1,500	0%
<b><u>SUPPLIES</u></b>							
110-421-62-4612	Supplies and Equipment	6,397	5,187	8,000	5,200	8,000	54%
110-421-62-4661	Uniforms and Safety Equipment	-	-	-	-	-	N/A
		6,397	5,187	8,000	5,200	8,000	54%
<b><u>CAPITAL</u></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>205,097</b>	<b>141,091</b>	<b>216,525</b>	<b>213,725</b>	<b>232,675</b>	<b>9%</b>



# Public Safety Department

## Traffic and Patrol

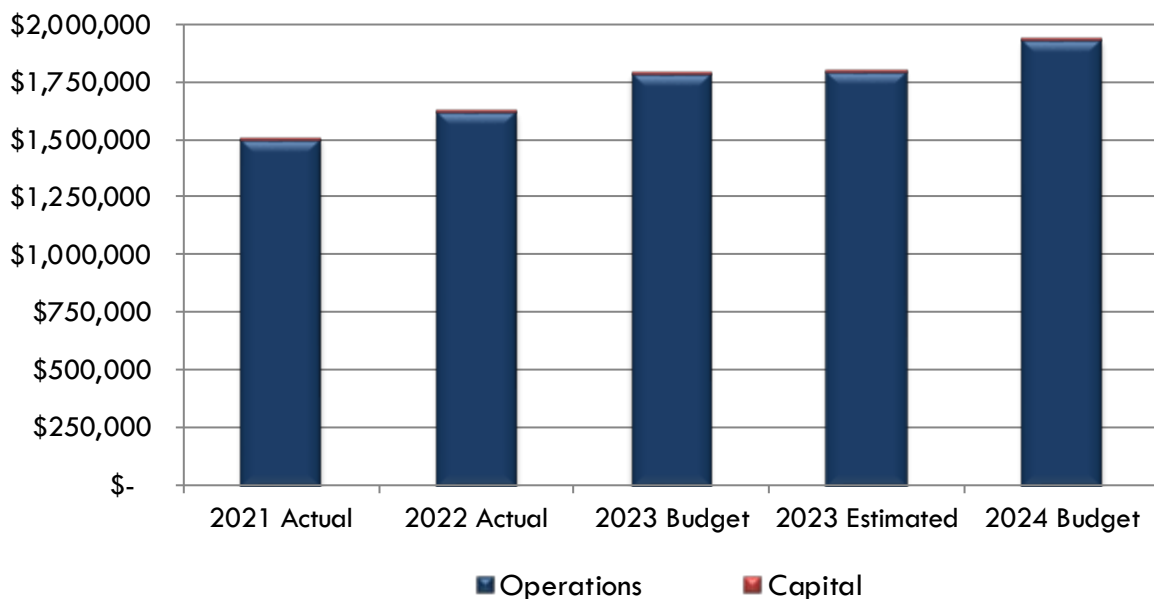
### EXPENDITURES

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$ 826,225	\$ 890,541	\$ 988,150	\$1,002,150	\$1,056,225	5%
Personnel Services, Benefits	373,113	406,058	444,025	444,025	477,275	7%
Purchased Professional Services	5,869	7,049	7,800	7,800	7,800	0%
Other Purchased Services	264,121	284,085	300,000	300,000	340,000	13%
Supplies	30,474	27,947	40,775	40,775	44,225	8%
Operating Expenses	\$1,499,802	\$1,615,680	\$1,780,750	\$1,794,750	\$1,925,525	7%
Capital	1,118	2,324	3,000	1,000	3,000	200%
<b>Total Expense</b>	<b>\$ 1,500,920</b>	<b>\$ 1,618,004</b>	<b>\$ 1,783,750</b>	<b>\$ 1,795,750</b>	<b>\$ 1,928,525</b>	<b>7%</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 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 performance measure of evaluate dedicated time of patrol officers to determine opportunities to use undedicated time for more informal interaction with citizens and proactive patrol was accomplished and is continuing.
- The performance measure of increase officers' outreach and engagement activities through informal contacts, educational and crime prevention events and activities was accomplished and is continuing.

### **GOALS**

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

# Public Safety Department

## Traffic and Patrol

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### **PERFORMANCE MEASURES**

- To continue to promote community engagement and participation, measure the number of community engagement events and programs conducted by the department and determine which types of events have the best participation and attendance from the community.

### **BUDGET HIGHLIGHTS**

- The Firearms and Ammunition line item was increased to \$10,000 to adjust for additional ammunition for training more staff and increased ammunition costs.
- Grand Junction Regional Communications Center costs increased to \$340,000 per year, an increase of 13%.

# Public Safety Department

## Traffic and Patrol

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-421-64-4112	Salaries, Officers	769,874	829,452	924,800	924,800	988,900	7%
110-421-64-4120	Part Time	-	-	-	-	-	N/A
110-421-64-4130	Overtime	56,351	61,089	63,350	77,350	67,325	-13%
		826,225	890,541	988,150	1,002,150	1,056,225	5%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-421-64-4210	Health Insurance	230,184	243,086	267,725	267,725	288,300	8%
110-421-64-4220	FICA Payroll Expense	-	62	-	-	-	N/A
110-421-64-4221	Medicare Payroll Expense	11,710	12,676	14,350	14,350	15,325	7%
110-421-64-4222	FPPA Death & Disability	9,841	12,203	13,875	13,875	16,600	20%
110-421-64-4230	Retirement Contribution	-	-	-	-	-	N/A
110-421-64-4231	Police Pension	96,182	115,775	115,600	115,600	123,625	7%
110-421-64-4250	Unemployment Insurance	2,404	1,744	3,000	3,000	3,175	6%
110-421-64-4260	Workers Compensation Ins	22,792	20,512	29,475	29,475	30,250	3%
		373,113	406,058	444,025	444,025	477,275	7%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-421-64-4310	Professional Development	5,869	7,049	7,800	7,800	7,800	0%
110-421-64-4375	Moving Expenses	-	-	-	-	-	N/A
		5,869	7,049	7,800	7,800	7,800	0%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-421-64-4535	Dispatch Center	264,121	284,085	300,000	300,000	340,000	13%
110-421-64-4541	K-9 Services	-	-	-	-	-	N/A
		264,121	284,085	300,000	300,000	340,000	13%
<b><u>SUPPLIES</u></b>							
110-421-64-4612	Supplies and Equipment	7,596	7,419	10,675	10,675	10,675	0%
110-421-64-4615	Firearms and Ammunition	6,522	6,545	6,550	6,550	10,000	53%
110-421-64-4661	Uniforms and Safety Equipment	16,356	13,983	23,550	23,550	23,550	0%
		30,474	27,947	40,775	40,775	44,225	8%
<b><u>CAPITAL</u></b>							
110-421-64-4742	Mobile Equipment	-	-	-	-	-	N/A
110-421-64-4743	Furniture and Equipment	1,118	2,324	3,000	1,000	3,000	200%
110-421-64-4744	Computer Equipment	-	-	-	-	-	N/A
		1,118	2,324	3,000	1,000	3,000	200%
<b>TOTAL EXPENDITURES</b>		<b>1,500,920</b>	<b>1,618,004</b>	<b>1,783,750</b>	<b>1,795,750</b>	<b>1,928,525</b>	<b>7%</b>

# Public Safety Department

## Police Support Services

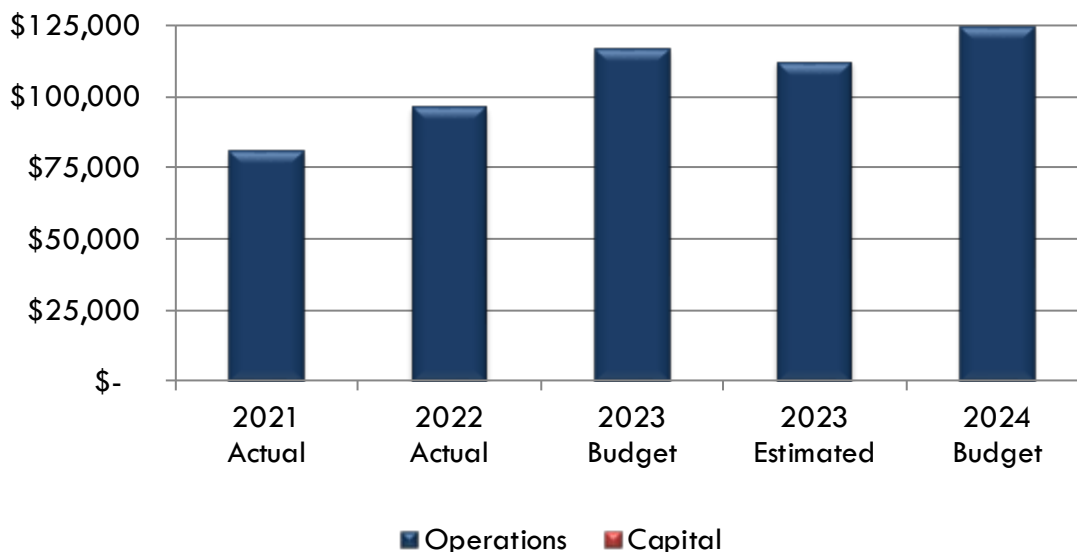
<b>EXPENDITURES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 62,605	\$ 69,907	\$ 80,275	\$ 80,275	\$ 86,650	8%
Personnel Services, Benefits	16,856	23,519	28,275	28,275	30,250	7%
Purchased Professional Services	801	702	1,000	800	1,000	25%
Purchased Property Services	-	-	300	-	300	N/A
Other Purchased Services	-	1,560	5,000	1,600	5,000	213%
Supplies	252	465	1,400	900	1,400	56%
Operating Expenses	\$ 80,514	\$ 96,153	\$ 116,250	\$ 111,850	\$ 124,600	11%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 80,514</b>	<b>\$ 96,153</b>	<b>\$ 116,250</b>	<b>\$ 111,850</b>	<b>\$ 124,600</b>	<b>11%</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, 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 reclassify “location” tracking of property inventory is still underway, tied to the delayed implementation of new property tracking software.

### **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**

- Research at least three public safety volunteer programs in similar organizations, evaluate if implementing similar programs would be beneficial to Fruita.

### **BUDGET HIGHLIGHTS**

- No notable changes for 2024.

# Public Safety Department

## Police Support Services

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-421-65-4111	Salaries, Civilian	45,211	40,376	44,775	44,775	48,350	8%
110-421-65-4120	Salaries, Part time	17,070	29,202	34,800	34,800	37,600	8%
110-421-65-4130	Overtime	324	329	700	700	700	0%
		62,605	69,907	80,275	80,275	86,650	8%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-421-65-4210	Health Insurance	9,142	15,028	19,050	19,050	20,250	6%
110-421-65-4220	FICA Payroll Expense	3,857	4,274	4,975	4,975	5,375	8%
110-421-65-4221	Medicare Payroll Expense	902	999	1,200	1,200	1,275	6%
110-421-65-4230	Retirement Contribution	2,100	2,423	2,050	2,050	2,225	9%
110-421-65-4250	Unemployment Insurance	185	138	250	250	275	10%
110-421-65-4260	Workers Compensation Insurance	671	657	750	750	850	13%
		16,856	23,519	28,275	28,275	30,250	7%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-421-65-4310	Professional Development	801	702	1,000	800	1,000	25%
		801	702	1,000	800	1,000	25%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-421-65-4430	Service Contracts	-	-	300	-	300	N/A
		-	-	300	-	300	N/A
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-421-65-4540	Animal Control Services	-	1,560	5,000	1,600	5,000	213%
		-	1,560	5,000	1,600	5,000	213%
<b><u>SUPPLIES</u></b>							
110-421-65-4612	Supplies and Equipment	187	38	1,000	500	1,000	100%
110-421-65-4661	Uniforms and Safety Equipment	65	427	400	400	400	0%
		252	465	1,400	900	1,400	56%
<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>80,514</b>	<b>96,153</b>	<b>116,250</b>	<b>111,850</b>	<b>124,600</b>	<b>11%</b>

# Public Works Department

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# Public Works Department

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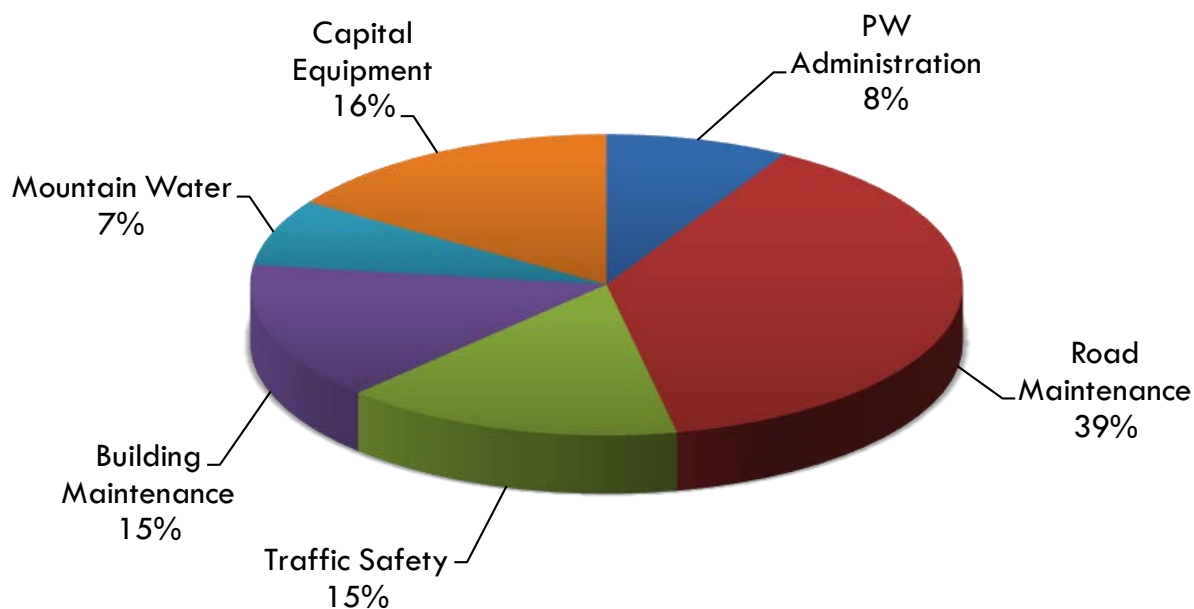
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# Public Works Department

<b>Expenses by Program</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Administration	\$ 349,954	\$ 157,240	\$ 217,300	\$ 216,000	\$ 239,300	11%
Road Maintenance	469,597	853,135	988,545	970,445	1,109,120	14%
Traffic Safety	279,725	350,245	406,475	380,145	443,950	17%
Building Maintenance	314,118	367,554	400,775	390,825	427,225	9%
Mountain Water	17,428	22,900	40,025	24,075	206,150	756%
Operating Expenses	\$1,430,823	\$1,751,074	\$2,053,120	\$1,981,490	\$2,425,745	22%
Capital	365,401	130,470	443,000	433,650	453,500	5%
Special Projects	10,088	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 1,806,311</b>	<b>\$ 1,881,544</b>	<b>\$ 2,496,120</b>	<b>\$ 2,415,140</b>	<b>\$ 2,879,245</b>	<b>19%</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

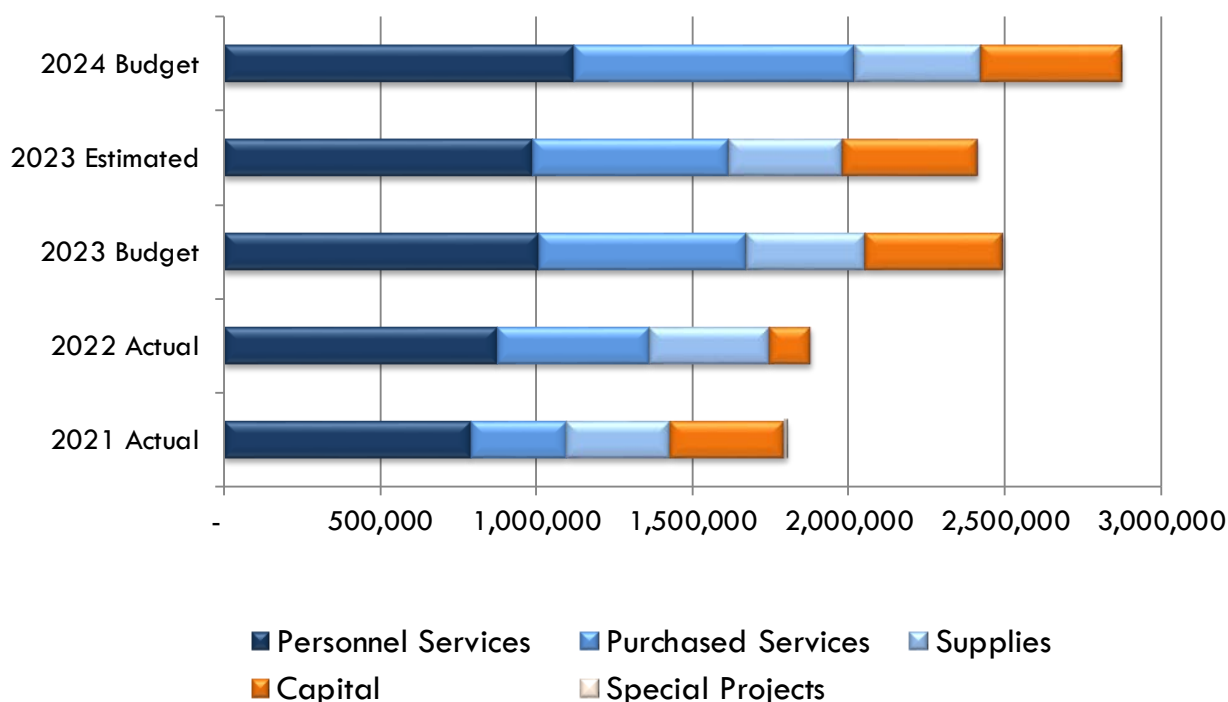


# Public Works Department

## Expenses by Type

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services	\$ 790,750	\$ 875,647	\$1,004,900	\$ 985,300	\$1,119,125	14%
Purchased Services	307,606	488,727	666,750	630,100	899,600	43%
Supplies	332,466	386,702	381,470	366,090	407,020	11%
Operating Expenses	\$1,430,823	\$1,751,076	\$2,053,120	\$1,981,490	\$2,425,745	22%
Capital	365,401	130,470	443,000	433,650	453,500	5%
Special Projects	10,088	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 1,806,311</b>	<b>\$ 1,881,546</b>	<b>\$ 2,496,120</b>	<b>\$ 2,415,140</b>	<b>\$ 2,879,245</b>	<b>19%</b>

## Budget History



## Factors Affecting Expenses

Overall expenses of the Public Works Department of \$2.9 million are budgeted to increase 15% from the \$2.5 million budgeted in 2023, and 19% over 2023 estimated amounts.

- Personnel costs, including taxes and benefits, are budgeted to increase 10% with a new Maintenance Worker included in Road Maintenance. This position does replace two seasonal workers that the Public Works Department has not been able to fill.

# Public Works Department

- Purchased property services are budgeted to increase 10%. Significant increases include:
  - Chipsealing – Double chip seal of S. 19 Road, at \$210,000 (an increase of \$60,000 from the prior year).
  - Road Repair and Maintenance - \$90,000.
  - Street Striping is budgeted to increase to \$71,500.
- Capital expenses are budgeted to increase 5%. Significant capital items scheduled for the 2024 budget include:
  - Sidewalk repair/replacements of \$100,000
  - New Capital Equipment –
    - Backhoe - \$120,000
    - Grinding Machine for Road Maintenance - \$25,500
    - \$23,000 is budgeted for a replacement of the fire door at the Fruita Civic Center.
  - Capital equipment replacements from the CERF which include the following:
    - Crack Sealer - \$120,000
    - Road Maintenance Truck - \$50,000
  - \$165,000 is budgeted for the design and planning of breaching Reservoir #2.

## 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	2021 Budget	2022 Budget	2023 Budget	2024 Budget
<b>Public Works</b>				
Public Works Director	0.49	0.49	0.49	0.49
Public Works Superintendent	0.49	0.49	0.49	0.49
Administration Tech/Specialist	0.49	0.49	0.49	0.49
Crew Supervisor	1.71	1.90	1.90	1.90
Crew Leader	0.85	0.90	0.90	0.90
Heavy Equipment Operator	2.70	2.05	2.05	2.05
Maintenance Worker II	2.50	3.90	3.90	3.90
Maintenance Worker I	1.50	1.50	1.50	2.50
Custodian	1.00	1.00	1.00	1.00
<b>Total Positions</b>	<b>11.73</b>	<b>12.72</b>	<b>12.72</b>	<b>13.72</b>

# Public Works Department

PUBLIC WORKS (GENERAL FUND) FUND STAFFING CHART				
Hours	2021 Actual	2022 Actual	2023 Budget	2024 Budget
<b><u>Public Works Administration</u></b>				
Full time employees	2,881	2,938	3,027	3,027
Part time employees	-	-	-	-
Overtime	2	3	-	-
<i>Subtotal</i>	2,883	2,941	3,027	3,027
<b><u>Road Maintenance</u></b>				
Full time employees	9,182	11,127	11,083	13,163
Part time employees	2,156	1,673	2,080	-
Overtime	208	193	395	405
<i>Subtotal</i>	11,546	12,993	13,558	13,568
<b><u>Traffic Safety</u></b>				
Full time employees	2,487	2,076	2,645	2,645
Part time employees	6	-	1,040	1,040
Overtime	121	249	75	75
<i>Subtotal</i>	2,614	2,325	3,760	3,760
<b><u>Building Maintenance</u></b>				
Full time employees	5,974	6,247	6,340	6,340
Part time employees	-	-	-	-
Overtime	54	31	150	150
<i>Subtotal</i>	6,028	6,278	6,490	6,490
<b><u>Mountain Water</u></b>				
Full time employees	532	423	530	520
Part time employees	-	-	-	-
Overtime	14	3	13	13
<i>Subtotal</i>	546	426	543	533
<b><u>Total Public Works</u></b>				
Full time employees	21,056	22,811	23,625	25,695
Part time employees	2,162	1,673	3,120	1,040
Overtime	399	479	633	643
<b>Total Hours</b>	23,617	24,963	27,378	27,378
<b>Total FTE Equivalents</b>	11.35	12.00	13.16	13.16

# Public Works Department

Expenses		2021	2022	2023	2023	2024	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4113	Salaries, Public Works	497,936	545,544	594,425	594,425	692,050	16%
4120	Part Time	31,711	27,605	53,400	30,000	19,225	-36%
4130	Overtime	13,233	14,524	23,825	27,625	25,400	-8%
		542,880	587,673	671,650	652,050	736,675	13%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	160,520	193,065	221,025	221,025	259,750	18%
4220	FICA Payroll Expense	32,651	34,677	41,775	41,775	45,750	10%
4221	Medicare Payroll Expense	7,636	8,110	9,825	9,825	10,750	9%
4230	Retirement Contribution	22,424	29,961	27,850	27,850	32,325	16%
4250	Unemployment Insurance	1,566	1,118	2,100	2,100	2,300	10%
4260	Workers Compensation Insurance	23,073	21,043	30,675	30,675	31,575	3%
		247,870	287,974	333,250	333,250	382,450	15%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	11,136	18,080	16,625	16,625	32,125	93%
4325	Software Subscriptions	-	-	-	-	26,000	N/A
4330	Legal Fees	-	-	-	-	-	N/A
4335	Engineering	-	-	-	-	165,000	N/A
		11,136	18,080	16,625	16,625	223,125	1242%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4426	Water Line Repair	-	7,703	12,000	5,000	12,000	140%
4427	Reservoir Maintenance	-	721	6,000	1,000	6,000	500%
4430	Service Contracts	24,698	82,613	171,700	166,700	98,300	-41%
4435	Fleet Maintenance Charges	180,248	135,743	175,675	175,675	202,025	15%
4440	Building Maintenance	12,931	19,262	25,000	20,000	15,500	-23%
4442	Equipment Rental	8,398	7,466	13,000	5,500	13,000	136%
4450	Road Repair & Maintenance	58,190	73,954	80,000	80,000	90,000	13%
4451	Chipsealing and Patching	-	129,792	150,000	150,000	210,000	40%
4452	Drainage	8,426	8,488	8,000	4,000	8,000	100%
4453	Street Light Repair & Maint.	703	342	3,000	500	15,000	2900%
		293,593	466,084	644,375	608,375	669,825	10%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4530	Telephone	2,878	4,563	5,750	5,100	6,650	30%
4551	Publishing	-	-	-	-	-	N/A
		2,878	4,563	5,750	5,100	6,650	30%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	1,156	1,139	2,500	2,500	2,500	0%
4611	Postage	-	-	-	-	-	N/A
4612	Supplies and Tools	20,891	23,084	28,250	25,800	42,750	66%
4620	Utilities	74,168	90,135	80,000	80,000	80,000	0%
4621	Street Lighting	173,223	178,703	180,000	180,000	180,000	0%
4626	Fuel	31,034	42,937	42,720	38,820	42,720	10%
4630	Meeting/Appreciation Supplies	1,393	3,230	2,500	2,500	2,500	0%
4641	Snow and Ice Removal	6,216	16,269	10,000	10,000	15,000	50%

City of Fruita

2024 Budget

# Public Works Department

Expenses		2021	2022	2023	2023	2024	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b>SUPPLIES (continued)</b>							
4642	Signs and Paint	17,688	21,001	22,750	14,350	25,750	79%
4651	Weed Control	2,658	3,077	4,000	4,000	4,500	13%
4661	Uniforms	3,898	4,318	6,750	6,120	8,250	35%
4662	Safety Equipment	140	2,809	2,000	2,000	3,050	53%
		332,466	386,702	381,470	366,090	407,020	11%
<b>CAPITAL</b>							
4720	Construction	-	-	-	-	-	N/A
4732	Sidewalk Replacement	38,734	112,148	100,000	100,000	100,000	0%
4742	Mobile Equipment	317,912	-	334,000	330,650	170,000	-49%
4743	Furniture and Equipment	8,756	15,266	9,000	3,000	183,500	6017%
4744	Computer Equipment	-	-	-	-	-	N/A
4747	Capital Equipment - Leased	-	3,056	-	-	-	
		365,401	130,470	443,000	433,650	453,500	5%
<b>SPECIAL PROJECTS</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>1,806,311</b>	<b>1,881,546</b>	<b>2,496,120</b>	<b>2,415,140</b>	<b>2,879,245</b>	<b>19%</b>

# Public Works Department

## Administration

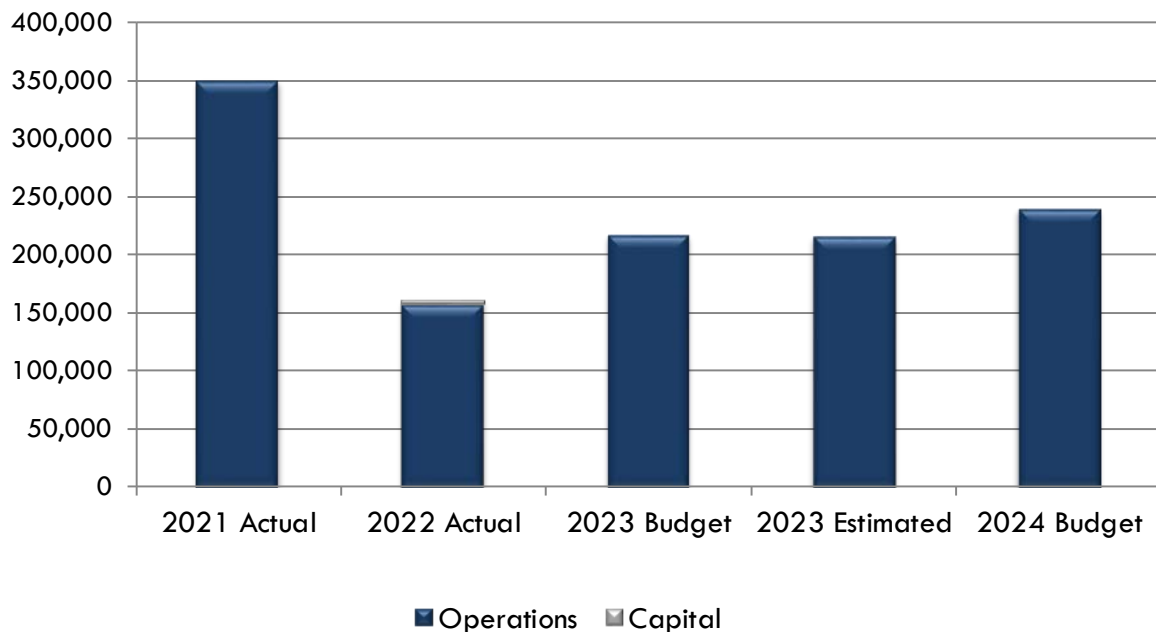
### EXPENDITURES

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$ 96,653	\$ 105,664	\$ 115,775	\$ 115,775	\$ 125,025	8%
Personnel Services, Benefits	38,090	42,556	43,850	43,850	46,700	6%
Purchased Professional Services	11,136	5,908	10,000	10,000	36,000	260%
Purchased Property Services	194,485	(3,937)	36,725	36,725	20,575	-44%
Other Purchased Services	2,270	1,473	2,700	2,700	2,700	0%
Supplies	7,321	5,576	8,250	6,950	8,300	19%
Operating Expenses	\$ 349,954	\$ 157,240	\$ 217,300	\$ 216,000	\$ 239,300	11%
Capital	-	3,056	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 349,954</b>	<b>\$ 160,296</b>	<b>\$ 217,300</b>	<b>\$ 216,000</b>	<b>\$ 239,300</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 Administrations looks to continue to build upon monitoring asset management tools to assist in evaluating and prioritizing repair & maintenance operations for the City. This will include continuing to evaluate infrastructure inventories for streets and sidewalks, as well as more comprehensively identifying capital needs to meet the growing needs of the City.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Completed process mapping for the Right-of-Way Permit process with Engineering staff to ensure a streamlined process. Some adjustments to the application were made to ensure all requirements are identified at time of application.
- As an ongoing focus of succession planning within the department, we have developed a Supervisor Training Program using the American Public Works Association Supervisor curriculum. Five employees completed the American Public Works Association (APWA) Supervisor Training program.
- As an opportunity to recruit students into the Public Works profession, staff attended the Career Fair at Central High School.
- Coordinated Public Works and Engineering review for Right-of-Way permits. Public Works averages a total of 63 ROW permits annually.

### **GOALS**

- As Public Works evolves in new areas, we will need to develop new skills and broaden our scope of expertise to meet these new challenges. In addition, as many in this workforce are preparing to retire, we will 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**

- To provide quality core services and support the City's strategic outcome, "Quality of Place", the Public Works Department must have properly trained employees. The department is committed to workforce development by identifying required training and

# Public Works Department

## Administration

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certification levels for all staff.

- Provide a high level of customer service by responding to citizen requests within the same day as reported. Address and distribute all other citizen concerns to the correct department.
- Work with Community Development staff to incorporate ROW Permit applications in the city's Cloudpermit software program making the process more streamlined and efficient.

### **BUDGET HIGHLIGHTS**

- Software subscriptions, new in the 2024 Budget, include funds related to the organization Work Order System.

# Public Works Department

## Administration

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-431-50-4113	Salaries, Public Works	96,653	105,664	115,775	115,775	125,025	8%
110-431-50-4120	Salaries, Part time	-	-	-	-	-	N/A
110-431-50-4130	Overtime	-	-	-	-	-	N/A
		96,653	105,664	115,775	115,775	125,025	8%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-431-50-4210	Health Insurance	24,532	26,712	27,725	27,725	29,475	6%
110-431-50-4220	FICA Payroll Expense	5,893	6,454	7,200	7,200	7,775	8%
110-431-50-4221	Medicare Payroll Expense	1,378	1,509	1,700	1,700	1,825	7%
110-431-50-4230	Retirement Contribution	4,367	6,218	5,225	5,225	5,625	8%
110-431-50-4250	Unemployment Insurance	283	208	375	375	400	7%
110-431-50-4260	Workers Compensation Ins	1,637	1,455	1,625	1,625	1,600	-2%
		38,090	42,556	43,850	43,850	46,700	6%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-431-50-4310	Professional Development	11,136	5,908	10,000	10,000	10,000	0%
110-431-50-4325	Software Subscriptions	-	-	-	-	26,000	N/A
		11,136	5,908	10,000	10,000	36,000	260%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-431-50-4430	Service Contracts	14,237	16,187	22,500	22,500	6,000	-73%
110-431-50-4435	Fleet Maintenance Charges	180,248	(20,124)	14,225	14,225	14,575	2%
		194,485	(3,937)	36,725	36,725	20,575	-44%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-431-50-4530	Telephone	2,270	1,473	2,700	2,700	2,700	0%
		2,270	1,473	2,700	2,700	2,700	0%
<b><u>SUPPLIES</u></b>							
110-431-50-4610	Office Supplies	1,156	1,139	2,500	2,500	2,500	0%
110-431-50-4626	Fuel	733	592	1,500	200	1,500	650%
110-431-50-4630	Meeting/Appreciation Supplies	1,393	3,230	2,500	2,500	2,500	0%
110-431-50-4661	Uniforms	3,898	534	1,500	1,500	1,500	0%
110-431-50-4662	Safety Equipment	140	81	250	250	300	20%
		7,321	5,576	8,250	6,950	8,300	19%
<b><u>CAPITAL</u></b>							
110-431-50-4742	Mobile Equipment	-	-	-	-	-	N/A
110-431-50-4743	Furniture and equipment	-	-	-	-	-	N/A
110-431-50-4747	Capital Equipment - Leased	-	3,056	-	-	-	N/A
		-	3,056	-	-	-	N/A
<b>TOTAL PUBLIC WORKS ADMINISTRATION</b>		<b>349,954</b>	<b>160,296</b>	<b>217,300</b>	<b>216,000</b>	<b>239,300</b>	<b>11%</b>

# Public Works Department

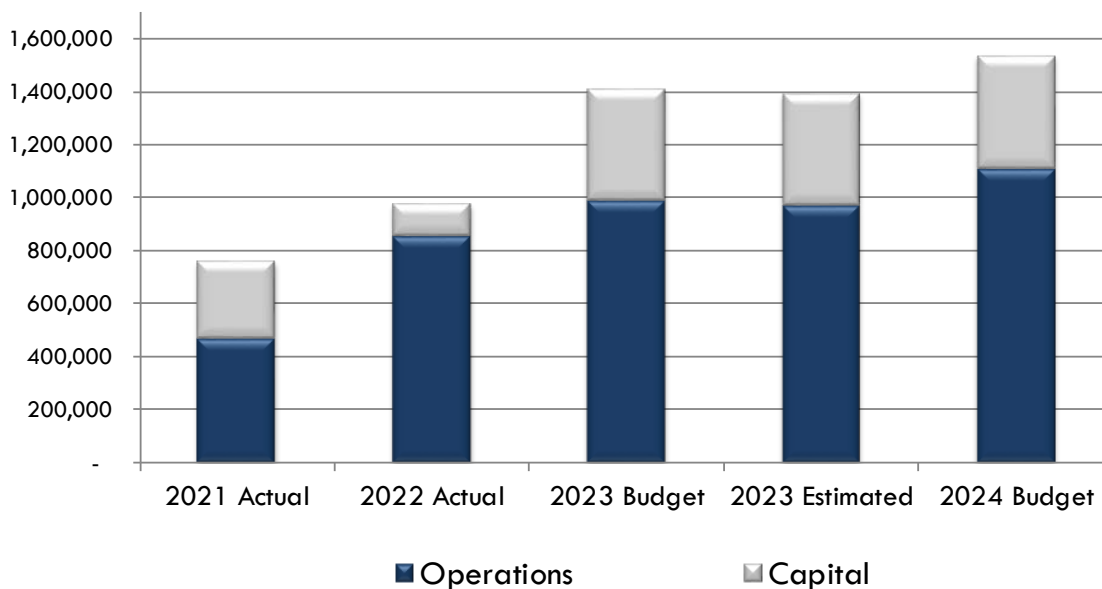
## Road Maintenance

<b>EXPENDITURES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 254,929	\$ 288,831	\$ 310,950	\$ 305,350	\$ 346,125	13%
Personnel Services, Benefits	110,245	131,820	157,050	157,050	194,950	24%
Purchased Professional Services	-	11,000	5,000	5,000	20,000	300%
Purchased Property Services	71,934	368,461	465,125	453,625	493,725	9%
Other Purchased Services	-	1,882	1,800	1,800	2,700	50%
Supplies	32,489	51,141	48,620	47,620	51,620	8%
Operating Expenses	\$ 469,597	\$ 853,135	\$ 988,545	\$ 970,445	\$1,109,120	14%
Capital	292,639	125,363	424,000	424,000	425,500	0%
<b>Total Expense</b>	<b>\$ 762,236</b>	<b>\$ 978,498</b>	<b>\$1,412,545</b>	<b>\$1,394,445</b>	<b>\$1,534,620</b>	<b>10%</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 the chip seal program to extend the life of residential roads.
- 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**

- Completed an engineering assessment of all City owned roadways with PCI index as a national standard of evaluating asphalt conditions with integration into GIS.
- Maintenance of all dirt roads and dust control was applied to 19 Road, Snooks, 18.5 Road, Greenway, and Raptor Road.
- City crews used 11 pallets of crack seal material in preparation of chip sealing and coordinated with Mesa County to complete nearly 5 miles of chip seal.
- As part of the Public Works Department professional development and succession planning, two streets division employees completed APWA Supervisor Training program.
- City staff are projected to complete 150-200 tons of asphalt patching on condition-based street repairs.
- Evaluation of drainage and culvert conditions along King's View Road corridor with the replacement of one 15-inch culvert.
- Public Works staff to continue professional development with specific training to improve the quality of streets, right-of-way, and traffic for the community.

### **GOALS**

- Utilize the PCI (Pavement Condition Inventory) index to evaluate the area of impact and travel conditions to focus roadway repairs to improve overall quality of City streets and evaluate capital projects to align with utility conditions for overall cost savings while maintaining high levels of repair.

# Public Works Department

## Road Maintenance

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- Be proactive in removing sidewalk trip hazards by utilizing Asset Condition information to identify areas where concrete sidewalks require maintenance and utilizing new equipment to remove hazards.
- Provide a high level of street sweeping service to the community by implementing published schedules and route mapping to the public.
- Evaluate new technologies and applications for asphalt surface reconditioning.
- Continue to support development and progression of staff in acquiring necessary certifications.
- Coordinate with the Engineering Department on capital projects (chip seal, overlays, striping, and sidewalk replacement).
- The Road Maintenance Division will assume the responsibilities of utility locates with the addition of one FTE which will allow the utility crews to focus on preventative maintenance of the collection system.

### **PERFORMANCE MEASURES**

- As outlined within the community survey the quality of city streets is a top priority for investment. Public works will strive to maintain all city streets in safe driving condition for the public and continue to evaluate city streets to maintain a PCI score of 70 or higher and a condition rating with less than 10% of streets below a PCI score of 50.
- To support the city's strategic outcome "Quality of Place" and provide quality essential services and infrastructure, public works will continue to attend specific professional development and training for process, procedures, applications, and technology for providing high level of roadway repairs and maintenance.

### **BUDGET HIGHLIGHTS**

- Purchase of John Deere 310 backhoe to replace the existing 24-year-old backhoe. This equipment is used by Public Works to be proactive in maintenance of existing infrastructure and to respond to sewer repairs, snow removal, street repairs, irrigation, and mountain water repairs. This is a necessary piece of equipment to support the city's strategic outcome of "Quality of Place" to provide essential services and infrastructure.
- Purchase of grinding equipment to remove thermal plastics, paint striping, and concrete sidewalks that present tripping hazards for pedestrians will allow the Streets Division to be proactive in maintaining critical infrastructure throughout the community.
- Increase staffing with the addition of one new FTE positions in Road Maintenance. To help offset costs, this position replaces two seasonal/part-time positions that the Department has not been able to fill.
- An increase of \$15,000 has been added to Professional Development for current and the new Maintenance Worker positions to obtain CDL and necessary certifications for the position.

# Public Works Department

## Road Maintenance

Expenses		2021	2022	2023	2023	2024	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-431-51-4113	Salaries, Public Works	215,970	255,696	260,725	260,725	330,625	27%
110-431-51-4120	Part Time	31,623	27,605	35,600	30,000	-	-100%
110-431-51-4130	Overtime	7,337	5,530	14,625	14,625	15,500	6%
		254,929	288,831	310,950	305,350	346,125	13%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-431-51-4210	Health Insurance	67,193	83,491	101,750	101,750	132,875	31%
110-431-51-4220	FICA Payroll Expense	15,345	17,326	19,300	19,300	21,475	11%
110-431-51-4221	Medicare Payroll Expense	3,589	4,052	4,525	4,525	5,050	12%
110-431-51-4230	Retirement Contribution	9,703	12,761	12,350	12,350	15,600	26%
110-431-51-4250	Unemployment Insurance	736	559	950	950	1,050	11%
110-431-51-4260	Workers Compensation Ins	13,680	13,631	18,175	18,175	18,900	4%
		110,245	131,820	157,050	157,050	194,950	24%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-431-51-4310	Professional Development	-	11,000	5,000	5,000	20,000	300%
		-	11,000	5,000	5,000	20,000	300%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-431-51-4430	Service Contracts	-	-	63,400	63,400	-	-100%
110-431-51-4435	Fleet Maintenance Charges	-	151,400	153,725	153,725	175,725	14%
110-431-51-4442	Equipment Rental	5,318	4,827	10,000	2,500	10,000	300%
110-431-51-4450	Road Repair & Maintenance	58,190	73,954	80,000	80,000	90,000	13%
110-431-51-4451	Chipsealing and Patching	-	129,792	150,000	150,000	210,000	40%
110-431-51-4452	Drainage	8,426	8,488	8,000	4,000	8,000	100%
		71,934	368,461	465,125	453,625	493,725	9%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-431-51-4530	Telephone	-	1,882	1,800	1,800	2,700	50%
		-	1,882	1,800	1,800	2,700	50%
<b><u>SUPPLIES</u></b>							
110-431-51-4612	Supplies and Tools	5,218	8,204	9,000	8,000	9,000	13%
110-431-51-4626	Fuel	24,614	34,934	31,120	31,120	31,120	0%
110-431-51-4651	Weed Control	2,658	3,077	4,000	4,000	4,500	13%
110-431-51-4661	Uniforms	-	2,529	3,500	3,500	5,000	43%
110-431-51-4662	Safety Equipment	-	2,397	1,000	1,000	2,000	100%
		32,489	51,141	48,620	47,620	51,620	8%
<b><u>CAPITAL</u></b>							
110-431-51-4732	Sidewalk Replacements	38,734	112,148	100,000	100,000	100,000	0%
110-431-51-4742	Mobile Equipment	253,905	-	324,000	324,000	170,000	-48%
110-431-51-4743	Furniture and Equipment	-	13,215	-	-	155,500	N/A
110-431-51-4744	Computer Equipment	-	-	-	-	-	N/A
		292,639	125,363	424,000	424,000	425,500	0%
<b>TOTAL ROAD MAINTENANCE</b>		<b>762,236</b>	<b>978,498</b>	<b>1,412,545</b>	<b>1,394,445</b>	<b>1,534,620</b>	<b>10%</b>

# Public Works Department

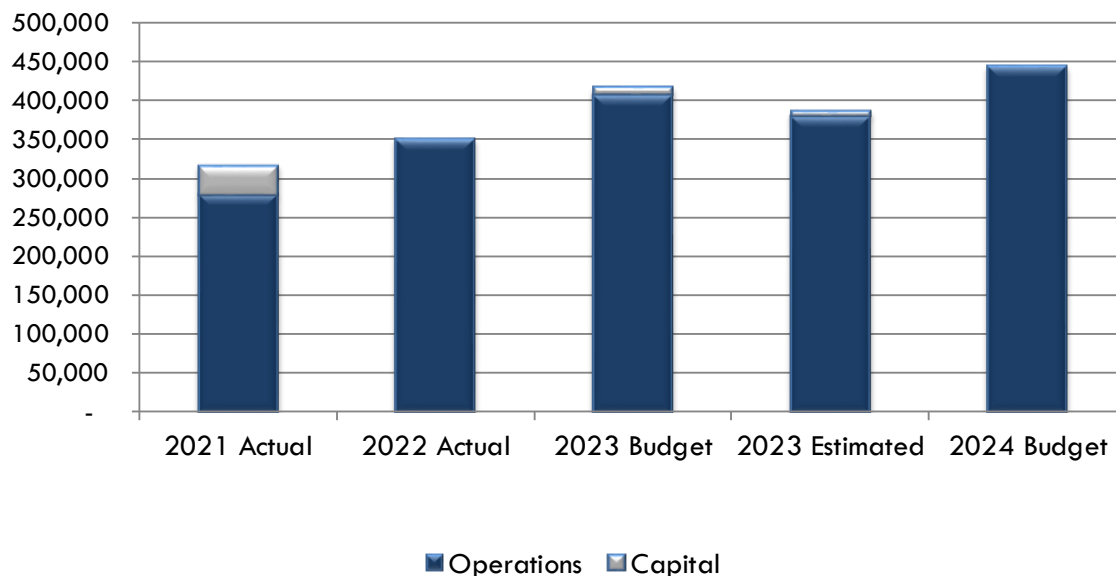
## Traffic Safety

<b>EXPENDITURES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 52,490	\$ 47,530	\$ 78,825	\$ 68,725	\$ 86,125	25%
Personnel Services, Benefits	25,960	25,703	37,650	37,650	39,900	6%
Purchased Professional Services	-	519	1,000	1,000	1,500	50%
Purchased Property Services	1,098	56,307	71,650	64,150	91,075	42%
Supplies	200,176	220,186	217,350	208,620	225,350	8%
Operating Expenses	\$ 279,725	\$ 350,245	\$ 406,475	\$ 380,145	\$ 443,950	17%
Capital	37,917	-	10,000	6,650	-	-100%
<b>Total Expense</b>	<b>\$ 317,642</b>	<b>\$ 350,245</b>	<b>\$ 416,475</b>	<b>\$ 386,795</b>	<b>\$ 443,950</b>	<b>15%</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 to keep roads, parking lots, and Community Center clear of snow and ice.
- Public Works crew restriped all parking stalls on Aspen St. from Park to Maple St. and city owned parking lots on Mulberry St., Peach St., Civic Center, Rec Center, and Dinosaur Journey Museum.
- Installed EV thermal plastic for the new EV charging stations at Civic Center and Dinosaur Journey Museum. Installed new thermal crosswalk on E Aspen & S Elm.
- Programed all safe route signs for the new school year.
- Review all special event traffic control plans and assist with set up and tear down of temporary traffic control for city sponsored events.
- Replaced flashing crosswalk signs on N Pine & E Pabor Ave.
- Reviewed ROW permit applications traffic control plans.
- Purchased a new trailer, to up fit for traffic control devices.

### **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.
- 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.
- Participate 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**

- Providing a safe transportation system for the traveling public is a core function for the city that supports Quality of Place. The Traffic Safety division is to objectively evaluate the safety of all aspects of transportation and provide physical measures (i.e., signage, pavement markings, geometric roadway features, etc.) to prevent accidents. The Traffic Safety Division will replace 8% of all street signs using evaluation criteria.

### **BUDGET HIGHLIGHTS**

- \$15,000 is budgeted for the repair of a I-70 streetlight.
- Increase in service contracts for inflation, street striping.
- Increase cost in snow removal line item due to increase cost in mag chloride and sand/salt.

# Public Works Department

## Traffic Safety

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-431-52-4113	Salaries, Public Works	48,509	39,716	58,725	58,725	64,450	10%
110-431-52-4120	Part Time	89	-	17,800	-	19,225	N/A
110-431-52-4130	Overtime	3,892	7,814	2,300	10,000	2,450	-76%
		52,490	47,530	78,825	68,725	86,125	25%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-431-52-4210	Health Insurance	17,012	18,245	23,825	23,825	25,325	6%
110-431-52-4220	FICA Payroll Expense	3,186	2,498	4,950	4,950	5,350	8%
110-431-52-4221	Medicare Payroll Expense	745	584	1,175	1,175	1,250	6%
110-431-52-4230	Retirement Contribution	2,184	2,350	2,775	2,775	3,000	8%
110-431-52-4250	Unemployment Insurance	153	81	250	250	275	10%
110-431-52-4260	Workers Compensation Ins	2,681	1,945	4,675	4,675	4,700	1%
		25,960	25,703	37,650	37,650	39,900	6%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-431-52-4310	Professional Development	-	519	1,000	1,000	1,500	50%
		-	519	1,000	1,000	1,500	50%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-431-52-4430	Service Contracts	395	55,615	65,000	60,000	71,500	19%
110-431-52-4435	Fleet Maintenance Charges	-	350	3,650	3,650	4,575	25%
110-431-52-4453	Street Light Repair & Maint.	703	342	3,000	500	15,000	2900%
		1,098	56,307	71,650	64,150	91,075	42%
<b><u>SUPPLIES</u></b>							
110-431-52-4612	Supplies and Tools	1,638	1,472	2,000	2,000	2,000	0%
110-431-52-4621	Street Lighting	173,223	178,703	180,000	180,000	180,000	0%
110-431-52-4626	Fuel	1,871	2,453	2,600	2,000	2,600	30%
110-431-52-4641	Snow and Ice Removal	6,216	16,269	10,000	10,000	15,000	50%
110-431-52-4642	Signs and Paint	17,228	20,672	22,000	14,000	25,000	79%
110-431-52-4661	Uniforms	-	360	250	120	250	108%
110-431-52-4662	Safety Equipment	-	257	500	500	500	0%
		200,176	220,186	217,350	208,620	225,350	8%
<b><u>CAPITAL</u></b>							
110-431-52-4742	Mobile Equipment	37,917	-	10,000	6,650	-	-100%
110-431-52-4743	Furniture and Equipment	-	-	-	-	-	N/A
		37,917	-	10,000	6,650	-	-100%
<b>TOTAL TRAFFIC SAFETY</b>		<b>317,642</b>	<b>350,245</b>	<b>416,475</b>	<b>386,795</b>	<b>443,950</b>	<b>15%</b>

# Public Works

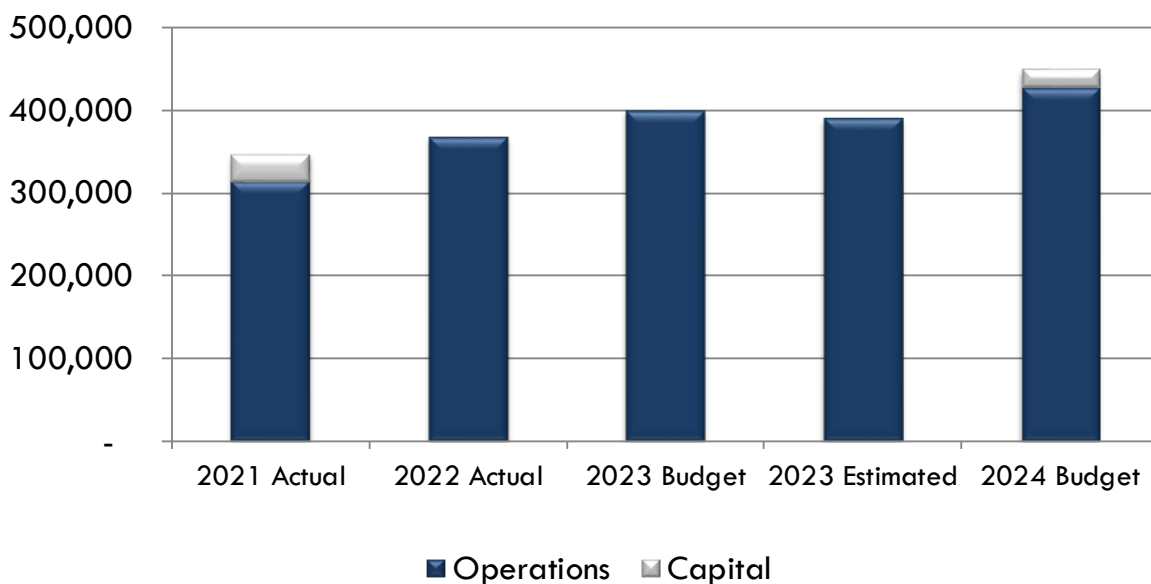
## Building Maintenance

<b>EXPENDITURES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 126,260	\$ 136,249	\$ 155,100	\$ 151,200	\$ 167,525	11%
Personnel Services, Benefits	69,373	84,846	90,425	90,425	96,375	7%
Purchased Professional Services	-	652	625	625	625	0%
Purchased Property Services	26,076	36,829	52,875	47,875	46,450	-3%
Other Purchased Services	608	1,208	1,250	600	1,250	108%
Supplies	\$ 91,801	\$ 107,770	\$ 100,500	\$ 100,100	\$ 115,000	15%
Operating Expenses	314,118	367,554	400,775	390,825	427,225	9%
Capital	34,845	-	-	-	23,500	N/A
Special Projects	10,088	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 359,051</b>	<b>\$ 367,554</b>	<b>\$ 400,775</b>	<b>\$ 390,825</b>	<b>\$ 450,725</b>	<b>15%</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**

- Public Works, Civic Center, and the Police building offices were painted. A wood preservative was applied to the siding at the Chamber of Commerce building. A wall repair was completed at the police building, 24 pieces of 16-gauge metal were installed on the pony wall partition in the officer’s area and installed finished wood trim on top of each pony wall partition.
- During the Civic Center remodel, Building Maintenance assisted with coordination of city staff needs including temporarily relocating workstations and assisting with setup of new office space. Prior to construction, the main floor north storage room was relocated to the basement storage room.
- Building Maintenance staff trained all PW divisions at the Civic Center and the Police building on plumbing, electrical, fire, and elevator systems.
- Completed a monthly inspection list that includes exit light testing, sump pump testing, and eye wash station inspection.
- Staff participated in safety classes that include traffic safety, confined space, forklift, defensive driving, snow and ice driving, and collection system training.

### **GOALS**

- The Building Maintenance division ensures that facilities are kept in a clean and safe condition and preventative maintenance is completed in a timely manner and on schedule.
- Maintain a schedule to paint interior offices and lobby area.
- Complete an Investment Grade Audit as part of the State of Colorado’s Energy Office programs to determine energy efficiency improvements for all city owned facilities.

### **PERFORMANCE MEASURES**

- Implement energy efficiency improvements identified in the Investment Grade Audit.
- Evaluate Civic Center HVAC system maintenance program to reduce downtime and costs.

# Public Works

## Building Maintenance

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### **BUDGET HIGHLIGHTS**

- \$23,000 is budgeted for the replacement of the fire doors at the Fruita Civic Center.
- Investment Grade Audit with Colorado Energy Office.

# Public Works Department

## Building Maintenance

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
110-431-54-4113	Salaries, Public Works	124,794	135,119	148,600	148,600	160,500	8%
110-431-54-4120	Part Time	-	-	-	-	-	N/A
110-431-54-4130	Overtime	1,467	1,130	6,500	2,600	7,025	170%
		126,260	136,249	155,100	151,200	167,525	11%
<b>PERSONNEL SERVICES, BENEFITS</b>							
110-431-54-4210	Health Insurance	49,505	63,240	65,250	65,250	69,450	6%
110-431-54-4220	FICA Payroll Expense	7,451	7,814	9,625	9,625	10,400	8%
110-431-54-4221	Medicare Payroll Expense	1,742	1,828	2,250	2,250	2,450	9%
110-431-54-4230	Retirement Contribution	5,629	8,107	7,000	7,000	7,550	8%
110-431-54-4250	Unemployment Insurance	357	252	475	475	525	11%
110-431-54-4260	Workers Compensation Insu	4,690	3,605	5,825	5,825	6,000	3%
		69,373	84,846	90,425	90,425	96,375	7%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
110-431-54-4310	Professional Development	-	652	625	625	625	0%
		-	652	625	625	625	0%
<b>PURCHASED PROPERTY SERVICES</b>							
110-431-54-4430	Service Contracts	10,066	10,811	20,800	20,800	20,800	0%
110-431-54-4435	Fleet Maintenance Charges	-	4,117	4,075	4,075	7,150	75%
110-431-54-4440	Building Maintenance	12,931	19,262	25,000	20,000	15,500	-23%
110-431-54-4442	Equipment Rental	3,080	2,639	3,000	3,000	3,000	0%
		26,076	36,829	52,875	47,875	46,450	-3%
<b>OTHER PURCHASED SERVICES</b>							
110-431-54-4530	Telephone	608	1,208	1,250	600	1,250	108%
		608	1,208	1,250	600	1,250	108%
<b>SUPPLIES</b>							
110-431-54-4612	Supplies and Tools	14,003	13,130	15,500	15,500	30,000	94%
110-431-54-4620	Utilities	74,168	90,135	80,000	80,000	80,000	0%
110-431-54-4626	Fuel	3,170	3,209	2,500	3,000	2,500	-17%
110-431-54-4642	Signs	460	329	750	350	750	114%
110-431-54-4661	Uniforms	-	894	1,500	1,000	1,500	50%
110-431-54-4662	Safety equipment	-	73	250	250	250	0%
		91,801	107,770	100,500	100,100	115,000	15%
<b>CAPITAL</b>							
110-431-54-4720	Construction	-	-	-	-	-	N/A
110-431-54-4742	Mobile Equipment	26,089	-	-	-	-	N/A
110-431-54-4743	Furniture and Equipment	8,756	-	-	-	23,500	N/A
		34,845	-	-	-	23,500	N/A
<b>SPECIAL PROJECTS</b>							
110-431-54-4822	Space Needs Assessment	10,088	-	-	-	-	N/A
		10,088	-	-	-	-	N/A
<b>TOTAL BUILDING MAINTENANCE</b>		<b>359,051</b>	<b>367,554</b>	<b>400,775</b>	<b>390,825</b>	<b>450,725</b>	<b>15%</b>

# Public Works Department

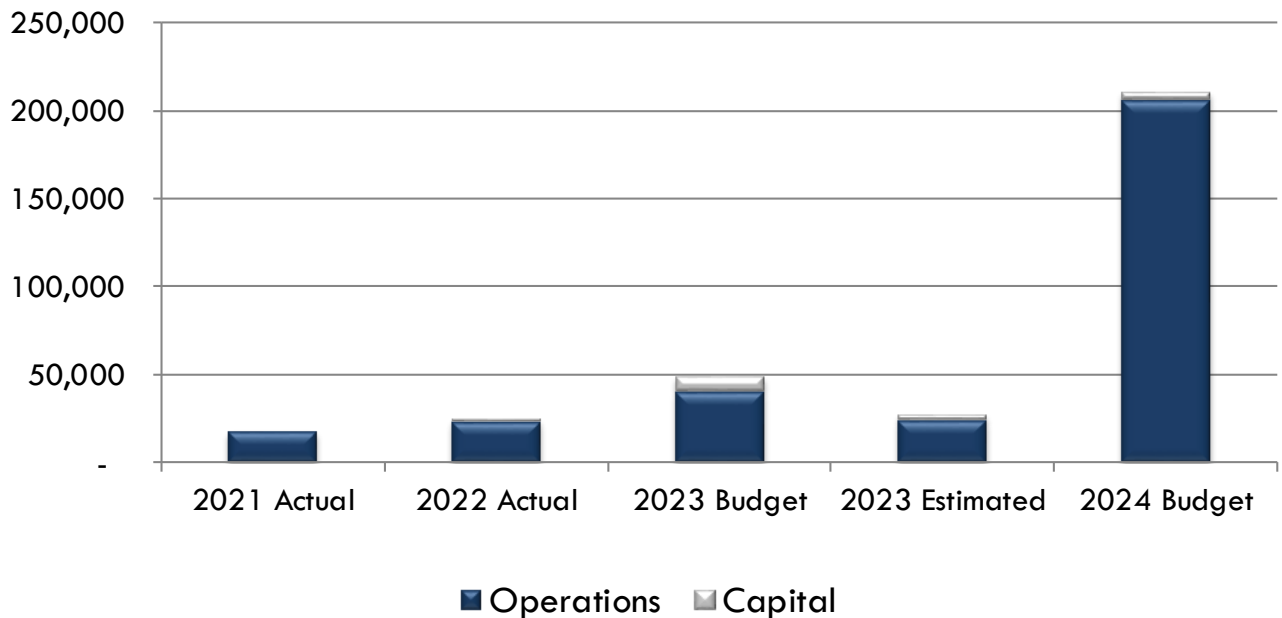
## Mountain Water

<b>EXPENDITURES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 12,548	\$ 9,400	\$ 11,000	\$ 11,000	\$ 11,875	8%
Personnel Services, Benefits	4,201	3,050	4,275	4,275	4,525	6%
Purchased Professional Services	-	-	-	-	165,000	N/A
Purchased Property Services	-	8,423	18,000	6,000	18,000	200%
Supplies	679	2,027	6,750	2,800	6,750	141%
Operating Expenses	\$ 17,428	\$ 22,900	\$ 40,025	\$ 24,075	\$ 206,150	756%
Capital	-	2,051	9,000	3,000	4,500	50%
<b>Total Expense</b>	<b>\$ 17,428</b>	<b>\$ 24,951</b>	<b>\$ 49,025</b>	<b>\$ 27,075</b>	<b>\$ 210,650</b>	<b>678%</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**

- 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. A Preliminary Investigative Feasibility Study (PIFR) was completed to evaluate potential funding for this watershed.
- Reservoir #2 inadvertently filled due to snowpack. Staff initiated the siphon to draw down the reservoir levels and conducted daily observations and recorded water levels until the reservoir was empty.
- Enoch's 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.
- Based on the recommendations from the NRCS – Preliminary Investigative Feasibility Study the city is considering additional alternatives to resolve the issues with Reservoir #2.

### **PERFORMANCE MEASURES**

- Evaluate long term solutions to issues at Reservoir #2 and determine the most cost-effective option for implementation.

# Public Works Department

## Mountain Water

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### **BUDGET HIGHLIGHTS**

- There is \$165,000 budgeted (in Engineering) for the design and planning of breaching Reservoir #2. Constructed in 1935, Fruita Reservoir #2, located 20 miles south of Fruita, Colorado, is a significant hazard dam with documented embankment cracking since 2007. In 2016, a new scarp and slope failure triggered a "no-fill" order, highlighting its threat. Facing options of rehabilitation, spillway reduction, or dam breach, the City has struggled to secure funding, prompting the initiation of a dam breach project, involving field surveys and collaboration with regulatory agencies, set for completion in 2024.

# Public Works Department

## Mountain Water

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-431-70-4113	Salaries, Public Works	12,011	9,349	10,600	10,600	11,450	8%
110-431-70-4120	Salaries, Part time	-	-	-	-	-	N/A
110-431-70-4130	Overtime	538	51	400	400	425	6%
		12,548	9,400	11,000	11,000	11,875	8%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-431-70-4210	Health Insurance	2,278	1,377	2,475	2,475	2,625	6%
110-431-70-4220	FICA Payroll Expense	776	585	700	700	750	7%
110-431-70-4221	Medicare Payroll Expense	182	137	175	175	175	0%
110-431-70-4230	Retirement Contribution	542	525	500	500	550	10%
110-431-70-4250	Unemployment Insurance	37	19	50	50	50	0%
110-431-70-4260	Workers Compensation Insurance	386	407	375	375	375	0%
		4,201	3,050	4,275	4,275	4,525	6%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-431-70-4335	Engineering	-	-	-	-	165,000	N/A
		-	-	-	-	165,000	N/A
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-431-70-4426	Water Line Repair	-	7,703	12,000	5,000	12,000	140%
110-431-70-4427	Reservoir Maintenance	-	720	6,000	1,000	6,000	500%
110-431-70-4435	Fleet Maintenance	-	-	-	-	-	N/A
		-	8,423	18,000	6,000	18,000	200%
<b><u>SUPPLIES</u></b>							
110-431-70-4612	Supplies and Tools	33	278	1,750	300	1,750	483%
110-431-70-4626	Fuel	646	1,749	5,000	2,500	5,000	100%
		679	2,027	6,750	2,800	6,750	141%
<b><u>CAPITAL</u></b>							
110-431-70-4743	Furniture and Equipment	-	2,051	9,000	3,000	4,500	50%
		-	2,051	9,000	3,000	4,500	50%
<b>TOTAL MOUNTAIN WATER</b>		<b>17,428</b>	<b>24,951</b>	<b>49,025</b>	<b>27,075</b>	<b>210,650</b>	<b>678%</b>

# Parks and Recreation Department

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# Parks and Recreation Department

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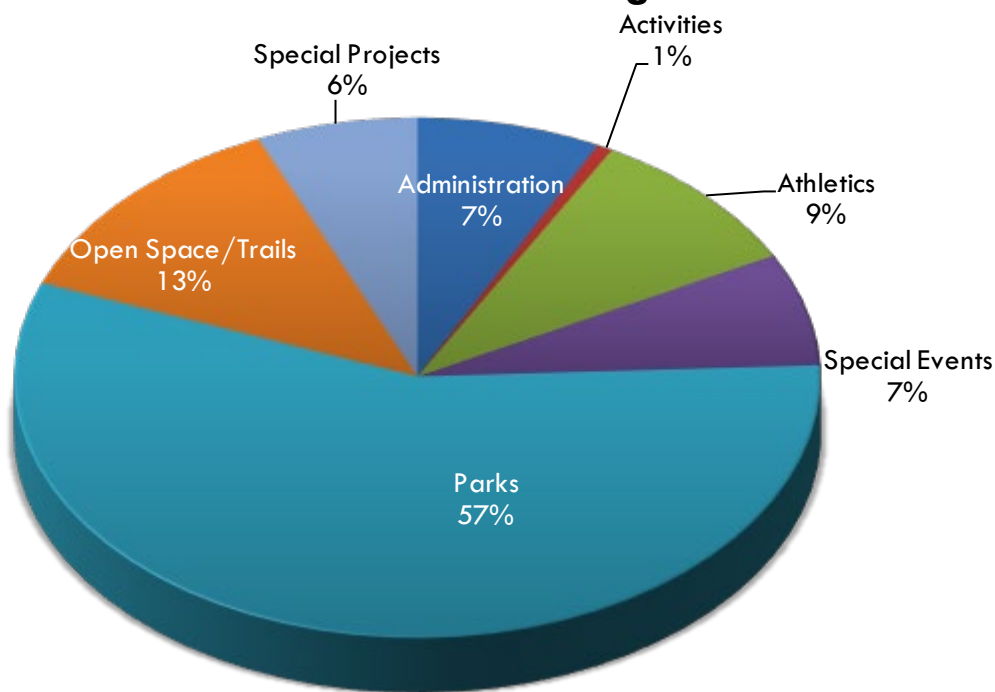
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# Parks and Recreation Department

<b>Expenses by Program</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Administration	\$ 144,698	\$ 150,504	\$ 159,750	\$ 158,350	\$ 105,625	-33%
Activities	7,222	11,255	18,575	13,175	8,850	-33%
Athletics	111,499	112,408	135,975	131,325	130,875	0%
Special Events	61,190	100,422	118,375	121,530	99,600	-18%
Parks	633,776	660,064	803,725	740,025	801,525	8%
Open Space/Trails	101,773	121,138	150,200	130,200	178,950	37%
Operating Expenses	\$1,060,159	\$1,155,791	\$1,386,600	\$1,294,605	\$1,325,425	2%
Capital	52,557	-	50,800	62,425	77,500	24%
Special Projects	57,633	64,592	56,500	51,900	92,000	77%
<b>Total Expense</b>	<b>\$ 1,170,349</b>	<b>\$ 1,220,383</b>	<b>\$ 1,493,900</b>	<b>\$ 1,408,930</b>	<b>\$ 1,494,925</b>	<b>6%</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.

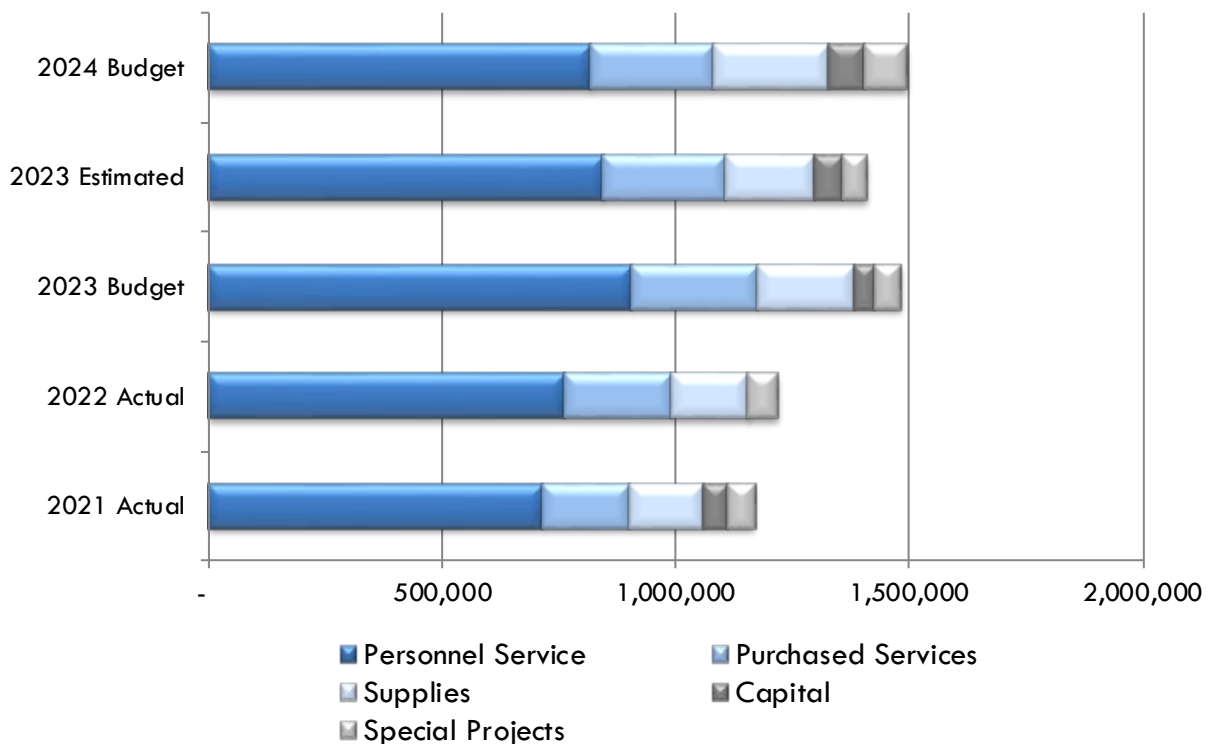
## Parks and Recreation Programs



# Parks and Recreation Department

<b>EXPENSES BY TYPE</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 536,615	\$ 558,441	\$ 667,675	\$ 608,875	\$ 581,525	-4%
Personnel Services, Benefits	179,612	205,167	236,600	236,600	236,800	0%
Purchased Professional Services	27,286	37,469	39,750	45,870	61,350	34%
Purchased Property Services	151,356	183,131	223,675	206,525	190,400	-8%
Other Purchased Services	5,791	6,421	9,800	7,550	9,800	30%
Supplies	157,765	165,162	202,400	189,185	245,550	30%
Operating Expenses	\$1,058,426	\$1,155,791	\$1,379,900	\$1,294,605	\$1,325,425	2%
Capital	54,290	-	47,000	62,425	77,500	24%
Special Projects	57,644	64,593	55,500	51,900	92,000	77%
<b>Total Expense</b>	<b>\$1,170,360</b>	<b>\$1,220,384</b>	<b>\$1,482,400</b>	<b>\$1,408,930</b>	<b>\$1,494,925</b>	<b>6%</b>

## Budget History



# Parks and Recreation Department

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## **Factors Affecting Expenses**

- Total expenses of the Parks and Recreation Department are budgeted to decrease 1% in 2024 but increase 6% compared to 2023 estimated actuals.
- Personnel expenses are budgeted to decrease due to:
  - Parks and Recreation Director personnel costs are now split between the General Fund and the Fruita Community Center.
  - Expenses related to the Marketing and Communications Coordinator are now split the Communications and Engagement program, the Fruita Community Center Fund, and the Marketing and Promotion Fund (were previously split between General Fund and FCC Special Events).
  - Addition of a new Parks Maintenance Worker, to replace two Seasonal Parks Workers.
- Other highlights include additional funding for entertainment (music at Thursday Night Concert Series and at the Mike the Headless Chicken Festival) and for the fireworks show.
- Capital Equipment includes funding for the replacement of the Mike the Headless Chicken Costume, irrigation filter replacements and upgrades at Heritage Park and along Highway 6&50, and two new soccer goals.
- \$30,000 is also budgeted for artwork for downtown Fruita, including pedestals for the HeART of Fruita project and murals at the Mulberry Street Plaza. This is in the Parks program, Miscellaneous Contributions.

## **Personnel**

The 2024 Budget includes the conversion of two seasonal part-time parks' worker to a full Maintenance Worker to help with recruitment efforts.



# Parks and Recreation Department

Parks and Recreation Personnel				
Position	2021 Actual	2022 Budget	2023 Budget	2024 Budget
<b>Recreation Administration</b>				
Park & Recreation Director	1.00	1.00	1.00	0.50
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	0.87	0.87	0.80	0.80
<b>Special Events</b>				
Special Events Coordinator	0.50	0.50	0.50	0.00
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	2.00	2.00	4.00	5.00
Parks Worker I	0.00	0.00	0.00	0.00
Seasonal Parks Worker	4.46	4.46	2.82	1.82
<b>Open Space/Trails</b>				
Parks Worker II	1.00	1.00	1.00	1.00
<b>Total Positions</b>	<b>14.03</b>	<b>14.03</b>	<b>13.80</b>	<b>12.80</b>

# Parks and Recreation Department

Parks and Recreation Staffing Chart				
	2021	2022	2023	2024
<b>Hours Summary</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<u>Administration</u>				
Full time employees	4,069	2,088	2,080	1,040
Part time employees	-	564	662	662
Overtime	12	6	-	-
<i>Total Administration Hours</i>	<i>4,081</i>	<i>2,658</i>	<i>2,742</i>	<i>1,702</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	1,905	2,080	2,080
Part time employees	1,025	1,603	1,675	1,675
<i>Total Athletics Hours</i>	<i>3,125</i>	<i>3,508</i>	<i>3,755</i>	<i>3,755</i>
<u>Special Events</u>				
Full time employees	-	1,040	1,040	-
Part time employees	30	352	325	325
Overtime	-	24	20	20
<i>Total Special Event Hours</i>	<i>30</i>	<i>1,416</i>	<i>1,385</i>	<i>345</i>
<u>Parks</u>				
Full time employees	11,475	10,571	10,775	12,480
Part time employees	5,268	4,082	6,625	2,405
Overtime	218	274	590	260
<i>Total Park Hours</i>	<i>16,961</i>	<i>14,927</i>	<i>17,990</i>	<i>15,145</i>
<u>Open Space and Trails</u>				
Full time employees	1,875	2,142	2,155	2,080
Part time employees	-	-	-	-
Overtime	24	37	100	100
<i>Total Open Space/Trails Hours</i>	<i>1,899</i>	<i>2,179</i>	<i>2,255</i>	<i>2,180</i>
<b>Total Hours</b>	<b>26,096</b>	<b>24,688</b>	<b>28,277</b>	<b>23,277</b>
<b>Total FTE Equivalents</b>	<b>12.55</b>	<b>11.87</b>	<b>13.59</b>	<b>11.19</b>

# Parks and Recreation Department

Expenses		2021	2022	2023	2023	2024	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4111	Salaries, Administrative	149,061	160,603	175,425	175,425	107,925	-38%
4113	Salaries, Parks	229,429	277,945	299,100	299,100	356,275	19%
4120	Part Time	134,310	94,088	152,000	110,850	93,150	-16%
4125	Contract Labor	12,638	14,936	18,000	14,000	8,000	-43%
4130	Overtime	11,177	10,869	23,150	9,500	16,175	70%
		536,615	558,441	667,675	608,875	581,525	-4%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	108,135	126,904	145,950	145,950	155,400	6%
4220	FICA Payroll Expense	32,149	33,319	40,350	40,350	35,650	-12%
4221	Medicare Payroll Expense	7,519	7,792	9,525	9,525	8,425	-12%
4230	Retirement Contribution	17,045	22,277	22,375	22,375	21,625	-3%
4250	Unemployment Insurance	1,544	1,075	2,025	2,025	1,775	-12%
4260	Workers Compensation Insurance	13,220	13,800	16,375	16,375	13,925	-15%
		179,612	205,167	236,600	236,600	236,800	0%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	5,324	6,768	10,700	7,120	11,700	64%
4325	Software Subscriptions	-	-	-	-	3,600	N/A
4338	Website Development	-	-	-	-	-	N/A
4343	Registration Processing Fees	1,876	2,628	2,750	2,750	2,750	0%
4345	Background Investigations	1,734	2,001	1,300	1,000	1,300	30%
4350	Entertainment	18,352	26,072	25,000	35,000	42,000	20%
		27,286	37,469	39,750	45,870	61,350	34%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4422	Trails Maintenance	3,770	11,770	10,000	5,000	15,000	200%
4424	Parks Repair & Maintenance	45,081	46,538	50,000	46,500	15,000	-68%
4425	Tamarisk Removal	5,000	7,000	10,000	10,000	15,000	50%
4428	Weed Control	14,059	13,236	20,000	15,000	25,000	67%
4430	Service Contracts	11,666	33,015	47,100	46,600	43,500	-7%
4435	Fleet Maintenance Charges	64,127	63,654	70,925	70,925	59,900	-16%
4441	Facility Rental	4,305	3,434	3,650	5,000	5,000	0%
4442	Equipment Rental	3,348	4,484	12,000	7,500	12,000	60%
		151,356	183,131	223,675	206,525	190,400	-8%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4530	Telephone	4,066	3,488	3,300	2,350	3,300	40%
4550	Printing	-	-	2,000	2,000	2,000	0%
4553	Advertising	1,725	2,933	4,500	3,200	4,500	41%
		5,791	6,421	9,800	7,550	9,800	30%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	1,399	1,565	3,000	2,000	3,500	75%
4611	Postage	561	659	1,250	710	1,250	76%
4612	Supplies and Equipment	84,345	86,652	99,500	100,600	129,000	28%
4620	Utilities	32,557	31,445	32,000	32,000	32,000	0%

# Parks and Recreation Department

## Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b>SUPPLIES (continued)</b>							
4626	Gas and Oil	24,880	26,486	29,500	21,000	29,500	40%
4629	Water Share Assessments	174	186	1,600	1,675	1,600	-4%
4630	Meeting/Appreciation Supplies	2,038	1,668	3,050	3,050	4,200	38%
4650	Landscaping Supplies	1,897	2,010	15,500	13,200	15,500	17%
4652	Irrigation Supplies	-	-	-	-	10,000	N/A
4661	Uniforms	3,540	2,129	3,500	2,350	3,500	49%
4662	Safety Equipment	394	962	1,500	600	1,500	150%
4690	Supplies for Resale	5,982	11,400	12,000	12,000	14,000	17%
		157,765	165,162	202,400	189,185	245,550	30%
<b>CAPITAL</b>							
4742	Mobile Equipment	48,132	-	47,000	56,150	-	-100%
4743	Furniture and Equipment	6,158	-	-	6,275	77,500	1135%
		54,290	-	47,000	62,425	77,500	24%
<b>SPECIAL PROJECTS</b>							
4810	Boards and Commissions	1,889	5,154	6,500	6,400	8,000	25%
4821	Fireworks Display	17,726	28,610	40,000	31,500	45,000	43%
4826	PHROST Plan/POST Impact Fee	3,912	19,695	-	-	-	N/A
4827	Fruita Desert Cultural Survey	7,852	-	-	-	-	N/A
4842	Contributions and Scholarships	6,346	8,083	9,000	14,000	39,000	179%
4848	Arts in Society Expenses	19,920	3,051	-	-	-	N/A
		57,644	64,593	55,500	51,900	92,000	77%
<b>TOTAL EXPENDITURES</b>		<b>1,170,360</b>	<b>1,220,384</b>	<b>1,482,400</b>	<b>1,408,930</b>	<b>1,494,925</b>	<b>6%</b>

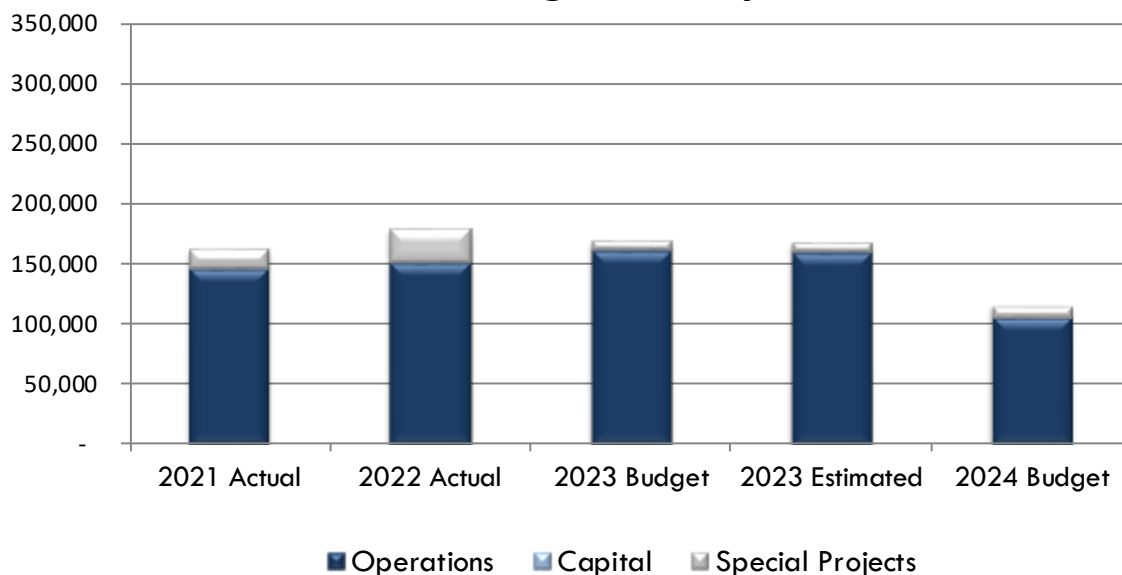
# Parks and Recreation Department Administration

<b>EXPENDITURES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 102,417	\$ 109,250	\$ 117,750	\$ 117,750	\$ 71,525	-39%
Personnel Services, Benefits	32,403	24,868	24,050	24,050	13,600	-43%
Purchased Professional Services	4,438	6,828	6,250	6,250	10,850	74%
Purchased Property Services	1,442	5,144	3,600	3,600	-	-100%
Other Purchased Services	456	849	2,500	2,500	2,650	6%
Supplies	3,541	3,565	5,600	4,200	7,000	67%
Operating Expenses	\$ 144,698	\$ 150,504	\$ 159,750	\$ 158,350	\$ 105,625	-33%
Capital	-	-	-	-	-	N/A
Special Projects	18,100	27,778	9,000	9,000	9,000	0%
<b>Total Expense</b>	<b>\$ 162,798</b>	<b>\$ 178,282</b>	<b>\$ 168,750</b>	<b>\$ 167,350</b>	<b>\$ 114,625</b>	<b>-32%</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 and 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**

- A partnership with SingleTrack Trails will provide some additional new features to the Fruita Bike Park to provide feedback on how they perform.
- The Fruita Bark Park was created and opened in the spring of 2023. The new offering provides residents with a safe off leash environment for their pets.
- Submitted an RFP for a new waterslide for the Fruita Community Center. Working through all the logistics to install the new waterslide at the existing facility proved to be more challenging than expected.
- Mike the Headless Chicken Festival moved to a single day setup and allowed staff to minimize the impact of the parking lot and festival grounds prior to the event.
- Special Events have continued to grow in our community. A few Special Events this year included the Fruita Fat Tire Festival, Desert Rats Ironman Races, Mike the Headless Chicken Festival, and the Fruita Fall Festival.
- The Colorado Tree Coalition and Xcel Energy provided a grant for the planting of trees at the new Mulberry Seating Area in the amount of \$4,000.
- Fruita Arts and Culture Board created the HeART of Fruita rotating art program on Aspen Ave. The board installed three new pieces of art in September of 2023 and will be

# Parks and Recreation Department

## Administration

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switched out in 2024 with three new pieces. Coco Vino was a fundraising event that raised funds to help pay the artist honorarium.

- Youth programming also had a good year with numbers returning to normal. Soccer, Basketball, Flag Football, and Youth Dance classes all have a solid reputation.

### **GOALS**

- Establish and improve a more robust onboarding program for Parks and Recreation.
- Work on professional development and training program for the entire Parks and Recreation Department.
- Work with all Parks and Recreation Staff to complete an inventory assessment and create a detailed replacement program for major systems and equipment within the department.

### **PERFORMANCE MEASURES**

- Identify training needs, resources, and assign a mentor from within the City of Fruita for each new hire to help as they transition into their new role within the organization.
- Create a training program that incorporates internal and external training including team building for both Parks and Recreation.
- Look into existing or new software to help track, budget, and identify when systems and equipment should be replaced before it fails.

### **BUDGET HIGHLIGHTS**

- Overall budget expenses for Parks and Recreation Administration are budgeted to decrease due to cost sharing for the Parks and Recreation Director (split 50/50 with the Fruita Community Center fund).

# Parks and Recreation Department

## Administration

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-451-20-4111	Salaries, Administrative	97,772	96,351	103,075	103,075	55,675	-46%
110-451-20-4120	Part Time	4,599	12,700	14,675	14,675	15,850	8%
110-451-20-4130	Overtime	46	199	-	-	-	N/A
		102,417	109,250	117,750	117,750	71,525	-39%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-451-20-4210	Health Insurance	19,757	10,402	9,850	9,850	5,250	-47%
110-451-20-4220	FICA Payroll Expense	6,298	6,764	7,300	7,300	4,450	-39%
110-451-20-4221	Medicare Payroll Expense	1,473	1,582	1,725	1,725	1,050	-39%
110-451-20-4230	Retirement Contribution	4,417	5,781	4,650	4,650	2,525	-46%
110-451-20-4250	Unemployment Insurance	302	218	375	375	225	-40%
110-451-20-4260	Workers Compensation Ins	157	121	150	150	100	-33%
		32,403	24,868	24,050	24,050	13,600	-43%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-451-20-4310	Professional Development	2,562	4,200	3,500	3,500	4,500	29%
110-451-20-4325	Software Subscriptions	-	-	-	-	3,600	N/A
110-451-20-4343	Credit Card Processing Fees	1,876	2,628	2,750	2,750	2,750	0%
		4,438	6,828	6,250	6,250	10,850	74%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-451-20-4430	Service Contracts	1,317	5,144	3,600	3,600	-	-100%
110-451-20-4435	Fleet Maintenance Charges	125	-	-	-	-	N/A
		1,442	5,144	3,600	3,600	-	-100%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-451-20-4530	Telephone	456	849	500	500	650	30%
110-451-20-4550	Printing	-	-	2,000	2,000	2,000	0%
		456	849	2,500	2,500	2,650	6%
<b><u>SUPPLIES</u></b>							
110-451-20-4610	Office Supplies	1,399	1,565	3,000	2,000	3,500	75%
110-451-20-4611	Postage	520	550	1,000	600	1,000	67%
110-451-20-4626	Gas and Oil	866	1,044	1,000	1,000	1,000	0%
110-451-20-4630	Meeting/Appreciation Supplies	757	406	600	600	1,500	150%
		3,541	3,565	5,600	4,200	7,000	67%
<b><u>CAPITAL</u></b>							
110-451-20-4742	Mobile Equipment	-	-	-	-	-	N/A
110-451-20-4743	Furniture and 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	3,912	19,695	-	-	-	N/A
110-451-20-4827	Fruita Desert Cultural Survey	7,842	-	-	-	-	N/A
110-451-20-4842	Scholarship Contributions	6,346	8,083	9,000	9,000	9,000	0%
		18,100	27,778	9,000	9,000	9,000	0%
<b>TOTAL EXPENDITURES</b>		<b>162,798</b>	<b>178,282</b>	<b>168,750</b>	<b>167,350</b>	<b>114,625</b>	<b>-32%</b>



# Parks and Recreation Department

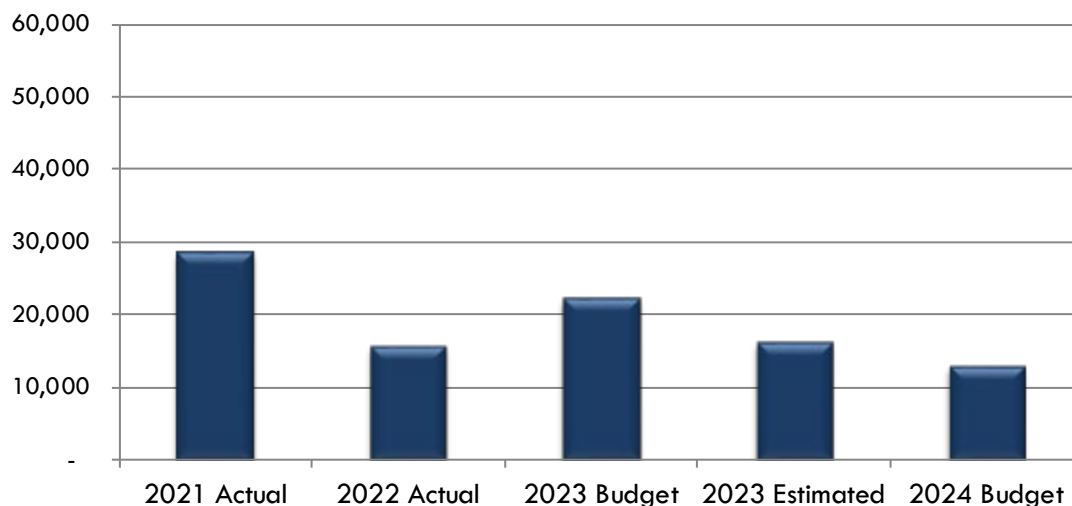
## Activities

<b>EXPENDITURES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 4,768	\$ 8,267	\$ 13,700	\$ 10,000	\$ 3,975	-60%
Personnel Services, Benefits	106	94	475	475	475	0%
Purchased Professional Services	26	-	400	100	400	300%
Purchased Property Services	-	-	-	-	-	N/A
Other Purchased Services	-	280	1,000	1,000	1,000	0%
Supplies	2,322	2,614	3,000	1,600	3,000	88%
Operating Expenses	\$ 7,222	\$ 11,255	\$ 18,575	\$ 13,175	\$ 8,850	-33%
Capital	-	-	-	-	-	N/A
Special Projects	21,272	4,399	3,500	3,000	4,000	33%
<b>Total Expense</b>	<b>\$ 28,494</b>	<b>\$ 15,654</b>	<b>\$ 22,075</b>	<b>\$ 16,175</b>	<b>\$ 12,850</b>	<b>-21%</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**

- 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 (FYAC) started the 2023/2024 school year off with Splash Bash in August 2023. The annual retreat was held in August. There were 11 youth that showed up to the annual FYAC retreat. Some FYAC members were absent and planning to elect officers in September. It was decided at the retreat that the council would nominate 3 leaders to help run FYAC (President, Vice President, and 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. FYAC is in the beginning stages of planning A Pumpkin Carving Contest in October.
- Youth Special Events-Easter Egg Scramble 2023 was a big hit once again with 200 youth attendees, which is at the max capacity at FCC. Staff are looking at ways to improve the Easter Egg Scramble to increase participation. The Activities program also held the third annual Fishing is Fun Day. Staff partnered with Colorado Parks and Wildlife (CPW) and kids who pre-registered received a fishing pole. CPW stocked Snooks Bottom with Rainbow Trout a few days before the event and provided education stations at the events that included: knot tying, laws, fish identification and other educational activities. Fishing is Fun was another event that had a max capacity of 100 participants. Staff will examine and look at way to improve and grow the youth programs and activities participation numbers. Truck-N-Treat and the Cookies-n-Claus events also received great participation from the Community.

<b>Youth Activities</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Dance Combo/Ballet	17	32	17	0	0	71	71	111
Dance-Other	5	22	44	42	10	9	44	111
Fishing is Fun	NA	NA	NA	60	107	NA	153	100

# Parks and Recreation Department

## Activities

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Cookies-n-Claus	98	100	100	75	224	157	124	TBD
Truck-N-Treat	4,000	4,000	4,000	4,000	371	4,000	TBD	1700
Egg Scramble	400	400	400	400	350	419	252	200

### **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**

- By examining and evaluating our youth activities, staff can find ways to grow existing program numbers along with increased activity opportunities.

### **BUDGET HIGHLIGHTS**

- Overall expenses are budgeted to decrease 21% due to contract labor for dance classes being moved to the Fruita Community Center Fund.

# Parks and Recreation Department

## Activities

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-451-21-4111	Salaries, Full Time	-	-	-	-	-	N/A
110-451-21-4120	Part Time	-	-	3,700	-	3,975	N/A
110-451-21-4125	Contract Labor	4,768	8,267	10,000	10,000	-	-100%
110-451-21-4130	Overtime	-	-	-	-	-	N/A
		4,768	8,267	13,700	10,000	3,975	-60%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-451-21-4210	Health Insurance	-	-	-	-	-	N/A
110-451-21-4220	FICA Payroll Expense	-	-	250	250	250	0%
110-451-21-4221	Medicare Payroll Expense	-	-	75	75	75	0%
110-451-21-4230	Retirement	-	-	-	-	-	N/A
110-451-21-4250	Unemployment Insurance	-	-	25	25	25	0%
110-451-21-4260	Workers Compensation Ins	106	94	125	125	125	0%
		106	94	475	475	475	0%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-451-21-4310	Professional Development	-	-	100	100	100	0%
110-451-21-4345	Background Investigations	26	-	300	-	300	N/A
		26	-	400	100	400	300%
<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	-	280	1,000	1,000	1,000	0%
		-	280	1,000	1,000	1,000	0%
<b><u>SUPPLIES</u></b>							
110-451-21-4612	Supplies and Equipment	2,322	2,614	3,000	1,600	3,000	88%
110-451-21-4680	Refunds	-	-	-	-	-	N/A
		2,322	2,614	3,000	1,600	3,000	88%
<b><u>SPECIAL PROJECTS</u></b>							
110-451-21-4810	Fruita Youth Action Council	1,352	1,348	3,500	3,000	4,000	33%
110-451-21-4848	Arts in Society Expenses	19,920	3,051	-	-	-	N/A
		21,272	4,399	3,500	3,000	4,000	33%
<b>TOTAL EXPENDITURES</b>		<b>28,494</b>	<b>15,654</b>	<b>22,075</b>	<b>16,175</b>	<b>12,850</b>	<b>-21%</b>

# Parks and Recreation Department

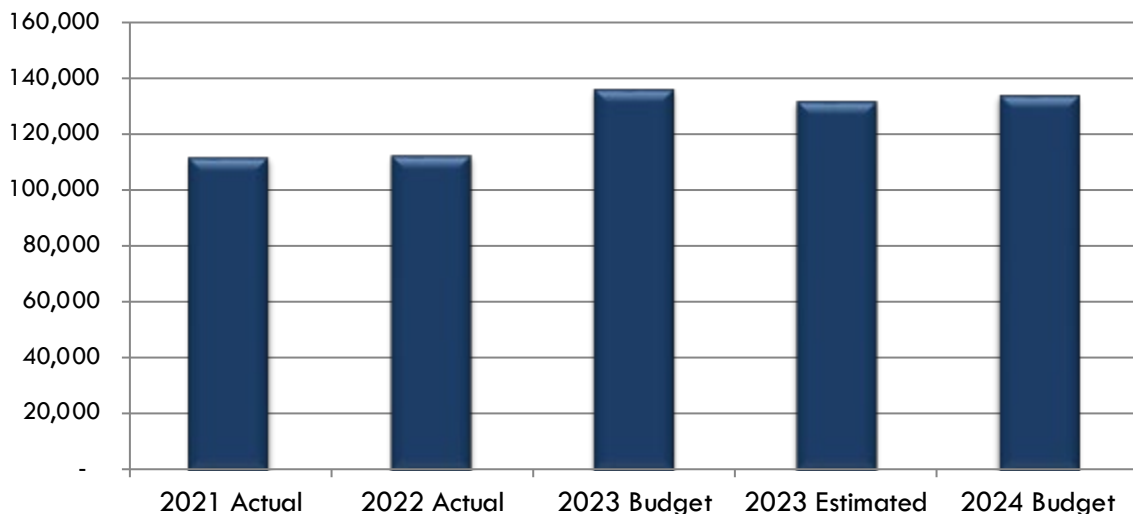
## Athletics

<b><u>EXPENDITURES</u></b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 71,289	\$ 69,880	\$ 82,525	\$ 79,025	\$ 87,925	11%
Personnel Services, Benefits	18,090	24,371	33,550	33,550	21,450	-36%
Purchased Professional Services	1,828	2,020	2,200	1,500	2,200	47%
Purchased Property Services	4,305	3,434	3,650	5,000	5,000	0%
Other Purchased Services	725	1,138	1,300	500	1,300	160%
Supplies	13,529	11,565	12,750	11,750	13,000	11%
Operating Expenses	\$ 109,766	\$ 112,408	\$ 135,975	\$ 131,325	\$ 130,875	0%
Capital	1,733	-	-	-	2,500	N/A
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>111,499</b>	<b>112,408</b>	<b>135,975</b>	<b>131,325</b>	<b>133,375</b>	<b>2%</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**

- We partnered with the City of Grand Junction Parks and Recreation Department again in 2023 to ensure that we had the most accordant guidelines and top quality for our partnered basketball program. We had steady registration as compared to the prior years.
- Implemented a new scheduling software platform that allows for more efficient creation of team rosters and game schedules, with easy access for coaches, participants, and players.
- Our Spring Soccer season was yet another big hit. We had 248 participants, staying in line with our past season numbers.
- Our Summer camps (tennis and track and field) continue to stay consistent with numbers seen in previous years.
- Adobe Creek Junior Golf Camp for June and July both reached max capacity and is continuously a successful contracted program.

### **GOALS**

- Implement an efficient training program for staff to help understand each specific athletic program.
- Research ways to expand our age groups for our current programs.
- Expand contracted programs to offer a wider variety of program offerings while keeping league standards high.
- Keep up with current recreation trends.
- Offer new and different adult programs through events, tournaments, and leagues.

# Parks and Recreation Department

## Athletics

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### **PERFORMANCE MEASURES**

- Evaluate the data collected through surveys and participant feedback to improve future programs and implement new programs that follow current trends.
- Research Colorado recreation associations and the unique programming/opportunities they offer and how those would align with Fruita's needs.
- Compare revenue from last year's programs to the current year and evaluate growth.

### **BUDGET HIGHLIGHTS**

- Overall, expenses in the Athletics program are budgeted decrease slightly when compared to the prior year's budget. \$2,500 was added to the budget to purchase two new pee wee goals for the soccer program.
- \$1,350 increase in facility rental fees for the Youth Scholarship Golf Tournament held at Adobe Creek Golf Course.

# Parks and Recreation Department

## Athletics

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-451-25-4111	Salaries, Full Time	44,611	42,259	48,900	48,900	52,250	7%
110-451-25-4120	Part Time	18,810	20,953	25,625	25,625	27,675	8%
110-451-25-4125	Contract Labor	7,869	6,668	8,000	4,000	8,000	100%
110-451-25-4130	Overtime	-	-	-	500	-	-100%
		71,289	69,880	82,525	79,025	87,925	11%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-451-25-4210	Health Insurance	9,142	15,454	23,100	23,100	10,500	-55%
110-451-25-4220	FICA Payroll Expense	3,948	3,895	4,625	4,625	4,975	8%
110-451-25-4221	Medicare Payroll Expense	923	911	1,100	1,100	1,175	7%
110-451-25-4230	Retirement	2,008	2,045	2,225	2,225	2,350	6%
110-451-25-4250	Unemployment Insurance	190	126	225	225	250	11%
110-451-25-4260	Workers Compensation Ins	1,879	1,940	2,275	2,275	2,200	-3%
		18,090	24,371	33,550	33,550	21,450	-36%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-451-25-4310	Professional Development	119	20	1,200	500	1,200	140%
110-451-25-4345	Background Investigations	1,709	2,000	1,000	1,000	1,000	0%
		1,828	2,020	2,200	1,500	2,200	47%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-451-25-4441	Facility Rental	4,305	3,434	3,650	5,000	5,000	0%
		4,305	3,434	3,650	5,000	5,000	0%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-451-25-4530	Telephone	300	200	300	300	300	0%
110-451-25-4553	Advertising	425	938	1,000	200	1,000	400%
		725	1,138	1,300	500	1,300	160%
<b><u>SUPPLIES</u></b>							
110-451-25-4612	Supplies and Equipment	13,447	11,355	12,500	11,500	12,500	9%
110-451-25-4630	Meeting/Appreciation Supplies	82	210	250	250	500	100%
		13,529	11,565	12,750	11,750	13,000	11%
<b><u>CAPITAL</u></b>							
110-451-25-4743	Furniture and Equipment	1,733	-	-	-	2,500	N/A
		1,733	-	-	-	2,500	N/A
<b>TOTAL EXPENDITURES</b>		<b>111,499</b>	<b>112,408</b>	<b>135,975</b>	<b>131,325</b>	<b>133,375</b>	<b>2%</b>



# Parks and Recreation Department

## Special Events

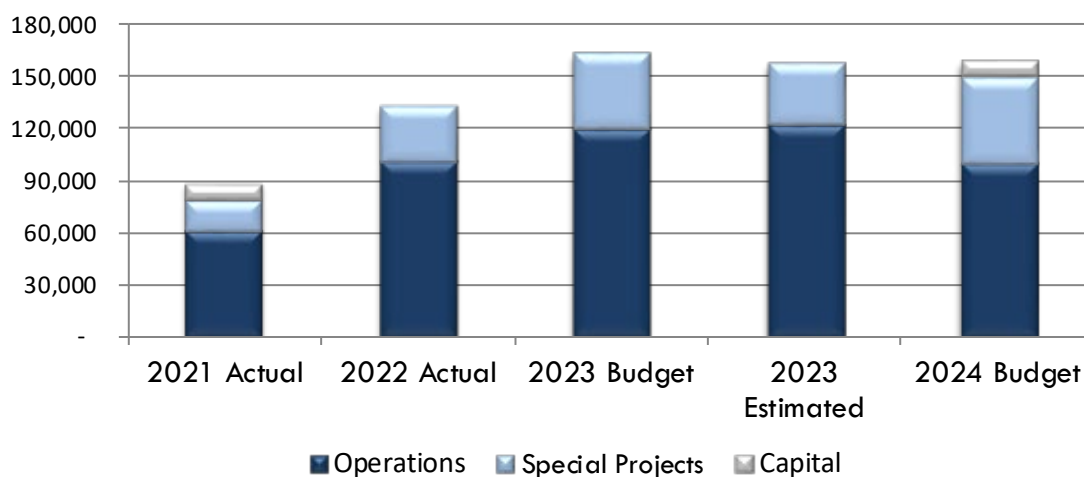
<b><u>EXPENDITURES</u></b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 10,541	\$ 27,211	\$ 28,375	\$ 28,250	\$ 5,325	-81%
Personnel Services, Benefits	2,802	8,446	9,200	9,200	625	-93%
Purchased Professional Services	18,352	26,370	31,400	35,320	42,400	20%
Other Purchased Services	1,300	1,715	2,650	2,150	2,500	16%
Supplies	28,195	36,680	46,750	46,610	48,750	5%
Operating Expenses	\$ 61,190	\$ 100,422	\$ 118,375	\$ 121,530	\$ 99,600	-18%
Capital	9,884	-	-	-	10,000	N/A
Special Projects	18,262	32,415	44,000	34,900	49,000	40%
<b>Total Expense</b>	<b>\$ 89,336</b>	<b>\$ 132,837</b>	<b>\$ 162,375</b>	<b>\$ 156,430</b>	<b>\$ 158,600</b>	<b>1%</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, 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 the Holiday 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 follow all state and local guidelines to ensure safety.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Increased marketing and information availability of special events to the community via social media, paid advertising, and biweekly email newsletters.
- The Sweetheart Race had over 300 participants and continued using the new course of the Riverfront trail to reduce impact on city streets.
- Thursday Night Concert Series had 10 concerts in June-August. Budget was doubled to \$15,000 to allow us to compensate bands more fairly. A variety of bands played for this free to the public event.
- Mike the Headless Chicken Festival had high attendance and vendor participation this year. A history booth was added with information about the festival's origins as well as Mike the Headless Chicken.
  - Revamped footprint for Mike the Headless Chicken Fest to accommodate vendor layout, ADA parking, and micro-events within the festival.
  - Other Festival event highlights were the 5k Race and Chicken Wing/Peep eating contest.
  - The Mike Store sold more than \$27,000 worth of sales with the biggest sellers being our ringer shirts, festival shirts, tank tops, and festival stickers.
  - Mike the Headless Chicken Vendors were sent a survey after the event. 75% of vendor respondents said the crowd size was expected or above expected and 90% of respondents had expected or above expected sales.
- The 3<sup>rd</sup> of July Fireworks display was relocated to James M Robb State Park due to increased fire danger. The successful collaboration with the state park staff, local fire crews, and Parks and Recreation staff not only resulted in a successful event but opened the door to continuing this partnership with the state park and a new home for the annual fireworks show.
- The Holiday Arts and Craft Fair was held in December with a new vendor selection committee that had a similar structure to the vendor selection committee used for Mike the Headless Chicken.
- Built and maintained tight, working relationships with other internal departments, like PD, Public Works, and the Parks Department to ensure all components of any special event were thought through and planned.

# Parks and Recreation Department

## Special Events

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- Restructured larger special events to be housed in Planning Department with Matt Carson.
- The Events and Marketing Coordinator position was also restructured resulting in current full-time staff in the Parks and Recreation Department keeping the 8-10 yearly events in-house.

### **GOALS**

- Focus Thursday Night Concerts Series on local and Colorado-specific bands to support local musicians and give them an opportunity to connect with our community.
- Maintain current events to bolster community participation and social enjoyment in their “backyard”.
- Continue to develop the history booth at Mike the Headless Chicken with interactive games that engage children and bring history to life.
- Streamline Mike the Headless Chicken merchandise sales to improve product quality and minimize the volume and variety of goods sold.
- Work with James M. Robb State Park to keep 3<sup>rd</sup> of July fireworks at State Park for launch site to continue to have improved fire mitigation.
- Add program evaluations at the completion of classes or sessions.
- Rebuild the sponsorship structure to improve donations and clarity of donor benefits.

### **PERFORMANCE MEASURES**

- Each program or event survey will be individually designed to ask questions specific to each offering. Design surveys to include questions that uncover where participants are hearing about our programs as well as inquire where else they might want to learn about Fruita Parks and Recreation.
- Use feedback from the program survey to bolster and target those marketing vehicles that are highlighted by respondents.
- Utilize new or existing revenue streams to subsidize community events allowing the department to offer more free opportunities for families to participate. Also, look at the array of offerings to ensure that special events are methodically held throughout the year as well as ensure that free and paid programs are not competing for space and participants.

### **BUDGET HIGHLIGHTS**

- Overall, expenses are budgeted to decrease from the prior year. Personnel expenses in the Special Event programs are budgeted to decrease because expenses related to the

# Parks and Recreation Department

## Special Events

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Marketing and Communications Coordinator are now split between the Communications and Engagement program, the Fruita Community Center Fund, and the Marketing and Promotion Fund (were previously split between General Fund and FCC Special Events).

- Capital equipment includes the replacement of the Mike the Headless Chicken Festival.
- Other highlights include additional funding for entertainment (music at Thursday Night Concert Series and at the Mike the Headless Chicken Festival), more micro-events in Fruita, and for the annual Fireworks show.

# Parks and Recreation Department

## Special Events

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-451-29-4111	Salaries	6,678	21,993	23,450	23,450	-	-100%
110-451-29-4120	Part Time	3,668	4,763	4,500	4,500	4,875	8%
110-451-29-4125	Contract Labor	-	-	-	-	-	N/A
110-451-29-4130	Overtime	194	455	425	300	450	50%
		10,541	27,211	28,375	28,250	5,325	-81%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-451-29-4210	Health Insurance	1,524	4,223	4,950	4,950	-	-100%
110-451-29-4220	FICA Payroll Expense	658	1,697	1,775	1,775	350	-80%
110-451-29-4221	Medicare Payroll Expense	154	397	425	425	100	-76%
110-451-29-4230	Retirement Contribution	301	1,320	1,075	1,075	-	-100%
110-451-29-4250	Unemployment Insurance	32	55	100	100	25	-75%
110-451-29-4260	Workers Compensation Ins	134	754	875	875	150	-83%
		2,802	8,446	9,200	9,200	625	-93%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-451-29-4310	Professional Development	-	298	400	320	400	25%
110-451-29-4338	Website Development	-	-	-	-	-	N/A
110-451-29-4350	Entertainment	18,352	26,072	31,000	35,000	42,000	20%
		18,352	26,370	31,400	35,320	42,400	20%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-451-29-4530	Telephone	-	-	150	150	-	-100%
110-451-29-4553	Advertising	1,300	1,715	2,500	2,000	2,500	25%
		1,300	1,715	2,650	2,150	2,500	16%
<b><u>SUPPLIES</u></b>							
110-451-29-4610	Office Supplies	-	-	-	-	-	N/A
110-451-29-4611	Postage	41	109	250	110	250	127%
110-451-29-4612	Supplies and Equipment	21,578	24,655	33,500	33,500	33,500	0%
110-451-29-4630	Meeting/Appreciation Supplie	595	516	1,000	1,000	1,000	0%
110-451-29-4690	Supplies for Resale	5,982	11,400	12,000	12,000	14,000	17%
		28,195	36,680	46,750	46,610	48,750	5%
<b><u>CAPITAL</u></b>							
110-451-29-4742	Mobile Equipment	9,884	-	-	-	-	N/A
110-451-29-4743	Furniture and Equipment	-	-	-	-	10,000	N/A
		9,884	-	-	-	10,000	N/A
<b><u>SPECIAL PROJECTS</u></b>							
110-451-29-4810	Arts and Culture Board	537	3,805	4,000	3,400	4,000	18%
110-451-29-4821	Fireworks Display	17,725	28,610	40,000	31,500	45,000	43%
		18,262	32,415	44,000	34,900	49,000	40%
<b>TOTAL EXPENDITURES</b>		<b>89,336</b>	<b>132,837</b>	<b>162,375</b>	<b>156,430</b>	<b>158,600</b>	<b>1%</b>

# Parks and Recreation Department

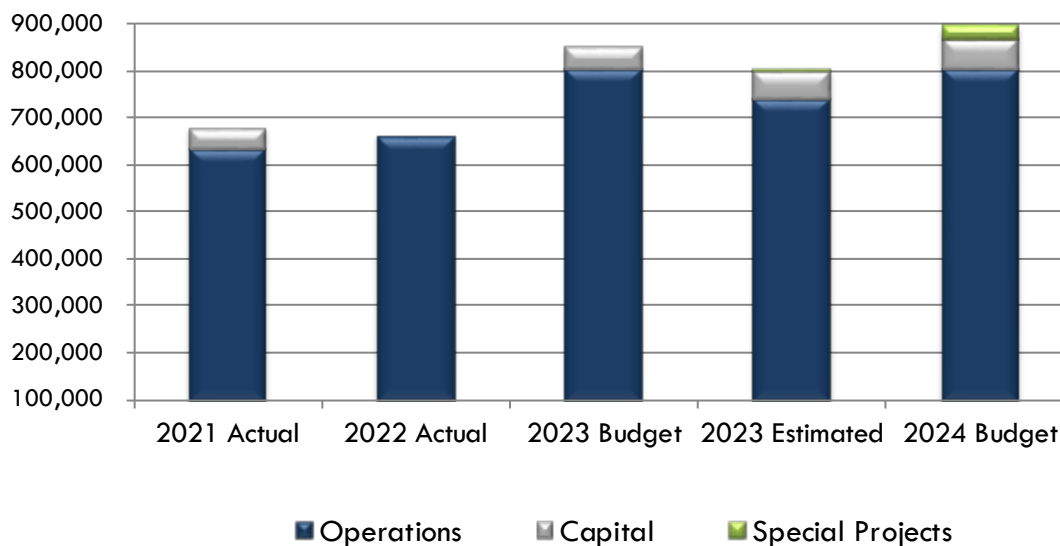
## Parks

<b>EXPENDITURES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 307,189	\$ 302,986	\$ 379,675	\$ 329,450	\$ 362,600	10%
Personnel Services, Benefits	98,667	118,966	139,075	139,075	168,375	21%
Purchased Professional Services	2,283	2,110	5,000	2,200	5,000	127%
Purchased Property Services	119,382	127,453	162,825	157,825	113,400	-28%
Other Purchased Services	3,060	2,139	2,050	1,100	2,050	86%
Supplies	103,196	106,410	115,100	110,375	150,100	36%
Operating Expenses	\$ 633,776	\$ 660,064	\$ 803,725	\$ 740,025	\$ 801,525	8%
Capital	42,673	-	47,000	58,625	65,000	11%
Special Projects	-	-	-	5,000	30,000	500%
<b>Total Expense</b>	<b>\$ 676,449</b>	<b>\$ 660,064</b>	<b>\$ 850,725</b>	<b>\$ 803,650</b>	<b>\$ 896,525</b>	<b>12%</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, open space areas, and City rights-of way.
- Trash removal on a daily basis 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 systems 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**

- Supported many internal and external special events, such as the Fruita Fat Tire, Mike the Headless Chicken Festival, and the Fruita Fall Festival.
- Assisted with the site preparation for a new playground at Prospector Park. The removal of existing equipment, site prep, concrete curbing work, and placement of engineered wood fiber. The playground is heavily used by the neighborhood and community.
- Completed and opened Bark Park. The water fountain, fence, and signage designating areas for different size pets were installed as well as trash cans and dog waste dispensers.
- Implemented a new fertilizer program using treated and prepared Bio Solids from the wastewater treatment plant on Reed and Civic parks as well as Little Salt Wash baseball fields 3 and 4.
- Installed Field Armor on fields 3 and 4 at Little Salt Wash Park. Reducing the amount of labor needed to repair the batter's box and pitching mound during tournaments while insuring a constant playing surface.
- Completion of the Mulberry Street outdoor area. A fire pit, planters, plants, artwork, and trees were installed along with sun sails. We will continue to maintain and clean the area daily throughout the year.
- Assisted the Fruita Arts and Culture Board in the installation of three new pieces of artwork for the HeART of Fruita rotating art program.
- Worked with Lower Valley Fire Department on fire mitigation in the Creekside subdivision. Clearing the trail of numerous dead trees and large amounts of undergrowth along the Pathway stretching from North maple west to North Mesa Street.
- Replaced the irrigation pump at Prospector Park. We are now able to water more efficiently by watering for less time and using less water.

### **GOALS**

- Implement an inventory system for each park to aid in preventative maintenance and furnishings replacement.
- Implement Park Playground Equipment Inspection Program. Provide the proper training for each employee to do inspections and maintenance to ensure a safe play environment.
- Strengthen our knowledge and understanding of invasive insects and how we identify early signs and prevent the loss of mature trees.



# Parks and Recreation Department

## Parks

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### **PERFORMANCE MEASURES**

- Each park will have a detailed inventory taken of all assets and a replacement plan will be created from the data collected.
- Conduct a training program for playground equipment utilizing the Certified Playground Safety Instructor and Public Playground Safety Handbook guidelines.
- Ensure that all staff are certified in Playground Safety, Arbor Care and Turf Management, and that all full-time staff are Master Gardner certified. Set aside time each quarter to work with staff on these certifications and to answer other questions related to parks maintenance.

### **BUDGET HIGHLIGHTS**

- Personnel expenses are budgeted to decrease compared to the 2023 Budget due the addition of a full-time Parks Maintenance Worker which will replace two Seasonal Maintenance Workers.
- Capital equipment includes \$65,000 for irrigation filter replacements and improvements to Heritage Park and Highway 6&50.
- A new line item of irrigation supplies was added to better the supply budget throughout Parks and Open Space. Supplies and tools are budgeted to increase which better reflects actual expenses and decrease from Parks Repair and Maintenance.
- \$30,000 is also budgeted for artwork for downtown Fruita, including pedestals for the HeART of Fruita project and murals at the Mulberry Street Plaza.

# Parks and Recreation Department

## Parks

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-451-80-4113	Salaries	189,773	238,126	256,450	256,450	309,375	21%
110-451-80-4120	Part Time	107,234	55,672	103,500	66,000	40,775	-38%
110-451-80-4130	Overtime	10,182	9,188	19,725	7,000	12,450	78%
		307,189	302,986	379,675	329,450	362,600	10%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-451-80-4210	Health Insurance	56,185	74,465	84,950	84,950	115,050	35%
110-451-80-4220	FICA Payroll Expense	18,859	18,542	23,550	23,550	22,500	-4%
110-451-80-4221	Medicare Payroll Expense	4,411	4,336	5,525	5,525	5,300	-4%
110-451-80-4230	Retirement Contribution	8,542	11,339	12,350	12,350	14,475	17%
110-451-80-4250	Unemployment Insurance	906	598	1,150	1,150	1,100	-4%
110-451-80-4260	Workers Compensation Ins	9,765	9,686	11,550	11,550	9,950	-14%
		98,667	118,966	139,075	139,075	168,375	21%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-451-80-4310	Professional Development	2,283	2,110	5,000	2,200	5,000	127%
110-451-80-4325	Software Subscriptions	-	-	-	-	-	N/A
		2,283	2,110	5,000	2,200	5,000	127%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-451-80-4422	Trails Maintenance	-	-	-	-	-	N/A
110-451-80-4424	Parks Repair & Maintenance	45,081	46,538	50,000	46,500	15,000	-68%
110-451-80-4425	Tamarisk Removal	-	-	-	-	-	N/A
110-451-80-4428	Weed Control	1,253	-	-	-	-	N/A
110-451-80-4430	Service Contracts	9,544	20,137	40,000	40,000	40,000	0%
110-451-80-4435	Fleet Maintenance Charges	60,752	57,654	65,825	65,825	51,400	-22%
110-451-80-4442	Equipment Rental	2,752	3,124	7,000	5,500	7,000	27%
		119,382	127,453	162,825	157,825	113,400	-28%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-451-80-4530	Telephone	3,060	2,139	2,050	1,100	2,050	86%
		3,060	2,139	2,050	1,100	2,050	86%
<b><u>SUPPLIES</u></b>							
110-451-80-4612	Supplies and Tools	41,083	44,181	45,000	50,000	70,000	40%
110-451-80-4620	Utilities	32,557	31,445	32,000	32,000	32,000	0%
110-451-80-4626	Fuel	24,014	25,443	26,000	20,000	26,000	30%
110-451-80-4629	Water Share Assessments	174	186	1,600	1,675	1,600	-4%
110451-80-4630	Meeting Supplies	605	353	1,000	1,000	1,000	0%
110-451-80-4650	Landscaping Supplies	1,897	2,010	5,500	3,200	5,500	72%
110-451-80-4652	Irrigation Supplies	-	-	-	-	10,000	N/A
110-451-80-4661	Uniforms	2,473	1,896	3,000	2,000	3,000	50%
110-451-80-4662	Safety Equipment	394	896	1,000	500	1,000	100%
		103,196	106,410	115,100	110,375	150,100	36%
<b><u>CAPITAL</u></b>							
110-451-80-4742	Mobile Equipment	38,247	-	47,000	56,150	-	-100%
110-451-80-4743	Furniture and Equipment	4,425	-	-	2,475	65,000	2526%
		42,673	-	47,000	58,625	65,000	11%

# Parks and Recreation Department

## Parks

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>SPECIAL PROJECTS</u></b>							
110-451-80-4810	Tree Projects	-	-	-	-	-	N/A
110-451-80-4842	Miscellaneous Contributions	-	-	-	5,000	30,000	500%
		-	-	-	5,000	30,000	500%
<b>TOTAL PARKS</b>		<b>676,449</b>	<b>660,064</b>	<b>850,725</b>	<b>803,650</b>	<b>896,525</b>	<b>12%</b>

# Parks and Recreation Department

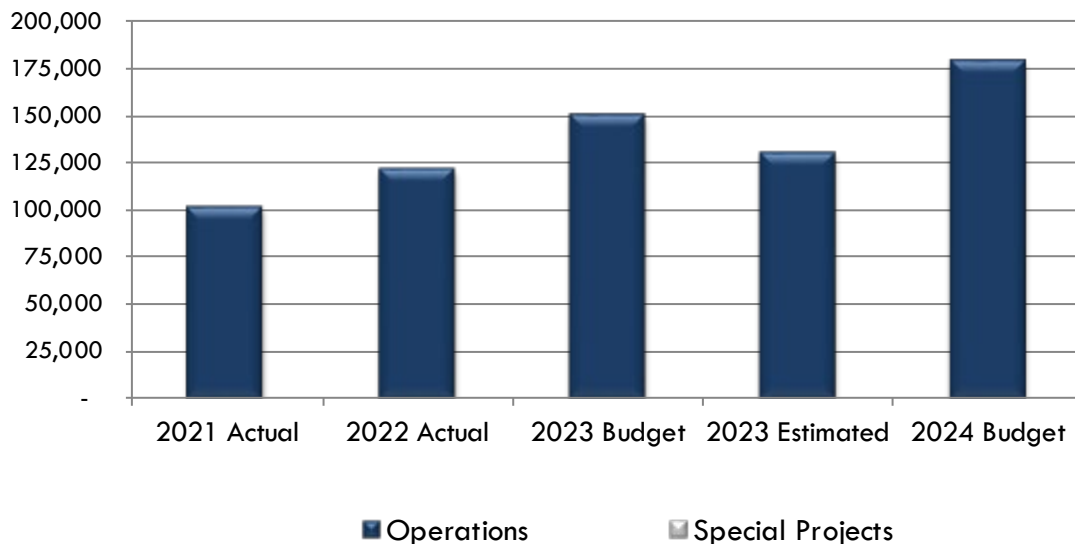
## Open Space and Trails

<b>EXPENDITURES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg</b>
Personnel Services, Salaries	\$ 40,411	\$ 40,847	\$ 45,650	\$ 44,400	\$ 50,175	13%
Personnel Services, Benefits	27,543	28,421	30,250	30,250	32,275	7%
Purchased Professional Services	360	140	500	500	500	0%
Purchased Property Services	26,227	47,101	53,600	40,100	72,000	80%
Other Purchased Services	250	300	300	300	300	0%
Supplies	6,982	4,329	19,900	14,650	23,700	62%
Operating Expenses	\$ 101,773	\$ 121,138	\$ 150,200	\$ 130,200	\$ 178,950	37%
Capital	-	-	3,800	3,800	-	-100%
Special Projects	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 101,773</b>	<b>\$ 121,138</b>	<b>\$ 154,000</b>	<b>\$ 134,000</b>	<b>\$ 178,950</b>	<b>34%</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 area's 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 areas 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, 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 open space areas.
- Trash removal daily along trails, open space areas owned by the City of Fruita.
- Irrigation maintenance and repair on all sprinkler systems along certain trail areas (Highway 6&50).
- Care and repair community artwork throughout the Trail system, including sculptures, benches, banners, and murals.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Fire Mitigation with Lower Valley Fire – Lower Valley Fire works with BLM for grants every year. Lower Valley Fire is usually awarded with a \$20,000 dollar BLM grant yearly to complete work and was awarded a second \$20,000 grant for Fire Mitigation along our washes and open space areas.
- Fire mitigation project along Creekside trail. Working with Lower Valley Fire department to remove dead trees and under growth along trail starting at North Mesa and ending at North Maple.
- Replaced old and broken portable restroom at Snooks Bottom with an ADA compliant restroom.
- There were several locations throughout the trail system that required concrete to be replaced due to heaving and safety concerns. The most notable was the heaving concrete near Loma on the Kokopelli trail.
- Removed over ten inches of mud on Kokopelli trail in Loma after a month of being closed due to flooding by the Colorado River. The removal process took over three days to complete.

# Parks and Recreation Department

## Open Space and Trails

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- The purchase of the new tractor and rotary mower for trails has increased the ability to mow more trails and eliminating the need for as much hand work.
- Cut fairways into Frisbee Golf Course on Little Salt Wash and mowed native grasses in surrounding areas.

### **GOALS**

- Define, standardize, and document Open Space and Trail management and maintenance activities to provide clear directives for staff.
- Establish preventative maintenance program for Frisbee Golf Course at Little Salt Wash and Snooks Bottom. The program would include maintenance of fairways, trails to tee boxes, and amenities for the courses.
- Inventory of all trails and open space amenities to aid in preventative maintenance and furnishings replacement.

### **PERFORMANCE MEASURES**

- Continue work on a Trails and Open Space Management Plan that provides current and future staff with guidelines, standards, and maintenance schedules throughout the system and by facility.
- Create a detailed plan for Frisbee golf course maintenance and schedule. The preventative maintenance will enhance the play and aesthetics.
- Each park will have a detailed inventory taken of all assets and a replacement plan will be created from the data collected.

### **BUDGET HIGHLIGHTS**

- As visitation to Snooks Bottom continues to increase the need for a more permanent restroom facility is needed. A new dual vault restroom will be installed above the flood plain for Snooks Bottom (in the Capital Projects fund).
- Increases included funding for additional trail maintenance, tamarisk removal, and weed control.

# Parks and Recreation Department

## Open Space and Trails

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-451-85-4113	Salaries, Public Works	39,656	39,820	42,650	42,650	46,900	10%
110-451-85-4120	Part Time	-	-	-	50	-	-100%
110-451-85-4130	Overtime	755	1,027	3,000	1,700	3,275	93%
		40,411	40,847	45,650	44,400	50,175	13%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-451-85-4210	Health Insurance	21,529	22,361	23,100	23,100	24,600	6%
110-451-85-4220	FICA Payroll Expense	2,385	2,420	2,850	2,850	3,125	10%
110-451-85-4221	Medicare Payroll Expense	558	566	675	675	725	7%
110-451-85-4230	Retirement Contribution	1,778	1,792	2,075	2,075	2,275	10%
110-451-85-4250	Unemployment Insurance	114	78	150	150	150	0%
110-451-85-4260	Workers Compensation Ins	1,179	1,204	1,400	1,400	1,400	0%
		27,543	28,421	30,250	30,250	32,275	7%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-451-85-4310	Professional Development	360	140	500	500	500	N/A
		360	140	500	500	500	0%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-451-85-4422	Trails Maintenance	3,770	11,770	10,000	5,000	15,000	200%
110-451-85-4425	Tamarisk Removal	5,000	7,000	10,000	10,000	15,000	50%
110-451-85-4428	Weed Control	12,807	13,236	20,000	15,000	25,000	67%
110-451-85-4430	Service Contracts	805	7,735	3,500	3,000	3,500	17%
110-451-85-4435	Fleet Maintenance Charges	3,250	6,000	5,100	5,100	8,500	67%
110-451-85-4442	Equipment Rental	596	1,360	5,000	2,000	5,000	150%
		26,227	47,101	53,600	40,100	72,000	80%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-451-85-4530	Telephone	250	300	300	300	300	0%
		250	300	300	300	300	0%
<b><u>SUPPLIES</u></b>							
110-451-85-4612	Supplies and Tools	5,915	3,848	6,200	4,000	10,000	150%
110-451-85-4626	Fuel	-	-	2,500	-	2,500	N/A
110451-85-4630	Meeting/Appreciation Supplies	-	183	200	200	200	0%
110-451-85-4650	Landscaping Supplies	-	-	10,000	10,000	10,000	0%
110-451-85-4661	Uniforms	1,067	233	500	350	500	43%
110-451-85-4662	Safety Equipment	-	65	500	100	500	400%
		6,982	4,329	19,900	14,650	23,700	62%
<b><u>CAPITAL</u></b>							
110-451-85-4742	Mobile Equipment	-	-	-	-	-	N/A
110-451-85-4743	Furniture and Equipment	-	-	3,800	3,800	-	-100%
		-	-	3,800	3,800	-	-100%
<b><u>SPECIAL PROJECTS</u></b>							
110-451-85-4842	Miscellaneous Contributions	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL OPEN SPACE AND TRAILS</b>		<b>101,773</b>	<b>121,138</b>	<b>154,000</b>	<b>134,000</b>	<b>178,950</b>	<b>34%</b>

# Non-Departmental

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# Non-Departmental

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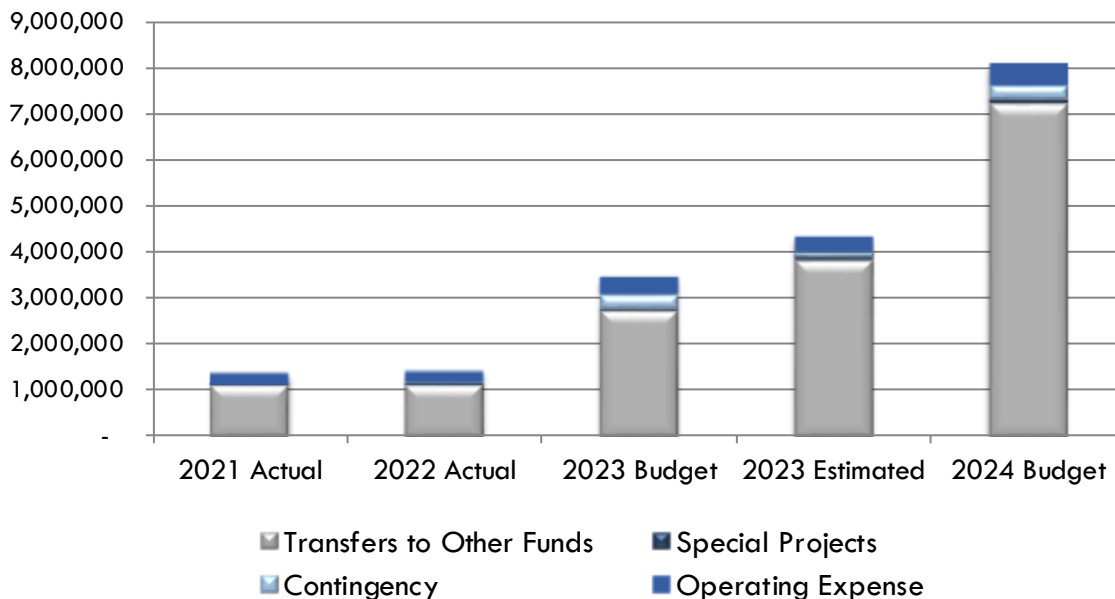
# Non-Departmental

<b>Expenses by Category</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ -	\$ -	\$ 64,800	\$ 64,800	\$ 71,000	10%
Personnel Services, Benefits	1,792	(4,645)	-	550	-	-100%
Purchased Professional Services	81,088	83,738	88,000	73,900	88,000	19%
Purchased Property Services	6,018	7,230	8,000	8,000	8,000	0%
Other Purchased Services	159,539	170,052	203,000	189,000	268,350	42%
Supplies	-	-	25,000	25,000	25,000	0%
Operating Expense	\$ 248,437	\$ 256,375	\$ 388,800	\$ 361,250	\$ 460,350	27%
Special Projects	30,478	46,058	59,425	59,075	77,275	31%
Contingency	-	-	300,000	100,000	300,000	200%
Transfers to Other Funds	1,098,457	1,114,556	2,710,700	3,831,030	7,224,570	89%
<b>Total Expense</b>	<b>\$1,377,372</b>	<b>\$1,416,989</b>	<b>\$3,458,925</b>	<b>\$ 4,351,355</b>	<b>\$ 8,062,195</b>	<b>85%</b>

## MISSION

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

## Budget History



# Non-Departmental

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## **BUDGET HIGHLIGHTS**

### Personnel Adjustments - \$71,800

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.

### Transportation Services - \$76,775

- 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 \$65,571 in 2024 and reflects a 20% increase. The percentage change year-over-year will decrease with the new proposed IGA between the organizations and the Grand Valley Transit.
- In addition, the City contributes \$11,182 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 2024.

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. The charging stations at the Fruita Civic Center were installed in August 2023, and this reflects the estimated cost of utilities for the stations.

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.

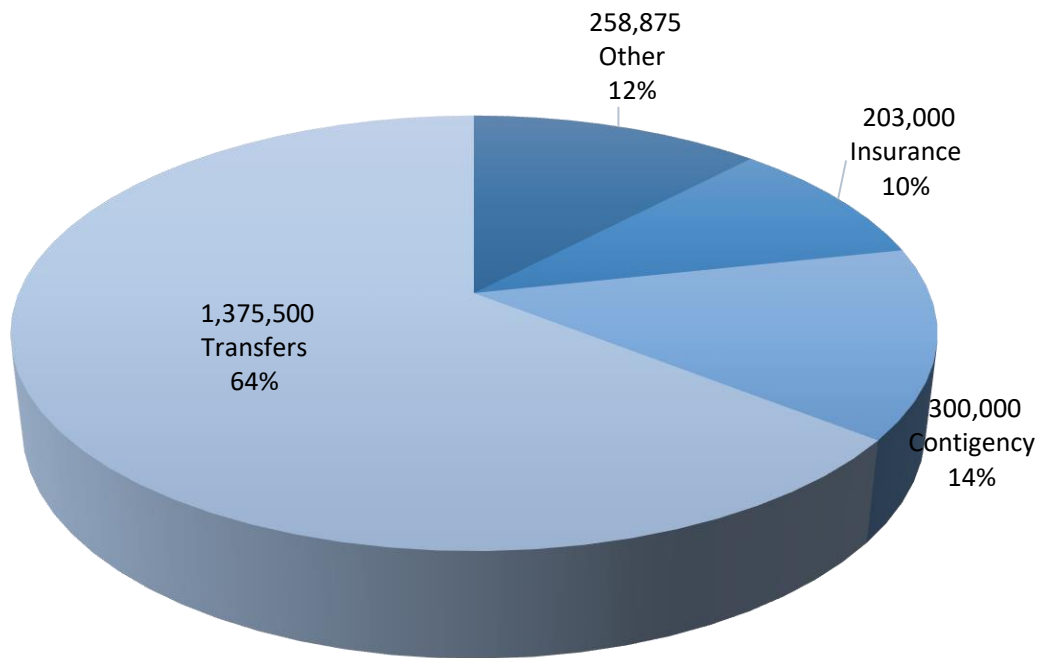
Transfers - \$7,224,570 Transfers include \$7.1 million to the Capital Projects Fund for specific capital projects. Transfers also include a transfer of \$95,000 to the Community Center Fund which represents the historic subsidy provided by the General Fund for programs which were transferred to the 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.

# Non-Departmental

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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	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
110-490-01-4119	Personnel Adjustments	-	-	64,800	64,800	71,000	10%
		-	-	64,800	64,800	71,000	10%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
110-490-01-4210	Health Insurance Assessme	1,792	(4,645)	-	550	-	-100%
110-490-01-4211	Supplemental Health Ins.		-	-	-	-	N/A
		1,792	(4,645)	-	550	-	-100%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
110-490-01-4310	Tuition Reimbursement	2,400	1,019	3,600	-	3,600	N/A
110-490-01-4312	Alliance for Innovation	2,700	2,250	2,400	1,900	2,400	26%
110-490-01-4318	County Collection Fees	30,088	33,069	33,000	33,000	33,000	0%
110-490-01-4333	Mesa Land Trust	6,900	8,400	9,000	-	9,000	N/A
110-490-01-4334	Mesa County Stormwater	39,000	39,000	40,000	39,000	40,000	3%
		81,088	83,738	88,000	73,900	88,000	19%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
110-490-01-4430	Service Contracts	6,018	7,230	8,000	8,000	8,000	0%
		6,018	7,230	8,000	8,000	8,000	0%
<b><u>OTHER PURCHASED SERVICES</u></b>							
110-490-01-4520	Property Insurance	31,572	35,000	39,000	36,000	35,450	-2%
110-490-01-4521	Vehicle Insurance	29,548	30,281	38,000	38,000	20,750	-45%
110-490-01-4522	Liability Insurance	82,500	91,000	101,000	101,000	187,150	85%
110-490-01-4523	Insurance Deductible	15,920	13,771	25,000	14,000	25,000	79%
		159,539	170,052	203,000	189,000	268,350	42%
<b><u>SUPPLIES</u></b>							
110-490-01-4620	Charging Stations Utilities	-	-	25,000	5,200	25,000	381%
		-	-	25,000	5,200	25,000	381%
<b><u>CAPITAL</u></b>							
110-490-01-4712	Lease Payment - Principal		5,537	-	-	-	
110-490-01-4722	Lease Payment - Interest		36	-	-	-	
110-490-01-4747	Capital Equipment - Lease	-	17,833	-	-	-	
		-	23,406	-	-	-	-
<b><u>SPECIAL PROJECTS</u></b>							
110-490-01-4830	Transportation	16,918	46,058	58,925	58,925	76,775	30%
110-490-01-4840	Property Tax Rebates	-		500	150	500	233%
110-490-01-4870	Covid Project Expenses	13,560		-	-	-	N/A
		30,478	46,058	59,425	59,075	77,275	31%
<b><u>CONTINGENCY</u></b>							
110-490-01-4850	Contingency	-	-	300,000	100,000	300,000	200%
		-	-	300,000	100,000	300,000	200%
<b><u>TRANSFERS TO OTHER FUNDS</u></b>							
110-490-01-4917	Transfer to Marketing Fun	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 Projec	991,457	1,007,556	2,603,700	3,724,030	7,117,570	91%
		1,098,457	1,114,556	2,710,700	3,831,030	7,224,570	89%
<b>TOTAL EXPENDITURES</b>		<b>1,377,372</b>	<b>1,440,395</b>	<b>3,458,925</b>	<b>4,331,555</b>	<b>8,062,195</b>	<b>86%</b>

# Conservation Trust Fund

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# Conservation Trust Fund

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# Conservation Trust Fund

## SUMMARY

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>Beginning Funds Available</u></b>	\$ 386,332	\$ 521,213	\$ 499,013	\$ 570,480	\$ 308,080	-46%
<b><u>Revenues</u></b>						
Intergovernmental Revenues	\$ 164,778	\$ 171,483	\$ 160,000	\$ 180,000	\$ 175,000	-3%
Miscellaneous	103	238	100	1,200	1,000	-17%
Total Revenues	\$ 164,881	\$ 171,722	\$ 160,100	\$ 181,200	\$ 176,000	-3%
<b><u>Expenses</u></b>						
Playground Equipment	\$ -	\$ 41,942	\$ -	\$ -	\$ -	N/A
Transfer to Capital Projects	30,000	80,513	394,150	443,600	100,000	-77%
Total Expense	\$ 30,000	\$ 122,455	\$ 394,150	\$ 443,600	\$ 100,000	-77%
<b><u>Excess (Deficiency) of Revenues over Expenditures</u></b>	<b>\$ 134,881</b>	<b>\$ 49,267</b>	<b>\$(234,050)</b>	<b>\$(262,400)</b>	<b>\$ 76,000</b>	<b>-129%</b>
<b><u>Ending Funds Available</u></b>	<b>\$ 521,213</b>	<b>\$ 570,480</b>	<b>\$ 264,963</b>	<b>\$ 308,080</b>	<b>\$ 384,080</b>	<b>25%</b>
<b><u>Components of Funds Available</u></b>						
Restricted for POST	\$ 521,213	\$ 570,480	\$ 264,963	\$ 308,080	\$ 384,080	25%
Assigned for land acquisition	-	-	-	-	-	N/A
	\$ 521,213	\$ 570,480	\$ 264,963	\$ 308,080	\$ 384,080	25%

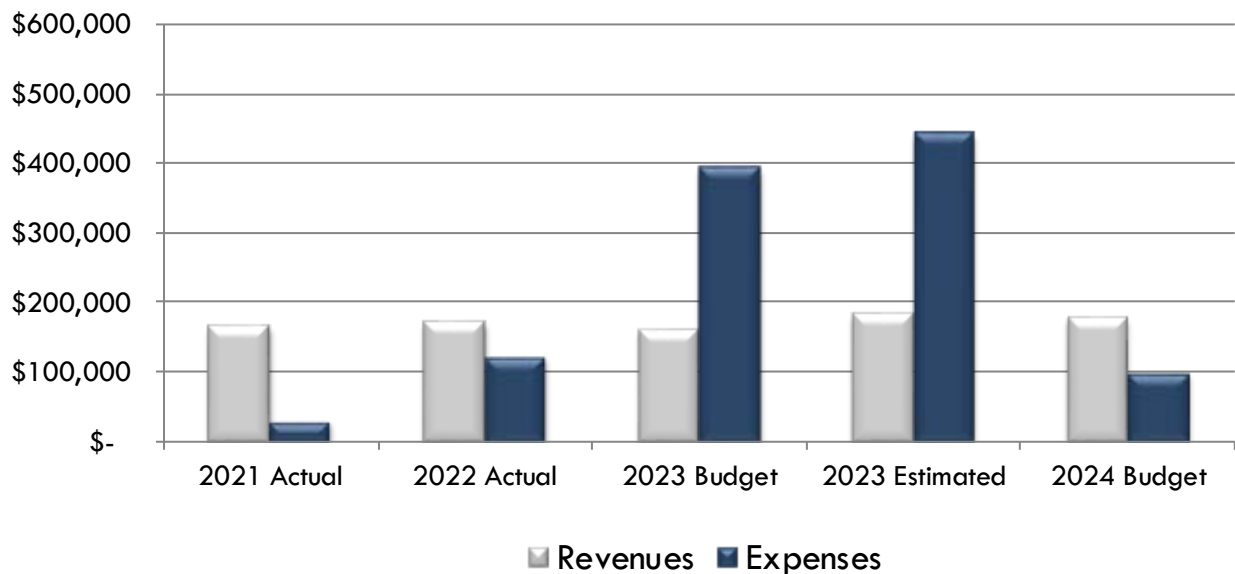
## PURPOSE OF THE FUND

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. 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 \$176,000 in 2024 and reflect a 10% increase from the 2023 Budget, but a 3% decrease from 2023 estimated revenues.

### Expenses

Conservation Trust Funds must be spent for parks, recreation, and open space purposes in accordance with Colorado Revised Statutes (29-21-101). The City is required to file annual reports on these expenditures to ensure compliance with state statutes. Expenses vary from year to year based on capital projects planned for the year. The 2024 Budget includes the use of \$100,000 in Conservation Trust Funds for the following park and open space improvements:

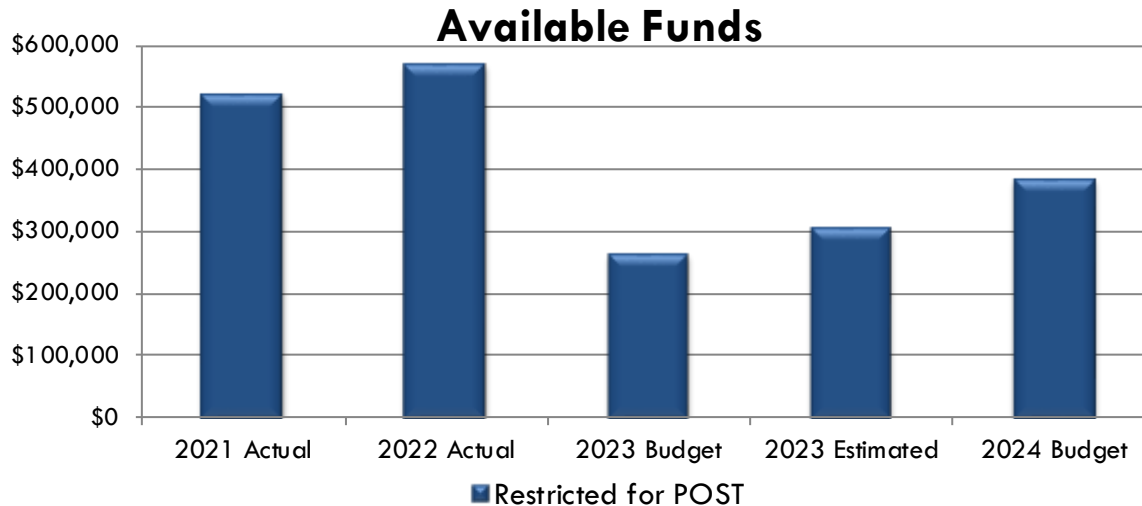
- Transfer to Capital Projects - \$100,000
  - Installation of Vault Toilet at Snooks Bottom - \$100,000

## FUNDS AVAILABLE

The 2024 Budget includes the use of \$100,000 of available funds leaving a balance of \$384,080 on December 31, 2024 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

- New playground equipment was installed at Prospector Park.
- Completed the Engineering and Design for the Reed Park Improvements. Completed design of wheel park and shelter, at a cost of \$63,000. Construction of the Reed Park renovation is scheduled to take place throughout 2024.

## BUDGET HIGHLIGHTS

- Transfer to the Capital Projects Fund of \$100,000 are budgeted in 2024 for the various projects:
  - Installation of Vault Toilet at Snooks Bottom - \$100,000.

# Conservation Trust Fund

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

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>Revenues</u></b>						
3358 Lottery Funds	\$ 30,000	\$ 30,000	\$ 394,150	\$ 443,600	\$ 100,000	-77%
Total Revenues	\$ 30,000	\$ 30,000	\$ 394,150	\$ 443,600	\$ 100,000	-77%
<b><u>Expenses</u></b>						
4930 Transfer to Capital Projects	\$ 30,000	\$ 80,513	\$ 394,150	\$ 443,600	\$ 100,000	-77%
Total Expenses	\$ 30,000	\$ 80,513	\$ 394,150	\$ 443,600	\$ 100,000	-77%

## **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.

# Conservation Trust Fund

## Revenues

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>INTERGOVERNMENTAL REVENUES</u></b>							
121-000-00-3358	Lottery Funds	164,778	171,483	160,000	180,000	175,000	-3%
		164,778	171,483	160,000	180,000	175,000	-3%
<b><u>MISCELLANEOUS</u></b>							
121-000-00-3610	Interest on deposits	103	238	100	1,200	1,000	0%
		103	238	100	1,200	1,000	0%
<b>TOTAL REVENUES</b>		<b>164,881</b>	<b>171,722</b>	<b>160,100</b>	<b>181,200</b>	<b>176,000</b>	<b>-3%</b>

## Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>CAPITAL PROJECTS</u></b>							
121-820-78-4743	Playground equipment	-	41,942	-	-	-	0%
121-880-78-4842	Trail construction contribution	-	-	-	-	-	0%
121-880-78-4845	Conservation Easements	-	-	-	-	-	0%
		-	41,942	-	-	-	0%
<b><u>TRANSFERS TO OTHER FUNDS</u></b>							
121-880-78-4930	Transfer to Capital Projects	30,000	80,513	394,150	443,600	100,000	-77%
		30,000	80,513	394,150	443,600	100,000	-77%
<b>TOTAL EXPENSES</b>		<b>30,000</b>	<b>122,455</b>	<b>394,150</b>	<b>443,600</b>	<b>100,000</b>	<b>-77%</b>

# **Economic Development Fund**

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# Economic Development Fund

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# Economic Development Fund

## SUMMARY

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>Beginning Funds</u></b>	\$ -	\$ 82,603	\$ 80,103	\$ 170,103	\$ 263,003	228%
<b><u>Revenues</u></b>						
Taxes	\$ 85,526	\$ -	\$ 100,000	\$ 118,000	\$ 114,000	-3%
Miscellaneous	-	-	-	-	-	N/A
Subtotal	\$ 85,526	\$ -	\$ 100,000	\$ 118,000	\$ 114,000	-3%
Other Financing Sources	-	-	-	-	-	N/A
Total Revenues	\$ 85,526	\$ -	\$ 100,000	\$ 118,000	\$ 114,000	-3%
<b><u>Expenses</u></b>						
Purchased Professional Services	\$ 423	\$ -	\$ -	\$ -	\$ -	N/A
Subtotal Operating Expenses	\$ 423	\$ -	\$ -	\$ -	\$ -	N/A
Special Projects	2,500	2,500	10,000	10,000	15,000	50%
Transfers to Other Funds	-	-	-	15,100	5,100	-66%
Total Expense	\$ 2,923	\$ 2,500	\$ 10,000	\$ 25,100	\$ 20,100	-20%
<b><u>Excess (Deficiency) of</u></b>						
<b><u>Revenues over Expenditures</u></b>	\$ 82,603	\$ (2,500)	\$ 90,000	\$ 92,900	\$ 93,900	1%
<b><u>Ending Funds Available</u></b>	\$ 82,603	\$ 80,103	\$ 170,103	\$ 263,003	\$ 356,903	36%
<b><u>Components of Funds Available</u></b>						
Restricted for ED	\$ -	\$ 80,103	\$ 170,103	\$ 263,003	\$ 356,903	36%
	\$ 82,603	\$ 80,103	\$ 170,103	\$ 263,003	\$ 356,903	36%

## PURPOSE OF THE FUND

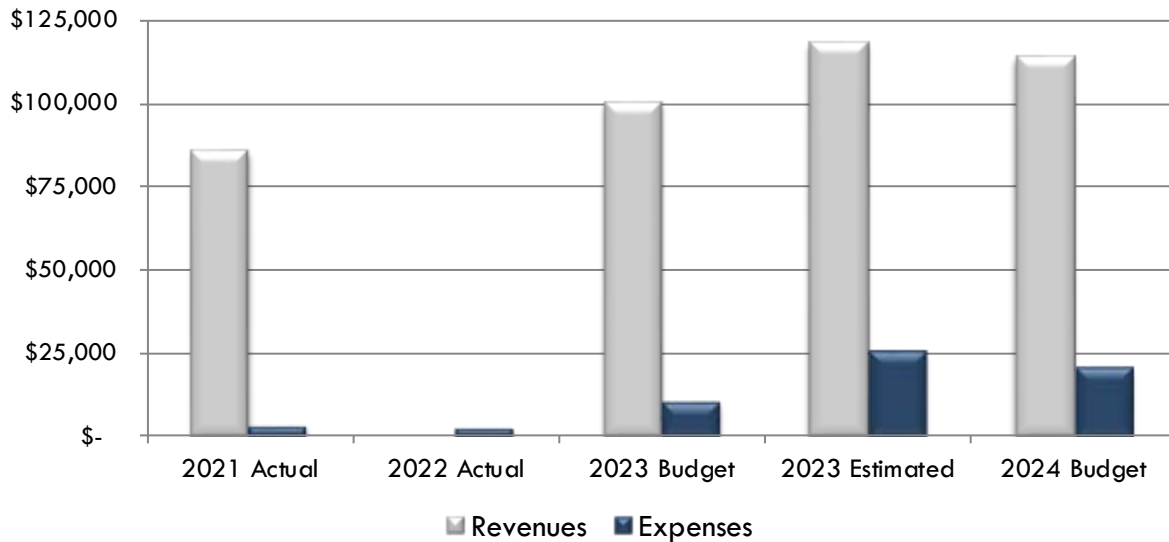
The purpose of the Economic Development Fund is to promote economic development within the City, including but not limited to business incentives, matching funds for public-private partnerships, and attainable housing. The Economic Development Fund, along with the Public Spaces Fund, was created in 2020 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 voters 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

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## REVENUES AND EXPENSES



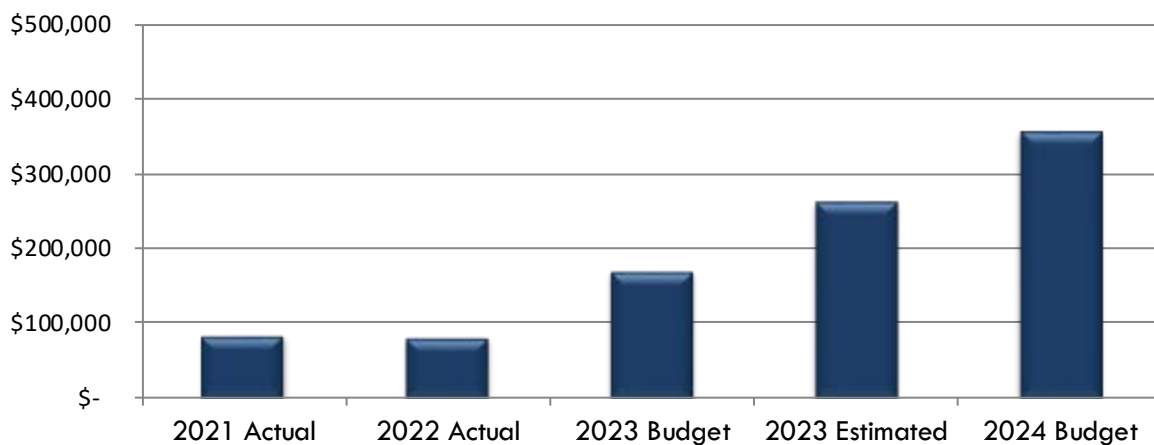
### Revenues

2/3<sup>rd</sup>s of the additional 3% lodging tax revenues are allocated to the Economic Development Fund in the 2024 Budget and were allocated to this fund in 2023. The remaining revenues from the additional 3% lodging tax are budgeted for in the Public Places Fund.

### Expenses

Expenses of \$15,000 are budgeted to fund the City of Fruita's contribution to the Grand Junction Economic Partnership (GJEP). \$5,100 is also being transferred to the Housing Authority Fund for any general housing authority needs in 2024.

## FUNDS AVAILABLE





# **Economic Development Fund**

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Available Funds of \$356,903 are estimated at the end of 2024, an estimated increase of 36% over 2023 year-end estimates of \$263,003. This increase is due to continued growth in lodging tax collections for Fruita from 2021, and limited expenses in this fund. These funds can be used for economic development, business incentives, matching funds for public-private partnerships, and attainable housing.

## **PERSONNEL**

There are no personnel assigned to the Economic Development Fund.

## **RESPONSIBILITIES**

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

## **PRIOR YEAR ACCOMPLISHMENTS**

- Updated memorandums of understanding with economic development partners, such as Grand Junction Economic Partnership (“GJEP”), the Business Incubator Center, and the Fruita Chamber of Commerce, to clarify roles, align goals, and manage expectations.
- Entered into a Public Private Partnership agreement with a developer to potentially begin work on redeveloping the Fruita Lagoons Property. Began due diligence work on the property.
- Continued to fund the partnership with GJEP. 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.

## **BUDGET HIGHLIGHTS**

- Apart from increasing the City of Fruita’s contribution to GJEP to \$15,000 (previously \$10,000), there are no budget highlights in the Economic Development Fund for 2024. The City is trying to establish reserves to be used for economic development projects in the future.

# Economic Development Fund

## Revenues

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>TAXES</u></b>							
124-000-00-3134	Lodgers Tax	85,526	-	100,000	118,000	114,000	-3%
		85,526	-	100,000	118,000	114,000	-3%
<b><u>MISCELLANEOUS</u></b>							
124-000-00-3610	Interest on deposits	-	-	-	-	-	N/A
124-000-00-3641	Miscellaneous Donations	-	-	-	-	-	N/A
124-000-00-3680	Miscellaneous	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>TRANSFERS FROM OTHER FUNDS</u></b>							
124-000-00-3910	Transfer from General Fund	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>OTHER FINANCING SOURCES</u></b>							
124-000-00-3955	Loan payments	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL REVENUES</b>		<b>85,526</b>	<b>-</b>	<b>100,000</b>	<b>118,000</b>	<b>114,000</b>	<b>-3%</b>

## Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 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	10,000	10,000	15,000	50%
124-465-36-4848	Small Business Assistance	-	-	-	-	-	N/A
		2,500	2,500	10,000	10,000	15,000	50%
<b><u>TRANSFERS TO OTHER FUNDS</u></b>							
124-465-36-4940	Transfer to Housing Authority	-	-	-	15,100	5,100	-66%
		-	-	-	15,100	5,100	-66%
<b>TOTAL EXPENSES</b>		<b>2,923</b>	<b>2,500</b>	<b>10,000</b>	<b>25,100</b>	<b>20,100</b>	<b>-20%</b>

# Marketing and Promotion Fund

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# Marketing and Promotion Fund

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# Marketing and Promotion Fund

## SUMMARY

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>Beginning Funds</u></b>	\$ 162,098	\$ 239,496	\$ 301,780	\$ 301,780	\$ 330,630	10%
<b><u>Revenues</u></b>						
Taxes	\$ 171,919	\$ 181,794	\$ 150,000	\$ 177,000	\$ 171,000	-3%
Intergovernmental	35,000	-	-	39,600	-	-100%
Charges for Services	602	2,585	-	-	-	N/A
Miscellaneous	40	93	-	500	-	-100%
Subtotal	\$ 207,561	\$ 184,472	\$ 150,000	\$ 217,100	\$ 171,000	-21%
Transfers from Other Funds	12,000	12,000	12,000	12,000	12,000	0%
Total Revenues	\$ 219,561	\$ 196,472	\$ 162,000	\$ 229,100	\$ 183,000	-20%
<b><u>Expenses</u></b>						
Personnel Services, Salaries	\$ 11,242	\$ 14,632	\$ 10,175	\$ 10,175	\$ 25,525	151%
Personnel Services, Benefits	3,941	6,519	3,675	3,675	8,350	127%
Purchased Professional Services	472	1,255	2,500	1,500	10,000	567%
Purchased Property Services	2,565	1,395	1,500	250	1,000	300%
Other Purchased Services	97,710	79,144	100,000	145,000	102,000	-30%
Supplies	9,983	243	500	400	625	56%
Subtotal Operating Expenses	\$ 125,913	\$ 103,187	\$ 118,350	\$ 161,000	\$ 147,500	-8%
Special Projects	16,250	31,000	80,250	39,250	88,500	125%
Contingency	-	-	3,400	-	-	N/A
Transfers to Other Funds	-	-	-	-	-	N/A
Total Expense	\$ 142,163	\$ 134,187	\$ 202,000	\$ 200,250	\$ 236,000	18%
<b><u>Excess (Deficiency) of</u></b>						
<b><u>Revenues over Expenditures</u></b>	\$ 77,398	\$ 62,284	\$ (40,000)	\$ 28,850	\$ (53,000)	-284%
<b><u>Ending Funds Available</u></b>	\$ 239,496	\$ 301,780	\$ 261,780	\$ 330,630	\$ 277,630	-16%

# Marketing and Promotion Fund

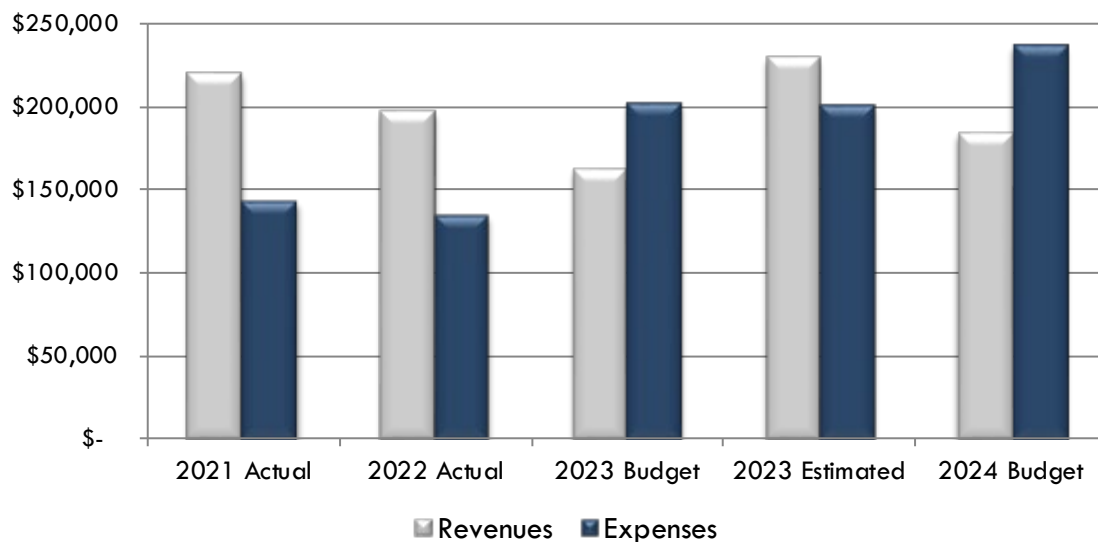
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## PURPOSE OF THE FUND

The purpose of the Marketing and Promotion Fund is to promote Fruita to visitors through tourism related business. The Marketing and Promotion Fund was created in 1996 to account for the lodging revenues received by the City. The voters 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 voters 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.

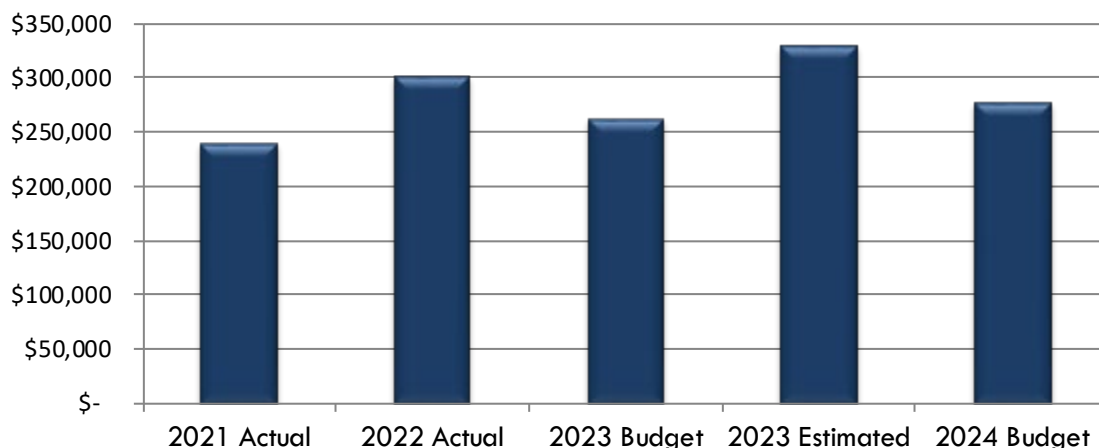
Lodging tax revenues for 2024 are projected to increase 14% compared to 2023 budgeted revenues but are expected to decrease 3% when compared to estimated 2023 revenues. The 2023 Budget includes a transfer of \$12,000 from General Fund revenues received from the lease of the I-70 billboard.

# Marketing and Promotion Fund

## Expenses

Expenses of \$236,000 are budgeted to increase 17% from the 2023 Budget and 18% from estimated actuals due to one-time expenses in 2024 related to grant match for a Tourism Management Grant program and reprinting of the Fruita visitor guide.

## FUNDS AVAILABLE



Available Funds of \$277,630 are estimated at the end of 2024, a decrease of \$53,000 over the 2023 year-end estimated funds. This includes the use of \$13,000 in fund balance to redesign and reprint the GoFruita visitor guide, and other one-time expenses, including sponsoring a winter concert and a grant match for a tourism management program. It is estimated that \$28,850 was added to fund balance for the Marketing and Promotion Fund at the end of 2023.

## PERSONNEL

New in 2024, a portion of the Marketing and Communications Coordinator position is assigned to the Marketing and Promotion Fund, in addition to the Assistant City Manager's position for administration and oversight.

Marketing and Promotion Fund - Staffing Chart (Manhours)				
	2021	2022	2023	2024
Hours Summary	Actual	Actual	Budget	Budget
Full time employees	416	416	205	725
Part time employees	-	-	-	-
Overtime	-	-	-	-
Total Hours	416	416	205	725
Total FTE Equivalents	0.20	0.20	0.10	0.35

# Marketing and Promotion Fund

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## **RESPONSIBILITIES**

- Inspire travel to and within Fruita, enhance visitor experience, improve residential quality of life, and protect destinations assets.
- 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**

- Continued work and joint marketing efforts with the Town of Palisade on the “Bookends of the Grand Valley” partnership. Finalized a work plan for the partnership, which includes both short and long-term goals for the partnership to achieve in the future.
- In partnership with Mesa County Public Health, the Fruita Trails initiative received a \$250,000 grant from the Colorado Parks and Wildlife Non-Motorized Trail Construction program to complete the contractor-built trails identified in the North Fruita Desert Master Plan. This grant, combined with contributions from the City of Fruita, the Greater Grand Junction Sports Commission, and local businesses, led to a total funding for the project of \$350,000. Construction is scheduled to begin in the fall and should be complete next year. Singletrack Trails was the contractor selected by Mesa County Public Health.
- As gravel biking continues to gain popularity, created the Fruita + Palisade/Mesa County Gravel Adventure Field Guide. The Gravel Adventure Field Guide includes 12 unique gravel routes throughout Mesa County, fun historical facts, information on local and regional businesses, and more. Information on the guide can be found here: [Fruita + Palisade Gravel Adventure Field Guide](#). The guide is available at local businesses throughout Colorado and Utah.
- Received a \$36,000 grant from the Colorado Office of Outdoor Recreation for the production, creative, printing, and distribution of the Fruita + Palisade Gravel Adventure Field Guide. The total project cost was \$45,000, and the Town of Palisade contributed \$3,600, and Fruita paid \$5,400.
- Continued to expand Fruita’s photo and video asset library. Added additional assets through hosting influencers in Fruita, scheduling and organizing photo-shoots, and purchasing assets. These assets are available for any Fruita business/event to use and can be found here: [GoFruita Flickr Account](#).
- With the marketing partnership, completed the year-long Reimagine Destinations program through the Colorado Tourism Office. The program includes completing a destination assessment, having a strategic planning meeting, receiving 100 hours of contractor work to work on the partnership, and photo and video assets.



# Marketing and Promotion Fund

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- In 2023, the City of Fruita sponsored more special events than ever, including new events, such as the Kids Adventure Games at Highline Lake and the REXY Gravel Bike Race.
- Awarded three mini-grants to Roam Fest Fruita, Imondi Wake Zone Wakeboard Championship Series, and the Fruita Area Chamber of Commerce.
- Onboarded a new member of the Fruita Tourism Advisory Council, as well as a new staff member that works on tourism.
- Staff were invited to speak to a class from the Colorado Tourism Office Tourism Leadership program, on the partnership with Palisade.
- Staff participated in a radio show and podcast on marketing and promotion efforts, and the purpose of goals of these efforts. The podcast can be found here: [Discover Fruita Podcast](#).
- Achieved a performance measure from the prior year by implementing two projects from the Fruita/Palisade Work Plan.
- Continue to improve the recently redesigned GoFruita.com website, added several blogs, events, and updates.
- Achieved another performance measure from the prior year by completing at least two digital marketing campaigns focused on travel to the area.
- Continued sending a bimonthly newsletter encouraging and promoting travel to Fruita.
- Developed Responsible Visitation Messaging that can be used in future campaigns.
- Hired and onboarded a Marketing and Communications Coordinator, to help with tourism messaging and marketing in 2024.

## **GOALS**

- With the Fruita + Palisade Workplan finalized, work with both destinations to achieve the goals and priorities identified in the plan. Identify potential grants that may be appropriate for any of the projects.
- Continue to grow and develop the photo and video library for future advertisement assets, with an emphasis on assets from Fruita special events.
- Launch an “ambassador program” where residents and tourists can submit photos and videos that can be used for Fruita marketing purposes, offer incentives for participation in the program.
- Finalize the implementation of the North Fruita Desert Master Plan. Begin planning for the future of the Kokopelli Trail Network.

# Marketing and Promotion Fund

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## **PERFORMANCE MEASURES**

- Complete at least two additional projects from the Fruita + Palisade Work Plan. Schedule a meeting with the Palisade Tourism Advisory Board to discuss these projects and other action items.
- Research at least three other ambassador programs and determine the best for creating a similar program for the City of Fruita.

## **BUDGET HIGHLIGHTS**

- Salary and benefit expenses are budgeted to increase due to a portion of the Marketing and Communications personnel costs being assigned to the Marketing and Promotion Fund. This position oversees GoFruita's Social Media Accounts, writes blogs, and stories for the website, and captures photo and video assets for advertising efforts.
- New in 2024, \$7,500 is budgeted to purchase and implement software related to Short-Term Rental administration, compliance, and tax submission. The total cost of the software is \$10,500 before any one-time implementation fees, and the costs are split between the General Fund and the Marketing and Promotion Fund.
- \$10,000 is included in the budget (\$3,000 in Advertising and Promotion, \$7,000 in printing) to redesign and reprint the GoFruita Visitor Guide that is distributed at Visitor Centers throughout the state.
- 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 (carried forward from 2023).
- Increase in the amount of Special Event sponsorships, as the City is sponsoring events to the amount of \$41,500. This includes sponsorships of the following events:
  - Fruita Fall Festival - \$7,500
  - Fruita Fat Tire Festival and 18 Hours of Fruita - \$5,000
  - Co2UT and REXY Gravel Bike Races - \$5,000
  - Kids Adventure Games - \$5,000
  - Co. Riverfront Concert Series - \$4,000
  - Mike the Headless Chicken Festival - \$4,000
  - Thursday Night Concert Series - \$4,000
  - Fruita Farmers Market - \$2,500
  - Roam Fest Fruita - \$2,000
  - Rim Rock Rodeo - \$1,000
  - Winter Concert - \$1,000
  - Military High School Graduate Recognition Event - \$500

# Marketing and Promotion Fund

Revenues		2021	2022	2023	2023	2024	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b>TAXES</b>							
125-000-00-3134	Lodgers Tax	171,919	181,794	150,000	177,000	171,000	-3%
		171,919	181,794	150,000	177,000	171,000	-3%
<b>INTERGOVERNMENTAL REVENUES</b>							
125-000-00-3319	CVRF Grant		-	-	-	-	N/A
125-000-00-3345	Colorado Tourism Office Grant	25,000	-	-	36,000	-	-100%
125-000-00-3373	Local Agency Contribution	10,000	-	-	3,600	-	-100%
		35,000	-	-	39,600	-	-100%
<b>CHARGES FOR SERVICES</b>							
125-000-00-3483	Penalties	602	2,585	-	-	-	N/A
		602	2,585	-	-	-	N/A
<b>MISCELLANEOUS</b>							
125-000-00-3610	Interest on Deposits	40	93	-	500	-	-100%
125-000-00-3641	Miscellaneous Donations	-	-	-	-	-	N/A
125-000-00-3680	Miscellaneous	-	-	-	-	-	N/A
		40	93	-	500	-	-100%
<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>219,561</b>	<b>196,472</b>	<b>162,000</b>	<b>229,100</b>	<b>183,000</b>	<b>-20%</b>

# Marketing and Promotion Fund

## Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
125-465-53-4111	Salaries, Administrative	11,242	14,632	10,025	10,025	25,125	151%
125-465-53-4119	Personnel Adjustments	-	-	150	150	400	167%
125-465-53-4120	Part Time	-	-	-	-	-	N/A
		11,242	14,632	10,175	10,175	25,525	151%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
125-465-53-4210	Health Insurance	2,532	4,488	2,325	2,325	5,100	119%
125-465-53-4220	FICA Payroll Expense	693	898	625	625	1,575	152%
125-465-53-4221	Medicare Payroll Expense	162	210	150	150	375	150%
125-465-53-4230	Retirement Contribution	508	878	475	475	1,150	142%
125-465-53-4250	Unemployment Insurance	33	29	50	50	100	100%
125-465-53-4260	Workers Compensation Insurance	13	16	50	50	50	0%
		3,941	6,519	3,675	3,675	8,350	127%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
125-465-53-4310	Professional Development	472	1,255	2,500	1,500	2,500	67%
125-465-53-4325	Software Subscriptions	-	-	-	-	7,500	N/A
		472	1,255	2,500	1,500	10,000	567%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
125-465-53-4438	IT Services	2,565	1,395	1,500	250	1,000	300%
		2,565	1,395	1,500	250	1,000	300%
<b><u>OTHER PURCHASED SERVICES</u></b>							
125-465-53-4550	Printing	-	-	-	-	7,000	N/A
125-465-53-4553	Advertising & Promotion	97,710	79,144	100,000	145,000	95,000	-5%
		97,710	79,144	100,000	145,000	102,000	2%
<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	399	243	500	400	625	56%
125-465-53-4642	Signs & Banners	9,584	-	-	-	-	N/A
		9,983	243	500	400	625	56%
<b><u>SPECIAL PROJECTS</u></b>							
125-465-53-4842	Miscellaneous Contributions	3,000	3,000	43,000	3,000	43,000	1333%
125-465-53-4843	Mini Grants	1,250	3,000	4,000	3,000	4,000	33%
125-465-53-4844	Special Events	12,000	25,000	33,250	33,250	41,500	25%
		16,250	31,000	80,250	39,250	88,500	125%
<b><u>CONTINGENCY</u></b>							
125-465-53-4850	Contingency	-	-	3,400	-	-	N/A
		-	-	3,400	-	-	N/A
<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>142,163</b>	<b>134,187</b>	<b>202,000</b>	<b>200,250</b>	<b>236,000</b>	<b>18%</b>

# Public Places Fund

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# Public Places Fund

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# Public Places Fund

## SUMMARY

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>Beginning Funds</u></b>	\$ -	\$ 43,647	\$ 203,815	\$ 133,815	\$ 79,815	-40%
<b><u>Revenues</u></b>						
Taxes	\$ 85,525	\$ 181,792	\$ 50,000	\$ 59,000	\$ 57,000	-3%
Intergovernmental Revenues	7,146	20,000	-	-	-	N/A
Miscellaneous	-	-	-	-	-	N/A
Total Revenues	\$ 92,671	\$ 201,792	\$ 50,000	\$ 59,000	\$ 57,000	-3%
<b><u>Expenses</u></b>						
Purchased Property Services	\$ 42,219	\$ 15,214	\$ 10,000	\$ 3,000	\$ 10,000	233%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ 35,000	N/A
Subtotal Operating Expenses	\$ 42,219	\$ 15,214	\$ 10,000	\$ 3,000	\$ 45,000	1400%
Special Projects	6,805	26,410	10,000	10,000	10,000	0%
Transfer to Other Funds	-	-	100,000	100,000	-	-100%
Total Expense	\$ 49,024	\$ 41,624	\$ 120,000	\$ 113,000	\$ 55,000	-51%
<b><u>Excess (Deficiency) of</u></b>						
<b><u>Revenues over Expenditures</u></b>	\$ 43,647	\$ 160,168	\$ (70,000)	\$ (54,000)	\$ 2,000	-104%
<b><u>Ending Funds Available</u></b>	\$ 43,647	\$ 203,815	\$ 133,815.1	\$ 79,815	\$ 81,815	3%
<b><u>Components of Funds Available</u></b>						
Restricted for public places	\$ 43,647	\$ 203,815	\$ 133,815	\$ 82,815	\$ 84,815	2%
	\$ 43,647	\$ 203,815	\$ 133,815	\$ 82,815	\$ 84,815	2%

## PURPOSE OF THE FUND

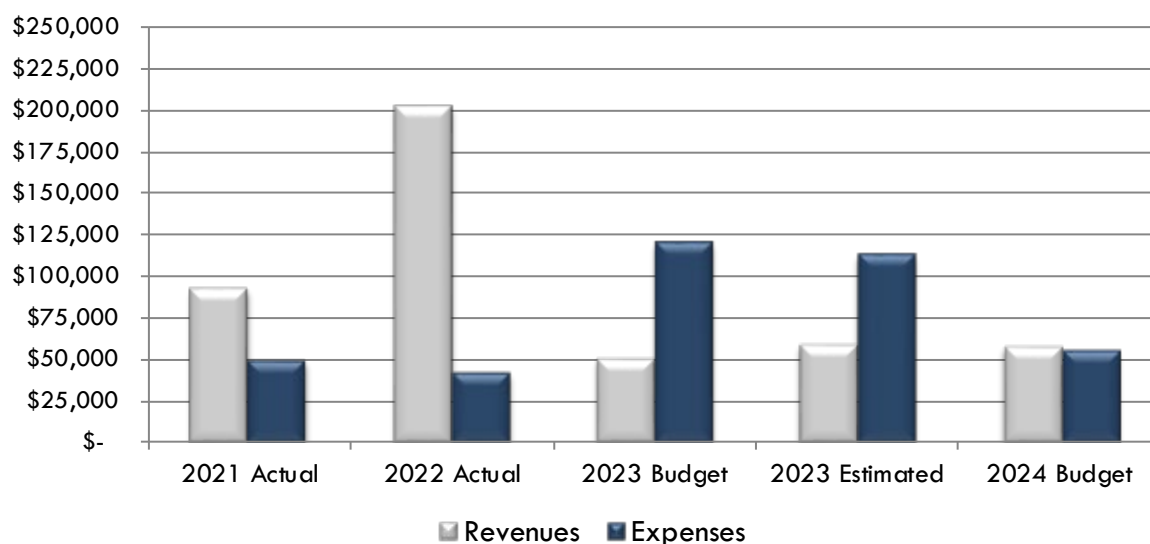
The purpose of the Public Places Fund (Parks, Trails, Open Space, and Public Places Fund) is to finance the acquisition, construction, and maintenance of open space, trails, and public places within and outside the City. The Public Places Fund, along with the Economic Development Fund, was created in 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 voters 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 3% when compared to 2023 estimated revenues and increase 14% when compared to 2023 budgeted revenues. The percentage of lodging tax revenues designated for use in the Public Places Fund is 1/3<sup>rd</sup>, and the remaining 2/3<sup>rd</sup>s is appropriated in the Economic Development Fund.

### Expenses

Expenses of \$55,000 are budgeted to decrease 54% in 2024 from the 2023 Budget and decrease 51% when compared to estimated actuals from the prior year. Decreases include discontinuing custodial cleaning services of the Mulberry Plaza (budgeted in the Service Contracts in prior years) and a decrease in transfers to capital projects. New expenses include a lease for overflow parking in the downtown area, and non-capital equipment and amenities for the Fruita Bark Park. The City of Fruita completed the Mulberry Plaza in 2023, and that was a one-time expense/transfer from the Public Places Fund.

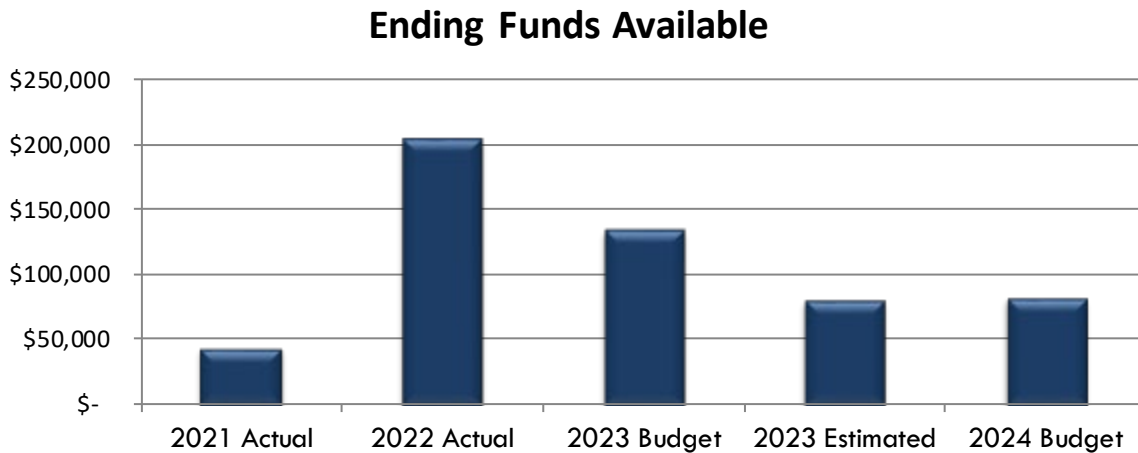
## FUNDS AVAILABLE

Available funds estimated at the end of 2024 are \$84,815, a 2% increase over 2023 estimated fund balance.



# Public Places Fund

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## **PERSONNEL**

There are no personnel expenses assigned to the Public Places fund.

## **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 2023, the City of Fruita completed the Mulberry Plaza. The Plaza includes multiple outdoor dining areas, a fire pit, kid's areas, planters, and parking spaces for the community to enjoy.
- Began working on planning efforts related to the expansion of the Kokopelli Trail System.
- Began offering overflow parking on Mulberry Street.

## **GOALS**

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

## **BUDGET HIGHLIGHTS**

- \$10,000 is budgeted to continue the lease on the overflow/temporary parking lot on N. Mulberry Street.
- \$35,000 is budgeted in supplies and equipment for amenities and equipment (non-capital

City of Fruita

2024 Budget

# Public Places Fund

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equipment) at the Fruita Bark Park.

# Public Places Fund

## Revenues

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>TAXES</u></b>							
126-000-00-3134	Lodgers Tax	85,525	181,792	50,000	59,000	57,000	-3%
		85,525	181,792	50,000	59,000	57,000	-3%
<b><u>INTERGOVERNMENTAL REVENUES</u></b>							
126-000-00-3342	Energy Impact Grant	7,146		-	-	-	N/A
126-000-00-3345	Colorado Tourism Office Grant	-	20,000	-	-	-	N/A
		7,146	20,000	-	-	-	N/A
<b><u>MISCELLANEOUS</u></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>201,792</b>	<b>50,000</b>	<b>59,000</b>	<b>57,000</b>	<b>-3%</b>

## Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
126-452-86-4430	Service Contracts	42,219	15,214	10,000	-	-	N/A
126-452-86-4441	Facility Rental	-	-	-	3,000	10,000	233%
		42,219	15,214	10,000	3,000	10,000	233%
<b><u>SUPPLIES</u></b>							
126-452-86-4612	Supplies and Equipment	-	-	-	-	35,000	N/A
		-	-	-	-	35,000	N/A
<b><u>SPECIAL PROJECTS</u></b>							
126-452-86-4842	Miscellaneous Contributions	6,805	26,410	10,000	10,000	10,000	0%
		6,805	26,410	10,000	10,000	10,000	0%
<b><u>TRANSFER TO OTHER FUNDS</u></b>							
126-452-86-4930	Transfer to Capital Projects	-	-	100,000	100,000	-	-100%
		-	-	100,000	100,000	-	-100%
<b>TOTAL EXPENSES</b>		<b>49,024</b>	<b>41,624</b>	<b>120,000</b>	<b>113,000</b>	<b>55,000</b>	<b>-51%</b>

# Community Center Fund

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# Community Center Fund

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# Community Center Fund

## SUMMARY

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>Beginning Funds Available</u></b>	\$2,907,563	\$ 3,631,704	\$4,031,165	\$4,031,165	\$3,636,195	-10%
<b><u>Revenues</u></b>						
Taxes	\$2,137,000	\$ 2,341,931	\$2,200,000	\$2,368,500	\$2,400,000	1%
Charges for Services	965,268	1,164,722	1,196,500	1,245,500	1,317,500	6%
Intergovernmental Revenues	140	-	-	30,400	-	-100%
Fines and Forfeitures	-	-	-	-	-	N/A
Interest and Rentals	68,042	116,570	77,700	124,750	114,000	-9%
Other Financing Sources	-	60,963	-	135,000	-	-100%
Transfers from Other Funds	95,000	95,000	95,000	95,000	95,000	0%
Total Revenues	\$3,265,450	\$ 3,779,186	\$3,569,200	\$3,999,150	\$3,926,500	-2%
<b><u>Expenses</u></b>						
Personnel Services, Salaries	\$1,081,695	\$ 1,298,822	\$1,468,150	\$1,425,775	\$1,582,650	11%
Personnel Services, Benefits	239,849	270,308	312,050	295,950	342,275	16%
Purchased Professional Services	26,093	43,623	54,800	49,495	65,425	32%
Purchased Property Services	153,488	150,423	140,525	124,525	164,250	32%
Other Purchased Services	31,586	37,907	54,250	47,625	60,950	28%
Supplies	238,759	346,834	357,700	378,750	413,150	9%
Special Projects	551	-	-	-	-	N/A
Contingency	-	-	40,000	-	40,000	N/A
Operating Expenses	\$1,772,022	\$ 2,147,917	\$2,427,475	\$2,322,120	\$2,668,700	15%
Capital	31,404	495,462	1,242,300	1,349,400	900,000	-33%
Transfer to General Fund	6,000	6,000	6,000	6,000	6,000	0%
Transfer to Debt Service Fund	731,883	730,347	740,600	716,600	726,200	1%
Transfer to Capital Project Fund	-	-	-	-	30,000	N/A
Total Expense	\$2,541,309	\$ 3,379,726	\$4,416,375	\$4,394,120	\$4,330,900	-1%
<b><u>Excess (Deficiency) of</u></b>						
<b><u>Revenues over Expenditures</u></b>	<b>\$ 724,141</b>	<b>\$ 399,460</b>	<b>\$ (847,175)</b>	<b>\$ (394,970)</b>	<b>\$ (404,400)</b>	<b>2%</b>
<b><u>Ending Funds Available</u></b>	<b>\$ 3,631,704</b>	<b>\$ 4,031,165</b>	<b>\$ 3,183,990</b>	<b>\$ 3,636,195</b>	<b>\$ 3,231,795</b>	<b>-11%</b>
<b><u>Components of Funds Available</u></b>						
Assigned - Bldg & Equip Rep	\$1,094,241	\$ 1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	0%
Assigned - CERF	-	17,100	27,400	27,400	37,700	38%
Assigned - Subsequent year	-	847,175	-	-	-	-
Committed - Operating Reserve	458,179	536,979	606,869	580,530	667,175	15%
Restricted - Bond Project Funds	60,018	-	-	-	-	N/A
Restricted - Community Center	2,019,266	1,629,911	1,549,721	2,028,265	1,526,920	-25%
	<b>\$ 3,631,704</b>	<b>\$ 4,031,166</b>	<b>\$ 3,183,990</b>	<b>\$ 3,636,195</b>	<b>\$ 3,231,795</b>	<b>-11%</b>

# Community Center Fund

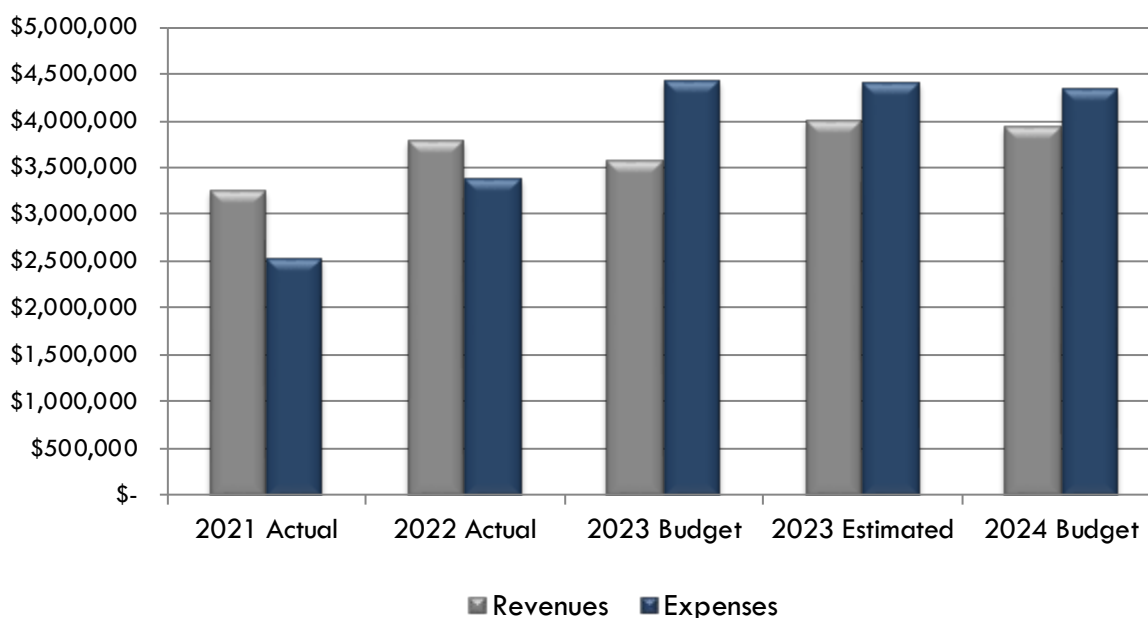
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## PURPOSE OF THE FUND

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 on 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

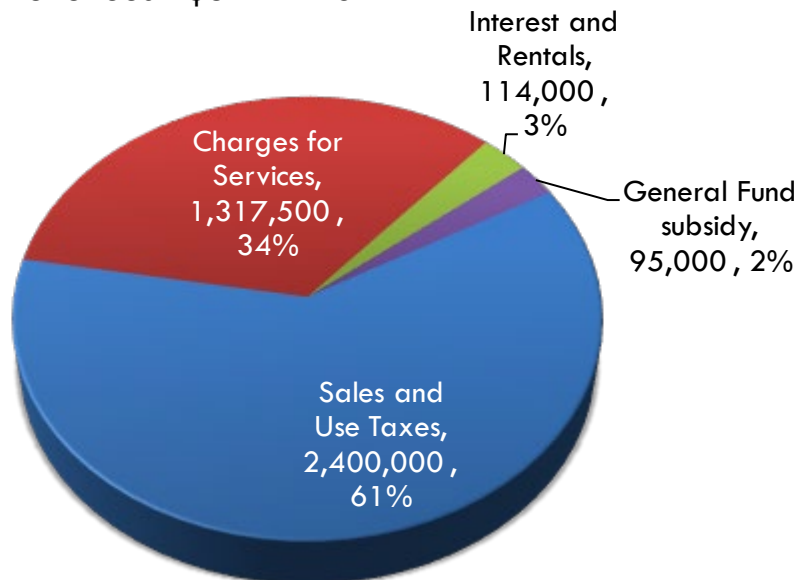


# Community Center Fund

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## Revenues

### 2024 Revenues - \$3.9 million



Community Center Fund revenues are budgeted at \$3.9 million in 2024. This reflects a 10% increase from the 2023 budgeted revenues but a decrease of 2% when compared to 2023 estimated revenues. Revenues are generated from both user fees and sales and use tax.

Sales and use tax revenues of \$2.40 million represent 61% of the overall revenues of the Community Center Fund in 2023 and are derived from a one cent sales and use tax that was approved by voters in November 2008. A portion of the tax (6/10<sup>th</sup>) will expire no later than January 1, 2039. The remaining tax (4/10<sup>th</sup>) will continue without any sunset provisions as an operational subsidy. Tax revenues are budgeted to decrease 1% from estimated actuals for 2022.

Charges for services of \$1.3 million represent 34% 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 due to a \$1 increase on daily admission fees and monthly passes to the Fruita Community Center. This is the first time, since 2017, that the fee has been adjusted for daily and monthly visits. The increase is necessary due to increased costs to operate the facility, and because of inflation. Charges for services are budgeted to increase 10% when compared to the 2023 budget, and 6% compared to estimated actuals.

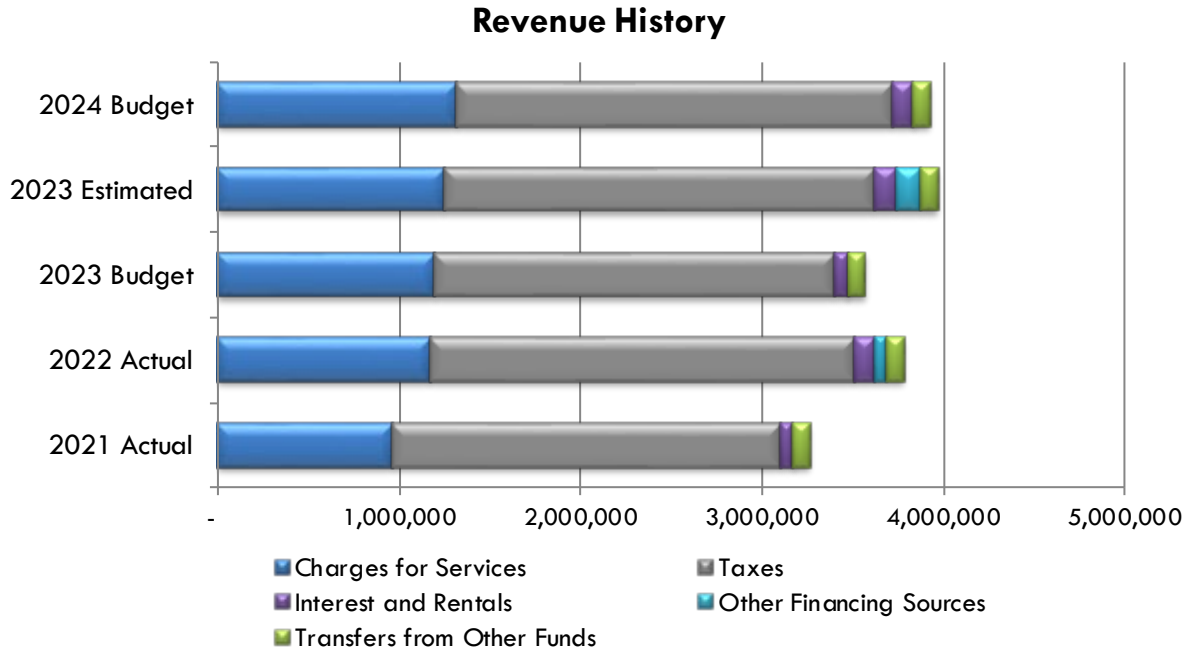
Revenues from rents on lands of \$29,000 represents lease revenues from the roof top lease for cellular equipment. The lease includes an annual escalation factor of 2.5%. Facility rental revenues are projected to remain flat compared to the 2023 budget but decrease 10% compared to 2023 estimated actuals.

Other financing sources include an annual transfer from the General Fund of \$95,000. This transfer



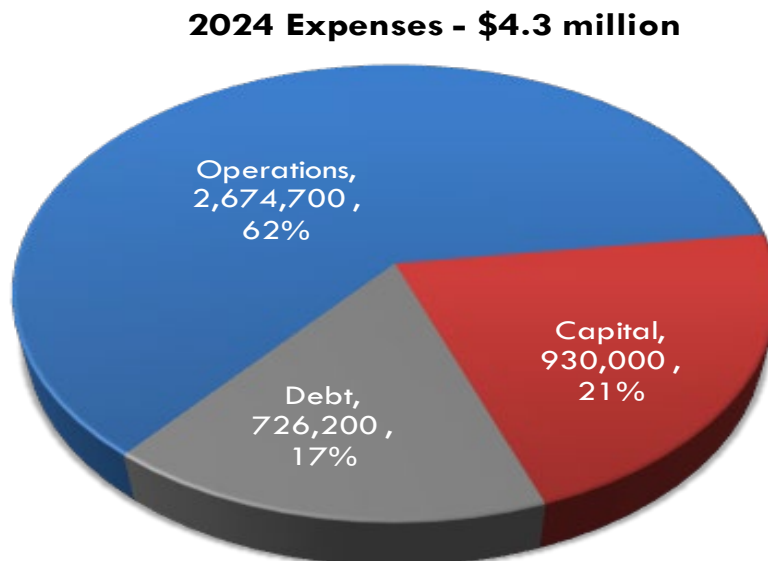
# Community Center Fund

is an additional operational subsidy based on historical data of program revenues and expenses previously subsidized by the General Fund (prior to construction of the Community Center and which are now included in the Community Center Fund).



## Expenses

Community Center Fund expenses of \$4.3 million are budgeted to decrease 1% from the 2023 estimated expenses and 2% from 2023 budgeted expenses.



# Community Center Fund

EXPENSES BY PROGRAM	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Administration	497,191	593,662	652,775	655,500	808,325	23%
Aquatics	549,558	663,298	700,924	697,950	765,275	10%
Youth Activities	120,970	128,121	162,001	186,150	183,750	-1%
Athletics	15,257	20,138	29,350	24,975	31,475	26%
Child Care	18,778	40,600	54,000	54,050	58,225	8%
Fitness/Wellness Programs	69,332	96,205	123,975	108,495	74,275	-32%
Senior Programs	56,170	86,212	113,375	77,650	124,000	60%
Special Events & Marketing	9,608	28,785	37,975	34,625	2,850	-92%
Building Maintenance	434,608	490,894	513,100	482,725	580,525	20%
Special Projects	551	-	-	-	-	N/A
Contingency	-	-	40,000	-	40,000	N/A
Operating Expenses	\$1,772,022	\$ 2,147,915	\$2,427,475	\$2,322,120	\$2,668,700	15%
Capital Equipment	31,404	495,462	1,242,300	1,349,400	900,000	-33%
Transfer to General Fund	6,000	6,000	6,000	6,000	6,000	0%
Transfer to Debt Service Fund	731,883	730,347	740,600	716,600	726,200	1%
Transfer to Capital Projects Fund	-	-	-	-	30,000	N/A
<b>Total Expense</b>	<b>\$ 2,541,309</b>	<b>\$ 3,379,724</b>	<b>\$ 4,416,375</b>	<b>\$ 4,394,120</b>	<b>\$ 4,330,900</b>	<b>-1%</b>

Operational expenses of \$2.7 million are budgeted to increase 15% in 2023 and account for 62% of the overall Community Center Fund expenses. This increase reflects increased personnel costs, benefit costs, supply costs, and utility costs. Contingency funds of \$40,000 are budgeted for unanticipated expenses.

Capital equipment and project expenses of \$930,000 million account for 21% of the overall Community Center Fund expenses. These expenses fluctuate annually based on capital needs. The significant increase in capital expenses, from last year to this year, can be explained by a one-time use of fund balance that is restricted to use of the Community Center, to install a new water slide (in 2023) and for the renovation of staff offices in 2024. The following is a summary of capital expenses included in the 2023 Budget.

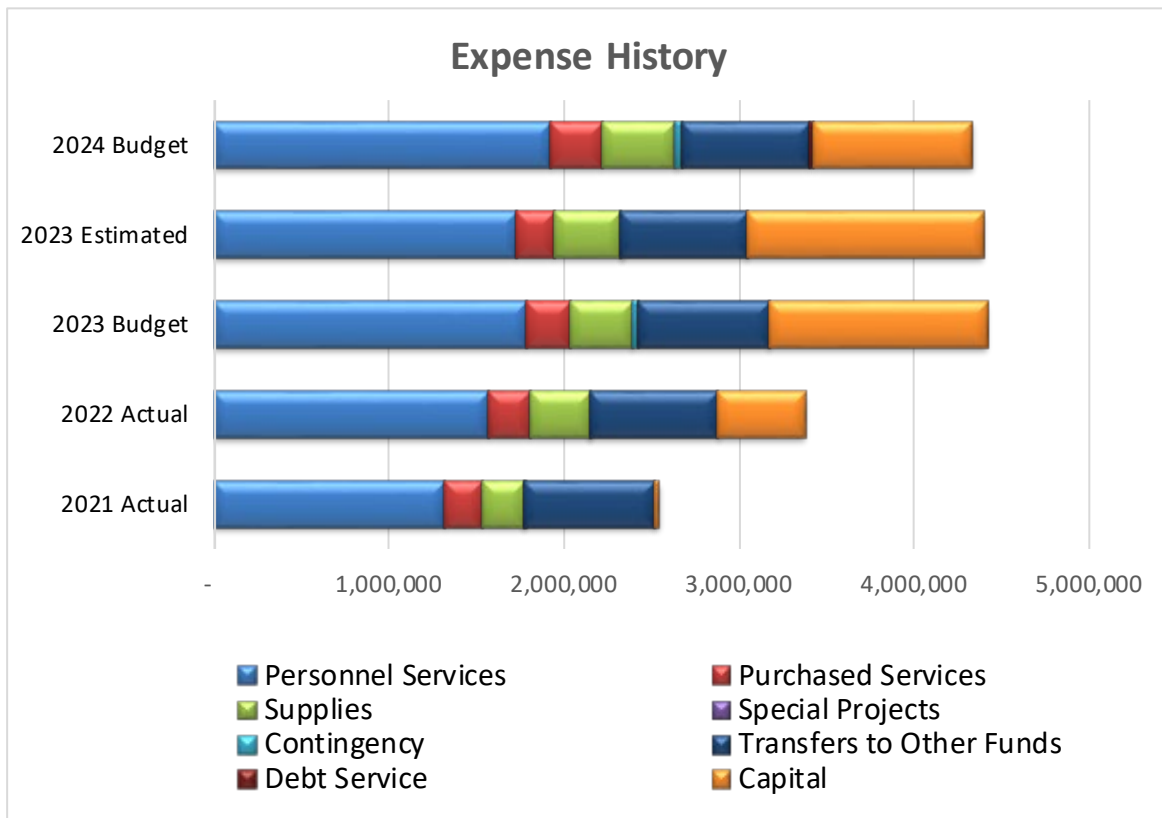
# Community Center Fund

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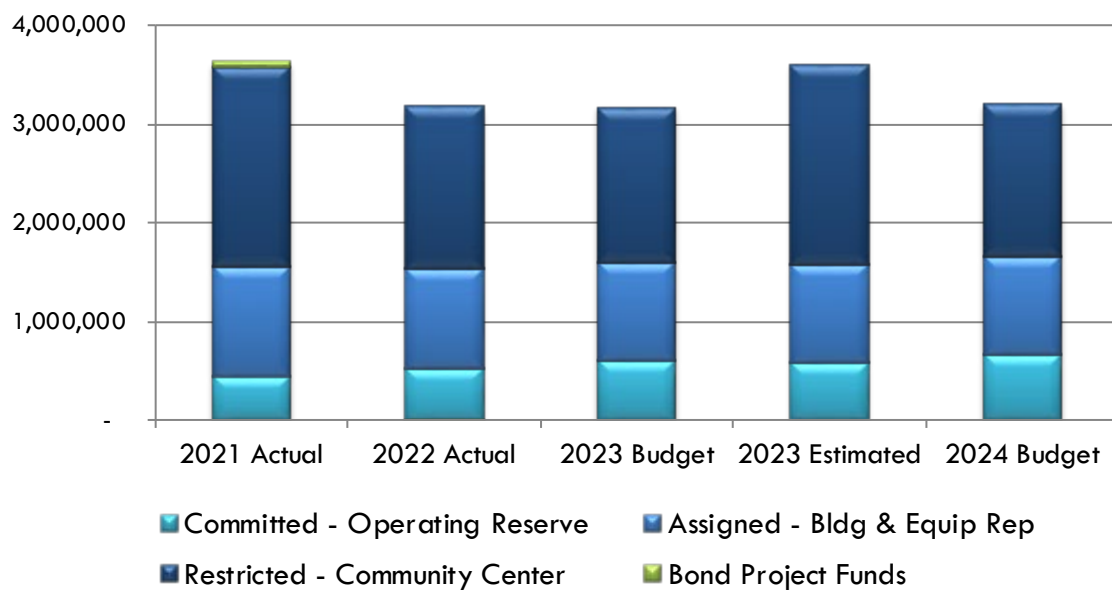
2024 FCC CAPITAL PROJECTS AND EQUIPMENT	
Description	Amount
Capital equipment	
Aquatics Program	
Indoor and Outdoor Pool Heater Replacement	\$100,000.00
Chemical Controllers Replacement	\$25,000.00
Fitness Program	
Elliptical Replacements (5)	\$40,000.00
Ab/Back Extension Machine Replacement	\$5,500.00
Bicep/Tricep Curl Machine Replacement	\$5,500.00
Indoor Cycles - 4 Total Replacements	\$9,000.00
Building Maintenance	
Water Softener	\$15,000.00
<b>Total Capital Equipment</b>	<b>\$200,000.00</b>
<b>Capital Projects</b>	
Building Maintenance Program	
Security System Upgrades	\$30,000.00
Office Expansions	\$700,000.00
<b>Total Capital Projects</b>	<b>\$730,000.00</b>
<b>Total Capital Equipment and Projects</b>	<b>\$930,000.00</b>

Transfers to other funds of \$732,200 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 \$726,200 and a transfer to the General Fund for grounds maintenance in the amount of \$6,000. Additionally, there is a one-time transfer of \$30,000 to the Capital Projects Fund for Security Upgrades at several City facilities, including the Community Center.

# Community Center Fund



## FUNDS AVAILABLE



# Community Center Fund

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Available funds of \$3.2 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 - \$1,526,920. This amount represents funds available for Community Center use but not designated for any specific purpose.

Committed - Operating Reserve - \$667,175. This represents the operational reserve which is 25% of the current year's operating expenses. The \$46,890 increase from the previous year is reflective of the increase in operation expenses.

Assigned - CERF (Vehicle replacement fund) - \$37,700. 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 2024 Budget includes a market increase of 8% for full-time and part-time personnel. 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		2021 Actual	2022 Actual	2023 Budget	2024 Budget
<u>Administration</u>	Full time employees	6,214	6,186	6,240	8,320
	Part time employees	8,482	11,384	11,912	11,912
	Overtime	109	217	200	225
	Subtotal	14,805	17,787	18,352	20,457
<u>Aquatics</u>	Full time employees	4,506	3,826	4,160	4,160
	Part time employees	25,074	31,427	29,640	29,640
	Overtime	270	686	550	550
	Subtotal	29,850	35,939	34,350	34,350
<u>Youth Activities</u>	Full time employees	2,133	2,024	2,080	2,080
	Part time employees	1,892	2,514	2,952	2,952
	Overtime	-	2	25	25
	Subtotal	4,025	4,540	5,057	5,057
<u>Athletics</u>	Full time employees	80	64	-	-
	Part time employees	452	595	936	936
	Overtime	-	-	-	-
	Subtotal	532	659	936	936
<u>Child Care</u>	Full time employees	-	-	-	-
	Part time employees	1,312	2,770	3,380	3,380
	Overtime	26	54	75	75
	Subtotal	1,338	2,824	3,455	3,455
<u>Fitness/Wellness</u>	Full time employees	-	81	-	-
	Part time employees	2,433	3,315	3,306	1,850
	Overtime	7	9	-	-
	Subtotal	2,440	3,405	3,306	1,850
<u>Senior Programs</u>	Full time employees	1,643	2,048	2,080	2,080
	Part time employees	-	115	780	780
	Overtime	-	2	-	-
	Subtotal	1,643	2,165	2,860	2,860
<u>Special Events</u>	Full time employees	332	949	1,040	-
	Part time employees	-	-	-	-
	Overtime	-	-	-	-
	Subtotal	332	949	1,040	-
<u>Building Maintenance</u>	Full time employees	2,056	2,010	2,080	2,080
	Part time employees	2,303	2,110	2,496	3,952
	Overtime	100	161	100	100
	Subtotal	4,459	4,281	4,676	6,132
	Total Hours	59,424	72,549	74,032	75,097
	Total FTE Equivalents	28.57	34.88	35.59	36.10

# Community Center Fund

## Revenues

Revenues		2021	2022	2023	2023	2024	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b>TAXES</b>							
127-000-00-3131	City Sales Tax	1,569,569	1,725,867	1,650,000	1,788,250	1,825,000	2%
127-000-00-3132	Use Tax on Vehicles	421,112	428,377	400,000	417,750	412,500	-1%
127-000-00-3133	Use Tax on Bldg Materials	146,319	187,688	150,000	162,500	162,500	0%
		2,137,000	2,341,931	2,200,000	2,368,500	2,400,000	1%
<b>INTERGOVERNMENTAL REVENUES</b>							
127-000-00-3319	CVRF Grant	140	-	-	-	-	N/A
127-000-00-3347	CDHS Grant	-	-	-	30,400	-	-100%
		140	-	-	30,400	-	-100%
<b>CHARGES FOR SERVICES</b>							
127-000-00-3471	Passes/Daily Admission	772,843	945,773	975,000	970,000	1,060,000	9%
127-000-00-3473	Retail Sales	9,276	9,698	10,000	13,000	12,000	-8%
127-000-00-3474	Concession/Vending	1,208	1,129	1,000	22,000	20,000	-9%
127-000-00-3476	Program Registration Fees	181,258	207,523	210,000	240,000	225,000	-6%
127-000-00-3485	Manpower	685	600	500	500	500	0%
		965,269	1,164,722	1,196,500	1,245,500	1,317,500	6%
<b>MISCELLANEOUS</b>							
127-000-00-3610	Interest	4,966	17,930	5,000	46,000	40,000	-13%
127-000-00-3611	Interest on Project Funds	-	-	-	-	-	N/A
127-000-00-3612	Interest On Leases	-	10,347	-	-	-	N/A
127-000-00-3625	Rents on Lands	27,359	29,159	27,700	28,750	29,000	1%
127-000-00-3627	Facility Rental	34,228	46,964	45,000	50,000	45,000	-10%
127-000-00-3642	Recreation Donations	-	2,975	-	-	-	N/A
127-000-00-3680	Miscellaneous	-	7,200	-	-	-	N/A
127-000-00-3681	Cash Over/Short	386	904	-	-	-	N/A
127-000-00-3682	Refunds	1,103	1,090	-	-	-	N/A
		68,042	116,570	77,700	124,750	114,000	-9%
<b>OTHER FINANCING SOURCES</b>							
127-000-00-3910	Transfer from General Fund	95,000	95,000	95,000	95,000	95,000	0%
127-000-00-3937	Capital Lease Proceeds	-	16,821	-	-	-	N/A
127-000-00-3960	Insurance payments	-	44,142	-	135,000	-	-100%
		95,000	155,963	95,000	230,000	95,000	0%
<b>TOTAL REVENUES</b>		<b>3,265,451</b>	<b>3,779,186</b>	<b>3,569,200</b>	<b>3,999,150</b>	<b>3,926,500</b>	<b>-2%</b>

# Community Center Fund

## Summary

Expenses		2021	2022	2023	2023	2024	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4111	Salaries, Administrative	417,517	428,791	478,625	468,700	542,725	16%
4119	Personnel Adjustments	-	-	9,100	9,100	8,200	-10%
4120	Part Time	556,415	746,918	834,250	824,575	888,000	8%
4125	Contract Labor	89,574	97,069	124,500	93,000	119,500	28%
4130	Overtime	18,190	26,044	21,675	30,400	24,225	-20%
		1,081,695	1,298,822	1,468,150	1,425,775	1,582,650	11%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	121,100	133,769	155,125	139,025	170,400	23%
4220	FICA Payroll Expense	61,240	74,373	82,850	82,850	90,775	10%
4221	Medicare Payroll Expense	14,322	17,394	19,500	19,500	21,300	9%
4230	Retirement Contribution	18,792	23,652	21,825	21,825	24,675	13%
4250	Unemployment Insurance	2,943	2,399	4,125	4,125	4,400	7%
4260	Workers Compensation Insurance	21,451	18,721	28,625	28,625	30,725	7%
		239,849	270,308	312,050	295,950	342,275	16%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	2,025	12,258	16,200	14,150	20,825	47%
4314	Red Cross Certification	4,119	4,972	5,000	4,675	6,500	39%
4325	Software Subscriptions	-	-	-	-	4,000	N/A
4343	Credit Card Processing Fees	16,880	23,652	25,000	25,000	25,000	0%
4345	Background Investigations	1,280	1,489	2,600	2,170	3,100	43%
4350	Entertainment	1,788	1,252	6,000	3,500	6,000	71%
		26,093	43,623	54,800	49,495	65,425	32%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4423	Pool Repair and Maintenance	-	-	-	-	-	N/A
4430	Service Contracts	30,826	34,400	31,750	29,000	36,500	26%
4435	Fleet Maintenance Charges	4,275	3,600	3,775	3,775	10,350	174%
4438	IT Services	41,075	47,989	50,000	44,250	50,000	13%
4440	Building Maintenance	77,313	64,434	55,000	47,500	65,000	37%
4441	Facility Rental	-	-	-	-	2,400	N/A
		153,488	150,423	140,525	124,525	164,250	32%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4520	Property Insurance	20,800	23,000	26,000	26,000	35,100	35%
4521	Vehicle Insurance	-	-	-	-	600	N/A
4522	Liability Insurance	-	-	-	-	1,000	N/A
4523	Insurance Deductible	-	-	-	5,000	-	-100%
4530	Telephone	2,468	2,764	2,700	2,600	2,700	4%
4550	Printing	399	768	1,500	500	1,500	200%
4553	Advertising and Promotion	7,814	2,329	6,500	625	3,500	460%

City of Fruita

2024 Budget



# Community Center Fund

## Summary

4580	Travel Activities	106	9,046	17,550	12,900	16,550	28%
		31,586	37,907	54,250	47,625	60,950	28%

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	1,964	2,460	2,000	2,000	2,500	25%
4611	Postage	1,886	842	1,500	1,500	1,500	0%
4612	Supplies and Equipment	37,712	54,807	67,800	84,600	77,550	-8%
4616	Chemicals	34,871	59,601	50,000	50,000	63,000	26%
4620	Utilities	147,837	198,140	200,000	200,000	210,000	5%
4626	Fuel	2,666	2,980	4,500	1,700	2,000	18%
4630	Meeting/Appreciation Supplies	1,751	2,504	2,550	2,850	5,150	81%
4642	Signs	-	-	-	-	-	N/A
4649	Repair and Maint. Supplies	2,283	14,482	10,000	17,500	20,000	14%
4661	Uniforms	1,035	2,955	4,250	3,500	6,450	84%
4662	Safety Equipment	2,527	2,057	3,000	3,000	5,000	67%
4690	Supplies for Resale	4,228	6,006	12,100	12,100	20,000	65%
		238,759	346,834	357,700	378,750	413,150	9%
<b><u>CAPITAL EQUIPMENT</u></b>							
4712	Lease Payment - Principal		3,665				
4720	Construction/Landscaping	-	44,142	135,000	233,500	700,000	200%
4722	Lease Payment - Interest		76	-	-	-	N/A
4742	Mobile Equipment	-	-	55,000	55,000	-	-100%
4743	Furniture and Equipment	22,456	430,336	1,052,300	1,060,900	200,000	-81%
4744	Computer Equipment	8,947	4,087	-	-	-	N/A
4747	Leased Equipment	-	16,821	-	-	-	N/A
		31,404	495,462	1,242,300	1,349,400	900,000	-33%
<b><u>SPECIAL PROJECTS</u></b>							
4825	Traffic Study/PROST Plan	551	-	-	-	-	N/A
4870	COVID Project expenses	-	-	-	-	-	N/A
		551	-	-	-	-	N/A
<b><u>CONTINGENCY</u></b>							
4850	Contingency	-	-	40,000	-	40,000	N/A
		-	-	40,000	-	40,000	N/A
<b><u>TRANSFER TO OTHER FUNDS</u></b>							
4915	Transfer to Debt Service Fund	731,883	730,347	740,600	716,600	726,200	1%
4930	Transfer to Capital Project Fund	-	-	-	-	30,000	N/A
4950	Transfer to General Fund	6,000	6,000	6,000	6,000	6,000	0%
		737,883	736,347	746,600	722,600	762,200	5%
<b><u>DEBT SERVICE</u></b>							
4775	Bond Issuance Costs	-	-	-	-	-	N/A
4975	Underwriters Discount	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENSES</b>		<b>2,541,309</b>	<b>3,379,726</b>	<b>4,416,375</b>	<b>4,394,120</b>	<b>4,330,900</b>	<b>-1%</b>

# Community Center Fund

## Administration

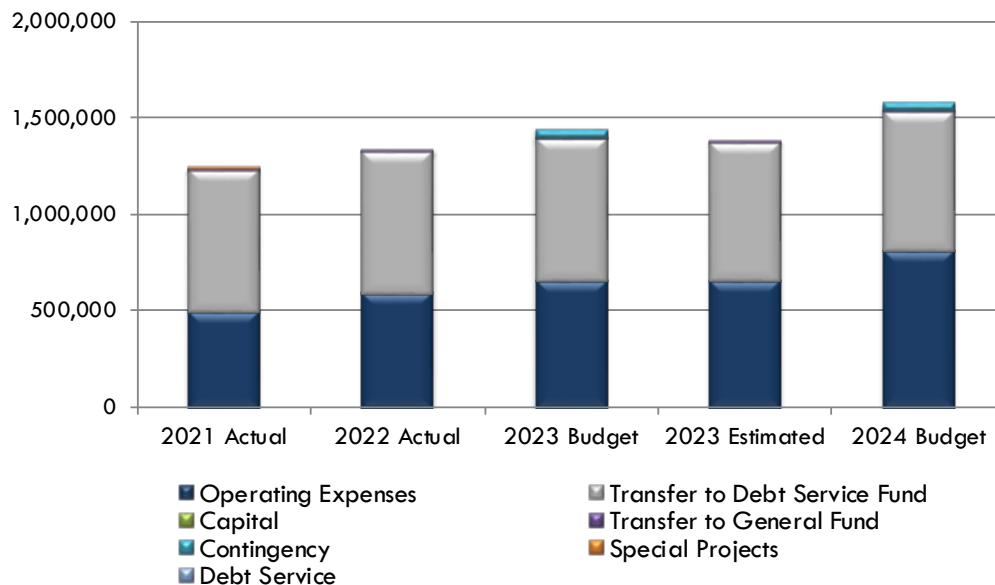
### EXPENDITURES

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$ 303,111	\$ 359,528	\$ 403,075	\$ 408,775	\$ 492,200	20%
Personnel Services, Benefits	76,366	91,419	102,300	102,300	131,025	28%
Purchased Professional Services	17,469	29,859	32,300	31,400	38,300	22%
Purchased Property Services	58,316	69,121	63,100	57,100	71,550	25%
Other Purchased Services	29,913	26,792	29,150	32,825	40,000	22%
Supplies	12,017	16,943	22,850	23,100	35,250	53%
Operating Expenses	\$ 497,191	\$ 593,662	\$ 652,775	\$ 655,500	\$ 808,325	23%
Transfer to Debt Service Fund	731,883	730,347	740,600	716,600	726,200	1%
Transfer to Capital Projects	-	-	-	-	30,000	N/A
Transfer to General Fund	6,000	6,000	6,000	6,000	6,000	0%
Special Projects	551	-	-	-	-	N/A
Contingency	-	-	40,000	-	40,000	N/A
Capital	23,060	24,649	-	-	-	N/A
Debt Service	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$1,258,685</b>	<b>\$1,354,658</b>	<b>\$1,439,375</b>	<b>\$1,378,100</b>	<b>\$1,610,525</b>	<b>17%</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 public. The Community Center is funded on .01 cent sales and use tax. Revenue generated from pass sales, daily visits, program registrations, and rentals also support operations and capital replacements.

### Budget History



# 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 training.
- 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 to minimize spending and maximize efficiencies. Adjust operations as necessary to stay within budget parameters and subsidy requirements of the facility.
- Develop a strategic marketing plan to promote rentals, pass sales, daily visits, activities, and special events.

### **PRIOR YEAR ACCOMPLISHMENTS**

- The Fruita Community Center celebrated its 2,000,000th visitor on March 13, 2023. The lucky patron received a 12-month membership and when visiting she used her last punch on her punch pass.
- The Fruita Community Center experienced 119,188 visits from January through August. Visits in 2023 are tracking slightly under our record year of 2019, but are continuing to get back to normal numbers after the pandemic.
- The Silver Sneakers program continues to grow as we average 1,632 visits per month. We continue to see an increase in Silver and Fit and Renew Active visitors to the Fruita Community Center.
- In partnership with the Fruita branch of the Mesa County Library the first story walk was installed around the Fruita Community Center. There are 19 locations around the community center and patrons can walk around reading a short story that is changed quarterly.
- Guest Services took on all retail and concessions sales in 2023 and has exceeded anticipated revenue for 2023. Concession items, swim goggles, swim towels, and swim noodles continue to be the most sold items. In June we added ice cream sales that added to the number of items sold.
- The Fruita Community Center continues to be the host site for many events. The FCC hosted: Fruita Area Chamber of Commerce Candidate and Issues Forum (March), Girls on the Run Race (May), Gemini Race After Hours Party (April), and the Lifeline Health and Screening

# Community Center Fund

## Administration

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Expo. Planned Parks and Recreation events hosted at the FCC were: Sweetheart 5K/10K (February), Easter Egg Scramble (April), FYAC Splash Bash (August), Dog Daze (September), Pumpkin Dunk (October), Cookies-n-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. The 2023 YSGT was held in April and saw an increase of 15 players and raised additional scholarship dollars with twenty-two hole sponsors. The golf tournament raised \$7,170 and 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.
- Special event permitting has moved from Recreation to Community Development.
- The marketing for Recreation will be moving to Administration to ensure all marketing efforts for the City of Fruita look seamless and are part of a cohesive marketing program.

### **GOALS**

- Utilizing our existing employees to help cover the different responsibilities of Fruita Community Center.

### **PERFORMANCE MEASURES**

- Implementation of a cross training program to allow staff to explore different departments and expand their job skills. This cross training will allow multiple people to contribute in multiple ways to the success of the FCC operations.

### **BUDGET HIGHLIGHTS**

- Personnel expenses are budgeted to increase 21% compared to the 2023 Budget, mostly due to two positions being assigned to the FCC-Administration Program. These positions are the Parks and Recreation Director (previously assigned 100% to the General Fund, now split between the General Fund and the Community Center Fund) and the Marketing and Communications Coordinator Position (previously in FCC-Special Events). Personnel expenses are also budgeted to increase due to market increases and increases in benefit costs.
- After a successful first year of operating a concession stand at the Front Desk, supplies for resale are budgeted to increase 65% over 2023 estimated actuals due to demand of concession products.
- Transfer to Capital Projects include a one-time expense of \$30,000 for security upgrades at most of the City's facilities, including the Fruita Community Center. These upgrades include replacing old cameras and installing key-card access for employees.

# Community Center Fund

## Administration

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-22-4111	Salaries, Full time	186,224	193,144	205,000	205,000	279,000	36%
127-451-22-4119	Personnel Adjustments	-	-	9,100	9,100	8,200	-10%
127-451-22-4120	Part Time	112,582	160,950	184,675	184,675	199,500	8%
127-451-22-4130	Overtime	4,305	5,434	4,300	10,000	5,500	-45%
		303,111	359,528	403,075	408,775	492,200	20%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-22-4210	Health Insurance	44,100	52,388	61,200	61,200	75,600	24%
127-451-22-4220	FICA Payroll Expense	18,342	21,828	24,425	24,425	29,975	23%
127-451-22-4221	Medicare Payroll Expense	4,290	5,105	5,725	5,725	7,025	23%
127-451-22-4230	Retirement Contribution	8,391	10,994	9,250	9,250	12,575	36%
127-451-22-4250	Unemployment Insurance	881	704	1,200	1,200	1,500	25%
127-451-22-4260	Workers Comp Insurance	362	400	500	500	4,350	770%
		76,366	91,419	102,300	102,300	131,025	28%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-22-4310	Professional Development	358	6,067	7,000	6,150	9,000	46%
127-451-22-4325	Software Subscriptions	-	-	-	-	4,000	N/A
127-451-22-4343	Credit Card Fees	16,880	23,652	25,000	25,000	25,000	0%
127-451-22-4345	Background Investigations	231	140	300	250	300	20%
		17,469	29,859	32,300	31,400	38,300	22%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
127-451-22-4430	Service Contracts	17,116	20,557	12,250	12,000	17,000	42%
127-451-22-4435	Fleet Maintenance Charge:	125	575	850	850	4,550	435%
127-451-22-4438	IT Services	41,075	47,989	50,000	44,250	50,000	13%
		58,316	69,121	63,100	57,100	71,550	25%
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-22-4520	Property Insurance	20,800	23,000	26,000	26,000	35,100	35%
127-451-22-4521	Vehicle Insurance	-	-	-	-	600	N/A
127-451-22-4522	Liability Insurance	-	-	-	-	1,000	N/A
127-451-22-4523	Insurance Deductible	-	-	-	5,000	-	-100%
127-451-22-4530	Telephone	900	969	900	900	1,050	17%
127-451-22-4550	Printing	399	768	1,500	500	1,500	200%
127-451-22-4553	Advertising & Promotion	7,814	2,055	750	425	750	76%
		29,913	26,792	29,150	32,825	40,000	22%
<b><u>SUPPLIES</u></b>							
127-451-22-4610	Office Supplies	1,946	2,460	2,000	2,000	2,500	25%
127-451-22-4611	Postage	1,886	841	1,500	1,500	1,500	0%
127-451-22-4612	Supplies and Equipment	3,266	5,606	5,500	5,500	7,500	36%
127-451-22-4630	Meeting/Appreciation Sup	690	1,287	750	1,000	1,750	75%
127-451-22-4661	Uniforms	-	743	1,000	1,000	2,000	100%
127-451-22-4690	Supplies for Resale	4,228	6,006	12,100	12,100	20,000	65%
		12,017	16,943	22,850	23,100	35,250	53%
<b><u>CAPITAL EQUIPMENT</u></b>							
127-451-22-4712	Lease Payment - Prinipal	-	3,665	-	-	-	
127-451-22-4722	Lease Payment - Interest	-	76	-	-	-	

# Community Center Fund

## Administration

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	8,947	4,087	-	-	-	N/A

## Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
127-451-22-4747	Capital Equipment - Lease	-	16,821	-	-	-	N/A
		23,060	24,649	-	-	-	N/A
<b><u>SPECIAL PROJECTS</u></b>							
127-451-22-4825	PROST Master Plan	551	-	-	-	-	N/A
127-451-22-4870	COVID Project Expenses	-	-	-	-	-	N/A
		551	-	-	-	-	N/A
<b><u>CONTINGENCY</u></b>							
127-451-22-4850	Contingency	-	-	40,000	-	40,000	N/A
		-	-	40,000	-	40,000	N/A
<b><u>TRANSFERS TO OTHER FUNDS</u></b>							
127-451-22-4915	Transfer to Debt Service	731,883	730,347	740,600	716,600	726,200	1%
127-451-22-4930	Transfer to Capital Project	-	-	-	-	30,000	N/A
127-451-22-4950	Transfer to General Fund	6,000	6,000	6,000	6,000	6,000	0%
		737,883	736,347	746,600	722,600	762,200	5%
<b>TOTAL EXPENSES</b>		<b>1,258,685</b>	<b>1,354,658</b>	<b>1,439,375</b>	<b>1,378,100</b>	<b>1,610,525</b>	<b>17%</b>

# Community Center Fund

## Aquatics

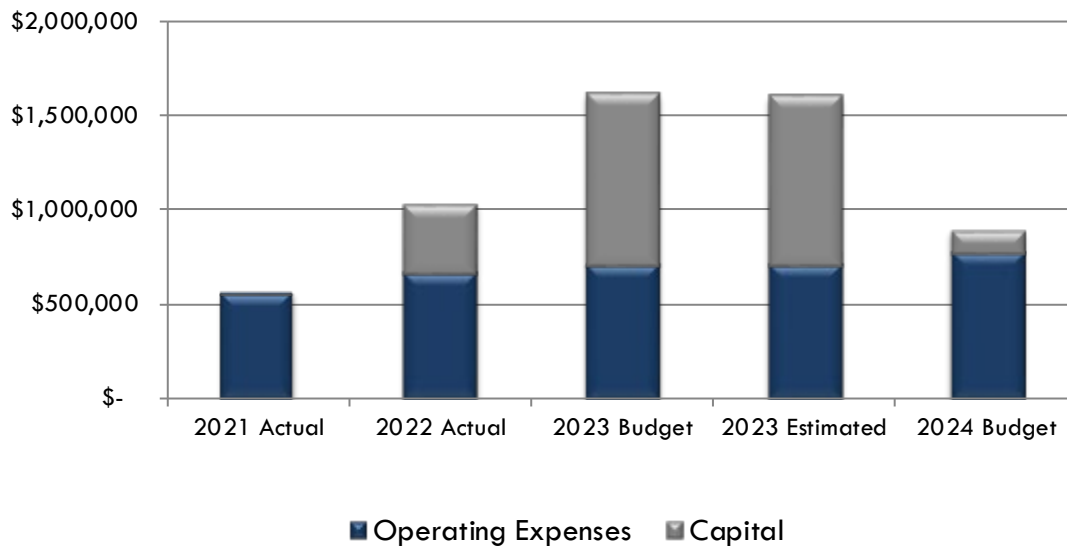
### EXPENDITURES

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$ 432,557	\$ 518,738	\$ 544,800	\$ 542,800	\$ 581,500	7%
Personnel Services, Benefits	70,178	68,272	83,725	83,725	87,475	4%
Purchased Professional Services	4,459	6,655	7,300	7,775	10,200	31%
Purchased Property Services	-	-	-	-	-	N/A
Other Purchased Services	600	500	1,100	500	1,100	120%
Supplies	41,765	69,134	64,000	63,150	85,000	35%
Operating Expenses	\$ 549,559	\$ 663,299	\$ 700,925	\$ 697,950	\$ 765,275	10%
Capital	6,884	371,785	909,500	909,500	125,000	-86%
<b>Total Expense</b>	<b>\$ 556,443</b>	<b>\$1,035,084</b>	<b>\$1,610,425</b>	<b>\$1,607,450</b>	<b>\$ 890,275</b>	<b>-45%</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 training 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 training continues to be conducted with a focus on preventative action, rescues, and first aid. We continued with additional weekly skill and fitness practice for lifeguards 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 and reviewed regularly to ensure water sanitation and safety are implemented. Our facility passed all inspections with no issues.
- The Aquatics department purchased four new CPR mannequins, a practice AED, and an in-water audit mannequin to improve the training and continued skill practice for lifeguards.
- Contracted with Aquatic Resources for installation of new acid and chlorine feeders for the indoor pool, outdoor pool, and spa. The new feeders use a briquet form of chemical and is safer for staff working with these chemicals.
- The indoor pool had a new diving board installed during maintenance week.
- The outdoor pool received a new pool cover. The cover will ensure that no debris or contaminants will get into the pool once closed for the season.



# Community Center Fund

## Aquatics

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- A new MaxiSweep Pool Vacuum was purchased to help improve the cleanliness of the indoor and outdoor pools.
- The summer of 2023 had a record number of participants spanning all Aquatics programs; this includes Learn to Swim Lessons, Youth Diving, Gators Swim Team, Discover Scuba, and Scuba classes, totaling 891 registrations.
- The new waterslide is progressing, and we are working on the details for installation of the new waterslide in early 2024.

### **GOALS**

- Improve the knowledge and amount of training offered to part-time employees to ensure a safer aquatic environment.
- Incorporate aquatics program offerings to include special events.
- Reduce the number of maintenance issues full-time aquatics staff are responsible for.

### **PERFORMANCE MEASURES**

- Aquatics Supervisor attains LGIT certification and gets part time/ full time aquatics managers trained as LGIS. Offer bimonthly 2-hour in-services a month. Aquatics Coordinator attains WSIT to ensure more trainings offered to WSI's.
- To have 1 or more special events offered per activity guide.
- The Aquatics Supervisor, Coordinator, and Maintenance Coordinator follow a maintenance schedule as well as in-depth training for all aquatics staff to be better equipped to deal with emergencies or issues as they come up.

### **BUDGET HIGHLIGHTS**

- Overall expenses in the Aquatics program are scheduled to decrease 44% when compared to the 2023 Budget due to a decrease in one-time expenses for capital projects/new amenity for the indoor pool. The new water slide is scheduled to be installed in Spring 2024.
- Capital equipment of \$125,000 is budgeted for the replacement of:
  - Indoor and Outdoor Pool Heater Replacement - \$100,000
  - Chemical Controllers Replacement - \$25,000

# Community Center Fund

## Aquatics

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-23-4111	Salaries, Full time	100,208	83,899	102,850	102,850	104,500	2%
127-451-23-4120	Part Time	321,108	415,227	425,450	425,450	459,600	8%
127-451-23-4125	Contract Labor	2,050	5,280	5,000	3,000	5,000	67%
127-451-23-4130	Overtime	9,190	14,332	11,500	11,500	12,400	8%
		432,557	518,738	544,800	542,800	581,500	7%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-23-4210	Health Insurance	18,283	15,022	19,700	19,700	21,000	7%
127-451-23-4220	FICA Payroll Expense	26,888	32,129	33,500	33,500	35,750	7%
127-451-23-4221	Medicare Payroll Expense	6,288	7,514	7,850	7,850	8,450	8%
127-451-23-4230	Retirement Contribution	4,500	3,779	4,650	4,650	4,725	2%
127-451-23-4250	Unemployment Insurance	1,294	1,036	1,650	1,650	1,750	6%
127-451-23-4260	Workers Comp Insurance	12,925	8,792	16,375	16,375	15,800	-4%
		70,178	68,272	83,725	83,725	87,475	4%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-23-4310	Professional Development	278	1,391	1,700	3,000	3,400	13%
127-451-23-4314	Red Cross Certifications	4,119	4,972	5,000	4,675	6,500	39%
127-451-23-4345	Background Investigations	61	292	600	100	300	200%
		4,459	6,655	7,300	7,775	10,200	31%
<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	500	600	500	600	20%
127-451-23-4553	Advertising	-	-	500	-	500	N/A
		600	500	1,100	500	1,100	120%
<b><u>SUPPLIES</u></b>							
127-451-23-4610	Office Supplies	-	-	-	-	-	N/A
127-451-23-4612	Supplies and Equipment	3,224	5,753	8,000	8,000	12,000	50%
127-451-23-4616	Chemicals	34,871	59,602	50,000	50,000	63,000	26%
127-451-23-4630	Meeting/Appreciaton Sup	488	567	1,000	1,000	2,000	100%
127-451-23-4661	Uniforms	656	1,155	2,000	1,150	3,000	161%
127-451-23-4662	Safety Equipment	2,527	2,057	3,000	3,000	5,000	67%
		41,765	69,134	64,000	63,150	85,000	35%
<b><u>CAPITAL EQUIPMENT</u></b>							
127-451-23-4743	Furniture and Equipment	6,884	371,785	909,500	909,500	125,000	-86%
		6,884	371,785	909,500	909,500	125,000	-86%
<b>TOTAL EXPENSES</b>		<b>556,443</b>	<b>1,035,084</b>	<b>1,610,425</b>	<b>1,607,450</b>	<b>890,275</b>	<b>-45%</b>

# Community Center Fund

## Youth Activities

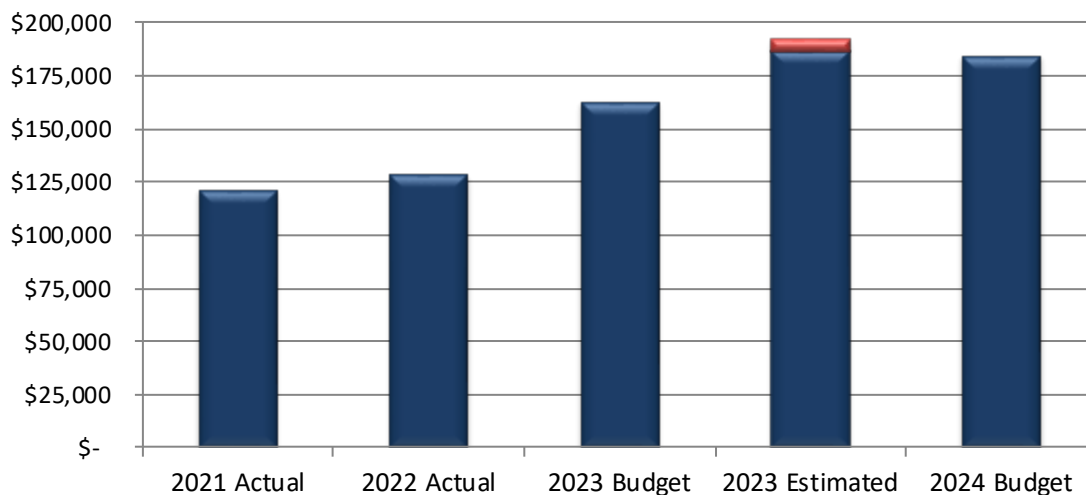
### EXPENDITURES

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$ 76,915	\$ 83,909	\$ 101,750	\$ 110,700	\$ 118,975	7%
Personnel Services, Benefits	31,669	29,392	36,050	36,050	38,175	6%
Purchased Professional Services	3,214	2,761	6,700	5,900	7,000	19%
Other Purchased Services	418	3,635	4,000	3,200	4,000	25%
Supplies	8,753	8,423	13,500	30,300	15,600	-49%
Operating Expenses	\$ 120,969	\$ 128,120	\$ 162,000	\$ 186,150	\$ 183,750	-1%
Capital	-	-	-	6,100	-	-100%
<b>Total Expense</b>	<b>\$ 120,969</b>	<b>\$ 128,120</b>	<b>\$ 162,000</b>	<b>\$ 192,250</b>	<b>\$ 183,750</b>	<b>-4%</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 7:00-10:00 pm. Each event is themed and includes food, dancing, swimming, basketball, and a 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 the closure of the gym that resulted in redoing the gym floor. There were 311 attendees in 9/2022, 259 in 11/2022 and 245 in 5/2023 for a total of 815.
- This was another successful year for the DinoMites Summer Camp. DinoMites was able to accept 50 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 a few guest speakers/presenters including CPW, Lower Valley Fire District, and Challenge Island Stem Challenge. Parents continue to register through Sportsman and a link to CampDoc is sent to their email to fill out all registration paperwork online. DinoMites Summer Camp has a projected \$45,665 and after cost recovery (staffing & supplies) DinoMites is projected to see a profit of \$9,250.
- DinoMites Day Camp attendance was also at max capacity all days offered in 2023 and is projected to continue throughout the year. A drop-in health inspection was completed in 3/2023 and 6/2023 and both had only minor violations. The safety and wellbeing of the children are of utmost importance and DinoMites reflects these in the top-quality care being given by DinoMites Staff/Camp Director.
- DinoMites Camp received a Stabilization Grant for 2022/2023 in the amount of \$30,393. With the funds from the grant, we were able to improve the camp by purchasing supplies and equipment as well as adding extra staff to help run a safe and successful summer camp.

### **GOALS**

- Continuously offer consistent & sustainable programs that the Fruita youth are currently

# Community Center Fund

## Youth Activities

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interested in. For example, Spike ball, 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.

- Increase camp capacity. In order to do so, we are seeking out another site for summer camp that has more space for licensing to approve increased enrollment.
- Find a new Art instructor to teach youth classes on a regular basis.

### **PERFORMANCE MEASURES**

- Seek out alternative locations for summer camp to increase the capacity and opportunities for additional programming meeting the state/county licensing requirements.

### **BUDGET HIGHLIGHTS**

- Overall expenses for the Youth Activities program are budgeted to decrease 4% compared to 2023 estimated actuals due a decrease in one-time expenses related to the grant received from the Colorado Department of Human Services grant. These grant funds were used for supplies and equipment related to DinoMites.
- Contract labor is budgeted to increase to fund dance classes at the Fruita Community Center (previously hosted at the Fruita Civic Center and funded through the General Fund – Parks and Recreation Youth Activities program).

# Community Center Fund

## Youth Activities

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-24-4111	Salaries, Administrative	44,782	41,270	48,900	48,900	52,250	7%
127-451-24-4120	Part Time	25,647	37,330	47,250	55,200	51,100	-7%
127-451-24-4125	Contract Labor	6,486	5,275	5,000	5,000	15,000	200%
127-451-24-4130	Overtime	-	34	600	1,600	625	-61%
		76,915	83,909	101,750	110,700	118,975	7%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-24-4210	Health Insurance	21,529	18,584	23,100	23,100	24,600	6%
127-451-24-4220	FICA Payroll Expense	4,310	4,723	6,000	6,000	6,500	8%
127-451-24-4221	Medicare Payroll Expense	1,008	1,105	1,425	1,425	1,525	7%
127-451-24-4230	Retirement Contribution	2,019	2,287	2,225	2,225	2,350	6%
127-451-24-4250	Unemployment Insurance	207	152	300	300	325	8%
127-451-24-4260	Workers Comp Insurance	2,595	2,541	3,000	3,000	2,875	-4%
		31,669	29,392	36,050	36,050	38,175	6%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-24-4310	Professional Development	974	1,150	2,100	1,500	2,100	40%
127-451-24-4345	Background Investigations	453	411	600	900	900	0%
127-451-24-4350	Entertainment	1,788	1,200	4,000	3,500	4,000	14%
		3,214	2,761	6,700	5,900	7,000	19%
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-24-4530	Telephone	418	395	300	300	300	0%
127-451-24-4553	Advertising & Marketing	-	-	500	-	500	N/A
127-451-24-4580	Travel Activities	-	3,240	3,200	2,900	3,200	10%
		418	3,635	4,000	3,200	4,000	25%
<b><u>SUPPLIES</u></b>							
127-451-24-4612	Supplies and Equipment	8,523	8,185	13,200	30,000	15,000	-50%
127-451-24-4630	Meeting/Appreciation Supplies	229	238	300	300	600	100%
		8,753	8,423	13,500	30,300	15,600	-49%
<b><u>CAPITAL EQUIPMENT</u></b>							
127-451-24-4743	Furniture and Equipment	-	-	-	6,100	-	-100%
		-	-	-	6,100	-	-100%
<b>TOTAL EXPENSES</b>		<b>120,969</b>	<b>128,120</b>	<b>162,000</b>	<b>192,250</b>	<b>183,750</b>	<b>-4%</b>

# Community Center Fund

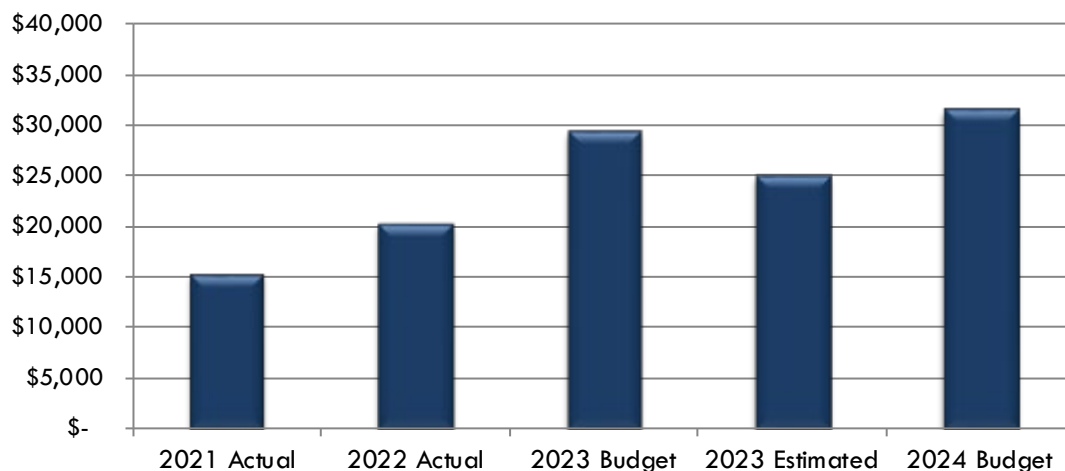
## Athletics

EXPENDITURES	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$ 12,830	\$ 15,563	\$ 21,325	\$ 17,500	\$ 22,475	28%
Personnel Services, Benefits	551	762	1,625	1,625	1,700	5%
Purchased Professional Services	277	331	600	550	1,300	136%
Other Purchased Services	-	170	500	-	500	N/A
Supplies	1,599	3,312	5,300	5,300	5,500	4%
Operating Expenses	\$ 15,257	\$ 20,138	\$ 29,350	\$ 24,975	\$ 31,475	26%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 15,257</b>	<b>\$ 20,138</b>	<b>\$ 29,350</b>	<b>\$ 24,975</b>	<b>\$ 31,475</b>	<b>26%</b>

### MISSION

Athletic Programs provide the Fruita community with local, economical, and 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 continue offering youth volleyball during the gym floor construction by utilizing gyms at various local schools with a high level of registration and success.
- Implemented a new scheduling software platform that allows for more efficient creation of team rosters and game schedules, with easy access for coaches, participants, and players.
- Every Pedal Mountain Bike is a new mountain bike program that will start in the fall and will allow kids to learn how to ride bikes on trails safely and with confidence.
- We continued to offer Junior Jammers and PeeWee soccer as a summer option that was added in 2021. The Winter Junior Jammers session was still successful even after moving the league from January to April due to the gym floor construction.
- The adult basketball and volleyball programs continue to be regular programs. Adult volleyball has continued to maintain a high level of interest. Adult basketball has continued to grow and yet again had its highest interest in years for its summer league with a total of 9 teams. Both leagues have seen numerous new participant engagements.

### **GOALS**

- Utilizing program evaluation, assess all athletic, and activity programs currently offered as well as potential new programs to ensure we are meeting the needs of the community.
- Continue to find opportunities to bring in more adult program offerings.
- Prepare and empower staff to take the lead in running and creating all youth camp agendas while executing their strategies with fun and professionalism in mind.
- Run an indoor pickleball ladder league or tournament.



# Community Center Fund

## Athletics

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### **PERFORMANCE MEASURES**

- Evaluate the data collected through surveys and participant feedback to improve future programs and implement new programs that follow current trends.
- Research Colorado Recreation Associations and the unique programming/opportunities they offer and how those would align with Fruita's needs.

### **BUDGET HIGHLIGHTS**

- There are no budget highlights in the FCC-Athletics Program in 2024.

# Community Center Fund

## Athletics

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-25-4111	Salaries, Administrative	-	-	-	-	-	N/A
127-451-25-4120	Part Time	6,863	9,520	14,325	11,500	15,475	35%
127-451-25-4120	Contract Labor	5,967	6,043	7,000	6,000	7,000	17%
127-451-25-4130	Overtime	-	-	-	-	-	N/A
		12,830	15,563	21,325	17,500	22,475	28%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-25-4210	Health Insurance	-	-	-	-	-	N/A
127-451-25-4220	FICA Payroll Expense	429	602	900	900	975	8%
127-451-24-4221	Medicare Payroll Expense	100	141	225	225	225	0%
127-451-25-4230	Retirement Contribution	-	-	-	-	-	N/A
127-451-25-4250	Unemployment Insurance	21	19	50	50	50	0%
127-451-25-4260	Workers Comp Insurance	-	-	450	450	450	0%
		551	762	1,625	1,625	1,700	5%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-25-4310	Professional Development	-	251	100	50	300	500%
127-451-25-4345	Background Investigations	277	80	500	500	1,000	100%
127-451-25-4350	Entertainment	-	-	-	-	-	N/A
		277	331	600	550	1,300	136%
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-25-4553	Advertising	-	170	500	-	500	N/A
		-	170	500	-	500	0%
<b><u>SUPPLIES</u></b>							
127-451-25-4612	Supplies and Equipment	1,431	3,066	5,000	5,000	5,000	0%
127-451-25-4630	Meeting/Appreciation Supplies	169	246	300	300	500	67%
		1,599	3,312	5,300	5,300	5,500	4%
<b><u>CAPITAL</u></b>							
127-451-25-4743	Furniture and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENSES</b>		<b>15,257</b>	<b>20,138</b>	<b>29,350</b>	<b>24,975</b>	<b>31,475</b>	<b>26%</b>

# Community Center Fund

## Child Care

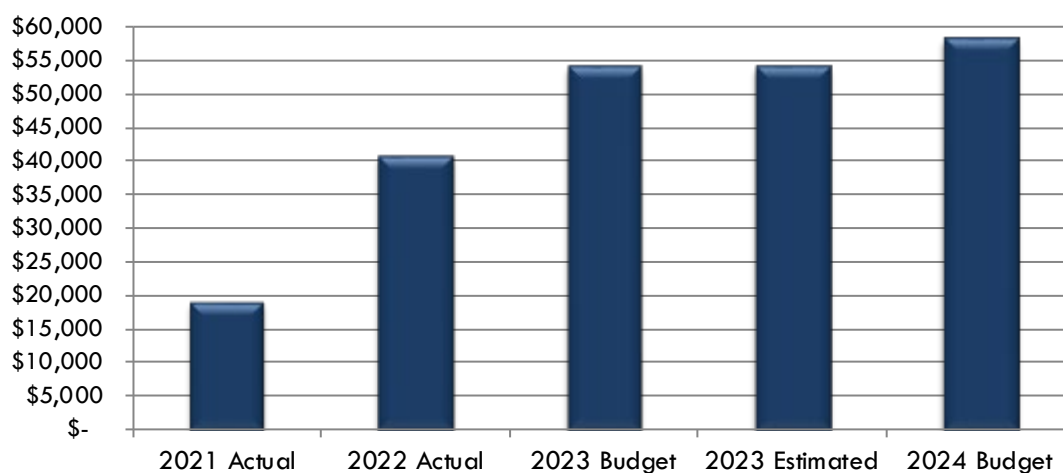
### EXPENDITURES

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$ 17,113	\$ 36,323	\$ 48,300	\$ 48,500	\$ 52,200	8%
Personnel Services, Benefits	1,441	3,127	4,150	4,150	4,475	8%
Purchased Professional Services	75	212	300	150	300	100%
Supplies	149	938	1,250	1,250	1,250	0%
Operating Expenses	\$ 18,778	\$ 40,600	\$ 54,000	\$ 54,050	\$ 58,225	8%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 18,778</b>	<b>\$ 40,600</b>	<b>\$ 54,000</b>	<b>\$ 54,050</b>	<b>\$ 58,225</b>	<b>8%</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



### 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

# Community Center Fund

## Child Care

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procedures, and food / allergy policies.

- Work alongside front desk staff to provide extended service as needed.

### **PRIOR YEAR ACCOMPLISHMENTS**

- In 2023, RecRats maintained a balanced weekly schedule offering morning and late afternoon childcare opportunities.
- Several staff were added to the team to ensure coverage for families that need care while in the facility. Additionally, front desk staff were cross trained to cover the center.
  - 60 – 20-hour punch cards have been purchased.
  - 23 – 40-hour punch cards have been purchased.
  - 22 -1/2-hour drop in increments sold.
  - 50 -1-hour drop in increments sold.

### **GOALS**

- Keep the childcare price point economical for families who utilize the facility.
- Ensure a safe and encouraging environment for children while they are placed in childcare. File incident reports for any injuries and document 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**

- Review and revamp reports, manuals, and administrative paperwork and procedures to ensure that incidents and accidents are documented correctly, paperwork is uniform to other processes in the department and facility, and to ensure that everyone is on the same page.

### **BUDGET HIGHLIGHTS**

- There are no budget highlights for the FCC-Child Care program in 2024.

# Community Center Fund

## Child Care

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-26-4111	Salaries, Administrative	-	-	-	-	-	N/A
127-451-26-4120	Part Time	16,597	35,145	46,700	46,700	50,500	8%
127-451-26-4130	Overtime	516	1,178	1,600	1,800	1,700	-6%
		17,113	36,323	48,300	48,500	52,200	8%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-26-4210	Health Insurance	-	-	-	-	-	N/A
127-451-26-4220	FICA Payroll Expense	1,069	2,308	3,000	3,000	3,250	8%
127-451-26-4221	Medicare Payroll Expense	250	540	725	725	775	7%
127-451-26-4230	Retirement Contribution	-	-	-	-	-	N/A
127-451-26-4250	Unemployment Insurance	51	74	150	150	175	17%
127-451-26-4260	Workers Comp Insurance	71	205	275	275	275	0%
		1,441	3,127	4,150	4,150	4,475	8%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-26-4310	Professional Development	-	105	200	100	200	100%
127-451-26-4345	Background Investigations	75	107	100	50	100	100%
		75	212	300	150	300	100%
<b><u>SUPPLIES</u></b>							
127-451-26-4610	Office Supplies	-	-	-	-	-	N/A
127-451-26-4612	Supplies and Equipment	149	688	1,000	1,000	1,000	0%
127-451-26-4661	Uniforms	-	250	250	250	250	0%
		149	938	1,250	1,250	1,250	0%
<b>TOTAL EXPENSES</b>		<b>18,778</b>	<b>40,600</b>	<b>54,000</b>	<b>54,050</b>	<b>58,225</b>	<b>8%</b>

# Community Center Fund

## Fitness/Wellness Programs

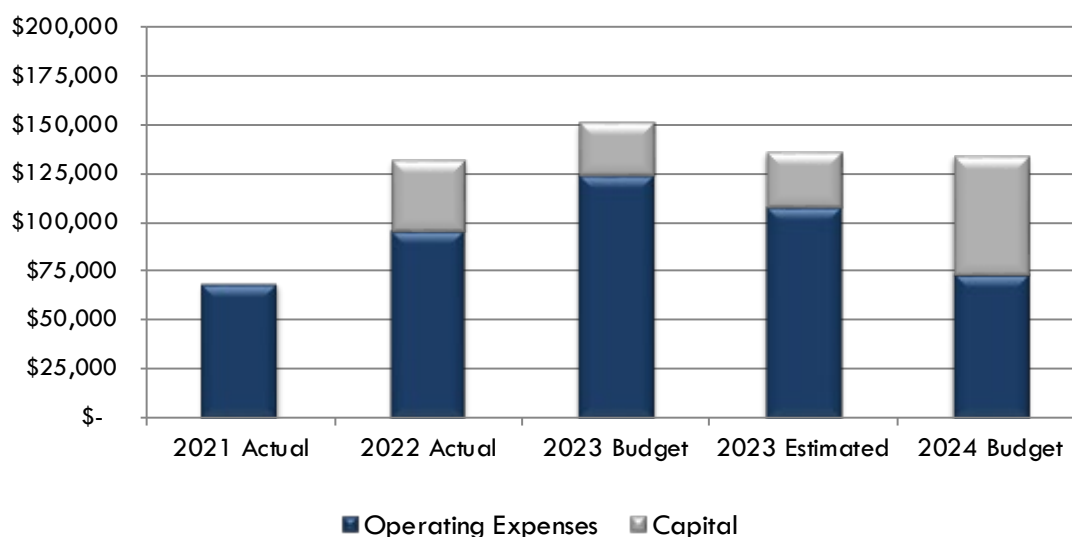
### EXPENDITURES

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$ 61,322	\$ 81,386	\$ 105,850	\$ 91,350	\$ 59,025	-35%
Personnel Services, Benefits	5,319	6,934	7,575	7,575	4,400	-42%
Purchased Professional Services	302	2,503	3,300	2,470	3,300	34%
Other Purchased Services	-	150	650	350	650	86%
Supplies	2,239	5,232	6,600	6,750	6,900	2%
Operating Expenses	\$ 69,182	\$ 96,205	\$ 123,975	\$ 108,495	\$ 74,275	-32%
Capital	-	35,730	27,800	27,800	60,000	116%
<b>Total Expense</b>	<b>\$ 69,182</b>	<b>\$ 131,935</b>	<b>\$ 151,775</b>	<b>\$ 136,295</b>	<b>\$ 134,275</b>	<b>-1%</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**

- The Fitness and Wellness Department will continue to reach a broad audience by offering a wide spectrum of programs to our patrons. Additionally, we will continue to offer free fitness orientations, assessments, and personalized instruction to help keep users safe and the equipment protected.
- Monitor all equipment within the fitness and wellness areas to ensure that equipment remains 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 and assist the Building Maintenance Coordinator with maintaining fitness equipment and ensure systems are functioning correctly.
- Schedule routine cleaning of all cardio, weight machines, fitness equipment, and the areas surrounding these items. Ensure that the fitness studio, weight room, and all accessories maintain an original look.
- 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.
- Retain and recruit experienced instructors to provide high-quality classes to patrons of all abilities.
- Manage the 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.

### **PRIOR YEAR ACCOMPLISHMENTS**

- Continued with the replacement of several pieces of aging fitness equipment, including a Cybex Leg press and an assisted dip/pull-up machine.
- Continued replacement of four Indoor Keiser Cycle Bikes were added, which is part of the annual replacement program that began in 2022.
- In keeping with industry trends, Hip Hop Fitness was added to the group class schedule. Additionally, Teen Weightlifting hit a new participation record with 27 participants. Additionally, there was increased monthly participation in group fitness classes up to 30% from last year.
- Quarterly contract maintenance with agencies, like Mountain Fitness Services, continued to benefit the department by allowing these services to evaluate and repair fitness equipment at a level that exceeds our knowledge base.
- Minor improvements that yielded great rewards for our members included: hanging visual aids that illustrate how-to and fitness tips; adding additional TV in the cardio area; and general equipment additions that accommodate increased usage in the form of exercise bands, cable ropes, weight bars, kettlebells, medicine balls, and foam ply box.

# Community Center Fund

## Fitness/Wellness Programs

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### **GOALS**

- Ensure that all fitness machines, equipment, and surrounding fixtures and appliances are polished and aesthetically pleasing.
- Create a monthly fitness schedule that meets the timeframe of FCC patrons.
- Develop new fitness programs to ensure offerings are meeting the needs of patrons and regularly assess if the current class portfolio is up to date to support industry trends.
- Work with marketing for existing programs (Personal Training, Nutrition, and Teen Weightlifting) to increase awareness and enrollment.

### **PERFORMANCE MEASURES**

- Develop a system that allows front desk staff, maintenance staff, and custodians to rotate through cleaning needs in the fitness areas by checking off what has been accomplished and identifying soiled areas that still need treatment.
- Perform quarterly surveys to elicit program information from participants. Additionally, participating in regular seminars or showcases gathering information about industry trends.
- Incorporate the current fitness staff into planning new fitness programs and activities. Additional staff will be utilized to help with tracking and organizing participation numbers.
- Utilize all marketing vehicles and any other available resources to reach current users as well as to educate and welcome new patrons to the FCC fitness and wellness programs.

### **BUDGET HIGHLIGHTS**

- Personnel related expenses are budgeted to decrease 35% for salaries due to changing the part-time Fitness Coordinator position to a Building Maintenance Worker. This change was made in November of 2023, and to help with additional facility preventative maintenance.
- Expenses for the Fitness/Wellness Program are budgeted to decrease 1% in 2024. Capital equipment is budgeted to increase 116%, due to replacement of capital equipment. Replacements include:
  - Elliptical Replacements (5) - \$40,000
  - Abdominal/Back Extension Machine - \$5,500
  - Bicep/Tricep Curl Machine - \$5,500
  - Indoor Spin Bikes (4) - \$9,000
- Contract maintenance will continue to be scheduled on fitness and cardio machines to



# Community Center Fund

## Fitness/Wellness Programs

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increase longevity and performance.

- Reevaluated Contract Labor to represent an amount that is realistic for personal training levels.

# Community Center Fund

## Fitness/Wellness Programs

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-27-4111	Salaries, Administrative	-	-	-	-	-	N/A
127-451-27-4120	Part Time	45,355	61,344	68,350	68,350	36,525	-47%
127-451-27-4125	Contract Labor	15,311	19,790	37,500	23,000	22,500	-2%
127-451-27-4130	Overtime	656	252	-	-	-	N/A
		61,322	81,386	105,850	91,350	59,025	-35%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-27-4210	Health Insurance	-	-	-	-	-	N/A
127-451-27-4220	FICA Payroll Expense	3,014	4,089	4,250	4,250	2,700	-36%
127-451-27-4221	Medicare Payroll Expense	705	956	1,000	1,000	550	-45%
127-451-27-4230	Retirement Contribution	-	-	-	-	-	N/A
127-451-27-4250	Unemployment Insurance	145	132	225	225	125	-44%
127-451-27-4260	Workers Comp Insurance	1,455	1,757	2,100	2,100	1,025	-51%
		5,319	6,934	7,575	7,575	4,400	-42%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-27-4310	Professional Development	119	2,089	3,000	2,200	3,000	36%
127-451-27-4345	Background Investigations	183	414	300	270	300	11%
		302	2,503	3,300	2,470	3,300	34%
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-27-4530	Telephone	150	150	150	150	150	0%
127-451-27-4553	Advertising	-	-	500	200	500	150%
		150	150	650	350	650	86%
<b><u>SUPPLIES</u></b>							
127-451-27-4610	Office Supplies	18	-	-	-	-	N/A
127-451-27-4612	Supplies and Equipment	2,137	4,635	6,000	6,000	6,000	0%
127451-27-4630	Meeting/Appreciation Supplies	83	136	100	150	200	33%
127-451-27-4661	Uniforms	-	461	500	600	700	17%
		2,239	5,232	6,600	6,750	6,900	2%
<b><u>CAPITAL EQUIPMENT</u></b>							
127-451-27-4743	Furniture and Equipment	-	35,730	27,800	27,800	60,000	116%
		-	35,730	27,800	27,800	60,000	116%
<b>TOTAL EXPENSES</b>		<b>69,332</b>	<b>131,935</b>	<b>151,775</b>	<b>136,295</b>	<b>134,275</b>	<b>-1%</b>

# Community Center Fund

## Senior Programs

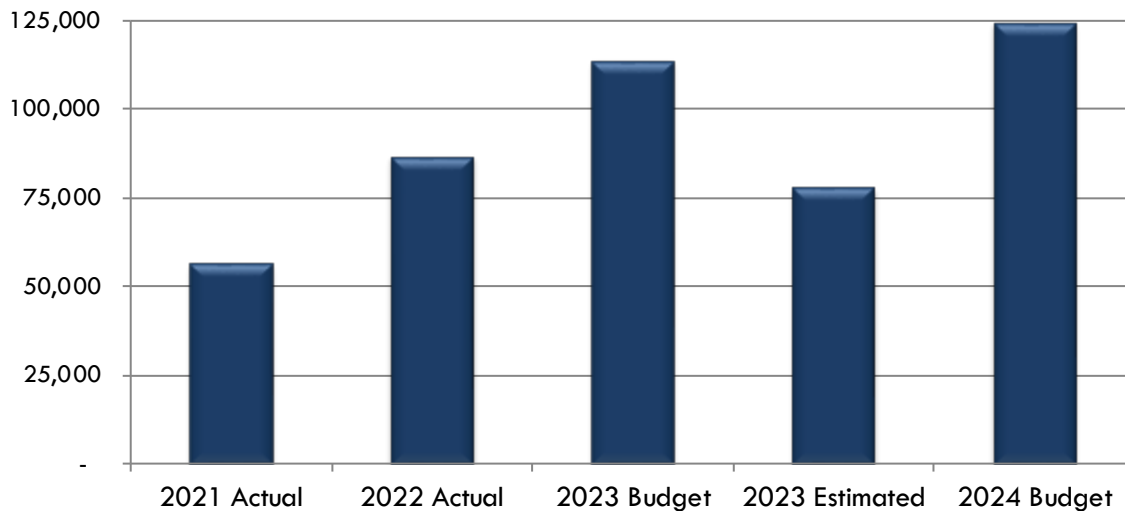
### EXPENDITURES

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$ 35,253	\$ 47,003	\$ 60,725	\$ 48,500	\$ 66,250	37%
Personnel Services, Benefits	19,845	29,262	32,000	15,900	34,150	115%
Purchased Professional Services	148	348	2,900	350	2,900	729%
Purchased Property Services	-	-	-	-	2,400	N/A
Other Purchased Services	206	6,106	15,150	10,300	14,150	37%
Supplies	719	3,493	2,600	2,600	4,150	60%
Operating Expenses	\$ 56,170	\$ 86,212	\$ 113,375	\$ 77,650	\$ 124,000	60%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ 56,170</b>	<b>\$ 86,212</b>	<b>\$ 113,375</b>	<b>\$ 77,650</b>	<b>\$ 124,000</b>	<b>60%</b>

### MISSION

The Senior Center is a free gathering place for seniors in the Fruita Community Center. Several 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 a 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 were continued on a bi-weekly basis. We had an outdoor BBQ with Live entertainment in August.
- Hosted a Dance with live entertainment and appetizers.
- 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.
- Brought in guest speakers to teach a variety of topics monthly.
- Added board games and trivia in the Senior Center to encourage gatherings in the senior center.
- Partnered with Premier World Discovery to provide long-distance travel and overnight trips starting in 2024 which will bring in revenue in 2024.
- Continue to oversee the Trail Host Program. Grew the Trail Host Program.
- Increased group participation for adopt-a-trail program and adopted the other side of Big Salt Wash trail.
- Introduced in-house Senior Art/Paint Class Programming in the Summer and offered monthly classes.
- Won the Beacon Award for *Best Place to Meet People* on our senior hikes.
- Meals on Wheels continued at our facility.
- Senior Day trips provide opportunities for social interaction and education, while recreating in Western Colorado. One trip includes exploring the Atomic Legacy Cabin. "The Atomic Legacy Cabin presents the history of uranium mining and processing on the Colorado Plateau, as well as Grand Junction's unique contribution to the Manhattan Project and the Cold War. Exhibits also detail environmental cleanup and the continuing management of legacy sites by the U.S. Department of Energy". During this trip, one of

# Community Center Fund

## Senior Programs

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our regular patrons joyfully shared her memories working in the vault in the 80s. She recreated a photo that she took nearly 40 years ago. That is just one of the many stories that have been told during our senior day trips.

- Other Trips include:
  - Hiking/walking trips
  - Various Picnics
  - Black Canyon of the Gunnison
  - Museum and learning trips all year long
  - River Rafting
  - Delta mural seeing Adventure.
  - Sheepdog Trials trip
  - Fall Color Viewing
  - Christmas Light Tours

### **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 to see at the FCC. Continue to build community relationships for local resources for our community.
- Increase participation for trips by 10%.
- Collect feedback and improve current programming to ensure that a potential van is cost effective.

### **PERFORMANCE MEASURES**

- Increase awareness of the program offerings that are available at the Senior Center and collect feedback to determine how to improve current programs and increase our trip participation by 10%.

### **BUDGET HIGHLIGHTS**

- Senior program expenses are budgeted to increase 60% compared to 2023 estimated actuals, and 9% over 2023 expenses. Increase in expenses includes funding for van rentals for senior trips, piano tuning (a piano was donated to the Senior Center in 2023), and personnel costs.

# Community Center Fund

## Senior Programs

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-28-4111	Salaries, Administrative	35,253	43,859	47,725	37,800	52,250	38%
127-451-28-4120	Part Time	-	1,859	13,000	10,700	14,000	31%
127-451-28-4125	Contract Labor	-	1,240	-	-	-	N/A
127-451-28-4130	Overtime	-	45	-	-	-	N/A
		35,253	47,003	60,725	48,500	66,250	37%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-28-4210	Health Insurance	14,136	21,577	23,100	7,000	24,600	251%
127-451-28-4220	FICA Payroll Expense	2,103	2,740	3,775	3,775	4,125	9%
127-451-28-4221	Medicare Payroll Expense	492	641	900	900	1,000	11%
127-451-28-4230	Retirement Contribution	1,590	2,631	2,175	2,175	2,375	9%
127-451-28-4250	Unemployment Insurance	101	88	200	200	200	0%
127-451-28-4260	Workers Comp Insurance	1,423	1,585	1,850	1,850	1,850	0%
		19,845	29,262	32,000	15,900	34,150	115%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-28-4310	Professional Development	148	251	800	250	800	220%
127-451-28-4345	Background Investigations	-	45	100	100	100	0%
127-451-28-4350	Entertainment	-	52	2,000	-	2,000	N/A
		148	348	2,900	350	2,900	729%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
127-451-28-4441	Rentals	-	-	-	-	2,400	N/A
		-	-	-	-	2,400	N/A
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-28-4530	Telephone	100	300	300	300	300	0%
127-451-28-4553	Advertising	-	-	500	-	500	N/A
127-451-28-4580	Senior Travel Activities	106	5,806	14,350	10,000	13,350	34%
		206	6,106	15,150	10,300	14,150	37%
<b><u>SUPPLIES</u></b>							
127-451-28-4612	Supplies and Equipment	628	3,465	2,500	2,500	4,050	62%
127-451-28-4630	Meeting Supplies	91	28	100	100	100	0%
127-451-28-4680	Refunds	-	-	-	-	-	N/A
		719	3,493	2,600	2,600	4,150	60%
<b><u>CAPITAL EQUIPMENT</u></b>							
127-451-28-4743	Furniture and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENSES</b>		<b>56,170</b>	<b>86,212</b>	<b>113,375</b>	<b>77,650</b>	<b>124,000</b>	<b>60%</b>

# Community Center Fund

## Special Events

### EXPENDITURES

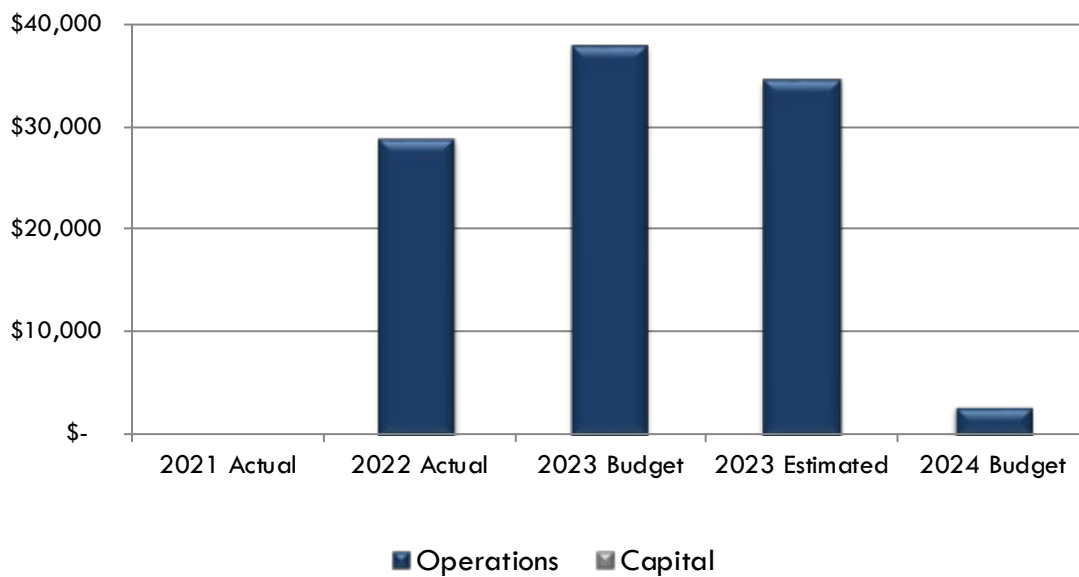
	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$ -	\$ 20,080	\$ 23,450	\$ 23,450	\$ -	-100%
Personnel Services, Benefits	-	7,175	8,625	8,625	-	-100%
Purchased Professional Services	-	494	500	400	600	50%
Purchased Property Services	-	-	-	-	-	N/A
Other Purchased Services	-	254	3,400	150	250	67%
Supplies	-	782	2,000	2,000	2,000	0%
Operating Expenses	\$ -	\$ 28,785	\$ 37,975	\$ 34,625	\$ 2,850	-92%
Capital	-	-	-	-	-	N/A
<b>Total Expense</b>	<b>\$ -</b>	<b>\$ 28,785</b>	<b>\$ 37,975</b>	<b>\$ 34,625</b>	<b>\$ 2,850</b>	<b>-92%</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-n-Claus.

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, 'Discover Fruita' radio show, and redesign of bi-weekly email newsletters.
- Partnered with Mesa County Libraries to include Storytime at Cookies-n-Claus event and hired a professional Santa for the event.
- Easter Egg Scramble had the max number of participants at 200 kids registered. We also introduced new high-quality eggs for the easter bunny to hand out that had very popular trinkets inside them for kids.

### **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**

- Increase enrollment for Cookies-n-Claus and the Easter Egg Scramble.

### **BUDGET HIGHLIGHTS**

- Overall expenses in the FCC-Special Events program are budgeted to decrease significantly as personnel expenses related to the Marketing and Communications Coordinator are no longer assigned to this program but are assigned to FCC Administration.



# Community Center Fund

## Special Events

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-29-4111	Salaries, Administrative	6,678	20,080	23,450	23,450	-	-100%
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	20,080	23,450	23,450	-	-100%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-29-4210	Health Insurance	1,524	3,758	4,925	4,925	-	-100%
127-451-29-4220	FICA Payroll Expense	413	1,252	1,475	1,475	-	-100%
127-451-29-4221	Medicare Payroll Expense	96	293	350	350	-	-100%
127-451-29-4230	Retirement Contribution	301	1,205	1,075	1,075	-	-100%
127-451-29-4250	Unemployment Insurance	20	40	75	75	-	-100%
127-451-29-4260	Workers Comp Insurance	-	627	725	725	-	-100%
		2,353	7,175	8,625	8,625	-	-100%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-29-4310	Professional Development	29	494	400	400	500	25%
127-451-29-4345	Background Investigations	-	-	100	-	100	N/A
127-451-29-4350	Entertainment	-	-	-	-	-	N/A
		29	494	500	400	600	50%
<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	-	-100%
127-451-29-4553	Advertising	-	104	3,250	-	250	N/A
		-	254	3,400	150	250	67%
<b><u>SUPPLIES</u></b>							
127-451-29-4612	Supplies and Equipment	548	782	2,000	2,000	2,000	0%
127-451-29-4630	Meeting/Appreciation Supplies	-	-	-	-	-	N/A
		548	782	2,000	2,000	2,000	0%
<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>28,785</b>	<b>37,975</b>	<b>34,625</b>	<b>2,850</b>	<b>-92%</b>

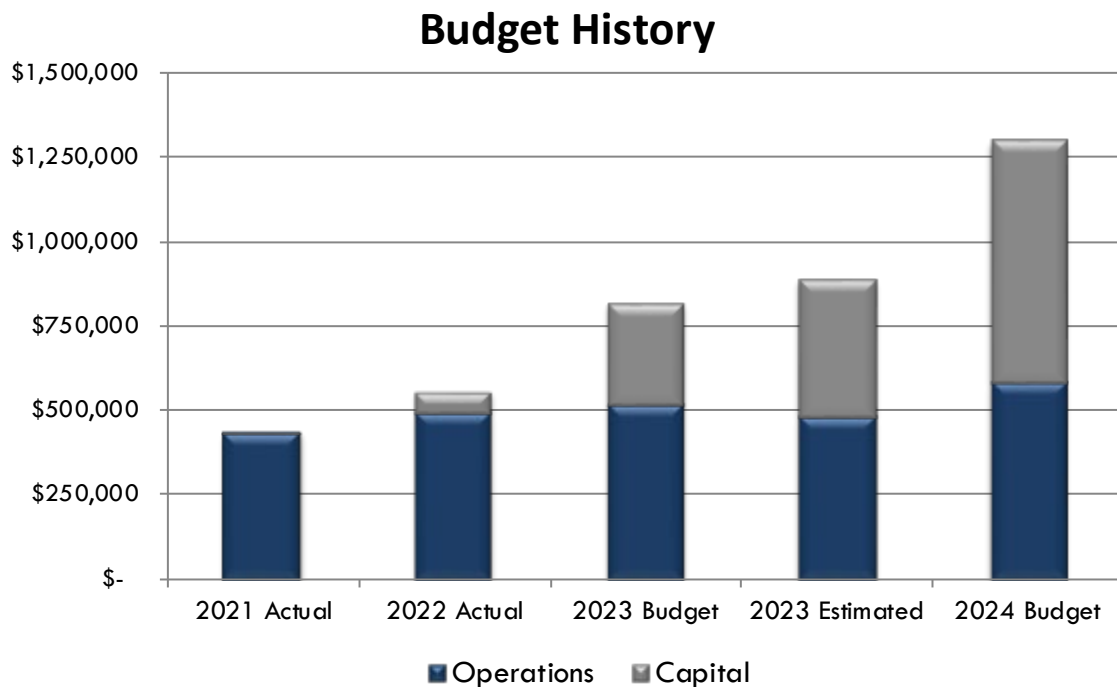
# Community Center Fund

## Building Maintenance

<b><u>EXPENDITURES</u></b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 135,917	\$ 136,293	\$ 158,875	\$ 134,200	\$ 190,025	42%
Personnel Services, Benefits	32,128	33,964	36,000	36,000	40,875	14%
Purchased Professional Services	119	461	900	500	1,525	205%
Purchased Property Services	95,173	81,302	69,925	67,425	90,300	34%
Other Purchased Services	300	300	300	300	300	0%
Supplies	170,971	238,574	247,100	244,300	257,500	5%
Operating Expenses	\$ 434,608	\$ 490,894	\$ 513,100	\$ 482,725	\$ 580,525	20%
Capital	1,460	66,963	305,000	406,000	715,000	76%
<b>Total Expense</b>	<b>\$ 436,068</b>	<b>\$ 557,857</b>	<b>\$ 818,100</b>	<b>\$ 888,725</b>	<b>\$1,295,525</b>	<b>46%</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.



# 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**

- A new Diatomaceous Earth system was installed for indoor pool water filtration.
- New pH and sanitizer systems were installed into the indoor pool's water treatment system to increase effectiveness for water clarity, corrosion, killing germs, and swimmer comfort. Learning the new systems has been challenging, but gradually staff is gaining proficiency.
- New paper dispensers were installed in all restrooms and locker rooms for toilet paper and paper towels. Additionally, new hardware was installed on all exterior outlets at the FCC.
- New tile replaced the aging floor in the locker rooms and family changing rooms. A lighter tile color was selected with the hope that calcification and staining from pool chemicals that normally occur will be less pronounced. Additionally, the lighter color will not show fading in high-traffic areas as significantly as the darker tile. In both cases, this will keep the flooring looking new longer.
- The 8,800-square-foot basketball court was replaced due to a flood that occurred after hours when the facility was closed. This unfortunate accident caused several weeks of unscheduled closures but in turn, allowed the facility to receive a brilliant upgrade.
- A new curtain divider was installed to replace the 13-year-old netting and motor.
- Expired and faulty LED Exit and Emergency signage was replaced on the interior of the FCC to ensure safety illumination per state risk control standards.

# Community Center Fund

## Building Maintenance

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- Routine preventative maintenance continued for aquatic pumps, filters, chemical feeders, and boilers. Additional attention is given to the pool HVAC and the dehumidification unit was contracted to outside service providers.
- With the high volume of users year-round at the FCC, two daytime custodians are not able to keep up with the continual impact, especially during peak seasons. As new front desk and childcare staff were hired, their schedule(s) reflected hours in their home areas as well as cleaning and wiping down the fitness areas and locker rooms, windows, and the like.
- The new C3 Touch Free Cleaning machine and iScrub Floor Cleaning machine have been ideal for maintaining cleanliness standards. The versatility of these machines allows for all types of floors and surfaces to be sprayed, scrubbed, and kept in good condition.
- The Fruita Community Center was closed for Maintenance Week September 18-24. This closure provided staff with the opportunity to tackle large projects that cannot be completed while open. Highlighted areas included a general deep cleaning, carpet cleaning, fitness equipment deep cleaning, spot painting, fixtures cleaned and adjusted, and exterior maintenance.

### **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.
- Be methodical and intentional about daily, weekly, and monthly cleaning of all interior and exterior areas of the facility.

### **PERFORMANCE MEASURES**

- Meet regularly with maintenance staff to ensure processes, supplies, and cleaning equipment are available and working for optimal performance.
- Schedule quarterly meetings with Contract Cleaning Service to communicate cleaning needs and ensure that their professional cleaning meets facility and department expectations.
- Maintain a scheduled rotation of custodial, fitness, and front desk staff during operational hours to ensure that highly trafficked areas, including entrances, locker rooms, bathrooms, hallways, and fitness rooms are maintained.
- Identify cleaning and maintenance opportunities in the facility that can be taken care of routinely versus waiting until Maintenance Week, including, spot painting, dusting light fixtures, removal of wall markings in gym area, and the like.

### **BUDGET HIGHLIGHTS**

- Expenses in the FCC-Building Maintenance program are budgeted to increase 46%, mostly due to a new part-time position for Building Maintenance, one-time capital projects and the

# Community Center Fund

## Building Maintenance

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purchase of capital equipment. These include:

- \$700,000 for the expansion of staff offices in the Aquatics area. With the new waterslide being installed in Spring, this will eliminate some of the space of current staff offices. This project will expand the current aquatics staff office and be able to accommodate three total offices for staff.
  - Capital equipment includes \$15,000 for the purchase of Water Softener, which will decrease rental costs associated with this at the Community Center.
- To maintain high standards of service and to increase efficiencies, the FCC Maintenance Department is scheduled to replace aging and outdated equipment including new shower valves in both the men's and women's locker rooms, new BEC water chemistry controllers for aquatic operations, and a new, larger Culligan Water Softener, and control valve.
- Professional development opportunities to improve safety skills and OSHA safety training requirements have been scheduled for the Maintenance Coordinator. Having in-house staff becoming educated in areas like electrical will benefit the facility with pool maintenance, short circuits in motors, and fitness equipment.
- A part-time Building Maintenance Worker I position was hired in November of 2023 to help with routine and preventive maintenance. This position was used to a part-time Fitness Coordinator, and funding from that was used for this.

# Community Center Fund

## Building Maintenance

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
127-451-54-4111	Salaries, Administrative	44,372	46,538	50,700	50,700	54,725	8%
127-451-54-4120	Part Time	28,263	25,543	34,500	22,000	61,300	179%
127-451-54-4125	Contract Labor	59,761	59,441	70,000	56,000	70,000	25%
127-451-54-4130	Overtime	3,522	4,771	3,675	5,500	4,000	-27%
		135,917	136,293	158,875	134,200	190,025	42%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
127-451-54-4210	Health Insurance	21,529	22,441	23,100	23,100	24,600	6%
127-451-54-4220	FICA Payroll Expense	4,672	4,701	5,525	5,525	7,500	36%
127-451-54-4221	Medicare Payroll Expense	1,093	1,099	1,300	1,300	1,750	35%
127-451-54-4230	Retirement Contribution	1,991	2,757	2,450	2,450	2,650	8%
127-451-54-4250	Unemployment Insurance	224	152	275	275	275	0%
127-451-54-4260	Workers Comp Insurance	2,620	2,814	3,350	3,350	4,100	22%
		32,128	33,964	36,000	36,000	40,875	14%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
127-451-54-4310	Professional Development	119	461	900	500	1,525	205%
		119	461	900	500	1,525	205%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
127-451-54-4430	Service Contracts	13,709	13,843	19,500	17,000	19,500	15%
127-451-54-4435	Fleet Maintenance	4,150	3,025	2,925	2,925	5,800	98%
127-451-54-4440	Building Maintenance	77,313	64,434	47,500	47,500	65,000	37%
127-451-54-4452	Drainage Fees	-	-	-	-	-	N/A
		95,173	81,302	69,925	67,425	90,300	34%
<b><u>OTHER PURCHASED SERVICES</u></b>							
127-451-54-4530	Telephone	300	300	300	300	300	0%
		300	300	300	300	300	0%
<b><u>SUPPLIES</u></b>							
127-451-54-4610	Office Supplies	-	-	-	-	-	N/A
127-451-54-4612	Supplies and Equipment	17,806	22,626	24,600	24,600	25,000	2%
127-451-54-4620	Utilities	147,837	198,140	200,000	200,000	210,000	5%
127-451-54-4626	Fuel	2,666	2,980	4,500	1,700	2,000	18%
127-451-54-4642	Signs	-	-	-	-	-	N/A
127-451-54-4649	Repair & Maint Supplies	2,283	14,482	17,500	17,500	20,000	14%
127-451-54-4661	Uniforms	379	346	500	500	500	0%
		170,971	238,574	247,100	244,300	257,500	5%
<b><u>CAPITAL</u></b>							
127-451-54-4720	Construction/Improvements	-	44,142	135,000	233,500	700,000	200%
127-451-54-4742	Mobile Equipment	-	-	55,000	55,000	-	-100%
127-451-54-4743	Furniture and Equipment	1,460	22,821	115,000	117,500	15,000	-87%
		1,460	66,963	305,000	406,000	715,000	76%
<b>TOTAL EXPENSES</b>		<b>436,068</b>	<b>557,857</b>	<b>818,100</b>	<b>888,725</b>	<b>1,295,525</b>	<b>46%</b>

## **Housing Authority Fund – Component Unit**

# **Housing Authority Fund – Component Unit**

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# Housing Authority Fund – Component Unit

## SUMMARY

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>Beginning Funds</u></b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b><u>Revenues</u></b>						
Intergovernmental Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Charges for Services	-	-	-	50,000	50,000	0%
Subtotal	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	0%
Other Financing Sources	-	-	15,100	15,100	5,100	-66%
Total Revenues	\$ -	\$ -	\$ 15,100	\$ 65,100	\$ 55,100	-15%
<b><u>Expenses</u></b>						
Purchased Professional Services	\$ -	\$ -	\$ 15,000	\$ 65,000	\$ 55,000	-15%
Other Purchased Services	\$ -	\$ -	\$ 100	\$ 100	\$ 100	0%
Subtotal Operating Expenses	\$ -	\$ -	\$ 15,100	\$ 65,100	\$ 55,100	-15%
Transfers to Other Funds	-	-	-	-	-	N/A
Total Expense	\$ -	\$ -	\$ 15,100	\$ 65,100	\$ 55,100	-15%
<b><u>Excess (Deficiency) of</u></b>						
<b><u>Revenues over Expenditures</u></b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b><u>Ending Funds Available</u></b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b><u>Components of Funds Available</u></b>						
Restricted for Housing	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
	\$ -	\$ -	\$ -	\$ -	\$ -	N/A

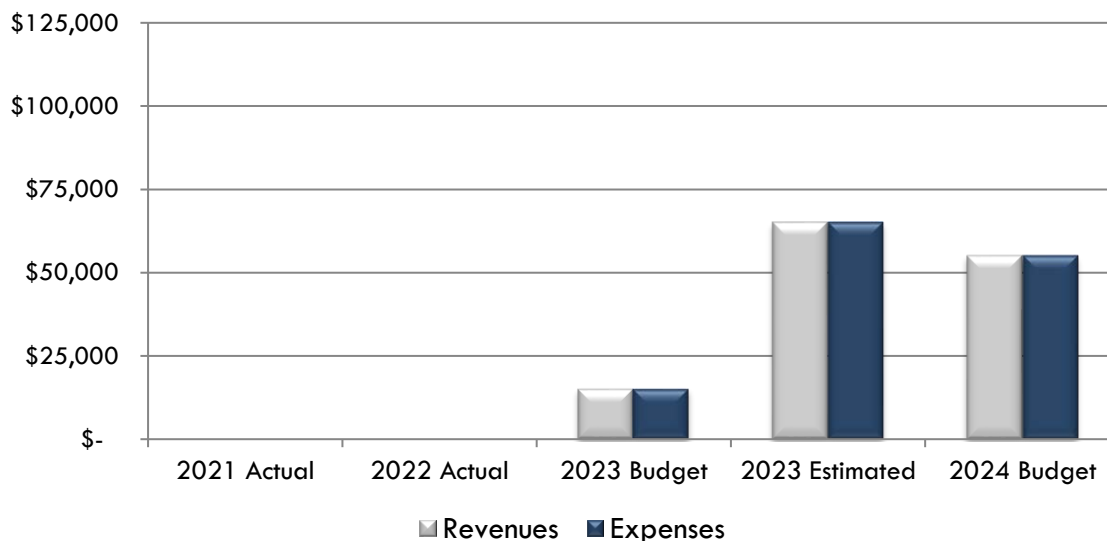
# Housing Authority Fund – Component Unit

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## PURPOSE OF THE FUND

The Housing Authority Fund/Component Unit was created in 2023 to assist the Fruita Housing Authority with expenses related to development applications. The Fruita Housing Authority aims to assist the City of Fruita in meeting its goals of housing for all those who want to live in Fruita and fostering cooperation and coordination with partners within and outside the City of Fruita to create affordable and attainable housing. This can be done through tax abatement projects and other state programs, such as through low-income housing tax credit finance (“LIHTC”) projects.

## REVENUES AND EXPENSES



### Revenues

The Housing Authority Fund is funded through contributions from the City of Fruita and developer reimbursements. In 2024, a contribution of \$5,100 is estimated to be transferred to the Housing Authority fund for general expenses related to the Housing Authority. It is also estimated that the Housing Authority will receive \$50,000 for the reimbursement of legal fees associated with LITEC project applications in the City of Fruita.

### Expenses

Expenses for the Housing Authority fund are budgeted to decrease 15% compared to 2023 year-end estimates, and this is due to a decrease in general expenses related to creating the Housing Authority. Expenses include legal services and publishing for meetings.

## FUNDS AVAILABLE

It is estimated that there are no funds available at the end of 2024, no change from the end of 2023.

# **Housing Authority Fund – Component Unit**

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## **PERSONNEL**

There is no personnel costs assigned to the Fruita Housing Authority.

## **RESPONSIBILITIES**

- To assist the City of Fruita in meeting its housing goals by fostering and coordinating cooperation with partners within and outside of the City of Fruita to create affordable housing through tax abatement programming (for instance through low-income housing tax credit financing (“LIHTC”) projects).

## **PRIOR YEAR ACCOMPLISHMENTS**

- The Fruita Housing Authority partnered and became a special limited partner for the Fruita Mews Project. The Fruita Mews Project will create 50 townhomes in northeast Fruita that will be available to residents who make under 100% of the area median income. The Fruita Housing Authority and the development celebrated a groundbreaking for the Fruita Mews in August.

## **GOALS**

- To collaborate with the City of Fruita on housing developments, which meet the City’s goals by utilizing the Housing Authority’s statutory tax abatement tools.
- To assist the City in attaining its commitment to create 108 affordable units over a three-year period in participation in Proposition 123, which participation may also provide additional funding to the City for affordable housing. The Fruita Mews project of 50 units counts toward the 108 goal.

## **BUDGET HIGHLIGHTS**

- There is \$55,000 budgeted for legal expenses related to potential LITEC housing projects in Fruita. It is estimated that \$50,000 will be reimbursed by the developer, with an additional \$5,000 budgeted for any general Housing Authority legal expenses.

# Component Unit - Housing Authority

## Revenues

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>INTERGOVERNMENTAL REVENUE</u></b>							
110-000-00-3314	State of Colorado Grants	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>CHARGES FOR SERVICES</u></b>							
129-000-00-3415	Developer Reimbursement/Fees	-	-	-	50,000	50,000	0%
		-	-	-	50,000	50,000	0%
<b><u>OTHER FINANCING SOURCES</u></b>							
110-000-00-3917	Transfer from Economic Development Fund	-	-	15,100	15,100	5,100	-66%
		-	-	15,100	15,100	5,100	-66%
<b>TOTAL REVENUES</b>		-	-	15,100	65,100	55,100	-15%

## Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
129-463-35-4330	Legal Services	-	-	15,000	65,000	55,000	-15%
		-	-	-	65,000	55,000	
<b><u>OTHER PURCHASED SERVICES</u></b>							
129-463-35-4551	Publishing	-	-	100	100	100	0%
		-	-	100	100	100	0%
<b>TOTAL EXPENSES</b>		-	-	100	65,100	55,100	-15%

# Capital Projects Fund

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# Capital Projects Fund

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# Capital Projects Fund

## SUMMARY

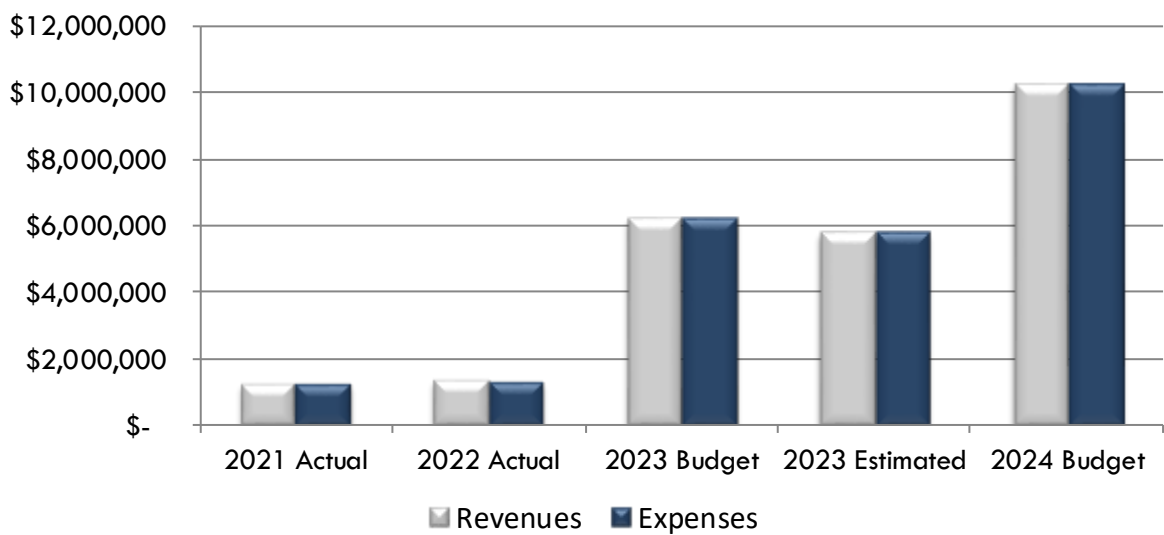
	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>Beginning Funds</u></b>	\$ 284,709	\$ 285,355	\$ 329,229	\$ 329,229	\$ 329,229	0%
<b><u>Revenues</u></b>						N/A
Intergovernmental Revenue	\$ 192,674	\$ 33,314	\$ 2,819,000	\$ 1,432,250	\$ 2,518,500	76%
Development Impact Fees	6,401	168,762	208,900	110,000	371,700	238%
Interest and Rents	645	43,875	-	-	-	N/A
Donations	-	-	90,000	-	90,000	N/A
Transfers from Other Funds	1,046,632	1,088,069	3,097,850	4,267,630	7,247,570	70%
Total Revenues	\$1,246,352	\$ 1,334,020	\$ 6,215,750	\$ 5,809,880	\$10,227,770	76%
<b><u>Expenses</u></b>						
Miscellaneous Projects	\$ -	\$ 50,466	\$ 1,338,000	\$ 1,127,250	\$ 547,500	-51%
Street Improvements	1,147,339	953,900	3,750,000	2,571,630	9,268,870	260%
Drainage Improvements	-	104,897	-	-	-	N/A
Building Improvements	-	69,899	-	398,200	90,000	-77%
Parks and Open Space	98,367	110,984	1,156,350	1,712,800	350,000	-80%
Contingency	-	-	-	-	-	N/A
Total Expenses	\$1,245,706	\$ 1,290,146	\$ 6,244,350	\$ 5,809,880	\$10,256,370	77%
<b><u>Excess (Deficiency) of Revenues over Expenditures</u></b>	\$ 646	\$ 43,874	\$ (28,600)	\$ -	\$ (28,600)	N/A
<b><u>Ending Funds Available</u></b>	\$ 285,355	\$ 329,229	\$ 300,629	\$ 329,229	\$ 300,629	-9%
<b><u>Components of Funds Available</u></b>						
Restricted for POST	\$ 10,397	\$ 20,148	\$ 20,148	\$ 20,148	\$ 20,148	0%
Restricted for streets/drainage	168,848	202,971	174,371	202,971	174,371	-14%
Unassigned	106,110	106,110	106,110	106,110	106,110	0%
	\$ 285,355	\$ 329,229	\$ 300,629	\$ 329,229	\$ 300,629	-9%

# Capital Projects Fund

## PURPOSE OF THE FUND

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

## REVENUES AND EXPENSES



### Revenues

Revenues of \$10.2 million in the 2024 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

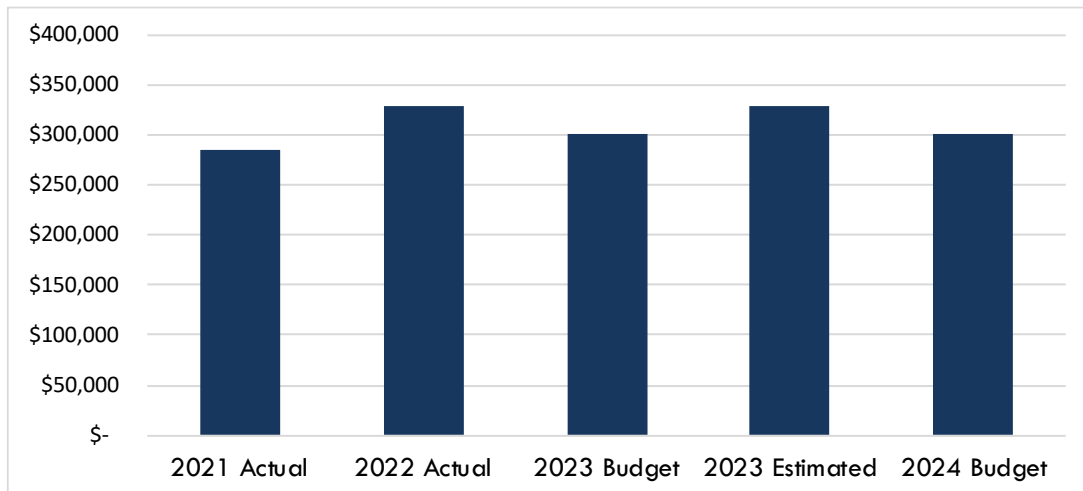
There are a number of individual projects in the 2024 budget which are detailed in the following pages, including several projects that have been reappropriated from the prior year (purple headers). The most significant projects in 2024 are the construction of improvements to 19 Road (\$6 million), multi-modal enhancements to S. Mesa Street (\$2 million), and increased budget for overlays (\$560,000).



# Capital Projects Fund

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## FUNDS AVAILABLE



The 2024 Budget includes the use of \$28,600 in available funds restricted to streets for the 16 Road Rail Crossing project. The estimated available funds on December 31, 2023, are \$300,629. Of these funds, \$174,371 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

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>INTERGOVERNMENTAL REVENUES</u></b>							
3319	Federal Grant	-	-	599,000	488,250	250,000	-58%
3340	Energy Office Grant	-	-	70,000	70,000	-	-100%
3342	Energy Impact Grant	-	25,000	364,000	270,000	97,500	-73%
3345	CDOT Grant	192,674	8,314	1,736,000	-	1,896,000	9%
3346	GOCO Grant	-	-	-	600,000	-	N/A
3347	TAP Grant	-	-	-	-	-	N/A
3371	Mesa County Grants	-	-	50,000	-	275,000	450%
3374	Tree Coalition Grant	-	-	-	4,000	-	N/A
3375	AGNC Grant	-	-	-	-	-	N/A
		192,674	33,314	2,819,000	1,432,250	2,518,500	-11%
<b><u>FINES, FORFEITS AND ASSESSMENTS</u></b>							
3550	Special Assessments	-	-	-	-	-	N/A
3555	Development Impact Fees	6,401	168,762	208,900	110,000	371,700	78%
		6,401	168,762	208,900	110,000	371,700	78%
<b><u>INTEREST AND RENTS</u></b>							
3610	Interest on deposits	645	43,875	-	-	-	N/A
		645	43,875	-	-	-	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	991,457	1,007,556	2,603,700	3,724,030	7,117,570	173%
3911	Transfer from Sewer Fund	-	-	-	-	-	N/A
3913	Transfer from Devils Canyon Fund	25,175	-	-	-	-	N/A
3916	Transfer from CTF	30,000	80,513	394,150	443,600	100,000	-75%
3918	Transfer from FCC Fund	-	-	-	-	30,000	N/A
3919	Transfer from Public Places Fund	-	-	100,000	100,000	-	-100%
		1,046,632	1,088,069	3,097,850	4,267,630	7,247,570	134%
<b><u>OTHER FINANCING SOURCES</u></b>							
3950	Sale of Property	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL REVENUES</b>		<b>1,246,352</b>	<b>1,334,020</b>	<b>6,215,750</b>	<b>5,809,880</b>	<b>10,227,770</b>	<b>65%</b>

# Capital Projects Fund Summary

## Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b>MISCELLANEOUS PROJECTS</b>							
707-77	EV Charging Station	-	-	150,000	140,000	-	-100%
708-77	Downtown Improvements	-	50,466	450,000	446,750	350,000	-22%
710-77	Broadband Connections	-	-	738,000	540,500	197,500	-63%
		-	50,466	1,338,000	1,127,250	547,500	-51%
<b>STREET IMPROVEMENTS</b>							
732-77	Maple Street Improvements	256,911	-	-	-	-	N/A
733-77	Sidewalk Safety Improvements	-	-	-	-	50,000	N/A
734-77	Mesa Street Improvements	-	-	2,150,000	105,000	2,045,000	1848%
735-77	Overlay Program	177,221	283,247	300,000	269,100	560,000	108%
736-77	Business Park - 16 Rd Rail Crossir	6,401	1,453	390,000	1,130	388,870	34313%
737-77	K.4 Road	-	-	-	-	-	N/A
742-77	Hwy 340 Roundabouts	289,273	-	-	-	-	N/A
743-77	Pine Street Bridge	92,095	653,648	-	1,286,400	-	-100%
744-77	Fremont Street	-	12,239	410,000	410,000	-	-100%
745-77	J.2 Road Improvements	-	-	-	-	-	N/A
746-77	Maple Street Bridge	-	3,313	100,000	100,000	225,000	125%
748-77	Traffic Circulation Plan	79,861	-	-	-	-	N/A
749-77	Fremont Street Design	245,577	-	-	-	-	N/A
750-77	19 Road Improvements	-	-	400,000	400,000	6,000,000	1400%
		1,147,339	953,900	3,750,000	2,571,630	9,268,870	260%
<b>DRAINAGE IMPROVEMENTS</b>							
763-77	Drainage Improvements	-	104,897	-	-	-	N/A
		-	104,897	-	-	-	N/A
<b>BUILDING IMPROVEMENTS</b>							
780-77	Police Building Improvements	-	-	-	-	-	N/A
783-77	Civic Center Improvements	-	69,899	-	398,200	-	-100%
785-77	General Building Improvements	-	-	-	-	90,000	N/A
		-	69,899	-	398,200	90,000	-77%
<b>PARK AND OPEN SPACE IMPROVEMENTS</b>							
790-77	Kokopelli Trail	-	-	-	-	-	N/A
792-77	Trails	43,663	8,708	90,000	-	250,000	N/A
793-77	Snooks Bottom Improvements	-	-	-	-	100,000	N/A
795-77	Reed Park Improvements	-	50,513	950,000	1,651,800	-	-100%
796-77	Bike Park Improvements	-	51,763	-	-	-	N/A
800-77	Prospector Park Improvments	-	-	66,350	14,000	-	-100%
803-77	Park Improvements	-	-	50,000	47,000	-	-100%
841-77	Big Salt Wash Trail	54,704	-	-	-	-	N/A
		98,367	110,984	1,156,350	1,712,800	350,000	-80%
<b>CONTINGENCY</b>							
700-77	Contingency	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>		<b>1,245,706</b>	<b>1,290,146</b>	<b>6,244,350</b>	<b>5,809,880</b>	<b>10,256,370</b>	<b>77%</b>

City of Fruita

2024 Budget

# Capital Projects Fund

## Downtown Improvements - Project #130-708-77

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget
<b>Revenues</b>					
3319 ARPA Funds	\$ -	\$ -	\$ 225,000	\$ 217,750	\$ 150,000
3342 Energy Impact Grant	-	-	25,000	-	-
3374 Colorado Tree Coalition Grant	-	-	-	4,000	-
3910 Transfer from General Fund	-	-	150,000	125,000	200,000
3919 Transfer from Public Places Fund	-	-	100,000	100,000	-
Total Revenues	\$ -	\$ -	\$ 500,000	\$ 446,750	\$ 350,000
<b>Expenses</b>					
4335 Design & Engineering	\$ -	\$ -	\$ 50,000	\$ -	\$ -
4730 Construction	\$ -	\$ -	\$ 45,000	\$ 361,750	\$ 100,000
4743 Equipment	-	-	450,000	85,000	250,000
Total Expenses	\$ -	\$ -	\$ 545,000	\$ 446,750	\$ 350,000

### Project Description

This project involves installing a self-cleaning restroom in downtown Fruita.

### Purpose and Need

As the community and Fruita special events continue to grow, there is a need to provide public restrooms for visitors in the downtown area. Currently, during special events, event organizers generally provide porta-potties (if the event is large enough) or the Civic Center is used for restrooms (for City events, for example, during the Thursday Night Concert Series). This project will install a smart restroom that is equipped with state-of-the-art cleaning systems, disinfecting, and drying systems that guarantee a clean environment for users. The restrooms will be fully automated and programmable with operating hours, cleaning cycles, occupancy time, heating, and lighting. These will be able to be controlled and monitored remotely. Additionally, the restrooms will be built with materials that are highly effective against deterring vandalism.

### History and Current Status

This project will install a public self-cleaning restroom in downtown Fruita. The double restroom will help with the need for restrooms during special events, and the busy seasons during the year. There are currently no public restrooms in downtown Fruita (excluding any City facilities during operating hours).

### Schedule

It is estimated that self-cleaning restrooms will be installed and ready by Summer 2024.

### Operating Budget Impact

There is minimal impact to the operating budget, but ongoing costs do include power and internet for the restrooms.

# Capital Projects Fund

## Middle-Mile Broadband Project - #130-710-77 (Reappropriated from 2023)

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget
<b>Revenues</b>					
3319 Federal ARPA Funds	\$ -	\$ -	\$ 374,000	\$ 270,500	\$ 100,000
3342 Energy Impact Grant	\$ -	\$ -	\$ 364,000	\$ 270,000	97,500
3910 Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	-
Total Revenues	\$ -	\$ -	\$ 738,000	\$ 540,500	\$ 197,500
<b>Expenses</b>					
4730 Construction	\$ -	\$ -	\$ 738,000	\$ 540,500	\$ 47,500
4743 Equipment	-	-	-	-	150,000
Total Expenses	\$ -	\$ -	\$ 738,000	\$ 540,500	\$ 197,500

### **Project Description**

This project is reappropriated from the 2023 budget. This project involves building a lateral connection to an internet fiber line that currently exists along I-70 and will be operated by Region 10, and constructing a “Carrier Neutral Location” to host the connection. This project has encouraged private build out and development in internet infrastructure throughout Fruita. Build out of last-mile infrastructure has already begun, and soon Fruita will be a “gig” city.

### **Purpose and Need**

Creating a lateral connection to an existing fiber line, and building a CNL, 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 Spring of 2023, the City of Fruita administered a formal procurement process and awarded the construction portion of this project to Deeply Digital. The total cost of the lateral build out and CNL is estimated at \$540,500 and is scheduled to be complete by the end of 2023. The remaining funds will be used to purchase optical equipment for the CNL and enter a capital lease for the network connection.

### **Schedule**

Construction of the lateral and CNL is expected to be complete by the end of 2023. The total project should be complete by summer of 2024.

### **Operating Budget Impact**

Ongoing costs included utility expenses and lease costs associated with the long-haul connection.

# Capital Projects Fund

Sidewalk Safety Improvements - Project #130-733-77					
	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget
<b>Revenues</b>					
3375 AGNC Grant	\$ -	\$ -	\$ -	\$ -	\$ -
3910 Transfer from General Fund	-	-	-	-	50,000
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$50,000
<b>Expenses</b>					
4335 Engineering and Design	\$ -	\$ -	\$ -	\$ -	\$ -
4730 Construction	-	-	-	-	50,000
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ 50,000

## **Project Description**

Several complaints have been received related to the speed of travel on Pabor Avenue between Pine Street and Maple Street. In addition, there has been a need for a north/south corridor for safe pedestrian travel. Since Sycamore lines up with the south end of the Little Salt Wash Park and is about halfway from stops on Pabor, it is an ideal location for a pedestrian crossing that will also serve as traffic calming. The intent will be to reduce the width of pavement in order to create a shorter pedestrian crossing and to give motorists the feeling of the need to slow down to safely navigate the crossing.

## **Purpose and Need**

The City has identified there is a need for a reduction in the speed and for a safe pedestrian crossing to get to the Little Salt Wash Park.

## **History and Current Status**

This project was identified through the Traffic Committee to develop a way to reduce speeds on Pabor Avenue and to provide a safe pedestrian crossing from the Cleveland area to Little Salt Wash Park.

## **Schedule**

It is anticipated that this project will be complete by summer 2024.

## **Operating Budget Impact**

This project will be a one-time expense and will not have a direct impact on the operating budget.

# Capital Projects Fund

S. Mesa Street Revitalization #130-734-77 (Reappropriated from 2023)					
	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget
<b>Revenues</b>					
3345 CDOT Grant	\$ -	\$ -	\$ 1,736,000	\$ -	\$ 1,736,000
3910 Transfer from General Fund	-	-	414,000	105,000	309,000
Total Revenues	\$ -	\$ -	\$ 2,150,000	\$ 105,000	\$ 2,045,000
<b>Expenses</b>					
4335 Engineering and Design	\$ -	\$ -	-	\$ 105,000	\$ -
4730 Construction	-	-	2,150,000	-	2,045,000
4741 Land Acquisition	-	-	-	-	-
Total Expenses	\$ -	\$ -	\$ 2,150,000	\$ 105,000	\$ 2,045,000

## **Project Description**

This project is reappropriated from the 2023 Budget. This project makes several improvements to S. Mesa Street between Circle Park and Highway 6&50. These safety improvements include converting on-street parallel parking to diagonal parking to increase the number of parking spots, consolidating some of the access drivers, 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 in 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 Condition Index (PCI) 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 in poor condition.

## **History and Current Status**

This is the second phase of the Downtown Streetscapes Improvement Plan, which was adopted in 2012. The City of Fruita received its grant contract from CDOT in summer of 2023, and is now working on updating the design for the project. Construction will begin once the design is finalized.

## **Schedule**

Final design with CDOT will be complete mid-2024. After the design is complete, the City can go to bid for the project and construction can begin after that. The City anticipates approximately 4-6 months for construction.

## **Operating Budget Impact**

There is no ongoing operating budget impact associated with the project.

# Capital Projects Fund

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

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget
<b>Revenues</b>					
3910 Transfer from General Fund	\$ 177,221	\$283,247	\$ 300,000	\$ 269,100	\$ 560,000
Total Revenues	\$ 177,221	\$283,247	\$ 300,000	\$ 269,100	\$ 560,000
<b>Expenses</b>					
4730 Construction	\$ 177,221	\$283,247	\$ 300,000	\$ 269,100	\$ 560,000
Total Expenses	\$ 177,221	\$283,247	\$ 300,000	\$ 269,100	\$ 560,000

### 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 on the project and is based on the Pavement Condition Index (PCI) scores. In 2023, the City of Fruita contracted out pavement evaluation scores to an independent contractor and identified the following streets for overlays in 2024:

- Heritage Meadows Subdivision:
  - Lexington Way
  - Concord Drive and Concord Ave.
  - Heritage Ct.
- K.4 Road from Pine Street to Carlotta Ct (the north side of the road).
- Fremont Street from K.4 Road to L Road
- Pinyon Court

### 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 a PCI rating that evaluates all streets within the City limits and continually updates the inventory as maintenance operations are completed. These evaluations were updated this year, and these roads were identified for overlays.

### Schedule

Bid: May

Construction: Overlays are planned to be constructed in the summer months when school is not in session.

### 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 2023 Project)					
	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget
<b>Revenues</b>					
2473 FB - Restricted for streets	\$ -	\$ -	\$ 28,600	\$ -	\$ 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	-	1,453	189,700	1,130	188,570
Total Revenues	\$ 6,401	\$ 1,453	\$ 390,000	\$ 1,130	\$ 388,870
<b>Expenses</b>					
4335 Engineering and Design	\$ 6,401	\$ 1,453	\$ -	\$ 1,130	\$ -
4730 Construction	-	-	390,000	-	388,870
Total Expenses	\$ 6,401	\$ 1,453	\$ 390,000	\$ 1,130	\$ 388,870

## **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 concrete panels. The existing concrete panels on the main line tracks will be extended by 16-ft so that both tracks have 48-ft 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 including 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 for the scheduling of improvements by UPRR.

## **Schedule**

It is anticipated that this project will be complete by summer 2024.

## **Operating Budget Impact**

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

# Capital Projects Fund

## Maple Street Bridge Replacement - Project #130-746-77

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget
<b>Revenues</b>					
3345 CDOT Grant	\$ -	\$ -	\$ -	\$ -	\$ -
3371 Mesa County Grant	\$ -	\$ -	\$ -	\$ -	\$ 225,000
3910 Transfer from General Fund	-	3,313	100,000	100,000	-
Total Revenues	\$ -	\$ 3,313	\$ 100,000	\$ 100,000	\$ 225,000
<b>Expenses</b>					
4335 Engineering and Design	\$ -	\$ -	\$ -	\$ -	\$ 225,000
4730 Construction	-	-	-	-	-
4741 Land Acquisition	-	3,313	100,000	100,000	-
Total Expenses	\$ -	\$ 3,313	\$ 100,000	\$ 100,000	\$ 225,000

### Project Description

This is a project to replace the Maple Street Bridge at the Little Salt Wash, just north of Ottley Ave.

### 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 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

With Right-of-Way Acquisition being finalized for this project toward the end of 2023 and into 2024, the next phase to replace the Maple Street Bridge is to update the design of the bridge. Mesa County has committed \$750,000 toward the replacement of the bridge, and it is also being considered for Congressional Directed Spending in the amount of \$1.75 million. If Federal funding is approved, it is estimated that the construction will begin in 2025.

### Schedule

It is estimated that the updated design will be complete by the end of 2024, along with any additional Right-of-Way Acquisition. Construction could begin on the project in 2025.

### Operating Budget Impact

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

# Capital Projects Fund

## Building Improvements Project #130-785-77

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget
<b>Revenues</b>					
3910 Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ 60,000
3918 Transfer from FCC Fund	-	-	-	-	30,000
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$90,000
<b>Expenses</b>					
4335 Engineering and Design	\$ -	\$ -	\$ -	\$ -	\$ -
4730 Construction	-	-	-	-	90,000
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ 90,000

### **Project Description**

This project involves installing security upgrades at the Fruita Civic Center, the City Shops Building, and at the Fruita Community Center. These upgrades include installing key card access to staff areas, an upgrading camera at a few of the City facilities.

### **Purpose and Need**

Currently, at all three facilities, there is no key card access for staff areas. In the past, this has led to security issues when upset customers have entered staff areas. This project will address this need while also improving the security for guests and staff at all three facilities.

### **Schedule**

It is estimated that this project will be completed by April 2024, depending on the availability of the selected contractor.

### **Operating Budget Impact**

It is estimated that ongoing costs will be minimal for this project.

# Capital Projects Fund

19 Road Improvements- Project #130-750-77						
	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	
<b>Revenues</b>						
3555 Development Impact Fees	\$ -	\$ -	\$ -	\$ -	\$ 250,000	
3910 Transfer from General Fund	-	-	400,000	400,000	5,750,000	
Total Revenues	\$ -	\$ -	\$ 400,000	\$ 400,000	\$6,000,000	
<b>Expenses</b>						
4335 Engineering and Design	\$ -	\$ -	\$ -	\$ -	\$ -	
4730 Construction	-	-	-	-	6,000,000	
4741 Land Aquisition	-	-	400,000	400,000		
Total Expenses	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 6,000,000	

## Project Description

This project is a multi-year project and is continued from the 2023 Budget. It involves the design, land (right of way) acquisition, and construction 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 driveways 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 the design of the new section underway.

## Schedule

Right of Way Acquisition and the design is estimated to be completed in 2024. Construction will begin in fall of next year, 2024. Construction will be completed in 2025.

## 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

Trails - Project #130-792-77 (Reappropriated from 2023 Budget)					
	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget
<b>Revenues</b>					
3345 CDOT Grant	\$ 50,000	\$ 8,313	\$ -	\$ -	\$ 160,000
3641 Donations - Riverfront	-	-	90,000	-	90,000
3910 Transfer from General Fund	5,500	395	-	-	-
Total Revenues	\$ 55,500	\$ 8,708	\$ 90,000	\$ -	\$ 250,000
<b>Expenses</b>					
4335 Engineering and Design	\$ 10,000	\$ -	\$ 90,000	\$ -	\$ 250,000
4730 Construction	45,500	8,708	-	-	-
Total Expenses	\$ 55,500	\$ 8,708	\$ 90,000	\$ -	\$ 250,000

## **Project Description**

This project is reappropriated from the 2023 budget. This project involves the design of Highway 340/Colorado Riverfront 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 to 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. After the City went out to bid for a contractor twice and were unable to award the proposal due to cost, the City received a Multi-Modal Mitigation Option Funds Grant (MMOF) in the amount of \$160,000 to help with this project. The City selected a contractor and will work with them on the design in 2024, with construction to occur following that.

## **Schedule**

It is anticipated that the design will be complete by August of 2024.

## **Operating Budget Impact**

There is no impact on the operating budget for the design of this project.

# Capital Projects Fund

## Snooks Bottom Improvements #130-793-77

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget
<b>Revenues</b>					
3916 Transfer from CTF	\$ -	\$ -	-	\$ -	\$ 100,000
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ 100,000
<b>Expenses</b>					
4730 Construction	\$ -	\$ -	-	\$ -	\$ 100,000
Total Expenses	\$ -	\$ -	\$ -	\$ -	\$ 100,000

### **Project Description**

This project involves installing a vault restroom at Snooks Bottom.

### **Purpose and Need**

As the visitation to Snooks Bottom continues to grow and we get more visitors to our open space areas we would like to provide a better restroom option over the plastic portable restroom we are currently using. The plastic restrooms receive much more vandalism, and we are continually repairing and replacing the unit at Snooks Bottom. The concrete vault restrooms are built with materials making them highly effective against vandalism and are similar to BLM trailheads around the valley.

### **History and Current Status**

This project will install a vault restroom at Snooks Bottom. The double restroom will help with the need for restrooms at Snooks Bottom for daily visitors as well as for special events. The vault toilets will be installed above the floodplain and provide access to equipment to clean and maintain the restroom.

### **Schedule**

It is estimated that vault restrooms will be installed and ready by Summer 2024.

### **Operating Budget Impact**

There is a minimal impact to the operating budget but will require quarterly pumping of the vaults and cleaning daily by Parks staff.

# Capital Projects Fund

## Reed Park - Project #130-795-77 (2023 Project)

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget
<b>Revenues</b>					
3346 GOCO Grant	\$ -	\$ -	\$ -	\$ 600,000	\$ -
3555 Development Impact Fees	-	-	37,200	37,200	-
3910 Transfer from General Fund	-	-	585,000	585,000	-
3916 Transfer from CTF	-	50,513	327,800	429,600	-
Total Revenues	\$ -	\$ 50,513	\$ 950,000	\$1,651,800	\$ -
<b>Expenses</b>					
4335 Engineering and Design	\$ -	\$ 50,513	\$ -	\$ 108,500	\$ -
4730 Construction	-	-	950,000	1,543,300	-
Total Expenses	\$ -	\$ 50,513	\$ 950,000	\$1,651,800	\$ -

### Project Description

This project involves the construction of upgraded facilities at Reed Park. This project will be reappropriated from the 2023 Budget at the beginning of the next budget year and rolled over, once a firm/construction management group is selected for this project.

### Purpose and Need

Reed Park is in need of 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 are expected to be complete by fall 2024, as the City went out to bid for the project in September of 2023 and awarded a contract in December of 2023.

### Operating Budget Impact

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

# Debt Service Fund

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# Debt Service Fund

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# Debt Service Fund

## SUMMARY

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>Beginning Funds</u></b>	\$ 757,839	\$ 748,200	\$ 748,200	\$ 748,200	\$ 748,200	0%
<b><u>Revenues</u></b>						
Investment Earnings	\$ 678	\$ 12,853	\$ 8,000	\$ 32,000	\$ 22,000	-31%
Transfers from Other Funds	731,883	730,347	740,600	716,600	726,200	1%
Total Revenues	\$ 732,561	\$ 743,200	\$ 748,600	\$ 748,600	\$ 748,200	0%
<b><u>Expenses</u></b>						
Other Purchased Services	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	0%
Debt Service Principal	350,000	365,000	385,000	385,000	400,000	4%
Debt Service Interest	391,800	377,800	363,200	363,200	347,800	-4%
Total Expense	\$ 742,200	\$ 743,200	\$ 748,600	\$ 748,600	\$ 748,200	0%
<b><u>Excess (Deficiency) of</u></b>						
<b><u>Revenues over Expenditures</u></b>	\$ (9,639)	\$ -	\$ -	\$ -	\$ -	N/A
<b><u>Ending Funds Available</u></b>	\$ 748,200	\$ 748,200	\$ 748,200	\$ 748,200	\$ 748,200	0%
<b><u>Components of Funds Available</u></b>						
Restricted - Debt service reserve	1,756,500	748,200	748,200	748,200	748,200	0%
Restricted for debt service	(1,008,300)	-	-	-	-	N/A
	\$ 748,200	\$ 748,200	\$ 748,200	\$ 748,200	\$ 748,200	0%

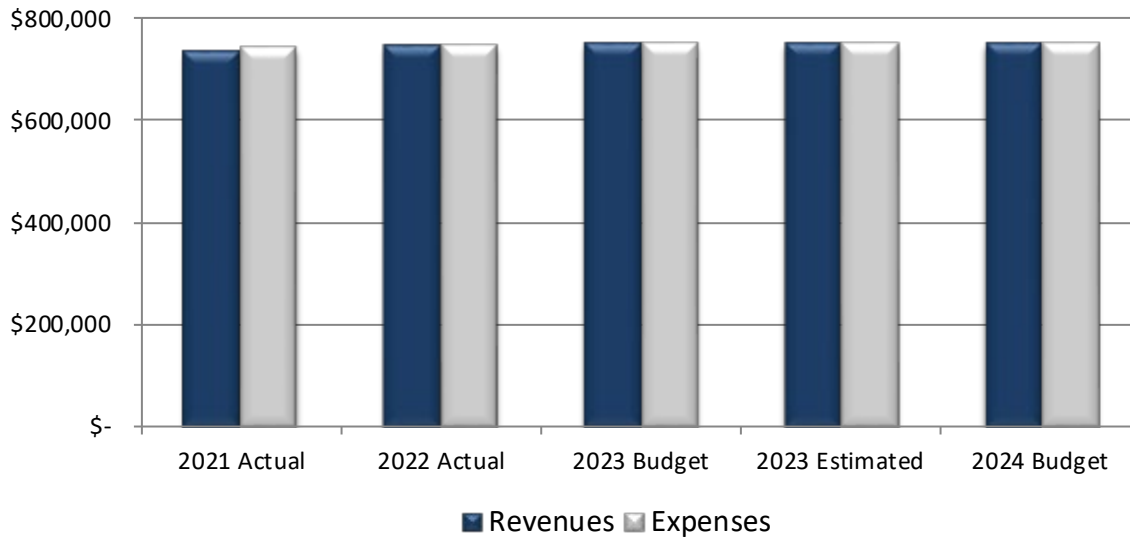
## PURPOSE OF THE FUND

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 monthly for debt service payments on the bonds. The amount to be transferred in 2024 is \$726,200.

### Expenses

Expenses of \$748,200 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 \$8.7 million in principal and \$3.2 million in interest payments for a total of \$11,937,800 million in debt payments through the life of the refunding bonds.

# Debt Service Fund

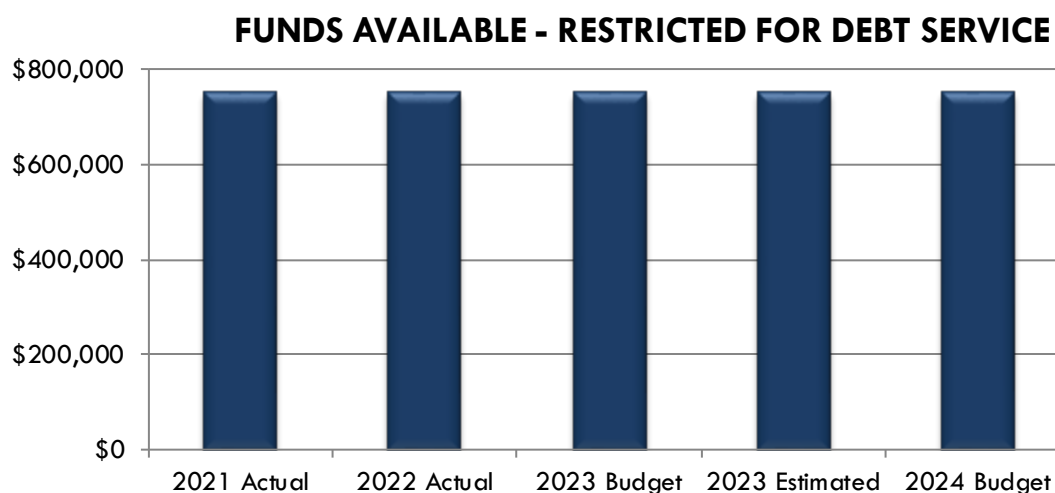
SALES AND USE TAX REFUNDING AND IMPROVEMENT BONDS SERIES					
2019			FRUITA COMMUNITY CENTER		
YEAR	PRINCIPAL	COUPON RATE	INTEREST	ANNUAL TOTAL	PRINCIPAL BALANCE
2024	400,000	4.000%	347,800	747,800	8,295,000
2025	415,000	4.000%	331,800	746,800	7,880,000
2026	430,000	4.000%	315,200	745,200	7,450,000
2027	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>8,695,000</b>	<b>-</b>	<b>3,242,800</b>	<b>11,937,800</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	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b>INVESTMENT EARNINGS</b>							
140-000-00-3610	Interest on deposits	-	-	-	-	-	N/A
140-000-00-3611	Interest on bond reserves	678	12,853	8,000	32,000	22,000	-31%
140-000-00-3680	Miscellaneous revenues	-	-	-	-	-	N/A
		678	12,853	8,000	32,000	22,000	-31%
<b>TRANSFERS</b>							
140-000-00-3918	Trsfr from Comm Cntr Fund	731,883	730,347	740,600	716,600	726,200	1%
140-000-00-3919	Tsfr from Capital Projects	-	-	-	-	-	N/A
		731,883	730,347	740,600	716,600	726,200	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>732,561</b>	<b>743,200</b>	<b>748,600</b>	<b>748,600</b>	<b>748,200</b>	<b>0%</b>

## Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 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	350,000	365,000	385,000	385,000	400,000	4%
		350,000	365,000	385,000	385,000	400,000	4%
<b>DEBT SERVICE INTEREST</b>							
140-470-91-4721	Bond Payment, Interest	391,800	377,800	363,200	363,200	347,800	-4%
140-470-91-4775	Bond Issuance Costs	-	-	-	-	-	N/A
		391,800	377,800	363,200	363,200	347,800	-4%
<b>TOTAL DEBT SERVICE EXPENSE</b>		<b>742,200</b>	<b>743,200</b>	<b>748,600</b>	<b>748,600</b>	<b>748,200</b>	<b>0%</b>

# Devils Canyon Center Fund

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# Devils Canyon Center Fund

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# Devils Canyon Center Fund

## SUMMARY

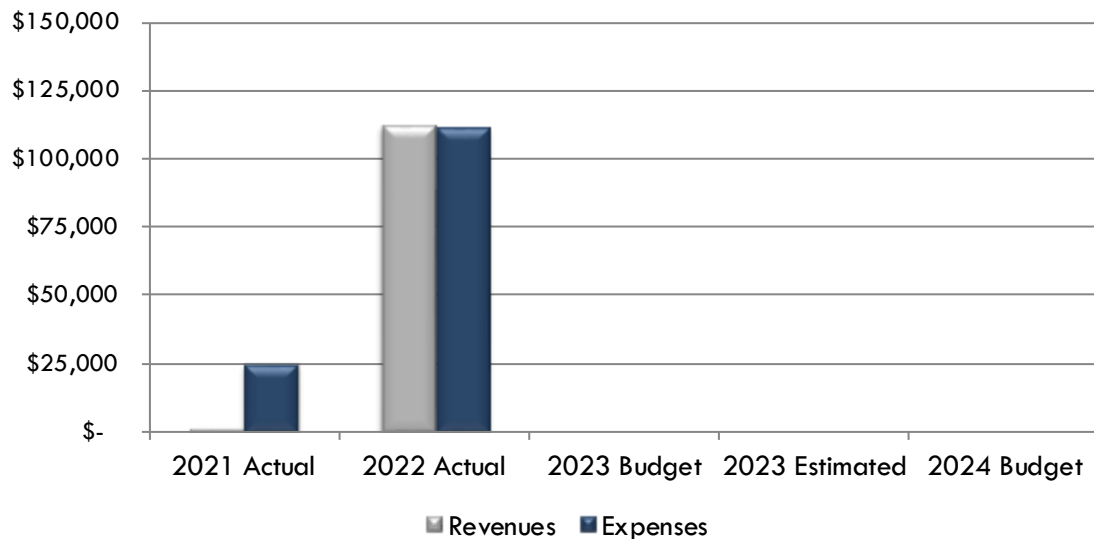
	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>Beginning Funds Available</u></b>	\$ 218,268	\$ 194,874	\$ 195,529	\$ 195,529	\$ 195,529	0%
<b><u>Revenues</u></b>						
Miscellaneous	\$ 1,781	\$ 112,443	\$ -	\$ -	\$ -	N/A
Total Revenues	\$ 1,781	\$ 112,443	\$ -	\$ -	\$ -	N/A
<b><u>Expenses</u></b>						
Purchased Property Services	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Other Purchased Services	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	N/A
Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Capital	-	111,788	-	-	-	N/A
Transfers to Other Funds	25,175	-	-	-	-	N/A
Total Expense	\$ 25,175	\$ 111,788	\$ -	\$ -	\$ -	N/A
<b><u>Excess (Deficiency) of Revenues over Expenditures</u></b>	\$ (23,394)	\$ 655	\$ -	\$ -	\$ -	N/A
<b><u>Ending Funds Available</u></b>	\$ 194,874	\$ 195,529	\$ 195,529	\$ 195,529	\$ 195,529	0%
<b><u>Components of Funds Available</u></b>						
Unassigned	\$ 194,874	\$ 195,529	\$ 195,529	\$ 195,529	\$ 195,529	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 several animated prehistoric creatures on display, a working laboratory where fossil finds are prepared, an auditorium for lectures and meetings, and a gift shop.

# Devils Canyon Center Fund

## REVENUES AND EXPENSES



### Revenues

The Museum of Western Colorado and the City of Fruita entered 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 Museum. 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 Museum 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

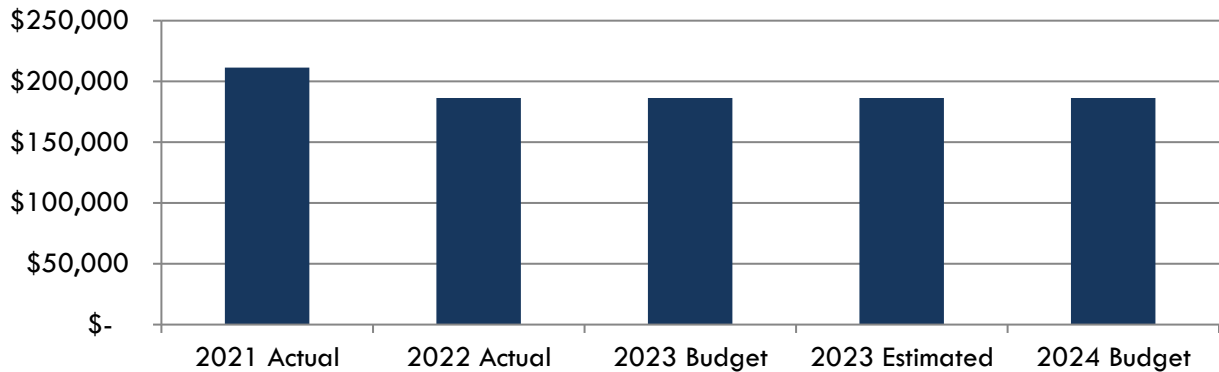
The lease requires that the Museum of Western Colorado provide insurance and building  
City of Fruita 2024 Budget

# Devils Canyon Center Fund

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maintenance and improvements.

## FUNDS AVAILABLE



The estimated funds available for the Devils Canyon Center Fund at the end of 2023 are \$195,529, 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 an estimated 50,000 visitors in 2022, consistent with visitor counts of 54,614 from 2021.
- Museums of Western Colorado completed building improvements, specifically HVAC improvements to the facility, in exchange for rent offsets.

## GOALS

# Devils Canyon Center Fund

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- 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 Budget Highlights for 2024.

# Devils Canyon Center Fund

## Revenues

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b>MISCELLANEOUS</b>							
210-000-00-3610	Interest on deposits	298	655	-	-	-	N/A
210-000-00-3622	Lease Revenue	-	111,788	-	-	-	N/A
210-000-00-3682	Refunds	1,483	-	-	-	-	N/A
		1,781	112,443	-	-	-	N/A
<b>TOTAL REVENUES</b>		<b>1,781</b>	<b>112,443</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>

## Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
210-450-00-4440	Building Maintenance	-	-	-	-	-	N/A
210-450-00-4452	Drainage Fees	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>OTHER PURCHASED SERVICES</u></b>							
210-450-00-4520	Property Insurance	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>SUPPLIES</u></b>							
210-450-00-4612	Supplies and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>CAPITAL</u></b>							
210-450-00-4720	Building Improvements	-	111,788	-	-	-	N/A
		-	111,788	-	-	-	N/A
<b><u>TRANSFERS TO OTHER FUNDS</u></b>							
210-450-00-4930	Transfer to Capital Projects	25,175	-	-	-	-	N/A
		25,175	-	-	-	-	N/A
<b>TOTAL EXPENSES</b>		<b>25,175</b>	<b>111,788</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

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>Beginning Funds Available</u></b>	\$ 191,012	\$ 192,418	\$ 213,086	\$ 213,086	\$ 224,311	5%
<b><u>Revenues</u></b>						
Charges for Services	\$ 130,089	\$ 140,426	\$ 136,500	\$ 137,250	\$ 136,500	0%
Miscellaneous	40	93	50	500	50	0%
Other Finance Sources	-	-	-	-	-	N/A
Total Revenue	\$ 130,129	\$ 140,519	\$ 136,550	\$ 137,750	\$ 136,550	0%
<b><u>Expenses</u></b>						
Personnel Services, Salaries	\$ 55,741	\$ 56,383	\$ 61,275	\$ 60,750	\$ 54,725	-11%
Personnel Services, Benefits	22,551	22,367	24,175	22,500	22,750	-6%
Purchased Property Services	3,100	1,975	4,000	4,000	2,975	-26%
Other Purchased Services	5,408	5,606	9,000	9,000	10,000	11%
Supplies	13,073	11,560	20,475	20,150	20,475	0%
Operating Expenses	\$ 99,873	\$ 97,891	\$ 118,925	\$ 116,400	\$ 110,925	-7%
Capital Projects/Equipment	18,350	11,835	2,400	-	12,200	408%
Contingency	-	-	5,100	-	3,300	-35%
Transfers to Other Funds	10,500	10,125	10,125	10,125	10,125	0%
Total Expense	\$ 128,723	\$ 119,851	\$ 136,550	\$ 126,525	\$ 136,550	0%
<b><u>Excess (Deficiency) of</u></b>						
<b><u>Revenues over Expenditures</u></b>	\$ 1,406	\$ 20,668	\$ -	\$ 11,225	\$ -	N/A
<b><u>Ending Funds Available</u></b>	\$ 192,418	\$ 213,086	\$ 213,086	\$ 224,311	\$ 224,311	5%

### Components of Funds Available

CERF Vehicle Replacement	\$ -	\$ 6,400	\$ 9,600	\$ 9,600	\$ 12,800	33%
Assigned for irrigation operations	192,418	206,686	203,486	214,711	211,511	4%

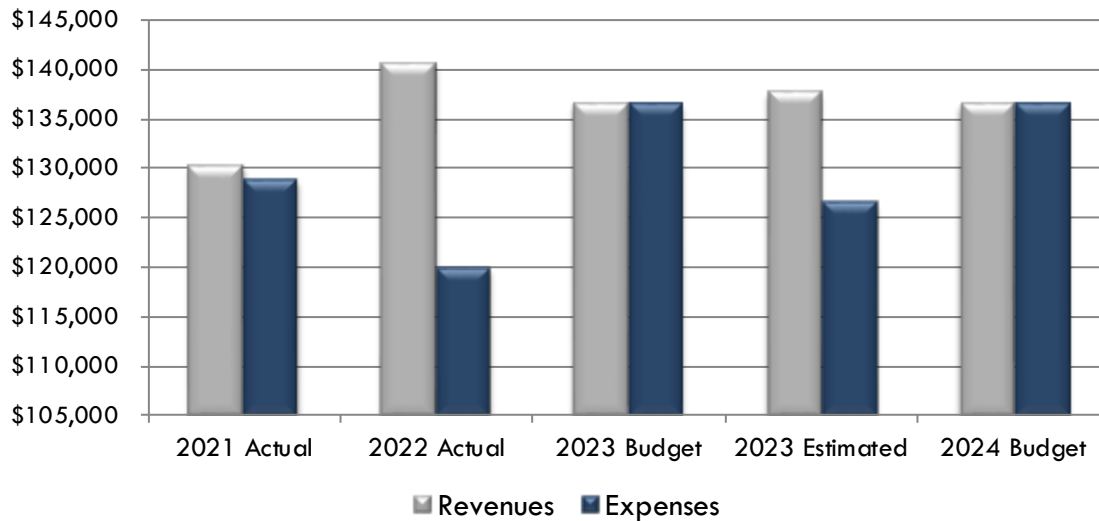
## PURPOSE OF THE FUND

The Irrigation Fund is an enterprise fund established for the purpose 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&50 and between Coulson and the Independent Ranchman's Ditch. The City also supplies irrigation water to the area above the Ranchman's Ditch to 18 Road, North to K Road, and from Pine Street to Fremont Street (18 1/2 Road) including all the farms between Ottley Avenue and J.6 Road. This line is referred to as the Encanto line. The Public Works Department is responsible for maintaining 17 miles of irrigation mains.



# Irrigation Water Fund

## REVENUES AND EXPENSES



### Revenues

Revenues are budgeted to remain flat at \$136,550 compared to the previous budget but decrease 1% over 2023 estimated actuals. The decrease is due to an estimated lower number of irrigation taps in 2024 compared to the prior year.

The annual maintenance fee will remain at \$150 per year. Users of the system may rent a share of water from the City. There is a slight change to the water share rentals at \$27.50. Irrigation tap fees will remain at \$750.

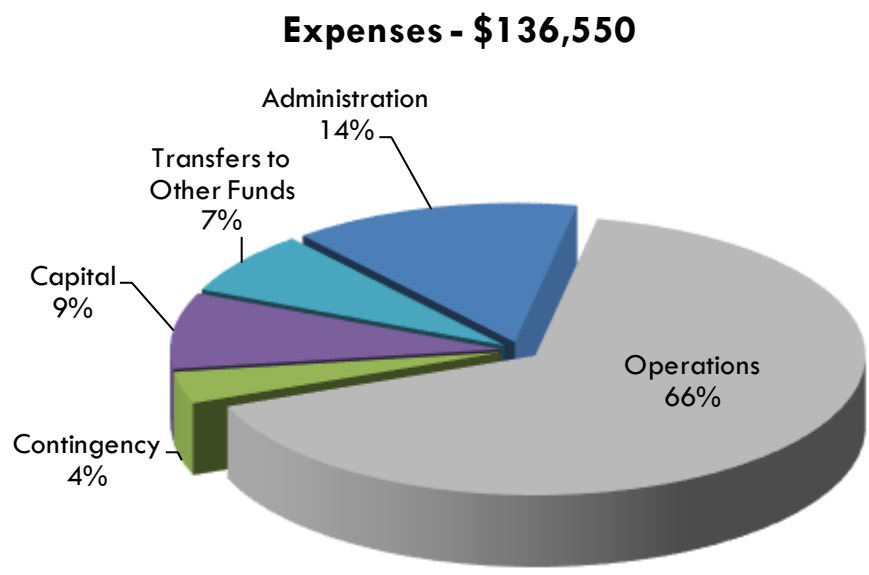
In 2023, there were approximately 754 customers served through the City operated irrigation system. The number of customers remains fairly constant from year to year.

### Expenses

EXPENSES BY PROGRAM	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Administration	\$ 15,998	\$ 13,458	\$ 18,475	\$ 18,150	\$ 19,550	8%
Operations	83,875	84,433	100,450	98,250	91,375	-7%
Subtotal - Operating Expenses	\$ 99,873	\$ 97,891	\$ 118,925	\$ 116,400	\$ 110,925	-5%
Capital	18,350	11,835	2,400	-	12,200	N/A
Contingency	-	-	5,100	-	3,300	N/A
Transfers to Other Funds	10,500	10,125	10,125	10,125	10,125	0%
<b>Total Expense</b>	<b>\$ 128,723</b>	<b>\$ 119,851</b>	<b>\$ 136,550</b>	<b>\$ 126,525</b>	<b>\$ 136,550</b>	<b>8%</b>

Expenses of \$136,550 are budgeted to remain flat when compared to the 2023 Budget. The budget does include capital equipment replacements.

# Irrigation Water Fund



Operational expenses of \$110,925 are budgeted to decrease 5% from 2023 year-end estimates/  
Capital projects and equipment of \$12,200 include the following:

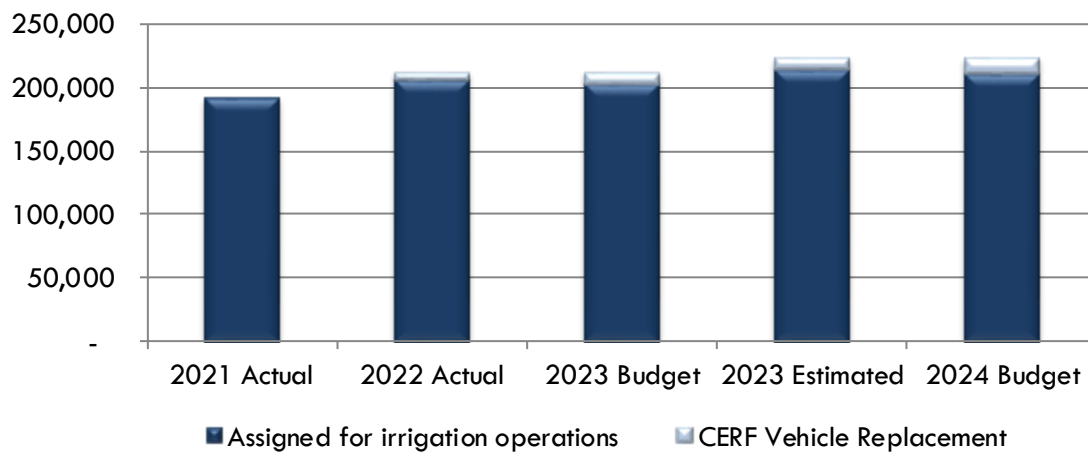
CAPITAL PROJECTS AND EQUIPMENT	
Description	Amount
Capital Equipment	
Irrigation Trash Cleaners	12,200
<b>Total Capital Equipment and Projects</b>	<b>\$ 12,200</b>

## FUNDS AVAILABLE

The total fund balance for the Irrigation Water Fund is budgeted to remain flat from the end of 2023. Estimated fund balance at the end of 2024 is \$224,311. This includes \$12,800 for the CERF Vehicle Replacement, and \$211,511 available for irrigation expenses. The chart on the next page displays the history of 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)				
	2021	2022	2023	2024
<u>Hours Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
<u>Administration</u>				
Full time employees	325	264	332	332
Part time employees	-	-	-	-
Overtime	-	-	-	-
<i>Total Administration Hours</i>	325	264	332	332
<u>Operations</u>				
Full time employees	1,689	1,117	1,684	1,684
Part time employees	34	672	260	260
Overtime	35	187	35	35
<i>Total Operations Hours</i>	1,758	1,976	1,979	1,979
<b>Total Hours</b>	<b>2,083</b>	<b>2,240</b>	<b>2,311</b>	<b>2,311</b>
<b>Total FTE Equivalents</b>	<b>1.00</b>	<b>1.08</b>	<b>1.11</b>	<b>1.11</b>

# Irrigation Water Fund

## Revenues

Revenues		2021	2022	2023	2023	2024	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b><u>CHARGES FOR SERVICES</u></b>							
211-000-00-3441	Monthly Irrigation Charges	128,589	135,926	135,000	135,000	135,000	0%
211-000-00-3449	Irrigation tap fees	1,500	4,500	1,500	2,250	1,500	-33%
211-000-00-3489	Penalty and Interest Charges	-	-	-	-	-	N/A
		130,089	140,426	136,500	137,250	136,500	-1%
<b><u>MISCELLANEOUS</u></b>							
211-000-00-3610	Interest on deposits	40	93	50	500	50	-90%
211-000-00-3611	Interest on assessments	-	-	-	-	-	N/A
211-000-00-3680	Miscellaneous Revenues	-	-	-	-	-	N/A
		40	93	50	500	50	-90%
<b><u>OTHER FINANCING SOURCES</u></b>							
211-000-00-3950	Sale of Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>TOTAL REVENUES</b>		<b>130,129</b>	<b>140,519</b>	<b>136,550</b>	<b>137,750</b>	<b>136,550</b>	<b>-1%</b>

# Irrigation Water Fund

## Expense Summary

Expenses		2021	2022	2023	2023	2024	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
4113	Salaries, Public Works	54,042	39,073	54,900	54,900	47,950	-13%
4119	Personnel Adjustments	-	-	850	850	850	0%
4120	Part Time	531	11,644	4,500	-	4,825	N/A
4130	Overtime	1,168	5,666	1,025	5,000	1,100	-78%
		55,741	56,383	61,275	60,750	54,725	-10%
<b>PERSONNEL SERVICES, BENEFITS</b>							
4210	Health Insurance	13,838	14,167	14,925	14,925	14,600	-2%
4220	FICA Payroll Expense	3,415	3,457	3,775	2,800	3,375	21%
4221	Medicare Payroll Expense	799	808	900	700	825	18%
4230	Retirement Contribution	2,431	2,279	2,550	2,100	2,225	6%
4250	Unemployment Insurance	164	112	200	150	200	33%
4260	Workers Compensation Insurance	1,904	1,544	1,825	1,825	1,525	-16%
		22,551	22,367	24,175	22,500	22,750	1%
<b>PURCHASED PROPERTY SERVICES</b>							
4435	Fleet Maintenance Charges	3,100	1,975	4,000	4,000	2,975	-26%
		3,100	1,975	4,000	4,000	2,975	-26%
<b>OTHER PURCHASED SERVICES</b>							
4512	Irrigation Sys Repair & Maint	5,408	5,606	9,000	9,000	10,000	11%
		5,408	5,606	9,000	9,000	10,000	11%
<b>SUPPLIES</b>							
4610	Office Supplies	96	111	300	150	300	100%
4611	Postage	370	50	575	400	575	44%
4612	Supplies and Equipment	160	420	5,500	5,500	5,500	0%
4613	Water Share Rentals	10,385	10,881	11,500	11,500	11,500	0%
4620	Utilities	-	-	-	-	-	N/A
4626	Gas and Oil	2,062	98	2,600	2,600	2,600	0%
		13,073	11,560	20,475	20,150	20,475	2%
<b>CAPITAL PROJECTS AND EQUIPMENT</b>							
4730	Construction	18,350	11,835	-	-	-	N/A
4743	Equipment	-	-	2,400	-	12,200	N/A
		18,350	11,835	2,400	-	12,200	N/A
<b>CONTINGENCY</b>							
4850	Contingency	-	-	5,100	-	3,300	N/A
		-	-	5,100	-	3,300	N/A
<b>TRANSFERS TO OTHER FUNDS</b>							
4911	Transfer to Sewer Fund	-	-	-	-	-	N/A
4950	Transfer to General Fund	10,500	10,125	10,125	10,125	10,125	0%
		10,500	10,125	10,125	10,125	10,125	0%
<b>TOTAL EXPENDITURES</b>		<b>128,723</b>	<b>119,851</b>	<b>136,550</b>	<b>126,525</b>	<b>136,550</b>	<b>8%</b>

# Irrigation Water Fund

## Administration

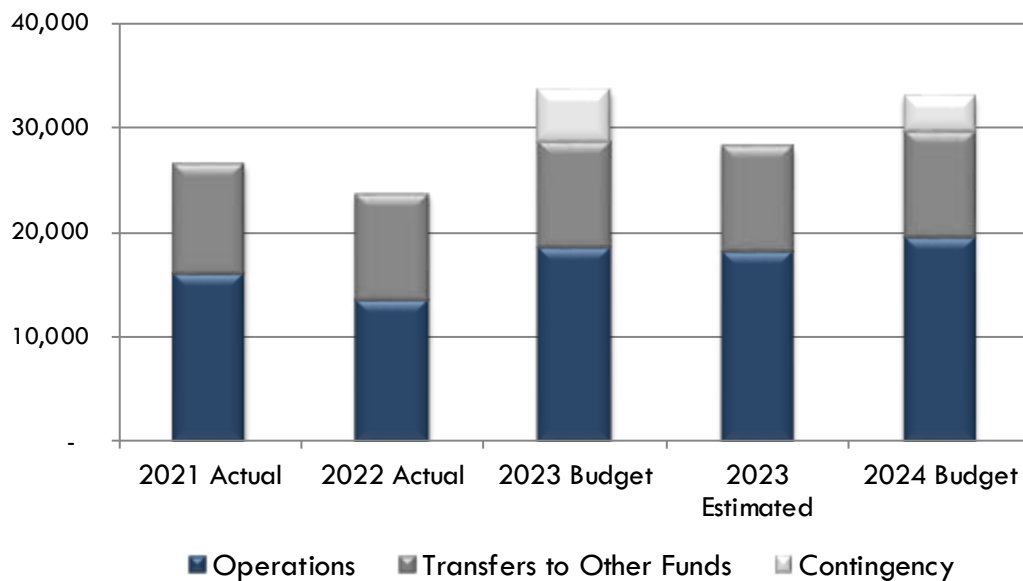
### EXPENDITURES

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$ 11,066	\$ 9,433	\$ 12,700	\$ 12,700	\$ 13,450	6%
Personnel Services, Benefits	4,465	3,864	4,900	4,900	5,225	7%
Supplies	467	161	875	550	875	59%
Subtotal	\$ 15,998	\$ 13,458	\$ 18,475	\$ 18,150	\$ 19,550	8%
Contingency	-	-	5,100	-	3,300	N/A
Transfers to Other Funds	10,500	10,125	10,125	10,125	10,125	0%
<b>Total Expense</b>	<b>\$ 26,498</b>	<b>\$ 23,583</b>	<b>\$ 33,700</b>	<b>\$ 28,275</b>	<b>\$ 32,975</b>	<b>17%</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 maintaining current contact information for irrigation users.
- Provide educational materials to the public on multiple platforms about the City's irrigation system.

## **PERFORMANCE MEASURES**

- Schedule a bi-monthly meeting with the Administration Department – Utility Billing to verify information and correct any potential issues.
- Provide current contact information for irrigation users, specifically HOAs to allow Public Works to communicate with users for impacted service areas.
- Conduct an irrigation assessment and identify conceptual locations and sizing of sediment basins to provide primary settling of irrigation water.

## **BUDGET HIGHLIGHTS**

- There are no budget highlights for the Irrigation Administration program in 2024.

# Irrigation Water Fund

## Administration

Expenses		2021	2022	2023	2023	2024	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
211-431-10-4113	Salaries, Public Works	11,066	9,433	12,700	12,700	13,450	6%
211-431-10-4120	Part Time	-	-	-	-	-	N/A
211-431-10-4130	Overtime	-	-	-	-	-	N/A
		11,066	9,433	12,700	12,700	13,450	6%
<b>PERSONNEL SERVICES, BENEFITS</b>							
211-431-10-4210	Health Insurance	2,757	2,403	3,050	3,050	3,250	7%
211-431-10-4220	FICA Payroll Expense	670	573	800	800	850	6%
211-431-10-4221	Medicare Payroll Expense	157	134	200	200	225	13%
211-431-10-4230	Retirement Contribution	499	561	600	600	625	4%
211-431-10-4250	Unemployment Insurance	32	19	50	50	50	0%
211-431-10-4260	Workers Compensation Insurance	350	174	200	200	225	13%
		4,465	3,864	4,900	4,900	5,225	7%
<b>SUPPLIES</b>							
211-431-10-4610	Office Supplies	97	111	300	150	300	100%
211-431-10-4611	Postage	370	50	575	400	575	44%
		467	161	875	550	875	59%
<b>CAPITAL</b>							
211-431-10-4743	Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b>CONTINGENCY</b>							
211-431-10-4850	Contingency		-	5,100	-	3,300	N/A
		-	-	5,100	-	3,300	N/A
<b>TRANSFERS TO OTHER FUNDS</b>							
211-431-10-4911	Transfer to Sewer Fund	-	-	-	-	-	
211-431-10-4950	Transfer to General Fund	10,500	10,125	10,125	10,125	10,125	0%
		10,500	10,125	10,125	10,125	10,125	0%
<b>TOTAL EXPENDITURES</b>		<b>26,498</b>	<b>23,583</b>	<b>33,700</b>	<b>28,275</b>	<b>32,975</b>	<b>17%</b>



# Irrigation Water Fund

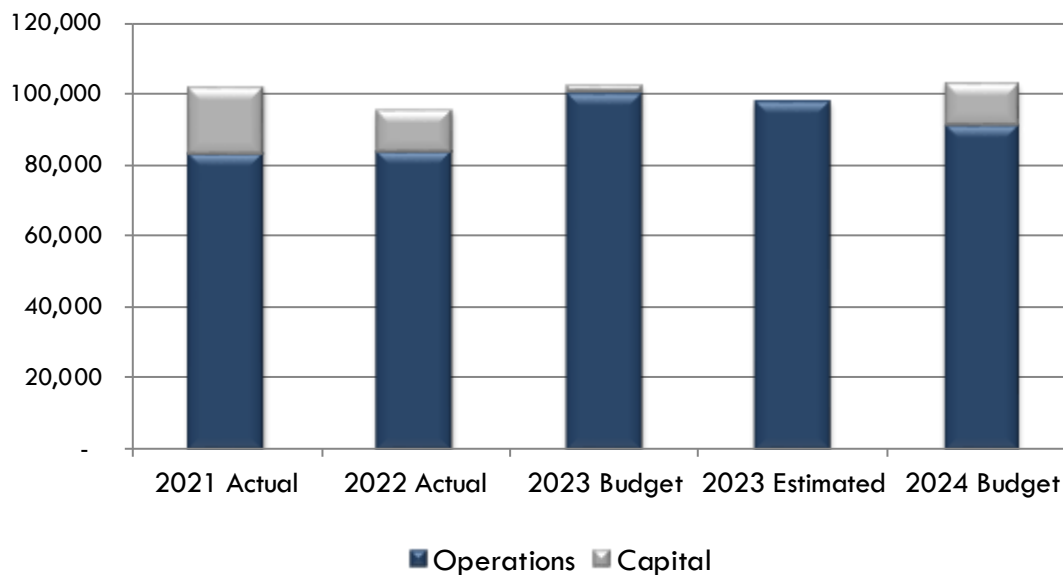
## Operations

<b>EXPENDITURES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 44,675	\$ 46,950	\$ 48,575	\$ 48,050	\$ 41,275	-14%
Personnel Services, Benefits	18,085	18,502	19,275	17,600	17,525	0%
Purchased Property Services	3,100	1,975	4,000	4,000	2,975	-26%
Other Purchased Services	5,408	5,606	9,000	9,000	10,000	11%
Supplies	12,607	11,399	19,600	19,600	19,600	0%
Subtotal	\$ 83,875	\$ 84,433	\$ 100,450	\$ 98,250	\$ 91,375	-7%
Capital	18,350	11,835	2,400	-	12,200	N/A
<b>Total Expense</b>	<b>\$ 102,225</b>	<b>\$ 96,267</b>	<b>\$ 102,850</b>	<b>\$ 98,250</b>	<b>\$ 103,575</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 silt and sediment within the irrigation water system.
- Repair and improvement of the Encanto System on Pine Street.
- Recondition of Trash Cleaners located at Headgates ML 487A & 487B.
- Implementation of scheduled flushing of troubled areas and entire irrigation system.
- Continuation of valve inventory and valve exercising program.

### **GOALS**

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

### **PERFORMANCE MEASURES**

- As a proactive measure to reduce the amount of irrigation service calls, staff will provide public education on homeowner system operations at the beginning of irrigation season.
- Update 10% of GIS information on irrigation infrastructure attributes and locations.

# Irrigation Water Fund

## Operations

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### **BUDGET HIGHLIGHTS**

- Purchase and installation of two new irrigation trash cleaners to remove debris from GVIC main irrigation canal before water enters the city's pipeline.

# Irrigation Water Fund

## Operations

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
211-431-53-4113	Salaries, Public Works	42,976	29,640	42,200	42,200	34,500	-18%
211-431-53-4119	Personnel Adjustments	-	-	850	850	850	0%
211-431-53-4120	Part Time	531	11,644	4,500	-	4,825	N/A
211-431-53-4130	Overtime	1,168	5,666	1,025	5,000	1,100	-78%
		44,675	46,950	48,575	48,050	41,275	-14%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
211-431-53-4210	Health Insurance	11,081	11,764	11,875	11,875	11,350	-4%
211-431-53-4220	FICA Payroll Expense	2,745	2,883	2,975	2,000	2,525	26%
211-431-53-4221	Medicare Payroll Expense	642	674	700	500	600	20%
211-431-53-4230	Retirement Contribution	1,932	1,718	1,950	1,500	1,600	7%
211-431-53-4250	Unemployment Insurance	132	93	150	100	150	50%
211-431-53-4260	Workers Compensation Insurance	1,553	1,369	1,625	1,625	1,300	-20%
		18,085	18,502	19,275	17,600	17,525	0%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
211-431-53-4435	Fleet Maintenance Charges	3,100	1,975	4,000	4,000	2,975	-26%
		3,100	1,975	4,000	4,000	2,975	-26%
<b><u>OTHER PURCHASED SERVICES</u></b>							
211-431-53-4512	Irrigation Sys Repair & Mainte	5,408	5,606	9,000	9,000	10,000	11%
		5,408	5,606	9,000	9,000	10,000	11%
<b><u>SUPPLIES</u></b>							
211-431-53-4610	Office Supplies	-	-	-	-	-	
211-431-53-4612	Supplies and Equipment	160	420	5,500	5,500	5,500	0%
211-431-53-4613	Water Share Rentals	10,385	10,881	11,500	11,500	11,500	0%
211-431-53-4620	Utilities	-	-	-	-	-	N/A
211-431-53-4626	Gas and Oil	2,062	98	2,600	2,600	2,600	0%
		12,607	11,399	19,600	19,600	19,600	0%
<b><u>CAPITAL</u></b>							
211-431-53-4730	Construction	18,350	11,835	-	-	-	N/A
211-431-53-4743	Equipment	-	-	2,400	-	12,200	N/A
		18,350	11,835	2,400	-	12,200	N/A
<b>TOTAL EXPENDITURES</b>		<b>102,225</b>	<b>96,267</b>	<b>102,850</b>	<b>98,250</b>	<b>103,575</b>	<b>5%</b>

# Sewer Fund

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# Sewer Fund

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# Sewer Fund

## SUMMARY

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b>Beginning Funds Available</b>	\$5,454,243	\$ 6,051,280	\$6,656,239	\$ 6,656,239	\$ 7,517,664	13%
<b>Revenues</b>						
Intergovernmental Revenues	\$ -	\$ 121,287	\$2,800,000	\$ 3,384,000	\$ 760,000	-78%
Charges for Services	4,191,410	4,429,322	4,299,000	4,305,750	4,481,500	4%
Miscellaneous	7,687	63,371	28,000	174,500	127,000	-27%
Other Financing Sources	9,300	58,098	-	-	-	N/A
Total Revenue	\$4,208,397	\$ 4,672,078	\$7,127,000	\$ 7,864,250	\$ 5,368,500	-32%
<b>Expenses by type</b>						
Personnel Services, Salaries	\$ 605,322	\$ 593,518	\$ 689,700	\$ 686,875	\$ 721,375	5%
Personnel Services, Benefits	280,965	275,353	295,125	295,125	308,100	4%
Purchased Professional Svcs	63,655	37,480	69,500	56,900	87,025	53%
Property Property Services	74,828	86,944	110,025	109,525	124,900	14%
Other Purchased Services	196,724	121,405	167,100	184,950	179,000	-3%
Supplies	348,000	392,099	455,425	453,475	482,125	6%
Contingency	-	-	55,150	55,150	55,150	0%
Operating Transfers	165,000	165,000	165,000	165,000	165,000	0%
Operating Expenses	\$1,734,494	\$ 1,671,799	\$2,007,025	\$ 2,007,000	\$ 2,122,675	6%
Debt Service, Principal	910,000	976,717	1,045,000	1,045,000	1,120,000	7%
Debt Service, Interest	176,905	240,757	203,225	203,225	170,005	-16%
Capital Transfers	-	-	-	-	-	N/A
Capital Projects & Equipment	777,018	1,201,813	3,700,000	3,747,600	1,772,600	-53%
Special Projects	12,943	-	-	-	-	N/A
Total Expense	\$3,611,360	\$ 4,091,086	\$6,955,250	\$ 7,002,825	\$ 5,185,280	-26%
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 597,037</b>	<b>\$ 580,992</b>	<b>\$ 171,750</b>	<b>\$ 861,425</b>	<b>\$ 183,220</b>	<b>-79%</b>
Adjustment to Budgetary Basis	-	23,967	-	-	-	N/A
<b>Ending Funds Available</b>	<b>\$ 6,051,280</b>	<b>\$ 6,656,239</b>	<b>\$ 6,827,989</b>	<b>\$ 7,517,664</b>	<b>\$ 7,700,884</b>	<b>2%</b>
<b>Components of Funds Available</b>						
Restricted for loan covenants	\$ 944,151	\$ 940,028	\$1,021,850	\$ 1,021,844	\$ 1,068,171	5%
Assigned-WWTF equip	1,118,275	750,000	750,000	450,000	550,000	22%
Assigned-Vehicle replacement	411,308	470,308	529,308	529,308	588,308	11%
Assigned-Future expansion	-	686,000	525,000	450,000	611,000	36%
Assigned-Sewer operations	3,577,546	3,809,903	4,001,831	5,066,512	4,883,405	-4%
	\$6,051,280	\$ 6,656,239	\$6,827,989	\$ 7,517,664	\$ 7,700,884	2%

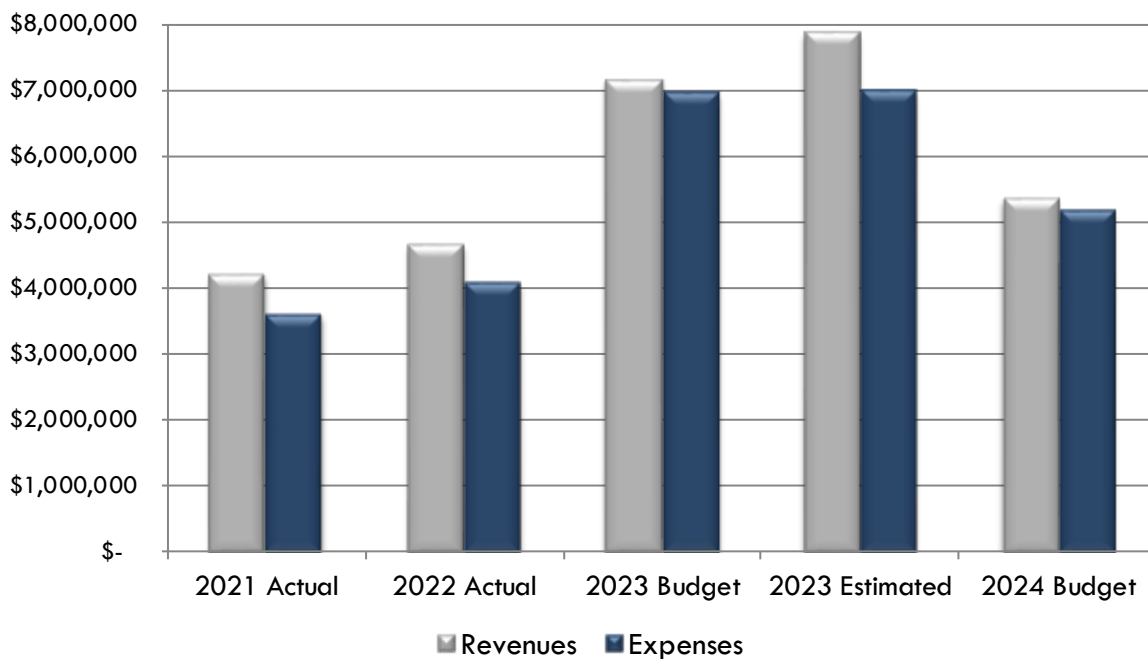
# Sewer Fund

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## 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 \$5.4 million in 2024 and include monthly charges for sewer service, plant investment fees, a grant from the Colorado Department of Local Affairs – Energy Impact Assistance Program, and American Rescue Plan Act (ARPA) funds. There is a 32% decrease in revenues compared to 2023 estimated actuals, and this decrease is due to completion of one-time capital projects in 2023 that were funded through intergovernmental and grant revenues. Changes in revenues include:

**Rate Increases:** The increase in monthly charges is based on a 3% rate increase. Due to continued inflation and cost of operations for Sewer Services, a 3% increase is included in the 2024 Budget. Monthly charges are budgeted to increase as follows:

- Single family residence: \$1.55 per month from \$51 to \$52.55 per month.
- Senior citizen rate (based on age and income eligibility): \$0.60 per month from \$20.50 to \$21.10.



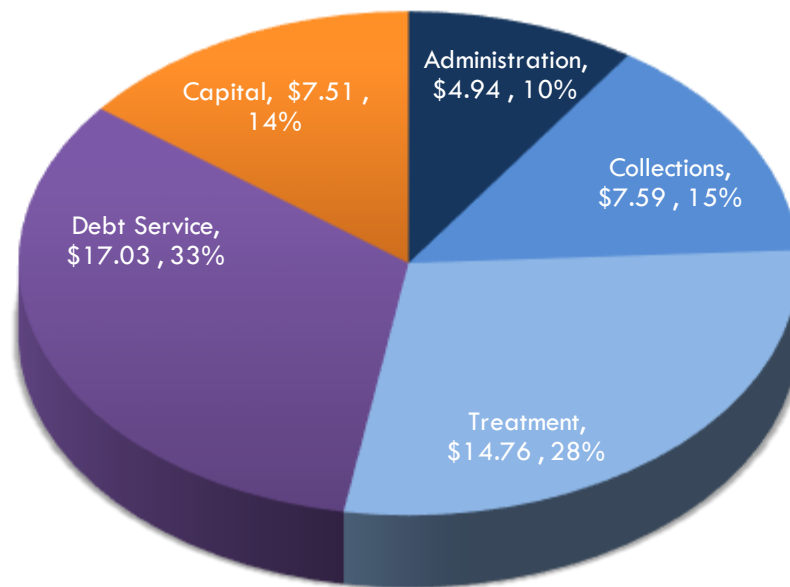
# Sewer Fund

- Commercial base rate: \$1.75 per month from \$58.50 to \$60.25 per month plus volume charges as follows:
  - 1,000 gallons in excess of 5,000 to 105,000 gallons: \$0.25 from \$7.65 to \$7.90 per 1,000 gallons.
  - 1,000 gallons in excess of 105,000 gallons: \$0.10 from \$4.75 to \$4.90 per 1,000 gallons.

The City currently bills 5,400 properties for sewer service which reflects a 3% increase in the number of customers from the prior year and a 1% increase is projected for 2024.

The monthly charge for sewer service is used to fund operations (51%) including maintenance of collections lines, treatment of wastewater, and administration. Debt service payments account for 33% and capital improvements and equipment (15%) of the monthly charge with remaining capital improvement expenses funded through intergovernmental revenues and fund balance.

**Use of monthly sewer charge - \$52.55**



Plant investment fees are budgeted to increase \$50,000 (11%), but decrease compared to the 2023 Budget, and is based on the assumption that approximately 70 new residential building permits will be issued in 2024. The plant investment fee will remain at \$7,000 in 2024 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 \$260,000 in America Rescue Plan (ARPA) funds for the replacement of the Kingsview Lift Station, on the south side of Fruita.

# Sewer Fund

## Expenses

### Expenses by Program

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b>Expenses</b>						
Administration	\$ 155,109	\$ 166,798	\$ 189,875	\$ 188,600	\$ 209,350	11%
Collections	522,588	446,310	540,075	557,125	574,925	3%
Treatment	891,798	896,812	1,056,925	1,041,125	1,118,250	7%
Contingency	-	-	55,150	55,150	55,150	0%
Operating Transfers	165,000	165,000	165,000	165,000	165,000	0%
Operating Expenses	1,734,495	1,674,920	2,007,025	2,007,000	2,122,675	6%
Debt Service	1,086,905	1,217,473	1,248,225	1,248,225	1,290,005	3%
Special Projects	12,943	-	-	-	-	N/A
Capital Projects & Equipment	777,018	1,201,813	3,700,000	3,747,600	1,772,600	-53%
<b>Total Expense</b>	<b>\$ 3,611,364</b>	<b>\$ 4,094,206</b>	<b>\$ 6,955,250</b>	<b>\$ 7,002,825</b>	<b>\$ 5,185,280</b>	<b>-26%</b>

Sewer Fund expenses of \$5.2 million are budgeted to decrease 26% from the 2023 Budget.

- Operational expenses of \$2.1 million include the administration, collections and treatment programs and reflect an increase of 5% from the 2023 Budget.
- Capital projects and equipment of \$1.8 million include the following:

CAPITAL EXPENSES	Program	Amount
<b>Capital Equipment</b>		
<u>New Capital Equipment</u>		
Air Monitors for Collection Lines	Collections	22,000
Oxidation Ditch Meter Replacement	Treatment	37,250
Gas Detection Meter for Headworks Building	Treatment	3,350
Computer Replacements	Treatment	4,000
Variable Frequency Drives (VFD) Replacements	Treatment	206,000
Capital Equipment Total		\$ 272,600
<b>Capital Projects</b>		
Lift Station Replacement - Kingsview Lift Station	212-601	260,000
S. Mesa Street - Sewer Line Replacement	212-604	240,000
Downtown Service Area Line Replacement - Phase #1	212-607	1,000,000
Capital Projects Total		\$ 1,500,000

- Debt services expenses of \$1.30 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 2024.

## FUNDS AVAILABLE

Available funds at the end of 2023 are estimated at \$7.5 million. Available funds include the

# Sewer Fund

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following amounts and adjustments:

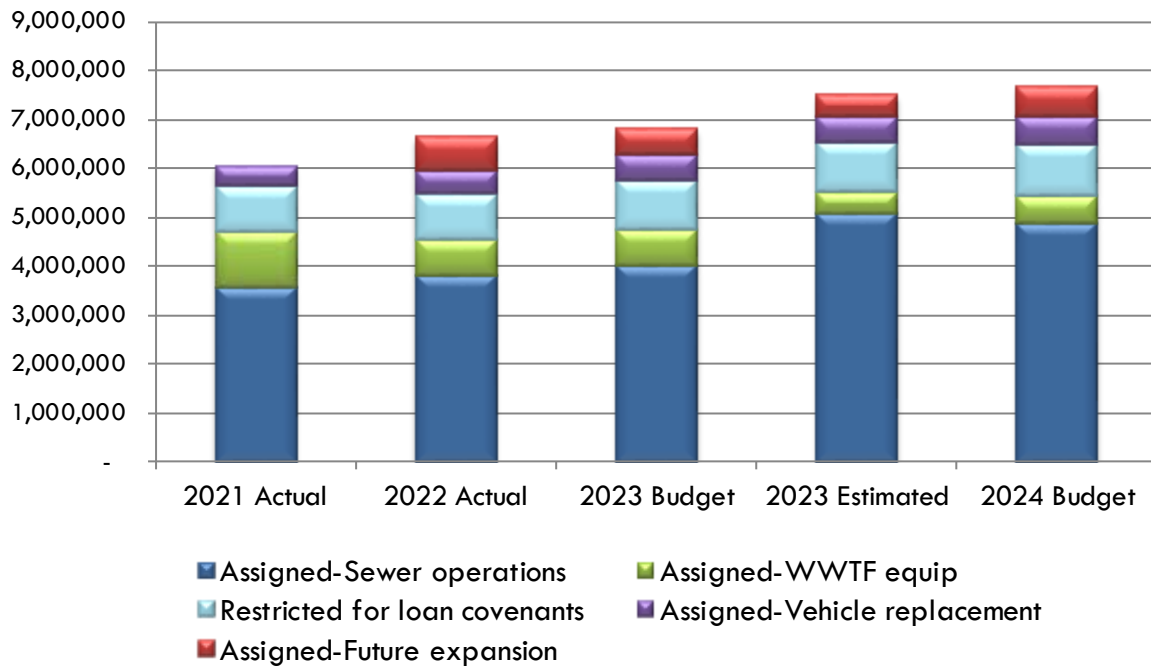
## Changes in Available Funds

- *Assigned for sewer operations* – \$4,883,405. This amount represents funds available for purposes of sewer operations and is budgeted to decrease \$183,107 from 2023 estimated ending balances.
- *Restricted for loan covenants* – \$1.07 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 \$40,233 in 2023 primarily due to increases in operational expenses.
- *Assigned for wastewater treatment facility equipment replacement* - \$550,000. This is a decrease from the 2023 Budget. \$350,000 of the replacement reserve was used in 2023 to purchase two bearing assembly units for the two vertical drummer mixers in the southern oxidation ditch. The \$350,000 that was borrowed from this line item will be paid back over the next two years, with \$100,000 included in this year's budget and \$200,000 to be included in the following year.
- *Assigned for vehicle/equipment replacement* - \$588,308. The 2024 Budget includes the annual addition of \$59,000 to these funds. There are no replacement vehicle and equipment expenses included in the 2024 Budget.
- *Assigned for future capacity improvements* - \$611,000. 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 \$525,000 for the aeration system expansion project and the addition of 2023 taps fees of \$500,000 for the Railroad Crossing Sewer Line replacement.

# Sewer Fund

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## Available Funds - Sewer Fund



## Personnel – Positions and Manhours

There are no significant changes in personnel in the 2024 Budget. The following tables show the historical and proposed positions included in the budget as well as actual manhours worked.

# Sewer Fund

SEWER FUND POSITION CHART				
Position	2021 Budget	2022 Budget	2023 Budget	2024 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	0.800	0.800	0.800	0.800
Crew Leader	0.100	0.100	0.100	0.100
Heavy Equipment Operator	1.450	1.450	1.100	1.100
Senior Maintenance Worker	0.000	0.000	0.000	0.000
Maintenance Worker II	2.100	2.100	2.350	2.350
Maintenance Worker I	0.750	0.380	0.380	0.380
<b>Treatment</b>				
Wastewater Superintendent	1.000	1.000	1.000	1.000
Wastewater Operator A	1.000	1.000	1.000	2.000
Wastewater Operator B	2.000	1.000	1.000	0.000
Wastewater Operator C	2.000	2.000	1.000	1.000
Wastewater Operator D	0.000	0.000	1.000	1.000
<b>Total Positions</b>	<b>12.59</b>	<b>11.22</b>	<b>11.12</b>	<b>11.12</b>

SEWER FUND MANHOURS CHART				
	2021 Actual	2022 Actual	2023 Budget	2024 Budget
<b>Hours Summary</b>				
<b>Administration</b>				
Full time employees	2,734	2,719	2,881	2,881
Part time employees	-	-	-	-
Overtime	-	-	-	-
<i>Total Administration Hours</i>	<i>2,734</i>	<i>2,719</i>	<i>2,881</i>	<i>2,881</i>
<b>Collections</b>				
Full time employees	9,531	7,612	9,226	9,226
Part time employees	366	1,008	780	780
Overtime	455	223	265	265
<i>Total Collections Hours</i>	<i>10,352</i>	<i>8,843</i>	<i>10,271</i>	<i>10,271</i>
<b>Treatment</b>				
Full time employees	10,938	10,608	10,880	10,880
Part time employees	-	-	-	-
Overtime	172	145	200	200
<i>Total Treatment Hours</i>	<i>11,110</i>	<i>10,753</i>	<i>11,080</i>	<i>11,080</i>
<b>Total Hours</b>	<b>24,196</b>	<b>22,315</b>	<b>24,232</b>	<b>24,232</b>
<b>Total FTE Equivalents</b>	<b>11.63</b>	<b>10.73</b>	<b>11.65</b>	<b>11.65</b>

# Sewer Fund

## Revenues

Revenues		2021	2022	2023	2023	2024	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b>INTERGOVERNMENTAL REVENUES</b>							
212-000-00-3319	ARPA/CVRF Grant	-	121,287	2,200,000	1,834,000	260,000	-86%
212-000-00-3342	Energy Impact Grant	-	-	600,000	1,550,000	500,000	-68%
		-	121,287	2,800,000	3,384,000	760,000	-78%
<b>CHARGES FOR SERVICES</b>							
212-000-00-3441	Sewer Charges - Res	3,057,288	3,225,549	3,264,000	3,330,000	3,440,000	3%
212-000-00-3442	Sewer Charges - Comm	503,756	517,773	510,000	525,750	541,500	3%
212-000-00-3449	Plant Investment Fees	630,366	686,000	525,000	450,000	500,000	11%
212-000-00-3484	Developer Contribution		-	-	-	-	N/A
		4,191,410	4,429,322	4,299,000	4,305,750	4,481,500	4%
<b>MISCELLANEOUS</b>							
212-000-00-3610	Interest on deposits	3,459	56,884	26,000	170,000	125,000	-26%
212-000-00-3680	Miscellaneous	3,240	4,566	2,000	4,500	2,000	-56%
212-000-00-3682	Refunds	988	1,921	-	-	-	N/A
		7,687	63,371	28,000	174,500	127,000	-27%
<b>OTHER FINANCING SOURCES</b>							
212-000-00-3950	Sale of Equipment	9,300	420		-		N/A
212-000-00-3960	Insurance Awards	-	57,678	-	-	-	N/A
		9,300	58,098	-	-	-	N/A
<b>TOTAL REVENUES</b>		<b>4,208,397</b>	<b>4,672,078</b>	<b>7,127,000</b>	<b>7,864,250</b>	<b>5,368,500</b>	<b>-32%</b>

# Sewer Fund

## Summary

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
4113	Salaries, Public Works	579,990	564,799	649,525	649,525	679,150	5%
4119	Personnel Adjustments	-	-	9,975	9,000	10,450	16%
4120	Part Time	5,785	17,400	13,350	13,350	14,425	8%
4130	Overtime	19,547	11,320	16,850	15,000	17,350	16%
		605,322	593,519	689,700	686,875	721,375	5%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
4210	Health Insurance	196,758	188,651	197,900	197,900	207,550	5%
4220	FICA Payroll Expense	36,556	35,999	42,250	42,250	44,125	4%
4221	Medicare Payroll Expense	8,550	8,419	9,875	9,875	10,350	5%
4230	Retirement Contribution	26,079	30,157	29,900	29,900	31,375	5%
4250	Unemployment Insurance	1,755	1,159	2,075	2,075	2,225	7%
4260	Workers Compensation Ins	11,267	10,967	13,125	13,125	12,475	-5%
		280,965	275,353	295,125	295,125	308,100	4%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
4310	Professional Development	6,662	4,561	16,000	11,900	16,000	34%
4325	Software Subscriptions	-	-	-	-	7,525	N/A
4335	Engineering	33,576	7,890	22,000	15,000	32,000	113%
4342	Lab Work	23,417	25,029	31,500	30,000	31,500	5%
		63,655	37,480	69,500	56,900	87,025	53%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
4430	Service Contracts	13,231	9,301	22,000	21,500	16,500	-23%
4435	Fleet Maintenance Charges	43,600	56,825	67,250	67,250	87,625	30%
4438	IT Services	17,997	20,818	20,775	20,775	20,775	0%
		74,828	86,944	110,025	109,525	124,900	14%
<b><u>OTHER PURCHASED SERVICES</u></b>							
4511	Sewer Permit	7,556	8,016	8,500	8,500	8,500	0%
4512	Sewer Sys. Repair & Maint.	77,695	39,948	76,500	96,375	76,500	-21%
4513	Lift Station Repair & Maint.	67,456	21,116	28,000	26,000	36,000	38%
4520	Property Insurance	41,000	45,000	50,000	49,600	46,550	-6%
4521	Vehicle Insurance	-	-	-	-	4,900	N/A
4522	Liability Insurance	-	-	-	-	2,150	N/A
4523	Insurance Deductible	-	5,000	-	375	-	-100%
4530	Telephone	3,017	2,325	4,100	4,100	4,400	7%
		196,724	121,405	167,100	184,950	179,000	-3%
<b><u>SUPPLIES</u></b>							
4610	Office Supplies	2,000	5,148	4,400	2,750	4,400	60%
4611	Postage	440	559	600	300	600	100%
4612	Supplies and Equipment	51,447	27,526	46,500	44,500	46,500	4%
4616	Chemicals	27,147	35,928	45,000	45,000	53,000	18%
4618	Lab Supplies and Equipment	-	22,074	23,500	30,600	30,000	-2%
4620	Utilities	243,924	270,318	304,000	300,000	314,000	5%
4626	Fuel	19,866	22,985	21,125	17,700	21,125	19%
4630	Meeting/Appreciation Supplies	359	941	1,000	1,000	1,000	0%
4661	Uniforms	2,475	3,435	5,500	5,500	6,700	22%
4662	Safety Equipment	342	3,185	3,800	6,125	4,800	-22%

City of Fruita

2024 Budget

# Sewer Fund

## Summary

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
		348,000	392,099	455,425	453,475	482,125	6%
continued on next page							
<b>DEBT SERVICE PRINCIPAL</b>							
4714	Loan Payment, Principal	910,000	976,717	1,045,000	1,045,000	1,120,000	7%
		910,000	976,717	1,045,000	1,045,000	1,120,000	7%
<b>DEBT SERVICE INTEREST</b>							
4724	Loan Payment, Interest	176,905	240,757	203,225	203,225	170,005	-16%
		176,905	240,757	203,225	203,225	170,005	-16%
<b>CAPITAL</b>							
4740	Capital Projects	666,828	1,165,003	3,640,000	3,384,000	1,500,000	-56%
4742	Mobile Equipment	71,369		-	-	-	N/A
4743	Furniture and Equipment	35,829	34,315	60,000	363,600	268,600	-26%
4744	Computer Equipment	2,992	2,495	-	-	4,000	N/A
		777,018	1,201,813	3,700,000	3,747,600	1,772,600	-53%
<b>SPECIAL PROJECTS</b>							
4824	WWTF Rate Study	-	-	-	-	-	-
4827	WWRF Needs Assessment	12,943	-	-	-	-	-
		12,943	-	-	-		N/A
<b>CONTINGENCY</b>							
4850	Contingency	-	-	55,150	55,150	55,150	0%
		-	-	55,150	55,150	55,150	0%
<b>TRANSFERS</b>							
4930	Transfer to Capital Projects	-	-		-		N/A
4950	Transfer to General Fund	165,000	165,000	165,000	165,000	165,000	0%
		165,000	165,000	165,000	165,000	165,000	0%
<b>TOTAL EXPENDITURES</b>		<b>3,611,360</b>	<b>4,091,087</b>	<b>6,955,250</b>	<b>7,002,825</b>	<b>5,185,280</b>	<b>-26%</b>



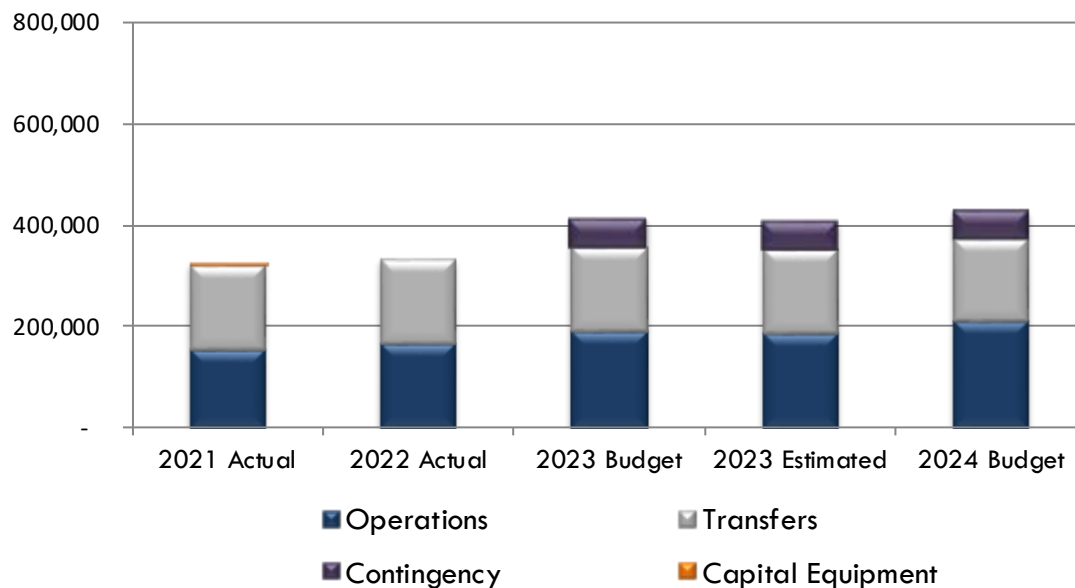
# Sewer Fund Administration

<b>EXPENDITURES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 91,660	\$ 98,655	\$ 111,425	\$ 111,425	\$ 119,250	7%
Personnel Services, Benefits	36,122	37,543	41,875	41,875	44,450	6%
Purchased Professional Services	85	260	500	400	8,025	1906%
Purchased Property Services	23,983	22,609	32,275	31,775	26,775	-16%
Other Purchased Services	448	5,448	600	975	7,650	685%
Supplies	2,811	2,284	3,200	2,150	3,200	49%
Subtotal	\$ 155,109	\$ 166,798	\$ 189,875	\$ 188,600	\$ 209,350	11%
Capital Equipment	1,972	-	-	-	-	N/A
Contingency	-	-	55,150	55,150	55,150	0%
Transfers	165,000	165,000	165,000	165,000	165,000	0%
<b>Total Expense</b>	<b>\$ 322,081</b>	<b>\$ 331,798</b>	<b>\$ 410,025</b>	<b>\$ 408,750</b>	<b>\$ 429,500</b>	<b>5%</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**

- As part of the Public Works Department professional development program and succession planning, two wastewater operators completed APWA Supervisor Training program.
- Continue assessment of current capital projects pertaining to wastewater collections system and wastewater treatment through Construction Manager at Risk (CMAR) and engineering evaluations, recommendations, and services.
- Through CMAR and Engineering services the City of Fruita completed 17 manhole replacements, Biofilter installation for H<sub>2</sub>S removal and aeration grid installation on two oxidation ditches.
- Staff continue to review FOG best management practices and coordinate with the Building Department to implement a Fats, Oils, and Grease (FOG) program.
- Participated in Stakeholder group concerning Total Maximum Daily Loads (TMDLs).

### **GOALS**

- Implement FOG regulations to reduce manhours, maintenance, and harmful conditions to existing wastewater infrastructure.
- Recruit and maintain a high level of staffing and develop a succession plan for collections and treatment.
- Continue participating as a stakeholder in the TMDL Process to determine local impacts.

### **PERFORMANCE MEASURES**

- Evaluate funding sources and opportunities through the State Revolving Loan Fund Program (SRF) and grant programs. Utilize the continuous rate study program to evaluate future rate structure.
- Through implementation of FOG BMP's and updated policies and procedures, track and monitor reduction of man hours and equipment for grease removal within wastewater collections system and disposal at the wastewater reclamation facility.

# Sewer Fund

## Administration

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### **BUDGET HIGHLIGHTS**

- Utilize the continuous rate management system that integrates data from the sewer fund to provide a comprehensive view of operating and capital costs, revenues, and reserves to better understand the impact of changes on affordability and financial sustainability of the Sewer Fund. This expense is in Software Subscriptions and is the difference between Software Subscriptions and Service Contracts (previously in Service Contracts).
- There are new line items included in the 2024 Budget to better track how much is spent on insurance across all funds. Livability Insurance and Vehicle insurance line items in the Administration program are new from prior years.

# Sewer Fund

## Administration

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
212-433-10-4113	Salaries, Administration	91,660	98,655	111,425	111,425	119,250	7%
212-433-10-4120	Part time	-	-	-	-	-	N/A
212-433-10-4130	Overtime	-	-	-	-	-	N/A
		91,660	98,655	111,425	111,425	119,250	7%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
212-433-10-4210	Health Insurance	23,266	22,190	26,400	26,400	28,050	6%
212-433-10-4220	FICA Payroll Expense	5,583	6,236	6,925	6,925	7,400	7%
212-433-10-4221	Medicare Payroll Expense	1,306	1,459	1,625	1,625	1,725	6%
212-433-10-4230	Retirement Contribution	4,137	5,982	5,025	5,025	5,375	7%
212-433-10-4250	Unemployment Insurance	268	201	350	350	375	7%
212-433-10-4260	Workers Compensation Ins	1,562	1,475	1,550	1,550	1,525	-2%
		36,122	37,543	41,875	41,875	44,450	6%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
212-433-10-4310	Professional Development	85	260	500	400	500	25%
212-433-10-4325	Software Subscriptions	-	-	-	-	7,525	N/A
		85	260	500	400	8,025	1906%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
212-433-10-4430	Service Contracts	5,986	1,790	11,500	11,000	6,000	-45%
212-433-10-4438	IT Services	17,997	20,818	20,775	20,775	20,775	0%
		23,983	22,609	32,275	31,775	26,775	-16%
<b><u>OTHER PURCHASED SERVICES</u></b>							
212-433-10-4521	Vehicle Insurance	-	-	-	-	4,900	N/A
212-433-10-4522	Liability Insurance	-	-	-	-	2,150	N/A
212-433-10-4523	Insurance Deductible	-	5,000	-	375	-	-100%
212-433-10-4530	Telephone	448	448	600	600	600	0%
		448	5,448	600	975	7,650	685%
<b><u>SUPPLIES</u></b>							
212-433-10-4610	Office Supplies	1,250	499	900	750	900	20%
212-433-10-4611	Postage	440	559	600	300	600	100%
212-433-10-4626	Fuel	762	286	700	100	700	600%
212-433-10-4630	Meeting/Appreciation Supplies	359	941	1,000	1,000	1,000	0%
		2,811	2,284	3,200	2,150	3,200	49%
<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	55,150	55,150	0%
		-	-	55,150	55,150	55,150	0%
<b><u>TRANSFERS</u></b>							
212-433-10-4930	Transfer to Capital Projects	-	-	-	-	-	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	165,000	165,000	165,000	0%
<b>TOTAL EXPENDITURES</b>		<b>322,081</b>	<b>331,798</b>	<b>410,025</b>	<b>408,750</b>	<b>429,500</b>	<b>5%</b>

# Sewer Fund Collections

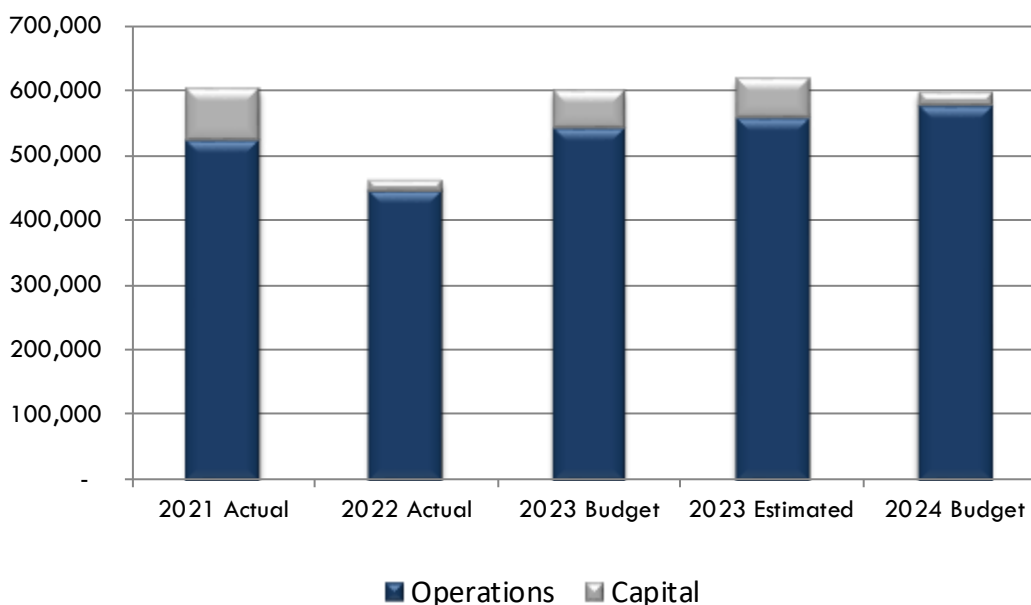
## EXPENDITURES

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Personnel Services, Salaries	\$ 223,103	\$ 201,982	\$ 256,775	\$ 255,450	\$ 253,525	-1%
Personnel Services, Benefits	104,098	105,784	112,575	112,575	113,500	1%
Purchased Professional Services	23,586	3,697	10,000	7,500	20,000	167%
Purchased Property Services	33,400	43,700	48,000	48,000	54,675	14%
Other Purchased Services	83,995	31,933	48,500	72,500	56,800	-22%
Supplies	54,406	59,214	64,225	61,100	76,425	25%
Operating Expenses	522,588	446,310	540,075	557,125	574,925	3%
Capital	80,584	16,268	60,000	59,900	22,000	-63%
<b>Total Expense</b>	<b>\$ 603,172</b>	<b>\$ 462,578</b>	<b>\$ 600,075</b>	<b>\$ 617,025</b>	<b>\$ 596,925</b>	<b>-3%</b>

## MISSION

The operation of the wastewater collection system includes routine maintenance and repairs to approximately 75 miles of wastewater collection lines. Operations include targeted cleaning and inspection of 1/3 of the sewer collection system completed annually. Provide repairs to collection lines and record electrical costs for eight 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**

- Review of wastewater sewer Capital Project replacement program for review of service area of impact and prioritization of projects.
- Installation of a new computer and CCTV software for wastewater sewer inspection.
- Purchased a new push camera for small diameter pipe inspections and increase locating capabilities.
- Completed H<sub>2</sub>S manhole replacement project. Replacement of 17 manholes with high level of corrosion to new HDPE style manholes.

### **GOALS**

- Complete proactive routine cleaning and camera inspections for existing sewer lines to reduce the likelihood of costly repairs and backups.
- Implement inflow and infiltration reduction measures that prioritize repairs based on the CCTV inspection, rating system, and service area impact.
- Continue use of chemical additive at lift station to break down grease accumulation.

### **PERFORMANCE MEASURES**

- Maintain, clean, and inspect 1/3 of the existing critical infrastructure on an annual basis.

# Sewer Fund

## Collections

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- Track areas of high maintenance within routine assignments to research alternative methods for cost and time reduction.

### **BUDGET HIGHLIGHTS**

- Included in the 2024 Budget is the replacement of air monitors and gas detection meters for collection lines, in the amount of \$22,000.
- Lift Station Repair and Maintenance is budgeted to increase 25% in 2024 for the continued use of chemical dosing at lift stations to break up grease.

# Sewer Fund

## Collections

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
212-433-53-4113	Salaries, Public Works	203,797	177,908	224,100	224,100	219,500	-2%
212-433-53-4119	Personnel Adjustments	-	-	9,975	9,000	10,450	16%
212-433-53-4120	Part Time	5,785	17,400	13,350	13,350	14,425	8%
212-433-53-4130	Overtime	13,521	6,674	9,350	9,000	9,150	2%
		223,103	201,982	256,775	255,450	253,525	-1%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
212-433-53-4210	Health Insurance	73,477	76,661	77,350	77,350	79,300	3%
212-433-53-4220	FICA Payroll Expense	13,497	12,576	15,325	15,325	15,100	-1%
212-433-53-4221	Medicare Payroll Expense	3,157	2,942	3,600	3,600	3,550	-1%
212-433-53-4230	Retirement Contribution	9,135	8,683	10,500	10,500	10,300	-2%
212-433-53-4250	Unemployment Insurance	648	403	750	750	750	0%
212-433-53-4260	Workers Compensation Ins	4,184	4,519	5,050	5,050	4,500	-11%
		104,098	105,784	112,575	112,575	113,500	1%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
212-433-53-4310	Professional Development	5,235	3,697	10,000	7,500	10,000	33%
212-433-53-4335	Engineering	18,351	-	-	-	10,000	N/A
		23,586	3,697	10,000	7,500	20,000	167%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
212-433-53-4435	Fleet Maintenance Charges	33,400	43,700	48,000	48,000	54,675	14%
		33,400	43,700	48,000	48,000	54,675	14%
<b><u>OTHER PURCHASED SERVICES</u></b>							
212-433-53-4512	Sewer Sys. Rep & Maint	15,039	9,917	19,000	45,000	19,000	-58%
212-433-53-4513	Lift Station Repair & Maint.	67,456	21,116	28,000	26,000	36,000	38%
212-433-53-4530	Telephone	1,500	900	1,500	1,500	1,800	20%
		83,995	31,933	48,500	72,500	56,800	-22%
<b><u>SUPPLIES</u></b>							
212-433-53-4610	Office Supplies	35	682	1,000	100	1,000	900%
212-433-53-4612	Supplies and Tools	351	218	3,000	3,000	3,000	0%
212-433-53-4620	Utilities	37,094	36,895	40,000	40,000	50,000	25%
212-433-53-4626	Fuel	15,759	19,111	16,925	15,000	16,925	13%
212-433-53-4661	Uniforms	841	1,721	2,000	2,000	3,200	60%
212-433-53-4662	Safety Equipment	326	586	1,300	1,000	2,300	130%
		54,406	59,214	64,225	61,100	76,425	25%
<b><u>CAPITAL</u></b>							
212-433-53-4742	Mobile Equipment	71,369	-	-	-	-	N/A
212-433-53-4743	Furniture and Equipment	9,215	16,268	60,000	59,900	22,000	-63%
212-433-53-4744	Computer Equipment	-	-	-	-	-	N/A
		80,584	16,268	60,000	59,900	22,000	-63%
<b>TOTAL EXPENDITURES</b>		<b>603,172</b>	<b>462,578</b>	<b>600,075</b>	<b>617,025</b>	<b>596,925</b>	<b>-3%</b>



# Sewer Fund Treatment

## **EXPENDITURES**

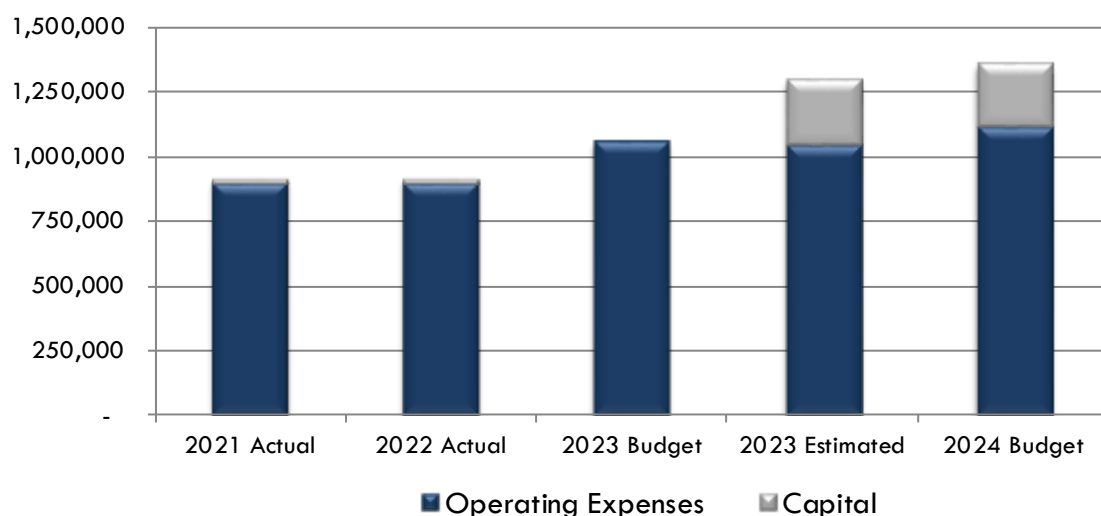
	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Personnel Services, Salaries	\$ 290,558	\$ 293,519	\$ 321,500	\$ 320,000	\$ 348,600	9%
Personnel Services, Benefits	140,747	134,509	140,675	140,675	150,150	7%
Purchased Professional Services	39,984	33,523	59,000	49,000	59,000	20%
Purchased Property Services	17,445	20,636	29,750	29,750	43,450	46%
Other Purchased Services	112,281	84,024	118,000	111,475	114,550	3%
Supplies	290,783	330,601	388,000	390,225	402,500	3%
Operating Expenses	891,798	896,812	1,056,925	1,041,125	1,118,250	7%
Capital	27,634	20,541	-	303,700	250,600	-17%
Special Projects	12,943	-	-	-	-	N/A
<b>Total Expenses</b>	<b>\$ 932,375</b>	<b>\$ 917,353</b>	<b>\$ 1,056,925</b>	<b>\$ 1,344,825</b>	<b>\$ 1,368,850</b>	<b>2%</b>

## **MISSION**

The treatment system for the Wastewater Reclamation Facility includes the advanced treatment of wastewater and biosolids. This 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**

- 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.
- Completed the construction and installation of the removable aeration system in both oxidation basins.
- Completed the construction and installation of the biofilter system for the H2S project. This system will pull foul air to the plant where it will then be treated using the biofilter system.
- Rebuilt two bearing assembly units for oxidation ditch mixer in the basin. Two additional new bearing assemblies have been ordered as replacement units for the south basin.
- WWRF staff involved in the development of the city's Fats-Oils-Grease (FOG) program.

## **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.
- Gain compliance by local food establishments of the FOG Regulations to reduce the amount of fats, oils, and grease entering the wastewater system.

## **PERFORMANCE MEASURES**

- Continue to meet target nutrient limits identified in the Voluntary Incentive Program to

# Sewer Fund

## Treatment

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receive credits for future regulation compliance.

- Continue to complete preventative maintenance measures to maintain corrective maintenance work to 3% of all maintenance activities.
- No State Permit violations in 2024.

### **BUDGET HIGHLIGHTS**

- Capital Equipment of \$250,600 included the following in the Treatment Program:
  - Oxidation Ditch Meter Replacement - \$37,250
  - Gas Detection Meter for Headworks Building - \$3,350
  - Computer Replacements - \$4,000
  - Variable Frequency Drive Replacements - \$206,000.
- Development of a new Fats – Oil – Grease management program.

# Sewer Fund

## Treatment

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
212-433-55-4113	Salaries, Public Works	284,532	288,873	314,000	314,000	340,400	8%
212-433-55-4120	Part Time	-	-	-	-	-	N/A
212-433-55-4130	Overtime	6,026	4,646	7,500	6,000	8,200	37%
		290,558	293,519	321,500	320,000	348,600	9%
<b><u>PERSONNEL SERVICES, BENEFITS</u></b>							
212-433-55-4210	Health Insurance	100,016	89,800	94,150	94,150	100,200	6%
212-433-55-4220	FICA Payroll Expense	17,476	18,433	20,000	20,000	21,625	8%
212-433-55-4221	Medicare Payroll Expense	4,087	4,311	4,650	4,650	5,075	9%
212-433-55-4230	Retirement Contribution	12,807	16,398	14,375	14,375	15,700	9%
212-433-55-4250	Unemployment Insurance	840	595	975	975	1,100	13%
212-433-55-4260	Workers Compensation Ins	5,521	4,973	6,525	6,525	6,450	-1%
		140,747	134,509	140,675	140,675	150,150	7%
<b><u>PURCHASED PROFESSIONAL SERVICES</u></b>							
212-433-55-4310	Professional Development	1,342	604	5,500	4,000	5,500	38%
212-433-55-4335	Engineering	15,225	7,890	22,000	15,000	22,000	47%
212-433-55-4342	Lab Work	23,417	25,029	31,500	30,000	31,500	5%
		39,984	33,523	59,000	49,000	59,000	20%
<b><u>PURCHASED PROPERTY SERVICES</u></b>							
212-433-55-4430	Service Contracts	7,245	7,511	10,500	10,500	10,500	0%
212-433-55-4435	Fleet Maintenance Charge	10,200	13,125	19,250	19,250	32,950	71%
		17,445	20,636	29,750	29,750	43,450	46%
<b><u>OTHER PURCHASED SERVICES</u></b>							
212-433-55-4511	Sewer Permit	7,556	8,016	8,500	8,500	8,500	0%
212-433-55-4512	WWTP Repair & Maint.	62,656	30,032	57,500	51,375	57,500	12%
212-433-55-4520	Insurance	41,000	45,000	50,000	49,600	46,550	-6%
212-433-55-4530	Telephone	1,069	976	2,000	2,000	2,000	0%
		112,281	84,024	118,000	111,475	114,550	3%
<b><u>SUPPLIES</u></b>							
212-433-55-4610	Office Supplies	716	3,968	2,500	1,900	2,500	32%
212-433-55-4612	Supplies and Equipment	51,096	27,308	43,500	41,500	43,500	5%
212-433-55-4616	Chemicals	27,147	35,928	45,000	45,000	53,000	18%
212-433-55-4618	Lab Supplies & Equipment	-	22,074	23,500	30,600	30,000	-2%
212-433-55-4620	Utilities	206,830	233,423	264,000	260,000	264,000	2%
212-433-55-4626	Gas and Oil	3,345	3,588	3,500	2,600	3,500	35%
212-433-55-4661	Uniforms	1,633	1,714	3,500	3,500	3,500	0%
212-433-55-4662	Safety Equipment	16	2,598	2,500	5,125	2,500	-51%
		290,783	330,601	388,000	390,225	402,500	3%
<b><u>CAPITAL</u></b>							
212-433-55-4742	Mobile Equipment	-	18,046	-	-	-	N/A
212-433-55-4743	Furniture and Equipment	26,614	-	-	303,700	246,600	-19%
212-433-55-4744	Computer Equipment	1,020	2,495	-	-	4,000	N/A
		27,634	20,541	-	303,700	250,600	-17%

(continued on next page)

# Sewer Fund

## Treatment

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>SPECIAL PROJECTS</u></b>							
212-433-55-4827	WWRF Needs Assessment	12,943	-	-	-	-	
		12,943	-	-	-	-	
<b>TOTAL EXPENDITURES</b>		<b>932,375</b>	<b>917,353</b>	<b>1,056,925</b>	<b>1,344,825</b>	<b>1,368,850</b>	<b>2%</b>

# Sewer Fund

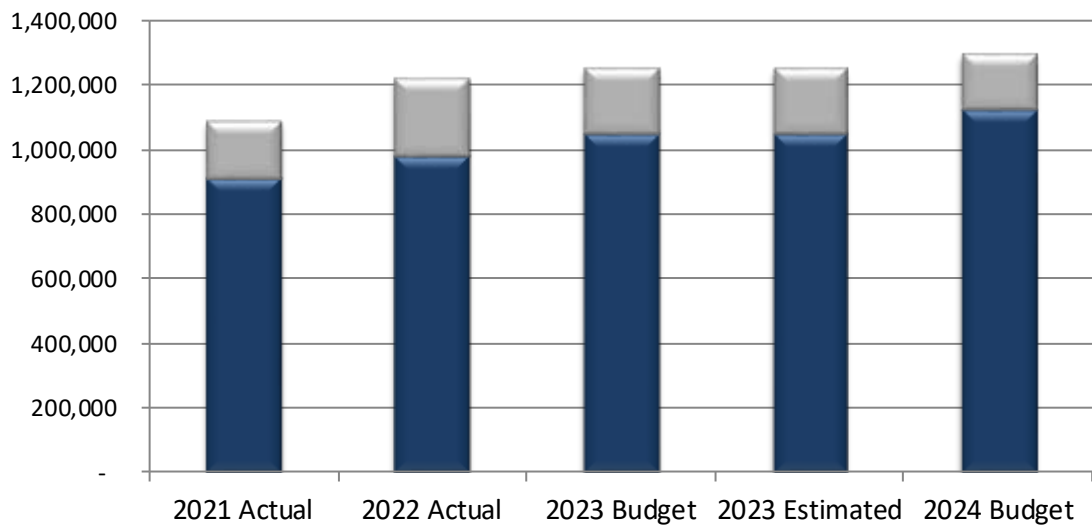
## Debt Service

<b>EXPENDITURES</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Budget</b>	<b>2023 Estimated</b>	<b>2024 Budget</b>	<b>% Chg.</b>
Debt Service Principal	\$ 910,000	\$ 976,717	\$1,045,000	\$1,045,000	\$1,120,000	7%
Debt Service Interest	176,905	240,757	203,225	203,225	170,005	-16%
<b>Total Expenses</b>	<b>\$ 1,086,905</b>	<b>\$ 1,217,473</b>	<b>\$ 1,248,225</b>	<b>\$ 1,248,225</b>	<b>\$ 1,290,005</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>
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>12,685,000</b>	<b>296,365</b>	<b>12,981,365</b>

# Sewer Fund

## Debt Service

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 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	910,000	976,717	1,045,000	1,045,000	1,120,000	7%
		910,000	976,717	1,045,000	1,045,000	1,120,000	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	176,905	240,757	203,225	203,225	170,005	-16%
212-433-91-4775	Loan Issuance Costs	-	-	-	-	-	N/A
		176,905	240,757	203,225	203,225	170,005	-16%
<b>TOTAL EXPENDITURES</b>		<b>1,086,905</b>	<b>1,217,473</b>	<b>1,248,225</b>	<b>1,248,225</b>	<b>1,290,005</b>	<b>3%</b>



# Sewer Fund

## Capital Projects

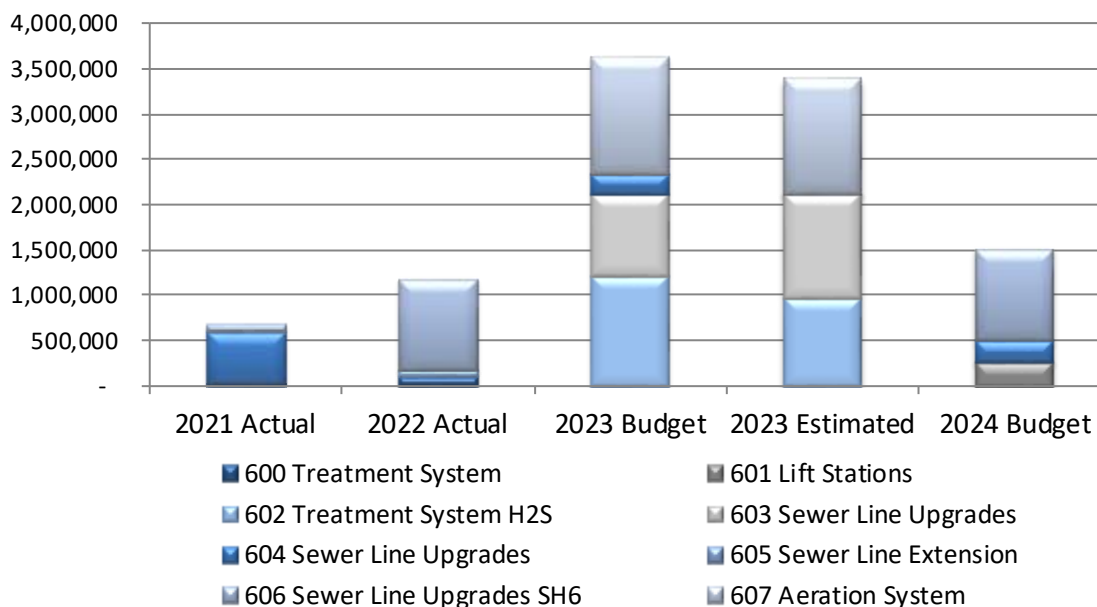
### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b>CAPITAL PROJECTS</b>							
212-600	Treatment System	21,300	102,712	-	-	-	N/A
212-601	Lift Stations	-	-	-	-	260,000	N/A
212-602	Treatment System H2S	-	76,253	1,200,000	957,000	-	-100%
212-603	Sewer Line Upgrades H2S	-	-	900,000	1,162,000	-	-100%
212-604	Sewer Line Upgrades	565,952	-	240,000	-	240,000	N/A
212-605	Sewer Line Extensions	-	-	-	-	-	N/A
212-606	Sewer Line Upgrades SH6	79,576	986,038	-	-	1,000,000	N/A
212-607	Aeration System Project	-	-	1,300,000	1,265,000	-	-100%
		666,828	1,165,003	3,640,000	3,384,000	1,500,000	-56%
<b>TOTAL EXPENDITURES</b>		<b>666,828</b>	<b>1,165,003</b>	<b>3,640,000</b>	<b>3,384,000</b>	<b>1,500,000</b>	<b>-56%</b>

New capital projects included in the 2024 Budget for the Sewer Fund include the replacement of the Kingsview Lift Station, and the first phase of sewer improvements to the Downtown Service Area, starting at the railroad and Highway 6&50. Also included in the 2024 Budget is \$240,000 for the replacement of the sewer line along S. Mesa Street, from Circle Park to Highway 6&50. This project is continued from 2023 and is part of a larger project for improvements to S. Mesa Street, funded through a Revitalizing Main Streets Grant from the Colorado Department of Transportation (located the Capital Projects Fund).

Additional details 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

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### Lift Station Replacement - Kingsview Lift Station #601

	Account Number	2024 Budget
<b>Revenues</b>		
Sewer Fund Revenues	212-000-00-3319	\$ 260,000
Total Revenues		<u>\$ 260,000</u>
<b>Expenses</b>		
Engineering and Design	212-601-76-4345	\$ -
Construction	212-601-76-4740	\$ 260,000
Total Expenses		<u>\$ 260,000</u>

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### **Project Description**

This project is for the direct replacement of the King's View lift station. Installation of a new duplex vacuum prime pump system, electrical controls, and power upgrade. Project includes following Colorado Department of Public Health and Environment (CDPHE) guidelines and permitting to replace the lift station to ensure the City of Fruita meets all requirements for the wastewater collections system and backup electrical equipment. This project is proposed to include an onsite generator and new electrical transfer switch for emergency power outages to provide continuous sewage pumping during emergencies.

### **Purpose and Need**

The King's View lift station provides sewage pumping required due to elevation restrictions for an estimated 83 current residents and future development.

### **History and Current Status**

The King's View lift station was installed in 1995 as an agreement with the King's View subdivision to replace a localized wastewater treatment area. The King's View lift station has been in operation for 29 years and is showing significant signs of deterioration. Specific areas such as the pump station's base plate and suction piping have high levels of rust and electrical components are becoming obsolete with increased cost for electrical repairs due to parts and supply requirements.

### **Schedule**

Completion estimated fall of 2024. Engineering review, electrical utility providers, and equipment order/shipping will have direct impact upon final completion date.

### **Operating Budget Impact**

The current operations of the King's View lift station are estimated at \$258 a month. Future operational cost is expected to be near historical costs. There is potential for an increase in operational cost for remote monitoring (Data or internet service).

# Sewer Fund

## Capital Projects

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### Downtown Service Area - Sewer Line Replacement Phase 1 - #606

	Account Number	2024 Budget
<b><u>Revenues</u></b>		
Energy Impact Grant	212-000-00-3342	\$ 500,000
Sewer Fund Revenues - Investment Fees	212-000-00-3449	\$ 500,000
Total Revenues		<u>\$ 1,000,000</u>
<b><u>Expenses</u></b>		
Engineering and Design	212-604-76-4345	\$ -
Construction	212-604-76-4740	\$ 1,000,000
Total Expenses		<u>\$ 1,000,000</u>

### **Project Description**

This project is Phase 1 of the Greenway Drive Sewer Project. This first phase includes the installation of a new 18" PVC sewer line from Greenway Drive to Coulson St. This line will cross the Union Pacific RR. The sewer line replacement will increase flow capacity for current and future growth needs.

### **Purpose and Need**

The sewer line for the Greenway Drive Sewer Project is a continuation segment of the Highway 6&50 sewer failure/emergency replacement project from December 2021. This sewer line conveys sewage for an estimated 1,000 parcels and includes all the downtown businesses, the hospital, two schools, and the police department.

### **History and Current Status**

Current conditions of this sewer line are showing significant signs of deterioration with exposed gasket material and large aggregate from failing concrete. The line is undersized for current hydraulic conditions causing floatable debris such as FOG to collect on the crown of the pipe causing further restrictions in flow. Due to the overall condition of the concrete pipe, routine maintenance has the potential to cause further damage to the existing concrete.

### **Schedule**

Project is dependent upon permitting and installation requirements from Union Pacific Railroad.

### **Operating Budget Impact**

This project will not have a direct impact on the operating budget but will allow for routine maintenance and inspections outlined and required by CDPHE and the City of Fruita wastewater permit.

# Sewer Fund

## Capital Projects

### S. Mesa Street Sewer Line Upgrades #604

	Account Number	2024 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 is continued from the 2023 Budget. 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 drivers, 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 in 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 Condition Index (PCI) 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 in 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 2024. After the design is complete, the City can go to bid for construction of the project. The City anticipates approximately 4-6 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

### Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b>CAPITAL PROJECTS</b>							
212-600	Treatment System	21,300	102,712	-	-	-	N/A
212-601	Lift Stations	-	-	-	-	260,000	N/A
212-602	Treatment System H2S	-	76,253	1,200,000	957,000	-	-100%
212-603	Sewer Line Upgrades H2S	-	-	900,000	1,162,000	-	-100%
212-604	Sewer Line Upgrades	565,952	-	240,000	-	240,000	N/A
212-605	Sewer Line Extensions	-	-	-	-	-	N/A
212-606	Sewer Line Upgrades SH6	79,576	986,038	-	-	1,000,000	N/A
212-607	Aeration System Project	-	-	1,300,000	1,265,000	-	-100%
		666,828	1,165,003	3,640,000	3,384,000	1,500,000	-56%
<b>TOTAL EXPENDITURES</b>		<b>666,828</b>	<b>1,165,003</b>	<b>3,640,000</b>	<b>3,384,000</b>	<b>1,500,000</b>	<b>-56%</b>

# Trash Fund

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# Trash Fund

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# Trash Fund

## SUMMARY

	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>Beginning Funds Available</u></b>	\$ 172,798	\$ 177,316	\$ 183,518	\$ 183,518	\$ 184,568	1%
<b><u>Revenues</u></b>						
Charges for Services	\$ 879,061	\$ 933,289	\$ 1,076,000	\$ 1,100,500	\$1,175,000	7%
Miscellaneous	45	105	-	550	-	-100%
Total Revenues	\$ 879,106	\$ 933,394	\$ 1,076,000	\$ 1,101,050	\$1,175,000	7%
<b><u>Expenses</u></b>						
Other Purchased Services	\$ 805,588	\$ 858,192	\$ 1,006,000	\$ 1,030,000	\$1,105,000	7%
Transfers to Other Funds	69,000	69,000	70,000	70,000	70,000	0%
Total Expense	\$ 874,588	\$ 927,192	\$ 1,076,000	\$ 1,100,000	\$1,175,000	7%
<b><u>Excess (Deficiency) of</u></b>						
<b><u>Revenues over Expenditures</u></b>	\$ 4,518	\$ 6,202	\$ -	\$ 1,050	\$ -	-100%
<b><u>Ending Funds Available</u></b>	\$ 177,316	\$ 183,518	\$ 183,518	\$ 184,568	\$ 184,568	0%
<b><u>Components of Funds Available</u></b>						
Unassigned	\$ 177,316	\$ 183,518	\$ 183,518	\$ 184,568	\$ 184,568	0%

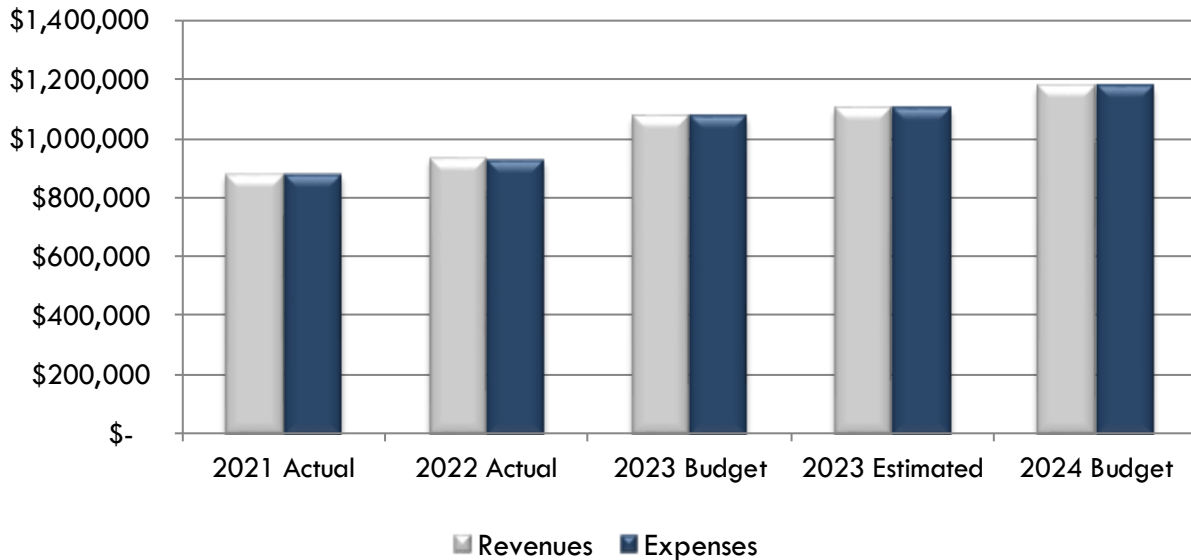
## PURPOSE OF THE FUND

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 automated weekly collection of trash in the City of Fruita. Exceptions to the service include heavy items such as appliances and tires. These items will be picked up by Waste Management for an additional charge. Weekly collections are limited to a 96-gallon cart provided by Waste Management with the option of an extra cart for an additional charge.



# Trash Fund

## REVENUES AND EXPENSES



### Revenues

The 2024 Budget includes \$1,175,000 in revenues for trash collection charges. This is a 9% increase from 2023 budgeted revenues and a 6.7% increase over 2023 estimated revenues.

The City contracts trash services with Waste Management. The contract allows for annual increases based on the CPI and extraordinary adjustments including disposal costs, force majeure events, changes in applicable laws, and regulatory fees. The 6.7% increase is a pass-through fee from Waste Management and is based on the CPI adjustment for trash and recycling services.



The monthly charge will increase from \$17.70 to \$18.90 per residence and the senior rate for those who meet the age and income criteria will increase from \$15.50 to \$16.55 per month.

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 2024 Budget anticipates that the number of customers served will increase (1.84%) from the prior year, which is equal to less than 100 new customers. This is based upon a five-year average of new trash customers.

# Trash Fund

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## Expenses

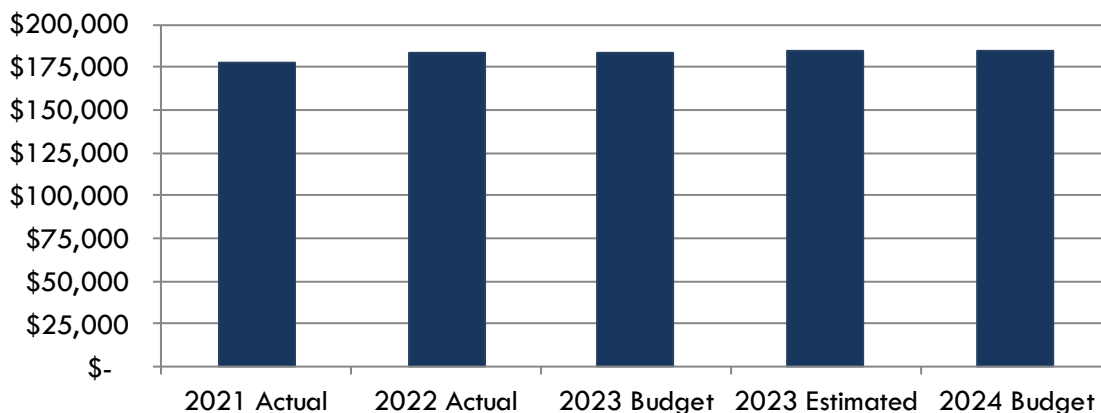
The contract for trash collection services was put out to bid in April 2019. A contract was awarded to Waste Management, Inc. for a four-year term. The contract provides the parties with the option of extending the contract for two additional 2-year terms.

The contract includes trash collection and recycling for City facilities, recycling for Mike the Headless Chicken Festival and an electronic waste recycle day.

In 2022, Waste Management launched a pilot program enrolling over 2,000 households throughout Fruita in the 96-Gallon Container trash collection service. Beginning in 2024, Waste Management will transition all Fruita households to the 96-Gallon Container service, and single-stream recycling. As part of this conversion, Waste Management will provide leaf pick up for Fruita residents throughout November, and a roll-away dumpster for additional trash following the holidays.

A transfer of \$70,000 (6% 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, and software maintenance.

## FUNDS AVAILABLE



The Trash Fund is budgeted to have available funds of \$184,568 at the end of 2024. This is an increase of \$1,050 from the prior year because of interest earnings and the collection of fees related to single-use plastic bags. 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 2024 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 services to 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 waste, including recyclables and hazardous materials.

## **PRIOR YEAR ACCOMPLISHMENTS**

- In Spring, the Public Works Department hosted the third annual Community Clean Up Day for Fruita residents. Residents filled up two, 40-yard dumpsters to be disposed of at the landfill. In addition, Public Works crews hauled 12.02 tons of trash and 3.26 tons of yard waste to the landfill and the organic composting facility separately. Crews also recycled several different materials.
- Hosted the annual E-Cycle event at the Fruita Civic Center in October.
- City staff sits on the Solid Waste Management Advisory Committee (“SWMAC”), along with all other governmental organizations throughout Mesa County. This committee works on issues related to waste, hazardous waste, sustainability, and more.
- A performance measure from the prior year, completed additional outreach and education efforts on the transition to single-container trash collection for residents.

## **GOALS**

- Maintain the level of resident satisfaction in our trash collection and recycle services in preparation of the upcoming community survey.

## **PERFORMANCE MEASURES**

- As part of goals related to SWMAC, research sustainability goals and projects related to trash and recycling, and determine what may be appropriate to implement.

## **BUDGET HIGHLIGHTS**

- In January, Waste Management will be implementing single-stream recycling to all households in Fruita that are signed up for recycling. In addition, all Fruita residents will be transitioned to a 96-gallon container for trash collection. As part of this conversion, Waste Management will provide leaf pick up for Fruita residents throughout November, and a roll-away dumpster for additional trash disposal following the holidays.
- Included in the trash fund is funding for the Community Clean Up Event, which will take place in the Spring.

# Trash Fund

## Revenues

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>CHARGES FOR SERVICES</u></b>							
215-000-00-3443	Trash Collection Charges	879,061	933,289	1,076,000	1,100,000	1,175,000	7%
215-000-00-3452	Single-Use Bag Fee	-	-	-	500	-	-100%
215-000-00-3489	Penalty and Interest Charges	-	-	-	-	-	N/A
		879,061	933,289	1,076,000	1,100,500	1,175,000	7%
<b><u>MISCELLANEOUS</u></b>							
215-000-00-3610	Interest on deposits	45	105	-	550	-	-100%
		45	105	-	550	-	-100%
<b>TOTAL TRASH REVENUES</b>		<b>879,106</b>	<b>933,394</b>	<b>1,076,000</b>	<b>1,101,050</b>	<b>1,175,000</b>	<b>7%</b>

## Expenses

Account	Description	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>PERSONNEL SERVICES, SALARIES</u></b>							
215-432-53-4111	Salaries, Administrative	-	-	-	-	-	N/A
215-432-53-4130	Overtime	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>OTHER PURCHASED SERVICES</u></b>							
215-432-53-4510	Trash Collection Services	805,588	858,192	1,006,000	1,030,000	1,105,000	7%
		805,588	858,192	1,006,000	1,030,000	1,105,000	7%
<b><u>SUPPLIES</u></b>							
215-432-53-4610	Office Supplies	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
<b><u>TRANSFERS TO OTHER FUNDS</u></b>							
215-432-53-4950	Transfer to General Fund	59,000	69,000	70,000	70,000	70,000	0%
		59,000	69,000	70,000	70,000	70,000	0%
<b>TOTAL TRASH EXPENDITURES</b>		<b>864,588</b>	<b>927,192</b>	<b>1,076,000</b>	<b>1,100,000</b>	<b>1,175,000</b>	<b>7%</b>

# Fleet Maintenance Fund

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# Fleet Maintenance Fund

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# Fleet Maintenance Fund

## SUMMARY

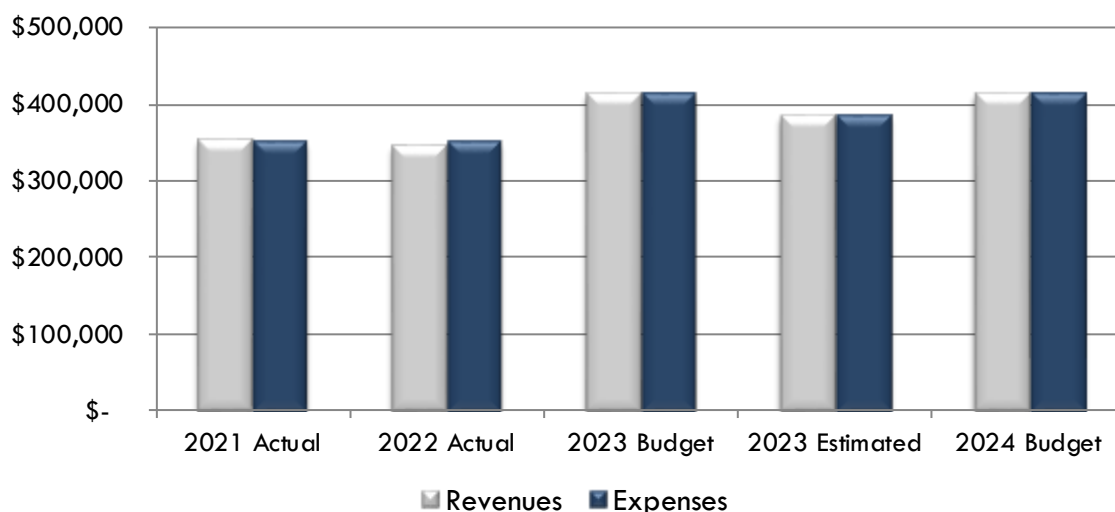
	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
<b><u>Beginning Funds Available</u></b>	\$ 17,605	\$ 19,843	\$ 14,781	\$ 14,781	\$ 14,781	0%
<b><u>Revenues</u></b>						
Charges for Services	\$ 353,038	\$ 328,334	\$ 412,400	\$ 383,900	\$ 448,275	17%
Other Financing Sources	-	17,878	-	-	-	N/A
Total Revenues	\$ 353,038	\$ 346,212	\$ 412,400	\$ 383,900	\$ 448,275	17%
<b><u>Expenses</u></b>						
Personnel Services	\$ 136,837	\$ 129,165	\$ 155,600	\$ 155,600	\$ 172,725	11%
Personnel Services, Benefits	68,143	66,945	74,650	74,650	80,300	8%
Purchased Professional Svcs	2,384	2,253	3,500	3,000	8,500	183%
Purchased Property Services	42,393	47,966	55,400	44,200	56,200	27%
Supplies	101,043	97,646	108,000	106,450	108,850	2%
Subtotal - Operating Expenses	\$ 350,800	\$ 343,975	\$ 397,150	\$ 383,900	\$ 426,575	11%
Capital	-	7,299	-	-	16,700	N/A
Contingency	-	-	15,250	-	5,000	N/A
Adjustments to budgetary basis	-	-	-	-	-	N/A
Total Expense	\$ 350,800	\$ 351,274	\$ 412,400	\$ 383,900	\$ 448,275	17%
<b><u>Excess (Deficiency) of Revenues over Expenditures</u></b>	\$ 2,238	\$ (5,062)	\$ -	\$ -	\$ -	N/A
<b><u>Ending Funds Available</u></b>	\$ 19,843	\$ 14,781	\$ 14,781	\$ 14,781	\$ 14,781	0%
<b><u>Components of Funds Available</u></b>						
Unassigned	19,843	14,781	14,781	14,781	14,781	0%
	\$ 19,843	\$ 14,781	\$ 14,781	\$ 14,781	\$ 14,781	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 \$448,275 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 2024 are budgeted to increase 17% when compared to the 2023 estimated actuals, and this is mostly due to one-time expenses related to the purchase of capital equipment. The following table shows the source of revenues by department or fund for fleet maintenance.

Fleet Maintenance Charges						
Department/Fund	2021 Actual	2022 Actual	2023 Budget	2023 Estimated	2024 Budget	% Chg.
Engineering Department	-	4,650	6,850	6,850	3,975	-42%
Community Development	4,500	500	4,925	4,925	4,300	-13%
Police Department	53,188	78,150	79,000	79,000	77,125	-2%
Parks and Recreation	64,127	83,550	70,925	70,925	59,900	-16%
Public Works General Fund	180,248	99,084	175,675	147,175	200,975	37%
Community Center Fund	4,275	3,600	3,775	3,775	10,350	174%
Irrigation Water Fund	3,100	1,975	4,000	4,000	3,975	-1%
Sewer Fund	43,600	56,825	67,250	67,250	87,675	30%
<b>Total Fleet Maintenance Charge:</b>	<b>353,038</b>	<b>328,334</b>	<b>412,400</b>	<b>383,900</b>	<b>448,275</b>	<b>17%</b>

### Expenses

The 2024 Budget includes a 17% increase in expenses, mostly due to the purchase of one-time capital equipment. 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.

The following table shows the vehicles and mobile equipment scheduled for replacement in the 2024

City of Fruita	2024 Budget
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# Fleet Maintenance Fund

Budget. The actual cost of the equipment is included in the budget for the Department/Fund benefiting from the equipment. The replacements are funded through the Capital Equipment Replacement Funds (CERF).

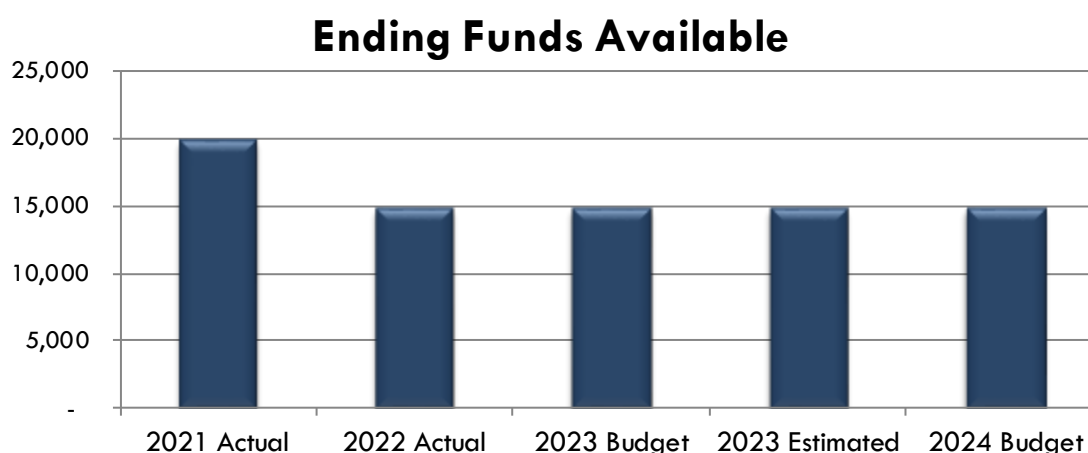
VEHICLES AND EQUIPMENT REPLACEMENT SCHEDULE - 2024							
Unit #	Year	Make	Description	Age	Budgeted Amount	Fund & Dept	Acct
4253	2012	Ford	F150 4x4	11	50,000	GEN-PW	110-431-51-4742
8214	2014	Ford	Patrol Car	9	55,000	GEN-PD	110-421-60-4742
4216	2008	Crafco	Crack Sealer	16	120,000	GEN-PW	110-431-51-4742
Total Mobile Equipment Replacements					\$225,000		

In addition to the replacement equipment noted above, there are several vehicle and equipment purchases included throughout the 2023 Budget in various funds. Fleet Maintenance is responsible for overseeing the purchase of equipment, but the cost is included in the appropriate Department.

NEW VEHICLES AND EQUIPMENT SCHEDULE - 2024					
	Amount	Description	Fund	Dept	Acct
1	\$ 45,000	Admin SUV	110	410	110-410-41-4742
	\$ 45,000	Total New Vehicles/Mobile Equipment			

## FUNDS AVAILABLE

The Fleet Maintenance Fund has estimated available funds of \$14,781 at the end of 2024, no change from the prior. As an internal service fund, the Fleet Maintenance Fund is not expected to generate additional income to increase available funds.



# Fleet Maintenance Fund

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## **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.

CAPITAL EQUIPMENT REPLACEMENT FUND			
FUND	Annual Funding	2024 Replacements	Changes in CERF Reserve
General Fund	400,000	225,000	175,000
Sewer Fund	59,000	-	59,000
Irrigation Fund	3,200	-	3,200
Community Center Fund*	10,300	-	10,300
Total	<b>472,500</b>	<b>225,000</b>	<b>247,500</b>

## **PERSONNEL**

There are no staffing changes proposed to the Fleet Maintenance Fund in the 2024 Budget.

# Fleet Maintenance Fund

Fleet Maintenance Fund - Manhours				
	2021	2022	2023	2024
Hours Summary	Actual	Actual	Budget	Budget
Full time employees	6,228	5,672	6,280	6,280
Part time employees	-	-	-	-
Overtime	15	9	75	75
Total Hours	6,243	5,681	6,355	6,355
Total FTE Equivalents	3.00	2.73	3.06	3.06

Fleet Maintenance Personnel				
	2021	2022	2023	2024
Position	Actual	Actual	Budget	Budget
Fleet Maintenance Supervisor	1.00	1.00	1.00	1.00
Automotive and Equipment Tech	0.00	0.00	0.00	2.00
Fleet Mechanic I	1.00	1.00	1.00	0.00
Fleet Technician II	1.00	1.00	1.00	0.00
Total Positions	3.00	3.00	3.00	3.00

## 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.
- Continuing education in industry accepted practices and methods of repair and maintenance.

## PRIOR YEAR ACCOMPLISHMENTS

- The Fleet Supervisor and one Fleet Technician completed the newest version of the MACS EPA 609 Automotive HVAC certification.
- The Fleet Supervisor passed the EVT exam for Law Enforcement Vehicle Equipment Installation.
- Fuel meters at Site #2 were cleaned and a new face plate on the gasoline meter was installed to improve fuel usage reporting.
- Preventative Maintenance downtime was reduced by ensuring correct parts were on-hand when vehicles come in for service.

# Fleet Maintenance Fund

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## **GOALS**

- Track downtime of vehicle maintenance by utilizing the Asset Essentials software program in an effective and efficient manner.
- Expand knowledge and training by utilizing Vactor factory training courses and ASE certifications.
- Receive a cost analysis of downsizing from 2 on-site fueling locations to one, located on the East side of the Fleet shop, to improve congestion around the employee parking area.

## **PERFORMANCE MEASURES**

- Finalize and Implement Fleet policies aimed at phasing out vehicles or pieces of equipment that are cost prohibitive to maintain, and underutilized assets. Evaluate at least three other organization's Fleet Management policies to determine if there are any gaps in the current draft of the Fleet Management policy.
- Measure preventative maintenance compared to corrective maintenance and track on-time completion of preventative work orders with the intent of reducing corrective maintenance costs and providing a higher level of customer service. By reducing corrective maintenance, the fleet department will assist the city in achieving its strategic goals of Quality of Place and Economic Health by ensuring vehicles are operating at 100% and allowing the other departments to complete their daily duties on-time and without delay.

## **BUDGET HIGHLIGHTS**

- Professional Development includes factory training from Vactor and a heavy emphasis on ASE certifications.
- Capital Equipment expenses of \$16,700 include the following:
  - Wheel/Tire Balancer Replacement - \$11,300
  - 10 Ton Floor Jack Replacement - \$1,900
  - Oil Filter Crusher - \$3,500

# Fleet Maintenance Fund

Revenues		2021	2022	2023	2023	2024	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b>CHARGES FOR SERVICES</b>							
220-000-00-3481	Vehicle Repair Charges	353,038	328,334	412,400	383,900	448,275	17%
		353,038	328,334	412,400	383,900	448,275	17%
<b>OTHER FINANCING SOURCES</b>							
220-000-00-3950	Sale of Equipment	-	40	-	-	-	N/A
220-000-00-3960	Insurance Payments	-	17,838	-	-	-	N/A
		-	17,878	-	-	-	N/A
<b>TOTAL FLEET MAINTENANCE REVENUES</b>		<b>353,038</b>	<b>346,212</b>	<b>412,400</b>	<b>383,900</b>	<b>448,275</b>	<b>17%</b>

# Fleet Maintenance Fund

Expenses		2021	2022	2023	2023	2024	%
Account	Description	Actual	Actual	Budget	Estimated	Budget	Chg.
<b>PERSONNEL SERVICES, SALARIES</b>							
220-431-90-4113	Salaries, Public Works	136,200	128,795	150,600	150,600	167,150	11%
220-431-90-4119	Personnel Adjustments	-	-	2,300	2,300	2,575	12%
220-431-90-4120	Salaries, Part time	-	-	-	-	-	N/A
220-431-90-4130	Overtime	637	304	2,700	2,700	3,000	11%
		136,837	129,098	155,600	155,600	172,725	11%
<b>PERSONNEL SERVICES, BENEFITS</b>							
220-431-90-4210	Health Insurance	48,392	46,894	52,000	52,000	55,350	6%
220-431-90-4220	FICA Payroll Expense	8,321	7,886	9,525	9,525	10,550	11%
220-431-90-4221	Medicare Payroll Expense	1,946	1,844	2,225	2,225	2,500	12%
220-431-90-4230	Retirement Contribution	6,122	6,695	6,900	6,900	7,675	11%
220-431-90-4250	Unemployment Insurance	399	254	500	500	525	5%
220-431-90-4260	Workers Compensation Ins	2,963	2,802	3,500	3,500	3,700	6%
		68,143	66,375	74,650	74,650	80,300	8%
<b>PURCHASED PROFESSIONAL SERVICES</b>							
220-431-90-4310	Professional Development	2,384	2,253	3,500	3,000	4,000	33%
220-431-90-4325	Software Subscriptions	-	-	-	-	4,500	N/A
		2,384	2,253	3,500	3,000	8,500	183%
<b>PURCHASED PROPERTY SERVICES</b>							
220-431-90-4430	Service Contracts	1,828	1,594	5,400	4,200	1,200	-71%
220-431-90-4435	Vehicle Repair and Maint	40,565	46,372	50,000	40,000	55,000	38%
220-431-90-4442	Equipment Rental	-	-	-	-	-	N/A
		42,393	47,966	55,400	44,200	56,200	27%
<b>SUPPLIES</b>							
220-431-90-4610	Office Supplies	444	278	450	250	500	100%
220-431-90-4612	Supplies and Equipment	95,791	90,317	99,500	99,500	100,000	1%
220-431-90-4626	Fuel	2,715	2,338	3,350	2,000	2,500	25%
220-431-90-4630	Meeting/Appreciation Supplies	74	14	-	-	100	N/A
220-431-90-4660	Tools	1,132	3,664	3,000	3,000	4,000	33%
220-431-90-4661	Uniforms	887	891	1,400	1,400	1,450	4%
220-431-90-4662	Safety Equipment		144	300	300	300	0%
		101,043	97,646	108,000	106,450	108,850	2%
<b>CAPITAL</b>							
220-431-90-4742	Mobile Equipment	-	-	-	-	-	N/A
220-431-90-4743	Furniture and Equipment		7,299			16,700	N/A
		-	7,299	-	-	16,700	N/A
<b>CONTINGENCY</b>							
220-431-90-4850	Contingency	-	-	15,250	-	5,000	N/A
		-	-	15,250	-	5,000	N/A
<b>TOTAL FLEET MAINTENANCE EXPENDITURES</b>		<b>350,800</b>	<b>350,637</b>	<b>412,400</b>	<b>383,900</b>	<b>448,275</b>	<b>17%</b>

# Appendix

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Glossary of Terms

Adopted Budget Resolutions

Codified Fees, Rates, and Charges

Supplemental Information

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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 Resolution** – 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 2024, property was appraised at the 2023 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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- **GFOA** – The Government Finance Officer’s Association. The GFOA is a professional organization of finance officers that provide timely information, practical educational opportunities, high-quality professional publications, and the latest information on best practices.
- **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,

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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 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.