

# **AGENDA**

**CITY COUNCIL MEETING  
CITY OF WHEAT RIDGE, COLORADO  
7500 WEST 29<sup>TH</sup> AVENUE, MUNICIPAL BUILDING**

**October 9, 2017**  
**7:00 p.m.**

*Individuals with disabilities are encouraged to participate in all public meetings sponsored by the City of Wheat Ridge. Call Sara Spaulding, Public Information Officer, at 303-235-2877 at least one week in advance of a meeting if you are interested in participating and need inclusion assistance.*

## **CALL TO ORDER**

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL OF MEMBERS**

## **APPROVAL OF Council Study Notes of September 18, 2017**

## **PROCLAMATIONS AND CEREMONIES**

Presentation of Parks and Recreation Gold Medal  
Manufacturing Day Proclamation

## **CITIZENS' RIGHT TO SPEAK**

- a. Citizens, who wish, may speak on any matter not on the Agenda for a maximum of 3 minutes and sign the Public Comment Roster.
- b. Citizens who wish to speak on Agenda Items, please sign the GENERAL AGENDA ROSTER or appropriate PUBLIC HEARING ROSTER before the item is called to be heard.
- c. Citizens who wish to speak on Study Session Agenda Items, please sign the STUDY SESSION AGENDA ROSTER.

## **APPROVAL OF AGENDA**

## **PUBLIC HEARINGS AND ORDINANCES ON SECOND READING**

1. Resolution No. 38-2017 – Public Hearing and a Resolution adopting the City Budget and appropriating sums of money to the various funds and spending agencies in the amounts specified for the City of Wheat Ridge, Colorado for the 2018 Budget Year

**DECISIONS, RESOLUTIONS AND MOTIONS**

2. Resolution 37-2017 – Levying General Property Taxes for the year 2017, to help defray the costs of government for the City of Wheat Ridge, Colorado for the 2018 Budget Year
3. Resolution 35-2017 – Authorizing and supporting submittal of an application for a local Parks and Outdoor Recreation Grant from the State Board of the Great Outdoors Colorado Trust Fund for the Renovation of Prospect Park Phase II
4. Motion to cancel the Study Session of the Wheat Ridge City Council on November 6, 2017, due to the Municipal Election

**CITY MANAGER'S MATTERS**

**CITY ATTORNEY'S MATTERS**

**ELECTED OFFICIALS' MATTERS**

**ADJOURN to Executive Session**

1. Conference with the City Attorney and appropriate staff under Charter Section 5.7(b)(1) and Section 24-6-402(4)(b), C.R.S., specifically for legal advice concerning current litigation

## STUDY SESSION NOTES

### CITY OF WHEAT RIDGE, COLORADO

City Council Chambers 7500 W. 29<sup>th</sup> Avenue

September 18, 2017

Mayor Joyce Jay called the Study Session to order at 6:30p.m.

Council members present: Monica Duran, Janeece Hoppe, Zachary Urban, George Pond, Kristi Davis, Tim Fitzgerald, Larry Mathews, Genevieve Wooden

Absent: Genevieve Wooden (excused)

Also present: City Clerk, Janelle Shaver; City Manager, Patrick Goff; Chief Brennan; Parks Director, Joyce Manwaring; Public Works Director, Scott Brink; other staff, several guests, and interested citizens

#### CITIZEN COMMENT ON AGENDA ITEMS none

1. Staff Report(s) none

2. 2017 Justice Assistance Grant Public Notice – Chief Brennan

The Police Department receives an annual grant from the Bureau of Justice Administration. This Edward Byrne Justice Assistance Grant (JAG) for the years 2017 and 2018 is for \$10,178. The grant can be used for six key areas of law enforcement.

Traditionally we have used this grant for overtime for community policing or equipment. Notifying the Council and the community of how this money will be spent is a requirement of the grant.

This year the department would like to use the grant for a license plate identifier – a stationary Automatic License Plate Reader (ALPR) that can be mounted on a pole or a trailer. We currently have a mobile unit that is used in a car. It would be placed in high crime areas to identify stolen vehicles and owners that are wanted persons. The proposed location is the I-70 & Kipling area. A trailer is included in the proposal. The grant would cover \$10K of the \$16K total, with the balance coming from the police seizure fund.

Council questions and comments followed.

- Per state statute, the records must be kept for 6 months.
- The records would be subject to open records requests.
- No public notice of use is required.
- We have had success with the department's mobile unit.

Councilmember Pond received consensus to move forward with the grant.

3. Security Assessment Report

Mr. Goff introduced **Steve Thibodeaux** and **Ken Murphy** from iParametrics of Alpharetta, Georgia. Their company did a security assessment of City Hall, the Rec Center and the Active Adult Center.

The scope of work included security assessment reports for each facility, development of a security master plan and recommendations for security upgrades.

The actual report is confidential and details will not be discussed in public. We do not want to release vulnerabilities. A summary will be given.

Steve Thibodeaux highlighted the risk assessment process.

- Asset classification: Interviews with 75+ staff members in the three buildings.
- Facilities security level: Each facility was given a ranking based on population size, threat to tenants, and the mission criticality and symbolism.
- Threat + Vulnerability x Consequence (Impact) = Risk
- A list of 20 Undesirable Events was considered to determine risk factors.

The report provides analysis of strengths and areas for improvement for single point of contact, staffing, access control, centralized reporting, mass notification, enhancements in the security systems, citywide security policies and procedures, and training.

Questions from the Council followed. Mr. Thibodeaux and Mr. Murphy responded.

Councilmember Pond received clarification for the reasons for the level of designation for the Recreation Center.

Councilmember Mathews: Are these levels rated by likelihood of occurrence (like a 5 or 100-year storm to plan for)? Levels are ranked for needs for higher level of security. The report contains priorities.

Councilmember Urban:

- Was consideration given to virtual threats? IT was not a part of this evaluation.
- Is the offensive side considered? Yes, in the formal report. There is training that has already started, but it should be augmented. Policies and procedures are proactive.
- Are there steps that can be taken to mitigate potential threats? There are absolutely things the City can do to mitigate risk. The detailed report recommends priorities, along with cost estimates – and in some cases designs, to protect employees and citizens that come into the building.
- iParametrics has an advanced Run Hide Fight presentation which trains on pre-attack indicators. Mr. Goff added that the City has done a good bit of de-escalation training.

Councilmember Davis: What about communicating to staff during an immediate threat? Yes, some mass notification actions are suggested in the report.

Mr. Goff said he'll be asking Mr. Dahl if an Executive Session is possible on this topic.

Councilmember Mathews: How can Council tell where cost and benefit cross? That will have to be the City staff's call. Less expensive alternatives are offered in the report.

Mr. Goff reported that the recommendations total \$800K, but they can be phased in. He alerted Council that a line item for \$150K in security enhancements is included in the 2018 Budget. He also referenced the age of the City Hall building and posed the considerations of whether the City will get a new City Hall in the next 5-20 years and if the Council wants to spend so much money on an aging building.

Joyce Manwaring thanked iParametrics and staff member Julie Brisson for their work on the report. She noted there are many recommendations in the report that don't have any cost associated with them. Those are appreciated also.

Mayor Jay thanked the guests and the staff for their work on the report.

#### 4. Swiss Flower Shop TIF – Steve Art

Mr. Art began the explanation of the TIF request the Urban Renewal Authority (URA) has approved. The project is the development of a new retail building and some light industrial/makerspace at the southeast corner of 44th Avenue & Jellison Street.

**Heidi and Russ Sheard**, the applicants and owners of Swiss Flower Shop, and their advisor **Tim Morzel** of Economics and Planning Systems (EPS) were present.

The Swiss Flower Shop is a locally grown business since 1969. The owners have purchased the lot to the west, demoed the house, and plan to build an additional building. Mr. Art advised this is a perfect project for the URA. Council will be asked to ratify the TIF agreement at the next City Council meeting.

The project will use 100% of the property tax and 50% of the sales tax (1.5 cents of the 3% sales tax), which requires a Cooperation Agreement between the City and the URA.

Mr. Art introduced Tim Morzel, who was hired by the Sheards to do a financial pro forma for the project. He was also contracted by the URA and the City to evaluate the numbers and ensure they meet the City's needs. Mr. Art noted that Councilmember Davis is vice-chair of the URA and has been present for all the presentations and URA's ratification of the redevelopment and cooperation agreements.

Mr. Morzel reported his firm was hired to evaluate the pro forma and review the request for tax increment financing and public subsidy. He gave some information about his company, followed by a presentation which summarized the analysis.

The project is planned for three phases between now and 2025.

- Phase 1: On the corner; 6,600 sf extension of current retail use; only retail piece of the project; completion in 2019. This phase is already underway; building to be completed in early 2018. When complete, the retail business is expected to generate \$1.32M per year in sales (\$200 per sf).
- Phase 2: On Jellison St, south of Phase 1; 6K sf of maker space; may not have a sales tax component; completion in 2022
- Phase 3: South of Phase 1; 7,200 sf of maker space; completed in 2025.

The purpose of the TIF is to remove, reduce and prevent the spread of blight. Approved in December, 2015, the 25 year TIF clock will expire in 2040.

The three primary project evaluation criteria are eligible costs, developer return, and project revenue generation projection.

1. Eligible Costs

- Identified eligible public improvements: the cost of land, utility costs, parking, sidewalks, water, sewer, etc. totaling \$1.6M.
- Phase 1 (when most public improvements will occur) includes \$1.2M; \$206K for Phase 2; \$207K for Phase 3.

2. Developer Returns (with public subsidy) - \$767,383

- Developers generally look for a return of 6-8%. Without the TIF this project would return 5.6%. With a subsidy of \$767,383 the project return will be 7%.
- EPS and City staff calculate the Sheards will receive \$695,312 in Phase 1, \$27,464 in Phase 2, and \$44,607 in Phase 3. (Total \$767,383 for all phases.)

3. Revenue generation potential -- \$752,092

Mr. Morzel reviewed the numbers for developer return and financial mechanisms.

- City to receive 50% of sales tax during first 10 years of each phase, and 100% thereafter. Total: \$821,024
- URA to receive 0% of property tax during first 10 years of each phase and 100% thereafter. Total: \$798,473
- Total City/URA revenue (2018-2040): \$1.62

Council questions and comments followed.

Councilmember Mathews asked what would happen with the TIF money if the project pays off early. Mr. Art advised the property tax will continue to flow in to the URA to provide funds to help other projects in the Kipling Corridor. The City would resume receipt of the 1.5 cents of sales tax.

Councilmember Davis gave examples of how the City has benefitted from URA funds. She noted the windfall Arvada had with Costco (an urban renewal area) which also benefitted the schools 300%. She said it would benefit some of the taxing districts. Mr. Goff added that surrounding property values will rise, which raises property taxes, which benefits fire departments and schools.

Mr. Art reported that all point of sales will be from the new building. The old building will be used, but will not register any sales; it will be one store. Ms. Davis asked why the sales tax base would be zero. Mr. Art said sales tax doesn't have a base. Discussion followed.

Ms. Sheard said the plan is to expand sales to include larger items like furniture and art.

Councilmember Pond voiced support for the project and talked about the WR Cyclery TIF.

Mr. Goff clarified that urban renewal law is specific to property tax; sales tax is Council's domain – to decide how much they want to share. Past projects have set a base for sales tax, but it is optional. Having a base will make it take longer because the increment is smaller.

Councilmember Hoppe suggested that a 50% share of sales tax is not unreasonable - noting that Hacienda Colorado gets 50% for eight years, Kipling Ridge gets 100% of the

sales tax, and WR Corners gets 33%. She looks forward to Dairy Queen and Big O Tires stepping it up a little.

Councilmember Fitzgerald said he supports this as an investment in the area.

Councilmember Urban asked why the City used the same firm as the applicant and where the checks and balances are. Mr. Art said it's a small project and doesn't think it is a conflict of interest. EPS has worked for both sides of projects in Wheat Ridge before, and staff felt contracting with a separate firm would be a waste of resources.

Regarding Councilmember Urban's concerns about checks and balances, Mr. Morzel stated that 60% of their work is for cities and URA's, and their reputation is based on being fair. They are very transparent.

Councilmember Urban expressed concern about setting the sales tax base at zero and setting a new policy/procedure that others will want to follow. He would like to see the calculations done with the sales tax base included so Council can evaluate that effect. Mr. Morzel provided some information on the effects of including a sales tax base, but acknowledged this analysis does not include use of the exiting sales tax base.

Councilmember Duran said she's excited about the project and thinks it will lift up the area.

No action was necessary. This will come before the Council next Monday.

#### 5.      Activate 38 Demonstration Project ~ Scott Brink

Scott Brink introduced **Rachel Hultin** and **Britta Fisher** from Localworks who were present to talk about the work they've done on 38<sup>th</sup> Ave from Kipling to Youngfield. He said that stretch of road has many infrastructure needs (road quality, sidewalks, drainage, bike facilities, etc.), but doing it right will be very expensive and the traction hasn't been there.

He explained that Localworks recently got an active living grant to look at what could be done short term to build momentum. They have done homework, engaged the neighbors and would like to do a demonstration project.

Britta Fisher (Director of Localworks) addressed the Council first.

- People would like to see people out on the streets walking, biking and in wheelchairs, and using transit – not just in cars.
- Kaiser Permanente put this grant together because when people are active in their transportation it's healthier. Examples: taking walks; taking the bus to work one day a week; walking to get groceries.
- Localworks was one of 12 grant finalists. There was a competitive grant site visit from Kaiser Permanente.
- The grant provides the opportunity to galvanize local agencies who have an interest in the area, and the neighbors. Residents could tell their experiences with 38<sup>th</sup>, what is important to them, and how they would like to connect to parts of their community.



- The first year of the grant runs from December 2017 through March 2018. This is for assessment; the next two years are about implementation.
- Jenny Snell is the coordinator for Activate 38, but is away on vacation this week.
- Rachel Hultin is an active partner on the project as part of her work at Bicycle Colorado and an involved community member.

Rachel Hultin shared the assessment outcomes to date.

- Ms. Hultin reviewed her expertise professionally as the Active Transportation Manager for Bicycle Colorado where she works across the state to increase biking and walking. She is also a leader of the local bike/ped advocacy group. They have collected passive data so far; she referenced it on a map of the corridor.
- Public Works staff has done traffic counts and speeds; the Rec Center has been doing intercept surveys and bike counts.
- Safe Routes to Schools surveys have been done at Kullerstrand and Prospect Valley schools to assess activity levels of walking and riding bikes to school.
- Ms. Hultin noted there were also several engaged community events.
- A youth walking lab for each school involved 5 students from each school (each with an adult) polling where the kids felt safe or scary.
- Police data on accidents involving bikes and pedestrians has been gathered. The last twelve months of data are yet to be added.
- They are collecting first person interviews.
- She noted there are people who live in the corridor and are dependent on it.
- She played a video of their first interview with two little brothers who live ¼ mile from Turner Park. They play in their apartment parking lot and are not allowed to go to the park. One brother has clear signs of ADHD – an example of kids who need to be active and moving for their emotional and mental health.
- There are seniors at Morning Star who would walk more if it was safer.
- Sidewalks are needed, but are expensive. Part of the grant is to identify short and medium term options that would address concerns the City could invest in.
- Four key concerns have been identified. They are: 1) Improved safety for crossings, 2) Calmer (slower) traffic, 3) More separation (for people) from cars, and 4) Make it feel like a place for people.

A demonstration project will be set up October 1, culminating in an event at Turner Park on Saturday, October 7 from 1-3pm.

- They want to identify safe routes to the park and raise attention.
- They are working with Public Works to address slowing the traffic.
- There will be a creative crosswalk at 38<sup>th</sup> & Parfet. This concept is from Denver. If they get a permit to close the whole area, kids will be able to ride their bikes and scooters and enjoy the street as a place where they feel safe/comfortable.
- There will be a “people lane” on the west side of the park.
- National safe practices will be used; they will take data, metrics and feedback.
- The event is called Roll, Stroll and Strut. It will be fun.
- Jenny Snell will be following up with Council.

There were no questions from Council and no discussion. Councilmember Pond thanked the presenters and noted that District 3 folks have wanted change here, but funding is never available. Additional thanks and some incidental remarks were given.



6. Elected Officials' Report(s)

**Kristi Davis** gave an update from Urban Renewal.

- They have a meeting tomorrow at 6pm. The public is welcome.
- Approved: Funding for the street lights on 38<sup>th</sup> Ave (that aren't covered by CIRSA).
- Approved: Lighting for deciduous trees (year-round) on 38<sup>th</sup> Ave from Upham to High Court. URA to pay for the new lights, removal of old ones and hanging of new ones.
- Not approved: Maintenance of the street lights. (Maintenance is not their goal.)
- Not approved: Lighting of the Christmas tree. (It is a budgeted item for the City.)
- Hacienda Colorado deal is not yet completed. Numbers are still being adjusted and there is still ongoing discussion on the extent of the undergrounding.

**Tim Fitzgerald** reported from the Housing Authority.

- The Authority toured a building Lakewood did. He was very impressed.
- The mission of the Authority is no longer operative because there are no foreclosures right now. They are struggling to redefine themselves.

**Zachary Urban** made note that Gov. Hickenlooper has issued an executive order calling the General Assembly into a Special Session on October 2 to take legislative action to codify that retail marijuana sales are subject to sales tax levied by certain special districts and other limited purpose governmental entities such as RTD. While Special Sessions usually last 3-4 days, CML believes this one may be completed in 2-3 days without any legislation being adopted.

**Janece Hoppe** reported that the WRBD had a successful open house at iPie. Board members shared information about the Facade Plus program with business and property owners. Any business interested in major investment in the exterior of their building should contact them. They don't have to have exact architectural details – just a plan, a vision. ~ She thanked Renewal Wheat Ridge for all their work.

**Mayor Jay** reported that Risas Dentist on Wadsworth had a free dental care day on Labor Day morning. From 9:00-noon 150 people were served or rescheduled.

**Tim Fitzgerald** reported that iPie has a nice, new patio, partially funded by the WRBD.

**Mayor Jay** reported that Lutheran Hospital had a free women's wellness clinic Saturday morning. 300 women came.

ADJOURNMENT The Study Session adjourned at 8:29 pm.

APPROVED BY CITY COUNCIL ON October 9, 2017

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Janelle Shaver, City Clerk

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George Pond, Mayor Pro Tem


**REQUEST FOR CITY COUNCIL ACTION**

**TITLE: RESOLUTION NO. 38-2017 - A PUBLIC HEARING AND A RESOLUTION ADOPTING THE CITY BUDGET AND APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES IN THE AMOUNTS SPECIFIED FOR THE CITY OF WHEAT RIDGE, COLORADO FOR THE 2018 BUDGET YEAR**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> ORDINANCES FOR 1 <sup>ST</sup> READING |
| <input type="checkbox"/> BIDS/MOTIONS              | <input type="checkbox"/> ORDINANCES FOR 2 <sup>ND</sup> READING |
| <input checked="" type="checkbox"/> RESOLUTIONS    |   |

QUASI-JUDICIAL: ☐ YES ☒ NO

  
Administrative Services Director

  
City Manager

**ISSUE:**

Sections 10.7 and 10.9 of the Wheat Ridge City Charter require that a public hearing on the proposed budget be conducted before its final adoption and that the budget be adopted by resolution on or before the final day (December 15, 2017) established by state statute for the certification of the next year's tax levy to the county.

Overall, the proposed 2018 budget includes the following:

- A General Fund budget in the amount of \$34,216,926
- An unrestricted fund balance of \$6,442,075 or 18.8% of expenditures
- A General Fund transfer of \$2,200,000 to the Capital Improvement Program (CIP)
- An 8% increase in the General Fund budget compared to the adjusted 2017 Budget
  - This increase is primarily due to the \$1.5 million budgeted in 2018 to repair City property damaged by the May 8<sup>th</sup> hailstorm
- Proposed CIP Fund in the amount of \$6,425,000
- Proposed 2E Fund in the amount of \$17,425,300
  - Debt service in the amount of \$3,505,300
- Special Revenue Funds in the amount of \$7,506,687

- Proposed budget (all funds) in the amount of \$65,573,913

**PRIOR ACTION:**

- *July 10, 2017* – first public meeting to provide opportunity for citizens to comment on the budget
- *August 14, 2017* – second public meeting to provide opportunity for citizens to comment on the budget
- *September 15, 2017* – proposed 2018 budget books were distributed to City Council and made available for public review. A hard copy was provided to the City Clerk's Office for public review
- *October 2, 2017* – proposed 2018 budget presented to City Council

The proposed 2018 budget was made available in hard copy for review by the public at the following location:

**Wheat Ridge City Hall**  
City Clerk's Office  
7500 West 29<sup>th</sup> Avenue

Additionally, the 2018 proposed budget was also available for purchase from the City Clerk's Office, based on the City's fee schedule. The proposed budget and PowerPoint presentation from the budget presentation on October 2 was made available to the public at [www.ci.wheatridge.co.us](http://www.ci.wheatridge.co.us).

**FINANCIAL IMPACT:**

A total budget of \$65,573,913 (all funds) is proposed.

**BACKGROUND:**

At the October 2, 2017 Study Session, City Council provided staff with consensus to bring the proposed budget to public hearing and adoption.

The 2018 proposed budget message, found on pages 11 – 22 of the budget book, is included below:

**OVERALL SUMMARY**

The total 2018 Proposed Budget including the General Fund, the CIP Fund, 8 special revenue funds and the 2E Investing 4 the Future Fund is \$65,573,913. The Budget is based on projected revenues of \$48,386,184. The beginning fund balance for 2018 is projected at \$47,133,392, which brings the total available funds to \$95,519,576. This will provide for a projected ending fund balance of \$29,945,663.

General Fund	\$34,216,926
Capital Improvement Program (CIP) Fund	\$6,425,000
Special Revenue Funds	\$7,506,687
2E Investing 4 the Future Fund	\$17,425,300
Total	\$65,573,913

### **General Fund**

General Fund revenue is projected at \$34,037,540, which is a 6% decrease compared to 2017 estimated revenues but a 2.3% increase compared to what was originally projected for 2017. The 6% decrease is primarily due to the increased building permit fee, building use tax and auto use tax revenue received in 2017 because of the May 8 hailstorm. In addition, the beginning fund balance for 2018 is projected at \$10,795,244, which brings the total available funds for the General Fund to \$44,832,784.

General Fund expenditures total \$34,216,926 excluding transfers. General Fund expenditures represent an 8.7% increase compared to the adjusted 2017 Budget. The 8.7% increase is primarily due to \$1.5 million budgeted in 2018 to repair City property damaged by the May 8 hailstorm. All \$1.5 million, minus a \$10,000 deductible, has been covered by the City's property/casualty insurance policy.

The ending fund balance for the General Fund is projected at \$8,415,858, of which \$6,442,075 (18.8% of operating expenditures) is considered unrestricted. The City's financial policies require that the City maintain a minimum unrestricted fund balance of at least two months or approximately 17% of its General Fund operating expenditures, as recommended by the Government Finance Officers Association.

### **Capital Improvement Program (CIP) Fund**

CIP Fund revenue is projected at \$5,456,000 (\$2,200,000 transferred from the General Fund) which is a 45% increase compared to the 2017 estimated revenue. In addition, the beginning fund balance for 2018 is projected at \$978,376, which brings the total available funds for the CIP Fund to \$6,434,376.

CIP expenditures total \$6,425,000, which is an 8% increase, compared to the adjusted 2017 Budget and a 70% increase compared to the estimated 2017 Budget. This will provide for a projected ending fund balance of \$9,376.

The proposed 2018 CIP budget includes the following projects:

- \$2.0 million for completion of Wadsworth Environmental Assessment, identification of right-of-way and initiation of final design
- \$2.0 million for street preventative maintenance
- \$1.57 million for 29<sup>th</sup> Avenue and Fenton Street intersection improvements
- \$260,000 for drainage improvements at 26<sup>th</sup> and Fenton
- \$150,000 for municipal facility security upgrades
- \$145,000 for a new traffic signal at 32<sup>nd</sup> and Xenon

- \$100,000 for improvements to the Police Department evidence storage facility
- \$50,000 for citywide ADA infrastructure improvements
- \$50,000 for aerial photography and GIS updates
- \$25,000 for Clear Creek Master Plan update
- \$25,000 for completion of the environmental assessment re-evaluation for the Clear Creek Crossing project
- \$25,000 for gateway signage program
- \$15,000 for Neighborhood Traffic Management program
- \$10,000 for Maple Grove Reservoir emergency planning

### **Special Revenue Fund – Open Space**

Open Space revenue is projected at \$3,682,000 which is an 88% increase compared to the 2017 estimated revenue. The large increase is primarily due to a significant increase in development-related park fees and the sale of open space property at 38<sup>th</sup> and Kipling. The beginning fund balance for 2018 is projected at \$327,547, which brings the total available funds for the Open Space Fund to \$4,009,547.

Open Space projects for 2018 include:

- Renovation of Prospect Park – Phase 2
- Reconstruction of Anderson Park
- Renovation of Stites Park
- Update to Open Space Management Plan
- Repairs to Clear Creek Trail
- Installation of a kiosk in Lewis Meadows
- Contribution to the Jefferson County Open Space River Corridor project

Funding is also appropriated for seven Parks maintenance workers and the Forestry and Open Space Supervisor. Open Space expenditures total \$3,448,758, which is a 3% decrease compared to the adjusted 2017 Budget and a 1% increase compared to the estimated 2017 Budget. This will provide for a projected ending fund balance of \$439,529, of which \$121,260 is restricted to park improvements at the Wheat Ridge Ward station area.

The future five-year Open Space Budget proposes the continuation of miscellaneous open space improvements, parks maintenance projects, trail replacement and repair, Anderson Park improvements, improvements to the new public works and parks operations facility, master plan updates and funding for Parks employees.

### **Special Revenue Fund – Conservation Trust**

Conservation Trust revenue is projected at \$320,500, which is equal to the 2017 estimated revenue. In addition, the beginning fund balance for 2018 is projected at \$479,979, which brings the total available funds for the Conservation Trust Fund to \$800,479.

Conservation Trust projects for 2018 include:

- Renovation of Anderson Building
- Recreation Center maintenance projects
- New playground in Boyd's Crossing Park
- Reconstruction of Apel Bacher tennis court and crack sealing of Panorama Creek tennis court

Conservation Trust expenditures total \$750,000, which is a 17% increase compared to the adjusted 2017 Budget and a 263% increase compared to the estimated 2017 Budget. This will provide for a projected ending fund balance of \$50,479.

The future Five-Year Conservation Trust Budget proposes to provide funds for the completion of the Anderson Building renovation, Recreation Center maintenance needs, parks maintenance projects, resurfacing of tennis/basketball courts, playground replacement, and facility improvements to the Parks Maintenance Shops.

#### **Special Revenue Fund – Recreation Center**

Recreation Center Operations revenue for 2017 is projected at \$2,272,366, which is an increase of 4.5%, compared to the 2017 estimated revenue. In addition, the beginning fund balance for 2018 is projected at \$480,000, which brings the total available funds for the Recreation Center Operations Fund to \$2,752,368.

Recreation Center expenditures total \$2,535,675, which is a 5% increase compared to the adjusted 2016 Budget and a 4% increase compared to the estimated 2017 Budget. This will provide for a projected ending fund balance of \$216,693.

#### **Special Revenue Funds – Other**

Several other Special Revenue Funds are also included in this Budget to track revenues and expenditures that are designated by law to be used for specific purposes or are used to simplify the budgeting process. Those funds include Public Art, Police Investigation, Municipal Court, Equipment Replacement, and Crime Prevention/Code Enforcement. Detailed revenue and expenditure information for these funds can be found in the Special Revenue Funds and the Line Item Accounts sections of the Budget.

#### **2E Investing 4 the Future Fund**

The 2E Investing 4 the Future Fund (Fund 31) was created in 2017 as a special fund to account for the 2E bond and debt activity. 2018 revenues from the 0.5% sales and use tax and interest are projected at \$4,166,308. In addition, the beginning fund balance for 2018 is projected at \$33,156,876, which brings the total available funds for the 2E Fund to \$37,323,184.

2E Fund expenditures total \$17,425,300, of which \$13,920,000 is for 2E project expenditures and \$3,505,300 is for debt service on the 2E bonds. This will provide for a projected ending fund balance of \$19,897,884.

2E Investing 4 the Future projects for 2018 include:

- Final construction of the hook ramps on I-70 for the Clear Creek Crossing development
- Construction plans and ROW acquisition for potential City constructed projects at the Gold Line Station (exact projects have not yet been identified)
- Completion of the Wadsworth Boulevard Environmental Assessment
- Design development and construction drawings for Anderson Building, bathhouse and park renovation

## **SHORT-TERM FISCAL CHALLENGES/OPPORTUNITIES**

### Sales Tax

Sales tax, the City's largest revenue source, for 2018 is projected to increase by 1.8% compared to 2017 estimated revenue. Sales tax revenue is projected to decrease by 2.5% compared to what was originally budgeted in the 2017 budget. Overall, total General Fund revenues for 2018 are projected to decrease by 6% compared to 2017 estimated revenue and increase by 2.3% compared to what was originally budgeted in the 2017 budget. The closure of the Walmart store is the primary reason for the minimal increase projected for sales tax in 2018.

### May 8<sup>th</sup> Hailstorm

On May 8, 2017, the City of Wheat Ridge and the surrounding area experienced an extremely damaging hailstorm. In 2016, the Building Division processed a total of 1,597 building permits, of which 231 were for residential re-roofs. Conservatively, staff is estimating approximately 6,000 residential re-roof permits will be processed in 2017 and an additional 2,000 in 2018.

To respond to the increased volume of permit processing and inspections, the City augmented staff resources through the City's contract inspection firm, Charles Abbott and Associates (CAA). CAA is providing an additional 4-6 inspectors and 2-4 permit technicians on a daily basis. A supplemental budget appropriation was approved by City Council in the amount of \$841,330 on August 14<sup>th</sup> to pay for these contract services. Staff estimates an additional \$200,000 will be required for building division contract services in 2018.

The hailstorm will also increase revenues above what was originally projected for the 2017 budget. Building use tax, auto use tax, building permit fees and contractor license fees are all projected to generate approximately \$2.4 million in revenue to the City in 2017 and approximately \$800,000 in 2018.

### Walmart Closure

The proposed 2018 Budget reflects the closure of Walmart on July 7, 2017, and the associated loss in sales tax revenue. As a result of the closure, City Departments identified over \$500,000 in discretionary spending that was cut from the 2017 Budget. This revenue impact is reflected in the 2017 revenue estimates and the 2018 revenue projections. Regency Centers, the owners of the Applewood Shopping Center where Walmart was located, are actively pursuing retail tenants to backfill the Walmart space; however, the proposed 2018 Budget does not include any revenues from potential new tenants.



### Communications Center Regionalization

The City of Wheat Ridge currently operates a Communication Center to receive and process 911 emergency and non-emergency calls for service for police, fire and emergency medical response. The adjusted 2017 Communications Center (204) budget is \$847,528 plus \$92,434 for medical benefits and \$82,000 for information technology expenses for a total of \$1,021,962. The City currently employs 13.0 FTE to operate the Center.

Regionalization efforts are currently underway to establish the Jefferson County Communications Center Authority (JEFFCOM) for the purposes of creating a single public safety call-taking and dispatch center for a number of police and fire agencies in Jefferson County. The 2018 projected cost for Wheat Ridge to receive services through JEFFCOM is \$644,894, a savings of \$377,068 compared to providing those services locally in Wheat Ridge. In addition, if the Colorado Public Utilities Commission approves a request from the Jefferson County Emergency Communications Authority to increase the monthly emergency telephone charge from \$0.70 to \$1.15 per phone line, Wheat Ridge's annual cost to receive services through JEFFCOM will decrease to \$447,337. This decision will be made by the end of 2017.

For budgeting purposes, the 2018 budget assumes the Wheat Ridge Communication Center will dissolve on June 30, 2018, and those functions will be transferred to JEFFCOM. Therefore, the 2018 budget includes a Communications Center budget for 6-months in the amount of \$393,208 plus \$46,217 for medical benefits and \$56,000 for information technology expenses for a total of \$495,425. In addition, \$322,447 is budgeted in the Police Department Administration (201) budget to pay JEFFCOM for the 6-month period of July 1<sup>st</sup> to December 31<sup>st</sup>.

### Redevelopment Projects

Several commercial redevelopment projects across the City are projected to increase sales and use tax revenues in the next several years. The Corners at Wheat Ridge is currently under construction and the anchor tenant and other retail shops are expected to open after mid-year 2018. The 2018 Budget includes three months of revenues from this project in the amount of \$215,500.

The Applewood Shopping Center is actively revitalizing its Center with new retail tenants. A new Starbucks drive thru and a King Soopers filling station are scheduled to open at the end of 2017. The Center is in negotiation with Hacienda Colorado to locate a restaurant in the Center which will act as an anchor tenant and draw customers from around the Denver metro area. The Center is also actively negotiating with tenants to back-fill the Walmart site. No specific increases to revenues have been included in the proposed 2018 Budget because of these projects but additional revenues can be anticipated starting in 2019.

The Clear Creek Crossing project is currently under review and the developer is actively marketing the site for potential tenants to include retail, residential, office, hospitality and entertainment. It is unknown at this time what the potential revenue generation will be from this development. However, it is expected to be lower than originally projected since Walmart pulled out of the project. No specific increases to revenues have been included in the proposed 2018

budget for this project. If the project continues to progress on schedule, 2019 would be the first fiscal year the City may receive new revenue as a result of this project.

### **WHEAT RIDGE 2035 VISION TOPICS AND SMART GOALS**

The Mayor, City Council and staff work together periodically to develop and update a strategic plan that includes a vision, goals and priorities. City Council met in the spring of 2017 and developed an updated Vision 2035 to include Vision Topics and Smart Goals. Staff used the most current vision topics to guide the development and prioritize projects for the 2018 Budget.

#### **Vision Topics:**

1. Wheat Ridge is an attractive and inviting City
2. Wheat Ridge is a community for families
3. Wheat Ridge has a choice of economically viable commercial areas
4. Wheat Ridge has diverse transportation
5. Wheat Ridge is committed to environmental stewardship
6. Wheat Ridge residents enjoy an active, healthy lifestyle
7. Wheat Ridge residents are proud of their hometown

Council's Smart Goals are outlined in the Budget in Brief section of this document. The proposed 2018 Budget includes several priority expenditures that play an important role in helping the City achieve the strategic vision.

#### **Strategic Priorities:**

- Urban renewal funding for Renewal Wheat Ridge (RWR) projects \$300,000 (105 to RWR)
- Enhanced Sales Tax Incentive Program (ESTIP)/Tax Increment Financing (TIF) \$550,000 (105)
- Ridge at 38 public events \$140,000 (105 to Localworks)
- Wheat Ridge Business District (WRBD) grant program \$45,000 (105 to WRBD)
- Live Local events \$50,000 (105 to Localworks)
- Building up Business Loan Program (BUBL) \$25,000 (105 to Localworks)
- 44<sup>th</sup> Avenue Corridor marketing efforts \$7,500 (105)
- 29<sup>th</sup> Avenue Marketplace marketing efforts \$5,000 (105)
- 38<sup>th</sup> Avenue marketing \$30,000 (105 to Localworks)
- Neighborhood Revitalization Strategy update \$77,500 (106 and 105 to Localworks)
- Kipling/I-70 Corridor planning effort \$150,000 (121)
- Wadsworth reconstruction project \$2.45 million (CIP)
- Clear Creek Crossing hook ramps \$9.75 million (2E)
- Gold Line station public infrastructure \$2.0 million (2E)
- Preventative street maintenance \$2.0 million (CIP)
- Prospect Park improvements \$2.4 million (OS)
- Anderson Park renovation \$2.62 million (OS, CTF, 2E)
- Recreation Center maintenance \$115,000 (CTF)

- Traffic Safety, Life Quality and Crime Reduction (TLC) Program \$40,000 (105 to WR2020)
- Home Investment Loan Program (HIP) \$25,000 (105 to WR2020)
- ADA improvements citywide \$50,000 (CIP)
- Large-item pickup program \$5,000 (303)
- New street sweeper \$201,000 (303)
- Historic building management and maintenance \$78,699 (625)
- Wheat Ridge 50<sup>th</sup> Anniversary planning \$20,000 (102 and 105 to Localworks)
- Carnation Festival contribution \$80,000 staff overtime \$25,500 (102)
- Citizen Survey \$35,000 (111)
- Citizen Academy \$5,000 (111)

In 2016 City Council appointed a Citizen Review Committee to make recommendations for contributions to outside agencies. Following are the Committee's recommendations for 2018:

- Senior Resource Center (SRC) circulator bus \$25,600 (102)
- Arvada Food Bank \$11,300 (102)
- The Action Center \$2,200 (102)
- Audio Information Network \$1,400 (102)
- Court Appointed Special Advocates \$2,900 (102)
- Colorado Senior Connections \$4,600 (102)
- Family Tree \$4,400 (102)
- Friends of Paha \$1,100 (102)
- Institute for Environmental Solutions \$1,600 (102)
- Jefferson County Library Foundation \$1,600 (102)
- Wheat Ridge Community Foundation \$7,100 (102)
- Wheat Ridge Optimist Club \$1,200 (102)
- Wheat Ridge High School STEAM \$17,200 (102)
- Feed the Future Backpack Program \$8,000 (102)
- Regional Air Quality \$2,600 (102)
- Exempla Lutheran Leaves of Hope event \$3,800 (102)
- Jefferson Center for Mental Health \$3,100 (102)
- Wheat Ridge High School Farmers 5000 \$2,500 (102)
- Wheat Ridge Active Transportation Advisory Committee \$1,100 (102)
- Outdoor Lab Foundation \$19,400 (102)

### **Priority Based Budgeting**

In 2017, the City embarked on year six of the Priority Based Budgeting (PBB) process. The City has received national recognition and interest from other local governments who are considering switching to a priority-driven budget. The City engaged the Center for Priority Based Budgeting in 2012 to facilitate the transition from a more traditional incremental budgeting process to a priority-driven budgeting process. The Center's mission is to "lead communities to fiscal health

and wellness.” Priority Based Budgeting is another tool that will allow the City’s management team to improve the programs and services provided by aligning resource allocation with the results the City is working to achieve.

The primary area that we continue to integrate into the budget process is the focus on budget variances. Budget variances generally occur because certain line items must be budgeted based on projected use such as staffing, fuel, and utilities. However, circumstances such as employee turnover, the weather or the economy dictate what those true expenditures will be on an annual basis. For example, if we experience an unusually bad winter or fuel prices skyrocket, mid-year supplemental budget appropriations may be required.

In addition to continuing the variance exercise for development of the 2018 Budget, staff added a contingency reduction exercise. Included in the City Manager’s Budget is a management contingency fund in the amount of \$100,000. In the past, contingency funds have been budgeted for carrying out policy direction by City Council that may not be planned for at the time of budget development. An example of this would be engineering or design work required for a public project.

Overall, for the 2018 Budget, departmental budget requests were reduced by approximately \$657,000 in order to fund those expenses that were considered critical to meeting the City’s defined results. Collectively, the variance and contingency fund tools have played an important role in the continued integration of a priority-driven budget system. This process has enabled staff to look at the budget data through a different lens.

## **DEBT**

At the regular general election held on November 8, 2016, the electorate of the City approved ballot question 2E, which temporarily increased the sales and use tax levied by the City by one-half of one percent (3% to 3.5%) for up to 12 years. It also authorized the issuance of debt to finance City investment in public infrastructure to facilitate economic development opportunities. Sales and use tax revenue bonds were issued on May 2, 2017 to finance four specific City investments including Anderson Park, Wadsworth Boulevard, Wheat Ridge Ward Gold Line station development and the Clear Creek Crossing development.

The par amount of the bond issue was \$30,595,000 with a net premium of \$2,687,079 for a total of \$33,282,079. Of this amount \$33 million was deposited into Fund 31 for the four specific City investments, \$152,975 was allocated for the underwriter’s discount and \$129,104 for costs associated with the bond issue. The maximum repayment cost of the bonds will not exceed \$38,500,000 and maximum annual repayment cost will not exceed \$3,700,000. In the proposed budget, \$3,505,300 is budgeted for the 2018 annual debt service.

Ballot question 2E restricted the increase of taxes in the 2017 fiscal year to \$3,700,000 and by whatever additional amount is received for the 11 years thereafter. Due to an increase in use tax revenues from the May 8 hailstorm, staff estimates 2E revenues will total \$3,895,627 in 2017, which is \$195,672 more than allowed. If actual revenues are higher than the \$3,700,000

restriction, staff will provide recommendations at a later date to City Council on how to refund the excess tax revenue to Wheat Ridge residents. Additional information about the 2E ballot question and Fund 31 can be found behind the 2E Fund tab in this notebook.

Additionally, the City has the following long-term financial obligations:

#### Renewal Wheat Ridge

The City's Urban Renewal Authority (Renewal Wheat Ridge), is a component unit of the City. Renewal Wheat Ridge provided a loan in the amount of \$2.455 million for the Kipling Ridge commercial center development at 38<sup>th</sup> and Kipling. The term of this loan expires in 2023 and will be paid from sales and property tax incremental revenue from the Kipling Ridge project. The balance of the loan as of December 31, 2017, will be \$2.010 million.

#### Community Solar Garden

On March 23, 2015, the City entered into an agreement to purchase electric generating capacity in a solar garden. The agreement was funded on April 13, 2015, with a lease agreement for \$800,000. The solar power capacity is recorded as capital assets in the amount of \$776,628. A portion of the loan proceeds was used to pay issuance costs of \$23,372. Annual payments of \$80,167.08, including principal and interest accruing at 5.75%, are due through May 1, 2030. As of December 31, 2017, the City has a capital lease outstanding amount of \$707,215. For its participation, the City receives energy credits from Xcel to be used to pay this lease and against energy consumption at various facilities.

#### Fruitdale School Lofts

In 2016, the City Council approved a loan in the amount of \$2.585 million from General Fund reserves to the Fruitdale School Partners. The loan was for the redevelopment of the Fruitdale School property into a mix of 16 market-rate and income-restricted rental housing units. Fruitdale School Partners are scheduled to pay back \$1.9 million of the loan in 2018. The remaining \$685,000 will be paid over a 40-year period and, until that time, will remain as a restricted balance in the General Fund reserves.

### **COMPENSATION, BENEFITS AND STAFFING**

Personnel-related expenses account for the largest portion of the City's Budget; therefore, maintaining this investment is a high priority. In 2013, the City launched a new compensation plan for full-time/part-time benefited employees that is financially sustainable and is a plan that will help the City recruit and retain top talent. Additionally, the compensation plan is market-based and fully aligned with the Performance Management Project (PMP) that has culminated in the full implementation of a pay-for-performance system. The City's pay-for-performance model is consistent with the culture and commitment to A.C.T.I.O.N! – the City's core values of Accountability – Change – Teamwork – Integrity – Opportunity – Now! It is important for the City to reward employees who exemplify these core values and who help achieve the City's strategic results.

The compensation plan consists of two sub plans 1) a pay-for-performance open range plan, which includes civilian and police sergeants and higher ranks, and 2) a sworn step plan, which includes police officer I and II positions. Employees will be eligible for a performance increase on January 1, 2018, based on how well they meet the core values and competencies of the PMP system.

The pay-for-performance budget is determined on an annual basis according to what comparable organizations are providing and what the City can afford for that fiscal year. The City will conduct the next biennial market review in 2018. The proposed 2018 budget includes \$450,000 in the Central Charges budget to fund performance increases for both sub plans. The updated plan is under development and will be included in the final budget document.

The City continues to provide a competitive benefits package to employees that includes medical, dental, life and disability benefits. Throughout the year, staff works closely with the City's benefit broker, IMA, to ensure that the City is controlling benefit costs while still providing a competitive benefits package to its employees, which is a vital part of the City's total compensation approach to pay.

The City currently provides Kaiser Permanente plans for employee medical benefits. Medical premiums will increase by only 2.6% for 2018. There are several key factors that play a role in calculating the City's health care premium renewal. The City's Wellness Program is a positive contributing factor to the minimal premium increase. Historically, the City's premium increases ranged from 10 – 15%, which continues to be the market average. The City will continue to encourage enrollment and active participation in the Wellness Program. There will be no increases to the dental and minimal increases to life and short-term disability premiums in 2018.

In 2018, the City will continue to offer the High Deductible Health Plan (HDHP) and the Deductible HMO (DHMO) added in 2017. The HDHP plan was added in 2013 and is a consumer model of health care paired with a Health Savings Account (HSA). The goal of the consumer-driven HDHP and DHMO is to encourage employees to manage costs through effective use of health care.

The 2018 staffing level will increase by a net of 5.5 FTE's for a total of 243.375 FTE's in all funds.

### **General Fund**

#### **1.0 FTE Human Resources Technician – Administrative Services**

This position is currently a 30-hour/week temporary, benefited employee and the request is to change it to a full-time 40-hour/week permanent, benefited employee. The net impact is an increase of 1.0 FTE but with a minimal budget increase of approximately \$1,500.

The Human Resources Division is currently staffed with three human resources positions. Organizations in the Denver metro area, similar to the size of Wheat Ridge, are staffed with four

to six human resources positions. Best practices in human resources management recommend that an organization should dedicate 1.26 human resources employees to every 100 employees in the organization. Based on the number of full-time, part-time and seasonal intermittent workers (approximately 400) the City currently employees, the Human Resources Division should have at least five positions to adequately support the organization.

#### **1.0 FTE Buyer II – Administrative Services**

This position is currently a 0.5 FTE benefited Purchasing Technician and the request is to replace it with a 1.0 FTE benefited Buyer II. The net impact is an increase of 0.5 FTE and a budget increase of approximately \$30,000.

All formal procurement work is currently the responsibility of the Purchasing and Contracting Agent, with task assistance provided by the Purchasing Technician. Even with the recent increase to purchasing and approval thresholds, the number of formal bids, RFP's and RFQ's performed by the City requires the Purchasing and Contracting Agent to commit to an inappropriate amount of overtime hours to complete the work. This increase in staffing will improve purchasing and contracting support to the City's internal and external customers, allow for more complete office coverage during the day and for vacations and other leave, and will allow the Purchasing Division to participate in regional purchasing organizations more fully.

#### **0.5 FTE Pool Manager – Parks and Recreation**

This position is currently a 0.5 FTE benefited Pool Manager budgeted in the Recreation Center Fund. The request is to increase it to a 1.0 FTE benefited Pool Manager with the increase budgeted in the General Fund. The net impact is an increase of 0.5 FTE and a budget increase of approximately \$32,000.

This position is being requested to support the Department's goal to strengthen the organizational structure in the Aquatics Division, in addition to reducing overtime and extra hour costs that are currently necessary to operate the outdoor pool. This position will help maintain a safe aquatic facility by providing consistent leadership, while offering exceptional customer service to patrons.

#### **0.5 FTE Recreation Leader – Parks and Recreation**

This position is currently a 0.5 FTE benefited Recreation Leader in the Athletics Division and performs additional duties on a temporary pay basis as a Sun Camp Therapeutic Recreation Leader, Therapeutic Recreation Leader, Sun Camp Specialist and Licensed Pre-school Specialist. The request is to increase this position to a 1.0 FTE benefited Recreation Leader. The net impact is an increase of 0.5 FTE and a budget increase of less than \$1,000.

This request strengthens the mission of the Parks and Recreation Department in providing exceptional programs that enhance opportunities for personal growth, well-being and healthy lifestyles. This request also supports the Department's goal of strengthening organizational structure and systems.



### **1.0 FTE Police Officer II – Police Department**

On January 1, 2017, the Police Department implemented a patrol staffing plan to create a new overlapping shift, based on call for service data. This shift puts more police officers on duty during the peak hours of service. As a result, an additional sergeant position was created from an existing police officer position to provide additional supervision for this new shift. This requested position will replace the police officer position that was promoted to a sergeant. The net impact is an increase of 1.0 FTE and a budget increase of approximately \$74,616.

### **1.0 FTE Records Management Specialist – Police Department**

When the Wheat Ridge Police Department Communications Center is dissolved and transferred to JEFFCOM, some duties performed by the Communications Center will still be required to be performed by Wheat Ridge staff. Some of those duties include coordination with the Colorado Crime Information Center (CCIC), call-handling for administrative issues and routing of non-emergency calls and CCIC and National Crime Information Center (NCIC) data entry. This position will provide the additional staffing in the Police Department Records Division to fulfill these duties. The net impact is an increase of 1.0 FTE and a budget increase of approximately \$57,880.

### **1.0 FTE Maintenance Worker II – Public Works**

This position will assist in the ever-growing demand for Public Works services including citywide graffiti removal, asphalt patching, snow and ice control, street sweeping, storm sewer cleaning, traffic sign and signal repair and maintenance, maintenance and repair of City-owned bus benches and shelters and the increasing number of City-owned LED street and pedestrian lights, maintenance of bicycle lane pavement markings, placement of speed trailers, installation of street banners and assistance at public events and festivals. Most importantly, this position will provide an additional staff member for snow and ice events which will provide for a safer three, 8-hour shift crew rotation. The net impact is an increase of 1.0 FTE and a budget increase of approximately \$48,390.

### **Eliminated Positions:**

#### **0.5 FTE Purchasing Technician – Administrative Services**

This allocated FTE is requested to be replaced with a 1.0 FTE Buyer II.

13.0 FTE Communications Center positions will be eliminated when the Communications Center dissolves and is transferred to JEFFCOM. This transfer of employees to JEFFCOM is expected to occur sometime between January 1, 2018 and June 30, 2018. These FTEs are still included in the proposed 2018 Budget.

In the back of the Staffing section of this book you will find a proposed Five-Year Staffing Plan for 2019 to 2023. Over the last decade we have done our best to provide a level of service expected by City Council and the community. The City has typically operated with a very lean staff; however, as community expectations change we must ensure the City has adequate staffing to meet those demands. This Plan will be evaluated annually to determine the most cost-effective way to continue providing exceptional customer service and quality programs.

**RECOMMENDATIONS:**

Adopt the 2018 Budget as proposed.

**RECOMMENDED MOTION:**

“I move to approve Resolution No. 38-2017, a resolution adopting the City Budget and appropriating sums of money to the various funds and spending agencies in the amounts specified for the City of Wheat Ridge, Colorado for the 2018 Budget Year.”

Or,

“I move to postpone indefinitely Resolution No. 38-2017, a resolution adopting the City Budget and appropriating sums of money to the various funds and spending agencies in the amounts specified for the City of Wheat Ridge, Colorado for the 2018 Budget Year for the following reason(s) \_\_\_\_\_.”

**REPORT PREPARED/REVIEWED BY:**

Heather Geyer, Administrative Services Director

Patrick Goff, City Manager

**Attachments:**

1. Resolution No. 38-2017
2. Revised 2018 Proposed Revenues & Expenditures Summary

**CITY OF WHEAT RIDGE, COLORADO**  
**RESOLUTION NO. 38**  
Series of 2017

**TITLE: A RESOLUTION ADOPTING THE CITY BUDGET AND APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES FOR THE CITY OF WHEAT RIDGE, COLORADO, FOR THE 2018 BUDGET YEAR**

**WHEREAS**, the City of Wheat Ridge annual budget for the fiscal year 2018 has been established and public hearings and meetings have been held after duly published public notices; and

**WHEREAS**, the budget provides for the combination of revenues and excess fund balance reserves equal to or greater than the total proposed expenditures as set forth in said budget in the total amount of \$65,573,913 which includes the following funds:

1.	Fund 01 - General Fund	\$36,416,926
2.	Fund 12 - Public Art Fund	\$20,000
3.	Fund 17 - Police Investigation Fund	\$25,000
4.	Fund 30 - Capital Improvement Fund	\$6,425,000
5.	Fund 31 - 2E Investing 4 the Future Fund	\$17,425,300
6.	Fund 32 - Open Space Fund	\$3,448,758
7.	Fund 33 - Municipal Court Fund	\$33,000
8.	Fund 54 - Conservation Trust Fund	\$750,000
9.	Fund 57 - Equipment Replacement Fund	\$179,107
10.	Fund 63 - Crime Prevention Fund	\$515,147
11.	Fund 64 - Recreation Center Operation Fund	<u>\$2,535,675</u>

Total: \$67,773,913

Less Transfers: (\$ 2,200,000)

**Total Expenditures: \$65,573,913**

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Wheat Ridge, Colorado, that the City of Wheat Ridge total budget as stated in the Resolution be hereby approved, adopted, and appropriated for the entire fiscal period beginning January 1, 2018 and ending December 31, 2018.

**DONE AND RESOLVED THIS** \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Joyce Jay, Mayor

ATTEST:

\_\_\_\_\_  
Janelle Shaver, City Clerk

Attachment 1

## Budget Summary by Fund

	Beginning Balance (1/1/18)	+	Revenues	=	Funds Available	-	Expenses	=	Fund Balance (12/31/18)
<b>Operating Funds</b>									
General	\$10,795,244	+	\$34,037,540	=	\$44,832,784	-	\$36,416,926	=	\$8,415,858
<b>Total Operating Funds</b>	<b>\$10,795,244</b>	<b>+</b>	<b>\$34,037,540</b>	<b>=</b>	<b>\$44,832,784</b>	<b>-</b>	<b>\$36,416,926</b>	<b>=</b>	<b>\$8,415,858</b>
<i>Unrestricted Fund Balance</i>									<b>\$6,442,075</b>
									<b>18.8%</b>
<b>Capital Funds</b>									
Capital Improvement Program	\$978,376	+	\$5,456,000	=	\$6,434,376	-	\$6,425,000	=	\$9,376
<b>Total Capital Funds</b>	<b>\$978,376</b>	<b>+</b>	<b>\$5,456,000</b>	<b>=</b>	<b>\$6,434,376</b>	<b>-</b>	<b>\$6,425,000</b>	<b>=</b>	<b>\$9,376</b>
<b>Special Revenue Funds</b>									
Public Art Fund	\$95,935	+	\$111,530	=	\$207,465	-	\$20,000	=	\$187,465
Police Investigation	\$49,019	+	\$50	=	\$49,069	-	\$25,000	=	\$24,069
Open Space	\$327,547	+	\$3,682,000	=	\$4,009,547	-	\$3,448,758	=	\$560,789
Municipal Court	\$83,327	+	\$27,590	=	\$110,917	-	\$33,000	=	\$77,917
Conservation Trust	\$479,979	+	\$320,500	=	\$800,479	-	\$750,000	=	\$50,479
Equipment Replacement	\$260,351	+	\$3,300	=	\$263,651	-	\$179,107	=	\$84,544
Crime Prevention/Code Enforcement Fund	\$426,736	+	\$509,000	=	\$935,736	-	\$515,147	=	\$420,589
Recreation Center	\$480,002	+	\$2,272,366	=	\$2,752,368	-	\$2,535,675	=	\$216,693
<b>Total Special Revenue Funds</b>	<b>\$2,202,896</b>	<b>+</b>	<b>\$6,926,336</b>	<b>=</b>	<b>\$9,129,232</b>	<b>-</b>	<b>\$7,506,687</b>	<b>=</b>	<b>\$1,622,545</b>
<b>2E Investing 4 the Future</b>									
2E Bond Expenditures	\$33,156,876		\$4,166,308		\$37,323,184		\$13,920,000		\$19,897,884
2E Debt Service	\$0		\$0		\$0		\$3,505,300		\$0
<b>Total 2E Investing 4 the Future</b>	<b>\$33,156,876</b>	<b>+</b>	<b>\$4,166,308</b>	<b>=</b>	<b>\$37,323,184</b>	<b>-</b>	<b>\$17,425,300</b>	<b>=</b>	<b>\$19,897,884</b>
Total Operating Funds	\$10,795,244	+	\$34,037,540	=	\$44,832,784	-	\$36,416,926	=	\$8,415,858
Total Capital Funds	\$978,376	+	\$5,456,000	=	\$6,434,376	-	\$6,425,000	=	\$9,376
Total Special Revenue Funds	\$2,202,896	+	\$6,926,336	=	\$9,129,232	-	\$7,506,687	=	\$1,622,545
Total Investing 4 the Future	\$33,156,876		\$4,166,308		\$37,323,184		\$17,425,300		\$19,897,884
(Less Transfers)		+	(\$2,200,000)	=	(\$2,200,000)	-	(\$2,200,000)	=	
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$47,133,392</b>	<b>+</b>	<b>\$48,386,184</b>	<b>=</b>	<b>\$95,519,576</b>	<b>-</b>	<b>\$65,573,913</b>	<b>=</b>	<b>\$29,945,663</b>
<b>GRAND TOTAL LESS BOND AND DEBT</b>									
	\$13,976,516		\$44,219,876		\$58,196,392		\$48,148,613		\$10,047,779

## General Fund Revenues

	2016 Actual	2017 Adjusted	2017 Estimated	2018 Proposed
<b>SALES TAXES</b>				
Sales Tax	\$18,314,163	\$19,323,200	\$18,489,408	\$18,619,038
Sales Tax Audit Revenue	\$359,356	\$477,000	\$100,000	\$275,000
TIF - Wheat Ridge Cyclery	\$72,017	\$40,000	\$0	\$0
ESTIP - Liquid Art Works (Colorado Plus)	\$21,568	\$24,000	\$5,013	\$0
ESTIP - Muscle Masster	\$6,143	\$0	\$0	\$0
ESTIP - Walrus (West 29th Ave Rest)	\$3,548	\$0	\$0	\$0
TIF - Kipling Ridge	\$475,996	\$500,000	\$540,000	\$550,000
TIF WR Corners	\$0	\$0	\$0	\$215,500
<b>TOTAL SALES TAXES</b>	<b>\$19,252,792</b>	<b>\$20,364,200</b>	<b>\$19,134,421</b>	<b>\$19,659,538</b>
<b>OTHER TAXES</b>				
Real Property Tax	\$848,612	\$852,198	\$877,763	\$904,096
Liquor Occupational Tax	\$30,600	\$62,000	\$78,596	\$78,596
Auto Ownership Tax	\$68,550	\$68,000	\$76,776	\$65,000
Xcel Franchise Tax	\$1,189,354	\$1,200,000	\$1,300,000	\$1,300,000
Telephone Occupation Tax	\$462,567	\$440,000	\$461,052	\$451,440
Lodgers Tax	\$726,275	\$720,000	\$798,902	\$790,000
Admissions Amusement Tax	\$43,549	\$41,000	\$42,000	\$42,000
<b>TOTAL OTHER TAXES</b>	<b>\$3,369,507</b>	<b>\$3,383,198</b>	<b>\$3,635,089</b>	<b>\$3,631,132</b>
<b>USE TAXES</b>				
Use Tax - Retail/Professional	\$845,583	\$845,000	\$891,051	\$914,218
Use Tax - Building	\$757,682	\$1,000,000	\$2,050,000	\$1,400,000
Use Tax - Auto	\$1,655,292	\$1,700,000	\$2,069,115	\$1,700,000
<b>TOTAL USE TAXES</b>	<b>\$3,258,557</b>	<b>\$3,545,000</b>	<b>\$5,010,166</b>	<b>\$4,014,218</b>
<b>LICENSE</b>				
Amusement Machine License	\$6,600	\$5,760	\$6,200	\$6,000
Arborist License	\$1,475	\$1,700	\$1,700	\$1,725
Contractors License	\$137,909	\$120,000	\$160,000	\$120,000
Liquor License Fee	\$14,923	\$16,500	\$13,300	\$15,500
Building Permits	\$503,297	\$607,000	\$1,800,000	\$1,000,000
Street Cut Permits	\$252,586	\$200,000	\$195,000	\$205,000
Cable TV Permits	\$398,353	\$365,000	\$390,000	\$390,000
Elevator Inspection Fees	\$28,290	\$0	\$0	\$0
Pawn Shop License Fees	\$10,000	\$10,000	\$10,000	\$10,000
Business License Fees	\$104,157	\$112,000	\$110,000	\$106,865
<b>TOTAL LICENSE</b>	<b>\$1,457,590</b>	<b>\$1,437,960</b>	<b>\$2,686,200</b>	<b>\$1,855,090</b>

## General Fund Revenues

	2016 Actual	2017 Adjusted	2017 Estimated	2018 Proposed
Cigarette Tax	\$89,193	\$85,000	\$88,000	\$85,000
County Road and Bridge	\$285,584	\$280,000	\$290,000	\$280,000
Arvada Ridge Redevelopment	\$100,000	\$100,000	\$100,000	\$100,000
Highway Users Tax	\$970,880	\$1,050,000	\$1,045,761	\$1,050,000
Motor Vehicle Registration	\$122,274	\$122,000	\$140,000	\$135,000
Wheat Ridge Fire Radio	\$17,725	\$0	\$0	\$0
E911 Reimbursements	\$41,158	\$40,000	\$19,749	\$0
EPA Brownfields Grant	\$37,511	\$26,265	\$31,176	\$0
Police - CATPA Auto Theft Grant	\$77,477	\$85,000	\$85,000	\$80,000
Police - Seat Belt Safety Grant	\$1,500	\$2,500	\$2,500	\$3,000
Police - Drug Overtime Grant	\$25,194	\$20,000	\$20,000	\$10,000
Police - Byrne Grant	\$11,454	\$11,288	\$11,288	\$10,178
Police - Child Safety Grant	\$0	\$3,000	\$3,000	\$1,675
Police - Ballistic Vest Grant	\$5,937	\$10,000	\$10,000	\$0
Police - LEAF Grant	\$13,191	\$18,000	\$18,000	\$10,000
Police-HVIDE	\$15,848	\$21,000	\$21,000	\$15,000
Police - POST Grant	\$10,476	\$7,000	\$7,000	\$0
Jeffco Public Health Grant	\$0	\$5,000	\$5,000	\$0
Colorado Health Foundation Grant	\$0	\$0	\$0	\$5,000
HEAL Grant	\$4,000	\$0	\$0	\$0
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$1,829,402</b>	<b>\$1,886,053</b>	<b>\$1,897,474</b>	<b>\$1,784,853</b>
<b>SERVICES</b>				
Zoning Applications	\$56,148	\$100,000	\$50,000	\$75,000
Planning Reimbursement Fees	\$712	\$3,000	\$3,000	\$3,000
Engineering Fees	\$38,857	\$17,000	\$17,000	\$25,000
Misc. Zoning Fees	\$924	\$2,000	\$675	\$750
Plan Review Fees	\$215,946	\$205,000	\$205,000	\$250,000
Pavilion/Park Rental Revenue	\$27,622	\$26,000	\$25,400	\$26,000
Athletics Revenue	\$107,153	\$100,775	\$85,127	\$86,480
Active Adult Center Revenue	\$173,130	\$197,550	\$194,550	\$198,050
Parks Historic Facilities	\$30,230	\$20,000	\$22,000	\$24,000
Gen. Prog. Revenue	\$155,225	\$163,500	\$164,725	\$170,394
Anderson Building Revenue	\$12,018	\$10,000	\$12,000	\$5,000
Outdoor Swimming Fees	\$153,876	\$149,600	\$140,000	\$150,000
Retail Marijuana Fees	\$178,249	\$182,500	\$165,000	\$180,000
Police Report Fees	\$13,406	\$15,000	\$12,000	\$15,000
Pawn Shop Ticket Fees	\$23,014	\$24,000	\$20,000	\$24,000
Sex Offender Registration	\$6,755	\$7,400	\$6,500	\$6,800
Police Drug Destruction Fees	\$150	\$200	\$165	\$175
Police Fees	\$4,379	\$4,500	\$4,000	\$4,100
Police Duty Reimbursement	\$42,103	\$81,560	\$81,560	\$81,560
<b>TOTAL SERVICES</b>	<b>\$1,239,896</b>	<b>\$1,309,585</b>	<b>\$1,208,702</b>	<b>\$1,325,309</b>
<b>FINES &amp; FORFEITURES</b>				
Municipal Court Fines	\$104,037	\$110,000	\$98,000	\$100,000
Nuisance Violations Fees	\$32,287	\$45,000	\$35,000	\$40,000
Handicap Parking Fees	\$960	\$750	\$750	\$900
Traffic	\$533,928	\$550,000	\$460,000	\$500,000
General	\$40,804	\$50,000	\$40,000	\$45,000
Other	\$9,409	\$10,000	\$8,000	\$10,000
Parking	\$3,240	\$4,000	\$2,500	\$3,500
No Proof of Insurance	\$22,081	\$16,500	\$20,000	\$20,000
<b>TOTAL FINE &amp; FORFEITURES</b>	<b>\$746,746</b>	<b>\$786,250</b>	<b>\$664,250</b>	<b>\$719,400</b>

## General Fund Revenues

	2016 Actual	2017 Adjusted	2017 Estimated	2018 Proposed
<b>INTEREST</b>				
Interest Earnings	\$51,251	\$50,000	\$47,500	\$51,000
<b>TOTAL INTEREST</b>	<b>\$51,251</b>	<b>\$50,000</b>	<b>\$47,500</b>	<b>\$51,000</b>
<b>OTHER</b>				
Hail Storm Insurance Proceeds	\$0	\$0	\$1,500,000	\$500,000
Cable Peg Fees	\$41,225	\$38,000	\$42,000	\$42,000
Xcel Solar Garden Credits	\$71,377	\$60,000	\$55,000	\$60,000
Other Financing Sources	\$0	\$0	\$0	\$0
Miscellaneous Income	\$361,338	\$417,155	\$375,000	\$395,000
<b>TOTAL OTHER</b>	<b>\$473,940</b>	<b>\$515,155</b>	<b>\$1,972,000</b>	<b>\$997,000</b>
<b>Total General Fund</b>	<b>\$31,679,681</b>	<b>\$33,277,401</b>	<b>\$36,255,802</b>	<b>\$34,037,540</b>
<b>Transfers In</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Fund Balance Carryover</b>	<b>\$8,951,966</b>	<b>\$8,068,070</b>	<b>\$8,185,168</b>	<b>\$10,795,244</b>
<b>Total Funds Available</b>	<b>\$40,631,647</b>	<b>\$41,345,471</b>	<b>\$44,440,970</b>	<b>\$44,832,784</b>



## General Fund Expenditures

	2016 Actual	2017 Adjusted	2017 Estimated	2018 Proposed
<b>Legislative</b>				
Legislative Services	\$419,611	\$457,419	\$455,666	\$488,583
<b>Total</b>	<b>\$419,611</b>	<b>\$457,419</b>	<b>\$455,666</b>	<b>\$488,583</b>
<b>City Manager's Office</b>				
City Manager	\$313,025	\$296,941	\$306,829	\$382,776
Economic Development	\$1,512,403	\$1,621,912	\$1,648,112	\$1,649,112
<b>Total</b>	<b>\$1,825,428</b>	<b>\$1,918,853</b>	<b>\$1,954,941</b>	<b>\$2,031,888</b>
<b>City Attorney</b>				
City Attorney	\$276,659	\$300,000	\$300,000	\$303,000
<b>Total</b>	<b>\$276,659</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$303,000</b>
<b>City Clerk's Office</b>				
City Clerk	\$139,950	\$153,727	\$152,027	\$157,727
<b>Total</b>	<b>\$139,950</b>	<b>\$153,727</b>	<b>\$152,027</b>	<b>\$157,727</b>
<b>City Treasurer</b>				
City Treasurer	\$44,110	\$43,878	\$43,128	\$43,878
<b>Total</b>	<b>\$44,110</b>	<b>\$43,878</b>	<b>\$43,128</b>	<b>\$43,878</b>
<b>Central Charges</b>				
Central Charges	\$2,836,896	\$2,982,998	\$3,172,375	\$4,266,959
<b>Total</b>	<b>\$2,836,896</b>	<b>\$2,982,998</b>	<b>\$3,172,375</b>	<b>\$4,266,959</b>
<b>Municipal Court</b>				
Municipal Court	\$882,012	\$930,745	\$903,746	\$989,222
<b>Total</b>	<b>\$882,012</b>	<b>\$930,745</b>	<b>\$903,746</b>	<b>\$989,222</b>
<b>Administrative Services</b>				
Administration	\$397,431	\$395,572	\$407,096	\$501,915
Public Information	\$231,868	\$320,406	\$301,762	\$280,680
Finance	\$290,547	\$289,536	\$292,540	\$297,715
Human Resources	\$565,589	\$573,703	\$585,619	\$611,633
Sales Tax	\$233,120	\$290,062	\$263,033	\$272,695
Purchasing and Contracting	\$121,123	\$126,342	\$129,180	\$151,976
Information Technology	\$1,655,530	\$1,926,198	\$1,934,939	\$1,770,220
<b>Total</b>	<b>\$3,495,208</b>	<b>\$3,921,819</b>	<b>\$3,914,169</b>	<b>\$3,886,834</b>
<b>Community Development</b>				
Administration	\$215,682	\$213,043	\$223,330	\$246,145
Planning	\$216,544	\$231,533	\$229,836	\$508,784
Building	\$535,673	\$603,458	\$1,197,373	\$868,433
Long Range Planning	\$186,666	\$226,692	\$118,760	\$0
<b>Total</b>	<b>\$1,154,565</b>	<b>\$1,274,726</b>	<b>\$1,769,299</b>	<b>\$1,623,362</b>
<b>Police</b>				
Administration	\$826,557	\$902,810	\$911,770	\$1,637,502
Grants	\$99,792	\$159,117	\$157,190	\$133,904

## General Fund Expenditures

	2016 Actual	2017 Adjusted	2017 Estimated	2018 Proposed
Community Services Team	\$282,043	\$297,148	\$174,603	\$275,198
Communications Center	\$791,642	\$847,528	\$702,673	\$393,208
Crime Prevention Team	\$251,193	\$239,036	\$244,400	\$244,267
Records Team	\$356,770	\$365,609	\$401,025	\$419,143
Training and Accreditation	\$229,215	\$305,329	\$259,725	\$277,095
Patrol	\$4,328,600	\$4,279,414	\$4,329,938	\$4,439,930
Investigations Bureau	\$2,089,034	\$2,159,610	\$2,188,460	\$2,204,393
Crime & Traffic Team	<u>\$435,120</u>	<u>\$456,527</u>	<u>\$474,302</u>	<u>\$476,402</u>
<b>Total</b>	<b>\$9,689,965</b>	<b>\$10,012,128</b>	<b>\$9,844,086</b>	<b>\$10,501,042</b>
<b>Public Works</b>				
Administration	\$150,818	\$151,977	\$155,384	\$192,484
Engineering	\$1,117,828	\$1,127,799	\$1,132,960	\$1,161,934
Operations	<u>\$3,143,898</u>	<u>\$3,516,360</u>	<u>\$3,316,060</u>	<u>\$3,422,918</u>
<b>Total</b>	<b>\$4,412,543</b>	<b>\$4,796,136</b>	<b>\$4,604,404</b>	<b>\$4,777,336</b>
<b>Parks and Recreation</b>				
Administration	\$248,571	\$245,450	\$252,743	\$351,053
Recreation	\$207,953	\$231,120	\$243,403	\$240,600
Parks Maintenance	\$1,386,764	\$1,557,219	\$1,403,821	\$1,829,380
Forestry	\$390,180	\$436,565	\$421,059	\$487,987
Natural Resources	\$232,546	\$346,601	\$304,549	\$187,019
Anderson Building	\$39,558	\$26,373	\$24,700	\$26,529
Athletics	\$181,102	\$189,668	\$191,460	\$202,652
General Programs	\$245,553	\$270,754	\$273,021	\$302,031
Outdoor Pool	\$360,074	\$267,390	\$257,337	\$353,757
Active Adult Center	\$492,171	\$570,544	\$547,178	\$587,737
Historic Buildings	\$84,900	\$81,090	\$73,603	\$78,699
Facility Maintenance	<u>\$407,933</u>	<u>\$452,442</u>	<u>\$439,011</u>	<u>\$499,651</u>
<b>Total</b>	<b>\$4,277,306</b>	<b>\$4,675,216</b>	<b>\$4,431,885</b>	<b>\$5,147,095</b>
<b>Total General Fund</b>	<b>\$29,454,254</b>	<b>\$31,467,645</b>	<b>\$31,545,726</b>	<b>\$34,216,926</b>
<b>Transfers</b>	<b>\$3,065,785</b>	<b>\$2,100,000</b>	<b>\$2,100,000</b>	<b>\$2,200,000</b>
<b>Total With Transfers</b>	<b>\$32,520,039</b>	<b>\$33,567,645</b>	<b>\$33,645,726</b>	<b>\$36,416,926</b>

**REQUEST FOR CITY COUNCIL ACTION**

**TITLE: RESOLUTION NO. 37-2017 – A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2017, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE CITY OF WHEAT RIDGE, COLORADO FOR THE 2018 BUDGET YEAR**

- |   |   |
|---|---|
| <input type="checkbox"/> PUBLIC HEARING         | <input type="checkbox"/> ORDINANCES FOR 1 <sup>ST</sup> READING |
| <input type="checkbox"/> BIDS/MOTIONS           | <input type="checkbox"/> ORDINANCES FOR 2 <sup>ND</sup> READING |
| <input checked="" type="checkbox"/> RESOLUTIONS |   |

QUASI-JUDICIAL: ☐ YES ☒ NO



Administrative Services Director



City Manager

**ISSUE:**

Levying property taxes for the 2017 fiscal year.

**PRIOR ACTION:**

None

**FINANCIAL IMPACT:**

The City's mill levy will be set at 1.830, raising \$1,022,134 in property tax revenue.

**BACKGROUND:**

Section 39-5-128 of the Colorado Revised Statutes (C.R.S.) requires the Jefferson County Assessor to certify to the City the total valuation for assessment of all taxable property located within the territorial limits of the City of Wheat Ridge. The total net assessed valuation for the City for the year of 2017 is \$558,542,989 which is an increase of \$88,859,044 compared to the year of 2016. The City is also required by this same section of the C.R.S. to officially certify the property tax mill levy to the Jefferson County Board of County Commissioners by December 15, 2017. The City's property tax mill levy will remain at 1.830 mills for the 2018 budget, potentially raising \$1,022,134 in property tax revenue, an increase of \$168,904 compared to 2016.

Section 20 of Article X of the Constitution of Colorado, the Taxpayers Bill of Rights (TABOR), restricts increases in property tax revenue to inflation plus local growth (defined as the percentage change in actual value of real property from construction of taxable real property improvements). Wheat Ridge voters exempted the City from this TABOR revenue limitation at the November 2006 election. However, TABOR still restricts the City from raising the property tax mill levy without voter approval unless the mill levy was temporarily reduced in a previous year.

**RECOMMENDATIONS:**

Set the mill levy at 1.830.

**RECOMMENDED MOTION:**

“I move to approve Resolution No. 37-2017, a resolution levying a mill levy of 1.830 on general property taxes for the year 2017, to help defray the costs of government for the City of Wheat Ridge, Colorado for the 2018 budget year.”

Or,

“I move to postpone indefinitely Resolution No. 37-2017, a resolution levying a mill levy of 1.830 on general property taxes for the year 2017, to help defray the costs of government for the City of Wheat Ridge, Colorado for the 2018 budget year for the following reason(s)\_\_\_\_\_.”

**REPORT PREPARED/REVIEWED BY:**

Heather Geyer, Administrative Services Director

Patrick Goff, City Manager

**ATTACHMENTS:**

1. Resolution No. 37-2017
2. 2017 Certification of Valuation from Jefferson County

**CITY OF WHEAT RIDGE, COLORADO**  
**RESOLUTION NO. 37**  
Series of 2017

**TITLE: A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR OF 2017, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE CITY OF WHEAT RIDGE, COLORADO FOR THE 2018 BUDGET YEAR**

**WHEREAS**, the City Council of the City of Wheat Ridge adopted the 2018 annual budget on October 9, 2017 in accordance with the Local Government Budget Law, and;

**WHEREAS**, the amount of money necessary to balance the budget for general operating purposes from real property tax revenue is \$1,022,134, and;

**WHEREAS**, the Local Government Budget Law requires certification of the annual property tax mill levy by December 15, 2017, and;

**WHEREAS**, the total net assessed valuation of all taxable property subject to taxation for the year of 2017 is \$558,542,989 and;

**WHEREAS**, the City for the fiscal year 2017 has determined to levy 1.830 mills on all taxable property within the City;

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WHEAT RIDGE:**

- A. That for the purpose of meeting all general operating expenses of the City of Wheat Ridge during the 2018 budget year, there is hereby levied a tax of 1.830 mills placed upon each dollar of the total valuation of all taxable property within the City of Wheat Ridge for the year 2017.
- B. That the Mayor of the City of Wheat Ridge is hereby authorized and directed to immediately certify to the County Commissioners of Jefferson County, Colorado the mill levy for the City of Wheat Ridge as herein above determined and set.

**DONE AND RESOLVED THIS** \_\_\_\_\_ **day of** \_\_\_\_\_, 2017.

\_\_\_\_\_  
Joyce Jay, Mayor

ATTEST:

\_\_\_\_\_  
Janelle Shaver, City Clerk



## CERTIFICATION OF TAX LEVIES, continued

**THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.).** Taxing entities that are

Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

**CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:**

**BONDS<sup>J</sup>:**

1.      Purpose of Issue: \_\_\_\_\_  
          Series: \_\_\_\_\_  
          Date of Issue: \_\_\_\_\_  
          Coupon Rate: \_\_\_\_\_  
          Maturity Date: \_\_\_\_\_  
          Levy: \_\_\_\_\_  
          Revenue: \_\_\_\_\_
  
2.      Purpose of Issue: \_\_\_\_\_  
          Series: \_\_\_\_\_  
          Date of Issue: \_\_\_\_\_  
          Coupon Rate: \_\_\_\_\_  
          Maturity Date: \_\_\_\_\_  
          Levy: \_\_\_\_\_  
          Revenue: \_\_\_\_\_

**CONTRACTS<sup>K</sup>:**

3.      Purpose of Contract: \_\_\_\_\_  
          Title: \_\_\_\_\_  
          Date: \_\_\_\_\_  
          Principal Amount: \_\_\_\_\_  
          Maturity Date: \_\_\_\_\_  
          Levy: \_\_\_\_\_  
          Revenue: \_\_\_\_\_
  
4.      Purpose of Contract: \_\_\_\_\_  
          Title: \_\_\_\_\_  
          Date: \_\_\_\_\_  
          Principal Amount: \_\_\_\_\_  
          Maturity Date: \_\_\_\_\_  
          Levy: \_\_\_\_\_  
          Revenue: \_\_\_\_\_

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.

## Notes:

<sup>A</sup> **Taxing Entity**—A jurisdiction authorized by law to impose ad valorem property taxes on taxable property located within its territorial limits (please see notes B, C, and H below). For purposes of the DLG 70 only, a taxing entity is also a geographic area formerly located within a *taxing entity's* boundaries for which the county assessor certifies a valuation for assessment and which is responsible for payment of its share until retirement of financial obligations incurred by the *taxing entity* when the area was part of the *taxing entity*. For example: an area of excluded property formerly within a special district with outstanding general obligation debt at the time of the exclusion or the area located within the former boundaries of a dissolved district whose outstanding general obligation debt service is administered by another local government<sup>C</sup>.

<sup>B</sup> **Governing Body**—The board of county commissioners, the city council, the board of trustees, the board of directors, or the board of any other entity that is responsible for the certification of the *taxing entity's* mill levy. For example: the board of county commissioners is the governing board ex officio of a county public improvement district (PID); the board of a water and sanitation district constitutes ex officio the board of directors of the water subdistrict.

<sup>C</sup> **Local Government** - For purposes of this line on Page 1 of the DLG 70, the local government is the political subdivision under whose authority and within whose boundaries the *taxing entity* was created. The local government is authorized to levy property taxes on behalf of the *taxing entity*. For example, for the purposes of this form:

1. a municipality is both the local government and the *taxing entity* when levying its own levy for its entire jurisdiction;
2. a city is the local government when levying a tax on behalf of a business improvement district (BID) *taxing entity* which it created and whose city council is the BID board;
3. a fire district is the local government if it created a subdistrict, the *taxing entity*, on whose behalf the fire district levies property taxes.
4. a town is the local government when it provides the service for a dissolved water district and the town board serves as the board of a dissolved water district, the *taxing entity*, for the purpose of certifying a levy for the annual debt service on outstanding obligations.

<sup>D</sup> **GROSS Assessed Value** - There will be a difference between gross assessed valuation and net assessed valuation reported by the county assessor only if there is a “tax increment financing” entity (see below), such as a downtown development authority or an urban renewal authority, within the boundaries of the *taxing entity*. The board of county commissioners certifies each *taxing entity's* total mills upon the *taxing entity's* Gross Assessed Value found on Line 2 of Form DLG 57.

<sup>E</sup> **Certification of Valuation by County Assessor, Form DLG 57** - The county assessor(s) uses this form (or one similar) to provide valuation for assessment information to a *taxing entity*. The county assessor must provide this certification no later than August 25<sup>th</sup> each year and may amend it, one time, prior to December 10<sup>th</sup>.

<sup>F</sup> **TIF Area**—A downtown development authority (DDA) or urban renewal authority (URA), may form plan areas that use “tax increment financing” to derive revenue from increases in assessed valuation (gross minus net, Form DLG 57 Line 3) attributed to the activities/improvements within the plan area. The DDA or URA receives the differential revenue of each overlapping *taxing entity's* mill levy applied against the *taxing entity's* gross assessed value after subtracting the *taxing entity's* revenues derived from its mill levy applied against the net assessed value.

<sup>G</sup> **NET Assessed Value**—The total taxable assessed valuation from which the *taxing entity* will derive revenues for its uses. It is found on Line 4 of Form DLG 57.

<sup>H</sup> **General Operating Expenses (DLG 70 Page 1 Line 1)**—The levy and accompanying revenue reported on Line 1 is for general operations and includes, in aggregate, all levies for and revenues raised by a *taxing entity* for purposes not lawfully exempted and detailed in Lines 3 through 7 on Page 1 of the DLG 70. For example: a fire pension levy is included in general operating expenses, unless the pension is voter-approved, if voter-approved, use Line 7 (Other).



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**<sup>I</sup> Temporary Tax Credit for Operations (DLG 70 Page 1 Line 2)**—The Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction of 39-1-111.5, C.R.S. may be applied to the *taxing entity*'s levy for general operations to effect refunds. Temporary Tax Credits (TTCs) are not necessary for other types of levies (non-general operations) certified on this form because these levies are adjusted from year to year as specified by the provisions of any contract or schedule of payments established for the payment of any obligation incurred by the *taxing entity* per 29-1-301(1.7), C.R.S., or they are certified as authorized at election per 29-1-302(2)(b), C.R.S.

**<sup>J</sup> General Obligation Bonds and Interest (DLG 70 Page 1 Line 3)**—Enter on this line the total levy required to pay the annual debt service of all general obligation bonds. Per 29-1-301(1.7) C.R.S., the amount of revenue levied for this purpose cannot be greater than the amount of revenue required for such purpose as specified by the provisions of any contract or schedule of payments. Title 32, Article 1 Special districts and subdistricts must complete Page 2 of the DLG 70.

**<sup>K</sup> Contractual Obligation (DLG 70 Page 1 Line 4)**—If repayment of a contractual obligation with property tax has been approved at election and it is not a general obligation bond (shown on Line 3), the mill levy is entered on this line. Per 29-1-301(1.7) C.R.S., the amount of revenue levied for this purpose cannot be greater than the amount of revenue required for such purpose as specified by the provisions of any contract or schedule of payments.

**<sup>L</sup> Capital Expenditures (DLG 70 Page 1 Line 5)**—These revenues are not subject to the statutory property tax revenue limit if they are approved by counties and municipalities through public hearings pursuant to 29-1-301(1.2) C.R.S. and for special districts through approval from the Division of Local Government pursuant to 29-1-302(1.5) C.R.S. or for any *taxing entity* if approved at election. Only levies approved by these methods should be entered on Line 5.

**<sup>M</sup> Refunds/Abatements (DLG 70 Page 1 Line 6)**—The county assessor reports on the Certification of Valuation (DLG 57 Line 11) the amount of revenue from property tax that the local government did not receive in the prior year because taxpayers were given refunds for taxes they had paid or they were given abatements for taxes originally charged to them due to errors made in their property valuation. The local government was due the tax revenue and would have collected it through an adjusted mill levy if the valuation errors had not occurred. Since the government was due the revenue, it may levy, in the subsequent year, a mill to collect the refund/abatement revenue. An abatement/refund mill levy may generate revenues up to, but not exceeding, the refund/abatement amount from Form DLG 57 Line 11.

1. Please Note: If the *taxing entity* is in more than one county, as with all levies, the abatement levy must be uniform throughout the entity's boundaries and certified the same to each county. To calculate the abatement/refund levy for a *taxing entity* that is located in more than one county, first total the abatement/refund amounts reported by each county assessor, then divide by the *taxing entity*'s total net assessed value, then multiply by 1,000 and round down to the nearest three decimals to prevent levying for more revenue than was abated/refunded. This results in an abatement/refund mill levy that will be uniformly certified to all of the counties in which the *taxing entity* is located even though the abatement/refund did not occur in all the counties.

**<sup>N</sup> Other (DLG 70 Page 1 Line 7)**—Report other levies and revenue not subject to 29-1-301 C.R.S. that were not reported above. For example: a levy for the purposes of television relay or translator facilities as specified in sections 29-7-101, 29-7-102, and 29-7-105 and 32-1-1005 (1) (a), C.R.S.; a voter-approved fire pension levy; a levy for special purposes such as developmental disabilities, open space, etc.

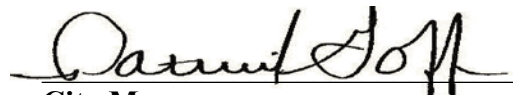
**REQUEST FOR CITY COUNCIL ACTION**

**TITLE: RESOLUTION NO. 35-2017 – A RESOLUTION  
AUTHORIZING AND SUPPORTING SUBMITTAL OF AN  
APPLICATION FOR A LOCAL PARKS AND OUTDOOR  
RECREATION GRANT FROM THE STATE BOARD OF THE  
GREAT OUTDOORS COLORADO TRUST FUND FOR THE  
RENOVATION OF PROSPECT PARK PHASE II**

☐ PUBLIC HEARING  
☐ BIDS/MOTIONS  
☒ RESOLUTIONS

☐ ORDINANCES FOR 1<sup>ST</sup> READING  
☐ ORDINANCES FOR 2<sup>ND</sup> READING

QUASI-JUDICIAL:

☐ YES☒ NO  
**Parks and Recreation Director**  
**City Manager****ISSUE:**

Prospect Park requires renovation and updating to meet the needs of the individuals and groups that visit the park. The Prospect Park Phase I is in the construction process.

Approval of this resolution supports a grant application for Phase II of the Prospect Park renovation project, commits the appropriated 2018 funds as the required match for the grant, and authorizes the Mayor to sign the contracts if the grant is awarded. An approved resolution is required by the Great Outdoors Colorado showing City Council support for the requested project.

**PRIOR ACTION:**

A contract was awarded to Design Concepts, Inc. following a qualification-based solicitation process to prepare a master plan for the renovation of Prospect Park. Prospect Park renovation was a 2017 budget priority and was included in the 2017 Fund 32 Open Space budget. The Prospect Park Master Plan was completed through a public meeting process and was approved by the Parks and Recreation Commission in March 2016. City Council approved the Master Plan in April 2016. The contract for Phase I construction was issued to Colorado Design Landscapes in 2017.

**FINANCIAL IMPACT:**

The Prospect Park Master Plan project cost estimate was compiled by Design Concepts in early 2016 with a total cost of just over \$4 million for the entire project.

A successful GOCO grant award for this project will maximize the funds available for the renovation of the park Phase II. By applying for a grant, the Open Space Funds appropriated for the project can be leveraged as a match for the grant.

**BACKGROUND:**

Prospect Park has been a City park since incorporation with the last renovations in 1997 when the park was expanded. The park renovations are scheduled for multiple phases over the next several years. Phase I includes reconstructing the sport fields due to inferior quality, continual usage and the compaction of the subgrade drainage system which impedes drainage. Phase II will address the construction of pickle ball courts, replacement of the north restroom and the south picnic shelter. Completion of all of these items in Phase II is contingent on available funds and construction pricing at bid time.

**RECOMMENDATIONS:**

The alternative would be to not approve the resolution and therefore not apply for a Great Outdoors Colorado Grant. The Parks and Recreation Department would then need to fund the renovation in additional phases through the Conservation Trust Fund and Open Space Fund as revenue allows.

**RECOMMENDED MOTION:**

“I move to approve Resolution No. 35-2017, a resolution authorizing and supporting submittal of an application for a local Parks and Outdoor Recreation Grant from the State Board of the Great Outdoors Colorado Trust Fund for the renovation of Prospect Park Phase II.

Or,

“I move to postpone indefinitely Resolution No. 35-2017, a resolution authorizing and supporting submittal of an application for a local Parks and Outdoor Recreation Grant from the State Board of the Great Outdoors Colorado Trust Fund for the renovation of Prospect Park Phase II for the following reason(s) \_\_\_\_\_.”

**REPORT PREPARED/REVIEWED BY:**

Matt Anderson, Park and Recreation Analyst

Joyce Manwaring, Parks and Recreation Director

Patrick Goff, City Manager

**ATTACHMENTS:**

1. Resolution No. 35-2017

**CITY OF WHEAT RIDGE, COLORADO**  
**RESOLUTION NO. 35**  
Series of 2017

**TITLE: A RESOLUTION AUTHORIZING AND SUPPORTING  
SUBMITTAL OF AN APPLICATION FOR A LOCAL PARKS  
AND OUTDOOR RECREATION GRANT FROM THE STATE  
BOARD OF THE GREAT OUTDOORS COLORADO TRUST  
FUND FOR THE RENOVATION OF PROSPECT PARK  
PHASE II**

**WHEREAS**, the City of Wheat Ridge supports the Great Outdoors Colorado grant application for the renovation of Prospect Park and the completion of the project.

**WHEREAS**, the City of Wheat Ridge has requested \$350,000 from Great Outdoors Colorado to renovate the park according to the adopted Park Master Plan

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Wheat Ridge, Colorado, that:

The City of Wheat Ridge strongly supports the grant application and has appropriate matching funds for a grant with the Great Outdoors Colorado.

The City of Wheat Ridge hereby authorizes the expenditure of funds as necessary to meet the terms and obligations of any grant awarded.

The project site is owned and operated by the City of Wheat Ridge and will be owned by the City of Wheat Ridge for at least the next 25 years.

The City of Wheat Ridge will continue to maintain Prospect Park in a high quality condition and will appropriate funds for maintenance in its annual operating budget.

The City of Wheat Ridge hereby authorizes the Mayor to sign the grant agreement with Great Outdoors Colorado.

**DONE AND RESOLVED** this 9th day of October 2017.

\_\_\_\_\_  
Joyce Jay, Mayor

ATTEST:

\_\_\_\_\_  
Janelle Shaver, City Clerk

**REQUEST FOR CITY COUNCIL ACTION****TITLE: MOTION TO CANCEL THE STUDY SESSION OF THE  
WHEAT RIDGE CITY COUNCIL ON NOVEMBER 6, 2017,  
DUE TO THE MUNICIPAL ELECTION**

- ☐ PUBLIC HEARING  
☒ BIDS/MOTIONS  
☐ RESOLUTIONS

- ☐ ORDINANCES FOR 1<sup>ST</sup> READING  
☐ ORDINANCES FOR 2<sup>ND</sup> READING

QUASI-JUDICIAL:

☐ YES☒ NO  
\_\_\_\_\_  
City Manager**ISSUE:**

The Wheat Ridge Municipal Election is on November 7, 2017. The City Council typically cancels the study session scheduled the evening before an election.

**FINANCIAL IMPACT:**

None

**RECOMMENDATIONS:**

Staff recommends the cancellation of the November 6, 2017 study session.

**RECOMMENDED MOTION:**

"I move to cancel the study session of the City Council scheduled for November 6, 2017 due to the Municipal Election."

**REPORT PREPARED/REVIEWED BY:**

Patrick Goff, City Manager