FRUITA CITY COUNCIL WORKSHOP
SEPTEMBER 29, 2020
6:30 PM

1. 2021 BUDGET PRESENTATION (6:30 PM – 7:30 PM)

2. OTHER ITEMS (7:30 PM)

3. ADJOURN

FRUITA COLORADO

AGENDA ITEM COVER SHEET

TO: **FRUITA CITY COUNCIL AND MAYOR**
FROM: **MARGARET SELL, CITY CLERK/FINANCE DIRECTOR**
DATE: **SEPTEMBER 29, 2020**
RE: **2021 BUDGET PRESENTATION**

BACKGROUND

Attached is a draft 2021 Proposed Budget. Highlighted items indicate that changes may be necessary or additional information needed. Staff will present an overview and highlights of the 2021 Proposed Budget at the workshop. Presentations on individual components of the budget are scheduled over the next several months as follows:

October 6, 2020 City Council Meeting – Budget presentations

- Marketing Strategy for 2021
- Planning Department presentation
- Police Department presentation

October 20, 2020 City Council Meeting – Budget presentations

- Outside Agency Funding Requests presentations
- Parks and Recreation
- Community Center Fund

November 3, 2020 City Council Meeting – Budget presentations

- Personnel Issues (Pay plan, health care, staffing levels)
- 2021 Capital Projects and 5 year CIP presentation

November 17, 2020 City Council Meeting – Public Hearing

- 2021 Budget Overview
- Enterprise Funds - Sewer Fund, Irrigation Fund, Fleet Maintenance
- Public Works
- Other Funds (Trash, Devils Canyon, Conservation Trust, Debt Service)

November 24, 2020 City Council Workshop – Outstanding budget issues

December 1, 2020 City Council Meeting – Final adoption of 2021 budget, mill levy and fees and charges.

Budget Transmittal Letter

Honorable Mayor and Members of City Council,

I present to you the 2021 Proposed Annual Budget as required by the Fruita City Charter, and as created by a professional team of City coworkers. This letter provides a summary of the **(1)** year in review, **(2)** financial outlook and **(3)** 2021 proposed budget highlights.

Year in Review

This year, our community and communities across the world are navigating the global COVID-19 pandemic. Normalcy has changed with most marquee, traditional Fruita events cancelled. While this has been a unique, unprecedented and disrupting situation, I am in awe of the resiliency of this community—residents, businesses and the City of Fruita workforce. We have been able to quickly adapt, immediately implement our emergency operations plan, disseminate timely and accurate information to the public (even when this information was changing by the hour) and most importantly stay focused on our vision, values and goals.

We were fortunate to adopt our ten-year comprehensive plan, Fruita in Motion in February prior to the pandemic, following a year of incredible participation by our community in the process—over 4,000 engaging directly. This plan confirms the vision, values and specific long-term goals that lead to policy adjustments and clear action items to accomplish what the plan sets forth. The first two major master plan updates began prior to the pandemic, allowing for the intense detailed work to proceed during the pandemic without a major disruption.

2020 began following a year of positive economic increase, additions to healthy City fund balances and reserves and a strong first quarter. With the swift disruption of the pandemic beginning in March, anticipation of revenue shortfalls was projected, and we made calculated, strategic cuts to the 2020 budget and formed a COVID-19 contingency fund. With a strong 2019, healthy reserves and the contingency fund, the City was able confidently maintain core services and face the unknowns of the pandemic.

We continue to and deliberately take a “community first” approach in our residential, economic development and tourism strategies. This approach was supported and confirmed as a top value of our residents in Fruita in Motion. I am honored to serve community, and I am thrilled with the accomplishments of this organization in 2020. Some highlights of 2020 accomplishments include, but are not limited to:

- Completion and adoption of Fruita in Motion Comprehensive Plan.
- Actively working through the update of the City Land Use Code, Engineering Design Standards, Parks, Health, Recreation, Open Space and Trails Master Plan, the Multi-Modal Transportation Circulation Plan and design of the intersection of Highway 6 and Fremont St.
- Implementation of the City’s new market-based compensation plan.
- Completion of the paved trail connection from the Kokopelli section of the Colorado Riverfront Trail to the Fruita Business Park and Imondi Wake Zone—fully grant funded.
- Completion of the Highway 6 sewer interceptor project, completing a difficult, but important sewer connection to Northeast Fruita.
- Completing sidewalks and crosswalks to the new Monument Ridge Elementary School on K.4 Rd and 18.5 Rd.
- Successfully writing and being awarded a $50,000 Mesa County Federal Mineral Lease grant to fund a Rail Crossing improvement at 16 Rd. into the Fruita Business Park.

- Fruita Trails Initiative partnership receiving a Colorado Parks and wildlife grant funding paleo studies for North Fruita Desert (18 Rd) trails and successfully receiving a grant of $190,000 via the Mesa County Public Health Department to fund trail maintenance valley wide.
- Re-plastering of the indoor pool at the Fruita Recreation Center.
- For the first time in 30+ years, the City managed and ran the municipal election, while assisting Palisade in their election, welcoming two new City Council members and resulting in residents approving a ballot measure adding a new 3 percent lodger's tax to fund economic development and parks, trails, opens space, trails and public spaces.
- Immediately implemented and managed the City's emergency operations plan for the COVID-19 pandemic, declared a local disaster emergency, established a Fruita Business Support Loan Fund and disseminated timely updates to the community regarding COVID-19.
- Expended Federal Coronavirus Relief Funds for eligible expenses tied to operational expenses, economic assistance, community assistance and educational assistance.
    - ***Operating expenses*** due to the pandemic include technology upgrades for remote meetings, public meetings, preparing critical positions with remote capabilities, extra cleaning, additional personal protective equipment (PPE), improved air systems in City Hall, outdoor programming spaces at the Community Center, additional cleaning supplies, etc.
    - ***Economic recovery*** expenses include creating temporary, spaced out outdoor dining and shade spaces in addition to providing information to the Chamber and businesses of funding sources and creating a loan fund via the Business Incubator Center (with City funds, not relief funds).
    - ***Educational assistance*** expenses are covering the costs of multiple temporary outdoor classrooms at Shelledy Elementary, Rim Rock Elementary, Monument Ridge Elementary, Fruita Middle, Fruita 8-9 and Fruita Monument High School.
    - ***Community assistance*** expenses include a public information campaign Be Well. Be Fruita to assist in positive reminders about safely navigating the pandemic and information on temporary public spaces. The City is also working with Food Bank of the Rockies to determine whether any eligible expenses exist with the three Fruita food banks.
- Efficiently delivering the full array of core services to maintain roads, sidewalks, sewer lines, parks, open spaces, etc.
- Partnerships (Family Health West, Fruita Chamber, Grand Junction Economic Partnership, Mesa County Workforce Center, Business Incubator Center, local businesses and ambassadors, Office of Economic Development and International Trade, state agencies and departments, Bureau of Land Management, Colorado Plateau Mountain Bike Association, Colorado Canyons Association, School District 51, Museums of Western Colorado, Colorado National Monument) continue to strengthen and assist in the achieving City goals.
- Others to be added toward the end of the year.

This list is only a sample of some, but not all the accomplishments in 2020. Highlights of accomplishments by area of operation are contained in this document. As noted each year, we continue to stay focused, consistent and deliberate in our efforts.

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

We begin 2021, focused on succeeding through the global COVID-19 pandemic while still accomplishing our long-term goals. We continue to reflect on the same giant flywheel that City staff and City Council have been able to remain diligent in aligning efforts, time and resources to positively impact the *Quality of Place, Economic Health* and *Lifestyle* of the community built upon providing quality core services. Specific Action Items in addition to core

services are found in the City Manager section of the General Fund Summary. Thank you for your leadership, vision and support.

Financial Outlook

For the third year in a row, Fruita's local economy experienced a record breaking year in the collection of local City sales tax revenue, reflecting the success of our local businesses and strengthening the City's largest form of revenue utilized for providing quality, core services to our residents, businesses and guests. At the time of this letter, we have received City sales tax data through July 2020 and we are trending 28.5 percent higher than the same period of time in our record year of 2019, even amidst this global pandemic that has negatively impacted economies across the globe. We are experiencing decreased user fee revenue with our recreation and Community Center programs due to health and capacity restrictions. We are also experiencing a decline in lodger's tax revenue for the same reasons. At this point in time these areas are slowly recovering, but still below 2019 revenues.

A snapshot of fiscal indicators includes the following.

- City Sales tax revenues are trending 28.5% higher in 2020 than 2019 (2019 was 15% higher than 2018).
- County sales tax revenues are trending 4% higher in 2020 over 2019 (2019 was 7% higher than 2018).
- Use tax on vehicles is trending 7% lower in 2020 under 2019 (2019 was 10% higher than 2018).
- Use tax on building materials is trending 16% higher in 2020 over 2019 (2019 was 42% lower than 2018).
- Lodging tax is trending 47.5% lower in 2020 under 2019 (2019 was 1% lower than 2018).
- Property Tax is _____ over 2019.
- The County-wide public safety tax passed in the November 2017 election relieving the burden of funding the 911 Communication Center is trending 1.5% higher in 2020 over 2019 and accumulating funds to assist in adding body-worn cameras and an additional officer in 2021.

Budget Highlights

The 2021 proposed budget prioritizes current core services, amenities and employees while completing necessary community planning and prioritization for future years. A detailed overview of the budget is provided for each fund and department throughout this budget document. These sections cover in detail the services, programs and projects budgeted. The Budget Overview section provides a great summary of all funds. Some of the highlights I would like to note include but are not limited to the following.

- Maintaining increasing cost to perform core services.
- Use of fund balance to fund a bridge replacement on Pine Street and larger street and sewer replacement on Maple St.
- Funding a 2.5% cost of living adjustment for all employees (2.7% for minimum wage employees and making whole the employees capped in 2020 implementation of the market-based compensation plan.
- 8.5% increase in employee health insurance.
- Converting part-time custodian to fulltime custodian, additional Police Officer, additional seasonal parks worker and converting the Management Analyst position to the Assistant to the City Manager.
- Body-worn cameras for sworn Police Officers.
- General Fund contingency is funded 100% from current year revenue at $265,400.
- 7% of General Fund current year revenues are used to fund capital projects
- City services survey.
- Outsourcing codification of City ordinances.
- Design of a park prioritized in completion of the Parks, Health, Recreation, Open Space and Trails Master Plan.
- Improvements to the Big Salt Wash Trail.

- Decreasing costs in recreation and at the Community Center as we emerge from the pandemic.
- Necessary maintenance, vehicle and equipment replacements and drainage and sewer improvements.
- Increase in contracted weed control funding for opens space and trail corridors.

Respectfully Submitted,

Mike Bennett
City Manager

CITY OF FRUITA

2021 ANNUAL BUDGET

DRAFT

THERE ARE NO LIMITS TO WHAT YOU CAN ACCOMPLISH, EXCEPT THE LIMITS YOU PLACE ON YOUR OWN THINKING.

325 EAST ASPEN, SUITE 155 FRUITA, COLORADO 81521

General Fund Summary

General Fund Summary

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General Fund Summary

REVENUES AND EXPENSES

Revenues	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Taxes	7,247,520	7,674,295	7,763,300	8,287,050	8,348,200	8%
Licenses & Permits	32,729	33,886	32,750	30,500	31,450	-4%
Intergovernmental Revenue	731,213	872,250	654,500	1,755,100	595,500	-9%
Charges for Service	266,200	205,727	183,350	83,950	143,350	-22%
Fines & Forfeits	61,106	21,226	18,900	16,300	17,300	-8%
Miscellaneous	189,892	232,850	113,500	150,800	89,050	-22%
Transfer/Other Sources	305,647	279,050	240,500	243,500	287,500	20%
Total Revenues	8,834,307	9,319,284	9,006,800	10,567,200	9,512,350	6%
Expenses						
Personnel Services, Salaries	3,050,583	3,194,220	3,580,150	3,445,050	3,745,450	5%
Personnel Services, Benefits	1,118,277	1,159,314	1,340,950	1,339,575	1,470,850	10%
Purchased Professional Svcs	265,638	329,826	385,875	335,775	402,025	4%
Purchased Property Services	747,695	635,856	903,200	889,800	801,575	-11%
Other Purchased Services	505,867	496,803	571,300	539,350	557,090	-2%
Supplies	591,160	570,351	643,325	622,105	626,600	-3%
Operating Transfers	107,000	110,726	107,000	107,000	107,000	0%
Special Projects	124,331	267,197	257,000	327,100	153,200	-40%
Contingency	-	65,059	263,100	1,441,925	265,000	1%
Operating Expenses	6,510,551	6,829,352	8,051,900	9,047,680	8,128,790	1%
Capital Equipment (New)	105,717	101,505	101,400	151,150	252,850	149%
Capital Equipment (CERF)	205,643	174,930	152,000	272,750	383,000	152%
Capital Project Transfers	229,005	461,737	802,500	837,850	2,804,775	250%
Total Expenses	7,050,916	7,567,524	9,107,800	10,309,430	11,569,415	27%
Change in available funds	**1,783,391**	**1,751,760**	**(101,000)**	**257,770**	**(2,057,065)**	**1937%**

FUNDS AVAILABLE

	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Beginning Funds Available	7,309,995	9,093,386	10,845,146	10,845,146	11,102,916	2%
Net Change in available funds	1,783,391	1,751,760	(101,000)	257,770	(2,057,065)	1937%
Ending Funds Available	**9,093,386**	**10,845,146**	**10,744,146**	**11,102,916**	**9,045,851**	**-16%**

General Fund Summary

FUNDS AVAILABLE (cont)

	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Components of Funds Available						
Nonspendable - Inventory	7,994	8,884	7,437	8,884	8,884	19%
Restricted - TABOR Reserve	400,000	400,000	400,000	400,000	400,000	0%
Restricted - Streets	4,631	7,767	4,631	8,000	8,000	73%
Restricted - Public Safety	72,274	167,726	188,474	252,626	212,626	13%
Operating Reserve	1,686,810	1,748,531	2,012,975	2,030,170	2,032,198	1%
Assigned - Capital Projects	47,270	172,899	-	-	-	N/A
Assigned-Health insurance	393,026	328,880	326,026	328,880	328,880	1%
Assigned-Vehicle replacement	836,973	962,043	1,047,173	1,362,043	1,379,043	32%
Assigned - Other	65,873	170,921	34,447	37,000	37,000	7%
Unassigned	5,578,535	6,877,495	6,722,983	6,675,313	4,639,220	-31%
	9,093,386	**10,845,146**	**10,744,146**	**11,102,916**	**9,045,851**	**-16%**

EXPENSES BY DEPARTMENT

	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
General Government	369,059	474,548	556,975	547,955	577,525	4%
Administration	678,519	792,791	818,775	802,375	841,150	3%
Community Development	250,709	383,589	325,700	432,400	338,075	4%
Public Safety	2,142,834	2,134,080	2,416,850	2,346,450	2,530,975	5%
Public Works	1,667,696	1,740,420	1,971,800	1,938,175	1,917,575	-3%
Parks and Recreation	1,000,339	1,149,995	1,274,000	1,144,700	1,269,290	0%
Non-departmental	294,395	254,579	317,700	963,700	282,200	-11%
Operating Transfers	107,000	110,726	107,000	107,000	107,000	0%
Contingency	-	65,059	263,100	764,925	265,000	1%
Operating Expenses	6,510,551	7,105,787	8,051,900	9,047,680	8,128,790	1%
Capital Outlay	311,360	-	253,400	423,900	635,850	151%
Capital Transfers	229,005	461,737	802,500	837,850	2,804,775	250%
Total Expenses	**7,050,916**	**7,567,524**	**9,107,800**	**10,309,430**	**11,569,415**	**27%**

General Fund Summary

PURPOSE OF THE FUND

The General Fund is the City's major operating fund. It is used to account for the provision of municipal services funded through the general resources of the City, primarily tax revenues. The General Fund consists of the following departments and programs. (% indicates % of 2021 Operating Expenses, excludes capital transfers and capital expenses).

Non-Departmental - 8%

- Non-departmental expenses
  - Contingency

Public Safety - 31%

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

Public Works - 24%

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

Parks and Recreation 16%

- Administration
- Activities
- Athletics
- Special Events
- Parks

Administration - 10%

- City Clerk
- Finance
- Information Technology
- Human Resources

General Government - 7%

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

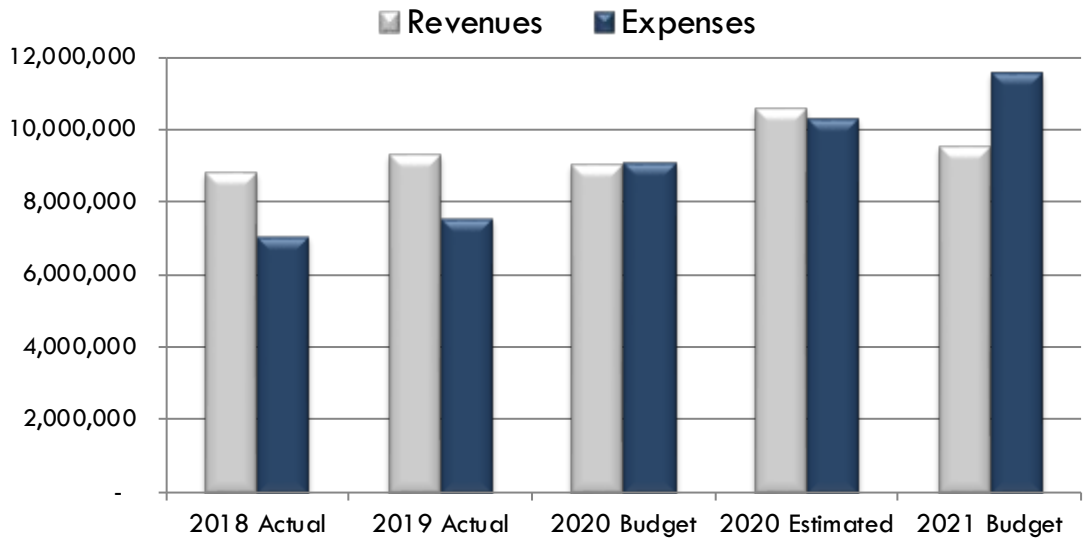
Community Development - 4%

- Code Enforcement
- Planning and Zoning

General Fund Summary

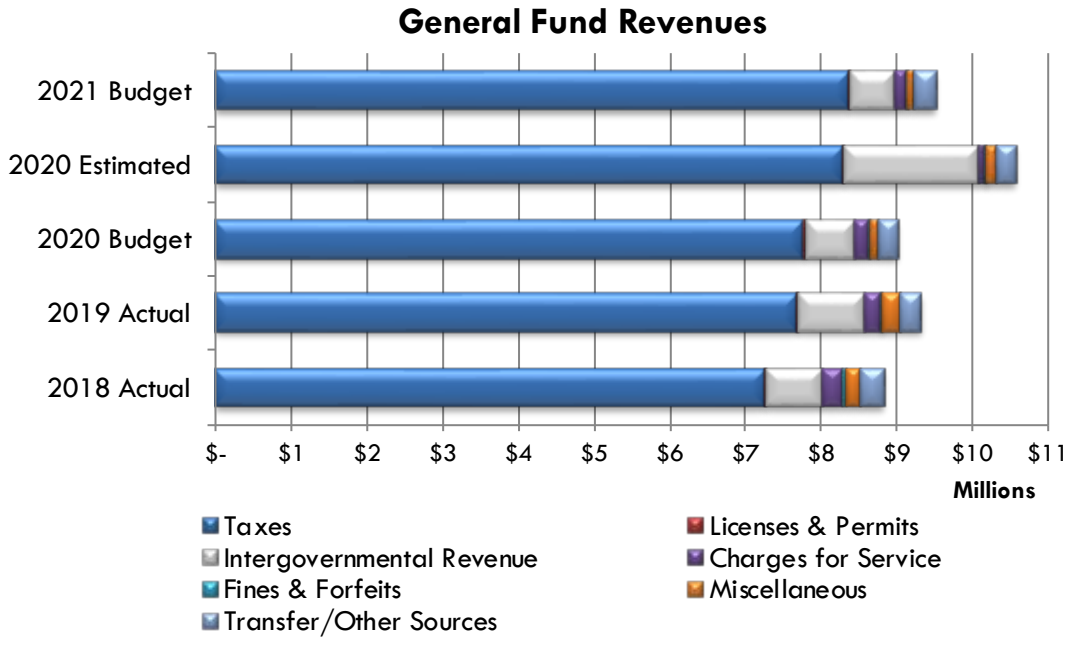
REVENUES AND EXPENSES

General Fund expenses of $11.6 million are budgeted to exceed expenses of $9.5 million by $2.1 million in 2021. This is due to use of available funds for capital projects and equipment in 2021.



Revenues

General Fund revenues of $9.5 million reflect a 6% increase from 2020 budgeted revenues and a 10% decrease from 2021estimated revenues.



General Fund Summary

Tax revenues are the most significant source of revenue for the City of Fruita and account for 88% of the total General Fund revenues. Total tax revenues of $8.3 million are budgeted to increase 8% in 2021 over 2020 budgeted revenues and 1% over 2020 estimated revenues. The following is summary of changes in significant revenue sources between the 2020 and 2021 budgeted amounts.

Description	Change from 2020 Budget	Change from 2020 Estimated Amounts	% of Total General Fund Revenues
City sales tax	21%	1%	27%
County sales tax (2%)	6%	1%	27%
Property tax	0%	0%	15%
Use tax on vehicles	-8%	1%	7%
Franchise fees	-5%	1%	4%
County sales tax PS (.37%)	5%	1%	4%
Use tax on building materials	33%	-5%	2%

City Sales Tax. City sales tax revenue of $2.58 million is the largest source of General Fund revenue, and is estimated to exceed the City's share of County sales tax revenues for the first time in 2020. Two percent of the City's 3% sales tax is included in the General Fund. The remaining one percent of the three percent sales tax is budgeted and accounted for in the Community Center Fund.

The City experienced significant increases in city sales tax revenues in 2020. This was due to several factors including the timing of COVID-19 stay-at-home orders resulting in increased delivery based sales to residents of Fruita combined with recent implementation of legislation requiring payment of sales tax on delivered products. City sales tax from local businesses suffered some losses due to stay-at-home orders with food and lodging based businesses seeing the most significant negative impacts.

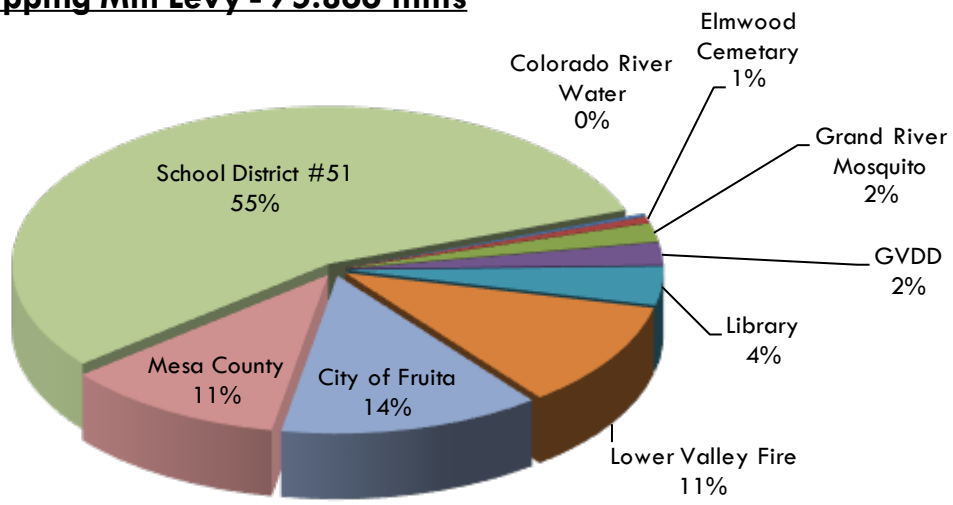
County Sales Tax. County sales tax revenue of $2.54 million is the single largest source of revenue for the General Fund. The City of Fruita receives 1/10th of $.01 of the $ .02 County sales tax.

Property Tax. Revenue from property tax of $____ million is budgeted to increase ___%. The *assessed valuation* of property in the City increased $____ million from $139 million to $____ million. _____ percent (___%) of this increase was due to new construction and annexations. The mill levy assessed by the City for collection in 2021 remains unchanged at 10.146 mills.

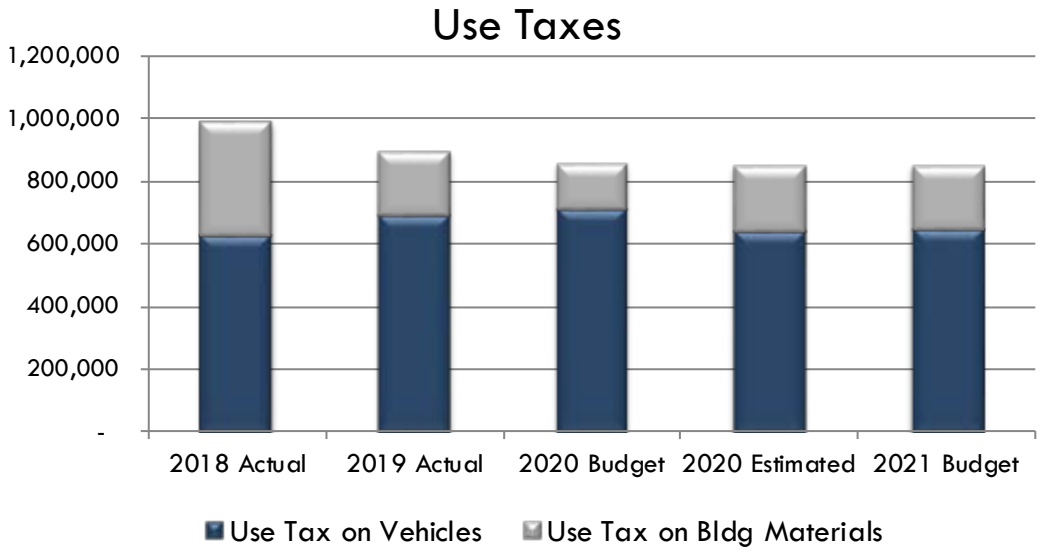
The overlapping mill levy (total of property taxes levied by all taxing jurisdictions) for collection in 2020 for Fruita residents was 75.866 mills. Information on the 2020 overlapping mill levy (collected in 2021) is not available at this time. The City of Fruita received 14% of the total property tax paid by property owners in 2020.

General Fund Summary

Overlapping Mill Levy - 75.866 mills



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



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

the fee was increased from 2.5% to 3.0%. Franchise revenues are budgeted to decrease 5% from 2020 budgeted revenues and increase 1% from 2020 estimated revenues.

County Public Safety sales tax – This tax into effect January 1, 2018 for the purposes of public safety needs and a portion is allocated to the Fruita Public Safety Department. The 2021 budget of $375,000 is projected to increase 5% from the 2020 Budget and 1% from 2020 estimated revenues. The tax is used to cover the shared costs for the communication dispatch (911) center ($285,100) and the remaining revenues of $89,900 are being used to fund a portion of a new police officer position in 2021.

Intergovernmental Revenues. Intergovernmental revenues of $595,500 includes revenue from other governmental agencies and are projected to decrease 9% from the 2020 Budget and 66% from 2020 estimated revenues. This decrease is a result of one-time revenues received in 2020 (grant funds) not received in 2021. Other intergovernmental revenues include the following:

Highway User's Tax. The most significant source of intergovernmental revenue in 2021 is highway user's tax which includes a tax on fuel and vehicle registration fees. This revenue is distributed among the state, counties and cities based on the number of registered vehicles in the jurisdiction and miles of streets within the city. These revenues are required to be used for maintenance of streets within the City. HUTF revenues are budgeted to decrease 3% from the 2020 budgeted revenue.

The updated forecast from the State reflects $62.9 million less in statewide revenue in FY 2019-20 and FY 2020-21, when compared with the initial forecast. For Colorado's cities and towns, this correlates to a more than $5 million decrease in estimated HUTF revenue for the remaining six months of the 2020 and a more than $10 million decrease for 2021. The primary reason for the anticipated shortfall in HUTF is disrupted driving patterns attributable to the COVID-19 stay-at-home order. The most pronounced impact is forecasted to occur in FY 2020-21. A large degree of uncertainty remains around how the pandemic will impact travel and commuting patterns over the next few years.

Severance/Mineral Lease Tax. Severance and mineral lease tax revenues of $110,000 are budgeted to increase 10% from 2020 budgeted revenue and decrease 20% from 2020 estimated revenues. The revenues are distributed by the State of Colorado based on a number of factors including the place of residence of energy sector employees, well and mine permits, mineral production, population and road miles reported as part of the highway users tax annual reports. This revenue source is conservatively budgeted as it can fluctuate significantly from year to year. Severance tax and mineral lease funds can be used for any municipal purpose.

Arts in Society Grant. The City has been awarded a $20,000 Arts In Society Grant for the Wellspring Project which will be administered through the Parks and Recreation Department.

Charges for Services. Charges for services of $143,350 are budgeted to decrease 22% from the 2020 Budget and increase 71% over 2020 estimated revenues. The decrease is primarily related to charges for park rentals, recreation programs, and special events due to the stay at home orders and social distancing requirements due to the COVID-19 pandemic and elimination of penalty/late

charges on delinquent utilities based on the Governor's Executive Order to suspend these charges during the pandemic. Other charges for services include planning fees.

Fines, Forfeits and Assessments. Fines, forfeits and assessments of $17,300 are budgeted to decrease 8% in 2020 Budgeted revenues and increase 6% from 2020 estimated revenues. These revenues are from assessments for violation of municipal and state laws issued by the Fruita Police Department, including court costs.

Licenses and permits. Licenses and permits are budgeted to decrease 4% from the 2020 Budget and increase 3% from 2020 estimated revenues. All businesses operating in the City, including vendors at special events, are required to purchase a business license on an annual basis. In addition, special licenses are required for liquor establishments, coin operated amusement devices, dance halls, gas installers, pawn shops and automobile salvage yards. Also included are permits issued for construction of fences and signs and street excavation permits.

Other Revenues. Other revenues of $89,050 include interest earnings, donations, rents on lands and water, and miscellaneous revenue and are budgeted to decrease 22% from the 2020 Budget and decrease 41% from 2020 estimated revenues. This decrease is primarily due to reductions in interest earnings and retirement fund forfeitures used to offset retirements contributions in 2020.

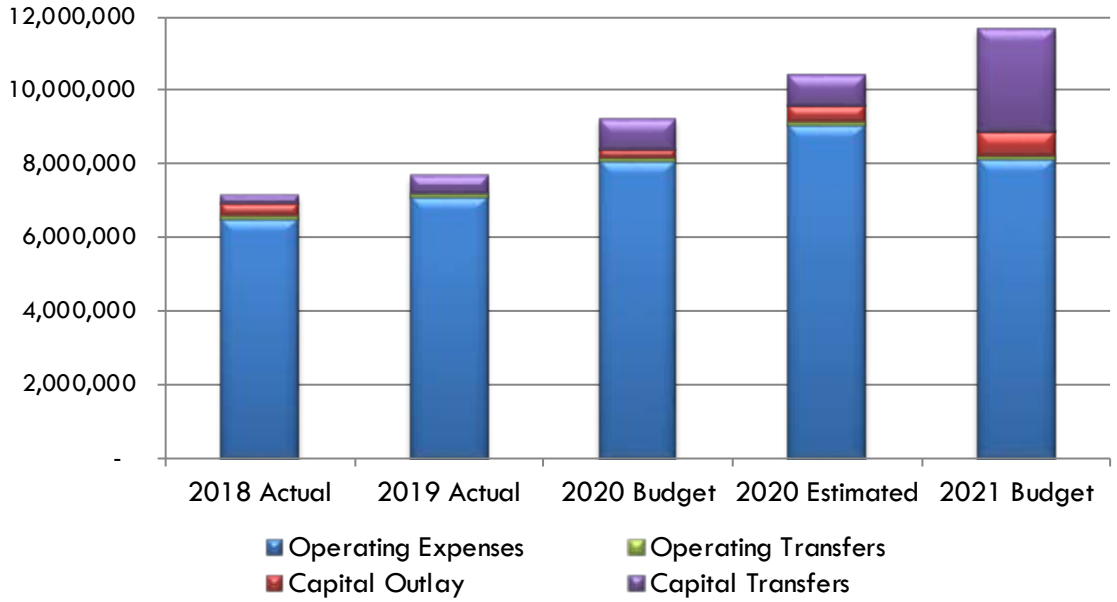
Transfers from Other Funds. Transfers from other funds of $250,500 are budgeted to increase 4% in 2021. Transfers from other funds include transfers from enterprise funds of $244,500 to the General Fund to offset the cost of providing administrative services to these funds. Administrative services include personnel and supply costs for management oversight, utility billing costs (labor, postage, supplies), accounting functions, human resources, insurance and other services. The 2021 Budget also includes a transfer from the Community Center Fund to reimburse the General Fund for Parks labor costs for maintenance of the grounds for the Community Center.

Other Financing Sources. Other financing sources includes an insurance payment from the City's health insurance provider of $37,000 in 2021.

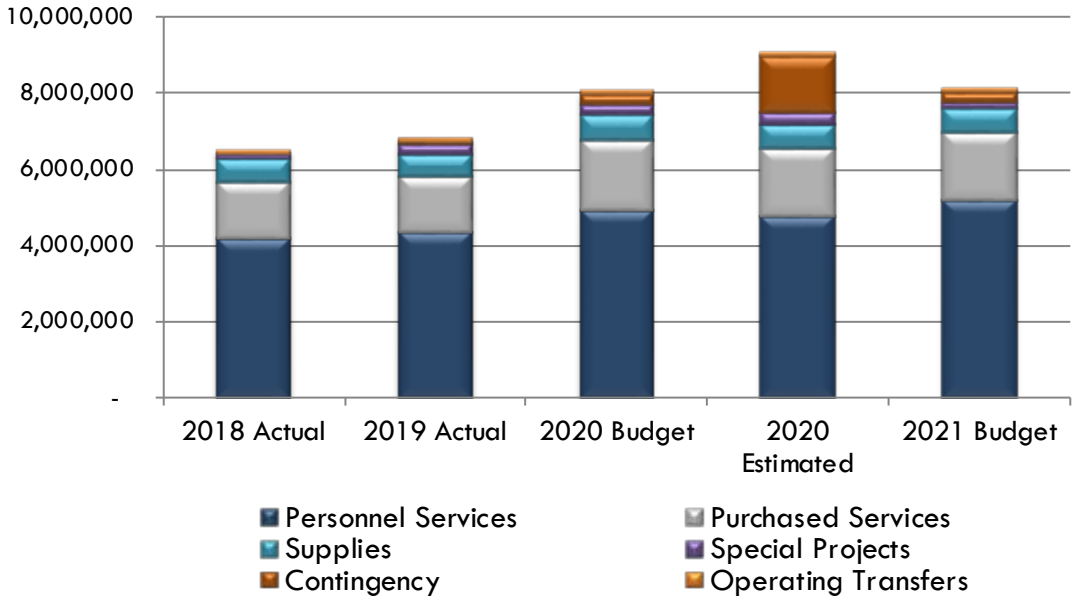
Expenses

General Fund expenses of $11.6 million are budgeted to increase 27% in 2021 from the 2020 Budget and 12% from 2020 estimated expenses. Expenses includes operational expenses, capital expenses and transfers to other funds. Operational expenses of $8.1 million are budgeted to increase 1% over the 2020 Budget and decrease 10% from 2020 estimated expenses. Capital expenses, including transfers to the Capital Projects Fund, are budgeted to increase 226% over the 2020 Budget and 173% over 2020 estimated expenses.

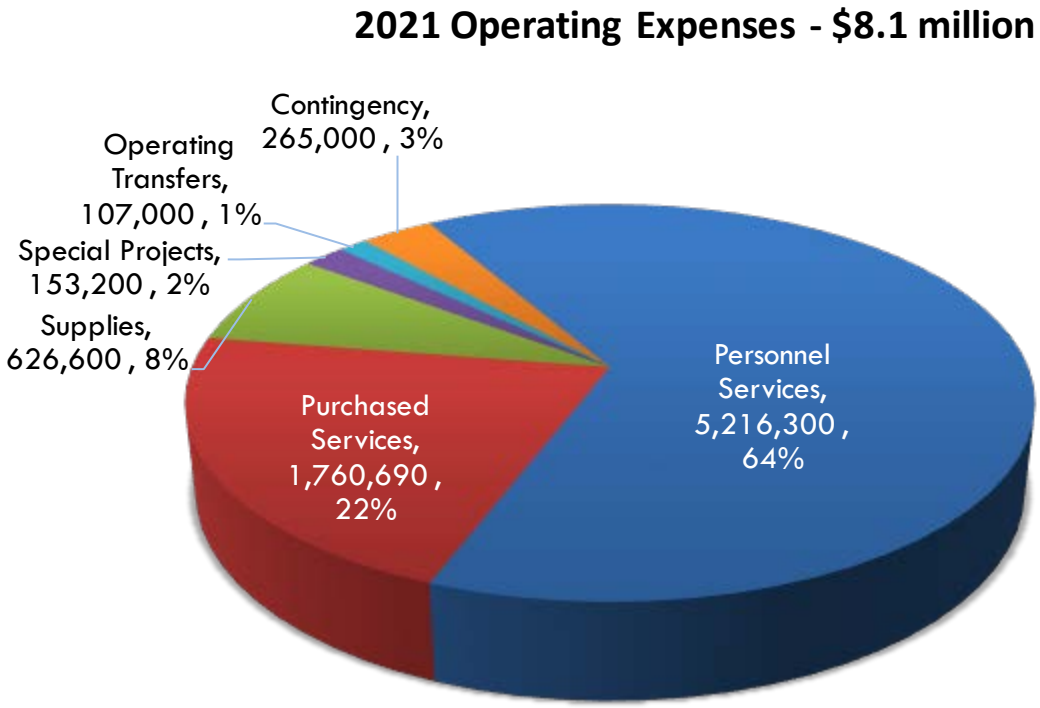
General Fund Summary



Operating expenses. Operating expenses of $8.1 million reflect a 1% increase over 2020 budgeted expenses and account for 70% of the total 2021 General Fund budget. The following chart shows the history of General Fund operating expenses.



General Fund Summary



Personnel Services. Personnel services of $5.2 million account for 64% of the operating expenses. This amount includes salaries, benefits and taxes for city staff and is budgeted to increase 6% in 2021. Significant changes in personnel services for the 2021 Budget include:

- A 2.5% increase in compensation for city personnel (2.7% for minimum wage employees) - $78,400.
- Continued implementation of the pay plan based on a market survey compiled by the Colorado Municipal League of municipalities in the State for positions that were capped by dollar amount in 2020 - $5,400.
- Reclassifications of positions- $21,200
- Three new positions in the General Fund:
    - Full time custodian – (converted for part time position)
    - Police Officer
    - Part time/seasonal parks worker
- An 8.5% increase in employee health insurance coverage.

Purchased Services. Purchased services of $1.8 million account for 22% of the operating expenses. Purchased services are budgeted to decrease 5%. Significant changes in purchased services include:

- Decrease in the chip seal program - $160,000. This is a biennial program and no chip seal

is scheduled for 2021.

- Increases for:
    - Data storage service for body cameras - $20,000
    - Community survey - $16,000
    - Property/Casualty, Vehicle and Liability insurance - $13,000
    - Police policy and training subscription services - $11,000
    - Weed control for trails - $10,000
    - Parks landscaping supplies - $10,000
    - LSW Park irrigation pond silt removal - $10,000
    - Service contracts, tamarisk removal and trails maintenance - $8,400
    - Additional Audit fees for single audit - $5,000

Supplies. Supplies of $626,600 are budgeted to decrease 3% in 2021. This decrease is due to:

- Elimination of election supplies - $12,200
- Reduction in supplies for resale - $6,000

Special Projects. Special Projects are budgeted to decrease 40% in 2021. Special projects change from year to year. Projects in the 2021 Budget include:

- Fireworks display - $30,000
- Civic Center HVAC system improvements - $30,000 ***
- Wellspring project - $20,000
- Transportation services - $17,000
- Recreation scholarship and other contributions - $14,000
- Board and commission expenses - $5,500

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

Contingency. Contingency Funds of $265,000 are budgeted for potential use in 2021. An operational contingency fund of 3% of the General Fund operating expenses is budgeted in 2021 for unanticipated expenses and/or revenue shortfalls.

Capital Expenses. Purchase of capital equipment and transfers to the Capital Projects Fund of $3.4 million represents 30% of the 2021 General Fund Budget.

Capital Equipment. The 2021 Budget includes $635,850 in capital acquisitions. This includes $383,000 in vehicle/equipment replacements and $252,850 in new capital acquisitions. Below is a summary of capital equipment acquisitions in the General Fund.

General Fund Summary

Status	Equipment Description	Dept	Amount
Replacement	Truck, 4 x 4	PW	$ 31,000
	Truck, 4 x 2	PW	38,000
	Truck, 4 x 2	PW	38,000
	Patrol Car	PD	55,000
	Loader	PW	180,000
	Sander	PW	41,000
	Subtotal Repalcement Equpment		*$ 383,000*
New	Truck	PR	$ 35,000
	Deep Tine Aerator	PR	33,000
	Computer Equipment	IT	32,500
	Computer Equipment	PD	8,000
	Van for custodian	PW	31,000
	Truck for code enforcement	CD	31,000
	Sidewalk replacements	PW	30,000
	Body cameras	PD	20,000
	Special Events Trailer	PR	10,500
	Civic Center Carpet	PW	4,400
	Civic Center Elevator	PW	5,250
	Equipment Shed - LSWP	PR	4,200
	Preflush filters	PR	5,000
	Tasers (3)	PD	3,000
	Subtotal New Equipment		*$ 252,850*
Other	Civic Cemter HVAC replacements (2)	PW	30,000
Grand total			*$ 665,850*

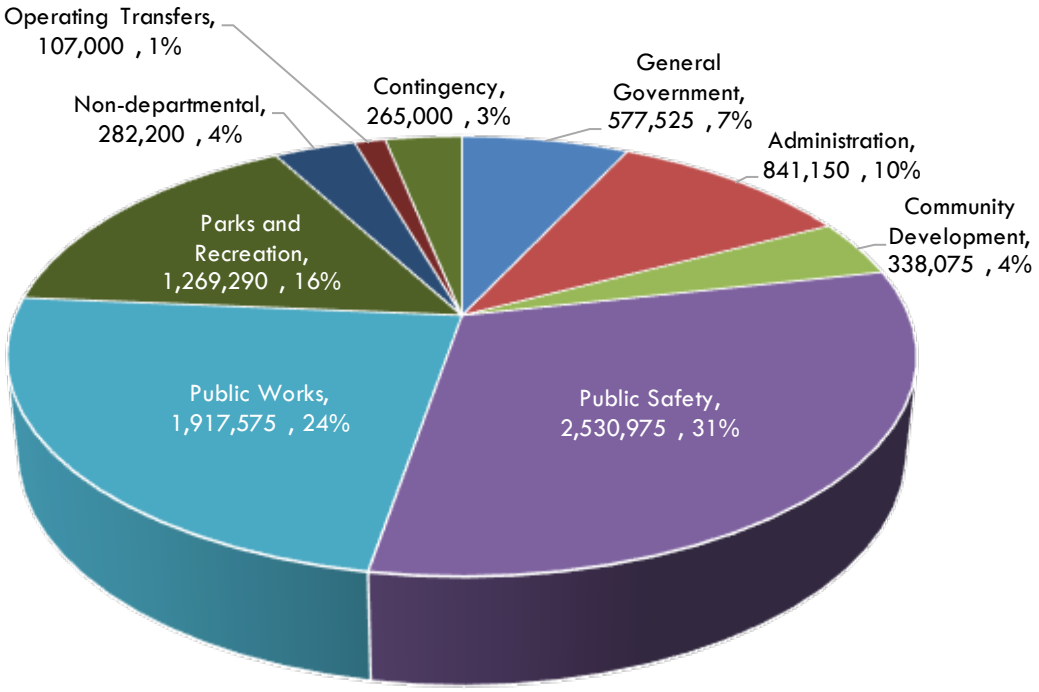
Capital Project Transfers. Transfers from the General Fund to the Capital Projects Fund are budgeted at $2.8 million in 2021. Details about the Capital Projects can be found in the Capital Projects Fund.

EXPENSES BY DEPARTMENT

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

General Fund Summary

2021 Operating Expenses - by Department

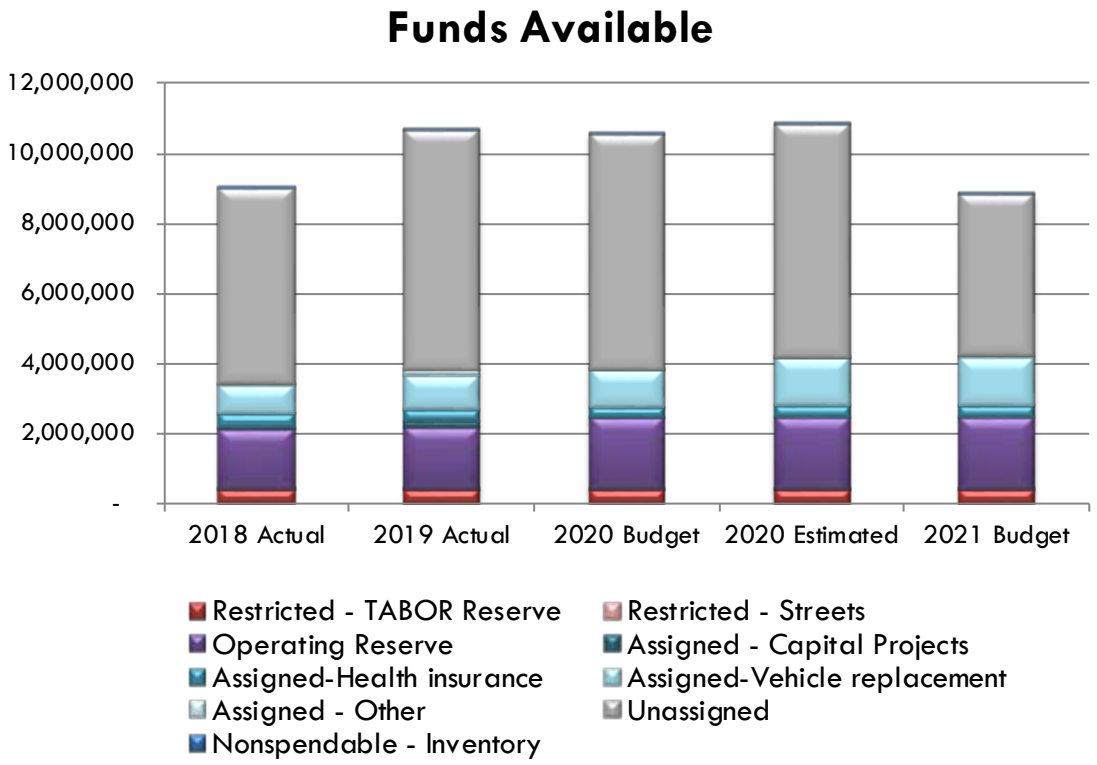


FUNDS AVAILABLE

The 2021 Budget includes the use of $2.1 million in available funds primarily for capital projects. Available Funds are budgeted at $9.0 million as of December 31, 2021. Available funds include:

- *Restricted funds* of $620,626 represent amounts constrained to specific purposes by their providers through constitutional provisions or by enabling legislation such as the emergency reserve required by TABOR - $400,000, interest earnings on chip seal fees restricted for use on streets - $8,000 and public safety funds from the County sales tax dedicated for public safety use - $212,626;
- *Operating Reserve* of $2 million represents funds that can only be used for specific purposes as determined by formal action of the City Council and are equivalent to 25% of the 2021 operating expenses;
- *Assigned funds* of $1.7 million are funds assigned by the City Manager or City Council for specific purposes such as the Capital Equipment Replacement Fund (CERF), health insurance reserve and amounts designated for other purposes.
- *Unassigned funds* of $4.6 million represent funds that are available for any purpose.
- *Non-spendable funds* of $8,884 represent amounts that are not in spendable form and include the inventory of fuel.

General Fund Summary



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

The 2021 Budget includes the use of $2,057,065 in available funds. This is the amount by which total revenues exceed total expenses. The following chart represents the additions to or reductions from available funds in 2020.

Summary - Changes in Available Funds

Unassigned	(2,036,093)
Restricted for public safety	(40,000)
Operating Reserve	2,028
Vehicle/Equipment replacement	17,000
	(2,057,065)

General Fund Revenues

Revenues

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg
TAXES							
110-000-00-3110	Property Tax	1,146,137	1,167,209	1,414,000	1,415,000	1,415,000	0%
110-000-00-3120	Specific Ownership Tax	169,127	172,372	173,000	187,000	190,000	10%
110-000-00-3129	County Sales Tax - PS	335,832	367,421	358,000	370,000	375,000	5%
110-000-00-3130	County Sales Tax	2,273,150	2,432,130	2,400,000	2,500,000	2,537,000	6%
110-000-00-3131	City Sales Tax	1,920,662	2,213,793	2,130,000	2,560,000	2,575,000	21%
110-000-00-3132	Use Tax on Vehicles	628,663	690,747	710,000	641,000	650,000	-8%
110-000-00-3133	Use Tax on Bldg Materials	361,538	208,425	150,000	210,000	200,000	33%
110-000-00-3142	Cigarette Tax	10,509	9,687	10,850	10,850	10,000	-8%
110-000-00-3182	Franchise Fees	400,768	411,302	416,450	392,000	395,000	-5%
110-000-00-3190	Penalties and Interest	1,134	1,209	1,000	1,200	1,200	20%
		7,247,520	7,674,295	7,763,300	8,287,050	8,348,200	8%
LICENSES							
110-000-00-3210	Business Licenses	18,549	19,961	19,000	18,500	18,750	-1%
110-000-00-3211	Liquor Licenses	10,250	9,850	11,000	8,000	9,000	-18%
110-000-00-3220	Street Excavation Permits	1,350	1,470	750	1,500	1,200	60%
110-000-00-3221	Other Permits	2,580	2,605	2,000	2,500	2,500	25%
		32,729	33,886	32,750	30,500	31,450	-4%
INTERGOVERNMENTAL REVENUES							
110-000-00-3319	CVRF Grant	-	-	-	1,012,000	-	N/A
110-000-00-3330	Severance/Min Lease Tax	143,470	225,629	100,000	138,000	110,000	10%
110-000-00-3341	GOCO Grant	-	-	65,000	65,000	-	-100%
110-000-00-3342	Energy Impact Grant	-	48,189	22,000	47,000	-	-100%
110-000-00-3343	CDOT Police Grants	-	343	-	-	-	N/A
110-000-00-3344	CPW Planning Grant	17,343	18,267	-	20,100	-	0%
110-000-00-3345	Colorado Tourism Grant	-	5,000	-	-	-	0%
110-000-00-3351	Add. MV Reg Fees	20,878	22,020	20,500	22,500	22,500	10%
110-000-00-3352	State Highway Users Tax	487,443	494,375	392,000	383,000	380,000	-3%
110-000-00-3353	App. MV Reg Fees	30,430	31,464	30,000	31,000	31,000	3%
110-000-00-3370	Arts in Society Grant	-	-	-	-	20,000	N/A
110-000-00-3371	Mesa County Grants	7,103	1,481	-	1,500	-	0%
110-000-00-3380	Mesa County Road Tax	24,546	25,482	25,000	35,000	32,000	28%
		731,213	872,250	654,500	1,755,100	595,500	-9%
CHARGES FOR SERVICES							
110-000-00-3413	Planning Fees	66,290	29,259	25,000	27,000	25,000	0%
110-000-00-3421	Vehicle Inspection Fees	2,351	2,190	1,500	1,000	1,000	-33%
110-000-00-3455	Impound Fees	-	-	100	100	100	0%
110-000-00-3470	Recreation Registration Fees	77,301	85,486	86,000	30,000	60,000	-30%
110-000-00-3472	Special Event Booth Fees	9,631	7,720	8,000	-	4,000	-50%
110-000-00-3473	Retail sales	14,246	16,483	14,000	1,000	10,000	-29%
110-000-00-3475	Wholesale sales	1,011	1,108	750	250	250	-67%
110-000-00-3477	Park rentals	13,918	13,706	13,000	3,500	7,000	-46%
110-000-00-3478	Shipping & Handling Charges	139	180	-	-	-	0%
110-000-00-3479	Scholorship Program	16,201	14,740	9,000	6,600	9,000	0%
110-000-00-3480	Manpower	44,977	9,503	8,500	8,500	8,500	0%

General Fund Revenues

Revenues

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg
110-000-00-3483	Penalties	18,799	20,688	17,500	6,000	18,500	6%
110-000-00-3484	Trails Planning Contribution	1,336	4,664	-	-	-	0%
		266,200	205,727	183,350	83,950	143,350	-22%
FINES, FORFEITS AND ASSESSMENTS							
110-000-00-3510	City and County Court	11,563	13,705	11,000	9,000	11,000	0%
110-000-00-3511	Penalty Assessments	8,371	6,535	7,500	5,000	6,000	-20%
110-000-00-3512	Restitution to City	852	686	-	2,000	-	0%
110-000-00-3513	Misdemeanor Fee	320	300	400	300	300	-25%
110-000-00-3555	Development Impact Fees	40,000	-	-	-	-	0%
		61,106	21,226	18,900	16,300	17,300	-8%
INTEREST AND RENTALS							
110-000-00-3610	Interest on deposits	90,060	108,076	60,000	55,000	25,000	-58%
110-000-00-3613	Gain (Loss) on investments	105	75	-	-	-	0%
110-000-00-3625	Rent on Lands and Water	35,887	37,921	34,000	39,800	39,800	17%
110-000-00-3626	Facility Rentals	3,060	2,120	2,000	1,000	1,250	-38%
		129,112	148,192	96,000	95,800	66,050	-31%
DONATIONS							
110-000-00-3640	Senior Center Donations	586	-	-	-	-	0%
110-000-00-3641	Miscellaneous Donations	3,000	3,000	-	-	-	0%
110-000-00-3642	Recreation Donations	11,742	13,861	-	21,000	-	0%
110-000-00-3645	Special Event Donations	40,500	28,150	14,500	5,000	21,000	45%
		55,828	45,011	14,500	26,000	21,000	45%
MISCELLANEOUS							
110-000-00-3680	Miscellaneous	5,105	5,080	3,000	1,000	2,000	-33%
110-000-00-3681	Cash Over (Short)	(335)	298	-	-	-	0%
110-000-00-3682	Refunds	182	34,269	-	28,000	-	0%
		4,952	39,647	3,000	29,000	2,000	-33%
TRANSFERS FROM OTHER FUNDS							
110-000-00-3911	Tsfr from Sewer Fund	160,000	160,000	165,000	165,000	165,000	0%
110-000-00-3912	Tsfr from Trash Fund	55,000	56,000	59,000	59,000	69,000	17%
110-000-00-3915	Tsfr from Irrigation	10,000	10,000	10,500	10,500	10,500	
110-000-00-3918	Tsfr form Community Center	-	-	6,000	6,000	6,000	0%
		225,000	226,000	240,500	240,500	250,500	4%
OTHER FINANCING SOURCES							
110-000-00-3950	Sale of Equipment	35,023	12,396	-	3,000	-	0%
110-000-00-3960	Insurance payments	45,624	40,654	-	-	37,000	N/A
		80,647	53,050	-	3,000	37,000	N/A
TOTAL REVENUES		**8,834,307**	**9,319,284**	**9,006,800**	**10,567,200**	**9,512,350**	**6%**

General Government Department

General Government Department

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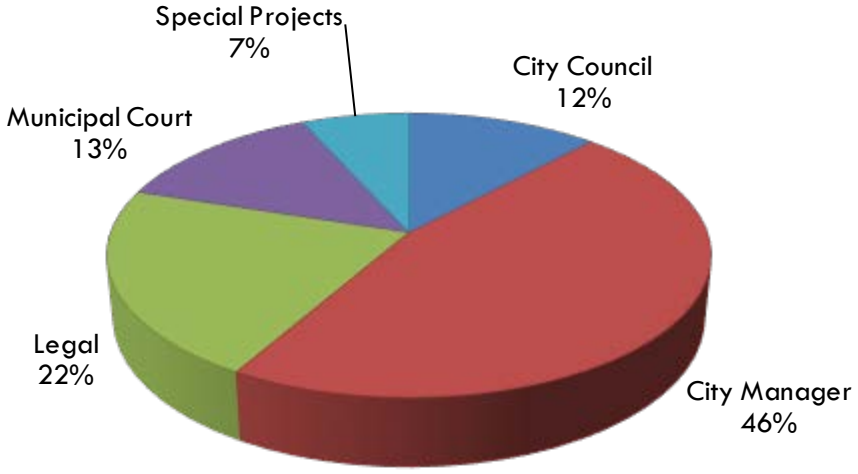
General Government Department

Expenses by Program	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
City Council	$ 51,041	$ 46,742	$ 51,925	$ 51,625	$ 68,775	32%
City Manager	168,563	225,131	241,850	236,850	267,850	11%
Elections	10,217	288	16,200	19,480	-	-100%
Legal	48,055	115,217	125,000	125,000	125,000	0%
Municipal Court	55,019	62,377	75,800	75,800	77,200	2%
Operating Expenses	$ 332,895	$ 449,755	$ 510,775	$ 508,755	$ 538,825	5%
Capital	2,478	-	-	-	-	N/A
Special Projects	36,167	24,791	46,200	39,200	38,700	-16%
Total Expense	**$ 371,540**	**$ 474,546**	**$ 556,975**	**$ 547,955**	**$ 577,525**	4%

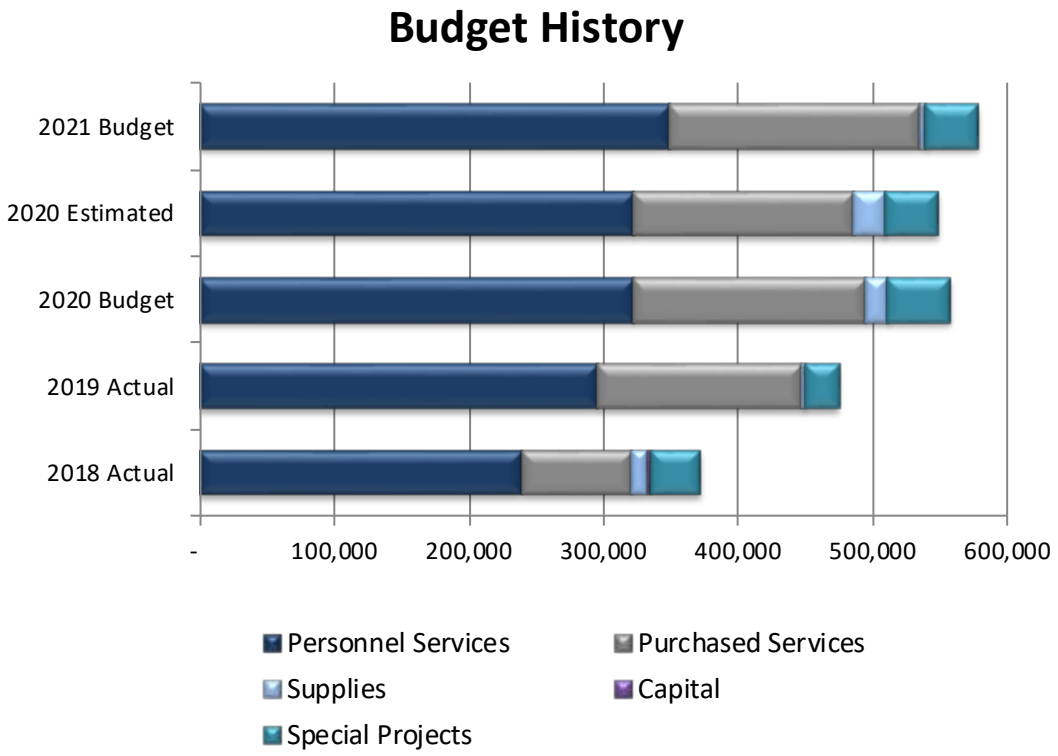
The goal of the General Government Department is to provide effective and efficient governance and leadership for the City of Fruita. This is accomplished through establishment of long term goals and the implementation of policies and procedures to accomplish the goals.

General Government Programs



General Government Department

Expenses by Category	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 195,105	$ 236,501	$ 257,075	$ 257,075	$ 274,450	7%
Personnel Services, Benefits	43,445	59,374	65,300	65,400	75,075	15%
Purchased Professional Services	70,652	138,585	157,750	150,750	171,750	9%
Purchased Property Services	7,161	7,263	7,450	7,450	8,450	13%
Other Purchased Services	4,581	4,433	7,100	4,750	5,100	-28%
Supplies	11,951	3,600	16,100	23,330	4,000	-75%
Operating Expenses	$ 332,895	$ 449,756	$ 510,775	$ 508,755	$ 538,825	5%
Capital	2,478	-	-	-	-	N/A
Special Projects	36,167	24,791	46,200	39,200	38,700	-16%
Total Expense	**$ 371,540**	**$ 474,547**	**$ 556,975**	**$ 547,955**	**$ 577,525**	**4%**



General Government Department

Factors Affecting Expenses

Overall expenses of the General Government Department are budgeted to increase 4%. Significant changes in the 2021 Budget include the following:

- Reclassification of Management Analyst to Assistant to the City Manager
- Community Survey
- No elections scheduled for 2021

Personnel

Staffing in the General Government Department includes elected officials (City Council and Mayor) and contract labor (Municipal Judge and Attorneys) in addition to regular full and part time staff. The 2021 Budget includes the reclassification of the Management Analyst position to an Assistant to the City Manager with 80% of the salary included in the General Fund and the remaining 20% allocated to the Marking and Promotion Fund. The following chart shows the man hours for full time and part time staff for each program.

General Government - Elected Officials and Contract Labor				
Position	**2018 Budget**	**2019 Budget**	**2020 Budget**	**2021 Budget**
City Council				
Mayor	1	1	1	1
Councilmember	6	6	6	6
Municipal Court				
Municipal Court Judge	1	1	1	1
Legal				
City Attorney	1	1	1	1
Prosecutor for Municipal Court	1	1	1	1
Specialty legal services	1	1	1	1
Total Positions	**11**	**11**	**11**	**11**

General Government Staffing Chart				
Hours Summary	**2018 Actual**	**2019 Actual**	**2020 Budget**	**2021 Budget**
City Manager's Office				
Full time employees	2,202	4,160	4,160	3,744
Part time employees	-	-	-	-
Total City Managers Office	2,202	4,160	4,160	3,744
Municipal Court				
Part time employees	1,329	1,383	1,310	1,310
Total Municipal Court Hours	1,329	1,383	1,310	1,310
Total Hours	3,531	5,543	5,470	5,054
Total FTE Equivalents	1.70	2.66	2.63	2.43

General Government Department

Expenses

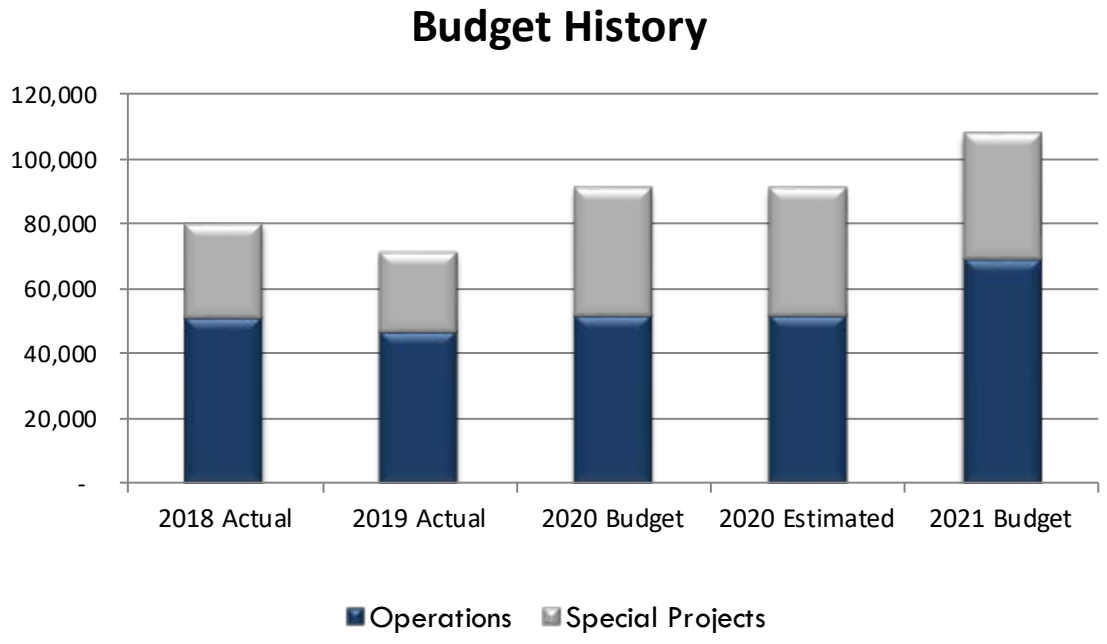
Account	Description	2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
4111	Salaries, Administrative	118,990	157,242	170,000	170,000	186,100	9%
4120	Part Time	49,404	69,306	82,000	82,000	83,350	2%
4125	Contract Labor	26,711	9,866	5,075	5,075	5,000	-1%
4130	Overtime	-	87	-	-	-	N/A
		195,105	236,501	257,075	257,075	274,450	7%
PERSONNEL SERVICES, BENEFITS							
4210	Health Insurance	17,746	25,767	28,500	28,500	35,850	26%
4220	FICA Payroll Expense	11,153	14,635	16,025	16,125	17,150	7%
4221	Medicare Payroll Expense	2,647	3,512	3,775	3,775	4,075	8%
4230	Retirement Contribution	10,892	14,289	15,150	15,150	16,050	6%
4250	Unemployment Insurance	437	633	750	750	800	7%
4260	Workers Compensation Insurance	570	538	1,100	1,100	1,150	5%
		43,445	59,374	65,300	65,400	75,075	15%
PURCHASED PROFESSIONAL SERVICES							
4310	Professional Development	21,030	23,368	28,000	23,000	28,000	0%
4321	Court Interpreter Services	-	-	250	250	250	0%
4330	Legal Fees	48,902	115,217	127,500	127,500	127,500	0%
4337	Community survey	-	-	-	-	16,000	N/A
4340	Election Assistance	720	-	2,000	-	-	-100%
		70,652	138,585	157,750	150,750	171,750	9%
PURCHASED PROPERTY SERVICES							
4430	Service Contracts	2,342	2,455	2,650	2,650	3,650	38%
4437	Moving and Vehicle Allowance	4,819	4,808	4,800	4,800	4,800	0%
		7,161	7,263	7,450	7,450	8,450	13%
OTHER PURCHASED SERVICES							
4525	Volunteer Accident Medical Pla	279	261	300	300	300	0%
4530	Telephone	3,000	2,674	3,200	2,800	3,200	0%
4545	Jury Duty Fees	-	-	100	100	100	0%
4551	Publishing	1,302	1,498	3,500	1,550	1,500	-57%
		4,581	4,433	7,100	4,750	5,100	-28%
SUPPLIES							
4610	Office Supplies	2,536	3,600	3,800	3,800	3,800	0%
4612	Supplies and Equipment	9,415	-	12,200	19,430	-	-100%
4630	Meeting/Appreciation Supplies	-	-	100	100	200	100%
		11,951	3,600	16,100	23,330	4,000	-75%
CAPITAL							
4743	Furniture and Equipment	2,478	-	-	-	-	N/A
		2,478	-	-	-	-	N/A
SPECIAL PROJECTS							
4810	Boards and Commissions	-	58	2,500	2,500	2,000	-20%
4820	Economic Development	7,014	180	7,000	-	-	-100%
4842	Miscellaneous Contributions	29,153	24,553	36,700	36,700	36,700	0%
		36,167	24,791	46,200	39,200	38,700	-16%
TOTAL EXPENDITURES		**371,540**	**474,547**	**556,975**	**547,955**	**577,525**	**4%**

General Government Department
City Council

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 27,600	$ 27,900	$ 27,900	$ 27,900	$ 27,900	0%
Personnel Services, Benefits	2,596	2,591	2,625	2,725	2,725	4%
Purchased Professional Services	16,357	12,206	16,500	16,500	32,500	97%
Purchased Property Services	-	-	-	-	750	N/A
Other Purchased Services	3,528	3,231	3,900	3,500	3,900	0%
Supplies	960	814	1,000	1,000	1,000	0%
Operating Expenses	$ 51,041	$ 46,742	$ 51,925	$ 51,625	$ 68,775	32%
Capital Equipment	2,478	-	-	-	-	N/A
Special Projects	29,153	24,611	39,200	39,200	38,700	-1%
Total Expense	**$ 82,672**	**$ 71,353**	**$ 91,125**	**$ 90,825**	**$ 107,475**	**18%**

MISSION

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



General Government Department
City Council

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- Approved the City's 10+ year Comprehensive Plan Fruita in Motion following a year of in-depth, widespread community engagement.
- Created and approved a Small Business Loan Program, in partnership with the Grand Junction Business Incubator Center, for Fruita businesses that were impacted by the COVID-19 pandemic.
- Held listening sessions and special meetings with various groups of the Grand Valley Task Force on addressing social inequalities. City Council members also participated in and continue to be a part of this task force and subcommittees.
- Worked with City Staff and clearly identified the continuation of the City's strategic priority areas, budgeting to meet priorities and define specific action items for 2018-2020 to accomplish City goals.
- The Mayor and members of City Council provided Council liaison roles and leadership to the City's Boards and Commissions.
- Supported the continued efforts of the Fruita Youth Initiative to combat youth substance abuse and encourage a healthy community physically and emotionally.

- Continued to foster key community partnerships with District 51, Family Health West, Public Lands Agencies, local businesses, local non-profits, neighboring jurisdictions, Museum of the West, Fruita Chamber of Commerce, Economic Development partners, etc.
- The Mayor and City Council represented the City at numerous regional and state-wide functions, including attending Outdoor Retailer Summer show.
- Held joint City Council – School District 51 Board of Education meetings to further educational needs in Fruita including a new elementary school, improvements to Fruita Monument High School and plans for further capacity improvements at all Fruita Schools.
- Recognized teachers and students of the month from all Fruita Schools at Fruita City Council meetings.

GOALS

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

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

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

Community Values:

- Fruita is a place where you run into neighbors, friends, and acquaintances at local stores and restaurants, parks, and the community center.
- Fruita is a place where children, adults, and the elderly feel safe walking and biking to schools, parks, or downtown.
- Family-friendly events and festivals are well-attended and gather the community.
- Fruita is a community where people are invested and constantly work to make the community better.
- Fruita residents appreciate the stunning natural beauty surrounding the city.

- Fruita has incredible access to outdoor recreation. This access supports local businesses and fosters an active, healthy community that inspires visitors to come play like a local.
- Fruita is funky and has a vibrant downtown filled with small businesses.
- Farming is a part of Fruita, from the agricultural lands surrounding the city, to the farmers market that takes place downtown.
- Fruita is innovative and openminded—the government and its residents are willing to try new things.
- Fruita takes a community-first approach—the City prioritizes residents in making decisions.
- Fruita provides quality services efficiently to its residents and businesses.
- Fruita is a distinct community— geographically separate from others in the Grand Valley.
- Fruita is committed to a land use pattern and supporting policies that promote access to housing across the income spectrum of its residents.

Strategic Priority Areas:

Quality of Place (QP)

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

Economic Health (EH)

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

Lifestyle (L)

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

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

General Government Department
City Council

BUDGET HIGHLIGHTS

Community Survey. The 2021 Budget includes an additional $16,000 to conduct a Community Survey. This survey is conducted every 2 to 4 years to determine community sentiments on a variety of issues. The last survey was conducted in 2017.

Miscellaneous contributions. Also Included in the 2021 Budget are contributions of $36,700 to the following outside agencies:

- Fruita Chamber of Commerce $25,000
- Riverfront Commission $4,200
- Grand Junction Economic Partnership (GJEP) $7,500

General Government Department

City Council

Expenses

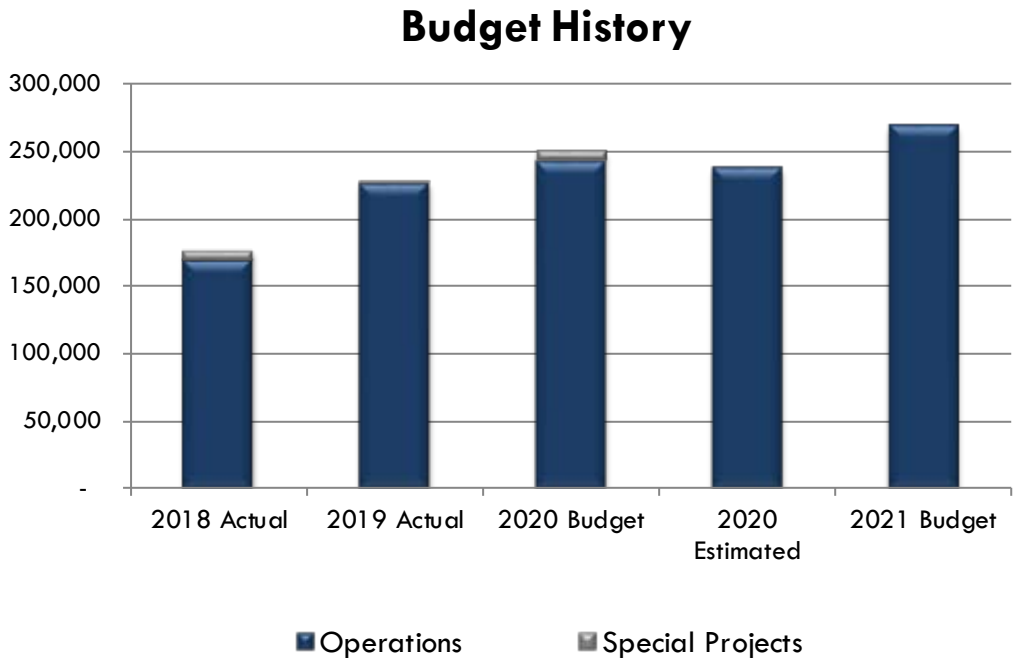
Account	Description	2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-410-40-4120	City Council and Mayor Wages	27,600	27,900	27,900	27,900	27,900	0%
		27,600	27,900	27,900	27,900	27,900	0%
PERSONNEL SERVICES, BENEFITS							
110-410-40-4220	FICA Payroll Expense	1,784	1,808	1,750	1,850	1,850	6%
110-410-40-4221	Medicare Payroll Expense	417	423	425	425	425	0%
110-410-40-4260	Workers Compensation Insurance	395	360	450	450	450	0%
		2,596	2,591	2,625	2,725	2,725	4%
PURCHASED PROFESSIONAL SERVICES							
110-410-40-4310	Professional Development	16,357	12,206	16,500	16,500	16,500	0%
110-410-40-4337	Community survey	-	-	-	-	16,000	N/A
		16,357	12,206	16,500	16,500	32,500	97%
PURCHASED PROPERTY SERVICES							
110-410-40-4430	Service Contracts	-	-	-	-	750	N/A
		-	-	-	-	750	
OTHER PURCHASED SERVICES							
110-410-40-4530	Data and Telephone	2,307	2,021	2,400	2,000	2,400	0%
110-410-40-4551	Publishing	1,221	1,210	1,500	1,500	1,500	0%
		3,528	3,231	3,900	3,500	3,900	0%
SUPPLIES							
110-410-40-4610	Office Supplies	960	814	1,000	1,000	1,000	0%
		960	814	1,000	1,000	1,000	0%
CAPITAL EQUIPMENT							
110-410-40-4743	Furniture and Equipment	2,478	-	-	-	-	N/A
110-410-40-4744	Computer Equipment	-	-	-	-	-	N/A
		2,478	-	-	-	-	N/A
SPECIAL PROJECTS							
110-410-40-4810	Boards and Commissions	-	58	2,500	2,500	2,000	-20%
110-410-40-4842	Miscellaneous Contributions	29,153	24,553	36,700	36,700	36,700	0%
		29,153	24,611	39,200	39,200	38,700	-1%
TOTAL EXPENSES		**82,672**	**71,353**	**91,125**	**90,825**	**107,475**	**18%**

General Government Department
City Manager's Office

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 118,990	$ 157,329	$ 170,000	$ 170,000	$ 186,100	9%
Personnel Services, Benefits	39,084	53,435	57,850	57,850	67,400	17%
Purchased Professional Services	3,926	8,182	8,000	3,000	8,000	0%
Purchased Property Services	4,819	4,808	4,800	4,800	5,050	5%
Other Purchased Services	693	653	800	800	800	0%
Supplies	1,051	724	400	400	500	25%
Operating Expenses	$ 168,563	$ 225,131	$ 241,850	$ 236,850	$ 267,850	11%
Special Projects	7,014	180	7,000	-	-	-100%
Total Expense	**$ 175,577**	**$ 225,311**	**$ 248,850**	**$ 236,850**	**$ 267,850**	**8%**

MISSION

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



General Government Department
City Manager's Office

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- Provided leadership and guidance in response to the COVID-19 pandemic in Fruita. Worked closely with Mesa County Public Health and the Colorado Department of Public Health and Environment to appropriately respond to the pandemic. Made decisions on and took many preventative measures to limit the spread of the virus in the community in line with Mesa County Public Health and state guidelines, including declaring a local disaster emergency for Fruita due to the COVID-19 pandemic..
- In partnership with the Grand Junction Business Incubator Center, created a Small Business Loan program for Fruita businesses that were impacted by the COVID-19 pandemic. This program is funded by monies that were designated for economic development and resulted in over 60 businesses utilizing the Business Incubator Center for business resources and development.
- Provided timely communications, almost daily, to the public and staff throughout the pandemic.

- With the City Attorney, hosted a Q&A Webinar on the CARES Act and other COVID-related legislation for Fruita businesses and employees.
- Led City staff in implementing significant COVID-19 recovery efforts in the areas of City operations, business recovery, non-profit recovery, and social recovery. These included unexpected expenses related to COVID 19 for operations, establishing public seating areas in a social distanced, shaded manner to create more seating for food based businesses, outdoor classrooms for Fruita schools, improved technology for public meetings, additional food for Fruita food banks, masks for businesses, etc.
- Working with the City Leadership Team and City Council, accomplished specific action items identified to accomplish the city goals. Items completed included:
- Conducted a City Council candidate orientation and onboarded two new City Council members.
- Continued to host Explore Fruita with the City Manager engagement series events with the public. These events are an opportunity for the public to share their thoughts and feedback on Fruita and city operations.
- Provided leadership role with the public and staff on the completion of the Fruita in Motion comprehensive plan update, the Parks, Health, Recreation, Open Space and Trails Master Plan update; and the Land Use Code update.
- Participated as a Board member on the Greater Grand Junction Sports Commission, Grand Junction Economic Partnership Board, Business Incubator Board, District 51 Foundation Board, Fruita Youth Initiative Leadership, Downtown Advisory Board Liaison, International City/County Management Association Mentor to two professionals in the Emerging Leader Development Program, Mentor in the Department of Local Affairs and University of Colorado – Denver Best & Brightest Program, and Romney Institute of Public Service and Ethics Executive Advisory Board.
- Represented the City for the Colorado Tourism Office's CRAFT (served as a session speaker)Grand Valley Leadership Academy, Fruita Economic Forum, State of the Grand Valley, with state and federal representatives and agencies, numerous community meetings, events, local school classes and fieldtrips.
- Conducted and hosted numerous prospective business visits and tours of Fruita.
- Continued cultivating and building partnerships with the Business Incubator Center, Grand Junction Economic Partnership, Fruita Chamber of Commerce, Colorado Tourism Office, Colorado Office of Outdoor Recreation, Colorado Office of Economic Development and International Trade, Bureau of Land Management, Parks and Wildlife, Colorado Plateau Mountain Bike Association, Great Outdoors Colorado, Department of Local Affairs, neighboring jurisdictions, local businesses, Family Health West, School District 51, to name some.
- Worked with School District 51 to assist in long-range facility planning and securing funding for a new elementary school in Fruita, improvements to Fruita Monument High School and plans for further capacity improvements at all schools.

- Provided leadership and direction to the City departments and staff to maintain positive momentum and accomplishments of the City goals, policies and objectives, while keeping the public and City Council informed and updated.
- Provided leadership and much time in respect to community engagement for the Fruita in Motion comprehensive plan update.
- Established a new form of communication with the public to supplement existing City efforts.
- Converted a two-year Best and Brightest full-time position supported by the Department of Local Affairs to a full-time Assistant to the City Manager position.

GOALS

- Conduct a minimum of 12 City Manager Engagement series with residents while exploring Fruita.
- Continue to explore alternative and new forms of effective communication with the public to supplement social media, the weekly update, the engagement series, City Link and public meetings to tell the story of City efforts to the community.
- Oversee the administration and completion of the 2021 Community Survey. These surveys, conducted every four years, are designed to assess citizen satisfaction with the quality of life in Fruita, City services, City policies and future growth, as well as the pulse of the City.
- Maintain Credentialed City Manager status with the International City/County Management Association via professional development.
- Participate in minimum of 12 sessions of working side by side with various divisions of the organization.
- Lead the organization in achieving the 2020-2022 Action items as provided at the end of this narrative.

PERFORMANCE MEASURES

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

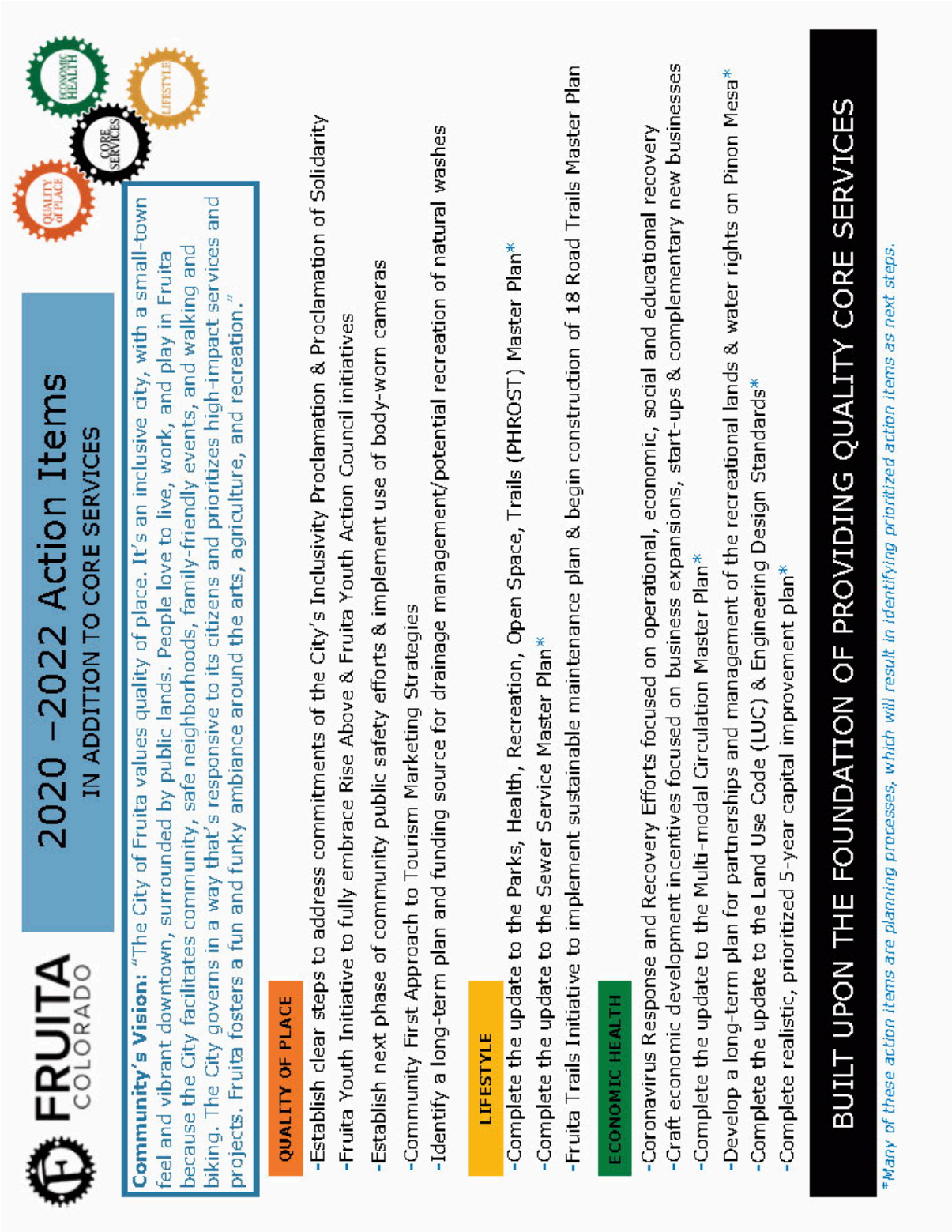
BUDGET HIGHLIGHTS

- Following the completion of the two-year DOLA Best and Brightest Program, an Assistant to the City Manager position is being created to continue work on special projects, City action items, marketing efforts across all departments, and serving as the Public Information

Officer. This position reports to the City Manager. This position is funded in the General Fund (80%) and the Marketing and Promotion Fund (20%).

General Government Department

City Manager's Office



General Government Department

City Manager's Office

Expenses

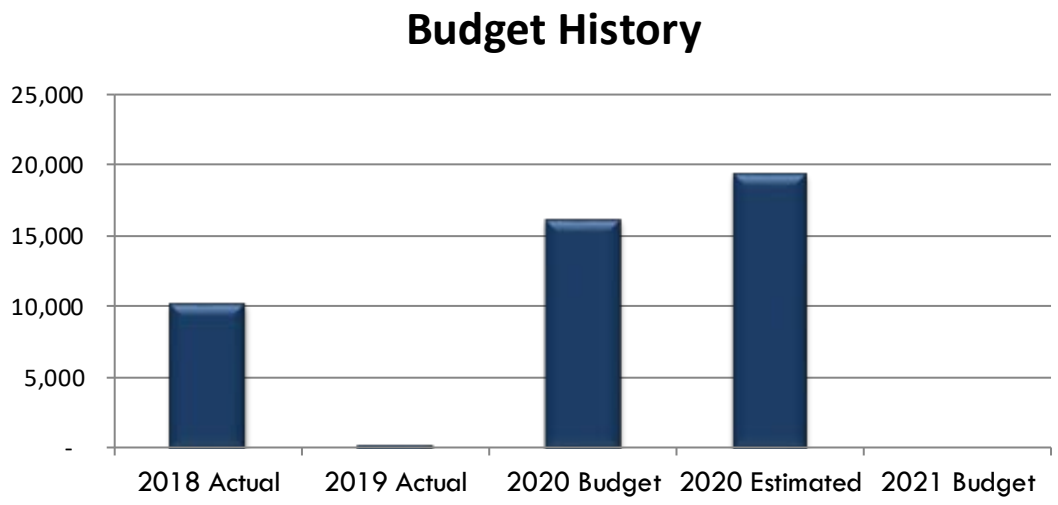
Account	Description	2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-410-41-4111	Salaries, Administrative	118,990	157,242	170,000	170,000	186,100	9%
110-410-41-4130	Overtime	-	87	-	-	-	N/A
		118,990	157,329	170,000	170,000	186,100	9%
PERSONNEL SERVICES, BENEFITS							
110-410-41-4210	Health Insurance	17,746	25,767	28,500	28,500	35,850	26%
110-410-41-4220	FICA Payroll Expense	8,015	10,234	10,900	10,900	11,850	9%
110-410-41-4221	Medicare Payroll Expense	1,912	2,482	2,550	2,550	2,800	10%
110-410-41-4230	Retirement Contribution	10,892	14,289	15,150	15,150	16,050	6%
110-410-41-4250	Unemployment Insurance	371	507	550	550	600	9%
110-410-41-4260	Workers Compensation Ins	148	156	200	200	250	25%
		39,084	53,435	57,850	57,850	67,400	17%
PURCHASED PROFESSIONAL SERVICES							
110-410-41-4310	Professional Development	3,926	8,182	8,000	3,000	8,000	0%
		3,926	8,182	8,000	3,000	8,000	0%
PURCHASED PROPERTY SERVICES							
110-410-41-4430	Service Contracts	-	-	-	-	250	N/A
110-410-41-4437	Vehicle and Moving Allowance	4,819	4,808	4,800	4,800	4,800	0%
		4,819	4,808	4,800	4,800	5,050	5%
OTHER PURCHASED SERVICES							
110-410-41-4530	Telephone	693	653	800	800	800	0%
		693	653	800	800	800	0%
SUPPLIES							
110-410-41-4610	Office Supplies	1,051	724	300	300	300	0%
110-410-41-4630	Meeting/Appreciation Supplies	-	-	100	100	200	100%
		1,051	724	400	400	500	25%
SPECIAL PROJECTS							
110-410-41-4820	Economic Development	7,014	180	7,000	-	-	-100%
		7,014	180	7,000	-	-	-100%
TOTAL EXPENDITURES		**175,577**	**225,311**	**248,850**	**236,850**	**267,850**	**8%**

General Government Department
Elections

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ -	$ -	$ -	$ -	$ -	N/A
Personnel Services, Benefits	-	-	-	-	-	N/A
Purchased Professional Services	720	-	2,000	-	-	-100%
Other Purchased Services	82	288	2,000	50	-	-100%
Supplies	9,415	-	12,200	19,430	-	-100%
Operating Expenses	$ 10,217	$ 288	$ 16,200	$ 19,480	$ -	-100%
Special Projects	-	-	-	-	-	N/A
Total Expense	**$ 10,217**	**$ 288**	**$ 16,200**	**$ 19,480**	**$ -**	-100%

MISSION

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



General Government Department
Elections

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

The 2020 Regular Municipal Election was held in April of 2020 by mail ballot. The election occurred shortly after the onset of the COVID-19 pandemic in Mesa County and issuance of stay-at-home orders by Mesa County and the State of Colorado. The historical and continued use of mail ballots in the City of Fruita was a distinct advantage during this unprecedented time, allowing citizens of Fruita to cast their votes from the safety of their home and avoid potential transmission of COVID-19. However, there were challenges that accompanied the election. Mesa County was unable to provide assistance with use of their tabulation and signature verification equipment as they have in the past due to scheduling conflicts. This resulted in the need for additional staff time to log and receive ballots and costs for rental of tabulation equipment.

The ballot included the election of a Mayor and three Council members along with a question to consider the addition of 3% to the existing Lodger's Tax for the purposes of 1) Parks, trails, open space and public places and 2) Economic development and attainable housing within the City. The ballot question was approved by voters with 60% of the voters in favor of the question. The City Council and Mayoral races were un-contested and Joel Kincaid was re-elected as Mayor and Heather O'Brien, Ken Kreie and Matthew Breman were elected as Council members.

GOALS

- Conduct all elections in a fair and impartial manner.
- Encourage voter participation in all municipal elections
- Ensure that the public is adequately informed on municipal election issues
- Work with Mesa County on the conduct of the 2022 Regular Municipal Election

PERFORMANCE MEASURES

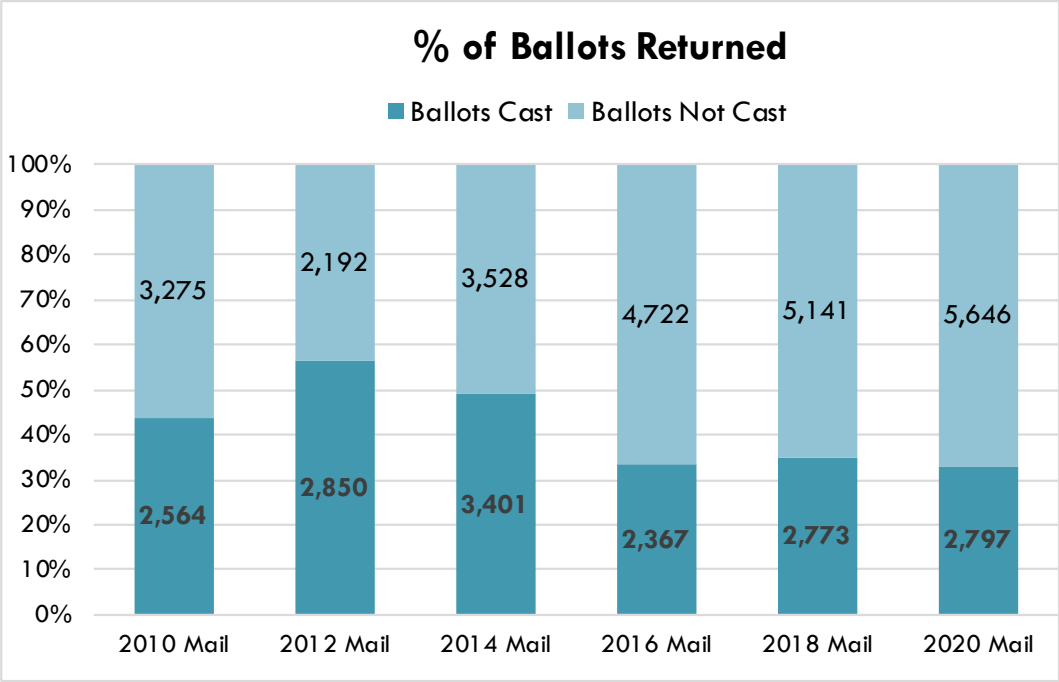
- Increase voter participation in municipal elections through a variety of educational and informational messaging options include print, social media and the City's official website.

  2020 Result. Voter participation in the 2020 election was 33% of the ballots mailed, down slightly from 35% in the 2018 election. While there was not a significant difference between the 2018 and 2020 elections in voter participation, the goal to increase voter participation was not realized. This was due to several factors including:

- ✓ Minimal effort was put into increasing voter participation as staff involvement/time was directed more towards the conduct of the election and working within the parameters of the COVID-19 pandemic.
- ✓ Non-controversial election with uncontested Mayor and City Council races and no significant pro/con campaign on lodging tax issue.

Going forward, additional focus and effort will be placed on promoting voter participation in the municipal election process.

The following chart represents a history of voter participation in the municipal election process. (Note: Due to legislative changes, the number of ballots issued beginning in 2014 is higher than in previous years as ballots were mailed to both active and inactive voters.



BUDGET HIGHLIGHTS

- No elections are scheduled for 2021.

General Government Department

Elections

Expenses

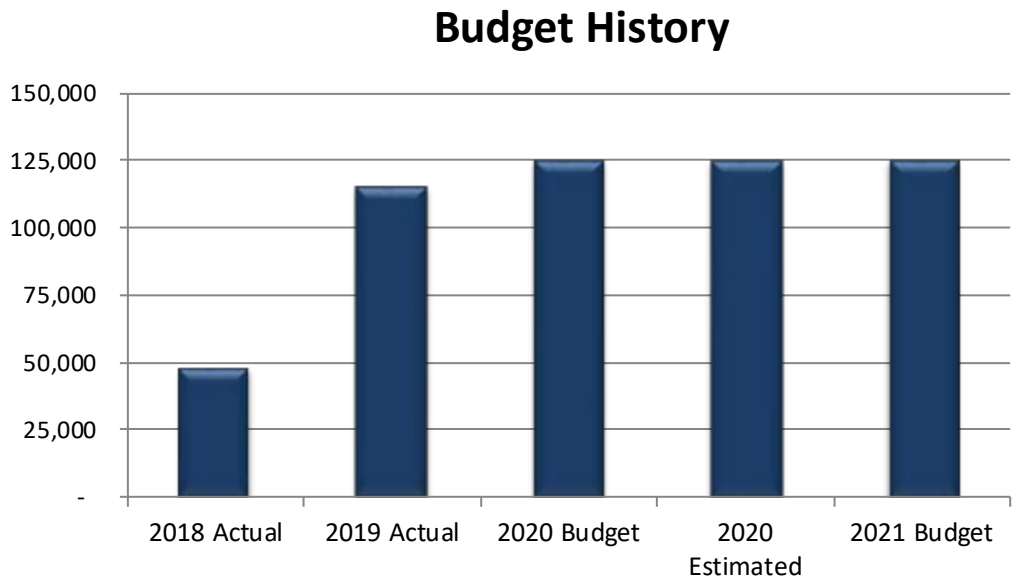
Account	Description	2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-410-42-4120	Part Time	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
PERSONNEL SERVICES, BENEFITS							
110-410-42-4220	FICA Payroll Expense	-	-	-	-	-	N/A
110-410-42-4221	Medicare Payroll Expense	-	-	-	-	-	N/A
110-410-42-4230	Retirement Contribution	-	-	-	-	-	N/A
110-410-42-4250	Unemployment Insurance	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
PURCHASED PROFESSIONAL SERVICES							
110-410-42-4330	Legal Fees	-	-	-	-	-	N/A
110-410-42-4340	Election Assistance	720	-	2,000	-	-	-100%
		720	-	2,000	-	-	-100%
OTHER PURCHASED SERVICES							
110-410-42-4551	Publishing	82	288	2,000	50	-	-100%
		82	288	2,000	50	-	-100%
SUPPLIES							
110-410-42-4612	Supplies and Equipment	9,415	-	12,200	19,430	-	-100%
		9,415	-	12,200	19,430	-	-100%
TOTAL EXPENDITURES		**10,217**	**288**	**16,200**	**19,480**	**-**	**-100%**

General Government Department
Legal

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ -	$ -	$ -	$ -	$ -	N/A
Personnel Services, Benefits	-	-	-	-	-	N/A
Purchased Professional Services	48,055	115,217	125,000	125,000	125,000	0%
Operating Expenses	$ 48,055	$ 115,217	$ 125,000	$ 125,000	$ 125,000	0%
Special Projects	-	-	-	-	-	N/A
Total Expense	**$ 48,055**	**$ 115,217**	**$ 125,000**	**$ 125,000**	**$ 125,000**	0%

MISSION

The Legal program provides legal services, advice and documents on matters affecting the City to prevent potential problems, reduce exposure to liability and protect the safety and welfare of the general public. The Legal Program provides general legal advice to the City, including review of planning documents, employment issues, water rights filings, and municipal court prosecutions.



General Government Department
Legal

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- The City Attorney devoted a substantial of time and effort to review of issues resulting from the COVID-19 pandemic including emergency orders and declarations from local, county, state and federal governments. These orders included the Families First Coronavirus Response Act establishing new requirements for paid sick leave, the CARES Act providing economic relief due to adverse impacts of COVID-19, establishment of social distancing requirements, stay-at-home orders, restrictions on public gatherings, restrictions on occupancy of businesses, rules and regulations for re-opening, suspension of certain statutes regarding the sale of alcoholic beverages, and many others.
- The City Attorney was also involved in the process and update to the Land Use Code.

GOALS

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

PERFORMANCE MEASURES

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

BUDGET HIGHLIGHTS

- There are no significant changes in the 2021 Budget.

General Government Department

Legal

Expenses

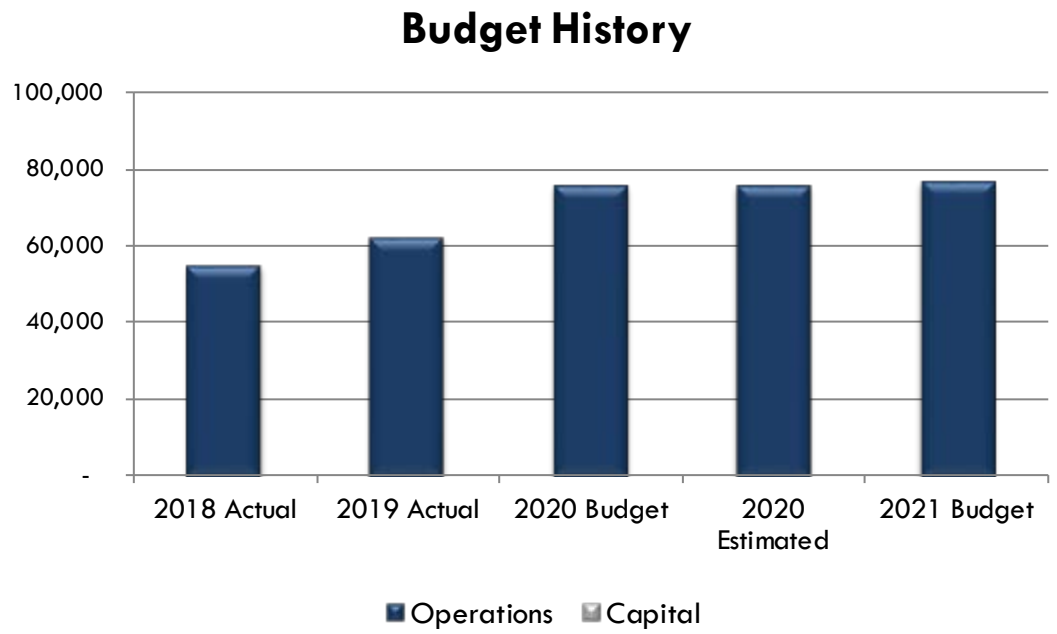
Account	Description	2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	2021 Budget	% Change
PERSONNEL SERVICES, SALARIES							
110-410-43-4111	Salaries, Administrative	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
PERSONNEL SERVICES, BENEFITS							
110-410-43-4210	Health Insurance	-	-	-	-	-	N/A
110-410-43-4220	FICA Payroll Expense	-	-	-	-	-	N/A
110-410-43-4221	Medicare Payroll Expense	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
PURCHASED PROFESSIONAL SERVICES							
110-410-43-4330	Legal Fees	48,055	115,217	125,000	125,000	125,000	0%
		48,055	115,217	125,000	125,000	125,000	0%
TOTAL EXPENDITURES		**48,055**	**115,217**	**125,000**	**125,000**	**125,000**	**0%**

General Government Department
Municipal Court

EXPENSES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 48,515	$ 51,272	$ 59,175	$ 59,175	$ 60,450	2%
Personnel Services, Benefits	1,763	3,347	4,825	4,825	4,950	3%
Purchased Professional Services	1,595	2,980	6,250	6,250	6,250	0%
Purchased Property Services	2,342	2,455	2,650	2,650	2,650	0%
Other Purchased "Services	279	261	400	400	400	0%
Supplies	525	2,062	2,500	2,500	2,500	0%
Operating Expenses	$ 55,019	$ 62,377	$ 75,800	$ 75,800	$ 77,200	2%
Capital	-	-	-	-	-	N/A
Total Expense	**$ 55,019**	**$ 62,377**	**$ 75,800**	**$ 75,800**	**$ 77,200**	2%

MISSION

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



General Government Department
Municipal Court

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- The court's digital records were updated to conform with the retention schedule authorized by the State of Colorado – Division of State Archives and Public Records.
- The Office of the Alternate Defense Counsel found the court met the statutory requirement for providing independent indigent defense in 2020.
- In response to the COVID-19 crisis, the court converted to virtual court appearances to ensure the health and safety of the Public and court staff.

GOALS

- The Court Clerk will update the Court Operations Manual to include the procedures for virtual court appearances.
- The Court will seek to limit the number of Continuances granted.
- The Court will before the end of 2020, review old Warrants and clear as many as possible.
- The Court will remain sensitive to those unable to pay fines and fees due to COVID-19 related unemployment.
- The Court will maintain a high standard of efficiency in docketing Summons to achieve prompt First Appearances.

PERFORMANCE MEASURES

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

General Government Department
Municipal Court

BUDGET HIGHLIGHTS

- There are no significant changes in the 2021 Budget.

General Government Department

Municipal Court

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Adopted	2020 Estimated	2021 Budget	% Change
PERSONNEL SERVICES, SALARIES							
110-410-44-4120	Part Time	21,804	41,406	54,100	54,100	55,450	2%
110-410-44-4125	Contract Labor	26,711	9,866	5,075	5,075	5,000	-1%
110-410-44-4130	Overtime	-	-	-	-	-	N/A
		48,515	51,272	59,175	59,175	60,450	2%
PERSONNEL SERVICES, BENEFITS							
110-410-44-4210	Health Insurance	-	-	-	-	-	N/A
110-410-44-4220	FICA Payroll Expense	1,354	2,593	3,375	3,375	3,450	2%
110-410-44-4221	Medicare Payroll Expense	317	607	800	800	850	6%
110-410-44-4230	Retirement Contribution	-	-	-	-	-	N/A
110-410-44-4250	Unemployment Insurance	65	125	200	200	200	0%
110-410-44-4260	Workers Compensation Insurance	27	22	450	450	450	0%
		1,763	3,347	4,825	4,825	4,950	3%
PURCHASED PROFESSIONAL SERVICES							
110-410-44-4310	Professional Development	747	2,980	3,500	3,500	3,500	0%
110-410-44-4321	Court Interpreter Services	-	-	250	250	250	0%
110-410-44-4330	Legal Fees	848	-	2,500	2,500	2,500	0%
		1,595	2,980	6,250	6,250	6,250	0%
PURCHASED PROPERTY SERVICES							
110-410-44-4430	Service Contracts	2,342	2,455	2,650	2,650	2,650	0%
		2,342	2,455	2,650	2,650	2,650	0%
OTHER PURCHASED SERVICES							
110-410-44-4525	Volunteer Accident Medical Pla	279	261	300	300	300	0%
110-410-44-4545	Jury Duty Fees	-	-	100	100	100	0%
		279	261	400	400	400	0%
SUPPLIES							
110-410-44-4610	Office Supplies	525	2,062	2,500	2,500	2,500	0%
		525	2,062	2,500	2,500	2,500	0%
CAPITAL							
110-410-44-4743	Furniture and Equipment	-	-	-	-	-	N/A
110-410-44-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TOTAL EXPENDITURES		**55,019**	**62,377**	**75,800**	**75,800**	**77,200**	**2%**

Administration Department

Administration Department

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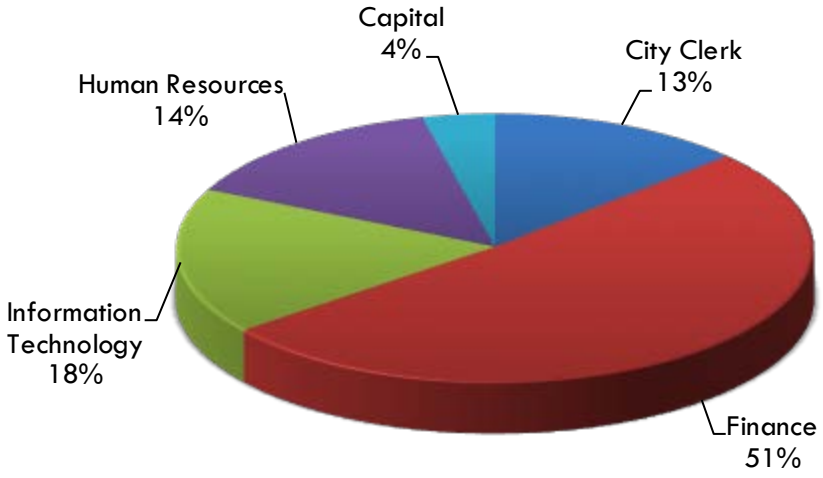
Administration Department

Expenses by Program	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
City Clerk	$ 80,380	$ 82,233	$ 111,775	$ 101,775	$ 114,550	2%
Finance	342,436	419,037	450,750	448,250	447,850	-1%
Information Technology	154,997	145,287	152,700	152,700	154,050	1%
Human Resources	100,706	103,532	103,550	99,650	124,700	20%
Operating Expenses	$ 678,519	$ 750,089	$ 818,775	$ 802,375	$ 841,150	3%
Capital	52,804	42,708	26,800	102,800	32,500	21%
Special Projects	-	-	-	-	-	N/A
Total Expense	**$ 731,323**	**$ 792,797**	**$ 845,575**	**$ 905,175**	**$ 873,650**	**3%**

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

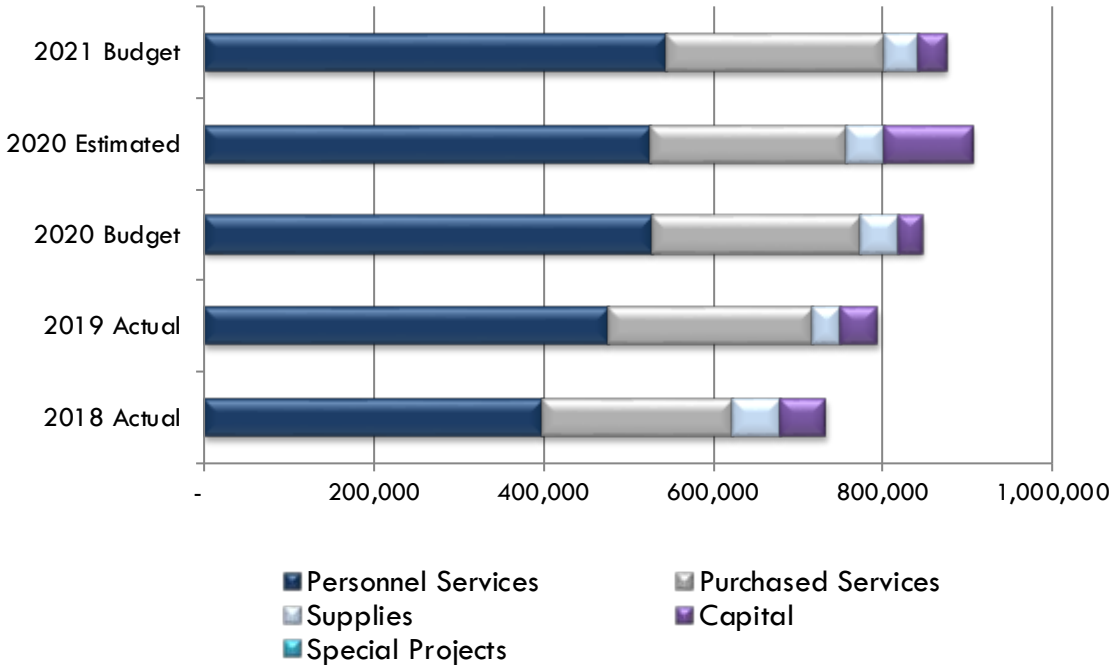
Administration Department



Administration Department

Expenses by Category	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 309,513	$ 360,184	$ 395,150	$ 395,150	$ 408,050	3%
Personnel Services, Benefits	88,384	115,372	132,425	130,925	135,850	3%
Purchased Professional Services	72,735	71,001	60,150	55,250	63,450	5%
Purchased Property Services	120,478	140,239	150,175	140,175	155,050	3%
Other Purchased Services	31,152	30,908	35,850	36,050	38,400	7%
Supplies	56,257	32,384	45,025	44,825	40,350	-10%
Operating Expenses	$ 678,519	$ 750,088	$ 818,775	$ 802,375	$ 841,150	3%
Capital	52,804	42,708	26,800	102,800	32,500	21%
Special Projects	-	-	-	-	-	N/A
Total Expense	**$ 731,323**	**$ 792,796**	**$ 845,575**	**$ 905,175**	**$ 873,650**	**3%**

Budget History



Administration Department

Factors Affecting Expenses

- Overall expenses of the Administration Department of $873,650 are budgeted to increase 3% from the prior year budget.
- Personnel costs including salaries, taxes, and benefits are budgeted to increase 3% in 2021.
- Purchased Professional Services are budgeted to increase 4% with the anticipation that additional audit fees will be required for a Single Audit in 2021, and an increase in IT services.

Personnel

There is currently a vacancy in the Finance Department that will be filled with an accountant position in the next several months. The Human Resource Director will be allocated 100% to the General Fund in 2021. In prior years a portion of this salary was allocated to the Marketing and Promotion Fund. The Assistant to the City Manager will be assigned to those duties in 2021.

Administration Staffing Chart

Hours Summary	2018 Actual	2019 Actual	2020 Budget	2021 Budget
City Clerk				
Full time employees	2,328	2,238	2,392	2,392
Part time employees	417	490	-	-
Overtime	5	-	25	25
Total City Clerk Hours	2,750	2,728	2,417	2,417
Finance				
Full time employees	6,818	8,521	8,048	8,048
Part time employees	829	721	1,330	1,330
Overtime	41	21	30	15
Total Finance Hours	7,688	9,263	9,408	9,393
Human Resources				
Full time employees	1,763	1,722	1,664	2,080
Total Human Resource Hours	1,763	1,722	1,664	2,080
Total Hours	12,201	13,713	13,489	13,890
Total FTE Equivalents	5.87	6.59	6.49	6.68

Administration Department

Expenses

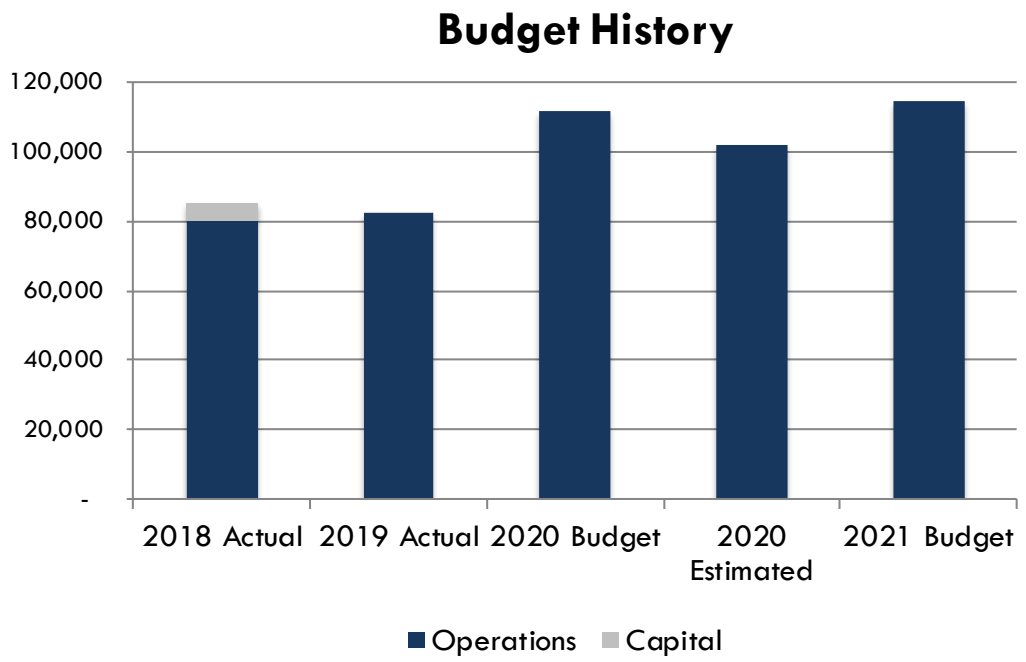
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
4111	Salaries, Administrative	290,695	342,500	372,000	371,875	384,350	3%
4120	Salaries, Part time	17,434	17,162	21,350	21,475	21,900	3%
4130	Overtime	1,384	522	1,800	1,800	1,800	0%
		309,513	360,184	395,150	395,150	408,050	3%
PERSONNEL SERVICES, BENEFITS							
4210	Health Insurance	48,632	70,075	80,950	80,950	84,850	5%
4220	FICA Payroll Expense	18,565	21,520	24,525	24,525	25,350	3%
4221	Medicare Payroll Expense	4,342	5,033	5,825	5,825	5,950	2%
4230	Retirement Contribution	13,373	15,394	16,850	16,850	17,450	4%
4250	Unemployment Insurance	928	873	1,225	1,225	1,250	2%
4260	Workers Compensation Insurance	431	351	550	550	500	-9%
4290	Employee Assistance Programs	2,113	2,126	2,500	1,000	500	-80%
		88,384	115,372	132,425	130,925	135,850	3%
PURCHASED PROFESSIONAL SERVICES							
4310	Professional Development	2,510	4,952	6,550	3,650	4,550	-31%
4311	Appreciation Programs	9,376	8,389	7,500	7,500	7,500	0%
4312	Flex Benefit Administration Fee	2,560	2,539	3,100	3,100	3,100	0%
4315	Audit Fees	21,500	28,000	24,000	24,000	29,000	21%
4316	Bank Charges	17,417	8,887	5,000	5,000	5,000	0%
4317	Lock Off Fees	4,137	5,690	6,000	6,000	6,300	5%
4338	Website Development	2,500	-	-	-	-	N/A
4345	Recruitment	12,735	12,544	8,000	6,000	8,000	0%
		72,735	71,001	60,150	55,250	63,450	5%
PURCHASED PROPERTY SERVICES							
4430	Service Contracts	120,478	140,239	150,175	140,175	155,050	3%
		120,478	140,239	150,175	140,175	155,050	3%
OTHER PURCHASED SERVICES							
4530	Telephone and Internet	16,544	14,799	17,000	17,000	19,150	13%
4550	Printing	2,227	3,753	4,250	4,250	4,450	5%
4552	City Link Newsletter	12,381	12,182	14,500	14,500	14,500	0%
4592	Recording Fees	-	174	100	300	300	200%
		31,152	30,908	35,850	36,050	38,400	7%
SUPPLIES							
4610	Office Supplies	6,680	6,791	8,400	8,200	8,400	0%
4611	Postage	17,698	18,345	20,750	20,750	20,750	0%
4612	Supplies and Equipment	31,879	7,248	15,775	15,775	11,100	-30%
4626	Fuel	-	-	100	100	100	0%
		56,257	32,384	45,025	44,825	40,350	-10%
CAPITAL							
4743	Furniture and Equipment	6,304	-	-	-	-	N/A
4744	Computer Equipment	46,500	42,708	26,800	102,800	32,500	21%
		52,804	42,708	26,800	102,800	32,500	21%
SPECIAL PROJECTS							
4824	Priority Based Budgeting	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TOTAL EXPENDITURES		**731,323**	**792,796**	**845,575**	**905,175**	**873,650**	**3%**

Administration Department
City Clerk

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 51,376	$ 51,961	$ 60,300	$ 60,300	$ 61,850	3%
Personnel Services, Benefits	13,732	14,812	18,675	18,675	19,750	6%
Purchased Professional Services	201	-	750	750	750	0%
Purchased Property Services	27	34	12,250	2,250	12,250	0%
Other Purchased Services	12,381	12,546	15,350	15,550	15,550	1%
Supplies	2,663	2,880	4,450	4,250	4,450	0%
Operating Expenses	$ 80,380	$ 82,233	$ 111,775	$ 101,775	$ 114,600	3%
Capital	5,179	-	-	-	-	N/A
Total Expense	**$ 85,559**	**$ 82,233**	**$ 111,775**	**$ 101,775**	**$ 114,600**	**3%**

MISSION

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



Administration Department
City Clerk

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- Created board and commission policy.
- Responded to increasing number of requests for open records.
- Conducted bi-annual municipal election in COVID environment.
- Prepared historical Master Resolution index for easier retrieval of information for both internal and external sources.
- Streamline minute preparation process by using a hybrid/combination of action/discussion minutes.

GOALS

- Research records management and indexing systems for easier retrieval of information for both internal and external sources.
- Provide training on records retention procedures and guidelines to city departments.
- Implement outsourcing codification of municipal code including costs, ease of use and updates.

- Business licenses issued and analysis of location (commercial vs residential) and type (NAICS category) for purpose of identifying trends in the local economy.

PERFORMANCE MEASURES

- Percentage of minutes completed within 2 weeks of council meeting.
  - ✓ Status. Minutes for all but one meeting were prepared for inclusion in the following council meeting packet.
- Ensure minutes of boards and commissions of city are appropriately recorded and filed with the City Clerk's office.
  - ✓ Status. The Clerk's office is conducting monthly reviews of posting of agendas and minutes of various Boards and Commission meetings. A number of meetings were cancelled in the first half of the year due to COVID which delayed timing on posting of minutes due to postponement of meetings. Reminders are sent out to staff of postings of agendas and minutes. The Clerk's Office will continue to work with staff to ensure transparency and timely compliance with posting requirements.
- Number of liquor licensee's with TIPS or other alcohol related training certificates.
  - ✓ Status. COVID placed this item on hold in 2020. A number of licensed establishments were required to close for several months by order of the Mesa County Health Department and State of Colorado.
- Prepare Handbook/Orientation Manual for Board and Commission Members providing general guidance and information to members of the various boards and commissions of the City. New for 2021.

BUDGET HIGHLIGHTS

Service contracts include the addition of $10,000 to outsource codification of ordinances. This was originally included in the 2020 Budget but was eliminated for COVID related cost reductions.

Administration Department

City Clerk

Expenses

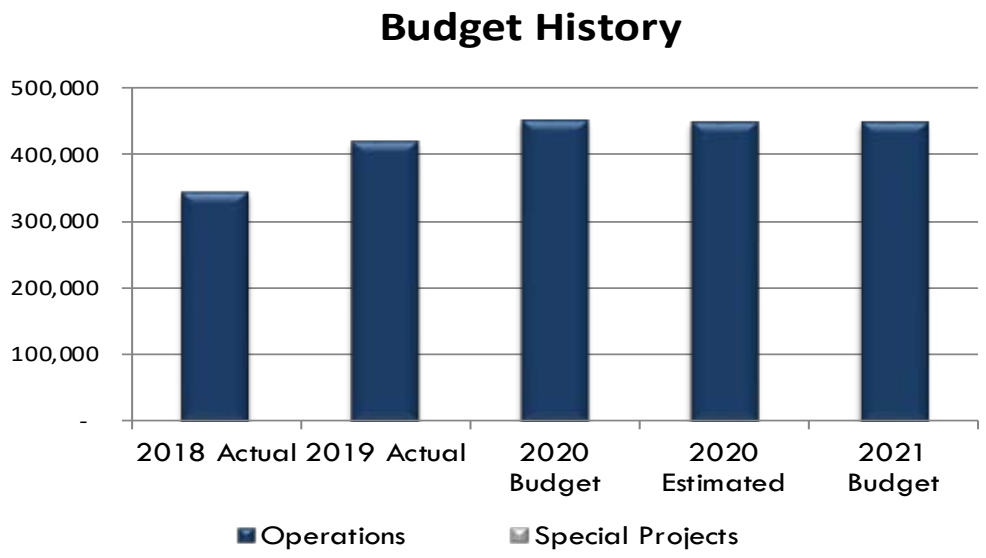
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-415-11-4111	Salaries, Administrative	45,331	45,223	59,500	59,375	61,000	3%
110-415-11-4120	Salaries, Part time	5,901	6,738	-	125	-	N/A
110-415-11-4130	Overtime	144	-	800	800	800	0%
		51,376	51,961	60,300	60,300	61,800	2%
PERSONNEL SERVICES, BENEFITS							
110-415-11-4210	Health Insurance	7,603	8,668	11,000	11,000	11,900	8%
110-415-11-4220	FICA Payroll Expense	3,148	3,155	3,750	3,750	3,850	3%
110-415-11-4221	Medicare Payroll Expense	736	738	900	900	900	0%
110-415-11-4230	Retirement Contribution	2,014	2,035	2,725	2,725	2,800	3%
110-415-11-4250	Unemployment Insurance	154	153	200	200	200	0%
110-415-11-4260	Workers Compensation Insurar	77	63	100	100	100	0%
		13,732	14,812	18,675	18,675	19,750	6%
PURCHASED PROFESSIONAL SERVICES							
110-415-11-4310	Professional Development	201	-	750	750	750	0%
		201	-	750	750	750	0%
PURCHASED PROPERTY SERVICES							
110-415-11-4430	Service Contracts	27	34	12,250	2,250	12,250	0%
		27	34	12,250	2,250	12,250	0%
OTHER PURCHASED SERVICES							
110-415-11-4530	Telephone	-	-	-	-	-	N/A
110-415-11-4550	Printing	-	190	750	750	750	0%
110-415-11-4552	City Link Newsletter	12,381	12,182	14,500	14,500	14,500	0%
110-415-11-4592	Recording Fees	-	174	100	300	300	200%
		12,381	12,546	15,350	15,550	15,550	1%
SUPPLIES							
110-415-11-4610	Office Supplies	1,613	1,899	2,600	2,400	2,600	0%
110-415-11-4611	Postage	1,050	981	1,750	1,750	1,750	0%
110-415-11-4626	Gas and Oil	-	-	100	100	100	0%
		2,663	2,880	4,450	4,250	4,450	0%
CAPITAL							
110-415-11-4743	Furniture and Equipment	5,179	-	-	-	-	N/A
110-415-11-4744	Computer Equipment	-	-	-	-	-	N/A
		5,179	-	-	-	-	N/A
TOTAL EXPENDITURES		**85,559**	**82,233**	**111,775**	**101,775**	**114,550**	**2%**

Administration Department
Finance

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 198,886	$ 248,493	$ 269,150	$ 269,150	$ 262,100	-3%
Personnel Services, Benefits	59,143	84,742	96,100	96,100	95,750	0%
Purchased Professional Services	44,821	43,767	40,000	37,500	43,300	8%
Purchased Property Services	16,377	16,965	18,000	18,000	19,000	6%
Other Purchased Services	2,227	3,563	3,500	3,500	3,700	6%
Supplies	20,982	21,507	24,000	24,000	24,000	0%
Operating Expenses	$ 342,436	$ 419,037	$ 450,750	$ 448,250	$ 447,850	-1%
Capital	1,125	-	-	-	-	N/A
Special Projects	-	-	-	-	-	N/A
Total Expense	**$ 343,561**	**$ 419,037**	**$ 450,750**	**$ 448,250**	**$ 447,850**	**-1%**

MISSION

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



Administration Department
Finance

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- Received an unqualifed opinion on the 2019 Financial Statements from the City's auditing firm. An unqualified opinion is a "clean" auditor's report that concludes that the financial statements fairly present the City's operations and financial position in accordance with generally accepted accounting principles.
- Preparation of 2021 Budget.
- Monthly monitoring of budget versus actual expenses and revenues.
- Evaluation, monitoring and forecasting the financial impacts of COVID on the City's fiscal condition

GOALS

- Provide accurate and timely review, analysis and reporting of the City's financial condition to facilitate the decision making process and ensure the fiscal stability of the City.
- Review all major financial decisions for affordability and impact on financial stability and the ability to provide sustainable core services to the community.
- Alignment of recurring revenues and expenditures to achieve a structurally balanced budget.
- Process payments to employees and vendors, and monthly billing to utility customers in a timely and accurate manner.
- Review existing and implement new internal controls that are adequate and effective to ensure the appropriate use, safety, and security of the City's financial assets.
- Strengthen the City's financial knowledge, skills, and abilities to maximize the use of the City's financial data through the creation of training programs for city-wide staff.
- Assist departments with collection, analysis, and reporting of performance measures to enhance Performance Management which uses data as a tool to manage and improve services.
- Identify trends in assessed market value by residential and commercial property.

- Comparison of business licenses and sales tax collections to identify potential areas of noncompliance.

PERFORMANCE MEASURES

- Fiscal stability as evidenced by credit rating analysis, operating reserves, and fiscal health analysis benchmarks.

  Status:

  ✓ Credit rating: AA-/stable – no changes as of 6/18/2020

  ✓ Operating reserves: 25% of current year budgeted expenses maintained.

  ✓ Fiscal Health Analysis benchmarks: Ratios are healthy at 12/31/2019 but may experience some deterioration due to COVID in 2020. Benchmarks are met with the exception of expenditures per capita which had an annual increase for each of the last 3 years (2017 thru 2019). However, tax revenue per capita increased 20% from 2017 thru 2019 and expenditures, per capita, increased 6% for the same time frame.

- Alignment of operating expenses for core services with recurring revenues sources.

  Status: This will be incorporated as part of the 2021 Budget development and is already included in the budget document as one of the Revenue Policies. The next step will be to illustrate this alignment and any shortfalls or excesses as part of the Revenue Policies.

- Compliance with financial policies.

  Status: The City received an unqualified opinion from the Auditor's on the 2019 Financial Statements. No adjusting entries were required by the auditors and there were no findings or recommendations for areas of improvements in the Management Letter. The 2021 Budget Overview will include a Compliance Checklist with the City's various Budget Policies.

BUDGET HIGHLIGHTS

- Increase in auditing fees in anticipation that a single audit will be required in 2021.

Administration Department

Finance

Expenses

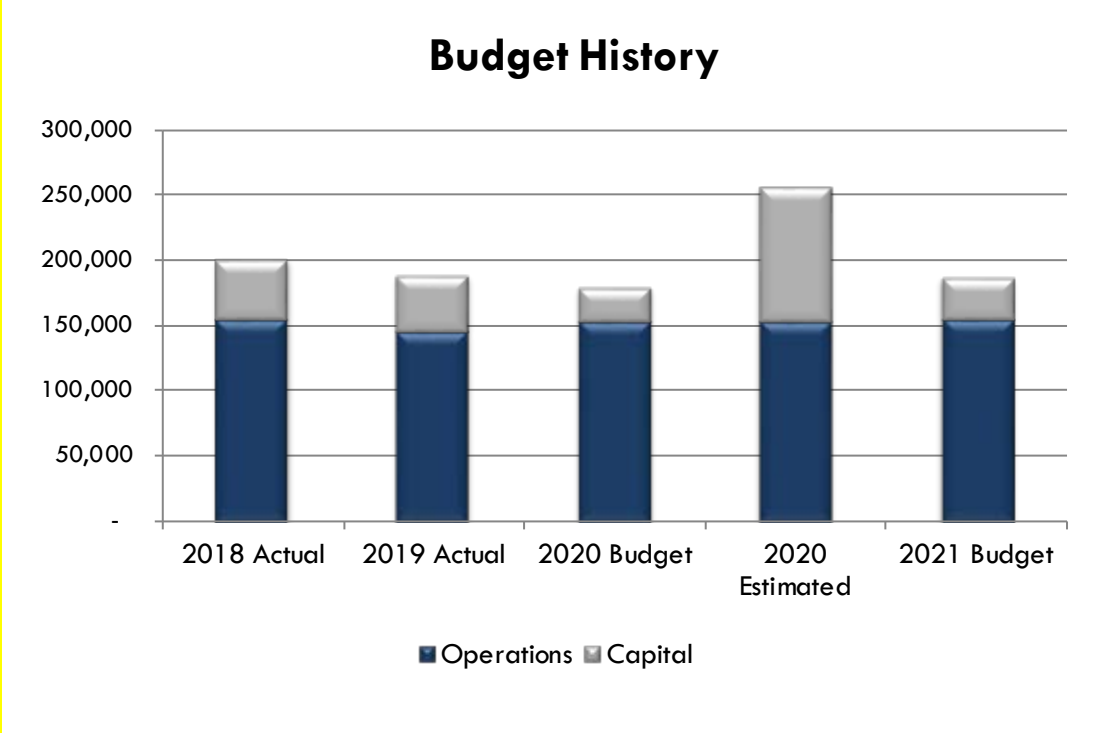
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-415-12-4111	Salaries, Administrative	186,113	237,547	246,800	246,800	239,200	-3%
110-415-12-4120	Salaries, Part time	11,533	10,424	21,350	21,350	21,900	3%
110-415-12-4130	Overtime	1,240	522	1,000	1,000	1,000	0%
		198,886	248,493	269,150	269,150	262,100	-3%
PERSONNEL SERVICES, BENEFITS							
110-415-12-4210	Health Insurance	34,939	55,121	63,150	63,150	63,750	1%
110-415-12-4220	FICA Payroll Expense	11,845	14,732	16,700	16,700	16,250	-3%
110-415-12-4221	Medicare Payroll Expense	2,770	3,445	3,925	3,925	3,800	-3%
110-415-12-4230	Retirement Contribution	8,710	10,671	11,150	11,150	10,850	-3%
110-415-12-4250	Unemployment Insurance	597	543	825	825	800	-3%
110-415-12-4260	Workers Compensation Insurar	282	230	350	350	300	-14%
		59,143	84,742	96,100	96,100	95,750	0%
PURCHASED PROFESSIONAL SERVICES							
110-415-12-4310	Professional Development	1,767	1,190	5,000	2,500	3,000	-40%
110-415-12-4315	Audit Fees	21,500	28,000	24,000	24,000	29,000	21%
110-415-12-4316	Bank & Credit Card Fees	17,417	8,887	5,000	5,000	5,000	0%
110-415-12-4317	Lock Off Fees	4,137	5,690	6,000	6,000	6,300	5%
		44,821	43,767	40,000	37,500	43,300	8%
PURCHASED PROPERTY SERVICES							
110-415-12-4430	Service Contracts	16,377	16,965	18,000	18,000	19,000	6%
		16,377	16,965	18,000	18,000	19,000	6%
OTHER PURCHASED SERVICES							
110-415-12-4550	Printing	2,227	3,563	3,500	3,500	3,700	6%
		2,227	3,563	3,500	3,500	3,700	6%
SUPPLIES							
110-415-12-4610	Office Supplies	4,334	4,143	5,000	5,000	5,000	0%
110-415-12-4611	Postage	16,648	17,364	19,000	19,000	19,000	0%
		20,982	21,507	24,000	24,000	24,000	0%
CAPITAL							
110-415-12-4743	Furniture and Equipment	1,125	-	-	-	-	N/A
110-415-12-4744	Computer Equipment	-	-	-	-	-	N/A
		1,125	-	-	-	-	N/A
SPECIAL PROJECTS							
110-415-12-4824	Priority Based Budgeting	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TOTAL EXPENDITURES		**343,561**	**419,037**	**450,750**	**448,250**	**447,850**	**-1%**

Administration Department
Information Technology Services

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ -	$ -	$ -	$ -	$ -	N/A
Personnel Services, Benefits	-	-	-	-	-	N/A
Purchased Professional Services	2,500	-	-	-	-	N/A
Purchased Property Services	104,074	123,240	119,925	119,925	123,800	3%
Other Purchased Services	16,544	14,799	17,000	17,000	19,150	13%
Supplies	31,879	7,248	15,775	15,775	11,100	-30%
Operating Expenses	$ 154,997	$ 145,287	$ 152,700	$ 152,700	$ 154,050	1%
Capital	46,500	42,708	26,800	102,800	32,500	21%
Total Expense	**$ 201,497**	**$ 187,995**	**$ 179,500**	**$ 255,500**	**$ 186,550**	**4%**

MISSION

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



Administration Department
Information Technology Services

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

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

GOALS

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

Administration Department
Information Technology Services

PERFORMANCE MEASURES

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

BUDGET HIGHLIGHTS

- Total costs for IT Services, telephone and internet services, and supplies and equipment of $323,400 are distributed among various funds and departments as follows:

IT CHARGES - ALLOCATION BETWEEN FUNDS - 2021 BUDGET					
	IT Services	**Fiber, Internet, Telephone**	**Supplies and Equipment**	**Capital**	**Totals**
General Fund	123,800	19,150	11,100	32,500	186,550
General Fund - LVFPD	1,500	3,400		-	4,900
General Fund - Public Safety	32,000	13,500		8,000	53,500
Subtotal General Fund	***157,300***	***36,050***	***11,100***	***40,500***	***244,950***
Marketing and Promotion Fund	1,500	-		-	1,500
Sewer Fund	17,000	1,650	550	2,850	22,050
Community Center Fund	34,600	6,300	1,100	12,900	54,900
Total	**210,400**	**44,000**	**12,750**	**56,250**	**323,400**

Administration Department

Information Technology Services

Expenses

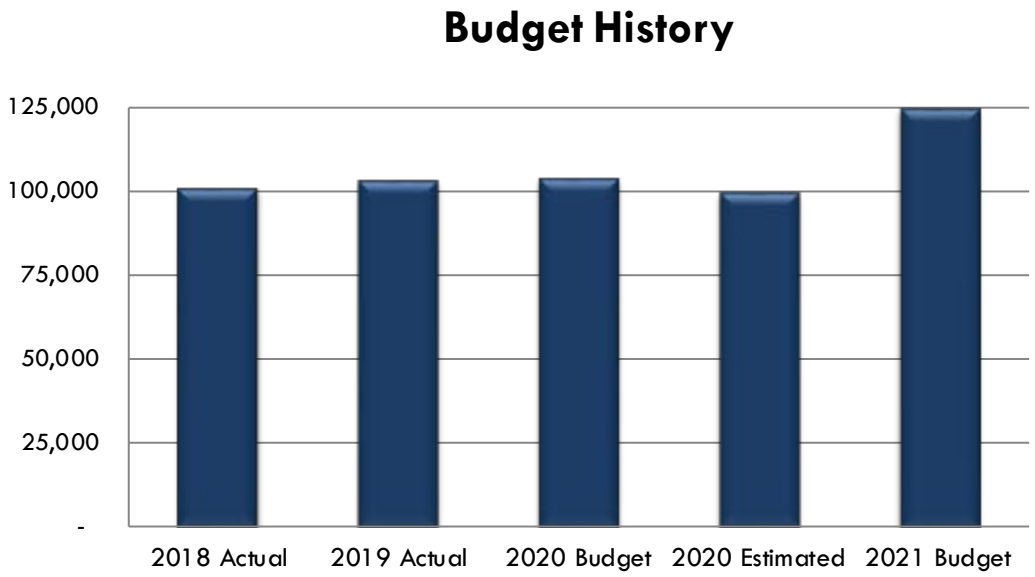
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-415-13-4111	Salaries, Administrative	-	-	-	-	-	N/A
110-415-13-4120	Salaries, Part time	-	-	-	-	-	N/A
110-415-13-4130	Overtime	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
PERSONNEL SERVICES, BENEFITS							
110-415-13-4210	Health Insurance	-	-	-	-	-	N/A
110-415-13-4220	FICA Payroll Expense	-	-	-	-	-	N/A
110-415-13-4221	Medicare Payroll Expense	-	-	-	-	-	N/A
110-415-13-4230	Retirement Contribution	-	-	-	-	-	N/A
110-415-13-4250	Unemployment Insurance	-	-	-	-	-	N/A
110-415-13-4260	Workers Compensation Insuranc	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
PURCHASED PROFESSIONAL SERVICES							
110-415-13-4310	Professional Development	-	-	-	-	-	N/A
110-415-13-4338	Website Development	2,500	-	-	-	-	N/A
		2,500	-	-	-	-	N/A
PURCHASED PROPERTY SERVICES							
110-415-13-4430	Service Contracts	104,074	123,240	119,925	119,925	123,800	3%
		104,074	123,240	119,925	119,925	123,800	3%
OTHER PURCHASED SERVICES							
110-415-13-4530	Telephone and Internet	16,544	14,799	17,000	17,000	19,150	13%
		16,544	14,799	17,000	17,000	19,150	13%
SUPPLIES							
110-415-13-4610	Office Supplies	-	-	-	-	-	N/A
110-415-13-4612	Supplies and Equipment	31,879	7,248	15,775	15,775	11,100	-30%
		31,879	7,248	15,775	15,775	11,100	-30%
CAPITAL							
110-415-13-4743	Furniture and Equipment	-	-	-	-	-	N/A
110-415-13-4744	Computer Equipment	46,500	42,708	26,800	102,800	32,500	21%
		46,500	42,708	26,800	102,800	32,500	21%
TOTAL EXPENDITURES		**201,497**	**187,995**	**179,500**	**255,500**	**186,550**	**4%**

Administration Department
Human Resources

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 59,251	$ 59,731	$ 65,700	$ 65,700	$ 84,150	28%
Personnel Services, Benefits	15,508	15,818	17,650	16,150	20,350	15%
Purchased Professional Services	25,214	27,234	19,400	17,000	19,400	0%
Other Purchased Services	-	-	-	-	-	N/A
Supplies	733	749	800	800	800	0%
Operating Expenses	$ 100,706	$ 103,532	$ 103,550	$ 99,650	$ 124,700	20%
Capital	-	-	-	-	-	N/A
Total Expense	**$ 100,706**	**$ 103,532**	**$ 103,550**	**$ 99,650**	**$ 124,700**	**20%**

MISSION

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



Administration Department
Human Resources

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- Responded to the COVID-19 pandemic by implementing new leave policies in compliance with federal and state laws, assisting employees with unemployment and re-entry to the workforce.
- Implemented the new compensation program in 2020 making salaries more competitive with the state-wide market.
- Successfully recruited and filled several full-time, part-time and variable hour vacancies.
  - Ten positions were vacated and filled due to turnover or promotion in 2020.
    - 2 Maintenance Worker I – Public Works (full-time)

- Maintenance Worker (Collections) – Public works (full-time)
- Administrative Specialist – Public Works (full-time)
- Accounting Technician – Finance (full-time)
- 2 Police Officers (full-time)
- Administrative Specialist – Fruita Community Center (full-time)
- Wastewater Operator (full-time).
- Recreation Coordinator – Athletics – Fruita Community Center (full-time)

o New positions that were filled in 2019 include the following:

- 2 Public Works Seasonal Employees
- 3 Parks & Recreation Seasonal Employees.
- Several variable hour and seasonal positions at the Fruita Community Center were filled as needed.

Conducted a benefit survey to determine employee satisfaction with the City of Fruita's current benefit package.

GOALS

- Continue to update the new pay plan in the 2021 budget year and beyond.
- Implement the requirements of the Equal Pay Act and the State of Colorado mandated sick time policy.
- Update the Safety Manual

PERFORMANCE MEASURES

- Reduce recruitment costs by exploring other advertising avenues, such as Indeed, professional publications and websites, etc. Continue to find unique and effective ways to recruit new employees.
- Onboard all full-time and permanent part-time employees with an employee orientation with both the Human Resource Director and the City Manager within 30 days of hire.

BUDGET HIGHLIGHTS

- The Human Resource Director's salary will be allocated 100% to the General Fund in 2021. A portion of the Assistant to the City Manager's salary will be allocated to the Marketing and Promotion Fund in 2021.

Administration Department

Human Resources

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-415-15-4111	Salaries, Administrative	59,251	59,731	65,700	65,700	84,150	28%
110-415-15-4130	Overtime	-	-	-	-	-	N/A
		59,251	59,731	65,700	65,700	84,150	28%
PERSONNEL SERVICES, BENEFITS							
110-415-15-4210	Health Insurance	6,090	6,286	6,800	6,800	9,200	35%
110-415-15-4220	FICA Payroll Expense	3,572	3,633	4,075	4,075	5,250	29%
110-415-15-4221	Medicare Payroll Expense	835	849	1,000	1,000	1,250	25%
110-415-15-4230	Retirement Contribution	2,648	2,688	2,975	2,975	3,800	28%
110-415-15-4250	Unemployment Insurance	178	177	200	200	250	25%
110-415-15-4260	Workers Comp Insurance	72	59	100	100	100	0%
110-415-15-4290	Employee Assistance Programs	2,113	2,126	2,500	1,000	500	-80%
		15,508	15,818	17,650	16,150	20,350	15%
PURCHASED PROFESSIONAL SERVICES							
110-415-15-4310	Professional Development	543	3,762	800	400	800	0%
110-415-15-4311	Appreciation Programs	9,376	8,389	7,500	7,500	7,500	0%
110-415-15-4312	Flex Benefit Administration Fee	2,560	2,539	3,100	3,100	3,100	0%
110-415-15-4330	Legal Services	-	-	-	-	-	N/A
110-415-15-4345	Recruitment	12,735	12,544	8,000	6,000	8,000	0%
		25,214	27,234	19,400	17,000	19,400	0%
OTHER PURCHASED SERVICES							
110-415-15-4530	Telephone	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
SUPPLIES							
110-415-15-4610	Office Supplies	733	749	800	800	800	0%
		733	749	800	800	800	0%
CAPITAL							
110-415-15-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TOTAL EXPENDITURES		**100,706**	**103,532**	**103,550**	**99,650**	**124,700**	**20%**

Community Development Department

Community Development Department

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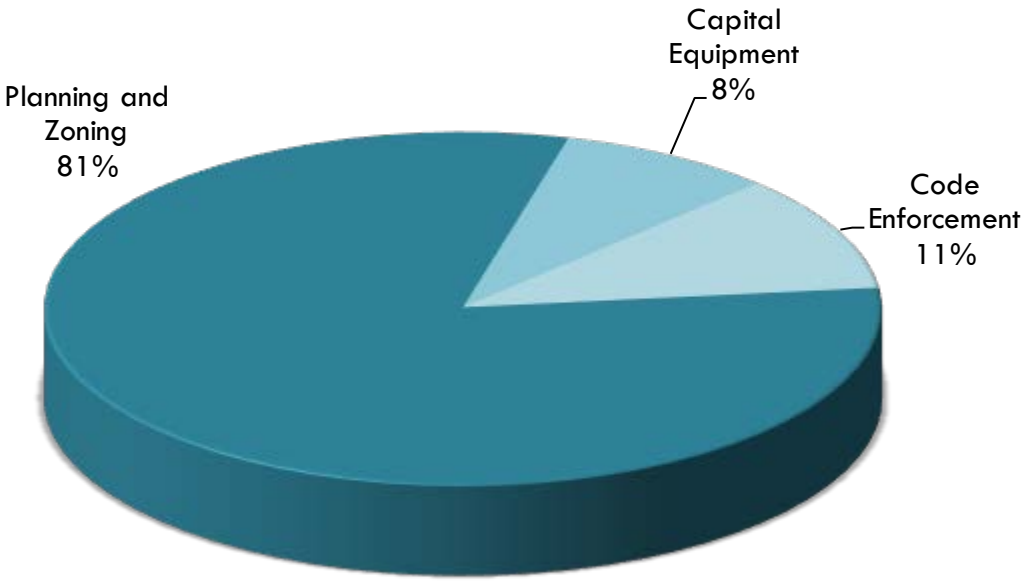
Community Development Department

Expenses by Program	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Code Enforcement	$ 20,151	$ 26,972	$ 35,850	$ 35,850	$ 39,525	10%
Planning and Zoning	230,558	265,493	289,350	283,950	298,050	3%
Operating Expenses	$ 250,709	$ 292,465	$ 325,200	$ 319,800	$ 337,575	4%
Capital	-	-	-	-	31,000	N/A
Special Projects	-	91,125	500	112,600	500	0%
Total Expense	**$ 250,709**	**$ 383,590**	**$ 325,700**	**$ 432,400**	**$ 369,075**	**13%**

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

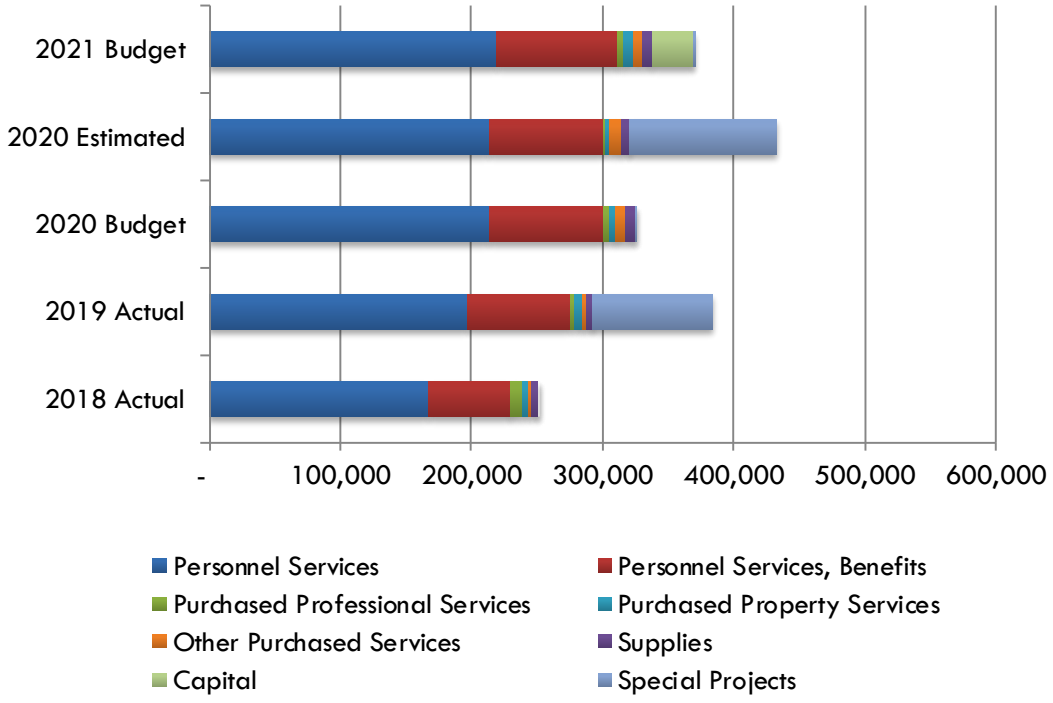
Community Development Programs



Community Development Department

Expenses by Category	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services	$ 167,836	$ 197,107	$ 214,100	$ 214,100	$ 219,300	2%
Personnel Services, Benefits	61,642	79,260	86,325	86,325	91,800	6%
Purchased Professional Services	9,318	2,971	5,500	1,500	4,500	-18%
Purchased Property Services	4,588	4,610	3,900	3,900	7,000	79%
Other Purchased Services	2,787	3,762	7,800	8,400	8,400	8%
Supplies	4,538	4,752	7,575	5,575	6,575	-13%
Operating Expenses	$ 250,709	$ 292,462	$ 325,200	$ 319,800	$ 337,575	4%
Capital	-	-	-	-	31,000	N/A
Special Projects	-	91,125	500	112,600	500	0%
Total Expense	**$ 250,709**	**$ 383,587**	**$ 325,700**	**$ 432,400**	**$ 369,075**	**13%**

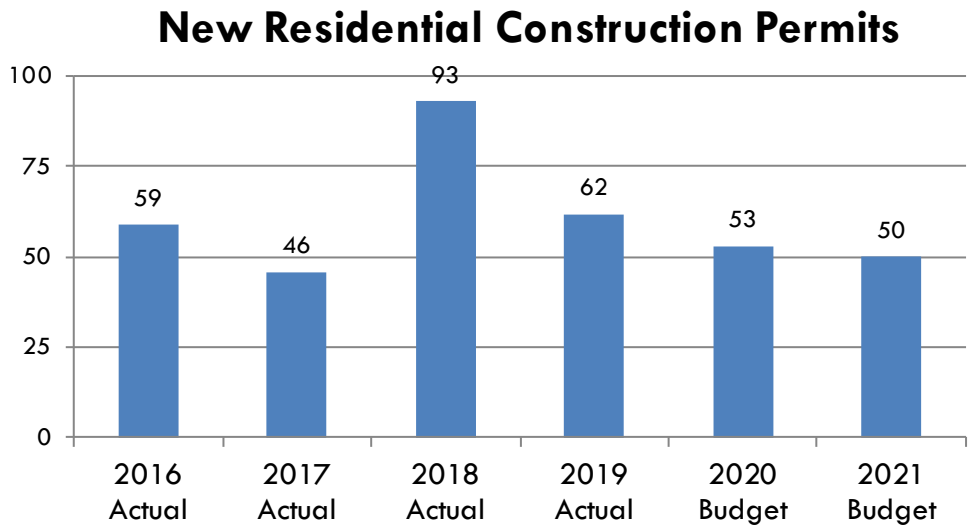
Budget History



Community Development Department

Factors Affecting Expenses

- Overall expenses of the Community Development Department of $369,075 are budgeted to increase 13% in 2021 from the original 2020 Budget.
  - Operating expenses are budgeted to increase 4% from the prior year Budget.
  - Capital equipment for 2021 includes the addition of a vehicle for the code enforcement program.
- The following chart shows the number of permits issued for new residential construction in the City of Fruita since 2016.



Personnel

Community Development Staffing Chart				
Hours Summary	**2018 Actual**	**2019 Actual**	**2020 Budget**	**2021 Budget**
Code Enforcement				
Part time employees	774	1,131	1,250	1,250
Total Code Enforcement Hours	774	1,131	1,250	1,250
Current and Long Range Planning				
Full time employees	5,348	6,243	6,240	6,240
Part time employees	-	-	-	-
Overtime	31	4	-	15
Total Planning Hours	5,379	6,247	6,240	6,255
Total Hours	6,153	7,378	7,490	7,505
Total FTE Equivalents	2.96	3.55	3.60	3.61

Community Development Department

Expenses

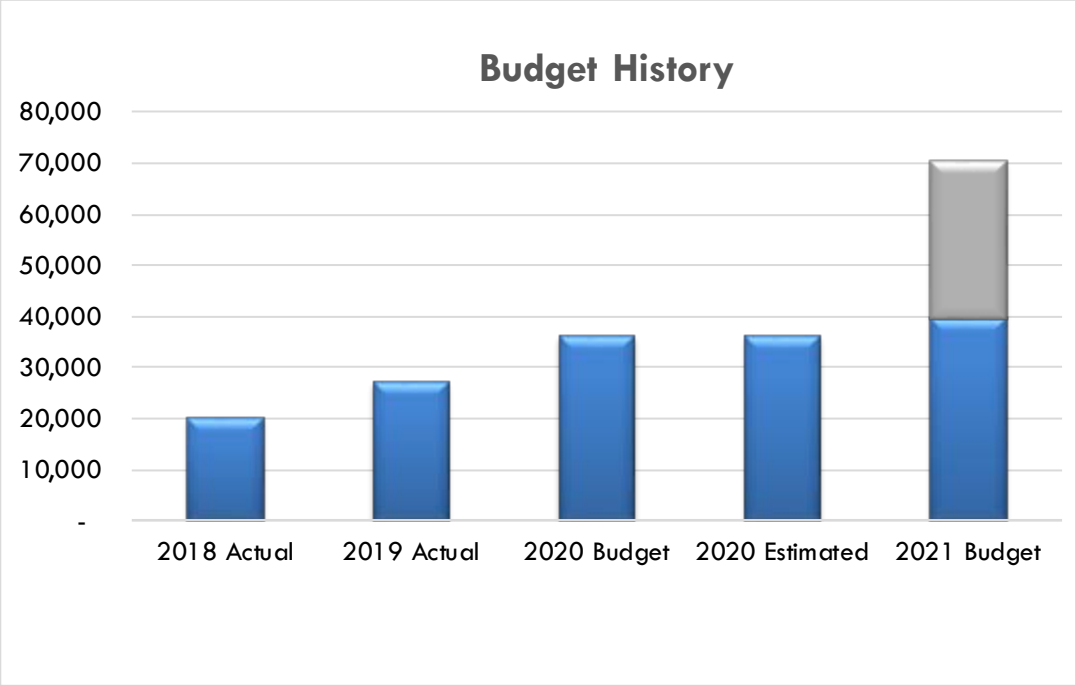
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
4111	Salaries, Administrative	153,332	176,685	188,700	188,700	193,400	2%
4120	Salaries, Part time	13,784	20,333	24,900	24,900	25,400	2%
4130	Overtime	720	89	500	500	500	0%
		167,836	197,107	214,100	214,100	219,300	2%
PERSONNEL SERVICES, BENEFITS							
4210	Health Insurance	41,453	55,694	60,000	60,000	64,800	8%
4220	FICA Payroll Expense	9,947	11,724	13,300	13,300	13,650	3%
4221	Medicare Payroll Expense	2,326	2,742	3,150	3,150	3,250	3%
4230	Retirement Contribution	6,877	8,051	8,550	8,550	8,750	2%
4250	Unemployment Insurance	503	573	700	700	700	0%
4260	Workers Compensation Insurance	536	476	625	625	650	4%
		61,642	79,260	86,325	86,325	91,800	6%
PURCHASED PROFESSIONAL SERVICES							
4310	Professional Development	2,188	2,971	5,500	1,500	4,500	-18%
4336	Planning Consultant	7,130	-	-	-	-	N/A
		9,318	2,971	5,500	1,500	4,500	-18%
PURCHASED PROPERTY SERVICES							
4430	Service Contracts	2,338	2,410	2,500	2,500	2,500	0%
4435	Fleet Maintenance Charges	2,250	2,200	1,400	1,400	4,500	221%
		4,588	4,610	3,900	3,900	7,000	79%
OTHER PURCHASED SERVICES							
4530	Telephone	125	962	300	900	900	200%
4546	Property Clean Up	1,168	1,183	4,000	4,000	4,000	0%
4550	Printing	163	6	500	500	500	0%
4551	Publishing	972	664	2,250	2,250	2,250	0%
4592	Recording Fees	359	947	750	750	750	0%
		2,787	3,762	7,800	8,400	8,400	8%
SUPPLIES							
4610	Office Supplies	2,537	2,993	3,000	2,000	2,000	-33%
4611	Postage	777	900	1,900	1,900	1,900	0%
4612	Supplies and Equipment	117	276	675	675	675	0%
4626	Fuel	417	443	700	700	700	0%
4642	Signs	409	-	1,000	-	1,000	0%
4661	Uniforms and Safety Equipment	281	140	300	300	300	0%
		4,538	4,752	7,575	5,575	6,575	-13%
CAPITAL							
4742	Mobile Equipment	-	-	-	-	31,000	0%
		-	-	-	-	31,000	0%
SPECIAL PROJECTS							
4810	Boards/Commissions	-	118	500	500	500	0%
4821	Land Use Code Update	-	-	-	100,000	-	N/A
4825	Master Plan	-	91,007	-	12,100	-	N/A
		-	91,125	500	112,600	500	0%
TOTAL COMMUNITY DEVELOPMENT EXP		**250,709**	**383,587**	**325,700**	**432,400**	**369,075**	**13%**

Community Development Department
Code Compliance

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 13,784	$ 20,333	$ 24,900	$ 24,900	$ 25,400	2%
Personnel Services, Benefits	1,413	1,918	2,425	2,425	2,500	3%
Purchased Professional Services	241	45	500	500	500	0%
Purchased Property Services	2,250	2,200	1,400	1,400	4,500	221%
Other Purchased Services	1,597	1,567	5,050	5,050	5,050	0%
Supplies	866	909	1,575	1,575	1,575	0%
Operating Expenses	$ 20,151	$ 26,972	$ 35,850	$ 35,850	$ 39,525	10%
Capital	-	-	-	-	31,000	N/A
Total Expense	**$ 20,151**	**$ 26,972**	**$ 35,850**	**$ 35,850**	**$ 70,525**	**97%**

MISSION

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



Community Development Department
Code Compliance

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

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

GOALS

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

Community Development Department
Code Compliance

PERFORMANCE MEASURES

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

BUDGET HIGHLIGHTS

- Professional Development. The funds in the account are for the Code Compliance Officer to attend local and/or State training that may come up throughout the year. This may include basic Code Enforcement training.
- Capital Equipment of $31,000 includes the purchase of a new vehicle for code enforcement.
- Fleet Maintenance Charges will ncrease 221% with the addition of the new vehicle and annual maintenance charges.

Community Development Department

Code Compliance

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-419-16-4111	Salaries, Administrative	-	-	-	-	-	N/A
110-419-16-4120	Salaries, Part time	13,784	20,333	24,900	24,900	25,400	2%
110-419-16-4130	Overtime	-	-	-	-	-	N/A
		13,784	20,333	24,900	24,900	25,400	2%
PERSONNEL SERVICES, BENEFITS							
110-419-16-4210	Health Insurance	-	-	-	-	-	N/A
110-419-16-4220	FICA Payroll Expense	855	1,261	1,550	1,550	1,600	3%
110-419-16-4221	Medicare Payroll Expense	200	295	400	400	400	0%
110-419-16-4230	Retirement Contribution	-	-	-	-	-	N/A
110-419-16-4250	Unemployment Insurance	41	61	100	100	100	0%
110-419-16-4260	Workers Compensation Insurance	317	301	375	375	400	7%
		1,413	1,918	2,425	2,425	2,500	3%
PURCHASED PROFESSIONAL SERVICES							
110-419-16-4310	Professional Development	241	45	500	500	500	0%
		241	45	500	500	500	0%
PURCHASED PROPERTY SERVICES							
110-419-16-4435	Fleet Maintenance Charges	2,250	2,200	1,400	1,400	4,500	221%
		2,250	2,200	1,400	1,400	4,500	221%
OTHER PURCHASED SERVICES							
110-419-16-4530	Telephone	125	362	300	300	300	0%
110-419-16-4546	Property Clean Up	1,168	1,183	4,000	4,000	4,000	0%
110-419-16-4551	Publishing	304	22	750	750	750	0%
		1,597	1,567	5,050	5,050	5,050	0%
SUPPLIES							
110-419-16-4610	Office Supplies	-	-	-	-	-	N/A
110-419-16-4611	Postage	127	250	400	400	400	0%
110-419-16-4612	Supplies and Equipment	41	76	175	175	175	0%
110-419-16-4626	Fuel	417	443	700	700	700	0%
110-419-16-4661	Uniforms and Safety Equipment	281	140	300	300	300	0%
		866	909	1,575	1,575	1,575	0%
CAPITAL							
110-419-16-4742	Mobile Equipment	-	-	-	-	31,000	N/A
		-	-	-	-	31,000	N/A
TOTAL CODE ENFORCEMENT EXPENSE		**20,151**	**26,972**	**35,850**	**35,850**	**70,525**	**97%**

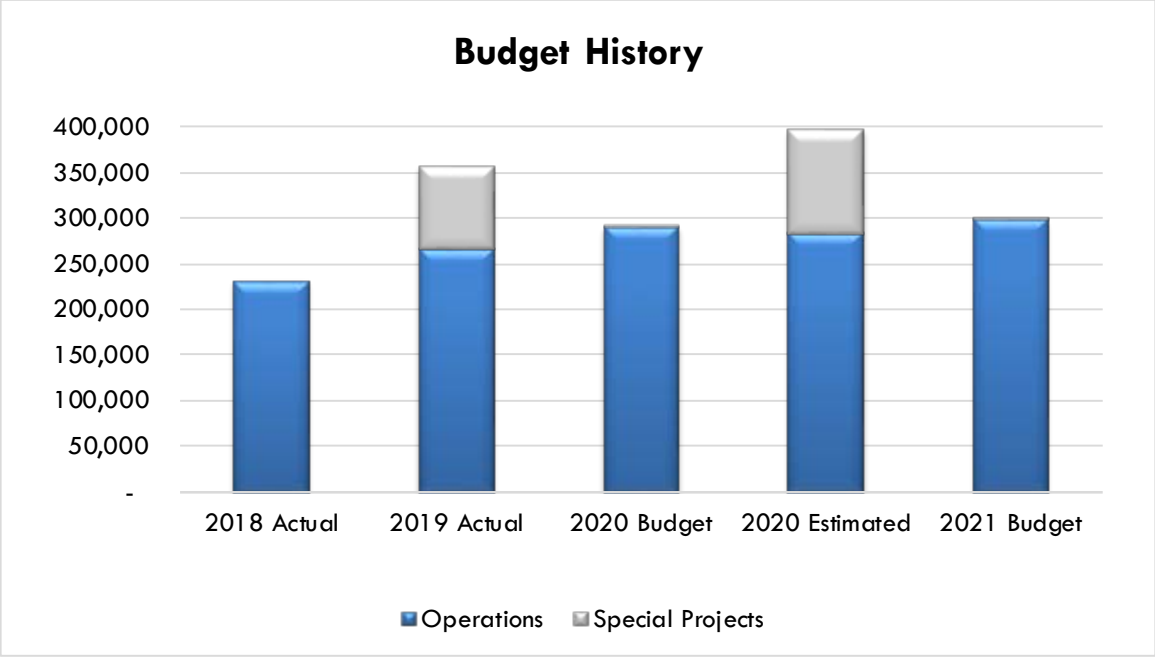
Community Development Department
Current and Long-Range Planning

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 154,052	$ 176,774	$ 189,200	$ 189,200	$ 193,900	2%
Personnel Services, Benefits	60,229	77,344	83,900	83,900	89,300	6%
Purchased Professional Services	9,077	2,926	5,000	1,000	4,000	-20%
Purchased Property Services	2,338	2,410	2,500	2,500	2,500	0%
Other Purchased Services	1,190	2,196	2,750	3,350	3,350	22%
Supplies	3,672	3,843	6,000	4,000	5,000	-17%
Operating Expenses	$ 230,558	$ 265,493	$ 289,350	$ 283,950	$ 298,050	3%
Capital	-	-	-	-	-	N/A
Special Projects	-	91,125	500	112,600	500	0%
Total Expense	**$ 230,558**	**$ 356,618**	**$ 289,850**	**$ 396,550**	**$ 298,550**	**3%**

MISSION

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

Community Development Department
Current and Long-Range Planning



RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

Residential Subdivisions:

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

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

Commercial (new construction):

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

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

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

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

GOALS

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

PERFORMANCE MEASURES

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

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

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

BUDGET HIGHLIGHTS

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

There are no significant changes to the 2021 Budget. Special projects in 2020 included $112,110 for the completion of the Master Plan and Updates to the Land Use Code. The 2021 Budget is reduced by this amount.

Community Development Department

Current and Long Range Planning

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-419-17-4111	Salaries, Administrative	153,332	176,685	188,700	188,700	193,400	2%
110-419-17-4120	Part Time	-	-	-	-	-	N/A
110-419-17-4130	Overtime	720	89	500	500	500	0%
		154,052	176,774	189,200	189,200	193,900	2%
PERSONNEL SERVICES, BENEFITS							
110-419-17-4210	Health Insurance	41,453	55,694	60,000	60,000	64,800	8%
110-419-17-4220	FICA Payroll Expense	9,092	10,464	11,750	11,750	12,050	3%
110-419-17-4221	Medicare Payroll Expense	2,126	2,447	2,750	2,750	2,850	4%
110-419-17-4230	Retirement Contribution	6,877	8,051	8,550	8,550	8,750	2%
110-419-17-4250	Unemployment Insurance	462	512	600	600	600	0%
110-419-17-4260	Workers Compensation Insurance	219	176	250	250	250	0%
		60,229	77,344	83,900	83,900	89,300	6%
PURCHASED PROFESSIONAL SERVICES							
110-419-17-4310	Professional Development	1,947	2,926	5,000	1,000	4,000	-20%
110-419-17-4336	Planning Consultant	7,130	-	-	-	-	N/A
		9,077	2,926	5,000	1,000	4,000	-20%
PURCHASED PROPERTY SERVICES							
110-419-17-4430	Service Contracts	2,338	2,410	2,500	2,500	2,500	0%
		2,338	2,410	2,500	2,500	2,500	0%
OTHER PURCHASED SERVICES							
110-419-17-4530	Telephone	-	600	-	600	600	N/A
110-419-17-4550	Printing	163	6	500	500	500	0%
110-419-17-4551	Publishing	668	643	1,500	1,500	1,500	0%
110-419-17-4592	Recording Fees	359	947	750	750	750	0%
		1,190	2,196	2,750	3,350	3,350	22%
SUPPLIES							
110-419-17-4610	Office Supplies	2,537	2,993	3,000	2,000	2,000	-33%
110-419-17-4611	Postage	650	650	1,500	1,500	1,500	0%
110-419-17-4612	Supplies and Equipment	76	200	500	500	500	0%
110-419-17-4642	Signs	409	-	1,000	-	1,000	0%
		3,672	3,843	6,000	4,000	5,000	-17%
CAPITAL							
110-419-17-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
SPECIAL PROJECTS							
110-419-17-4810	Boards/Commissions	-	118	500	500	500	0%
110-419-17-4821	Land Use Code Update	-	-	-	100,000	-	N/A
110-419-17-4825	Master Plan	-	91,007	-	12,100	-	N/A
		-	91,125	500	112,600	500	0%
TOTAL PLANNING AND ZONING EXPENSE		**230,558**	**356,618**	**289,850**	**396,550**	**298,550**	**3%**

Public Safety Department

Public Safety Department

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Public Safety Department

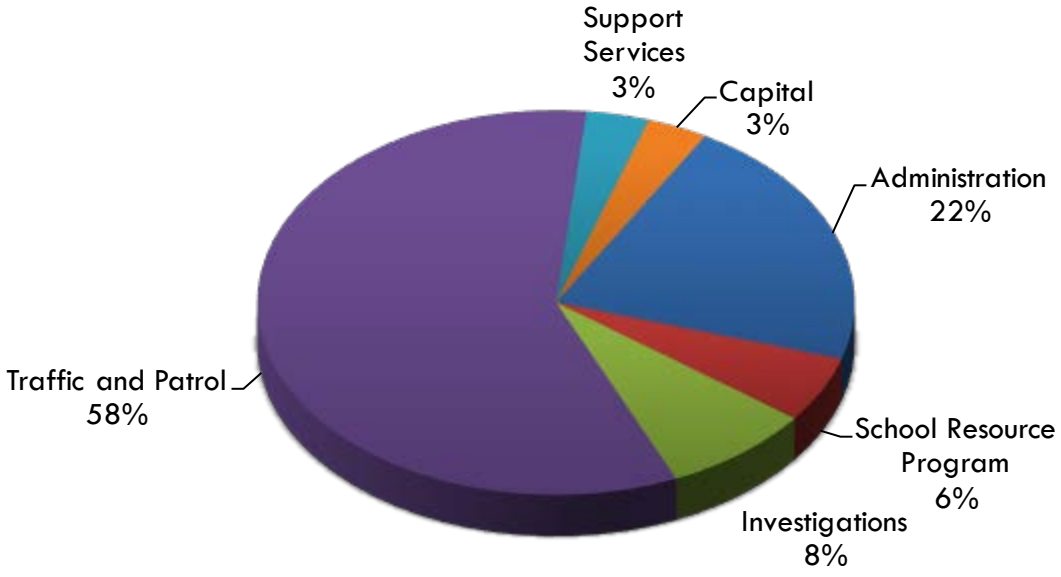
Expenses by Program	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Administration	$ 478,298	$ 480,066	$ 533,175	$ 532,675	$ 560,425	5%
School Resource Officer	138,140	124,195	145,250	127,450	145,225	0%
Investigations	189,716	158,928	206,825	205,825	212,375	3%
Traffic and Patrol	1,266,791	1,287,623	1,442,850	1,391,925	1,523,900	6%
Support Services	69,891	71,415	88,750	88,575	89,050	0%
Operating Expenes	$2,142,836	$2,122,227	$2,416,850	$2,346,450	$2,530,975	5%
Capital	160,439	11,855	12,300	148,300	86,000	599%
Total Expense	**$ 2,303,275**	**$ 2,134,082**	**$ 2,429,150**	**$ 2,494,750**	**$ 2,616,975**	**8%**

The Public Safety Department is responsible for all law enforcement services to the community. The goals of the police department are to maintain the public trust while preserving the quality of life and quality of place for which Fruita is known. The mission of the Fruita Police Department is:

Keeping our community safe, building relationships with citizens,

and always doing the right things for the right reasons.

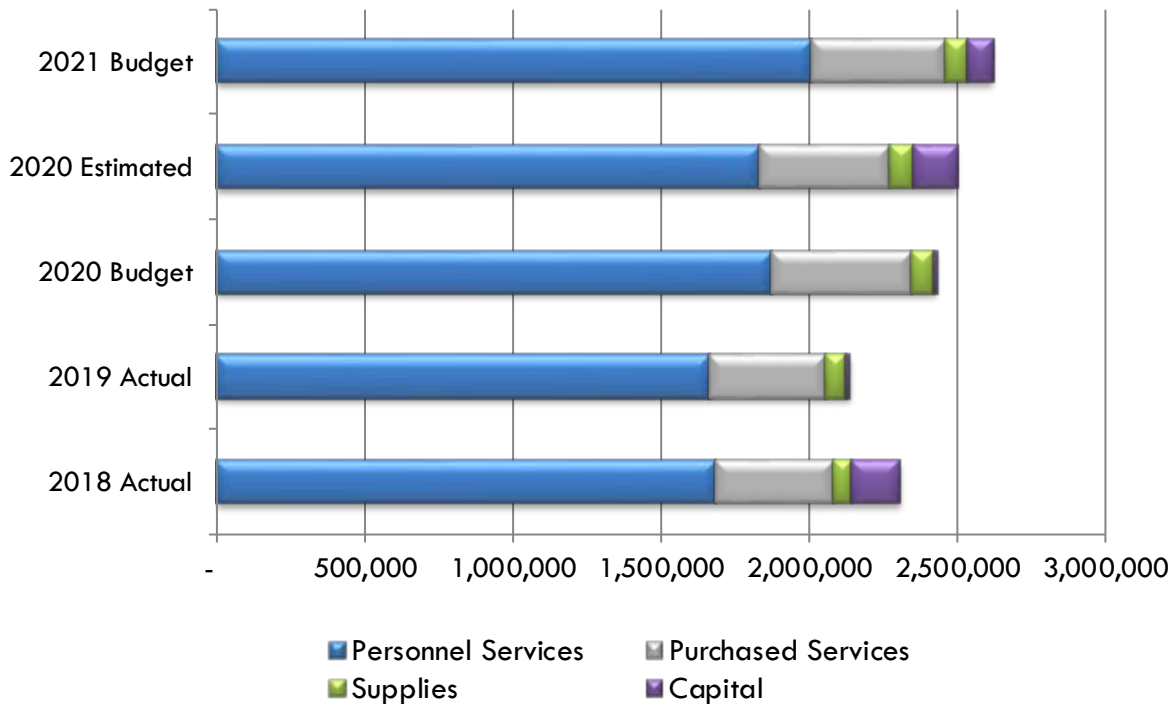
Public Safety Department Programs



Public Safety Department

Expenses by Type	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$1,199,205	$1,186,287	$1,315,450	$1,276,450	$1,399,900	6%
Personnel Services, Benefits	484,233	474,764	554,925	554,925	602,250	9%
Purchased Professional Services	13,287	4,464	22,025	16,025	16,025	-27%
Purchased Property Services	83,790	83,995	100,150	100,150	113,600	13%
Other Purchased Services	296,336	303,886	348,400	323,000	323,100	-7%
Supplies	65,982	68,832	75,900	75,900	76,100	0%
Operating Expenes	$2,142,833	$2,122,228	$2,416,850	$2,346,450	$2,530,975	5%
Capital	160,439	11,855	12,300	148,300	86,000	599%
Total Expense	**$ 2,303,272**	**$ 2,134,083**	**$ 2,429,150**	**$ 2,494,750**	**$ 2,616,975**	**8%**

Budget History



Factors Affecting Expenses

Overall expenses of the Public Safety Department of $2.6 million are budgeted to increase 8% from the $2.4 million budgeted in 2020.

- Personnel costs, including taxes and benefits, are budgeted to increase 7% in 2021. These costs include the addition of a full-time officer position, a 2.5% pay adjustment and an 8%

increase in health insurance costs.

- Capital equipment of $86,000 includes the following:
  - Replacement of Patrol Vehicle - $55,000
  - Mobile Data Computers - $8,000
  - Tasers - $3,000
  - Body Work Cameras - $20,000

Personnel

Public Safety Staffing Chart				
Hours Summary	**2018 Actual**	**2019 Actual**	**2020 Budget**	**2021 Budget**
Administration				
Full time civilian employees	4,160	4,160	4,160	4,160
Full time sworn employees	4,199	4,160	4,160	4,160
Overtime	-	-	20	20
Total Administration	8,359	8,320	8,340	8,340
School Resource Officer				
Full time sworn employees	3,199	2,973	3,294	3,294
Overtime	188	258	225	190
Total SRO	3,387	3,231	3,519	3,484
Investigations				
Full time employees	4,486	3,736	4,506	4,506
Overtime	104	97	200	200
Total Investigations	4,590	3,833	4,706	4,706
Traffic and Patrol				
Full time employees	24,833	24,129	25,230	27,400
Overtime	1,383	1,459	1,305	1,455
Total Traffic and Patrol	26,216	25,588	26,535	28,855
Police Support Services				
Full time employees	2,082	2,086	2,080	2,080
Part time employees	692	667	800	800
Overtime	28	15	30	30
Total Police Support Services	2,802	2,768	2,910	2,910
Total Hours	45,354	43,740	46,010	48,295
Total FTE Equivalents	21.80	21.03	22.12	23.22

Public Safety Department

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
4111	Salaries, Civilian	110,761	113,619	124,150	124,150	127,250	2%
4112	Salaries, Officers	1,009,064	985,167	1,099,500	1,062,500	1,174,700	7%
4120	Salaries, Part Time	13,269	12,835	17,600	17,600	18,000	2%
4130	Overtime	66,111	74,666	74,200	72,200	79,950	8%
		1,199,205	1,186,287	1,315,450	1,276,450	1,399,900	6%
PERSONNEL SERVICES, BENEFITS							
4210	Health Insurance	282,111	279,200	332,750	332,750	365,100	10%
4220	FICA Payroll Expense	7,603	7,754	8,950	8,950	9,150	2%
4221	Medicare Payroll Expense	17,067	17,348	19,200	19,200	20,400	6%
4222	FPPA Death & Disability Insurance	10,314	11,004	14,750	14,750	15,700	6%
4230	Retirement Contribution	5,504	5,691	6,500	6,500	6,650	2%
4231	Police Pension Payroll Expense	124,864	123,153	137,500	137,500	146,900	7%
4250	Unemployment Insurance	3,598	3,486	4,050	4,050	4,250	5%
4260	Workers Compensation Insurance	33,172	27,128	31,225	31,225	34,100	9%
		484,233	474,764	554,925	554,925	602,250	9%
PURCHASED PROFESSIONAL SERVICES							
4310	Professional Development	13,287	4,464	22,025	16,025	16,025	-27%
		13,287	4,464	22,025	16,025	16,025	-27%
PURCHASED PROPERTY SERVICES							
4430	Service Contracts	22,583	25,462	28,350	28,350	26,100	-8%
4435	Fleet Maintenance Charges	61,000	58,533	71,800	71,800	54,000	-25%
4436	Vehicle Repair & Maintenance	207	-	-	-	-	N/A
4438	IT Services	-	-	-	-	33,500	N/A
		83,790	83,995	100,150	100,150	113,600	13%
OTHER PURCHASED SERVICES							
4530	Telephone and fiber	31,356	29,747	31,100	31,100	33,000	6%
4535	Dispatch & Communication Ctr	263,558	271,969	310,500	285,100	285,100	-8%
4540	Animal Control Services	1,422	2,170	6,800	6,800	5,000	-26%
		296,336	303,886	348,400	323,000	323,100	-7%
SUPPLIES							
4610	Office Supplies	3,221	6,019	5,250	5,250	5,250	0%
4611	Postage	715	810	800	800	800	0%
4612	Supplies and Equipment	11,027	14,659	15,300	15,300	15,500	1%
4615	Ammunition	6,145	7,956	6,550	6,550	6,550	0%
4626	Fuel	28,419	24,591	29,000	29,000	29,000	0%
4630	Meeting/Appreciation Supplies	-	-	750	750	750	0%
4661	Uniforms and Safety Equipment	16,455	14,797	18,250	18,250	18,250	0%
		65,982	68,832	75,900	75,900	76,100	0%
CAPITAL							
4742	Mobile Equipment	132,996	-	-	136,000	55,000	N/A
4743	Furniture and Equipment	1,084	11,855	3,000	3,000	23,000	667%
4744	Computer Equipment	26,359	-	9,300	9,300	8,000	-14%
		160,439	11,855	12,300	148,300	86,000	599%
TOTAL PUBLIC SAFETY EXPENDITURES		**2,303,272**	**2,134,083**	**2,429,150**	**2,494,750**	**2,616,975**	**8%**

Public Safety Department
Administration

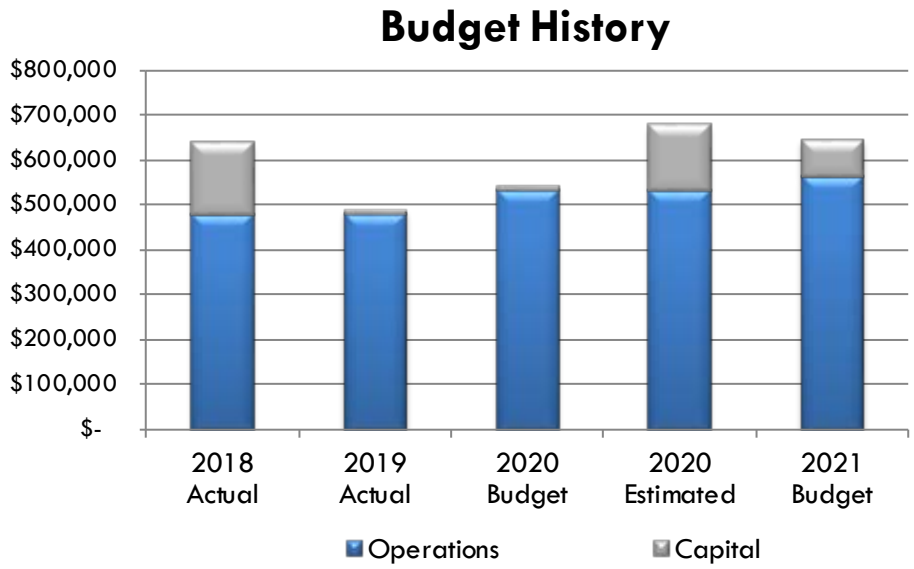
EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 228,199	$ 235,055	$ 254,500	$ 254,500	$ 260,800	2%
Personnel Services, Benefits	97,902	96,466	107,200	107,200	113,300	6%
Purchased Professional Services	4,696	3,383	4,725	4,225	4,225	-11%
Purchased Property Services	83,790	83,995	99,850	99,850	113,300	13%
Other Purchased Services	31,356	29,747	31,100	31,100	33,000	6%
Supplies	32,355	31,420	35,800	35,800	35,800	0%
Operating Expenes	$ 478,298	$ 480,066	$ 533,175	$ 532,675	$ 560,425	5%
Capital	159,355	8,267	9,300	145,300	83,000	792%
Total Expense	**$ 637,653**	**$ 488,333**	**$ 542,475**	**$ 677,975**	**$ 643,425**	**19%**

MISSION

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

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

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



Public Safety Department
Administration

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- The Administrative division worked closely with other departments, agencies, and organizations to accomplish goals and increase benefits to our citizens.
- Chief Krouse participated in an ongoing local committee/taskforce related to evaluation of emergency services responses to individuals in mental health or substance abuse crisis.
- Lt. Peck has participated in the Fruita Youth Initiative program as the police department's primary representative.
- The department continues to be involved in instruction at CMU and the Western Colorado Peace Officers Academy.
- The Police Records section was recognized throughout the year for submitting error-free crime reporting statistics through the National Incident Based Reporting Systems (NIBRS).
- The performance measure of maintaining 100% compliance during NIBRS audits was accomplished.
- The performance measure of establishing a visible volunteer presence in the community was not fulfilled, largely due to the COVID pandemic and resulting social distancing requirements.

GOALS

- Fill existing vacancies in the department and retain existing employees.

Public Safety Department
Administration

- Maintain high level of community trust and collaboration.
- Implement Body Worn Camera program.

PERFORMANCE MEASURES

- Utilize at least two new recruitment tools to attempt to find a wide range of applicants for vacant positions Maintain 100% compliance on NBRS audits. Expected outcome(s): continued reliability of crime statistics for crime analysis and strategic policing.
- Publish and update policies and procedures on the Fruita website and update as amended.
- Implement Body Worn Camera program.
- Post all police blotters on the Fruita website within one week of creation.

BUDGET HIGHLIGHTS

- Capital equipment includes:
    - $20,000 for body worn camera systems.
    - $55,000 for replacement of a patrol car (#8209) and
    - $8,000 for replacement of two mobile computers
- Service contracts include the reallocation of IT services of $33,500 to a separate account and the addition of $11,000 for the Lexipol subscription for updated policy and training services.

Public Safety Department

Administration

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-421-60-4111	Salaries, Civilian	71,809	73,572	80,350	80,350	82,350	2%
110-421-60-4112	Salaries, Officers	156,390	161,466	173,550	173,550	177,850	2%
110-421-60-4120	Part Time	-	-	-	-	-	N/A
110-421-60-4125	Contract Labor	-	-	-	-	-	N/A
110-421-60-4130	Overtime	-	17	600	600	600	0%
		228,199	235,055	254,500	254,500	260,800	2%
PERSONNEL SERVICES, BENEFITS							
110-421-60-4210	Health Insurance	60,239	58,359	65,250	65,250	70,200	8%
110-421-60-4220	FICA Payroll Expense	4,272	4,457	5,050	5,050	5,150	2%
110-421-60-4221	Medicare Payroll Expense	3,247	3,361	3,700	3,700	3,800	3%
110-421-60-4222	FPPA Death & Disability Insura	2,101	2,258	2,450	2,450	2,500	2%
110-421-60-4230	Retirement Contribution	3,186	3,311	3,650	3,650	3,750	3%
110-421-60-4231	Police Pension Payroll Expense	19,423	20,184	21,700	21,700	22,250	3%
110-421-60-4250	Unemployment Insurance	685	697	800	800	800	0%
110-421-60-4260	Workers Compensation Insurance	4,749	3,839	4,600	4,600	4,850	5%
		97,902	96,466	107,200	107,200	113,300	6%
PURCHASED PROFESSIONAL SERVICES							
110-421-60-4310	Professional Development	4,696	3,383	4,725	4,225	4,225	-11%
		4,696	3,383	4,725	4,225	4,225	-11%
PURCHASED PROPERTY SERVICES							
110-421-60-4430	Service Contracts	22,583	25,462	28,050	28,050	25,800	-8%
110-421-60-4435	Fleet Maintenance Charges	61,000	58,533	71,800	71,800	54,000	-25%
110-421-60-4436	Vehicle Repair & Maintenance	207	-	-	-	-	N/A
110-421-60-4438	IT Services	-	-	-	-	33,500	N/A
		83,790	83,995	99,850	99,850	113,300	13%
OTHER PURCHASED SERVICES							
110-421-60-4530	Telephone and Fiber	31,356	29,747	31,100	31,100	33,000	6%
		31,356	29,747	31,100	31,100	33,000	6%
SUPPLIES							
110-421-60-4610	Office Supplies	3,221	6,019	5,250	5,250	5,250	0%
110-421-60-4611	Postage	715	810	800	800	800	0%
110-421-60-4612	Supplies and Equipment	-	-	-	-	-	N/A
110-421-60-4626	Fuel	28,419	24,591	29,000	29,000	29,000	0%
110-421-60-4630	Meeting/Appreciation Supplies	-	-	750	750	750	0%
		32,355	31,420	35,800	35,800	35,800	0%
CAPITAL							
110-421-60-4720	Construction	-	-	-	-	-	N/A
110-421-60-4742	Mobile Equipment	132,996	-	-	136,000	55,000	N/A
110-421-60-4743	Furniture and Equipment	-	8,267	-	-	20,000	N/A
110-421-60-4744	Computer Equipment	26,359	-	9,300	9,300	8,000	-14%
		159,355	8,267	9,300	145,300	83,000	792%
TOTAL EXPENDITURES		**637,653**	**488,333**	**542,475**	**677,975**	**643,425**	**19%**

Public Safety Department
School Resource Officer

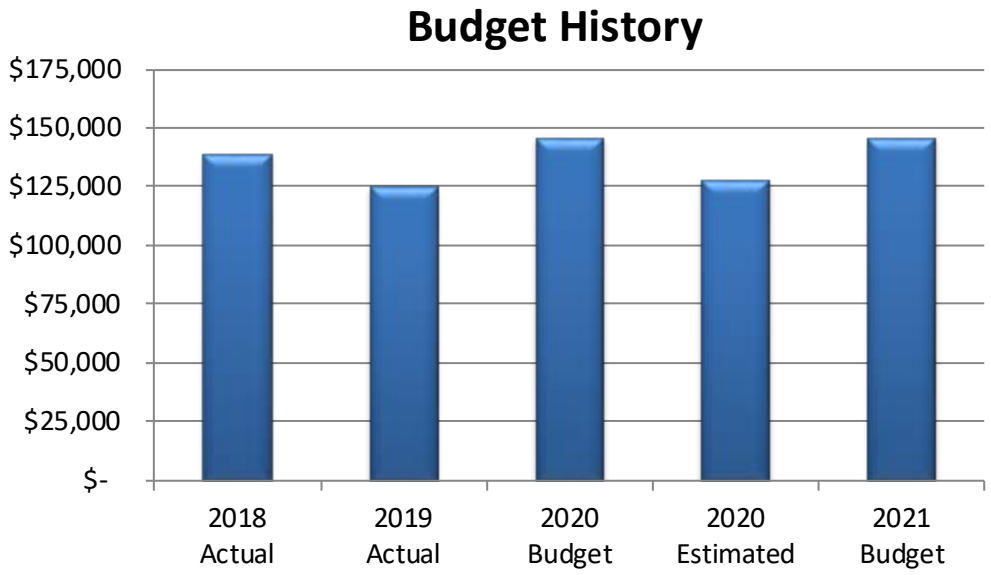
EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 93,528	$ 85,290	$ 96,050	$ 79,250	$ 97,050	1%
Personnel Services, Benefits	42,764	38,905	46,700	46,700	46,675	0%
Purchased Professional Services	1,848	-	2,500	1,500	1,500	-40%
Purchased Property Services	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	N/A
Operating Expenes	$ 138,140	$ 124,195	$ 145,250	$ 127,450	$ 145,225	0%
Capital	-	-	-	-	-	N/A
Special Projects	-	-	-	-	-	N/A
Total Expense	**$ 138,140**	**$ 124,195**	**$ 145,250**	**$ 127,450**	**$ 145,225**	**0%**

MISSION

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

The division consists of sworn police officers assigned as SROs whose responsibilities include overseeing all public schools in the city: Shelledy Elementary, Rimrock Elementary, Monument Ridge Elementary, Fruita Middle School, the Fruita 8/9 School, and Fruita Monument High School.

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



Public Safety Department
School Resource Officer

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

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

GOALS

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

PERFORMANCE MEASURES

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

BUDGET HIGHLIGHTS

- There are no significant changes in the 2021 Budget.

Public Safety Department

School Resource Officer

Expenses

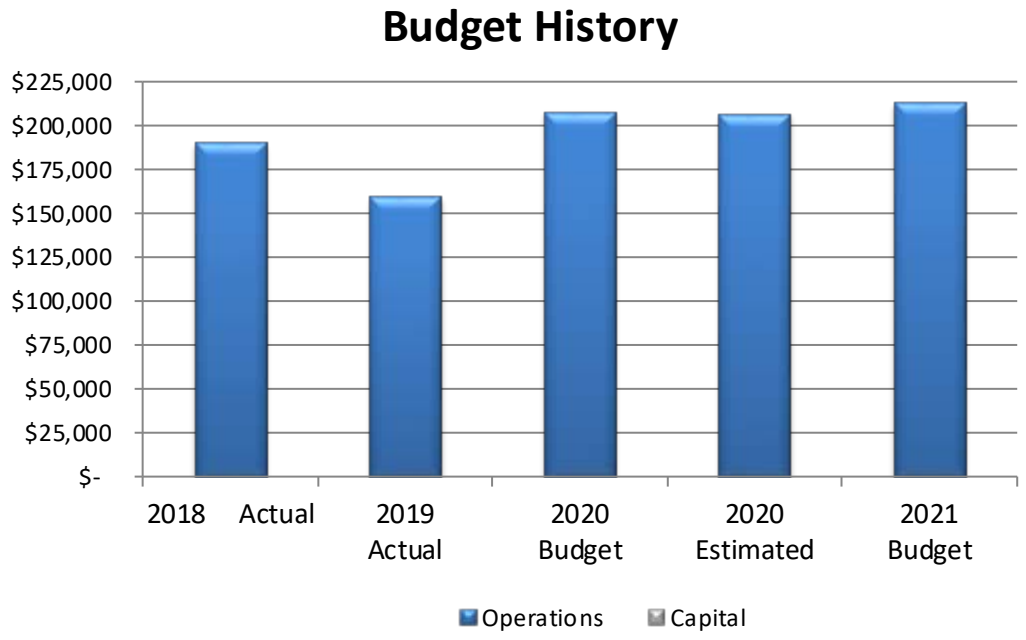
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-421-61-4112	Salaries, Officers	85,456	74,930	87,050	72,250	89,200	2%
110-421-61-4120	Salaries, Part time	-	-	-	-	-	N/A
110-421-61-4130	Overtime	8,072	10,360	9,000	7,000	7,850	-13%
		93,528	85,290	96,050	79,250	97,050	1%
PERSONNEL SERVICES, BENEFITS							
110-421-61-4210	Health Insurance	26,619	24,747	30,400	30,400	30,000	-1%
110-421-61-4221	Medicare Payroll Expense	1,311	1,202	1,400	1,400	1,425	2%
110-421-61-4222	FPPA Death & Disability Insurance	1,110	1,019	1,200	1,200	1,200	0%
110-421-61-4230	Retirement Contribution	-	-	-	-	-	N/A
110-421-61-4231	Police Pension Payroll Expense	10,569	9,367	10,900	10,900	11,150	2%
110-421-61-4250	Unemployment Insurance	281	251	300	300	300	0%
110-421-61-4260	Workers Compensation Insurance	2,874	2,319	2,500	2,500	2,600	4%
		42,764	38,905	46,700	46,700	46,675	0%
PURCHASED PROFESSIONAL SERVICES							
110-421-61-4310	Professional Development	1,848	-	2,500	1,500	1,500	-40%
		1,848	-	2,500	1,500	1,500	-40%
PURCHASED PROPERTY SERVICES							
110-421-61-4430	Service Contracts	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
SUPPLIES							
110-421-61-4626	Fuel	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
CAPITAL							
110-421-61-4743	Furniture and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
SPECIAL PROJECTS							
110-421-61-4848	Cops and Kids Program	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TOTAL EXPENDITURES		**138,140**	**124,195**	**145,250**	**127,450**	**145,225**	**0%**

Public Safety Department
Investigations

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 135,266	$ 111,273	$ 143,000	$ 143,000	$ 146,600	3%
Personnel Services, Benefits	46,647	41,430	53,325	53,325	56,275	6%
Purchased Professional Services	2,210	296	2,500	1,500	1,500	-40%
Supplies	5,593	5,929	8,000	8,000	8,000	0%
Operating Expenes	$ 189,716	$ 158,928	$ 206,825	$ 205,825	$ 212,375	3%
Capital	-	-	-	-	-	N/A
Total Expense	**$ 189,716**	**$ 158,928**	**$ 206,825**	**$ 205,825**	**$ 212,375**	**3%**

MISSION

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



Public Safety Department
Investigations

RESPONSIBILITIES

- Continue tracking registered sex offenders, parolees, and known career criminals.
- Continue participation with the Western Colorado Auto Theft Task Force to plan operations within the City of Fruita to reduce automobile, motorcycle, bicycle, and equipment thefts.
- Continue involvement with the 21st Judicial District Critical Incident Response Team.

PRIOR YEAR ACCOMPLISHMENTS

- Detectives assisted in the investigation of several significant crimes including several armed robberies and burglaries, a homicide, and a significant arson. Detectives assisted the Critical Incident Response Team with several officer involved shooting investigations.
- One Detective continued to work with the Records Division tracking Sex Offender registration and compliance. This continues to be a challenge, as the number of sex offenders registering with our department is steadily increasing.
- The performance measure of clearing 90% of cases within 30 days was not realized. This is attributed in large part to one of the two detectives being reassigned to Patrol for a portion of the year due to staffing vacancies.

GOALS

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

PERFORMANCE MEASURES

- Distribute monthly investigatory update information from local and regional sources to the agency. Expected outcome: Increased internal collaboration and information sharing for successful case investigations.

BUDGET HIGHLIGHTS

- There are no significant changes in the 2021 Budget.

Public Safety Department

Investigations

Expenses

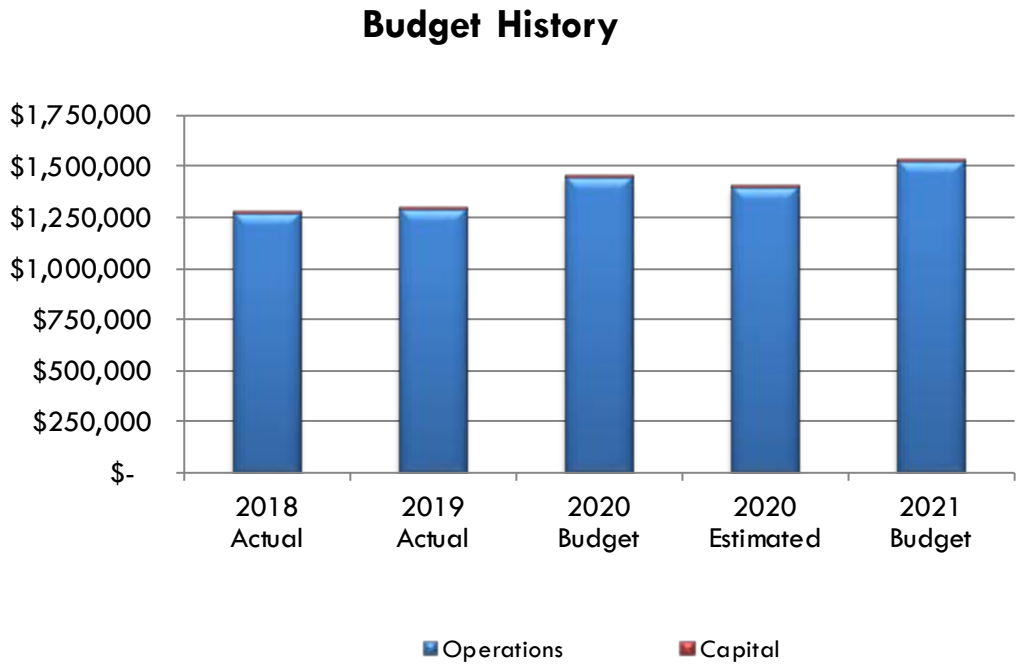
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-421-62-4112	Salaries, Officers	130,878	106,994	134,100	134,100	137,450	2%
110-421-62-4130	Overtime	4,388	4,279	8,900	8,900	9,150	3%
		135,266	111,273	143,000	143,000	146,600	3%
PERSONNEL SERVICES, BENEFITS							
110-421-62-4210	Health Insurance	23,326	21,781	28,500	28,500	30,800	8%
110-421-62-4221	Medicare Payroll Expense	1,914	2,082	2,100	2,100	2,125	1%
110-421-62-4222	FPPA Death & Disability Insurance	798	573	1,750	1,750	1,800	3%
110-421-62-4230	Retirement Contribution	-	-	-	-	-	N/A
110-421-62-4231	Police Pension Payroll Expense	16,234	13,375	16,800	16,800	17,200	2%
110-421-62-4250	Unemployment Insurance	406	329	450	450	450	0%
110-421-62-4260	Workers Compensation Insurance	3,969	3,290	3,725	3,725	3,900	5%
		46,647	41,430	53,325	53,325	56,275	6%
PURCHASED PROFESSIONAL SERVICES							
110-421-62-4310	Professional Development	2,210	296	2,500	1,500	1,500	-40%
		2,210	296	2,500	1,500	1,500	-40%
SUPPLIES							
110-421-62-4612	Supplies and Equipment	5,593	5,929	8,000	8,000	8,000	0%
110-421-62-4661	Uniforms and Safety Equipment	-	-	-	-	-	N/A
		5,593	5,929	8,000	8,000	8,000	0%
CAPITAL							
110-421-62-4743	Furniture and Equipment	-	-	-	-	-	N/A
110-421-62-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TOTAL EXPENDITURES		**189,716**	**158,928**	**206,825**	**205,825**	**212,375**	**3%**

Public Safety Department
Traffic and Patrol

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 689,231	$ 701,375	$ 759,500	$ 737,300	$ 831,550	9%
Personnel Services, Benefits	282,423	282,795	330,650	330,325	368,050	11%
Purchased Professional Services	3,690	407	10,800	7,800	7,800	-28%
Other Purchased Services	263,558	271,969	310,500	285,100	285,100	-8%
Supplies	27,889	31,077	31,400	31,400	31,400	0%
Operating Expenes	$1,266,791	$1,287,623	$1,442,850	$1,391,925	$1,523,900	6%
Capital	1,084	3,588	3,000	3,000	3,000	0%
Total Expense	**$ 1,267,875**	**$ 1,291,211**	**$ 1,445,850**	**$ 1,394,925**	**$ 1,526,900**	**6%**

MISSION

The patrol division consists of sworn police officers, serving as supervisors (Sergeants and Corporals) and Officers, who in addition to their normal patrol functions hold a variety of special and collateral duties. The responsibilities of the division include all aspects of law enforcement and community relations. Officers handle calls for service generated through the Grand Junction Regional Communications Center as well as self-initiated activity, community policing projects, crime prevention, and assistance to the School Resource Officers.



Public Safety Department
Traffic and Patrol

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- All officers are encouraged to work on a community policing project of their choosing involving community interaction which is not enforcement related. Some of the projects have become an institutional part of the police department. For example, the *Junior Citizens Police Academy* and the *Bike Rodeo* are events which have been in existence for 7+ years. The bike rodeo is a collaborative project done with the Fruita Community Center. One of our patrol Sergeants works with CSP on the *Cops and Cars* car show and presented several "Response to Active Shooter" training classes to area businesses. Other projects include National Night Out, a bike registration program, and teaching at CMU and the POST Academy. Unfortunately, many of these events did not take place in 2020 due to the COVID pandemic.
- Addressing mental health issues is one of the greatest challenges facing law enforcement nationwide and Fruita is no different. Our officers have done an outstanding job helping individuals, coordinating with *Adult Protective Services*, Mind Springs, and the courts, working to find the best possible solution to a problem that is actually a complex social issue.
- The State of Colorado now requires police officers to attend a specified amount of training on specific subject matter. This year, all officers attended training on Firearms, Defensive Tactics, De-escalation, Community Policing, Anti-bias Policing, Ethics, and Driving.
- The department has two officers attending various Universities in the state, working towards a Bachelor's Degree.
- The performance measures were not accomplished primarily due to a scaling back of operations due to the COVID pandemic.

GOALS

- Continue supporting CMU-WCCC Police Academy through teaching and training opportunities, providing job enrichment for officers and recruitment opportunities.
- Continue specialized and POST training for skills, supervisory potential, and increased levels of expertise in the Patrol division.

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

PERFORMANCE MEASURES

- Using Lexipol, complete no fewer than 12 trainings (in addition to regularly scheduled training) in 2021 as part of ongoing professional development.

BUDGET HIGHLIGHTS

Significant changes in the 2021 Budget include:

- One additional police officer position.
- Capital equipment purchases to include the purchase of 2 tasers ($3,000).

Public Safety Department

Traffic and Patrol

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-421-64-4112	Salaries, Officers	636,339	641,777	704,800	682,600	770,200	9%
110-421-64-4120	Part Time	-	-	-	-	-	N/A
110-421-64-4130	Overtime	52,892	59,598	54,700	54,700	61,350	12%
		689,231	701,375	759,500	737,300	831,550	9%
PERSONNEL SERVICES, BENEFITS							
110-421-64-4210	Health Insurance	164,869	166,455	200,100	200,100	224,900	12%
110-421-64-4220	FICA Payroll Expense	-	-	-	-	-	N/A
110-421-64-4221	Medicare Payroll Expense	9,817	9,932	11,050	11,050	12,050	9%
110-421-64-4222	FPPA Death & Disability	6,305	7,154	9,350	9,350	10,200	9%
110-421-64-4230	Retirement Contribution	-	-	-	-	-	N/A
110-421-64-4231	Police Pension	78,638	80,227	88,100	88,100	96,300	9%
110-421-64-4250	Unemployment Insurance	2,068	2,049	2,300	2,300	2,500	9%
110-421-64-4260	Workers Compensation Ins	20,726	16,978	19,750	19,425	22,100	12%
		282,423	282,795	330,650	330,325	368,050	11%
PURCHASED PROFESSIONAL SERVICES							
110-421-64-4310	Professional Development	3,690	407	10,800	7,800	7,800	-28%
110-421-64-4375	Moving Expenses	-	-	-	-	-	N/A
		3,690	407	10,800	7,800	7,800	-28%
OTHER PURCHASED SERVICES							
110-421-64-4535	Dispatch Center	263,558	271,969	310,500	285,100	285,100	-8%
110-421-64-4541	K-9 Services	-	-	-	-	-	N/A
		263,558	271,969	310,500	285,100	285,100	-8%
SUPPLIES							
110-421-64-4612	Supplies and Equipment	5,289	8,448	7,000	7,000	7,000	0%
110-421-64-4615	Firearms and Ammunition	6,145	7,956	6,550	6,550	6,550	0%
110-421-64-4661	Uniforms and Safety Equipment	16,455	14,673	17,850	17,850	17,850	0%
		27,889	31,077	31,400	31,400	31,400	0%
CAPITAL							
110-421-64-4742	Mobile Equipment	-	-	-	-	-	N/A
110-421-64-4743	Furniture and Equipment	1,084	3,588	3,000	3,000	3,000	0%
110-421-64-4744	Computer Equipment	-	-	-	-	-	N/A
		1,084	3,588	3,000	3,000	3,000	0%
TOTAL EXPENDITURES		**1,267,875**	**1,291,211**	**1,445,850**	**1,394,925**	**1,526,900**	**6%**

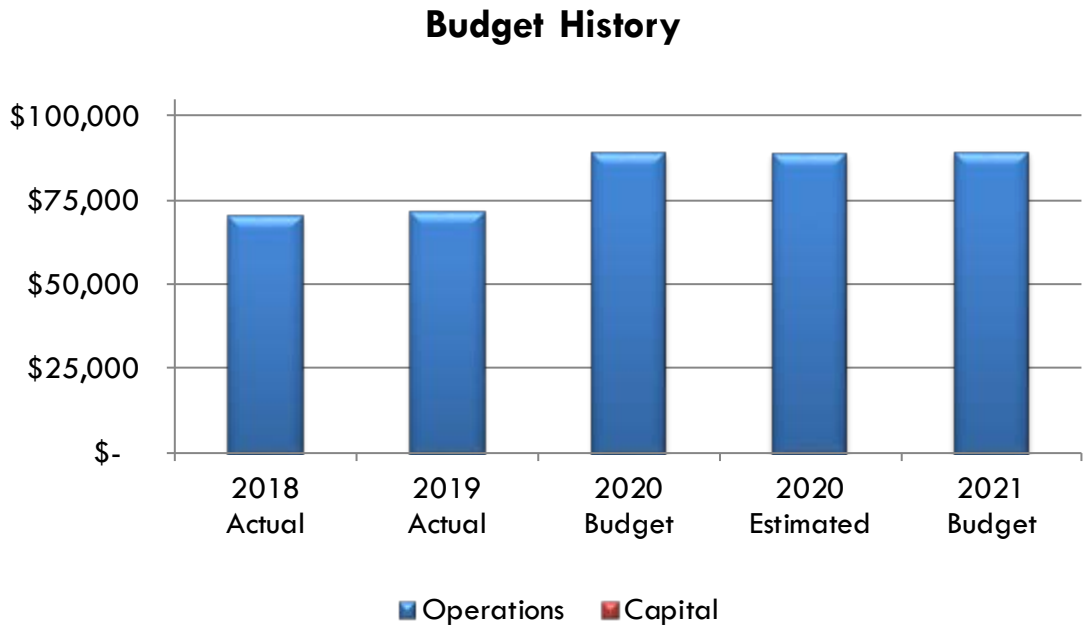
Public Safety Department
Police Support Services

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 52,980	$ 53,295	$ 62,400	$ 62,400	$ 63,900	2%
Personnel Services, Benefits	14,500	15,167	17,050	17,375	17,950	5%
Purchased Professional Services	843	378	1,500	1,000	1,000	-33%
Purchased Property Services	-	-	300	300	300	0%
Other Purchased Services	1,422	2,170	6,800	6,800	5,000	-26%
Supplies	146	405	700	700	900	29%
Operating Expenes	$ 69,891	$ 71,415	$ 88,750	$ 88,575	$ 89,050	0%
Capital	-	-	-	-	-	N/A
Total Expense	**$ 69,891**	**$ 71,415**	**$ 88,750**	**$ 88,575**	**$ 89,050**	**0%**

MISSION

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

The Evidence Custodians handle evidence duties exclusively. This includes managing the property/evidence facility and as well as property and evidence submitted for retention and processing, and the increasing volume of digital evidence.



Public Safety Department
Police Support Services

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- The Animal Control officer collaborated with numerous local entities such as local veterinarians, animal shelters, citizens, and Mesa County Animal Control to attempt to address issues such as feral cats and caring for injured unclaimed animals.
- An outside audit, conducted annually, of the evidence section showed compliance with best practices of evidence and property handling and storage.
- The performance measure regarding developing a policy and action plan for feral cats is still underway.

GOALS

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

PERFORMANCE MEASURES

- Develop and implement a policy and action plan for feral cats. Expected outcome(s): improved public satisfactions with City of Fruita Animal Control Services.

BUDGET HIGHLIGHTS

- No significant changes in the 2021 budget.

Public Safety Department

Police Support Services

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-421-65-4111	Salaries, Civilian	38,951	40,047	43,800	43,800	44,900	3%
110-421-65-4120	Salaries, Part time	13,269	12,835	17,600	17,600	18,000	2%
110-421-65-4130	Overtime	760	413	1,000	1,000	1,000	0%
		52,980	53,295	62,400	62,400	63,900	2%
PERSONNEL SERVICES, BENEFITS							
110-421-65-4210	Health Insurance	7,059	7,858	8,500	8,500	9,200	8%
110-421-65-4220	FICA Payroll Expense	3,331	3,297	3,900	3,900	4,000	3%
110-421-65-4221	Medicare Payroll Expense	779	771	950	950	1,000	5%
110-421-65-4230	Retirement Contribution	2,318	2,380	2,850	2,850	2,900	2%
110-421-65-4250	Unemployment Insurance	159	160	200	200	200	0%
110-421-65-4260	Workers Compensation Insurance	854	701	650	975	650	0%
		14,500	15,167	17,050	17,375	17,950	5%
PURCHASED PROFESSIONAL SERVICES							
110-421-65-4310	Professional Development	843	378	1,500	1,000	1,000	-33%
		843	378	1,500	1,000	1,000	-33%
PURCHASED PROPERTY SERVICES							
110-421-65-4430	Service Contracts	-	-	300	300	300	0%
		-	-	300	300	300	0%
OTHER PURCHASED SERVICES							
110-421-65-4540	Animal Control Services	1,422	2,170	6,800	6,800	5,000	-26%
		1,422	2,170	6,800	6,800	5,000	-26%
SUPPLIES							
110-421-65-4612	Supplies and Equipment	146	281	300	300	500	67%
110-421-65-4661	Uniforms and Safety Equipment	-	124	400	400	400	0%
		146	405	700	700	900	29%
CAPITAL							
110-421-65-4742	Mobile Equipment	-	-	-	-	-	N/A
110-421-65-4743	Furniture and Equipment	-	-	-	-	-	N/A
110-421-65-4744	Computer Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TOTAL EXPENDITURES		**69,891**	**71,415**	**88,750**	**88,575**	**89,050**	**0%**

Public Works Department

Public Works Department

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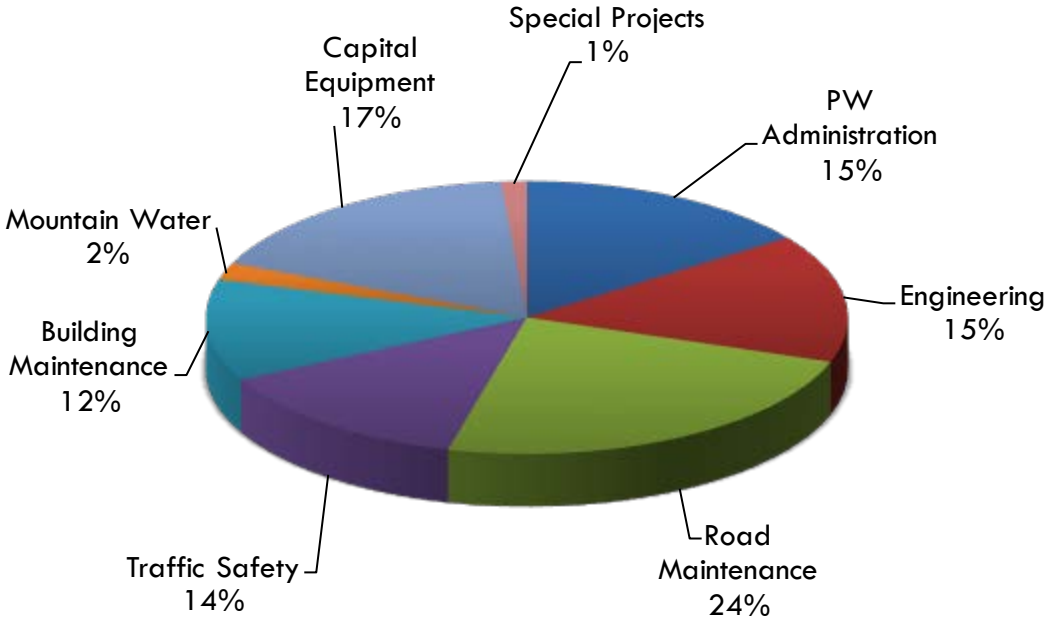
Public Works Department

Expenses by Program	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Administration	$ 283,588	$ 286,506	$ 343,375	$ 343,525	$ 348,850	2%
Engineering	286,025	301,218	342,300	333,150	352,750	3%
Road Maintenance	592,884	463,408	684,700	671,600	548,000	-20%
Traffic Safety	263,116	281,061	308,125	298,400	312,325	1%
Building Maintenance	211,279	203,832	252,850	251,125	278,700	10%
Mountain Water	30,808	34,875	40,450	40,375	46,950	16%
Operating Expenses	$1,667,700	$1,570,900	$1,971,800	$1,938,175	$1,887,575	-4%
Capital	17,779	136,413	168,300	130,800	398,650	137%
Special Projects	-	33,104	-	-	30,000	N/A
Total Expense	**$ 1,685,479**	**$ 1,740,417**	**$ 2,140,100**	**$ 2,068,975**	**$ 2,316,225**	**8%**

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

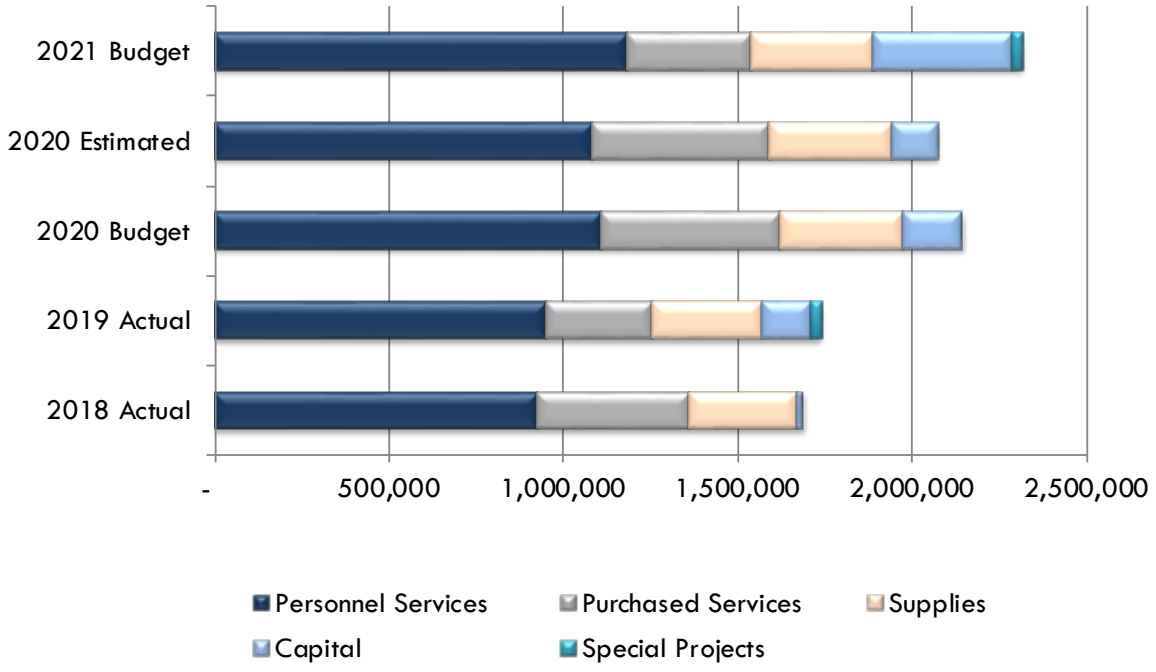
Public Works Department Programs



Public Works Department

Expenses by Type	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 664,924	$ 680,017	$ 796,100	$ 761,000	$ 815,900	2%
Personnel Services, Benefits	257,847	269,286	313,525	319,000	364,925	16%
Purchased Professional Services	8,565	12,839	17,100	17,200	17,200	1%
Purchased Property Services	423,018	285,624	484,475	485,475	333,450	-31%
Other Purchased Services	4,866	4,937	7,400	7,400	5,600	-24%
Supplies	308,476	318,196	353,200	348,100	350,500	-1%
Operating Expenses	$1,667,696	$1,570,899	$1,971,800	$1,938,175	$1,887,575	-4%
Capital	17,779	136,413	168,300	130,800	398,650	137%
Special Projects	-	33,104	-	-	30,000	N/A
Total Expense	**$ 1,685,475**	**$ 1,740,416**	**$ 2,140,100**	**$ 2,068,975**	**$ 2,316,225**	**8%**

Budget History



Public Works Department

Factors Affecting Expenses

- Overall expenses of the Public Works Department of $2.3 million are budgeted to increase 8% from the $2.1 million budgeted in 2020.
- Personnel costs, including taxes and benefits, are budgeted to increase 6% in 2021. This increase is due to a 2.5% salary adjustment, health insurance increases of 8% and the replacement of a part time custodial position with a full time position.
- Purchased property services are budgeted to decrease 30%. This decrease is due to 2021 being an off-cycle year for the chip seal program resulting in a reduction of $160,000 in chip seal expenses in 2021.
- Capital expenses of $398,650 are budgeted to increase 137% and reflects annual changes in capital equipment needs of the Department.
    - Funds allocated for sidewalk replacements on an annual basis of $30,000 were formerly budgeted in the Capital Projects Fund but have been moved to the Public Works Road Maintenance program in the 2021 Budget and are included under capital expenses..
    - Mobile equipment expenses of $359,000 include the following:
        - Engineering Truck (replaces Unit #9051) - $31,000
        - Road Maintenance Truck (replaces Unit #4035) - $38,000
        - Traffic Safety Truck (replaces Unit #7021) - $38,000
        - Replace Backhoe with Loader (United #4053) - $180,000
        - Replace Sander Unit - $41,000
        - Building Maintenance Truck (replaces Unit #1012) - $38,000
        - Custodial Van for new full-time position - $31,000
    - Building improvements include Civic Center Improvements (carpet and elevator) - $9,650
- Special projects of $30,000 include the replacement of 2 HVAC units at the Civic Center

Personnel

The following chart shows staffing levels for the various programs in the Public Works Department. A part-time custodial position is being converted to a full time position in 2021 Budget.

Public Works Department

PUBLIC WORKS (GENERAL FUND) FUND STAFFING CHART				
Hours	**2018 Actual**	**2019 Actual**	**2020 Budget**	**2021 Budget**
Engineering				
Full time employees	6,466	6,285	6,240	6,240
Part time employees	305	447	480	550
Overtime	-	-	-	-
Subtotal	6,771	6,732	6,720	6,790
Public Works Administration				
Full time employees	3,065	3,074	3,027	3,027
Part time employees	-	-	-	-
Overtime	-	-	-	-
Subtotal	3,065	3,074	3,027	3,027
Road Maintenance				
Full time employees	10,281	10,494	10,626	10,626
Part time employees	1,943	1,591	2,600	2,600
Overtime	205	372	355	355
Subtotal	12,429	12,457	13,581	13,581
Traffic Safety				
Full time employees	1,731	1,811	1,820	1,820
Part time employees	540	400	520	520
Overtime	45	40	70	70
Subtotal	2,316	2,251	2,410	2,410
Building Maintenance				
Full time employees	2,912	2,326	2,880	4,960
Part time employees	1,249	1,545	1,770	-
Overtime	60	71	95	85
Subtotal	4,221	3,942	4,745	5,045
Mountain Water				
Full time employees	1,143	1,142	1,145	1,145
Part time employees	-	-	-	-
Overtime	26	29	30	30
Subtotal	1,169	1,171	1,175	1,175
Total Public Works				
Full time employees	25,598	25,132	25,738	27,818
Part time employees	4,037	3,983	5,370	3,670
Overtime	336	512	550	540
Total Hours	29,971	29,627	31,658	32,028
Total FTE Equivalents	14.41	14.24	15.22	15.40

Public Works Department

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
4111	Salaries, Engineering	194,433	200,523	225,000	225,000	230,600	2%
4113	Salaries, Public Works	409,442	411,767	469,900	468,900	509,150	8%
4120	Part Time	50,844	52,618	82,500	48,600	57,250	-31%
4130	Overtime	10,205	15,109	18,700	18,500	18,900	1%
		664,924	680,017	796,100	761,000	815,900	2%
PERSONNEL SERVICES, BENEFITS							
4210	Health Insurance	157,578	168,551	191,750	199,650	238,300	24%
4220	FICA Payroll Expense	40,126	41,089	49,525	47,525	50,700	2%
4221	Medicare Payroll Expense	9,384	9,609	11,650	11,225	11,950	3%
4230	Retirement Contribution	26,904	27,745	32,150	31,650	34,200	6%
4250	Unemployment Insurance	1,995	2,000	2,500	2,450	2,625	5%
4260	Workers Compensation Insurance	21,860	20,292	25,950	26,500	27,150	5%
		257,847	269,286	313,525	319,000	364,925	16%
PURCHASED PROFESSIONAL SERVICES							
4310	Professional Development	8,215	8,889	12,100	11,100	12,200	1%
4330	Legal Fees	-	-	-	-	-	N/A
4335	Engineering	350	3,950	5,000	6,100	5,000	0%
		8,565	12,839	17,100	17,200	17,200	1%
PURCHASED PROPERTY SERVICES							
4426	Water Line Repair	1,248	2,520	750	1,750	6,000	700%
4427	Reservoir Maintenance	-	827	1,250	250	1,000	-20%
4430	Service Contracts	43,936	51,665	57,950	62,950	62,450	8%
4435	Fleet Maintenance Charges	130,239	162,398	165,775	165,775	168,000	1%
4440	Building Maintenance	23,239	18,607	18,000	13,000	13,000	-28%
4442	Equipment Rental	368	1,525	4,250	4,550	6,500	53%
4450	Road Repair & Maintenance	67,149	46,388	70,000	69,700	70,000	0%
4451	Chipsealing and Patching	154,696	-	160,000	160,000	-	-100%
4452	Drainage	2,143	321	3,500	3,500	3,500	0%
4453	Street Light Repair & Maint.	-	1,373	3,000	4,000	3,000	0%
		423,018	285,624	484,475	485,475	333,450	-31%
OTHER PURCHASED SERVICES							
4530	Telephone	4,866	4,937	6,650	6,650	5,600	-16%
4550	Printing	-	-	750	750	-	-100%
4551	Publishing	-	-	-	-	-	N/A
		4,866	4,937	7,400	7,400	5,600	-24%
SUPPLIES							
4610	Office Supplies	3,196	4,422	2,500	2,500	2,500	0%
4611	Postage	-	100	100	100	100	0%
4612	Supplies and Tools	18,440	16,770	27,250	26,150	27,250	0%
4620	Utilities	74,550	72,988	78,000	78,000	75,000	-4%
4621	Street Lighting	159,578	158,253	168,000	167,000	169,000	1%
4626	Fuel	30,697	31,518	33,500	30,500	32,800	-2%
4630	Meeting/Appreciation Supplies	-	-	1,100	1,100	1,100	0%
4641	Snow and Ice Removal	4,312	9,986	10,000	10,000	10,000	0%

Public Works Department

Expenses

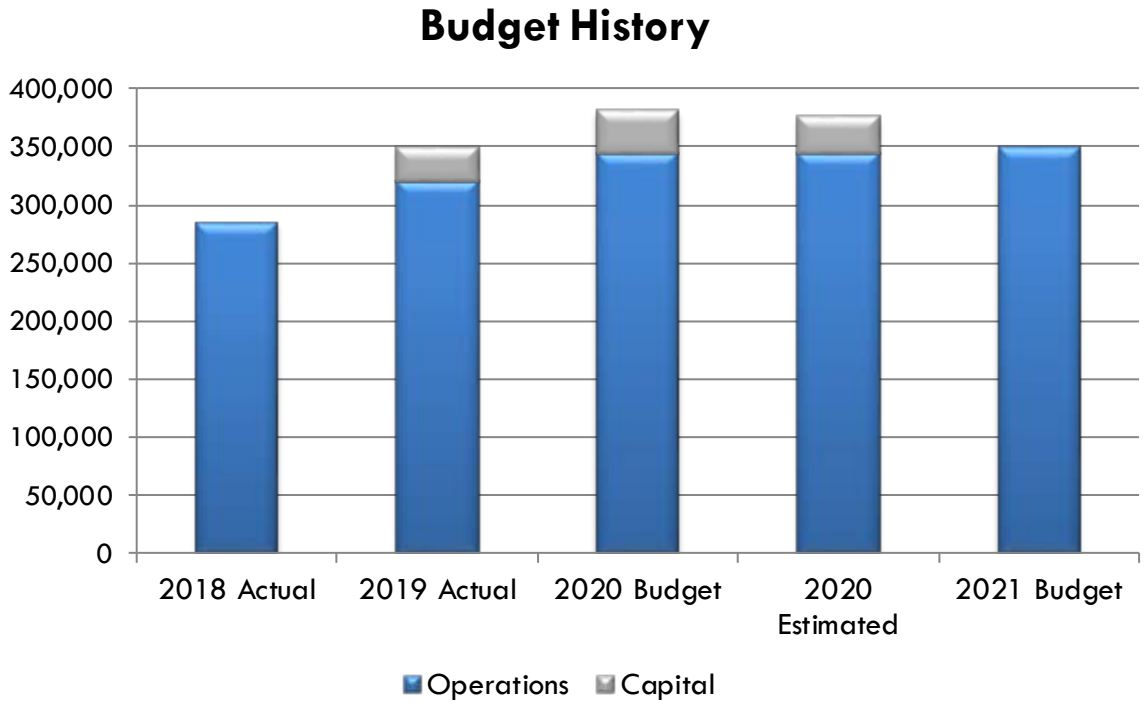
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
SUPPLIES (continued)							
4642	Signs and Paint	12,967	16,670	20,750	20,750	20,750	0%
4651	Weed Control	1,200	3,208	4,000	4,000	4,000	0%
4661	Uniforms	3,249	4,281	5,750	5,750	5,750	0%
4662	Safety Equipment	287	-	2,250	2,250	2,250	0%
		308,476	318,196	353,200	348,100	350,500	-1%
CAPITAL							
4732	Sidewalk Replacement	-	-	-	-	30,000	N/A
4742	Mobile Equipment	-	118,257	114,000	102,500	359,000	215%
4743	Furniture and Equipment	17,779	18,156	54,300	28,300	9,650	-82%
4744	Computer Equipment	-	-	-	-	-	N/A
		17,779	136,413	168,300	130,800	398,650	137%
SPECIAL PROJECTS							
4822	Electrical and HVAC Imp.	-	-	-	-	30,000	N/A
4823	Old Fruita Bridge Demolition	-	33,104	-	-	-	N/A
4825	US 6 Access Control Plan	-	-	-	-	-	N/A
		-	33,104	-	-	30,000	N/A
TOTAL PUBLIC WORKS EXPENDITURES		**1,685,475**	**1,740,416**	**2,140,100**	**2,068,975**	**2,316,225**	**8%**

Public Works Department
Administration

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 93,897	$ 96,614	$ 102,000	$ 102,000	$ 102,800	1%
Personnel Services, Benefits	33,205	32,652	39,650	39,800	43,800	10%
Purchased Professional Services	5,676	6,799	8,200	8,200	8,200	0%
Purchased Property Services	141,586	173,741	180,025	180,025	181,250	1%
Other Purchased Services	2,145	2,604	3,500	3,500	2,700	-23%
Supplies	7,079	7,200	10,000	10,000	10,100	1%
Operating Expenses	$ 283,588	$ 319,610	$ 343,375	$ 343,525	$ 348,850	2%
Capital	-	29,891	38,000	33,000	-	-100%
Total Expense	**$ 283,588**	**$ 349,501**	**$ 381,375**	**$ 376,525**	**$ 348,850**	**-9%**

MISSION

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



Public Works Department
Administration

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

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

2021 GOALS

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

PERFORMANCE MEASURES

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

2021 BUDGET HIGHLIGHTS

- The 2021Public Works Administration budget is proposed to remain relatively flat and does not include any capital expenditures.

Public Works Department
Administration

Expenses

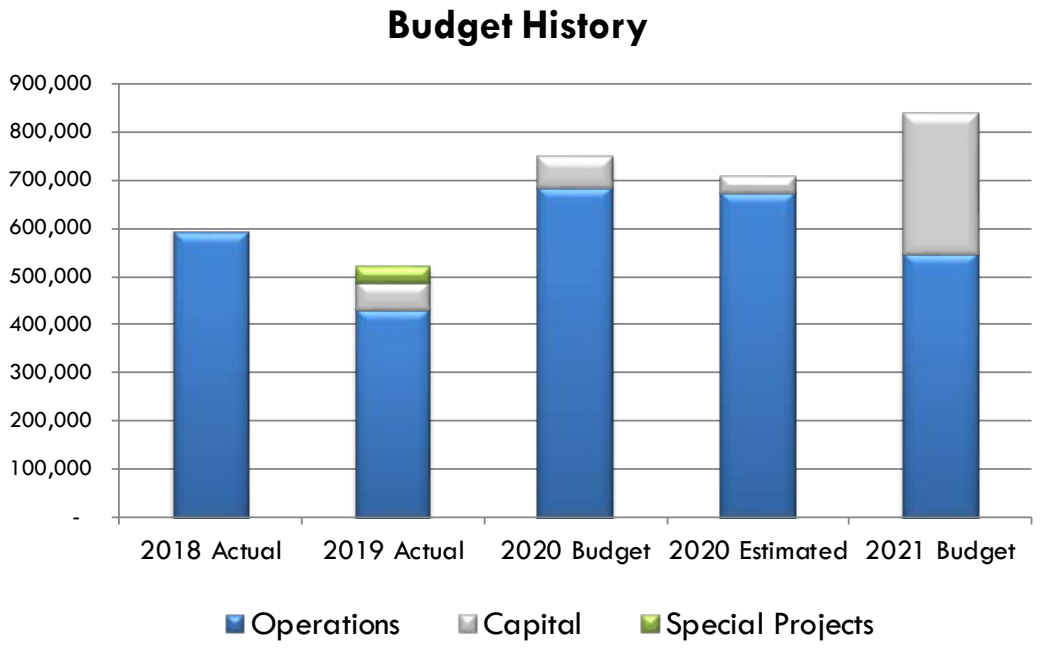
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-431-50-4113	Salaries, Public Works	93,897	96,614	102,000	102,000	102,800	1%
110-431-50-4120	Salaries, Part time	-	-	-	-	-	N/A
110-431-50-4130	Overtime	-	-	-	-	-	N/A
		93,897	96,614	102,000	102,000	102,800	1%
PERSONNEL SERVICES, BENEFITS							
110-431-50-4210	Health Insurance	20,578	20,418	25,650	25,650	29,600	15%
110-431-50-4220	FICA Payroll Expense	5,512	5,680	6,325	6,325	6,400	1%
110-431-50-4221	Medicare Payroll Expense	1,289	1,328	1,500	1,500	1,500	0%
110-431-50-4230	Retirement Contribution	4,185	4,348	4,600	4,600	4,650	1%
110-431-50-4250	Unemployment Insurance	282	278	325	325	350	8%
110-431-50-4260	Workers Compensation Ins	1,359	600	1,250	1,400	1,300	4%
		33,205	32,652	39,650	39,800	43,800	10%
PURCHASED PROFESSIONAL SERVICES							
110-431-50-4310	Professional Development	5,676	6,799	8,200	8,200	8,200	0%
		5,676	6,799	8,200	8,200	8,200	0%
PURCHASED PROPERTY SERVICES							
110-431-50-4430	Service Contracts	11,347	11,343	14,250	14,250	13,250	-7%
110-431-50-4435	Fleet Maintenance Charges	130,239	162,398	165,775	165,775	168,000	1%
		141,586	173,741	180,025	180,025	181,250	1%
OTHER PURCHASED SERVICES							
110-431-50-4530	Telephone	2,145	2,604	3,500	3,500	2,700	-23%
		2,145	2,604	3,500	3,500	2,700	-23%
SUPPLIES							
110-431-50-4610	Office Supplies	1,997	2,752	1,000	1,000	1,000	0%
110-431-50-4626	Fuel	1,546	694	500	500	600	20%
110-431-50-4630	Meeting/Appreciation Supplies	-	-	1,000	1,000	1,000	0%
110-431-50-4661	Uniforms	3,249	3,754	5,500	5,500	5,500	0%
110-431-50-4662	Safety Equipment	287	-	2,000	2,000	2,000	0%
		7,079	7,200	10,000	10,000	10,100	1%
CAPITAL							
110-431-50-4742	Mobile Equipment	-	29,891	38,000	33,000	-	-100%
110-431-50-4743	Furniture and equipment	-	-	-	-	-	N/A
		-	29,891	38,000	33,000	-	-100%
TOTAL ROAD ADMINISTRATION		**283,588**	**349,501**	**381,375**	**376,525**	**348,850**	**-9%**

Public Works Department
Road Maintenance

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 238,776	$ 246,316	$ 295,450	$ 277,500	$ 303,200	3%
Personnel Services, Benefits	99,655	102,686	115,000	122,850	129,300	12%
Purchased Professional Services	-	-	-	-	-	N/A
Purchased Property Services	224,356	48,234	235,250	235,250	77,500	-67%
Other Purchased Services	-	-	-	-	-	N/A
Supplies	30,097	33,068	39,000	36,000	38,000	-3%
Operating Expenses	$ 592,884	$ 430,304	$ 684,700	$ 671,600	$ 548,000	-20%
Capital	-	58,531	64,000	35,000	289,000	352%
Special Projects	-	33,104	-	-	-	N/A
Total Expense	**$ 592,884**	**$ 521,939**	**$ 748,700**	**$ 706,600**	**$ 837,000**	**12%**

MISSION

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



Public Works Department
Road Maintenance

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- Hauled and installed riprap armoring along section of Big Salt Wash near Santa Fe Ranch Subdivision to prevent further erosion and protect trail infrastructure.
- City crews completed 31 patches requiring 368 tons of asphalt.
- Maintenance operations included grading and applying mag-chloride to 19 Road, Snooks Road, Snooks parking lot, Greenway Drive and pond entrance.
- Contracted out chip seal project for 15 street segments and 10 cul-de-sacs. Maintenance crews performed all traffic control for the contractor and staff completed public notification/coordination efforts.
- Completed PASER evaluations of all city streets, which included inspections on 74.5 miles of roadway.

2021 GOALS

- Continue to support development and progression of staff in acquiring necessary certifications. Due to changes in license requirements for Commercial Driver's License (CDL) this will any new maintenance staff to complete CDL training through a certified truck driving school.

- Continue aggressive crack sealing program as preventative maintenance measures to protect city streets.
- Be proactive in patching of smaller sections of asphalt that are in poor condition.
- Assist with maintenance operations for other divisions where heavy equipment operation is required. This includes operations such as trucking, utility excavations, and earthwork.

PERFORMANCE MEASURES

- Maintain a condition rating for City streets at an overall PASER score of 7.0 or higher.

  The 2020 PASER evaluation reported an average score of 6.80 for all streets, which is below the targeted benchmark. This reflects a steady decline in condition of city streets from 7.21 in 2011.

- Maintain a condition rating with less than 10% of streets below a PASER score of 5.0.

  The 2020 PASER evaluation reported having 6.7% of streets with a score of less than 5.0. The targeted benchmark has been met and will continue to be tracked as a lag measure of how well the condition of city streets are being maintained.

2021 BUDGET HIGHLIGHTS

- The chip seal program continues to utilize a biennial schedule with no chip seal planned for 2021. This translates to a $160,000 reduction in the 2021 budget but will be increased for a larger scale chip seal project in 2022.
- Equipment rental includes an additional $2,000 for water truck and other equipment rentals
- The Sidewalk Replacement program of $30,000 was moved from the Capital Projects Fund to the Public Work Road Maintenance budget in 2021.
- The 2021 budget includes $259,000 in capital expenses for replacement of existing equipment. This includes:
  - Unit 4035 - ¾ Ton Pickup 4x4 @ $38,000.
  - Unit 4053 - Backhoe replaced with loader @ $180,000.
  - Unit 4261 - Sander unit @ $41,000

Public Works Department

Road Maintenance

Expenses

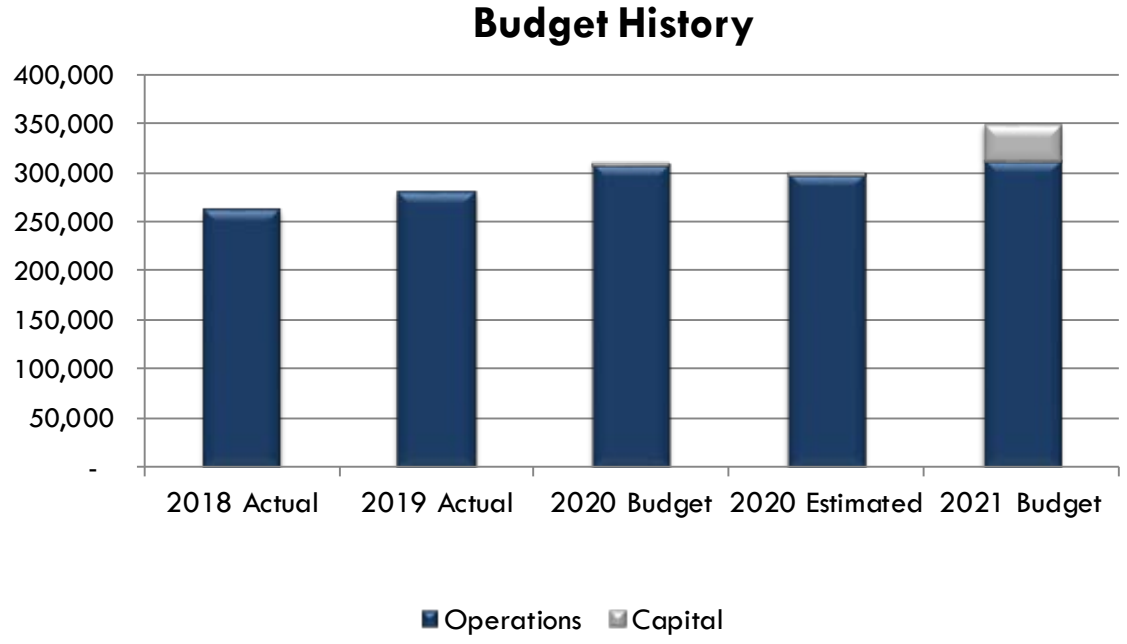
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-431-51-4113	Salaries, Public Works	208,007	214,398	242,250	241,250	249,700	3%
110-431-51-4120	Part Time	24,300	20,677	41,100	24,150	41,100	0%
110-431-51-4130	Overtime	6,469	11,241	12,100	12,100	12,400	2%
		238,776	246,316	295,450	277,500	303,200	3%
PERSONNEL SERVICES, BENEFITS							
110-431-51-4210	Health Insurance	59,537	61,055	64,950	72,850	77,600	19%
110-431-51-4220	FICA Payroll Expense	14,544	15,039	18,350	17,300	18,800	2%
110-431-51-4221	Medicare Payroll Expense	3,402	3,517	4,300	4,075	4,400	2%
110-431-51-4230	Retirement Contribution	9,256	9,839	11,400	10,950	11,750	3%
110-431-51-4250	Unemployment Insurance	716	730	900	850	950	6%
110-431-51-4260	Workers Compensation Ins	12,200	12,506	15,100	16,825	15,800	5%
		99,655	102,686	115,000	122,850	129,300	12%
PURCHASED PROFESSIONAL SERVICES							
110-431-51-4310	Professional Development	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
PURCHASED PROPERTY SERVICES							
110-431-51-4430	Service Contracts	-	-	-	-	-	N/A
110-431-51-4431	Landscaping	-	-	-	-	-	N/A
110-431-51-4442	Equipment Rental	368	1,525	1,750	2,050	4,000	129%
110-431-51-4450	Road Repair & Maintenance	67,149	46,388	70,000	69,700	70,000	0%
110-431-51-4451	Chipsealing and Patching	154,696	-	160,000	160,000	-	-100%
110-431-51-4452	Drainage	2,143	321	3,500	3,500	3,500	0%
		224,356	48,234	235,250	235,250	77,500	-67%
OTHER PURCHASED SERVICES							
110-431-51-4530	Telephone	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
SUPPLIES							
110-431-51-4612	Supplies and Tools	6,064	5,047	9,000	9,000	9,000	0%
110-431-51-4626	Fuel	22,833	24,519	26,000	23,000	25,000	-4%
110-431-51-4651	Weed Control	1,200	3,208	4,000	4,000	4,000	0%
110-431-51-4661	Uniforms	-	294	-	-	-	N/A
		30,097	33,068	39,000	36,000	38,000	-3%
CAPITAL							
110-431-51-4732	Sidewalk Replacements	-	-	-	-	30,000	
110-431-51-4742	Mobile Equipment	-	58,531	38,000	35,000	259,000	582%
110-431-51-4743	Furniture and Equipment	-	-	26,000	-	-	-100%
110-431-51-4744	Computer Equipment	-	-	-	-	-	N/A
		-	58,531	64,000	35,000	289,000	352%
SPECIAL PROJECTS							
110-431-51-4823	Old Fruita Bridge Demolition	-	33,104	-	-	-	N/A
		-	33,104	-	-	-	N/A
TOTAL ROAD MAINTENANCE		**592,884**	**521,939**	**748,700**	**706,600**	**837,000**	**12%**

Public Works Department
Traffic Safety

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 42,193	$ 42,277	$ 51,500	$ 43,100	$ 52,750	2%
Personnel Services, Benefits	19,545	19,376	22,525	21,200	23,975	6%
Purchased Professional Services	-	-	-	-	-	N/A
Purchased Property Services	21,345	29,795	31,500	32,500	32,000	2%
Supplies	180,033	189,613	202,600	201,600	203,600	0%
Operating Expenses	$ 263,116	$ 281,061	$ 308,125	$ 298,400	$ 312,325	1%
Capital	-	-	3,500	3,500	38,000	986%
Total Expense	**$ 263,116**	**$ 281,061**	**$ 311,625**	**$ 301,900**	**$ 350,325**	**12%**

MISSION

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



Public Works Department
Traffic Safety

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- Generated traffic control plans for street and utility maintenance operations, as well as for the contracted chip seal project. Due to the cancellation of most festivals and special events in 2020 due to the COVID-19 pandemic, no support was provided for these events.
- Purchased and installed flashing school zone and crosswalk signs for new elementary school.
- Replaced all street name signs with larger font and improved reflectivity along Ottley Avenue from Fremont Street to Highway 6 in compliance with MUTCD regulations.
- Contracted out painting of 293,000 linear feet of traffic paint for center and edge lines for all non-residential streets.
- Additional pavement painting required for parking stalls, bike lane symbols, and non-safety critical pavement markings were not prioritized due to reductions in labor implemented in response to the COVID-19 pandemic.

2021 GOALS

- Collect updated traffic counts for ½ of all collector roadways to better evaluate traffic circulation and safety issues.
- Evaluate traffic safety needs for all modes of travel as pavement marking and signage changes are implemented.
- Reinstate painting program for all pavement markings not completed in 2020.

Public Works Department
Traffic Safety

PERFORMANCE MEASURES

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

  Status: For 2020, 83% of all documented citizen requests were responded to within one month and over 50% were responded to within a week. It is anticipated that response times will improve as levels of staffing are returned to pre COVID-19 levels.

BUDGET HIGHLIGHTS

- Service Contracts budget line item has been increased based on projected inflations rates in paint materials and continued expansion of street infrastructure due to development.
- Capital equipment includes $38,000 for replacement of ¾ Ton Pickup 4x4 (Unit 4742).

Public Works Department

Traffic Safety

Expenses

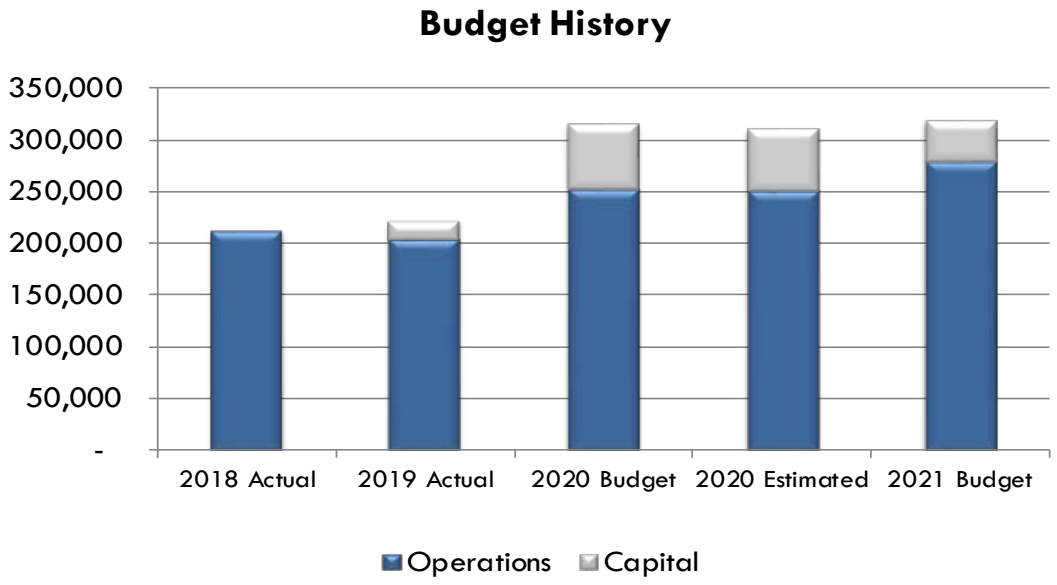
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-431-52-4113	Salaries, Public Works	34,110	35,923	40,800	40,800	41,800	2%
110-431-52-4120	Part Time	6,750	5,200	8,250	50	8,450	2%
110-431-52-4130	Overtime	1,333	1,154	2,450	2,250	2,500	2%
		42,193	42,277	51,500	43,100	52,750	2%
PERSONNEL SERVICES, BENEFITS							
110-431-52-4210	Health Insurance	12,811	13,052	14,100	14,100	15,250	8%
110-431-52-4220	FICA Payroll Expense	2,517	2,524	3,200	2,700	3,300	3%
110-431-52-4221	Medicare Payroll Expense	589	590	750	650	800	7%
110-431-52-4230	Retirement Contribution	1,517	1,617	1,950	1,950	2,000	3%
110-431-52-4250	Unemployment Insurance	127	123	175	175	175	0%
110-431-52-4260	Workers Compensation Ins	1,984	1,470	2,350	1,625	2,450	4%
		19,545	19,376	22,525	21,200	23,975	6%
PURCHASED PROFESSIONAL SERVICES							
110-431-52-4310	Professional Development	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
PURCHASED PROPERTY SERVICES							
110-431-52-4430	Service Contracts	21,345	28,422	28,500	28,500	29,000	2%
110-431-52-4453	Street Light Repair & Maint.	-	1,373	3,000	4,000	3,000	0%
		21,345	29,795	31,500	32,500	32,000	2%
SUPPLIES							
110-431-52-4612	Supplies and Tools	1,551	2,070	2,000	2,000	2,000	0%
110-431-52-4621	Street Lighting	159,578	158,253	168,000	167,000	169,000	1%
110-431-52-4626	Fuel	1,993	2,711	2,600	2,600	2,600	0%
110-431-52-4641	Snow and Ice Removal	4,312	9,986	10,000	10,000	10,000	0%
110-431-52-4642	Signs and Paint	12,599	16,593	20,000	20,000	20,000	0%
110-431-52-4662	Safety Equipment	-	-	-	-	-	N/A
		180,033	189,613	202,600	201,600	203,600	0%
CAPITAL							
110-431-52-4742	Mobile Equipment	-	-	-	-	38,000	
110-431-52-4743	Furniture and Equipment	-	-	3,500	3,500	-	-100%
		-	-	3,500	3,500	38,000	986%
TOTAL TRAFFIC SAFETY		**263,116**	**281,061**	**311,625**	**301,900**	**350,325**	**12%**

Public Works
Building Maintenance

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 70,228	$ 66,121	$ 87,900	$ 86,750	$ 91,500	4%
Personnel Services, Benefits	22,506	26,617	38,650	38,075	64,100	66%
Purchased Professional Services	30,814	26,792	31,500	31,500	31,500	0%
Purchased Property Services	600	663	650	650	650	0%
Supplies	$ 87,131	$ 83,639	$ 94,150	$ 94,150	$ 90,950	-3%
Operating Expenses	211,279	203,832	252,850	251,125	278,700	10%
Capital	-	18,156	62,800	59,300	40,650	-35%
Special Projects	-	-	-	-	30,000	N/A
Total Expense	**$ 211,279**	**$ 221,988**	**$ 315,650**	**$ 310,425**	**$ 349,350**	**11%**

MISSION

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



Public Works
Building Maintenance

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- In the first quarter of 2020, interior painting was completed at the Civic Center in the north and south council rooms, as well as the Rotary room. This was followed by replacement of all carpet on the second floor of the Civic Center.
- The planned upgrade of the electrical panel for the welding shop at the City Shops facility was completed in February 2020.
- Due to the age of the fire alarm system in the Civic Center, multiple fire alarm pull stations failed and resulted in having to replace 12 pull stations in the building. The need for additional upgrades to the fire system are being evaluated.
- Due to the COVID-19 pandemic, cleaning & disinfection tasks increased significantly, and cost reduction measures were implemented that included reduction of part-time staff. As a result, full-time maintenance workers from multiple divisions were reassigned to custodial duties for the second quarter of the year. A seasonal custodian position was filled in August to assist in meeting the cleaning demands for the remainder of 2020.
- Maintenance staff provided additional health measures throughout city facilities, including installation of plexiglass barriers at customer counters, temporary reconfigurations & relocations of office spaces, modification to HVAC operations, and securing of protective equipment.
- Staff began evaluating various measures to provide reduction of electrical usage at the City Shop and Civic Center facilities. Overall, electrical usage is trending approximately 5% lower than the previous year, but it is believed that the uncharacteristic facility usage during the Stay-at-Home order and subsequent phases of reopening are not representative for future planning.

2021 GOALS

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

PERFORMANCE MEASURES

- Track custodial hours and develop metrics to monitor level of service for custodial operations.

- Continue monitoring energy usage for facilities and evaluate energy savings measures.

2021 BUDGET HIGHLIGHTS

The 2021 Budget includes the replacement of a part-time custodian position to a full time position.

Capital equipment purchases of $40,650 includes:

- $31,000 for the purchase of a compact cargo van for custodial/building maintenance use.
- $5,250 for upgrades to the elevator with a door edge system that has been prioritized as it will provide improved safety.
- $4,400 for replacement of carpet in the Engineering offices at the Civic Center

Special Projects of $30,000 includes the replacement of 2 HVAC units at the Civic Center with a cost of $30,000 in the event they can not be replaced in 2020 with CVRF grant funds.

Public Works Department
Building Maintenance

Expenses

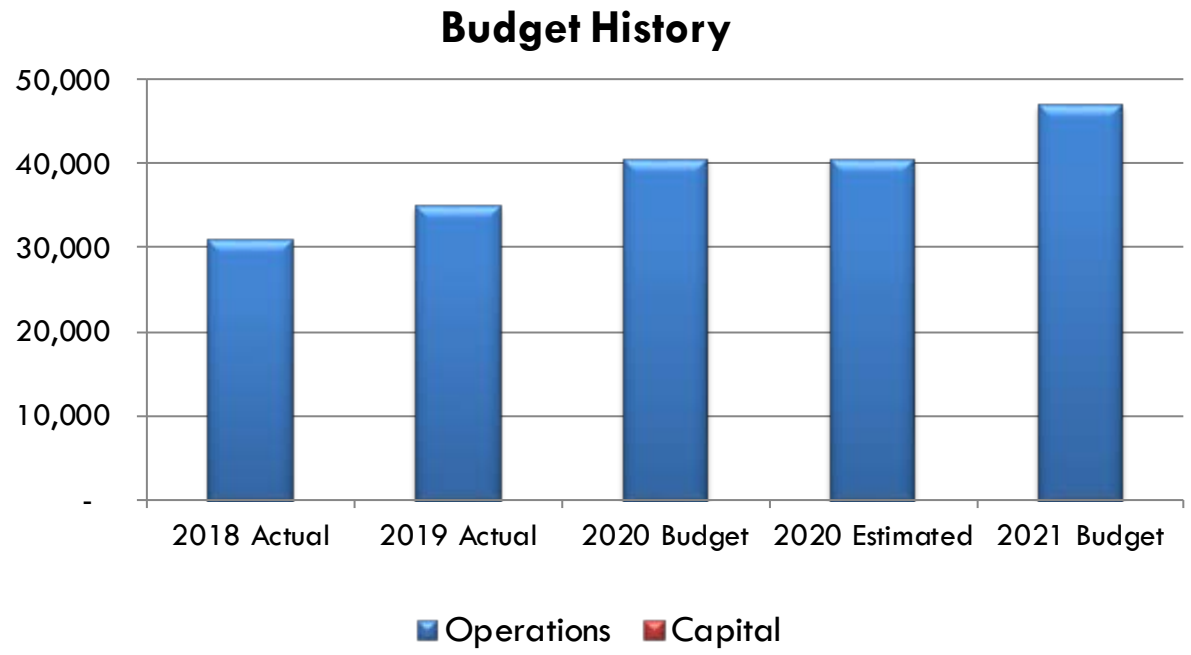
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-431-54-4113	Salaries, Public Works	52,575	43,369	59,250	59,250	88,600	50%
110-431-54-4120	Part Time	15,981	20,931	25,550	24,400	-	-100%
110-431-54-4130	Overtime	1,672	1,821	3,100	3,100	2,900	-6%
		70,228	66,121	87,900	86,750	91,500	4%
PERSONNEL SERVICES, BENEFITS							
110-431-54-4210	Health Insurance	11,790	17,141	25,850	25,850	49,550	92%
110-431-54-4220	FICA Payroll Expense	4,259	4,007	5,500	5,500	5,700	4%
110-431-54-4221	Medicare Payroll Expense	996	937	1,300	1,300	1,350	4%
110-431-54-4230	Retirement Contribution	2,335	1,952	2,800	2,750	4,150	48%
110-431-54-4250	Unemployment Insurance	211	195	300	300	300	0%
110-431-54-4260	Workers Compensation Insu	2,915	2,385	2,900	2,375	3,050	5%
		22,506	26,617	38,650	38,075	64,100	66%
PURCHASED PROPERTY SERVICES							
110-431-54-4430	Service Contracts	7,575	8,185	11,000	16,000	16,000	45%
110-431-54-4435	Fleet Maintenance Charges	-	-	-	-	-	N/A
110-431-54-4440	Building Maintenance	23,239	18,607	18,000	13,000	13,000	3%
110-431-54-4442	Equipment Rental	-	-	2,500	2,500	2,500	0%
		30,814	26,792	31,500	31,500	31,500	0%
OTHER PURCHASED SERVICES							
110-431-54-4530	Telephone	600	663	650	650	650	0%
		600	663	650	650	650	0%
SUPPLIES							
110-431-54-4612	Supplies and Tools	9,527	8,918	13,000	13,000	13,000	0%
110-431-54-4620	Utilities	74,550	72,988	78,000	78,000	75,000	-4%
110-431-54-4626	Fuel	2,686	1,656	2,400	2,400	2,200	-8%
110-431-54-4642	Signs	368	77	750	750	750	0%
110-431-54-4662	Safety equipment	-	-	-	-	-	N/A
		87,131	83,639	94,150	94,150	90,950	-3%
CAPITAL							
110-431-54-4742	Mobile Equipment	-	-	38,000	34,500	31,000	-18%
110-431-54-4743	Furniture and Equipment	-	18,156	24,800	24,800	9,650	-61%
		-	18,156	62,800	59,300	40,650	-35%
SPECIAL PROJECTS							
110-431-54-4822	Electrical and HVAC Imp.	-	-	-	-	30,000	N/A
		-	-	-	-	30,000	N/A
TOTAL BUILDING MAINTENANCE		**211,279**	**221,988**	**315,650**	**310,425**	**349,350**	**11%**

Public Works Department
Mountain Water

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 21,585	$ 22,356	$ 26,650	$ 26,650	$ 27,350	3%
Personnel Services, Benefits	7,266	7,816	9,050	8,975	9,650	7%
Purchased Professional Services	-	-	-	1,100	-	N/A
Purchased Property Services	1,248	3,347	2,000	2,000	7,000	250%
Supplies	709	1,356	2,750	1,650	2,950	7%
Operating Expenses	$ 30,808	$ 34,875	$ 40,450	$ 40,375	$ 46,950	16%
Capital	-	-	-	-	-	N/A
Total Expense	**$ 30,808**	**$ 34,875**	**$ 40,450**	**$ 40,375**	**$ 46,950**	**16%**

MISSION

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



Public Works Department
Mountain Water

RESPONSIBILITIES

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

The City has a agreement with the Glade Park Pipeline Water Users Association (GPPWUA) to supply non-potable water to users along the pipeline in the Glade Park area in exchange for maintenance of the pipeline.

PRIOR YEAR ACCOMPLISHMENTS

- Worked with water attorney and engineering consultant to file due diligence application for pipeline water rights and were successful in maintaining water rights for a period of 6 more years.
- The GPPWUA replaced 1,740 feet of pipe in 2020.
- 2020 was a dry year with most of the snowmelt occurring early in the season. As a result, the amount of water available from the Haypress diversion was minimal and the storage of water in the Reservoirs #1 & #3 were used to supply water to GPPWUA for most of the season. This resulted in the reservoirs being near empty by the end of the season.
- The City replaced 700 feet of 8-inch pipe on Enoch distribution line due to leaking infrastructure. There remains approximately 5,000 feet of pipe on the Enoch system that is in poor condition and requires replacement. Leaks in the Enoch line did not allow for any water from Enoch to be used in supplementing the water needs of the GPPWUA.
- Maintained dam slopes, spillways, slide gates, and meters for Reservoirs #1, #2, #3 & Enoch.
- Performed video inspections of outlet pipes on all four dams in 2020 with no significant deficiencies noted.
- Read and recorded reservoir heights and monitored and recorded delivery rates monthly for water District 42 and 73 as mandated by the Colorado Division of Water Resources Division 4. This was a reduced frequency from previous years that was accomplished by alternating schedules with the water commissioner to perform some monitoring.
- Reservoir #2 remains under a storage restriction due to the unstable nature of the dam. No progress was made in 2020 in design for improving the dam.
- The Enoch Lake site continued to be operated at a minimum level of service and is experiencing continued deficiencies in maintenance of the restroom and picnic area facilities. No time was prioritized toward improvements in 2020 due to the reduction in labor forces in response to the COVID-19 pandemic.

- The City did reach out to State and Federal land management agencies in 2019 to explore partnership opportunities to more effectively manage the public lands on Pinon Mesa. These discussions have not progressed in 2020.

2021 GOALS

- Maintain an uninterrupted water flow to users throughout the season.
- Complete water records and measurements to comply with water commissioners.
- Replace 1,000 feet of pipe per year on Enoch line for the next 5-years to ensure full utilization of the line without loss of water.
- Continue to seek partnerships to manage properties and assets on Pinon Mesa.

PERFORMANCE MEASURES

- Reduce man-hours spent on Mountain Water administration (Task #530).
    - This was accomplished in 2020 by cutting the amount of monitoring time by 50%. However, the amount of time spent on pipeline repairs increased significantly and will continue to be tracked going forward.

2021 BUDGET HIGHLIGHTS

- No legal or engineering fees are included in the 2021 budget since all due diligence filings are up to date.
- The 2021 budget includes an increased water line repair budget for the Enoch pipeline.
- The 2021 budget includes $1,750 for supplies and tools, which includes an increase to address some of the facility improvements needed at the Enoch lake site (e.g. restroom repairs, signage, etc.).
- The 2021 budget does not include any improvements to address the dam stability issues on Reservoir #2 and no storage of water will be allowed this coming year.

Public Works Department
Mountain Water

Expenses

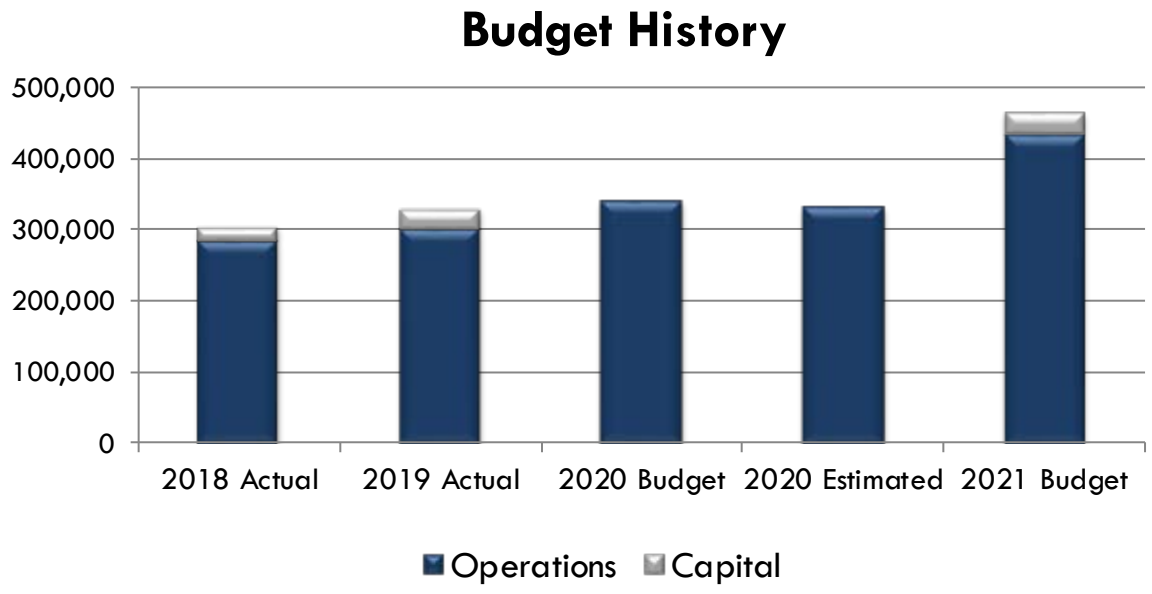
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estiamted	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-431-70-4113	Salaries, Public Works	20,854	21,463	25,600	25,600	26,250	3%
110-431-70-4120	Salaries, Part time	-	-	-	-	-	N/A
110-431-70-4130	Overtime	731	893	1,050	1,050	1,100	5%
		21,585	22,356	26,650	26,650	27,350	3%
PERSONNEL SERVICES, BENEFITS							
110-431-70-4210	Health Insurance	4,041	4,508	4,800	4,800	5,300	10%
110-431-70-4220	FICA Payroll Expense	1,334	1,394	1,700	1,700	1,700	0%
110-431-70-4221	Medicare Payroll Expense	312	326	400	400	400	0%
110-431-70-4230	Retirement Contribution	929	966	1,200	1,200	1,250	4%
110-431-70-4250	Unemployment Insurance	65	67	100	100	100	0%
110-431-70-4260	Workers Compensation Insurance	585	555	850	775	900	6%
		7,266	7,816	9,050	8,975	9,650	7%
PURCHASED PROFESSIONAL SERVICES							
110-431-70-4330	Legal Fees	-	-	-	-	-	N/A
110-431-70-4335	Engineering	-	-	-	1,100	-	N/A
		-	-	-	1,100	-	N/A
PURCHASED PROPERTY SERVICES							
110-431-70-4426	Water Line Repair	1,248	2,520	750	1,750	6,000	700%
110-431-70-4427	Reservoir Maintenance	-	827	1,250	250	1,000	-20%
110-431-70-4435	Fleet Maintenance	-	-	-	-	-	N/A
		1,248	3,347	2,000	2,000	7,000	250%
SUPPLIES							
110-431-70-4612	Supplies and Tools	348	397	1,750	650	1,750	0%
110-431-70-4626	Fuel	361	959	1,000	1,000	1,200	20%
		709	1,356	2,750	1,650	2,950	7%
CAPITAL							
110-431-70-4743	Furniture and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TOTAL MOUNTAIN WATER		**30,808**	**34,875**	**40,450**	**40,375**	**46,950**	**16%**

Public Works Department
Engineering

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 198,246	$ 206,334	$ 232,600	$ 225,000	$ 238,300	2%
Personnel Services, Benefits	75,673	80,137	88,650	88,100	94,100	6%
Purchased Professional Services	2,890	6,041	9,000	7,900	9,000	0%
Purchased Property Services	3,669	3,715	4,200	4,200	4,200	0%
Other Purchased Services	2,121	1,670	3,250	3,250	2,250	-31%
Supplies	3,426	3,321	4,600	4,700	4,900	7%
Operating Expenses	$ 286,025	$ 301,218	$ 342,300	$ 333,150	$ 352,750	**3%**
Capital	17,779	29,835	-	-	31,000	N/A
Special Projects	-	-	-	-	-	N/A
Total Expense	**$ 303,804**	**$ 331,053**	**$ 342,300**	**$ 333,150**	**$ 383,750**	**12%**

MISSION

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



Public Works Department
Engineering

RESPONSIBILITIES

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

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

PRIOR YEAR ACCOMPLISHMENTS

The Engineering Division's 2020 workload experienced a steady amount of capital project management and a continued growth in development review services. The part-time engineering intern position was not filled in 2020 due to cost reduction measures implemented in response to the COVID-19 pandemic. With the limited staff, the Engineering Division provided a tremendous level of service to the community.

Project management included:

- Design & project management for $600,000 K.4 Road and Fremont Street Project that was expedited to be completed prior to the opening of Monument Ridge Elementary School. This included multiple modifications to the scope due to grant and partner funding
- Completed project management for construction of trail connections from Colorado Riverfront Trail to 16 Road and to Cipolla Drive.
- $208,000 of road overlays, $158,000 of chip sealing, and $30,000 of sidewalk replacements.

Successfully applied for an were awarded grants of:

- $50,000 for railroad crossing improvements on 16 Road entrance to the industrial park through the Mesa County Federal Mineral Lease District.
- $125,000 for Fremont Street design from Highway 6 to Skiff Avenue through the Multimodal Options Fund.
- $60,000 for an Active Circulation Plan through the Multimodal Options Fund.

Public Works Department
Engineering

Engineering staff also completed an update to construction & engineering specification in coordination with the Land Use Code update.

2021 GOALS

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

- Design and provide construction services for (INSERT LIST OF 2021 CAPITAL PROJECTS HERE).

PERFORMANCE MEASURES

- Submit all development review comments to the Planning Department by established deadlines.
- Respond to comments from applicants within one week.

  This was accomplished for all development applications in 2020.
- Provide GIS staff training for a minimum of one city department and one outside user group per year.

  This was accomplished for maintenance staff in 2020 by modifying the online system to improve access to as-built and inspection information, and training was provided showing these features.

BUDGET HIGHLIGHTS

- The 2021 budget includes the replacement of a ½-ton pickup (Unit 9051) @ $31,000.

Public Works Department
Engineering

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-418-30-4111	Salaries, Administrative	194,433	200,523	225,000	225,000	230,600	2%
110-418-30-4120	Part Time	3,813	5,811	7,600	-	7,700	1%
110-418-30-4130	Overtime	-	-	-	-	-	N/A
		198,246	206,334	232,600	225,000	238,300	2%
PERSONNEL SERVICES, BENEFITS							
110-418-30-4210	Health Insurance	48,821	52,377	56,400	56,400	61,000	8%
110-418-30-4220	FICA Payroll Expense	11,960	12,444	14,450	14,000	14,800	2%
110-418-30-4221	Medicare Payroll Expense	2,797	2,910	3,400	3,300	3,500	3%
110-418-30-4230	Retirement Contribution	8,682	9,024	10,200	10,200	10,400	2%
110-418-30-4250	Unemployment Insurance	595	606	700	700	750	7%
110-418-30-4260	Workers Compensation Ins	2,818	2,776	3,500	3,500	3,650	4%
		75,673	80,137	88,650	88,100	94,100	6%
PURCHASED PROFESSIONAL SERVICES							
110-418-30-4310	Professional Development	2,540	2,091	4,000	2,900	4,000	0%
110-418-30-4335	Engineering	350	3,950	5,000	5,000	5,000	0%
		2,890	6,041	9,000	7,900	9,000	0%
PURCHASED PROPERTY SERVICES							
110-418-30-4430	Service Contracts	3,669	3,715	4,200	4,200	4,200	0%
110-418-30-4435	Fleet Maintenance Charges	-	-	-	-	-	N/A
		3,669	3,715	4,200	4,200	4,200	0%
OTHER PURCHASED SERVICES							
110-418-30-4530	Telephone	2,121	1,670	2,500	2,500	2,250	-10%
110-418-30-4550	Printing	-	-	750	750	-	-100%
110-418-30-4551	Publishing	-	-	-	-	-	N/A
		2,121	1,670	3,250	3,250	2,250	-31%
SUPPLIES							
110-418-30-4610	Office Supplies	1,198	1,670	1,500	1,500	1,500	0%
110-418-30-4611	Postage	-	100	100	100	100	0%
110-418-30-4612	Supplies and Equipment	950	339	1,500	1,500	1,500	0%
110-418-30-4626	Gas and Oil	1,278	978	1,000	1,000	1,200	20%
110-418-30-4630	Meeting/Appreciation Supplies	-	-	-	100	100	N/A
110-418-30-4661	Uniforms	-	234	250	250	250	0%
110-418-30-4662	Safety Equipment	-	-	250	250	250	0%
		3,426	3,321	4,600	4,700	4,900	7%
CAPITAL							
110-418-30-4742	Mobile Equipment	-	29,835	-	-	31,000	
110-418-30-4743	Furniture and Equipment	17,779	-	-	-	-	N/A
110-418-30-4744	Computer Equipment	-	-	-	-	-	N/A
		17,779	29,835	-	-	31,000	N/A
SPECIAL PROJECTS							
110-418-30-4825	US 6 Access Control Plan	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TOTAL ENGINEERING		**303,804**	**331,053**	**342,300**	**333,150**	**383,750**	**12%**

Parks and Recreation Department

Parks and Recreation Department

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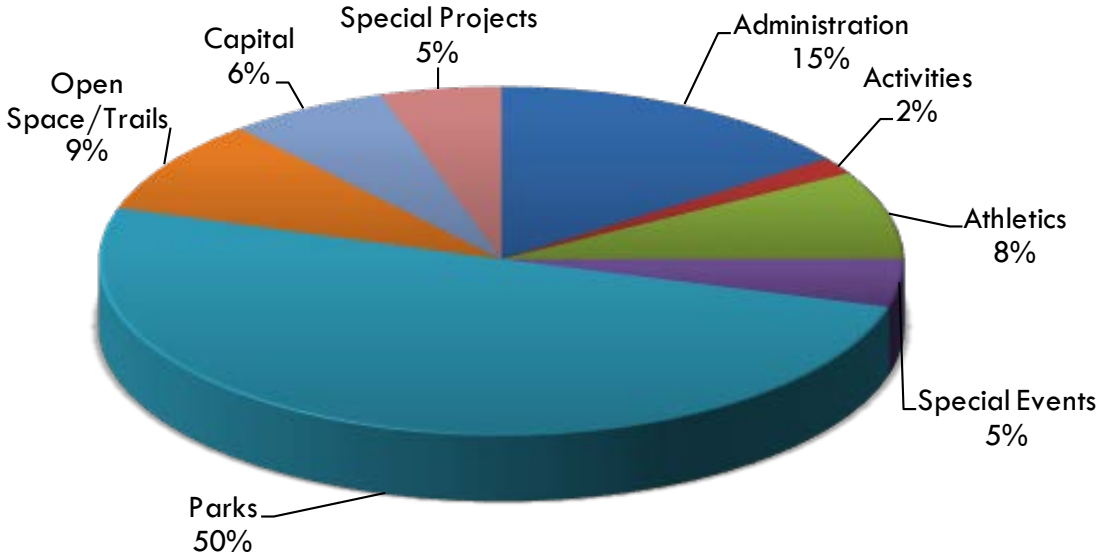
Parks and Recreation Department

Expenses by Program	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Administration	$ 181,553	$ 190,103	$ 205,875	$ 188,400	$ 205,325	0%
Activities	38,238	37,345	21,325	10,900	21,275	0%
Athletics	71,547	78,412	112,350	104,250	112,050	0%
Special Events	70,533	75,022	66,650	34,050	60,650	-9%
Parks	596,413	619,618	730,500	679,300	683,290	-6%
Open Space/Trails	-	-	-	-	120,200	
Operating Expenses	$ 958,284	$1,000,500	$1,136,700	$1,016,900	$1,202,790	6%
Capital	77,861	83,820	46,000	42,000	87,700	91%
Special Projects	42,057	65,679	137,300	127,800	66,500	-52%
Total Expense	**$ 1,078,202**	**$ 1,149,999**	**$ 1,320,000**	**$ 1,186,700**	**$ 1,356,990**	**3%**

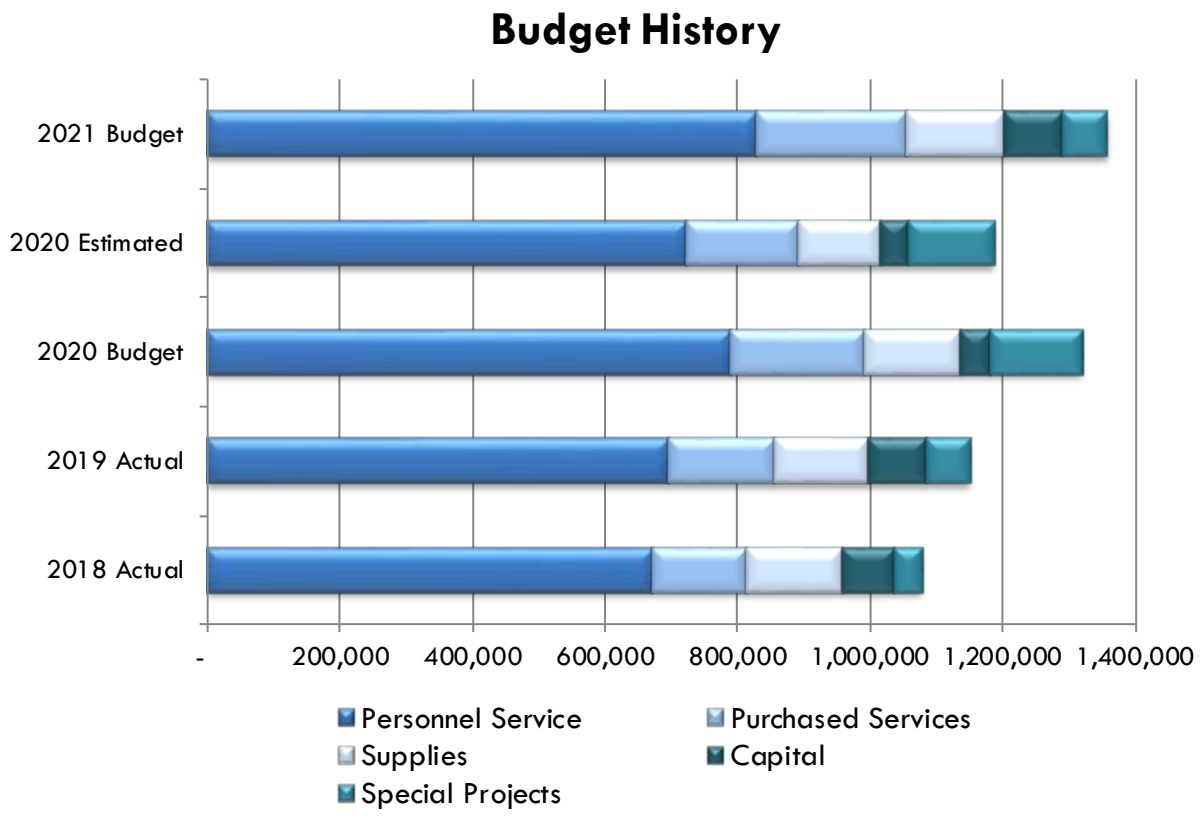
The purpose of the Parks and Recreation Department is to provide opportunities for residents of the community to maintain enhance and improve their physical, mental, and social well-being.

Parks and Recreation Programs



Parks and Recreation Department

EXPENSES BY TYPE	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 514,001	$ 534,123	$ 602,275	$ 541,275	$ 627,850	4%
Personnel Services, Benefits	156,985	161,265	188,450	183,000	200,950	7%
Purchased Professional Services	34,746	39,442	41,850	19,050	40,600	-3%
Purchased Property Services	95,813	107,713	148,850	144,450	175,825	18%
Other Purchased Services	12,785	13,734	9,750	4,750	8,490	-13%
Supplies	143,957	142,582	145,525	124,375	149,075	2%
Operating Expenses	$ 958,287	$ 998,859	$1,136,700	$1,016,900	$1,202,790	6%
Capital	77,861	85,460	46,000	42,000	87,700	91%
Special Projects	42,057	65,678	137,300	127,800	66,500	-52%
Total Expense	**$ 1,078,205**	**$ 1,149,997**	**$ 1,320,000**	**$ 1,186,700**	**$ 1,356,990**	**3%**



Parks and Recreation Department

Factors Affecting Expenses

- Total expenses of the Parks and Recreation Department are budgeted to increase 3% in 2021 and operating expenses are budgeted to increase 6%..
- The 2021 Budget includes the addition of a new program for maintenance of Open Space and Trails. Expenses have been adjusted between the Parks and the Open Space/Trails programs and additional expenses added for the new program. A full time position has been reallocated from the Parks program to the Open Space/Trails program.
- The 2021 Budget includes the addition of a seasonal parks employee.
- Tamarisk and Weed Control are budgeted to increase $12,000 (92%)
- Service contracts on budgeted to increase $10,300 (84%) for various services including tree trimming and removal, work order system licensing fees and upgrades to the Mike the Headless Chicken Website.
- Landscaping supplies are budgeted to increase $10,000 (250%).
- Capital equipment expenditures of $87,700 include the following:
    - Parks Truck - $35,000
    - Deep tine aerator - $33,000
    - Pre-flush filters (3) - $5,000
    - 3-sided Equipment Shed at LSWP - $4,200
    - Special event trailer - $10,500

Parks and Recreation Department

Personnel

Parks and Recreation Staffing Chart				
Hours Summary	**2018 Actual**	**2019 Actual**	**2020 Budget**	**2021 Budget**
Administration				
Full time employees	4,288	4,313	4,160	4,080
Part time employees	-	-	-	-
Overtime	2	-	5	5
Total Administration Hours	4,290	4,313	4,165	4,085
Activities				
Full time employees	1,108	1,073	-	-
Part time employees	-	17	175	175
Total Activities Hours	1,108	1,090	175	175
Athletics				
Full time employees	1,203	1,094	2,080	2,080
Part time employees	1,705	1,711	1,800	1,800
Total Athletics Hours	2,908	2,805	3,880	3,880
Special Events				
Full time employees	-	-	-	-
Part time employees	335	331	350	350
Overtime	-	1	25	25
Total Special Event Hours	335	332	375	375
Parks				
Full time employees	10,856	10,677	10,880	8,725
Part time employees	7,292	7,379	7,950	9,275
Overtime	286	516	695	615
Total Park Hours	18,434	18,572	19,525	18,615
Open Space and Trails				
Full time employees	-	-	-	2,155
Part time employees	-	-	-	-
Overtime	-	-	-	100
Total Open Space/Trails Hours	-	-	-	2,255
Total Hours	27,075	27,112	28,120	29,385
Total FTE Equivalents	13.02	13.03	13.52	14.13

Parks and Recreation Department

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
4111	Salaries, Administrative	168,800	172,296	184,650	178,650	184,600	0%
4113	Salaries, Parks	204,598	207,649	226,550	226,550	232,300	3%
4120	Part Time	117,934	123,246	150,100	102,400	169,000	13%
4125	Contract Labor	13,170	14,696	19,000	13,000	19,000	0%
4130	Overtime	9,499	16,236	21,975	20,675	22,950	4%
		514,001	534,123	602,275	541,275	627,850	4%
PERSONNEL SERVICES, BENEFITS							
4210	Health Insurance	88,188	93,658	110,400	109,000	119,400	8%
4220	FICA Payroll Expense	30,807	31,931	36,250	33,300	37,850	4%
4221	Medicare Payroll Expense	7,205	7,468	8,575	7,925	9,000	5%
4230	Retirement Contribution	16,978	17,081	19,375	19,075	19,700	2%
4250	Unemployment Insurance	1,503	1,547	1,875	1,775	2,000	7%
4260	Workers Compensation Insurance	12,304	9,580	11,975	11,925	13,000	9%
		156,985	161,265	188,450	183,000	200,950	7%
PURCHASED PROFESSIONAL SERVICES							
4310	Professional Development	7,757	9,188	13,800	3,750	12,550	-9%
4338	Website development	-	-	4,000	-	4,000	0%
4343	Registration Processing Fees	-	-	2,750	2,000	2,750	0%
4345	Background Investigations	217	1,454	1,300	1,300	1,300	0%
4350	Entertainment	26,772	28,800	20,000	12,000	20,000	0%
		34,746	39,442	41,850	19,050	40,600	-3%
PURCHASED PROPERTY SERVICES							
4422	Trails Maintenance	-	5,000	5,000	3,600	5,000	0%
4424	Parks Repair & Maintenance	46,657	46,451	48,000	48,000	48,000	0%
4425	Tamarisk Removal	3,000	5,320	3,000	3,000	5,000	67%
4428	Weed Control	-	-	10,000	10,000	20,000	100%
4430	Service Contracts	8,125	12,107	12,300	9,300	22,600	84%
4435	Fleet Maintenance Charges	35,000	35,400	62,000	62,000	65,075	5%
4441	Facility Rental	3,031	3,435	3,650	3,650	3,650	0%
4442	Equipment Rental	-	-	4,900	4,900	6,500	33%
		95,813	107,713	148,850	144,450	175,825	18%
OTHER PURCHASED SERVICES							
4530	Telephone	2,682	3,364	3,250	3,250	3,490	7%
4550	Printing	7,140	7,186	4,500	500	2,000	-56%
4553	Advertising	2,963	3,184	2,000	1,000	3,000	50%
		12,785	13,734	9,750	4,750	8,490	-13%
SUPPLIES							
4610	Office Supplies	3,276	4,124	4,000	3,000	3,000	-25%
4611	Postage	196	997	1,500	1,050	1,250	-17%
4612	Supplies and Equipment	68,329	69,109	66,075	50,575	67,575	2%
4620	Utilities	33,079	27,929	30,500	30,500	28,500	-7%

Parks and Recreation Department

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
SUPPLIES (continued)							
4626	Gas and Oil	20,175	19,710	18,500	17,250	21,000	14%
4629	Water Share Assessments	728	790	1,600	1,600	1,600	0%
4630	Meeting/Appreciation Supplies	-	-	2,350	1,800	2,850	21%
4650	Landscaping Supplies	2,849	5,039	4,000	4,000	14,000	250%
4661	Uniforms	4,356	3,818	2,500	2,100	2,600	4%
4662	Safety Equiment	-	671	2,500	2,500	700	-72%
4690	Supplies for Resale	10,969	10,395	12,000	10,000	6,000	-50%
		143,957	142,582	145,525	124,375	149,075	2%
CAPITAL							
4742	Mobile Equipment	72,647	80,827	38,000	34,000	78,500	107%
4743	Furniture and Equipment	5,214	4,633	8,000	8,000	9,200	15%
		77,861	85,460	46,000	42,000	87,700	91%
SPECIAL PROJECTS							
4810	Boards and Commissions	5,408	5,748	3,300	6,800	2,500	-24%
4821	Fireworks Display	3,789	25,792	30,000	500	30,000	0%
4826	PHROST Plan	21,679	23,555	90,000	90,000	-	-100%
4827	Fruita Desert Cultural Survey	-	-	-	21,500	-	N/A
4842	Contributions and Scholarships	11,181	10,583	14,000	9,000	14,000	0%
4848	Arts in Society Expenses	-	-	-	-	20,000	N/A
		42,057	65,678	137,300	127,800	66,500	-52%
TOTAL EXPENDITURES		**1,078,205**	**1,149,997**	**1,320,000**	**1,186,700**	**1,356,990**	**3%**

Parks and Recreation Department
Administration

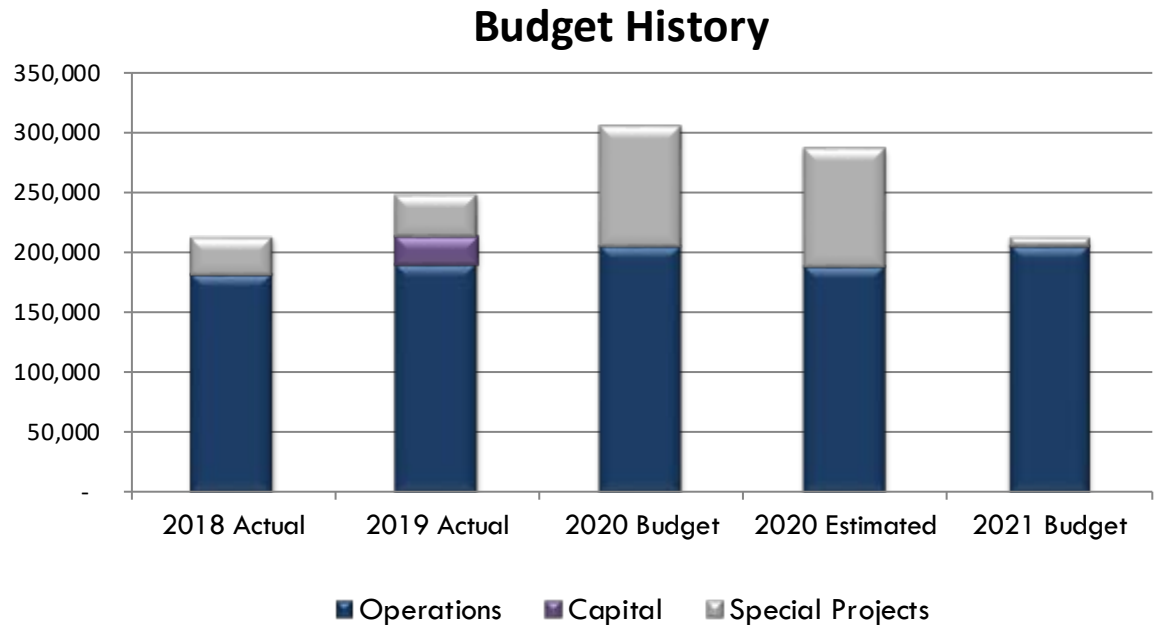
EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 125,066	$ 128,872	$ 139,325	$ 133,325	$ 140,250	1%
Personnel Services, Benefits	40,263	42,386	46,050	43,825	48,550	5%
Purchased Professional Services	2,677	4,698	7,350	3,100	7,350	0%
Purchased Property Services	1,635	352	1,500	1,500	725	-52%
Other Purchased Services	7,899	7,987	5,050	1,050	2,850	-44%
Supplies	4,013	5,808	6,600	5,600	5,600	-15%
Operating Expenses	$ 181,553	$ 190,103	$ 205,875	$ 188,400	$ 205,325	0%
Capital	-	24,154	-	-	-	N/A
Special Projects	32,860	34,138	99,000	99,000	9,000	-91%
Total Expense	**$ 214,413**	**$ 248,395**	**$ 304,875**	**$ 287,400**	**$ 214,325**	**-30%**

MISSION

Parks and Recreation Administration is responsible for setting the overall direction and tone of the department as well as ensuing operations in the Recreation and Parks/Open Space and Trails Divisions are appropriately serving the Fruita Community. Areas of oversight include program administration (youth, adults, seniors, activities, athletics, etc.), facility management (including the Fruita Community Center), special events, parks, open space and trails, financial management, marketing, and the development of new events, programs, facilities, parks, open space areas and trail. Parks and Recreation Administration is also responsible for city-wide facility (buildings and parks) scheduling and departmental personnel management.

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

Parks and Recreation Department
Administration



RESPONSIBILITIES

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

Parks and Recreation Department
Administration

PRIOR YEAR ACCOMPLISHMENTS

- Response the COVID-19 pandemic has been the primary activity of the administration program area. With the help of staff operations were adjusted to follow public health guidelines to protect staff and community members from the virus. Operational adujstments include: closing the Fruita Community Center from March 15 through May 11th; have employees who could telework from home; suspend and/or cancel programs and events or re-purpose programs offering to encourage social distancing; and, increase cleaning and sanitizing practices in all facilities including the FCC and at park restrooms and playgrounds.
- Work to minimize the financial impacts due to COVID-19 while balancing the need to provide community park and recreation services to support the health (physical, emotional and mental) of the community.
    - Furloughed all part time employees in the Fruita Community Center and Recreation
    - Closed the FCC but reopened the FCC while ensuring social distancing with fitness/wellness in the first phase of reopening and then the group exercise classes, gymnasium and indoor/outdoor pools in the second phase. Reopening's were on limited bases with spaced fitness equipment and limits on visitations at 75 per pool or 175 in the facility at a time.
    - Froze seasonal hiring in Parks, reducing man-hours by approximately 500 hours per month from April through Mid-August.
    - Reduced various other accounts, including printing, Marketing/Promotion, pool chemicals, uniforms, safety equipment, professional development, supplies and equipment, entertainment for special events, etc.
    - Suspend Capital Equipment Purchases and Projects in the FCC, including replacement of meeting room furniture, perimeter pool deck drains, bench and spa blowers, climbing wall panel replacements, etc.
- The Parks and Recreation Department re-programmed as best as possible many events and activities offered to the community while being socially distant. Track and field, tennis and golf were offered in the summer but re-programmed so staff and coaches wore masks and parents were not allowed to watch. Senior services moved to an online format offering bingo and other similar events as well as picked up food distribution for Meals on Wheels and create a Fruita Loops campaign to visit and check up on seniors who are homebound because of the pandemic. The Sharing Shelves, food and necessities distribution, was spontaneously created in front of the FCC for community members to donate and exchange items for those in need
- Special Events were also impacted due to COVID-19. Prior to COVID-19 restrictions, the Sweetheart 5k and 10K races were hosted at the Fruita Community Center. The Evening of Art also hosted at the Fruita Community Center was held. But after COVID-19 restriction all events have been postponed or cancelled with the exception of the Easter Egg Scramble, where 8,000 eggs were distributed to area youth in a drive-thru format. At the time of budget preparation, Halloween is being planned in a drive-thru format and a fishing derby and the Youth Scholarship Golf Tournament (moved from April) are also being planned.

Internal and external events cancelled due to COVID-19 include, Fat Tire Festival, Mike the Headless Chicken Festival, Thursday Night Concert Series, July 3rd Fireworks, Fruita Fall Festival, Rim Rock Marathon, Tour of the Moon and a variety of other events.

- The Parks Division continued to strive maintain parks, trails, open space lands, and facility landscapes at a high level. Although they were faced with reduced staff for much of the year. After a delayed start, Fruita Little League was able to host a baseball and softball season where parks staff, prepared and lined fields at Little Salt Wash Park for their games. Parks staff did not have to prepare fields for soccer of flag football in 2020.
- Funded in part by a Great Outdoors Colorado Planning Grant, the Parks, Health, Recreation, Open Space and Trails Master Plan was created. Starting in February, the consultant from GreenPlay collected input and data on the communities desires for future facilities and programs. They issued a community-wide survey, obtained youth input through the Youth Activities and Nutrition survey, conducted stakeholder interviews inventoried all park and recreation facilities as well as programs and activities. The consultants confirmed the findings in July through more community outreach (socially distanced open house at the FCC) and will prepare and present the draft master plan in early October with adoption by City Council scheduled for November.
- An application for a Colorado Park and Wildlife Non-Motorized Planning grant was submitted in 2019 to fund cultural and paleontological survey work in the North Fruita Desert. The grant was awarded and staff with the help from BLM, COPMOBA and local businesses will hire a firm to conduct the survey work.
- Staff continues to work on the Fruita Youth Initiative or FYI which came about as a result of Communities That Care funding through Mesa County Public Health. FYI has finished up phase five of the 5 part CTC process and has begun to implement some of the strategies and programs identified. The Fruita Youth Action Council was created and had a successful first year as they created bylaws, presented to various civic groups, including City Council, participated in the Community Comprehensive Plan and the PHROST Master Plan and generally laid the ground work for future FYAC's. 7 new members were selected in the summer to fill other FYAC members who were rotating off the council.

GOALS

- Continue to minimize the financial impacts of COVID-19 and set the FCC on a course for recovery.
- With the creation of the PHROST Master Plan, staff will start to implement the direction set forth.
- Improve overall operations in the Park/OST and the Recreation division.
- Continue to implement beautification of Fruita Entrances per the Gateway Enhancement Plan and specifically at Highway 340 and I-70.

Parks and Recreation Department
Administration

PERFORMANCE MEASURES

- Set cost recovery goals and review each program and event against those goals – please note that not all programs and events need to be full cost recovery. Monitor and adjust budgets to reduce expenses were able and implement programs and activities to generate revenue. When the time is appropriate, market and promote the Fruita Community Center through online marketing and public relations efforts.
- With the results of the PHROST Master Plan, restructure program and event offerings in the Recreation Division.
- Apply for a GOCO planning grant to help fund design work for Reed Park Renovation and/or Little Salt Wash Park Expansion
- Finalize an annual parks and Open Space and Trails maintenance and management plan.
- Work with Engineering to implement the design and construction plans for landscaping and installation of artwork in the Highway 340 roundabouts at the I-70 intersection.

BUDGET HIGHLIGHTS

- Registration Credit Card Processing fees was reduced by $1,100
- Fleet maintenance charges were reduced by $1,075
- Telephone charges was increased by $300
- Printing was reduced by $2,500 as the Activity Guide will move to and have a larger online presence.

Parks and Recreation Department

Administration

Expenses

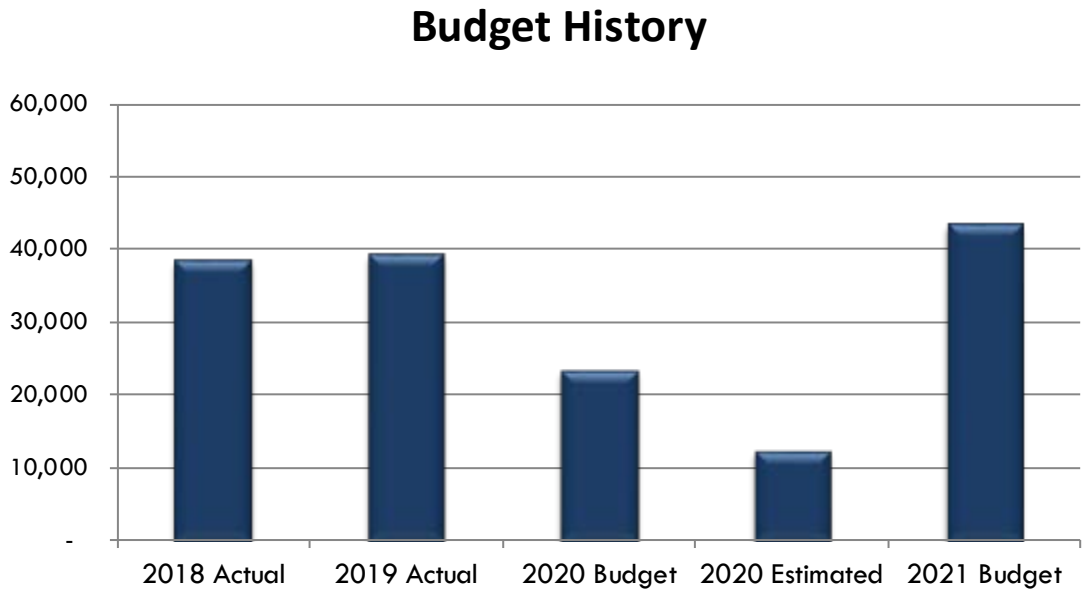
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-451-20-4111	Salaries, Administrative	125,001	128,872	139,150	133,150	140,100	1%
110-451-20-4120	Part Time	-	-	-	-	-	N/A
110-451-20-4130	Overtime	65	-	175	175	150	-14%
		125,066	128,872	139,325	133,325	140,250	1%
PERSONNEL SERVICES, BENEFITS							
110-451-20-4210	Health Insurance	24,804	26,419	28,500	27,100	30,800	8%
110-451-20-4220	FICA Payroll Expense	7,576	7,828	8,650	8,250	8,700	1%
110-451-20-4221	Medicare Payroll Expense	1,772	1,831	2,025	1,925	2,050	1%
110-451-20-4230	Retirement Contribution	5,580	5,800	6,275	5,975	6,350	1%
110-451-20-4250	Unemployment Insurance	375	381	425	425	450	6%
110-451-20-4260	Workers Compensation Ins	156	127	175	150	200	14%
		40,263	42,386	46,050	43,825	48,550	5%
PURCHASED PROFESSIONAL SERVICES							
110-451-20-4310	Professional Development	2,677	4,698	4,600	1,100	4,600	0%
110-451-20-4343	Credit Card Processing Fees	-	-	2,750	2,000	2,750	0%
		2,677	4,698	7,350	3,100	7,350	0%
PURCHASED PROPERTY SERVICES							
110-451-20-4430	Service Contracts	735	352	300	300	600	100%
110-451-20-4435	Fleet Maintenance Charges	900	-	1,200	1,200	125	-90%
		1,635	352	1,500	1,500	725	-52%
OTHER PURCHASED SERVICES							
110-451-20-4530	Telephone	759	801	550	550	850	55%
110-451-20-4550	Printing	7,140	7,186	4,500	500	2,000	-56%
		7,899	7,987	5,050	1,050	2,850	-44%
SUPPLIES							
110-451-20-4610	Office Supplies	3,276	4,124	4,000	3,000	3,000	-25%
110-451-20-4611	Postage	14	807	1,000	1,000	1,000	0%
110-451-20-4626	Gas and Oil	723	877	1,000	1,000	1,000	0%
110-451-20-4630	Meeting/Appreciation Supplies	-	-	600	600	600	0%
		4,013	5,808	6,600	5,600	5,600	-15%
CAPITAL							
110-451-20-4742	Mobile Equipment	-	24,154	-	-	-	N/A
110-451-20-4744	Computer Equipment	-	-	-	-	-	N/A
		-	24,154	-	-	-	N/A
SPECIAL PROJECTS							
110-451-20-4826	Master Plans	21,679	23,555	90,000	90,000	-	-100%
110-451-20-4827	Fruita Desert Cultural Survey	-	-	-	21,500	-	N/A
110-451-20-4842	Scholarship Contributions	11,181	10,583	9,000	4,000	9,000	0%
		32,860	34,138	99,000	115,500	9,000	-91%
TOTAL EXPENDITURES		**214,413**	**248,395**	**304,875**	**303,900**	**214,325**	**-30%**

Parks and Recreation Department
Activities

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 27,151	$ 28,639	$ 15,850	$ 7,850	$ 15,800	0%
Personnel Services, Benefits	6,896	6,787	500	525	500	0%
Purchased Professional Services	161	170	800	350	300	-63%
Purchased Property Services	-	-	-	-	-	N/A
Other Purchased Services	225	325	-	-	500	N/A
Supplies	3,805	1,424	4,175	2,175	4,175	0%
Operating Expenses	$ 38,238	$ 37,345	$ 21,325	$ 10,900	$ 21,275	0%
Capital	-	-	-	-	-	N/A
Special Projects	-	1,765	2,000	1,500	22,000	1000%
Total Expense	**$ 38,238**	**$ 39,110**	**$ 23,325**	**$ 12,400**	**$ 43,275**	**86%**

MISSION

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



Parks and Recreation Department
Activities

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

We continued to offer a variety of activities throughout the year and have added some programs while dropping others. Our dance program is the mainstay with good numbers. New in winter 2020 was Arts and Crafts classes with Raspberry Hill Boutique in downtown Fruita. The classes were starting to increase in participation, however due to COVID-19, Raspberry Hill was forced to close.

The annual Bike Rodeo was cancelled due to COVID-19. 2019 Cookies-N-Claus was another huge success bringing in 75 kids plus their parents. Another Cookies-N-Claus is scheduled for December 2020, however is tentative due to COVID-19 guidelines. Truck-n-Treat is a free event for the youth and families of the community, every year we get approximately 35 vehicles and 2 jeep clubs. It is estimated that more than 4,000 people will attend. Due to COVID-19, Truck N Treat may be cancelled due to the large gathering it brings. Easter Egg scramble was a little different this year. Due to COVID-19, it was originally cancelled, however, we were able to successfully hold a drive thru Easter Egg Scramble and handed out 8,000 eggs to the children.

On October 3rd, our second annual Fishing is Fun Day is scheduled to occur. We are confident that this activity will not be cancelled due to COVID-19 since it is outside and participants will be able to socially distance themselves. We will partner with Colorado Parks and Wildlife (CPW) and the first 50 kids who pre-register will receive a fishing pole. CPW will stock Snooks Bottom with 2,700 Rainbow Trout a few days before the event.

The Fruita Youth Action council wrapped up its first successful year. The group created bylaws along with a logo last fall and accomplished many great things throughout the year. FYAC was able to participate in many City Council meetings, gave feedback for the City of Fruita Master Plan and the PHROST Master Plan, held a sticker contest and was able to print the top two winning stickers and started the process to create a mural with Rise Above Colorado. We had approximately 13 members stay consistent and participate regularly. In June 2020, we took applications for new

members to join to fill the 7 spots we had open up throughout the year. We had 12 applications turned in and interviews were held by members of FYAC. This was a great experience for not only the applicants but for the members of FYAC as well. The top 7 were picked to join FYAC that will start back up in August after summer break.

Youth Activities	2015	2016	2017	2018	2019	2020
Dance Combo	52	17	32	17	0	0
Creative Movement	15	5	22	44	42	10
Children's Ballet	NA	33	31	4	78	17
Twinkle Toes	NA	38	58	74	70	31
Bike Rodeo	94	105	60	35	40	0
Fishing is Fun	NA	NA	NA	NA	60	TBD
Cookies-N-Claus	88	98	100	100	75	TBD
Truck-n-Treat	3,000	4,000	4,000	4,000	4,000	TBD
Egg Scramble	300	400	400	400	400	350

GOALS

- Obtain feedback on programs to improve the overall satisfaction of participants.
- Research opportunities and potentially implement additional youth activity programs
- Increase enrollment and awareness of existing Youth Activity programs

PERFORMANCE MEASURES

- Create an evaluation form and have staff hand deliver evaluation to get a return rate of 60%. Also ask with in evaluation about program offerings they would like to see.
- Through Fruita Youth Action Council and other youth input increase Youth Activity offerings, specifically looking at teen, non-traditional and outdoor recreation programming. Evaluate feasibility of offering the program using a Program Assessment form.
- Increase enrollment by 10% through increased marketing of dance/ballet classes using peach jar and Social Media.

Parks and Recreation Department
Activities

BUDGET HIGHLIGHTS

- Reduced Professional Development by $350
- Increased Marketing by $500
- Arts in Society Program - $20,000

Parks and Recreation Department

Activities

Expenses

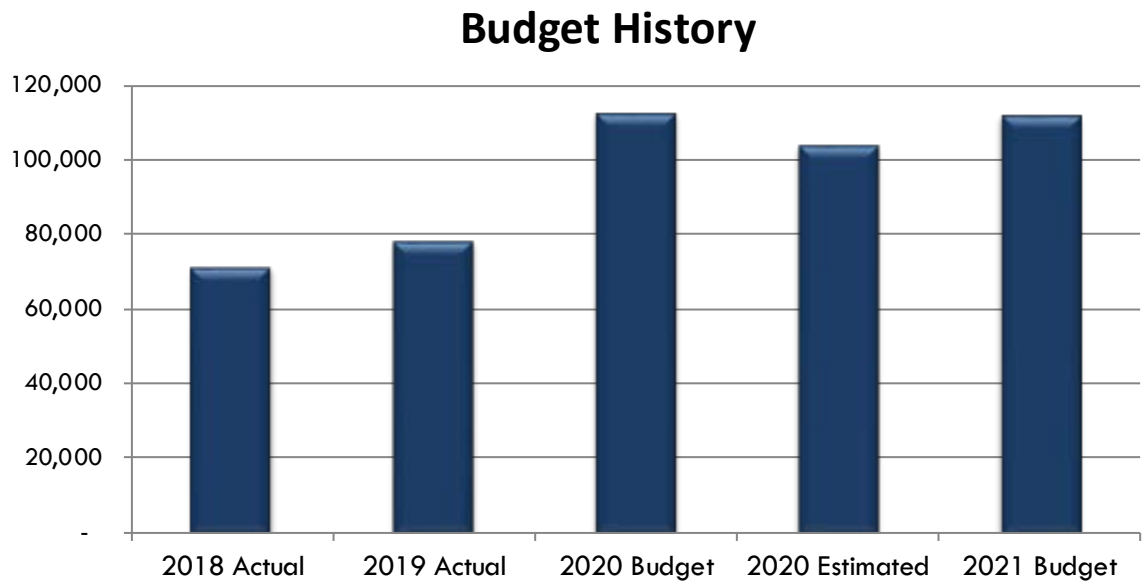
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-451-21-4111	Salaries, Full Time	20,968	20,720	-	-	-	N/A
110-451-21-4120	Part Time	-	186	3,850	850	3,800	-1%
110-451-21-4125	Contract Labor	6,183	7,733	12,000	7,000	12,000	0%
110-451-21-4130	Overtime	-	-	-	-	-	N/A
		27,151	28,639	15,850	7,850	15,800	0%
PERSONNEL SERVICES, BENEFITS							
110-451-21-4210	Health Insurance	3,477	3,554	-	-	-	N/A
110-451-21-4220	FICA Payroll Expense	1,310	1,304	250	250	250	0%
110-451-21-4221	Medicare Payroll Expense	307	305	100	100	100	0%
110-451-21-4230	Retirement	932	932	-	-	-	N/A
110-451-21-4250	Unemployment Insurance	63	63	50	50	50	0%
110-451-21-4260	Workers Compensation Ins	807	629	100	125	100	0%
		6,896	6,787	500	525	500	0%
PURCHASED PROFESSIONAL SERVICES							
110-451-21-4310	Professional Development	132	170	500	50	-	-100%
110-451-21-4345	Background Investigations	29	-	300	300	300	0%
		161	170	800	350	300	-63%
PURCHASED PROPERTY SERVICES							
110-451-21-4441	Facility Rental	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
OTHER PURCHASED SERVICES							
110-451-21-4553	Advertising	225	325	-	-	500	N/A
		225	325	-	-	500	N/A
SUPPLIES							
110-451-21-4612	Supplies and Equipment	3,805	1,424	4,175	2,175	4,175	0%
110-451-21-4680	Refunds	-	-	-	-	-	N/A
		3,805	1,424	4,175	2,175	4,175	0%
SPECIAL PROJECTS							
110-451-21-4810	Fruita Youth Action Council	-	1,765	2,000	1,500	2,000	0%
110-451-21-4848	Arts in Society Expenses	-	-	-	-	20,000	N/A
		-	1,765	2,000	1,500	22,000	1000%
TOTAL EXPENDITURES		**38,238**	**39,110**	**23,325**	**12,400**	**43,275**	86%

Parks and Recreation Department
Athletics

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 48,387	$ 49,734	$ 76,450	$ 70,450	$ 74,400	-3%
Personnel Services, Benefits	9,061	8,962	18,000	18,000	18,500	3%
Purchased Professional Services	946	1,780	2,200	1,100	1,450	-34%
Purchased Property Services	3,031	3,435	3,650	3,650	3,650	0%
Other Purchased Services	500	375	800	800	1,300	63%
Supplies	9,622	12,486	11,250	10,250	12,750	13%
Operating Expenses	$ 71,547	$ 76,772	$ 112,350	$ 104,250	$ 112,050	0%
Capital	-	1,640	-	-	-	N/A
Special Projects	-	-	-	-	-	N/A
Total Expense	**71,547**	**78,412**	**112,350**	**104,250**	**112,050**	**0%**

MISSION

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



Parks and Recreation Department
Athletics

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

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

Athletic Program Registrations

	Season	2014	2015	2016	2017	2018	2019	2020
Soccer Spring	Spring	220	206	219	233	195	230	n/a
Soccer Fall	Fall	190	231	227	228	224	229	TBD
Challenger Soccer Camp	Summer	32	26	26	54	40	30	n/a
Girls Basketball	Winter	80	84	74	76	65	TBD	TBD
Boys Basketball	Winter	168	171	151	161	170	152	153
Flag Football	Fall	71	85	84	64	49	90	TBD
Wrestling	Winter	17	16	20	29	24	31	20
Track and Field Camp	Summer	27	32	50	67	91	93	41
Tennis	Summer	32	46	19	21	22	26	37
Adobe Golf Camps	Summer	27	15	27	33	30	26	21
Karate	All	94	45	50	120	24	20+	
Lacrosse Camp	Fall					23	24	TBD

Parks and Recreation Department
Athletics

Athletics would have had a consistent participation for our youth sports: youth soccer, flag football, boys' and girls' basketball, wrestling, and tennis camp if we were not going through a pandemic during the year of 2020. COVID-19 allowed our enrollments to take a big hit, since we had to cancel all of spring sports. It is possible we may have to limit sizes, or even cancel some of our fall sports as well.

Track and Field was a popular program as it was our first program to be allowed as we slowly started to reopen. We had 42 enrollments but would've had more if we did not have to limit class sizes. There was an increase in participation with our tennis program.

When needed, the Athletics Coordinator would aid parks staff. For example: Dragging the baseball diamonds and painting lines for soccer/football games.

GOALS

- Evaluate all athletic programs currently offered as well as new programs to ensure we are meeting the needs of the community by utilizing program evaluations.
- Explore opportunities and feasibility of creating outdoor recreation programs.
- Implement a staff and volunteer coach training program for each athletic program to ensure staff are professional and well trained.
- Develop and maintain relationships with schools for shared spaces to allow practices and games to be held at locals schools in addition to Fruita Parks.

PERFORMANCE MEASURES

- Use an evaluation form to present to parents at games and have fill out in person. Looking to get a return rate higher than 50%.
- Include in the program evaluations form, an opportunity for participants to voice what outdoor recreation programs they are interested in as well as direct communication with patrons. Evaluate feasibility of offering the program using a Program Assessment form.
- Establish 80% satisfactory rating for all Athletics Programs from evaluations. Participation in a staff training program will ensure that participants and parents are more satisfied with quality of our programs.
- Secure enough space to allow 2 practices per week per team and all games for youth basketball and volleyball at local schools.

BUDGET HIGHLIGHTS

- Reduced Professional Development by $750

Parks and Recreation Department

Athletics

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-451-25-4111	Salaries, Full Time	22,832	22,704	45,500	45,500	44,500	-2%
110-451-25-4120	Part Time	18,568	20,066	23,950	18,950	22,900	-4%
110-451-25-4125	Contract Labor	6,987	6,964	7,000	6,000	7,000	0%
110-451-25-4130	Overtime	-	-	-	-	-	N/A
		48,387	49,734	76,450	70,450	74,400	-3%
PERSONNEL SERVICES, BENEFITS							
110-451-25-4210	Health Insurance	3,582	3,648	8,500	8,500	9,200	8%
110-451-25-4220	FICA Payroll Expense	2,623	2,676	4,300	4,300	4,200	-2%
110-451-25-4221	Medicare Payroll Expense	613	626	1,050	1,050	1,000	-5%
110-451-25-4230	Retirement	1,016	1,022	2,050	2,050	2,000	-2%
110-451-25-4250	Unemployment Insurance	124	129	250	250	250	0%
110-451-25-4260	Workers Compensation Ins	1,103	861	1,850	1,850	1,850	0%
		9,061	8,962	18,000	18,000	18,500	3%
PURCHASED PROFESSIONAL SERVICES							
110-451-25-4310	Professional Development	758	326	1,200	100	450	-63%
110-451-25-4345	Background Investigations	188	1,454	1,000	1,000	1,000	0%
		946	1,780	2,200	1,100	1,450	-34%
PURCHASED PROPERTY SERVICES							
110-451-25-4441	Facility Rental	3,031	3,435	3,650	3,650	3,650	0%
		3,031	3,435	3,650	3,650	3,650	0%
OTHER PURCHASED SERVICES							
110-451-25-4530	Telephone	-	-	300	300	300	
110-451-25-4553	Advertising	500	375	500	500	1,000	100%
		500	375	800	800	1,300	63%
SUPPLIES							
110-451-25-4612	Supplies and Equipment	9,622	12,486	11,000	10,000	12,500	14%
110-451-25-4630	Meeting/Appreciation Supplies	-	-	250	250	250	0%
110-451-25-4680	Refunds	-	-	-	-	-	N/A
		9,622	12,486	11,250	10,250	12,750	13%
CAPITAL							
110-451-25-4743	Furniture and Equipment	-	1,640	-	-	-	N/A
		-	1,640	-	-	-	N/A
TOTAL EXPENDITURES		**71,547**	**78,412**	**112,350**	**104,250**	**112,050**	**0%**

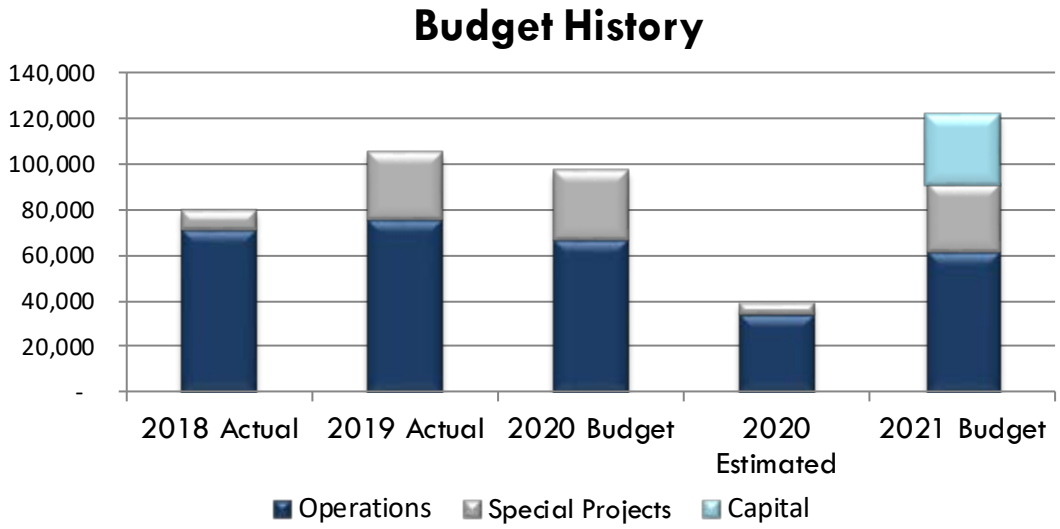
Parks and Recreation Department
Special Events

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 3,502	$ 3,785	$ 5,000	$ 1,000	$ 4,800	-4%
Personnel Services, Benefits	419	396	650	300	600	-8%
Purchased Professional Services	26,772	28,800	24,000	12,000	24,000	0%
Other Purchased Services	2,238	2,484	1,500	500	1,500	0%
Supplies	37,602	39,557	35,500	20,250	29,750	-16%
Operating Expenses	$ 70,533	$ 75,022	$ 66,650	$ 34,050	$ 60,650	-9%
Capital	-	-	-	-	30,500	N/A
Special Projects	8,801	29,648	30,500	5,000	30,500	0%
Total Expense	**$ 79,334**	**$ 104,670**	**$ 97,150**	**$ 39,050**	**$ 121,650**	**25%**

MISSION

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

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



Parks and Recreation Department
Special Events

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- The Sweetheart Run in February drew another large crowd, with 311 registered runners in the 5k and 10k runs.
- The City of Fruita was once again planning to partner with Family Health West to host the 9 Health Fair at the Fruita Community Center but was cancelled due to Covid.
- The Arts and Culture Boards hosted its 5th annual Art Stroll at an Evening of Art event. Held in March, the event drew over 200 attendees and raised over $10,000 to go towards art in the community. Funds have been placed in a reserve account for future use. Coloramo Bank was this year's title sponsors for the event and many other organizations provided funding in a variety of ways. The event was held at the Fruita Community Center which was transformed into an elegant stage for art, music and local foods and drink.
- The 5th annual Youth Scholarship Golf Tournament has been rescheduled to October due to Covid. The Fruita Rotary Club agreed once again to be the title sponsor.
- Arbor Day was cancelled due to Covid.
- The 22nd Annual Mike the Headless Chicken Festival was cancelled due to Covid. City staff tried to reschedule to August but was unable to do so.
- The Thursday Night Concert Series was cancelled due to Covid. Despite holding out and optimistically rescheduling some bands to play later in the summer, we had to cancel the entire series.
- The City of Fruita's July 3rd fireworks was cancelled due to Covid.
- In December, the City will attempt to host the Holiday Arts and Crafts Fair at the FCC. The event will be held in the gym. This is an opportunity for local artisan to sell their goods and for community members to find gifts.
- The majority of the external special events were also cancelled due to Covid-19 including Fat Tire Festival and Fall Festival. Farmers Market was allowed to proceed but was relocated to Reed Park to better promote social distancing.

Parks and Recreation Department
Special Events

GOALS

- Ensure that all events both internal and external are getting approval from Mesa County Health Department and Lower Valley Fire department.
- Ensure that all special events are turning in the appropriate paper work on time.
- Evaluate overall city expenses for special events and determine how we can start to recover some of these hidden costs.
- Clarify what is a special event versus a park or field rental.

PERFORMANCE MEASURES

- When updating the special events packet, there were gaps in the process. With an updated special event process, all events that have food and/or close roads will need to submit plans to the appropriate agencies. A permit will not be approved until the special event has provided proof of compliance.
- Work with City staff to make sure they are aware of the processes in place and where to find the information
- Track expenditures for both salaries and equipment using GL task codes for all special events to find overall city expense per event. Survey other city agencies to see what they charge for events and look to make fee changes during budget season for 2022
- Evaluate what constitutes a special event application versus a field rental. Make sure the guidelines are clear to make things easier on staff.

BUDGET HIGHLIGHTS

- The special events budget reflects decreases in several accounts. This is done to ensure sponsorships are obtained for events. When sponsorship moneys have been received, expense budgets are adjusted up accordingly. If sponsorship funds are not collected, the event is altered to meet budget or cancelled entirely.
- $4,000 has been added to Marketing/Advertising for an upgrade to Mike the Headless Chicken Website. Was schedule to be upgraded in 2020 but was postponed to 2021.
- Postage was decreased by $250, meeting supplies was increased by $500.
- Capital equipment includes $10,500 for the purchase of a trailer for storage and hauling of special events equipment.

Parks and Recreation Department

Special Events

Expenses

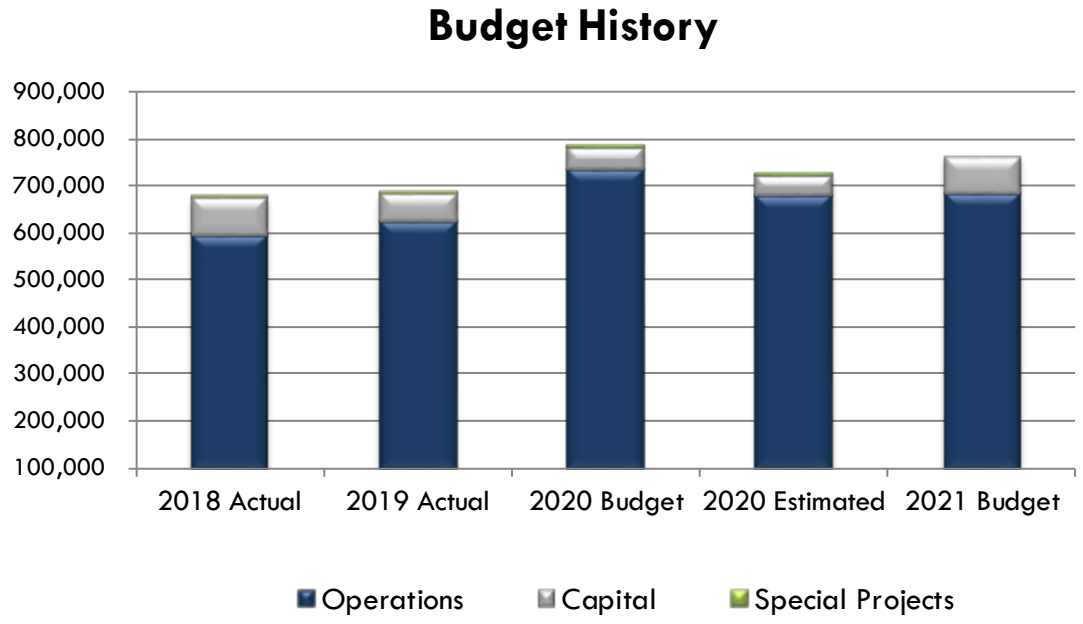
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-451-29-4111	Salaries	-	3,777	-	-	-	N/A
110-451-29-4120	Part Time	3,502	-	4,500	1,000	4,300	-4%
110-451-29-4125	Contract Labor	-	-	-	-	-	N/A
110-451-29-4130	Overtime	-	8	500	-	500	0%
		3,502	3,785	5,000	1,000	4,800	-4%
PERSONNEL SERVICES, BENEFITS							
110-451-29-4210	Health Insurance	-	-	-	-	-	N/A
110-451-29-4220	FICA Payroll Expense	227	239	350	100	300	-14%
110-451-29-4221	Medicare Payroll Expense	53	56	100	50	100	0%
110-451-29-4230	Retirement Contribution	-	-	-	-	-	N/A
110-451-29-4250	Unemployment Insurance	10	12	50	50	50	0%
110-451-29-4260	Workers Compensation Ins	129	89	150	100	150	0%
		419	396	650	300	600	-8%
PURCHASED PROFESSIONAL SERVICES							
110-451-29-4310	Professional Development	-	-	-	-	-	N/A
110-451-29-4338	Website Development	-	-	4,000	-	4,000	0%
110-451-29-4350	Entertainment	26,772	28,800	20,000	12,000	20,000	0%
		26,772	28,800	24,000	12,000	24,000	0%
OTHER PURCHASED SERVICES							
110-451-29-4553	Advertising	2,238	2,484	1,500	500	1,500	0%
		2,238	2,484	1,500	500	1,500	0%
SUPPLIES							
110-451-29-4610	Office Supplies	-	-	-	-	-	N/A
110-451-29-4611	Postage	182	189	500	50	250	-50%
110-451-29-4612	Supplies and Equipment	26,451	28,973	22,500	10,000	22,500	0%
110-451-29-4630	Meeting/Appreciation Supplie	-	-	500	200	1,000	100%
110-451-29-4690	Supplies for Resale	10,969	10,395	12,000	10,000	6,000	-50%
		37,602	39,557	35,500	20,250	29,750	-16%
CAPITAL							
110-451-29-4742	Mobile Equipment	-	-	-	-	10,500	N/A
		-	-	-	-	10,500	N/A
SPECIAL PROJECTS							
110-451-29-4810	Arts and Culture Board	5,012	3,856	500	4,500	500	0%
110-451-29-4821	Fireworks Display	3,789	25,792	30,000	500	30,000	0%
		8,801	29,648	30,500	5,000	30,500	0%
TOTAL EXPENDITURES		**79,334**	**104,670**	**97,150**	**39,050**	**101,650**	**5%**

Parks and Recreation Department
Parks

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 309,895	$ 323,094	$ 365,650	$ 328,650	$ 350,300	-4%
Personnel Services, Benefits	100,343	102,735	123,250	120,350	104,650	-15%
Purchased Professional Services	4,190	8,994	12,500	2,500	7,000	-44%
Purchased Property Services	91,147	103,926	142,300	139,300	130,200	-9%
Other Purchased Services	1,923	2,563	2,400	2,400	2,040	-15%
Supplies	88,915	83,306	88,000	86,100	89,100	1%
Operating Expenses	$ 596,413	$ 624,618	$ 734,100	$ 679,300	$ 683,290	-7%
Capital	77,861	59,666	46,000	42,000	77,200	68%
Special Projects	396	128	5,800	5,800	-	-100%
Total Expense	**$ 674,670**	**$ 684,412**	**$ 785,900**	**$ 727,100**	**$ 760,490**	**-3%**

MISSION

The Parks Division provides and generally maintains parks, city facility grounds and downtown planters in the best possible condition while ensuring a clean and safe environment for community members to enjoy these areas. Parks also supports internal and external special events as well as the City's urban forest.



Parks and Recreation Department
Parks

RESPONSIBILITIES

To provide for all citizens a variety of enjoyable leisure facilities which are accessible, safe, physically attractive and well maintained. Standard maintenance responsibilities consist of the following:

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

Parks and Recreation Department
Parks

PRIOR YEAR ACCOMPLISHMENTS

- Maintained and cleaned restroom facilities and playground equipment (every day 4 employees 3 hours) each to meet COVID-19 guidelines on sanitization and to reduce to the spread of the virus.
- Installed COVID signs for social distancing and personal hygiene.
- Performed maintenance on 41 acres of developed parkland (1 community park, 4 neighborhood parks and 5 specialty/pocket parks), 192 acres of open space lands (Snooks Bottom, Fruita Riverfront Park, Little Salt and Big Salt Wash Greenways), 15 miles of trail, downtown planters and all grounds at the Fruita Community Center, Police Department, Waste Water Treatment Facility, City Shops, and the Fruita Civic Center. Ensure irrigation is running optimally and repair the multitude of line breaks throughout the year.
- Supported internal and external recreational activities at various parks, which included dragging and marking baseball/softball and multipurpose fields daily for the little league baseball program. Normally supports the Recreation Divisions youth soccer and youth flag football programs but due to COVID-19, those programs were cancelled.
- Supported the needs of City and non-City special events, including: Sweetheart Run, Farmers Market, Anna Banana Race. The following programs were not hosted due to COVID-19 and support was not needed: Fat Tire Festival, Mike the Headless Chicken Festival, Thursday Night Concert Series, July 3rd Celebration, Food Truck Friday, Fruita Fall Festival, Cops and Cars.

2021 GOALS

- Institutionalize work order system within parks operations for better tracking or work performed. Utilize GIS abilities within work order system to document park assets.
- Standardize and document park management and maintenance activities to provide clear directives for park staff.
- Have a well trained staff in most all facets of Park Services.

PERFORMANCE MEASURES

- Utilize the Work Order system tracking and documenting 100% of work performed in 2021. Inventory and complete GIS data collection on all parks including park amenities and components, prioritizing the community and neighborhood parks followed by specialty parks and pocket parks.
- Finalize a Parks Maintenance and Management Plan including instituting a park classification system and level of service by classification.
- Have staff certified in Playground Safety, Arbor Care and Turf Management. All full time staff should be Master Gardener certified.

BUDGET HIGHLIGHTS

- Move one full-time employee from the Parks Program Area budget to the newly created Open Space and Trails Program Area along with associated expenses including, trail maintenance, tamarisk removal, weed control services, miscellaneous contributions as well as a portion of service contracts, fleet maintenance, meeting appreciation supplies, uniforms, telephone and safety supplies to support staff.
- Addition of one new seasonal employee to assist with parks maintenance to reduce the amount of time full time staff spends on menial tasks such as restroom cleaning and trash removal allowing them to focus on turf management, arbor care and other more technical duties.
- Increase budget in Landscape Supplies $10,000 for additional zero scape areas like Emergency Access at FCC, side trails at Vista Valley Trail, east side of grass area at Civic Center Park and Dino Museum on the south end of the parking lot.
- Capital expenses includes:
    - Deep Tine Aerator - $33,000
    - Truck for new seasonal personnel - $35,000
    - Lean-to barn for LSWP Storage area - $4,200, and
    - Pre-flush filters at Reed Park, Triangle Park and the FCC - $5,000

Parks and Recreation Department

Parks

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-451-80-4113	Salaries, Public Works	204,598	207,649	226,550	226,550	192,800	-15%
110-451-80-4120	Part Time	95,863	99,217	117,800	81,600	138,000	17%
110-451-80-4130	Overtime	9,434	16,228	21,300	20,500	19,500	-8%
		309,895	323,094	365,650	328,650	350,300	-4%
PERSONNEL SERVICES, BENEFITS							
110-451-80-4210	Health Insurance	56,325	60,037	73,400	73,400	57,800	-21%
110-451-80-4220	FICA Payroll Expense	19,071	19,884	22,700	20,400	21,750	-4%
110-451-80-4221	Medicare Payroll Expense	4,460	4,650	5,300	4,800	5,100	-4%
110-451-80-4230	Retirement Contribution	9,450	9,327	11,050	11,050	9,450	-14%
110-451-80-4250	Unemployment Insurance	930	963	1,100	1,000	1,050	-5%
110-451-80-4260	Workers Compensation Ins	10,107	7,874	9,700	9,700	9,500	-2%
		100,343	102,735	123,250	120,350	104,650	-15%
PURCHASED PROFESSIONAL SERVICES							
110-451-80-4310	Professional Development	4,190	3,994	7,500	2,500	7,000	-7%
110-451-80-4316	Trails and Open Space Mgmt	-	-	5,000	-	-	-100%
		4,190	3,994	12,500	2,500	7,000	-44%
PURCHASED PROPERTY SERVICES							
110-451-80-4422	Trails Maintenance	-	5,000	-	3,600	-	N/A
110-451-80-4424	Parks Repair & Maintenance	46,657	46,451	48,000	48,000	48,000	0%
110-451-80-4425	Tamarisk Removal	3,000	5,320	3,000	3,000	-	-100%
110-451-80-4428	Weed Control	-	-	10,000	10,000	-	-100%
110-451-80-4430	Service Contracts	7,390	11,755	12,000	9,000	17,000	42%
110-451-80-4435	Fleet Maintenance Charges	34,100	35,400	60,800	60,800	61,700	1%
110-451-80-4442	Equipment Rental	-	-	4,900	4,900	3,500	-29%
		91,147	103,926	138,700	139,300	130,200	-6%
OTHER PURCHASED SERVICES							
110-451-80-4530	Telephone	1,923	2,563	2,400	2,400	2,040	-15%
		1,923	2,563	2,400	2,400	2,040	-15%
SUPPLIES							
110-451-80-4612	Supplies and Tools	28,451	26,226	28,400	28,400	24,400	-14%
110-451-80-4620	Utilities	33,079	27,929	30,500	30,500	28,500	-7%
110-451-80-4626	Fuel	19,452	18,833	17,500	16,000	17,500	0%
110-451-80-4629	Water Share Assessments	728	790	1,600	1,600	1,600	0%
110451-80-4630	Meeting/Appreciation Supplie	-	-	1,000	1,000	800	-20%
110-451-80-4650	Landscaping Supplies	2,849	5,039	4,000	4,000	14,000	250%
110-451-80-4661	Uniforms	4,356	3,818	2,500	2,100	2,100	-16%
110-451-80-4662	Safety Equipment	-	671	2,500	2,500	200	-92%
		88,915	83,306	88,000	86,100	89,100	1%
CAPITAL							
110-451-80-4742	Mobile Equipment	72,647	56,673	38,000	34,000	68,000	79%
110-451-80-4743	Furniture and Equipment	5,214	2,993	8,000	8,000	9,200	15%
		77,861	59,666	46,000	42,000	77,200	68%

Parks and Recreation Department

Parks

Expenses

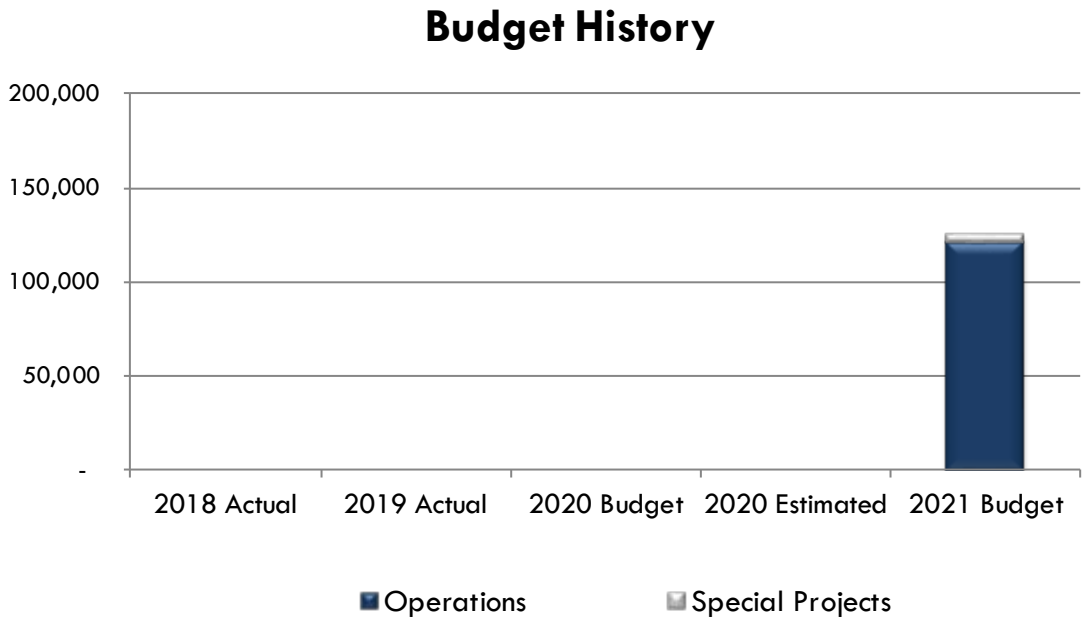
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
SPECIAL PROJECTS							
110-451-80-4810	Tree Projects	396	128	800	800	-	-100%
110-451-80-4842	Miscellaneous Contributions	-	-	5,000	5,000	-	-100%
		396	128	5,800	5,800	-	-100%
TOTAL PARKS		**674,670**	**679,412**	**782,300**	**727,100**	**760,490**	**-3%**

Parks and Recreation Department
Open Space and Trails

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg
Personnel Services, Salaries	$ -	$ -	$ -	$ -	$ 42,300	N/A
Personnel Services, Benefits	-	-	-	-	28,150	N/A
Purchased Professional Services	-	-	-	-	500	N/A
Purchased Property Services	-	-	-	-	41,250	N/A
Other Purchased Services	-	-	-	-	300	N/A
Supplies	-	-	-	-	7,700	N/A
Operating Expenses	$ -	$ -	$ -	$ -	$ 120,200	N/A
Capital	-	-	-	-	-	N/A
Special Projects	-	-	-	-	5,000	N/A
Total Expense	**$ -**	**$ -**	**$ -**	**$ -**	**$ 125,200**	**N/A**

MISSION

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



Parks and Recreation Department
Open Space and Trails

RESPONSIBILITIES

To provide for all citizens a variety of enjoyable trails and open space area's that are accessible, safe, physically attractive and well-maintained. Standard maintenance responsibilities consist of the following:

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

PRIOR YEAR ACCOMPLISHMENTS

- Maintained, sanitized and cleaned restroom facilities at open spaces areas, including Snooks Bottom and Fruita Riverfront to meet COVID-19 guidelines on sanitization and to reduce to the spread of the virus.
- Installed COVID signs for social distancing and personal hygiene.
- Continued maintenance of all trail section within the City of Fruita.
- Performed maintenance on 192 acres of open space lands (Snooks Bottom, Fruita Riverfront Park, Little Salt and Big Salt Wash Greenways), 15 miles of trail, Ensure irrigation is running optimally and repair the multitude of line breaks throughout the year on HWY 6 Trail.
- Worked with the Lower Valley Fire Department to do fire mitigation on Lower Little Salt Wash. Coordinated the Western Colorado Conservation Corps to eradicate tamarisk and Russian olives at Snooks Bottom and Fruita Riverfront Open Space Areas.
- Repaired fencing along access road to Snooks Bottom Open Space. Contracted to mitigate weeds at Snooks Bottom Open Space, the Fruita Riverfront Park, Little Salt Wash Trail, Lower Little Salt Wash Trail and Kokopelli trail. Maintaining trash receptacles along with dog waste collections at Devil's Canyon Trailhead to support BLM's operations.

- Contracted to mitigate weeds at Snooks Bottom Open Space, the Fruita Riverfront Park, Little Salt Wash Trail, Lower Little Salt Wash Trail and Kokopelli trail. Maintaining trash receptacles along with dog waste collections at Devil's Canyon Trailhead to support BLM's operations.

2021 GOALS

- Institutionalize work order system within trails and open space operations for better tracking or work performed. Utilize GIS abilities with work order system.
- Partner with Engineering and other agencies (River's Edge West, Lower Valley Fire) to plan for improvements along the Big and Little Salt Washes to mitigate fire and flood as well as protect city assets, including green / open spaces and trails.
- Define, standardize and document Open Space and Trail management and maintenance activities to provide clear directives for park staff.
- Have a well trained staff in most all facets of Open Space and Trail Services.
- Track trail and open space expenses through 2021 and 2022 to further define and develop a Trails and Open Space program in the 2022 budget.

PERFORMANCE MEASURES

- Utilize the Work Order system tracking and documenting 100% of work performed in 2021. Inventory and complete GIS data collection on all parks including park amenities and components, prioritizing Snooks Bottom, Fruita Riverfront as well as the Monument View, Kokopelli, Big Salt Wash and Lower Little Salt Wash trail sections.
- Participate in a planning efforts to improve the Big and Little Salt Washes to mitigate flood and as well as stabilize banks and remove unwanted vegetation / organic debris.
- Finalize a Trails and Open Space Maintenance and Management Plan that provides staff with guidelines, standards and maintenance schedules throughout the system and by facility.
- Determine appropriate certification for staff to be trained in open space management practices.
- Review and create any necessary task codes and ensure all expenses are appropriately attributed to the Open Space and Trails Budget.

BUDGET HIGHLIGHTS

- Move one full-time employee from the Parks Program Area budget to the newly created Open Space and Trails Program Area along with associated expenses including, trail maintenance, tamarisk removal, weed control services, miscellaneous contributions as well as a portion of service contracts, fleet maintenance, meeting appreciation supplies, uniforms,

telephone and safety supplies to support staff.

- Increase Weed Control Services budget by $10,000 to add additional areas for weed mitigation, including Fruita Bike Park, Wildwood Trail, Village of Country Creek Trail, Frontage Road Trail, Monument View Trail, Creekside Trail Vista Valley Trail, Sycamore Trail, Fremont Trail and various trail connections around the Fruita community.

Parks and Recreation Department

Open Space and Trails

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-451-85-4113	Salaries, Public Works	-	-	-	-	39,500	N/A
110-451-85-4120	Part Time	-	-	-	-	-	N/A
110-451-85-4130	Overtime	-	-	-	-	2,800	N/A
		-	-	-	-	42,300	N/A
PERSONNEL SERVICES, BENEFITS							
110-451-85-4210	Health Insurance	-	-	-	-	21,600	N/A
110-451-85-4220	FICA Payroll Expense	-	-	-	-	2,650	N/A
110-451-85-4221	Medicare Payroll Expense	-	-	-	-	650	N/A
110-451-85-4230	Retirement Contribution	-	-	-	-	1,900	N/A
110-451-85-4250	Unemployment Insurance	-	-	-	-	150	N/A
110-451-85-4260	Workers Compensation Ins	-	-	-	-	1,200	N/A
		-	-	-	-	28,150	N/A
PURCHASED PROFESSIONAL SERVICES							
110-451-85-4310	Professional Development	-	-	-	-	500	N/A
110-451-85-4316	Trails and Open Space Mgmt	-	-	-	-	-	N/A
		-	-	-	-	500	N/A
PURCHASED PROPERTY SERVICES							
110-451-85-4422	Trails Maintenance	-	-	-	-	5,000	N/A
110-451-85-4425	Tamarisk Removal	-	-	-	-	5,000	N/A
110-451-85-4428	Weed Control	-	-	-	-	20,000	N/A
110-451-85-4430	Service Contracts	-	-	-	-	5,000	N/A
110-451-85-4435	Fleet Maintenance Charges	-	-	-	-	3,250	N/A
110-451-85-4442	Equipment Rental	-	-	-	-	3,000	N/A
		-	-	-	-	41,250	N/A
OTHER PURCHASED SERVICES							
110-451-85-4530	Telephone	-	-	-	-	300	N/A
		-	-	-	-	300	N/A
SUPPLIES							
110-451-85-4612	Supplies and Tools	-	-	-	-	4,000	N/A
110-451-85-4626	Fuel	-	-	-	-	2,500	N/A
110451-85-4630	Meeting/Appreciation Supplies	-	-	-	-	200	N/A
110-451-85-4661	Uniforms	-	-	-	-	500	N/A
110-451-85-4662	Safety Equipment	-	-	-	-	500	N/A
		-	-	-	-	7,700	N/A
CAPITAL							
110-451-85-4742	Mobile Equipment	-	-	-	-	-	N/A
110-451-85-4743	Furniture and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
SPECIAL PROJECTS							
110-451-85-4842	Miscellaneous Contributions	-	-	-	-	5,000	N/A
		-	-	-	-	5,000	N/A
TOTAL OPEN SPACE AND TRAILS		**-**	**-**	**-**	**-**	**125,200**	**N/A**

Non-Departmental

Non-Departmental

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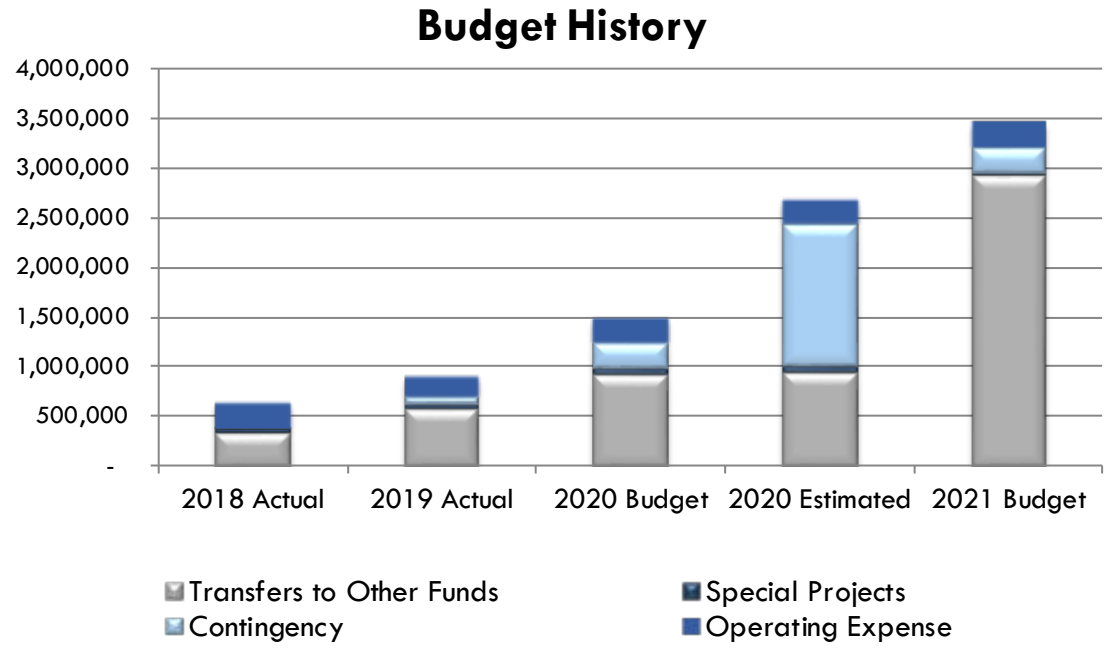
Non-Departmental

Expenses by Category	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ -	$ -	$ -	$ -	$ -	N/A
Personnel Services, Benefits	25,743	(8)	-	-	-	N/A
Purchased Professional Services	56,335	60,525	81,500	76,000	88,500	9%
Purchased Property Services	12,849	6,411	8,200	8,200	8,200	0%
Other Purchased Services	153,361	135,143	155,000	155,000	168,000	8%
Operating Expense	$ 248,288	$ 202,071	$ 244,700	$ 239,200	$ 264,700	8%
Special Projects	41,538	52,500	73,000	47,500	17,500	-76%
Contingency	4,570	65,059	263,100	1,441,925	265,000	1%
Transfers to Other Funds	336,005	572,463	909,500	944,850	2,911,775	220%
Total Expense	**$ 630,401**	**$ 892,093**	**$ 1,490,300**	**$ 2,673,475**	**$ 3,458,975**	**132%**

MISSION

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



Non-Departmental

BUDGET HIGHLIGHTS

Transportation Services - $17,000. The City of Fruita contributes to the regional transportation system which provides transit services to the elderly and disabled as well as a fixed route bus system that was implemented in February of 2000. The City's contribution is $17,000 in 2020, a 64% decrease from the prior year Budget. This decrease is temporary decrease and will increase back to approximately $50,000 in 2022. Also included in transportation services is $2,500 for costs associated with administration of the Unified Planning Work Program administered by the Metropolitan Planning Organization and governed the Regional Transportation Committee.

Mesa Land Trust - $8,900. The City contributes to the operational costs for Mesa Land Trust in administering the conservation easements in the buffer areas and obtain preliminary appraisals.

Mesa County Stormwater - $40,000. The City entered into a contract with Mesa County in 2020 to perform Colorado Discharge Permit System (CDPS), Municipal Separate Stormwater System (MS4) Phase II permit services on behalf of the City of Fruita. Estimated cost for these services is $40,000 in 2021.

Transportation Services - $17,000. The City of Fruita contributes to the regional transportation system which provides transit services to the elderly and disabled as well as a fixed route bus system that was implemented in February of 2000. The City's contribution is $17,000 in 2020, a 64% decrease from the prior year Budget. This decrease is temporary decrease and will increase back to approximately $50,000 in 2022. Also included in transportation services is $2,500 for costs associated with administration of the Unified Planning Work Program administered by the Metropolitan Planning Organization and governed the Regional Transportation Committee.

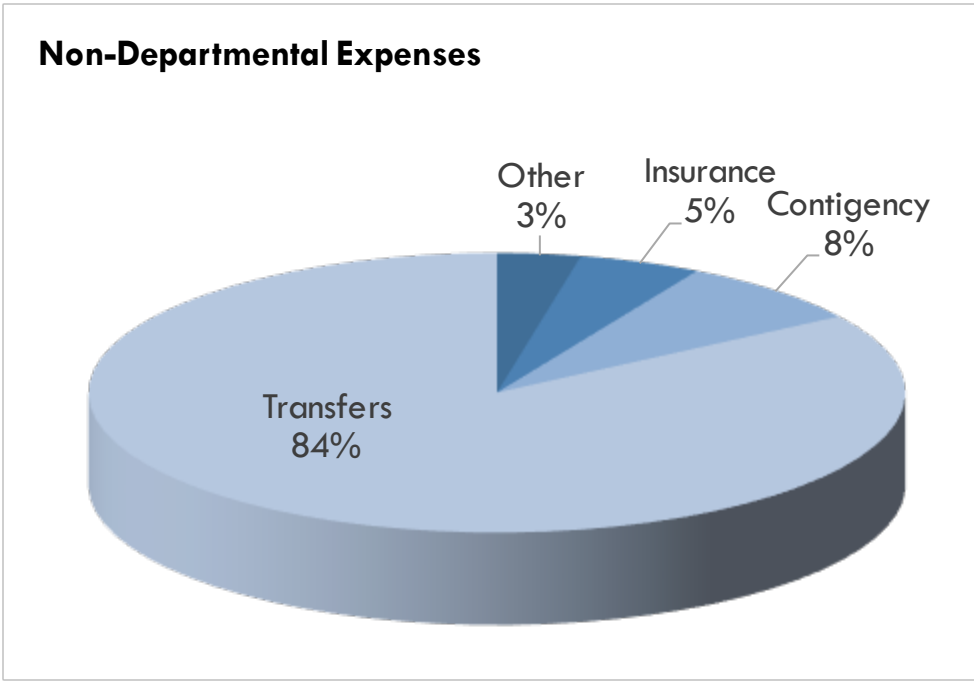
Property Tax Rebates - $500. Fruita residents who meet the age, income and other criteria are eligible for a property tax rebate on their City of Fruita property tax assessment. The rebate amount is the greater of $50.00 or 50% of the City of Fruita assessment.

Contingency - $265,000. Contingency funds are appropriated from unrestricted fund balance for unanticipated expenses or reductions in revenue which may arise throughout the year. Contingency funds are approximately 3% of the General Fund expenses (excluding transfers to other funds.

Transfers - $2,911,775. Transfers include $$2,804.775 to the Capital Projects Fund for specific capital projects, a transfer of $95,000 to the Community Center Fund which represents the historic subsidy provided by the General Fund for programs which were transferred to the Community Center Fund, including the outdoor swimming pool and aquatics programs, senior services, and fitness/wellness programs, and a transfer of the $12,000 in billboard lease revenues to the Marketing and Promotion fund for alternative marketing tools.

Insurance, Service Contracts and Other Non-Departmental Expenses. Other non-departmental

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



Non-Departmental

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
110-490-01-4119	Salary Contingency	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
PERSONNEL SERVICES, BENEFITS							
110-490-01-4210	Health Insurance Assessment	(3)	(8)	-	-	-	N/A
110-490-01-4211	Supplemental Health Ins.	25,746	-	-	-	-	N/A
		25,743	(8)	-	-	-	N/A
PURCHASED PROFESSIONAL SERVICES							
110-490-01-4310	Tuition Reimbursement	2,400	4,800	3,600	3,600	3,600	0%
110-490-01-4312	Alliance for Innovation	-	-	3,000	3,000	3,000	0%
110-490-01-4318	County Collection Fees	23,535	24,425	26,000	30,500	33,000	27%
110-490-01-4333	Mesa Land Trust	6,900	7,300	8,900	8,900	8,900	0%
110-490-01-4334	Mesa County Stormwater	23,500	24,000	40,000	30,000	40,000	0%
		56,335	60,525	81,500	76,000	88,500	9%
PURCHASED PROPERTY SERVICES							
110-490-01-4430	Service Contracts	6,012	6,411	8,200	8,200	8,200	0%
110-490-01-4452	Drainage Fees	6,837	-	-	-	-	N/A
		12,849	6,411	8,200	8,200	8,200	0%
OTHER PURCHASED SERVICES							
110-490-01-4520	Property Insurance	32,000	21,398	20,800	28,600	31,500	51%
110-490-01-4521	Vehicle Insurance	28,224	24,558	31,200	27,200	30,000	-4%
110-490-01-4522	Liability Insurance	73,000	75,000	78,000	74,200	81,500	4%
110-490-01-4523	Insurance Deductible	20,137	14,187	25,000	25,000	25,000	0%
		153,361	135,143	155,000	155,000	168,000	8%
SPECIAL PROJECTS							
110-490-01-4830	Transportation	41,489	47,500	47,500	22,000	17,000	-64%
110-490-01-4840	Property Tax Rebates	49	-	500	500	500	0%
110-490-01-4842	Misc. Contributions - FTZ	-	5,000	25,000	25,000	-	-100%
		41,538	52,500	73,000	47,500	17,500	-76%
CONTINGENCY							
110-490-01-4846	Contingency - Health Ins. Risk	-	65,059	-	-	-	N/A
110-490-01-4850	Contingency	-	-	234,400	514,925	265,000	13%
110-490-01-4851	Contingency - Economic Dev	-	-	28,700	-	-	-100%
110-490-01-4852	Contingency - COVID	-	-	-	250,000	-	N/A
110-490-01-4860	Theft loss	4,570	-	-	-	-	N/A
110-4901-01-487(	Covid Project Expenses	-	-	-	677,000		
		4,570	65,059	263,100	1,441,925	265,000	1%
TRANSFERS TO OTHER FUNDS							
110-490-01-4917	Transfer to Marketing Fund	12,000	12,000	12,000	12,000	12,000	0%
110-490-01-4919	Transfer to Comm Center	95,000	98,726	95,000	95,000	95,000	0%
110-490-01-4930	Transfer to Capital Project	229,005	461,737	802,500	837,850	2,804,775	250%
		336,005	572,463	909,500	944,850	2,911,775	220%
TOTAL EXPENDITURES		**630,401**	**892,093**	**1,490,300**	**2,673,475**	**3,458,975**	**132%**

Conservation Trust Fund

Conservation Trust Fund

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Conservation Trust Fund

SUMMARY

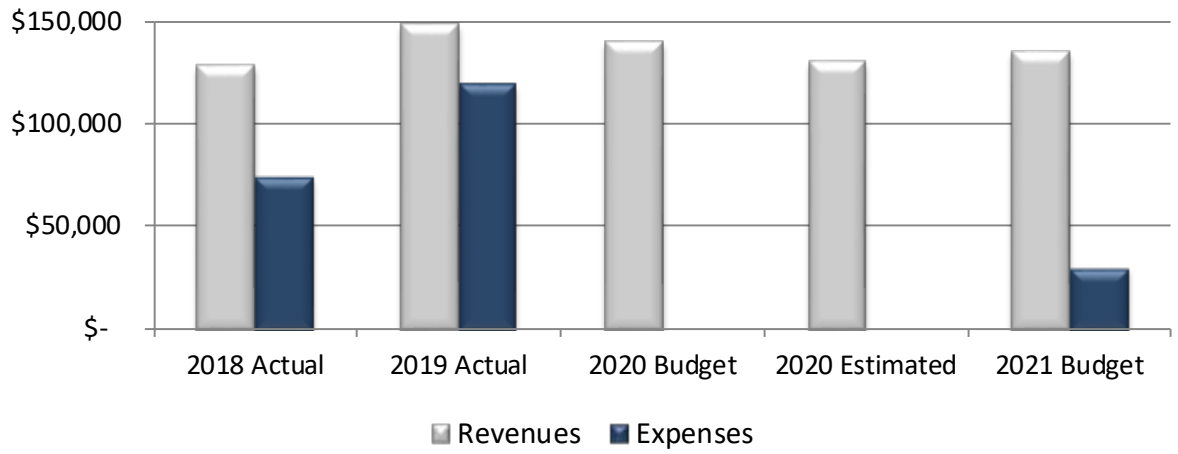
	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Beginning Funds Available	$ 163,746	$ 218,412	$ 247,823	$ 247,823	$ 377,923	52%
Revenues						
Intergovermental Revenues	$ 128,379	$ 147,933	$ 140,000	$ 130,000	$ 135,000	-4%
Miscellaneous	198	199	100	100	100	0%
Total Revenues	$ 128,577	$ 148,132	$ 140,100	$ 130,100	$ 135,100	-4%
Expenses						
Capital Projects	$ 10,000	$ -	$ -	$ -	$ -	N/A
Transfer to Capital Projects	63,911	118,721	-	-	30,000	N/A
Total Expense	$ 73,911	$ 118,721	$ -	$ -	$ 30,000	N/A
Excess (Deficiency) of Revenues over Expenditures	**$ 54,666**	**$ 29,411**	**$ 140,100**	**$ 130,100**	**$ 105,100**	**-25%**
Ending Funds Available	**$ 218,412**	**$ 247,823**	**$ 387,923**	**$ 377,923**	**$ 483,023**	**25%**
Components of Funds Available						
Restricted for POST	$ 218,412	$ 247,823	$ 387,923	$ 377,923	$ 483,023	25%
Assigned for land acquisition	-	-	-	-	-	N/A
	$ 218,412	$ 247,823	$ 387,923	$ 377,923	$ 483,023	25%

PURPOSE OF THE FUND

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

Conservation Trust Fund

REVENUES AND EXPENSES



Revenues

Conservation Trust Fund revenues are received by the City of Fruita from the distribution of Lottery proceeds received by the State of Colorado. Forty percent (40%) of the net proceeds are distributed to eligible entities using a formula based on population. Lottery proceeds tend to fluctuate based on interest in lottery games. Revenues are budgeted at $135,000 in 2021 and reflect a 4% decrease from the 2020 Budget.

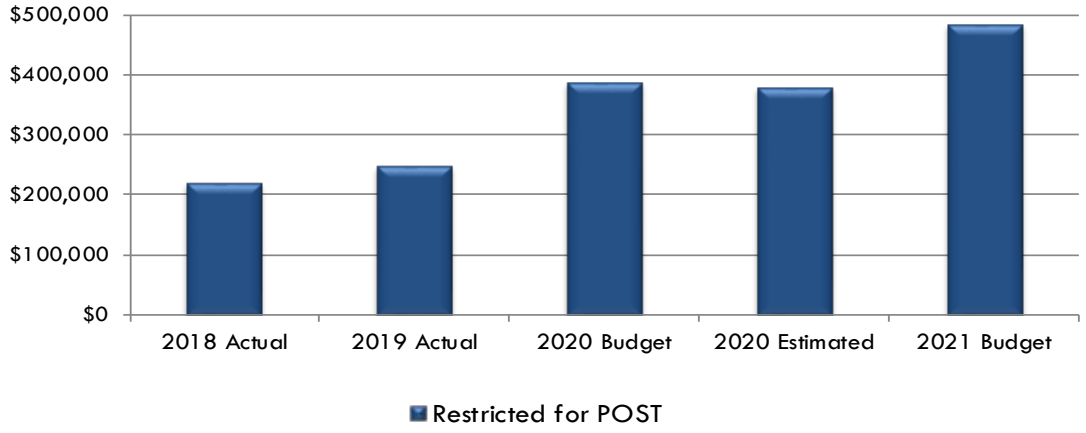
Expenses

Conservation Trust Funds must be spent for parks, recreation and open space purposes in accordance with Colorado Revised Statutes (29-21-101). The City is required to file annual reports on these expenditures to ensure compliance with state statutes. Expenses vary from year to year based on capital projects planned for the year. The 2021 budget includes the use of $30,000 in Conservation Trust Funds for missing trail connections and are transferred to the Capital Projects Fund for the Trail Connections Project.

FUNDS AVAILABLE

The Conservation Trust Fund is estimated to have available funds of $483,023 at the end of 2021. The 2021 Budget includes the addition of $105,100 to available funds. It is anticipated that these funds will be used for park improvements in 2022 as determined by the recommendations from the PHROST plan currently underway, with planning and design of these improvements scheduled for 2021.

Conservation Trust Fund



PERSONNEL

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

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- There were no expenses in 2020.

BUDGET HIGHLIGHTS

- Conservation Trust Funds are typically transferred to the Capital Projects Fund for parks, open space and trail projects. The 2021 Trail Connections project is partially funded through lottery proceeds. Additional information and total project costs on this project may be found in the Capital Projects Fund.

Conservation Trust Fund

Revenues

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
INTERGOVERNMENTAL REVENUES							
121-000-00-3358	Lottery Funds	128,379	147,933	140,000	130,000	135,000	-4%
		128,379	147,933	140,000	130,000	135,000	-4%
MISCELLANEOUS							
121-000-00-3610	Interest on deposits	198	199	100	100	100	0%
		198	199	100	100	100	0%
TOTAL REVENUES		**128,577**	**148,132**	**140,100**	**130,100**	**135,100**	**-4%**

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
CAPITAL PROJECTS							
121-820-78-4743	Furniture and equipment	-	-	-	-	-	0%
121-880-78-4842	Trail construction contribution	10,000	-	-	-	-	0%
121-880-78-4845	Conservation Easements	-	-	-	-	-	0%
		10,000	-	-	-	-	0%
TRANSFERS TO OTHER FUNDS							
121-880-78-4930	Transfer to Capital Projects	63,911	118,721	-		30,000	N/A
		63,911	118,721	-	-	30,000	N/A
TOTAL EXPENSES		**73,911**	**118,721**	**-**	**-**	**30,000**	**0%**

Marketing and Promotion Fund

Marketing and Promotion Fund

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Marketing and Promotion Fund

SUMMARY

	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Beginning Funds	$ 106,763	$ 132,736	$ 152,420	$ 152,420	$ 139,320	-9%
Revenues						
Taxes	$ 128,724	$ 127,045	$ 135,000	$ 70,000	$ 80,450	-40%
Charges for Services	80	155	-	-	-	N/A
Miscellaneous	77	77	-	-	-	N/A
Subtotal	$ 128,881	$ 127,277	$ 135,000	$ 70,000	$ 80,450	-40%
Transfers from Other Funds	12,000	12,000	12,000	12,000	12,000	0%
Total Revenues	$ 140,881	$ 139,277	$ 147,000	$ 82,000	$ 92,450	-37%
Expenses						
Personnel Services, Salaries	$ 13,099	$ 14,933	$ 16,450	$ 16,450	$ 11,950	-27%
Personnel Services, Benefits	2,762	3,423	3,850	3,850	5,200	35%
Purchased Professional Services	2,082	1,472	2,500	-	2,500	0%
Purchased Property Services	1,705	1,380	1,500	1,500	1,500	0%
Other Purchased Services	63,346	62,367	70,000	50,000	65,000	-7%
Supplies	4,164	2,256	7,300	300	7,300	0%
Subtotal Operating Expenses	$ 87,158	$ 85,831	$ 101,600	$ 72,100	$ 93,450	-8%
Special Projects	27,500	33,762	36,000	23,000	19,000	-47%
Contingency	250	-	9,400	-	-	-100%
Transfers to Other Funds	-	-	-	-	-	N/A
Total Expense	$ 114,908	$ 119,593	$ 147,000	$ 95,100	$ 112,450	-24%
Excess (Deficiency) of Revenues over Expenditures	**$ 25,973**	**$ 19,684**	**$ -**	**$ (13,100)**	**$ (20,000)**	**N/A**
Ending Funds Available	**$ 132,736**	**$ 152,420**	**$ 152,420**	**$ 139,320**	**$ 119,320**	**-22%**
Components of Funds Available						
Restricted for marketing	$ 132,736	$ 152,420	$ 152,420	$ 139,320	$ 119,320	-22%
	$ 132,736	$ 152,420	$ 152,420	$ 139,320	$ 119,320	-22%

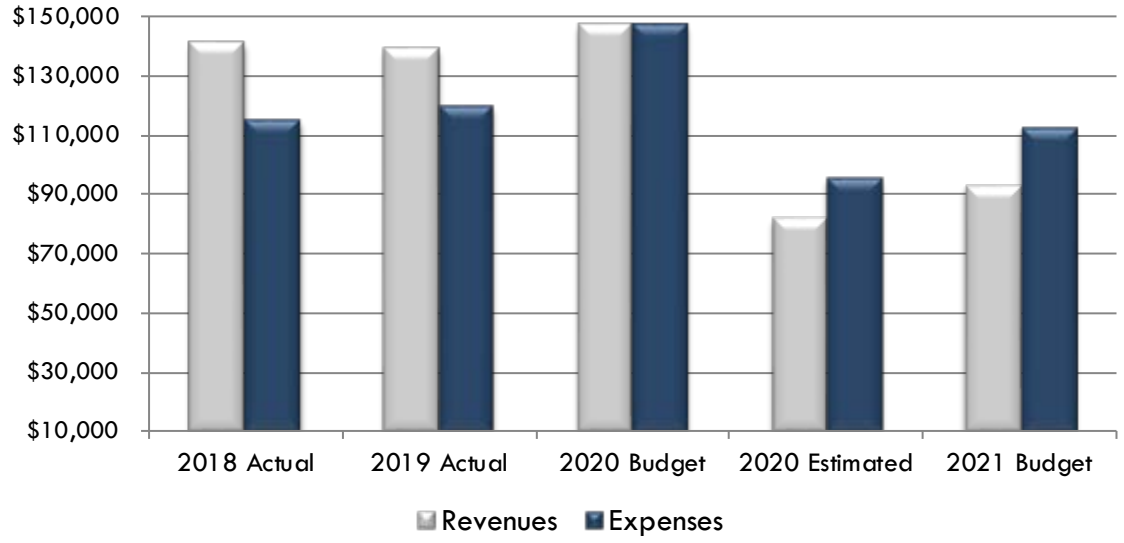
Marketing and Promotion Fund

PURPOSE OF THE FUND

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

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

REVENUES AND EXPENSES



Revenues

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

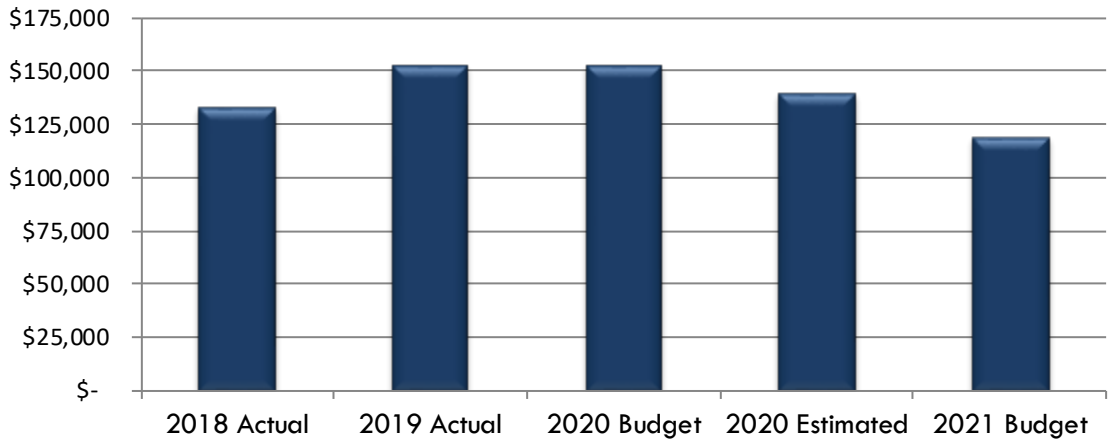
Revenues for 2021 are projected to decrease 37% compared to 2020 budgeted revenues. This decrease is due to significant reductions in lodging revenues related to the COVID-19 pandemic. The 2021 Budget includes a transfer of $12,000 from General Fund revenues received from the lease of the I-70 billboard.

Marketing and Promotion Fund

Expenses

Expenses of $112,450 are budgeted to decrease 24% from the 2020 Budget.

FUNDS AVAILABLE



Available Funds of $119,320 are estimated at the end of 2021, a decrease of 22% ($33,100) from 2020 Budgeted fund balances.

PERSONNEL

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

Marketing and Promotion Fund - Staffing Chart (Manhours)				
Hours Summary	**2018 Actual**	**2019 Actual**	**2020 Budget**	**2021 Budget**
Full time employees	375	416	416	410
Part time employees	-	-	-	-
Overtime	-	-	-	-
Total Hours	375	416	416	410
Total FTE Equivalents	0.18	0.20	0.20	0.20

Marketing and Promotion Fund

RESPONSIBILITIES

- Promote Fruita to visitors through tourism related business.
- Promote responsible tourism in an area where geology, paleontology, mountain biking, and other outdoor recreation resources are abundant.
- Support our unique festivals and tourism related events.
- Continue implementing the adjusted marketing plan based on FTAC feedback to reach families from all over in new ways through the "Play Like a Local" campaign.

PRIOR YEAR ACCOMPLISHMENTS

- Responded proactively to the COVID-19 pandemic, created and shared best practices for those traveling to Fruita. Updated these recommendations throughout the year and encouraged people to travel only when it was responsible to do so.
- Although in a more limited manner due to the pandemic, continued implementation of the Marketing Plan and "Play Like a Local" campaign created in 2017 with a focus of attracting families seek unique adventures showcasing the wide variety of recreation activities Fruita has available for all ages.
- Continued partnership with the Colorado Tourism Office (www.colorado.com) to take advantage of their free and paid advertising opportunities. Participated in the CTO's campaign of "What's Open Colorado" and updated Road Trip itineraries to include up to date information.
- Partnered with Elevation Outdoors to highlight and advertise the Best of the Rockies awards that Fruita and many Fruita businesses received this year.
- Began creating Local Video Stories showcasing Fruita locals participating in different types of recreation activities and video footage included interview with residents.
- Continued content marketing strategy by publishing monthly blogs focused on what to do in Fruita along with local business spotlight stories. Blogs are shared on social media and through monthly e-newsletters. These blogs also shared best practices for traveling through this year.
- Executed several Google Ad Word campaigns focusing on hiking, biking, and exploring the Colorado National Monument in Fruita.
- Increased exposure to Fruita Tourism content on Instagram by increasing the number of followers by 33% (as of July 2020).
- Explored new digital advertising venues to reach specific audiences; advertising venues included Out There Colorado, 303 Magazine, Colorado Mountain Activities, and Elevation Outdoors.
- Fruita's social media presence continued to be strong with more attention being given to Instagram in 2019. The account increased by over 1,500 followers and reached

around 300,000 people – double from 2018. Social media strategy was also adjusted to include more reposts to give a more personal and credible feel to posts.

- It continues to be a priority to support our unique festivals and tourism related events. Typically, $22,000 is allocated to various festivals and events. The process of disbursing these funds is determined by applications submitted from various individuals or groups with recommendations from the Fruita Tourism Advisory Council made to City Council as to how the special events dollars should be allocated.

GOALS

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

PERFORMANCE MEASURES

- Increase Instagram Followers by 20%.
- Grow e-mail subscribers by 15%.
- Increase views to "Stay" page by 5%.
- Award at least three (3) mini grants annually.

BUDGET HIGHLIGHTS

- Advertising and Promotion services are budgeted at $65,000 for advertising and promotion services provided by Slate Communications.
- Miscellaneous contributions of $3,000 include contributions to the CMU Sports Commission for regional sports and tourism related efforts.
- Mini grants of $2,000 to support smaller events that promote tourism in Fruita.
- Professional Development of $2,500 for the Governor's Conference on Tourism which is an annual conference.
- Signs and banners include $7,000 in improvements to the I-70 billboard.
- Special event contributions of $14,000 for special events which brings visitors and tourists to the City. The following special event funding awards were made for the 2021 Budget year.
    - Mike the Headless Chicken Festival $4,000
    - Thursday Night Concert Series $4,000

- Farmer's Market $5,000
- Rimrock Rodeo $1,000

- Contributions to special events have decreased to $13,000 (from $29,000), as many special events that were funded last year were cancelled and postponed until 2021. The following events received funding in 2020 and were allowed to keep their funding for use in 2021.
  - Fat Tire Festival $3,500
  - Fruita Fall Festival $3,000
  - Colorado Riverfront Concert Series $3,000
  - MAD Racing (3 events) $4,000

Marketing and Promotion Fund

Revenues

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
TAXES							
125-000-00-3134	Lodgers Tax	128,724	127,045	135,000	70,000	80,450	-40%
		128,724	127,045	135,000	70,000	80,450	-40%
CHARGES FOR SERVICES							
125-000-00-3483	Penalties	80	155	-	-	-	N/A
		80	155	-	-	-	N/A
MISCELLANEOUS							
125-000-00-3610	Interest on deposits	77	77	-	-	-	N/A
125-000-00-3641	Miscellaneous Donations	-	-	-	-	-	
125-000-00-3680	Miscellaneous	-	-	-	-	-	N/A
		77	77	-	-	-	N/A
TRANSFERS FROM OTHER FUNDS							
125-000-00-3910	Transfer from General Fund	12,000	12,000	12,000	12,000	12,000	0%
		12,000	12,000	12,000	12,000	12,000	0%
TOTAL REVENUES		**140,881**	**139,277**	**147,000**	**82,000**	**92,450**	**-37%**

Marketing and Promotion Fund

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
125-465-53-4111	Salaries, Administrative	13,099	14,933	16,450	16,450	11,950	-27%
125-465-53-4120	Part Time	-	-	-	-	-	N/A
		13,099	14,933	16,450	16,450	11,950	-27%
PERSONNEL SERVICES, BENEFITS							
125-465-53-4210	Health Insurance	1,143	1,572	1,700	1,700	3,600	112%
125-465-53-4220	FICA Payroll Expense	791	908	1,050	1,050	750	-29%
125-465-53-4221	Medicare Payroll Expense	185	212	250	250	200	-20%
125-465-53-4230	Retirement Contribution	585	672	750	750	550	-27%
125-465-53-4250	Unemployment Insurance	40	44	50	50	50	0%
125-465-53-4260	Workers Compensation Insurance	18	15	50	50	50	0%
		2,762	3,423	3,850	3,850	5,200	35%
PURCHASED PROFESSIONAL SERVICES							
125-465-53-4310	Professional Development	2,082	1,472	2,500	-	2,500	0%
		2,082	1,472	2,500	-	2,500	0%
PURCHASED PROPERTY SERVICES							
125-465-53-4438	IT Services	1,705	1,380	1,500	1,500	1,500	0%
		1,705	1,380	1,500	1,500	1,500	0%
OTHER PURCHASED SERVICES							
125-465-53-4550	Printing	-	-	-	-	-	N/A
125-465-53-4553	Advertising & Promotion	63,346	62,367	70,000	50,000	65,000	-7%
		63,346	62,367	70,000	50,000	65,000	-7%
SUPPLIES							
125-465-53-4610	Office Supplies	-	-	-	-	-	N/A
125-465-53-4612	Supplies and Equipment	-	2,108	-	-	-	N/A
125-465-53-4620	Billboard Utilities	145	148	300	300	300	0%
125-465-53-4642	Signs & Banners	4,019	-	7,000	-	7,000	0%
		4,164	2,256	7,300	300	7,300	0%
SPECIAL PROJECTS							
125-465-53-4842	Miscellaneous Contributions	5,000	8,262	3,000	3,000	3,000	0%
125-465-53-4843	Mini Grants	-	-	4,000	500	2,000	-50%
125-465-53-4844	Special Events	22,500	25,500	29,000	19,500	14,000	-52%
		27,500	33,762	36,000	23,000	19,000	-47%
CONTINGENCY							
125-465-53-4850	Contingency	250	-	9,400	-	-	-100%
		250	-	9,400	-	-	-100%
TRANSFERS TO OTHER FUNDS							
125-465-53-4950	Transfer to General Fund	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TOTAL EXPENSES		**114,908**	**119,593**	**147,000**	**95,100**	**112,450**	**-24%**

Community Center Fund

Community Center Fund

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Community Center Fund

SUMMARY

	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Beginning Funds Available	$1,187,870	$1,517,232	$2,780,855	$2,780,855	$2,439,905	-12%
Revenues						
Taxes	$1,455,432	$1,556,485	$1,501,500	$1,705,500	$1,712,500	14%
Charges for Services	1,232,847	1,236,319	1,275,000	615,500	694,300	-46%
Intergovernmental Revenues	-	-	-	100,000	-	N/A
Fines and Forfeitures	-	-	-	-	-	N/A
Interest and Rentals	45,368	81,556	73,450	57,900	53,850	-27%
Other Financing Sources	-	611,776	-	-	-	N/A
Transfers from Other Funds	95,000	98,726	95,000	95,000	95,000	0%
Total Revenues	$2,828,647	$3,584,862	$2,944,950	$2,573,900	$2,555,650	-13%
Expenses						
Personnel Services, Salaries	$1,008,012	$1,098,112	$1,264,950	$1,123,950	$1,184,950	-6%
Personnel Services, Benefits	197,585	216,920	265,725	258,425	253,675	-5%
Purchased Professional Services	48,107	53,146	49,050	33,850	26,550	-46%
Purchased Property Services	113,410	132,867	122,700	119,400	128,425	5%
Other Purchased Services	33,077	56,431	56,500	34,050	39,200	-31%
Supplies	302,631	266,162	279,775	241,975	239,875	-14%
Special Projects	-	-	25,000	25,000	-	###
Contingency	-	-	40,000	140,000	40,000	0%
Operating Expenses	$1,702,822	$1,823,638	$2,103,700	$1,976,650	$1,912,675	-9%
Capital	61,963	85,019	279,100	213,600	38,600	-86%
Transfer to General Fund	-	-	6,000	6,000	6,000	0%
Transfer to Debt Service Fund	734,500	403,206	712,100	718,600	739,200	4%
Debt Service	-	9,376	-	-	-	N/A
Total Expense	$2,499,285	$2,321,239	$3,100,900	$2,914,850	$2,696,475	-13%
Excess (Deficiency) of Revenues over Expenditures	**$ 329,362**	**$ 1,263,623**	**$ (155,950)**	**$ (340,950)**	**$ (140,825)**	**-10%**
Ending Funds Available	**$ 1,517,232**	**$ 2,780,855**	**$ 2,624,905**	**$ 2,439,905**	**$ 2,299,080**	**-12%**
Components of Funds Available						
FCC Bldg & Equip Replacement	$ 586,004	$1,094,241	$ 938,291	$ 880,641	$ 842,041	-10%
CERF Vehicle Replacement	-	-	5,700	5,700	11,400	
Restricted Project Funds	-	60,018	-	-	-	N/A
Operating Reserve (25%)	508,046	458,179	525,925	494,163	478,169	-9%
Available for Community Cntr	423,182	1,168,417	1,154,989	1,059,401	967,470	-16%
	$1,517,232	$2,780,855	$2,624,905	$2,439,905	$2,299,080	-12%

Community Center Fund

PURPOSE OF THE FUND

The Community Center Fund was established in 2009 for the purpose of accounting for the operations of the Community Center. The voters approved a one cent increase in the sales and use tax rate for the construction and operation of a Community Center. The tax increase went into effect of January 1, 2009. Bonds were issued in November 2009, construction of the center was completed in early 2011 and the Center began operations in February 2011. The bonds were refinanced in 2019.

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

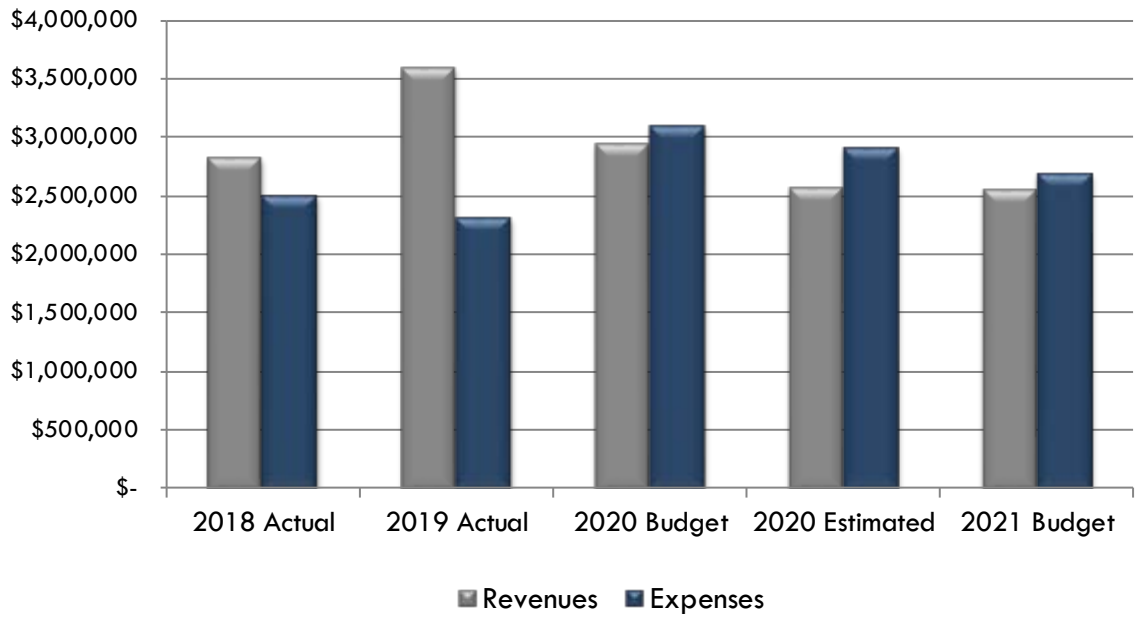
REVENUES AND EXPENSES

Last year (2020) proved to be a challenging year for the Fruita Community Center due to the COVID-19 pandemic. In March of 2020 the FCC closed for 2 months and visitation levels have not returned to pre-COFVID levels. After re-opening the FCC in mid-May, visitation and revenue have slowly climbed to approximately 50% of 2019 levels and it is anticipated that those rates will continue to increase. However, to prepare the 2021 Budget, revenue and expense projections were estimated based on the few months of data collected after re-opening.

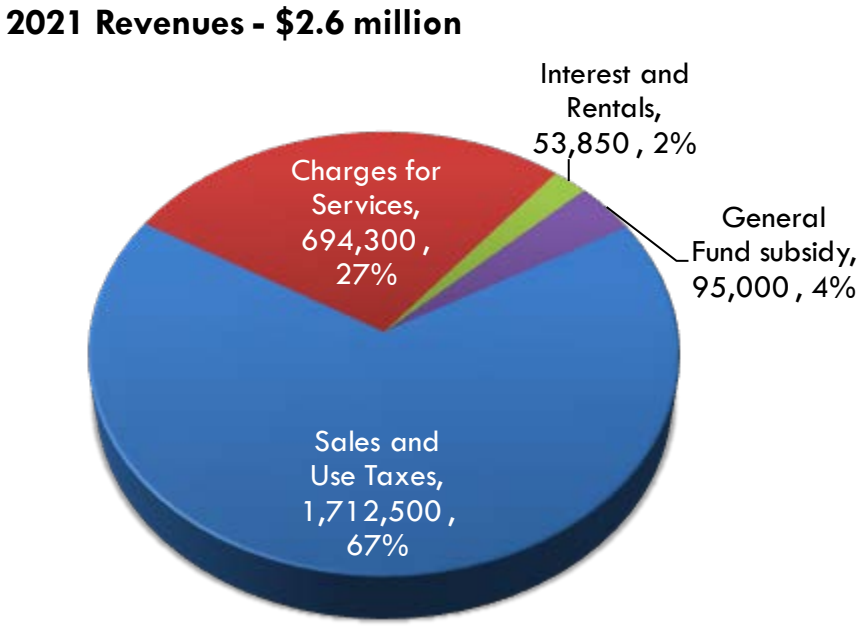
While not ideal, staff is projecting an overall loss in the 2021 budget due to revenue reductions in pass and program fees. Helping to minimize the financial impact, while not compromising patron and staff safety, operational expenses have been reduced, mainly in part time staffing in areas such as Guest Services and Aquatics. Additionally, sales tax collections have been particularly strong in 2020 despite COVID-19 and those revenues are projected to be steady in 2021.

As we continue to operate the Fruita Community Center through the remainder of 2020 and throughout 2021, expenses and revenues will be evaluated on a monthly basis. Adjustments to the budget, either to add or reduce expenses based on revenue collections and demand may need to be made.

Community Center Fund



Revenues



Community Center Fund revenues are budgeted at $2.6 million in 2021. This reflects a 13% decrease from the 2020 budgeted revenues. Revenues are generated from both user fees and sales and use tax.

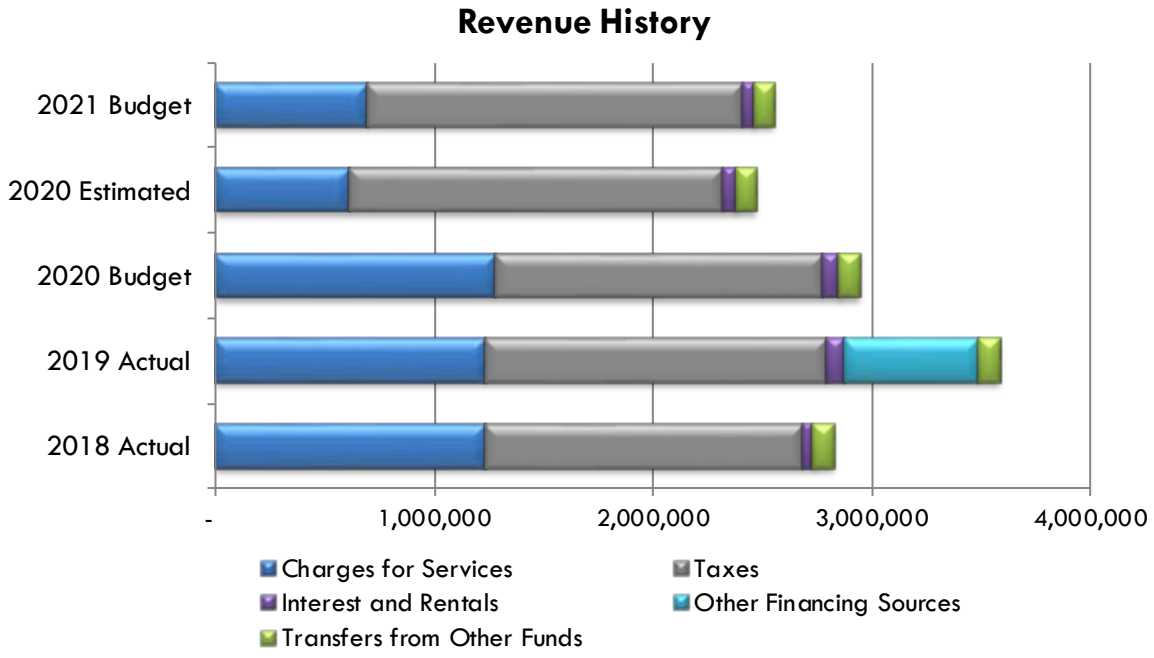
Sales and use tax revenues of $1.7 million represent 67% of the overall revenues of the Community Center Fund in 2021and are derived from a one cent sales and use tax that was approved by voters in November 2008. A portion of the tax (6/10th) will expire no later than January 1, 2039. The

remaining tax (4/10th) will continue without any sunset provisions as an operational subsidy. Tax revenues are budgeted to increase 14%.

Charges for services of $694,300 represent 27% of the overall revenue and include pass sales, daily admission fees, registrations for various recreation program offerings, retail sales and concession/vending revenues. Charges for services are budgeted to decrease significantly from the prior year budget. The 46% decrease is due to reduced visitation and program participation as a result of the COVID pandemic, social distancing mandates and individual health and safety concerns. We anticipate that participation in programs and pass sales will continue to be down due to continued concerns with COVID.

Revenues from rents on lands of $27,000 represents lease revenues from the roof top lease for cellular equipment. The lease includes an annual escalation factor of 2.5%. Facility rental revenues are projected to be down 48% which is consistent with charges for services.

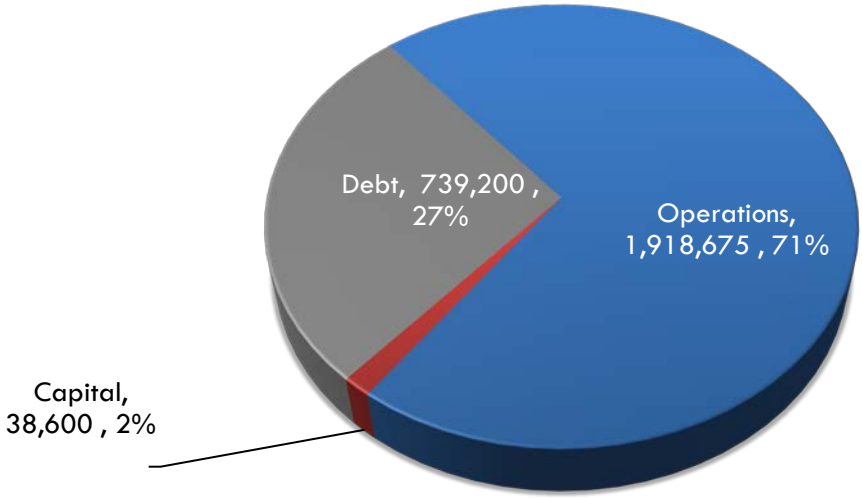
Other financing sources include an annual transfer from the General Fund of $95,000. This transfer is an additional operational subsidy based on historical data of program revenues and expenses previously subsidized by the General Fund (outdoor pool, senior services and some recreation programs) prior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



Expenses

Community Center Fund

2021 Expenses - $2.7 million



Community Center Fund expenses of $2.7 million are budgeted to decrease 13% from the 2020 budgeted expenses.

EXPENSES BY PROGRAM	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Administration	398,422	471,987	553,650	526,025	514,425	-7%
Aquatics	513,697	552,368	627,525	552,925	576,650	-8%
Youth Activities	119,219	118,383	133,150	118,175	133,050	0%
Athletics	13,813	18,633	22,725	17,325	18,450	-19%
Child Care	37,325	41,435	46,500	39,875	15,700	-66%
Fitness/Wellness Programs	87,581	95,936	99,850	60,750	99,350	-1%
Senior Programs	104,497	113,949	109,825	90,425	88,575	-19%
Building Maintenance	428,268	410,951	445,475	406,150	426,475	-4%
Special Projects	-	-	25,000	25,000	-	-100%
Contingency	-	(4)	40,000	140,000	40,000	0%
Operating Expenses	$1,702,822	$1,823,638	$2,103,700	$1,976,650	$1,912,675	-9%
Capital Equipment	61,963	85,019	279,100	213,600	38,600	-86%
Transfer to General Fund	-	-	6,000	6,000	6,000	0%
Transfer to Debt Service Fund	734,500	403,206	712,100	718,600	739,200	4%
Debt Service	-	9,376	-	-	-	N/A
Total Expense	**$ 2,499,285**	**$ 2,321,239**	**$ 3,100,900**	**$ 2,914,850**	**$ 2,696,475**	**-13%**

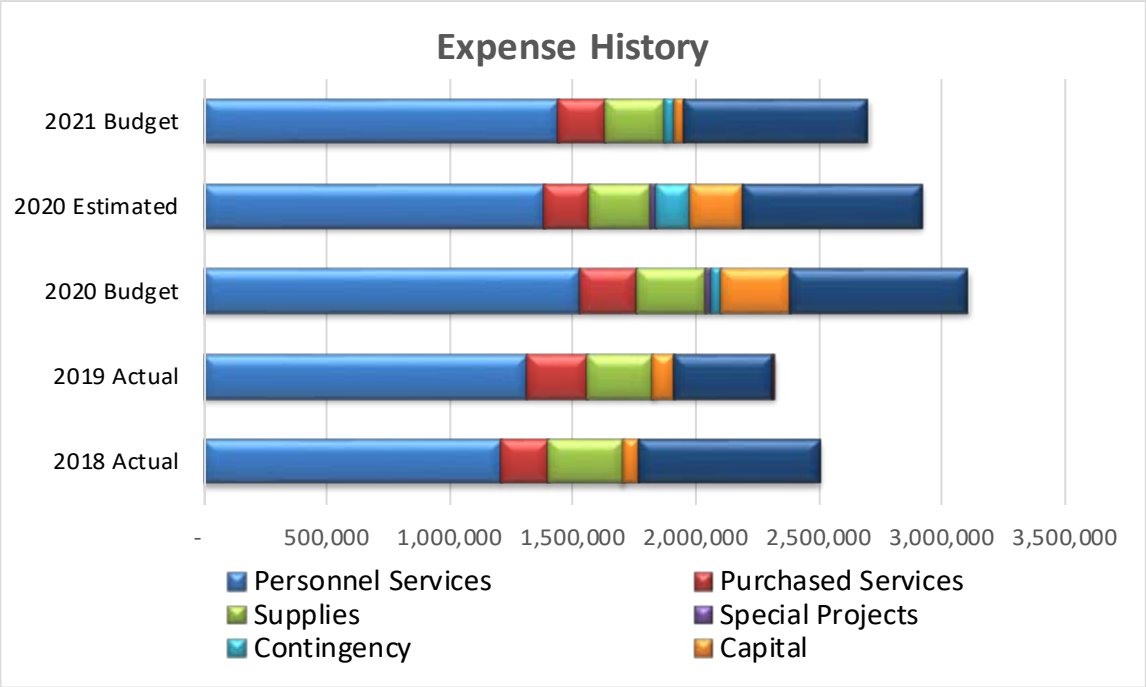
Operational expenses of $1.9 million are budgeted to decrease 9% in 2021 and account for 71% of the overall Community Center Fund expenses. This decrease reflects reductions in all areas based on anticipated lower usage and visits. Personnel costs are budgeted to decrease 6% based on

reductions in part time and contract labor hours. Contingency funds of $40,000 are budgeted for unanticipated expenses.

Capital equipment expenses of $38,600 account for less than 1% of the overall Community Center Fund expenses. These expenses fluctuate annually based on capital needs. The following is a summary capital expenses included in the 2021 Budget.

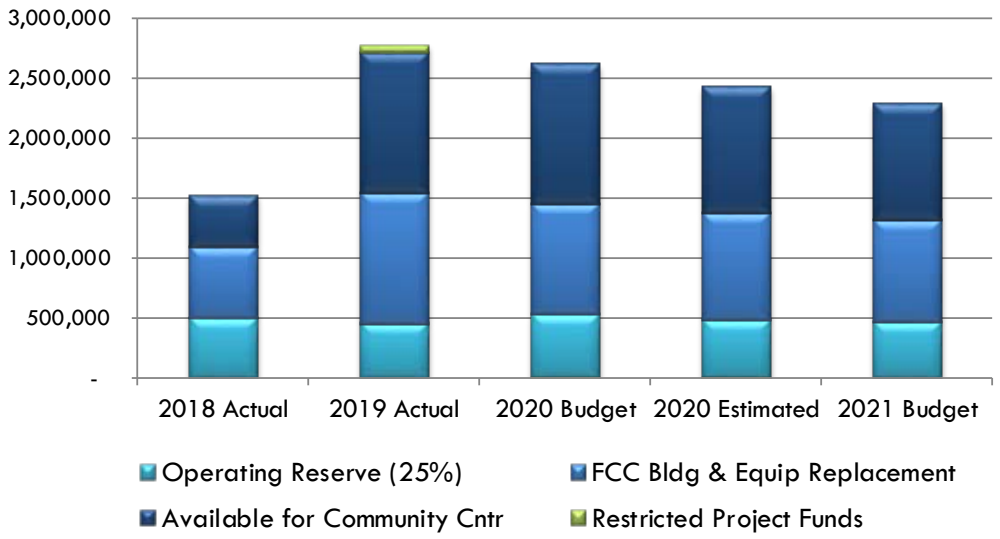
CAPITAL EQUIPMENT	
Description	**Amount**
Capital equipment	
Administrative Program	
Meeting room furniture replacements	15,000
Computer replacements	12,900
Aquatics Program	
Drain covers for outdoor pool & hot tub	3,200
ADA Lift for Outdoor Pool	6,000
Building Maintenance	
Ice Maker	1,500
Total Capital Equipment and Projects	**$ 38,600**

Transfers to other funds of $745,200 accounts for 28% of the overall expenses and include transfers to the Debt Service Fund for principal and interest payments of the bonds issued for the Community Center in the amount of $739,200 and a transfer to the General Fund for grounds maintenance in the amount of $6,000.



Community Center Fund

FUNDS AVAILABLE



The 2021 Budget includes an operational deficit funded through the use of Available Funds. Available funds of $2.3 million include amounts assigned for facility and equipment replacement, vehicle (CERF) replacements, a 25% operational reserve and amounts not designated for any specific purpose. An 12% decrease is projected in available funds for the 2021 Budget. This decrease is a direct result of reductions in revenues from passes and programs offered at the facility due to the COVID-19 pandemic and is expected to be a short-term situation. However, If visitations and program participation does not improve throughout the year and return to pre-COVID levels, significant structural reorganization will be necessary in the 2022 Budget.

Components of Available Funds include the following:

Available for Community Center – 967,470. This amount represents funds available for Community Center use but not designated for any specific purpose.

Operating Reserve - $478,169. This represents the operational reserve which is 25% of the current year operating expenses. The $15,994 reduction reflects the decrease in operating expenses budgeted for 2021.

CERF (Vehicle replacement fund) - $11,400. This represents the CERF reserve for future replacement of vehicles and is funded at $5,700 annually.

Equipment/building replacement – $842,041. Budget policies establish that 60% of tax revenues are dedicated first for debt service payments with any revenues in excess of these payments dedicated to the equipment and building replacement reserve to ensure that funds are available for replacement of equipment and facility improvements as needed. The 2021 Budget does not meet this Budget Policy and uses the $249,700 in excess funds from tax revenues to subsidize operational expenses to deal with shortfalls in revenues from charges for services.

Community Center Fund

PERSONNEL

The 2021 includes a 2.5% increase in wages for both full and part time personnel. The following chart shows the manhours for each program in the Community Center Fund. The 2021 Budget includes an 11% reduction in manhours form the 2020 Budget and a 5% reduction from 2019 Actual manhours.

Community Center Fund Staffing Chart					
Hours Summary		**2018 Actual**	**2019 Actual**	**2020 Budget**	**2021 Budget**
Administration	Full time employees	4,322	5,853	6,240	6,240
	Part time employees	10,735	10,273	10,940	10,160
	Overtime	236	193	240	230
	Subtotal	15,293	16,319	17,420	16,630
Aquatics	Full time employees	2,239	3,897	4,160	4,160
	Part time employees	32,333	29,633	32,550	28,520
	Overtime	570	529	600	495
	Subtotal	35,142	34,059	37,310	33,175
Youth Activities	Full time employees	2,107	1,806	2,080	2,080
	Part time employees	2,533	2,930	2,680	2,680
	Overtime	29	10	25	25
	Subtotal	4,669	4,746	4,785	4,785
Athletics	Full time employees	-	-	-	-
	Part time employees	576	481	900	750
	Overtime	-	-	-	-
	Subtotal	576	481	900	750
Child Care	Full time employees	-	-	-	-
	Part time employees	3,194	3,202	3,380	1,145
	Overtime	64	61	70	-
	Subtotal	3,258	3,263	3,450	1,145
Fitness/Wellness	Full time employees	-	-	-	-
	Part time employees	3,095	3,504	2,890	2,890
	Overtime	42	46	35	-
	Subtotal	3,137	3,550	2,925	2,890
Senior Programs	Full time employees	2,238	2,169	2,080	2,080
	Part time employees	646	768	780	260
	Overtime	-	6	-	-
	Subtotal	2,884	2,943	2,860	2,340
Building Maintenance	Full time employees	2,057	2,065	2,080	2,080
	Part time employees	2,147	2,300	2,496	2,496
	Overtime	149	119	120	20
	Subtotal	4,353	4,484	4,696	4,596
	Total Hours	69,312	69,845	74,346	66,311
	Total FTE Equivalents	33.32	33.58	35.74	31.88

Community Center Fund

Revenues

Revenues

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
TAXES							
127-000-00-3131	City Sales Tax	960,331	1,106,897	1,065,000	1,280,000	1,287,500	21%
127-000-00-3132	Use Tax on Vehicles	314,332	345,374	361,500	320,500	325,000	-10%
127-000-00-3133	Use Tax on Bldg Materials	180,769	104,214	75,000	105,000	100,000	33%
		1,455,432	1,556,485	1,501,500	1,705,500	1,712,500	14%
INTERGOVERNMENTAL REVENUES							
127-000-00-3319	CVRF Grant	-	-	-	100,000	-	N/A
		-	-	-	100,000	-	N/A
CHARGES FOR SERVICES							
127-000-00-3461	Advertising Revenue	1,150	1,500	1,500	-	-	-100%
127-000-00-3471	Passes/Daily Admission	966,140	972,834	1,000,000	540,000	550,000	-45%
127-000-00-3473	Retail Sales	8,432	9,001	9,000	4,000	4,700	-48%
127-000-00-3474	Concession/Vending	3,576	3,380	4,000	1,000	2,100	-48%
127-000-00-3476	Program Registration Fees	253,025	248,939	260,000	70,000	137,000	-47%
127-000-00-3485	Manpower	525	665	500	500	500	0%
		1,232,848	1,236,319	1,275,000	615,500	694,300	-46%
FINES AND FORFEITURES							
127-000-00-3512	Restitution	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
MISCELLANEOUS							
127-000-00-3610	Interest	1,654	6,713	1,250	10,000	3,600	188%
127-000-00-3611	Interest on Project Funds	-	873	-	-	-	N/A
127-000-00-3625	Rents on Lands	-	21,833	26,200	26,200	27,000	3%
127-000-00-3627	Facility Rental	40,115	43,115	45,000	20,000	23,250	-48%
127-000-00-3642	Recreation Donations	2,300	2,375	-	3,000	-	N/A
127-000-00-3680	Miscellaneous	-	-	-	1,200	-	N/A
127-000-00-3681	Cash Over/Short	1,299	913	1,000	(2,500)	-	-100%
127-000-00-3682	Refunds	-	5,734	-	-	-	N/A
		45,368	81,556	73,450	57,900	53,850	-27%
OTHER FINANCING SOURCES							
127-000-00-3910	Transfer from General Fund	95,000	98,726	95,000	95,000	95,000	0%
127-000-00-3920	Transfer from Debt Service	-	500,000	-	-	-	N/A
127-000-00-3936	Proceeds from Bonds	-	100,000	-	-	-	N/A
127-000-00-3938	Premium on Bonds Sold	-	9,376	-	-	-	N/A
127-000-00-3950	Sale of Assets	-	2,400	-	-	-	N/A
127-000-00-3960	Insurance payments	-	-	-	-	-	N/A
		95,000	710,502	95,000	95,000	95,000	0%
TOTAL REVENUES		**2,828,648**	**3,584,862**	**2,944,950**	**2,573,900**	**2,555,650**	**-13%**

Community Center Fund

Summary

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
4111	Salaries, Administrative	273,551	344,945	399,900	399,900	416,850	4%
4120	Part Time	625,779	644,451	731,650	638,250	641,800	-12%
4125	Contract Labor	89,325	90,084	111,500	66,500	111,500	0%
4130	Overtime	19,357	18,632	21,900	19,300	14,800	-32%
		1,008,012	1,098,112	1,264,950	1,123,950	1,184,950	-6%
PERSONNEL SERVICES, BENEFITS							
4210	Health Insurance	91,029	102,869	133,400	133,400	128,000	-4%
4220	FICA Payroll Expense	56,889	62,617	71,600	65,600	66,750	-7%
4221	Medicare Payroll Expense	13,305	14,644	16,825	15,525	15,700	-7%
4230	Retirement Contribution	12,174	15,832	18,250	18,250	18,850	3%
4250	Unemployment Insurance	2,757	3,031	3,700	3,700	3,375	-9%
4260	Workers Compensation Insurance	21,431	17,927	21,950	21,950	21,000	-4%
		197,585	216,920	265,725	258,425	253,675	-5%
PURCHASED PROFESSIONAL SERVICES							
4310	Professional Development	16,112	20,394	13,000	4,800	3,100	-76%
4314	Red Cross Certification	3,321	2,851	3,000	3,000	3,000	0%
4343	Credit Card Processing Fees	24,416	21,215	23,500	20,500	14,100	-40%
4345	Background Investigations	145	1,038	2,350	2,350	2,250	-4%
4350	Entertainment	4,113	7,648	7,200	3,200	4,100	-43%
		48,107	53,146	49,050	33,850	26,550	-46%
PURCHASED PROPERTY SERVICES							
4423	Pool Repair and Maintenance	-	-	-	-	-	N/A
4430	Service Contracts	29,508	32,895	34,000	34,000	33,250	-2%
4435	Fleet Maintenance Charges	2,000	2,000	4,300	4,300	4,275	-1%
4438	IT Services	35,877	36,061	40,800	40,800	40,900	0%
4440	Building Maintenance	43,630	61,911	43,600	40,300	50,000	15%
4452	Drainage Fees	2,394	-	-	-	-	N/A
		113,409	132,867	122,700	119,400	128,425	5%
OTHER PURCHASED SERVICES							
4520	Property Insurance	-	20,000	20,800	20,800	20,800	0%
4530	Telephone	1,800	2,456	2,700	2,700	2,700	0%
4550	Printing	6,932	7,331	4,500	2,500	2,000	-56%
4553	Advertising and Promotion	1,264	1,228	7,300	4,050	6,500	-11%
4580	Travel Activities	23,081	25,416	21,200	4,000	7,200	-66%
		33,077	56,431	56,500	34,050	39,200	-31%

Community Center Fund

Summary

Expenses

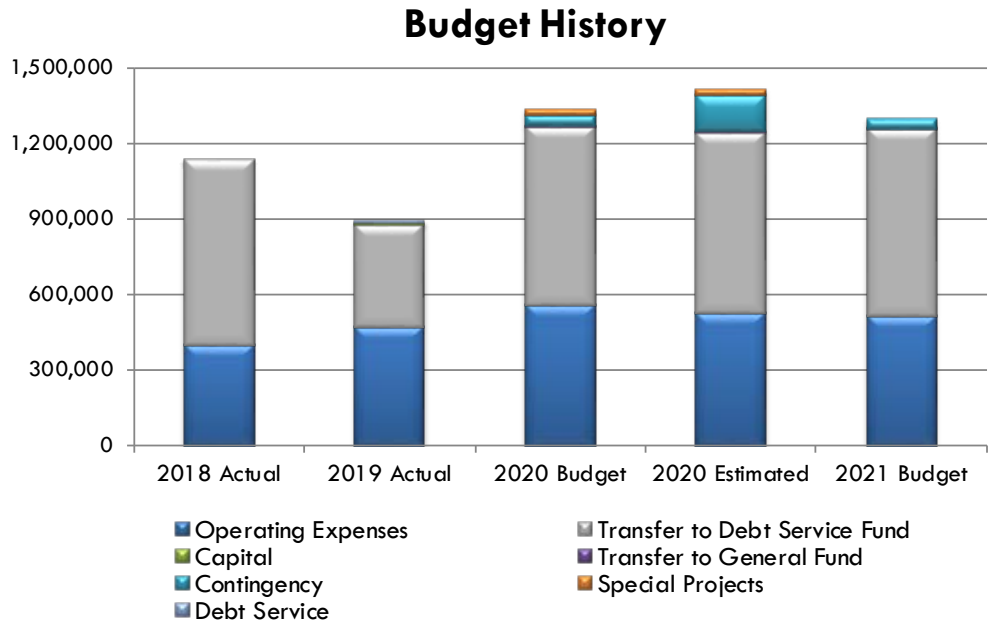
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
SUPPLIES							
4610	Office Supplies	2,280	2,297	2,000	2,000	2,000	0%
4611	Postage	3,281	2,381	2,500	1,500	1,500	-40%
4612	Supplies and Equipment	59,914	61,319	52,800	43,000	46,800	-11%
4616	Chemicals	34,481	36,956	34,650	34,650	30,000	-13%
4620	Utilities	149,950	146,303	150,000	142,000	140,000	-7%
4626	Fuel	2,033	2,089	1,525	1,525	1,525	0%
4630	Meeting/Appreciation Supplies	-	-	3,300	3,300	2,050	-38%
4642	Signs	-	-	-	-	-	N/A
4649	Repair and Maint. Supplies	42,714	7,135	25,500	8,200	10,000	-61%
4661	Uniforms	2,980	3,524	1,500	800	1,000	-33%
4662	Safety Equipment	-	-	1,000	1,000	2,000	100%
4690	Supplies for Resale	4,997	4,158	5,000	4,000	3,000	-40%
		302,630	266,162	279,775	241,975	239,875	-14%
CAPITAL EQUIPMENT							
4720	Construction/Landscaping	-	-	5,000	-	-	-100%
4741	Land Acquisition	-	-	-	-	-	N/A
4742	Mobile Equipment	-	24,154	-	-	-	N/A
4743	Furniture and Equipment	61,963	57,248	261,200	200,700	25,700	-90%
4744	Computer Equipment	-	3,617	12,900	12,900	12,900	0%
		61,963	85,019	279,100	213,600	38,600	-86%
SPECIAL PROJECTS							
4825	Traffic Study/PROST Plan	-	-	25,000	25,000	-	-100%
		-	-	25,000	25,000	-	-100%
CONTINGENCY							
4850	Contingency	-	-	40,000	40,000	40,000	
4852	COVID Contingency	-	-	-	100,000	-	N/A
		-	-	40,000	140,000	40,000	0%
TRANSFER TO OTHER FUNDS							
4915	Transfer to Debt Service Fund	734,500	403,206	712,100	718,600	739,200	4%
4950	Transfer to General Fund	-	-	6,000	6,000	6,000	-100%
		734,500	403,206	718,100	724,600	745,200	4%
DEBT SERVICE							
4775	Bond Issuance Costs	-	8,981	-	-	-	N/A
4975	Underwriters Discount	-	395	-	-	-	N/A
		-	9,376	-	-	-	N/A
TOTAL EXPENSES		**2,499,283**	**2,321,239**	**3,100,900**	**2,914,850**	**2,696,475**	**-13%**

Community Center Fund
Administration

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 233,307	$ 277,329	$ 326,600	$ 313,900	$ 323,400	-1%
Personnel Services, Benefits	58,856	69,247	90,750	89,825	79,300	-13%
Purchased Professional Services	29,567	30,166	29,600	22,600	15,000	-49%
Purchased Property Services	49,762	51,437	59,000	59,000	57,275	-3%
Other Purchased Services	9,271	29,154	32,700	27,700	30,200	-8%
Supplies	17,659	14,654	15,000	13,000	9,250	-38%
Operating Expenses	$ 398,422	$ 471,987	$ 553,650	$ 526,025	$ 514,425	-7%
Transfer to Debt Service Fund	734,500	403,206	712,100	718,600	739,200	4%
Transfer to General Fund	-	-	6,000	6,000	6,000	0%
Special Projects	-	-	25,000	25,000	-	-100%
Contingency	-	-	40,000	405,050	40,000	0%
Capital	-	27,771	27,900	12,900	27,900	0%
Debt Service	-	9,376	-	-	-	N/A
Total Expense	**$1,132,922**	**$ 912,340**	**$1,364,650**	**$1,693,575**	**$1,327,525**	**-3%**

MISSION

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



Community Center Fund
Administration

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- The Fruita Community Center was impacted in all areas by the COVID-19 Pandemic in 2020. The facility was shut down on Sunday, March 15 and did not reopen until Monday, May 11. Upon reopening, the hours of operation were reduced throughout the week, including remaining closed on Sundays. The facility was utilized strictly for fitness upon initial reopening. Further reopening transitioned to lap swimming and limited water aerobics on Monday, June 1 for fitness use and opened for family swimming on Saturday, June 13 utilizing both the indoor and outdoor pools.
- Pass revenues were impacted when monthly billing for March, April, and May were cancelled. A COVID punch pass was introduced during the months that monthly billing was suspended.
- The Fruita Community Center experienced 41,736 paid visits from January to March 15. Visits in 2020 were tracking a little lower than 2019, which during the same time period had 42,561 visits. When the facility reopened in May, the average day visit count was 16 visits. Once the building opened the swimming pools, the daily average visit count was 266. To date (July 20) we have recorded 52,818 visits. This is 61,152 less visits than in 2019 during this time.
- Pass fees remained the same in 2020. Comparing through June 2020, pass revenues are down $270,401 from June of 2019 with revenues being $251,865 on June 30, 2020.

Community Center Fund
Administration

- The Silver & Fit program has experienced a decrease with 132 registered participants. Three dollars are paid by health insurance organizations to the FCC for each Silver & Fit visit. Silver Sneakers increased their visit amount to $3.25 per visit (up to $30 per month) and has increased to 1,977 registered participants.
- Facility rentals were impacted when the weekly Calvary Church services were cancelled from March 15 until June 7 during the COVID closure. They continue to be our largest contributor to meeting room rentals. All pool party and outdoor pool shelter reservations have been cancelled and are still not being scheduled. The facility began accepting meeting room reservations in July, but renters must follow social distancing guidelines.
- Guest services retail sales is down from 2019. Through June 2020 revenue was $1,867 which is a decrease of $1,753 from the same time in 2019.
- The Mesa County Public Library also contributes approximately $6,000 annually, which offsets their utility costs.
- During the COVID-19 building shut down, many projects were completed. The upstairs fitness area and fitness studio lights were converted to LED. All hallways, offices, meeting rooms, senior center, and the pump room lights were converted to LED. The men's and women's restroom doors were converted to push buttons making them ADA accessible. The facility sound system was upgraded and simplified. The outdoor pool sound system was installed allowing lifeguards to make announcements and have music when the outdoor pool is open.
- Marketing efforts in 2020 saw the re-visitation of target audience advertising. This was put on hold in April during the COVID pandemic and will be resumed upon our request.
- The Fruita Community Center continues to be a host site for many events. The FCC hosted in 2020 the following events: Chamber of Commerce Annual Dinner, Sweetheart 5K & 10K, An Evening of Art, and the Easter Egg Scramble (in drive thru format). We anticipate being able to host: Dog Dayz, Holiday Arts and Crafts Fair and Cookies and Claus. This however may change based on the COVID-19 guidelines at the time of the event. The events cancelled due to the COVID pandemic were: 9 Health Fair and Bike Rodeo.
- A Youth Scholarship Golf Tournament was established in April 2016. We anticipate being able to reschedule the 2020 Golf Tournament in October. In previous years, these funds have been used to provide no cost programs and also purchase summer passes (3 Month) to the FCC for youth who may not otherwise be able to visit the facility.

GOALS

- Continually improve and promote safety, cleanliness and customer service at the FCC.
- Consistently implement facility policies and procedures and make adjustments based on public and internal feedback.
- Gain a better understanding of patron usage and cancellation motivations.

- Expand marketing techniques to help increase all room rentals and daily visits to meet budgeted revenue amounts in 2021.

PERFORMANCE MEASURES

- Establish a tracking system to monitor customer feedback through comment cards, phone calls and e-mail to ensure that cleanliness standards are being met. Respond to comments within one business day and record actions and outcomes.
- To increase patron compliance of policies and procedures, increase staff and community awareness of FCC Policies and Procedures Handbook using a variety of informational and educational messaging options to include print, social media and staff meeting
- Provide monthly reports to the Recreation Superintendent on pass cancellations, including the patrons reason for cancelling. In addition, gather information from new pass holders on how they heard about the FCC and why they obtained a pass
- Increase overall usage of the FCC, including room rentals and visitation through the creation and implementation of a detailed marketing and promotions plan.

BUDGET HIGHLIGHTS

- As we emerge from the impacts of COVID-19 and a drop in visitation and revenues, the following formula was used to estimate all revenues for the FCC: 40% of 2019 revenues for the first 4 months, 60% of revenues for the next four months and 75% of revenues for the final 4 months of 2019. 2021 revenues overall are estimates to be 57% of 2019.
- Due to decrease revenues the following expense areas have been reduced:
    - Professional Development to only include CPR certifications
    - Printing as we migrate the Activity Guide to a greater online presence
    - Meeting Supplies
    - Supplies and Equipment
    - Supplies for resale
    - Postage
- Meeting room tables and chairs were included for Capital Equipment replacement – this was originally scheduled for 2020 but moved to 2021

Community Center Fund

Administration

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
127-451-22-4111	Salaries, Full time	105,997	149,040	176,600	176,600	185,150	5%
127-451-22-4120	Part Time	123,234	124,706	145,350	133,350	133,850	-8%
127-451-22-4130	Overtime	4,076	3,583	4,650	3,950	4,400	-5%
		233,307	277,329	326,600	313,900	323,400	-1%
PERSONNEL SERVICES, BENEFITS							
127-451-22-4210	Health Insurance	35,491	40,251	56,400	56,400	44,800	-21%
127-451-22-4220	FICA Payroll Expense	14,299	16,916	20,250	19,500	20,050	-1%
127-451-22-4221	Medicare Payroll Expense	3,344	3,956	4,750	4,575	4,700	-1%
127-451-22-4230	Retirement Contribution	4,725	7,015	7,950	7,950	8,350	5%
127-451-22-4250	Unemployment Insurance	700	822	1,000	1,000	1,000	0%
127-451-22-4260	Workers Comp Insurance	297	287	400	400	400	0%
		58,856	69,247	90,750	89,825	79,300	-13%
PURCHASED PROFESSIONAL SERVICES							
127-451-22-4310	Professional Development	5,142	8,925	5,800	1,800	600	-90%
127-451-22-4343	Credit Card Fees	24,416	21,215	23,500	20,500	14,100	-40%
127-451-22-4345	Background Investigations	9	26	300	300	300	0%
		29,567	30,166	29,600	22,600	15,000	-49%
PURCHASED PROPERTY SERVICES							
127-451-22-4430	Service Contracts	13,885	15,376	17,000	17,000	16,250	-4%
127-451-22-4435	Fleet Maintenance Charges	-	-	1,200	1,200	125	-90%
127-451-22-4438	IT Services	35,877	36,061	40,800	40,800	40,900	0%
		49,762	51,437	59,000	59,000	57,275	-3%
OTHER PURCHASED SERVICES							
127-451-22-4520	Property Insuarnce	-	20,000	20,800	20,800	20,800	0%
127-451-22-4530	Telephone	1,200	1,075	900	900	900	0%
127-451-22-4550	Printing	6,932	7,331	4,500	2,500	2,000	-56%
127-451-22-4553	Advertising & Promotion	1,139	748	6,500	3,500	6,500	0%
		9,271	29,154	32,700	27,700	30,200	-8%
SUPPLIES							
127-451-22-4610	Office Supplies	2,280	2,206	2,000	2,000	2,000	0%
127-451-22-4611	Postage	3,281	2,381	2,500	1,500	1,500	-40%
127-451-22-4612	Supplies and Equipment	6,169	5,050	3,000	3,000	2,000	-33%
127-451-22-4630	Meeting/Appreciation Sup	-	-	2,000	2,000	750	-63%
127-451-22-4661	Uniforms	932	859	500	500	-	-100%
127-451-22-4690	Supplies for Resale	4,997	4,158	5,000	4,000	3,000	-40%
		17,659	14,654	15,000	13,000	9,250	-38%
CAPITAL EQUIPMENT							
127-451-22-4742	Mobile Equipment	-	24,154	-	-	-	N/A
127-451-22-4743	Furniture and Equipment	-	-	15,000	-	15,000	0%
127-451-22-4744	Computer Equipment	-	3,617	12,900	12,900	12,900	0%
		-	27,771	27,900	12,900	27,900	0%

Community Center Fund

Administration

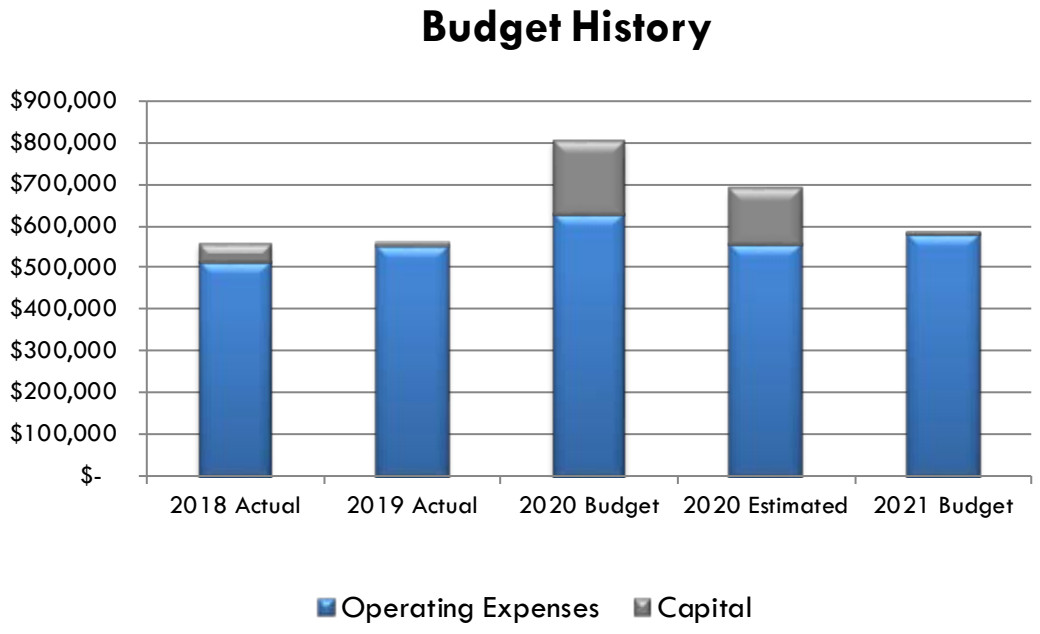
Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
SPECIAL PROJECTS							
127-451-22-4825	Traffic Study/PROST	-	-	25,000	25,000	-	-100%
		-	-	25,000	25,000	-	-100%
CONTINGENCY							
127-451-22-4850	Contingency	-	-	40,000	40,000	40,000	0%
127-451-22-4850	COVID Contingency	-	-	-	100,000	-	
		-	-	40,000	140,000	40,000	0%
TRANSFERS TO OTHER FUNDS							
127-451-22-4915	Transfer to Debt Service	734,500	403,206	712,100	718,600	739,200	4%
127-451-22-4930	Transfer to Capital Projects	-	-	-	-	-	N/A
127-451-22-4950	Transfer to General Fund	-	-	6,000	6,000	6,000	0%
		734,500	403,206	718,100	724,600	745,200	4%
DEBT SERVICE							
127-451-22-4775	Bond Issuance Costs	-	8,981	-	-	-	N/A
127-451-22-4975	Underwriters Discount	-	395	-	-	-	N/A
		-	9,376	-	-	-	N/A
TOTAL EXPENSES		**1,132,922**	**912,340**	**1,364,650**	**1,428,525**	**1,327,525**	**-3%**

Community Center Fund
Aquatics

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 408,285	$ 436,289	$ 505,500	$ 438,600	$ 463,650	-8%
Personnel Services, Benefits	54,703	63,744	74,700	69,525	72,200	-3%
Purchased Professional Services	5,493	7,812	5,200	4,000	3,700	-29%
Purchased Property Services	-	-	-	-	-	N/A
Other Purchased Services	300	525	600	600	600	0%
Supplies	44,917	43,998	41,525	40,200	36,500	-12%
Operating Expenses	$ 513,698	$ 552,368	$ 627,525	$ 552,925	$ 576,650	-8%
Capital	43,388	9,029	177,700	135,200	9,200	-95%
Total Expense	**$ 557,086**	**$ 561,397**	**$ 805,225**	**$ 688,125**	**$ 585,850**	**-27%**

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



Community Center Fund
Aquatics

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- Adjusted schedules and operations to meet public health guidelines due to COVID-19. This included closing the pools for two months and reopening them on a modified schedule and capacity limits.

- The Aquatics staff received the 2019 Gold Standard American Red Cross award for our popular swim lesson program. We had over 1,000 swim lesson registrations throughout the year. Prior to the shutdown due to the pandemic, private swim lessons numbers were up.

- The safety of patrons continues to be our top priority. Monthly in-service trainings were conducted focusing on preventive action, rescues and first–aid. We have implemented additional weekly skill and fitness practice for lifeguards in order to meet our continuing training requirements as an American Red Cross facility. Periodic audits of lifeguard's skills were conducted in 2020. Preventive lifeguarding techniques were continually refined and practiced in order to keep our facility safe.

- Multiple staff CPR/FA, and Lifeguard certifications were updated and renewed. Several dry-land as well as in water certification classes were completed before the community center reopened. We have hired several new lifeguards and promoted current lifeguards to the manager position.
- Brand new outdoor speaker and PA system was added for background music for leisure as well as a built-in PA system for emergencies or alerts.
- All records were maintained as required by the state and county health codes. Records

were monitored and reviewed regularly and adjusted to ensure water sanitation and safety. Our facility passed all inspections by Mesa County Health with no issues.

- Brand new guard furniture was purchased (Desk, Towel shelf, bookshelf) as well as a new set of lockers were donated for the guards.
- We purchased 9 new black/blue/white lane lines for indoor and outdoor lap pools as well as brand new backstroke flags with the new Fruita logo on them.
- Re-plastered the indoor pool and added a new indoor water feature

GOALS

- Adjust operations based on COVID-19 social distancing guidelines to maximize pool visitation and usage, including programmatic offerings.
- Take a proactive approach to marketing and increasing program revenue as well as daily visit attendance.
- Reduce closures/Aquatic Fecal Releases (AFR) of pool.

PERFORMANCE MEASURES

- Follow and understand public health guidelines and match operational procedures and activities to meet those guidelines while ensuring the highest pool usage as possible.
- Increase pool usage and program participation to pre-COVID numbers through community messaging, marketing and using tools such as peach jar, Facebook and reaching out to groups that have the target audience we are looking for (ex. home school groups, church groups, Fit4mom /Stroller striders).
- Create new material to educate patrons on AFR's via signage, social media, and personal interaction with patrons. In addition, provide four training opportunities such as CPO/ AFO classes or webinars on pool water chemistry to pool managers.

BUDGET HIGHLIGHTS

- Reduced Professional Development
- Reduced personnel costs and chemical usage as we anticipate lower usage/bather loads throughout the year
- Reduced supplies and equipment to $1,375 but added $1,000 to safety supplies
- Capital equipment includes the following:
    - Replacement of Outdoor Pool Lift - $6,000
    - Replace of drain covers in outdoor pool and hot tub - $3,200

Community Center Fund

Aquatics

Expenses

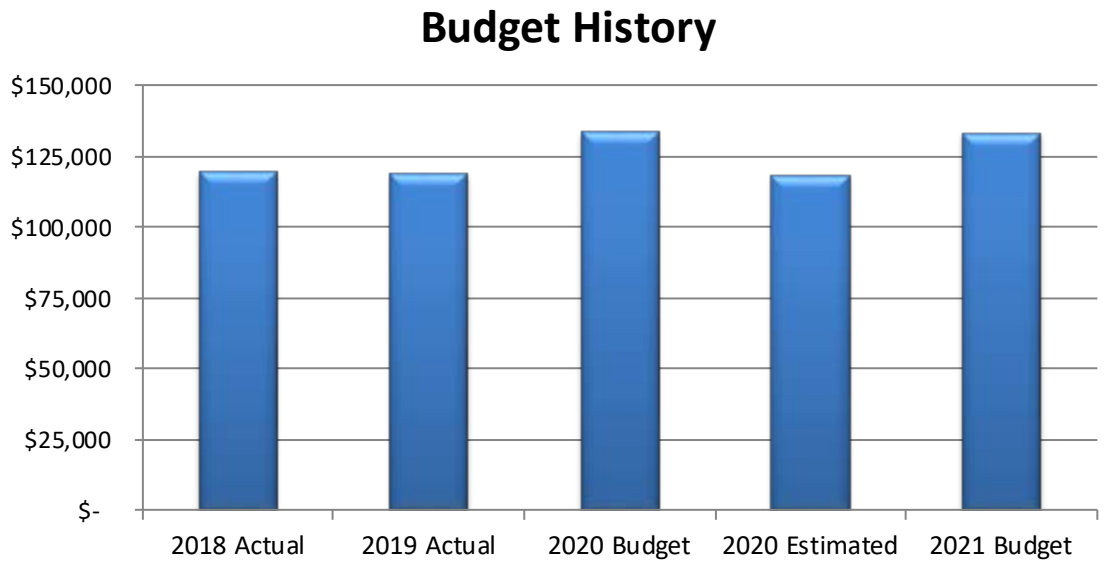
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
127-451-23-4111	Salaries, Full time	43,874	77,027	90,400	90,400	95,450	6%
127-451-23-4120	Part Time	354,252	349,477	404,000	339,000	359,000	-11%
127-451-23-4125	Contract Labor	840	-	-	-	-	N/A
127-451-23-4130	Overtime	9,319	9,785	11,100	9,200	9,200	-17%
		408,285	436,289	505,500	438,600	463,650	-8%
PERSONNEL SERVICES, BENEFITS							
127-451-23-4210	Health Insurance	7,059	14,406	17,000	17,000	18,400	8%
127-451-23-4220	FICA Payroll Expense	25,508	27,295	31,350	27,350	28,800	-8%
127-451-23-4221	Medicare Payroll Expense	5,966	6,383	7,350	6,450	6,750	-8%
127-451-23-4230	Retirement Contribution	1,952	3,466	4,100	4,100	4,300	5%
127-451-23-4250	Unemployment Insurance	1,222	1,319	1,550	1,550	1,400	-10%
127-451-23-4260	Workers Comp Insurance	12,996	10,875	13,350	13,075	12,550	-6%
		54,703	63,744	74,700	69,525	72,200	-3%
PURCHASED PROFESSIONAL SERVICES							
127-451-23-4310	Professional Development	2,172	4,806	1,600	400	100	-94%
127-451-23-4314	Red Cross Certifications	3,321	2,851	3,000	3,000	3,000	0%
127-451-23-4345	Background Investigations	-	155	600	600	600	0%
		5,493	7,812	5,200	4,000	3,700	-29%
PURCHASED PROPERTY SERVICES							
127-451-23-4423	Pool Repair and Maintenance	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
OTHER PURCHASED SERVICES							
127-451-23-4530	Telephone	300	525	600	600	600	0%
127-451-23-4553	Advertising	-	-	-	-	-	N/A
		300	525	600	600	600	0%
SUPPLIES							
127-451-23-4610	Office Supplies	-	86	-	-	-	N/A
127-451-23-4612	Supplies and Equipment	9,082	5,071	4,875	3,875	3,500	-28%
127-451-23-4616	Chemicals	34,481	36,956	34,650	34,650	30,000	-13%
127-451-23-4630	Meeting/Appreciation Supplie	-	-	500	500	500	0%
127-451-23-4661	Uniforms	1,354	1,885	500	175	500	0%
127-451-23-4662	Safety Equipment	-	-	1,000	1,000	2,000	100%
		44,917	43,998	41,525	40,200	36,500	-12%
CAPITAL EQUIPMENT							
127-451-23-4743	Furniture and Equipment	43,388	9,029	177,700	135,200	9,200	-95%
		43,388	9,029	177,700	135,200	9,200	-95%
TOTAL EXPENSES		**557,086**	**561,397**	**805,225**	**688,125**	**585,850**	**-27%**

Community Center Fund
Youth Activities

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 74,763	$ 74,846	$ 80,900	$ 76,900	$ 82,850	2%
Personnel Services, Benefits	23,094	20,709	30,650	30,625	32,450	6%
Purchased Professional Services	4,319	8,977	8,300	4,550	4,450	-46%
Other Purchased Services	2,618	2,694	3,500	300	3,500	0%
Supplies	14,424	11,157	9,800	5,800	9,800	0%
Operating Expenses	$ 119,218	$ 118,383	$ 133,150	$ 118,175	$ 133,050	0%
Capital	-	-	-	-	-	N/A
Total Expense	**$ 119,218**	**$ 118,383**	**$ 133,150**	**$ 118,175**	**$ 133,050**	**0%**

MISSION

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



Community Center Fund
Youth Activities

RESPONSIBILITIES

- DinoMites Summer Camp was able to secure a contract with Shelledy Elementary and hold the first 7 weeks of DinoMites Summer Camp there and the last 2 weeks were held at the FCC.
- Work closely with the Colorado Department of Human Services to ensure all rules and regulations are being followed properly for youth camps. Maintain and update staff certifications as required by state licensure.
- Provide a safe and welcoming atmosphere for participants.
- Promote programs using e-blasts, social media, flyers, the activity guide, Peachjar, and other new found strategies.

PRIOR YEAR ACCOMPLISHMENTS

- 2020 was another good year for the DinoMites Summer Camp. DinoMites had to lower maximums to 30, down from 45 because of COVID-19. At the beginning DinoMites were split into 3 groups of 10 to remain consistent and adhere to the COVID-19 guidelines. Staff were required to wear masks inside and masks were recommended for children but not required. Due to the strict COVID-19 guidelines, extra staff were hired to clean and sanitize throughout the day. Each week included activities, crafts, science experiments, swimming and a walking field trip since field trips were cancelled due to COVID-19. The registration process was changed to help accommodate parents who cannot pay for the entire summer up front. Billing occurred weekly on Mondays to lessen the burden on parents and the camp director. This new process proved to work very smooth.
- DinoMites Days-Off Camp is designed for parents who need care for their children for days local schools are not in session during the school year. The cost is $30 ($40 day of registration) a day for participants and is also seeing increased participation. Due to COVID-19 Spring Break Days-Off Camp was cancelled.
- Night at the FCC is held four times per year at the Community Center for 5th-7th grade students on Friday evenings from 7:00-10:00pm. Each event is themed and includes food, dancing, swimming, photo booth and bump 'n jump. Night at the FCC continues to be a popular event for youth. January 2020 brought 340 kids and March 2020 was cancelled due to COVID-19

GOALS

- Offer a safe and quality camp experience for youth by following state licensing guidelines.
- Improve the overall experience for youth at the Nite at the FCC

Community Center Fund
Youth Activities

PERFORMANCE MEASURES

- Have zero state licensing violations for Dinomites Summer Day Camp and Days-Off by hiring staff early in the process to allow for appropriate training. Continue on-going training and constant review of staff handbook in relation to licensing guidelines.
- Establish a satisfaction baseline by surveying Nite at the FCC participants. Utilize the Fruita Youth Action Council to establish a code of conduct for participants at the Nite at the FCC.

BUDGET HIGHLIGHTS

- Reduced Professional Development by $750. Maintianed nursing consultant fees and CPR Certifications.
- Reduced Entertainment by $3,100 as we anticipate not having Nite at the FCC in the Spring.
- Will utilize $1,000 from Supplies and Equipment to subscribe to web based software that will track medical records and compliance for summer camp patrons as well as provide for emergency notifications to parents and guardians.

Community Center Fund
Youth Activities

Expenses

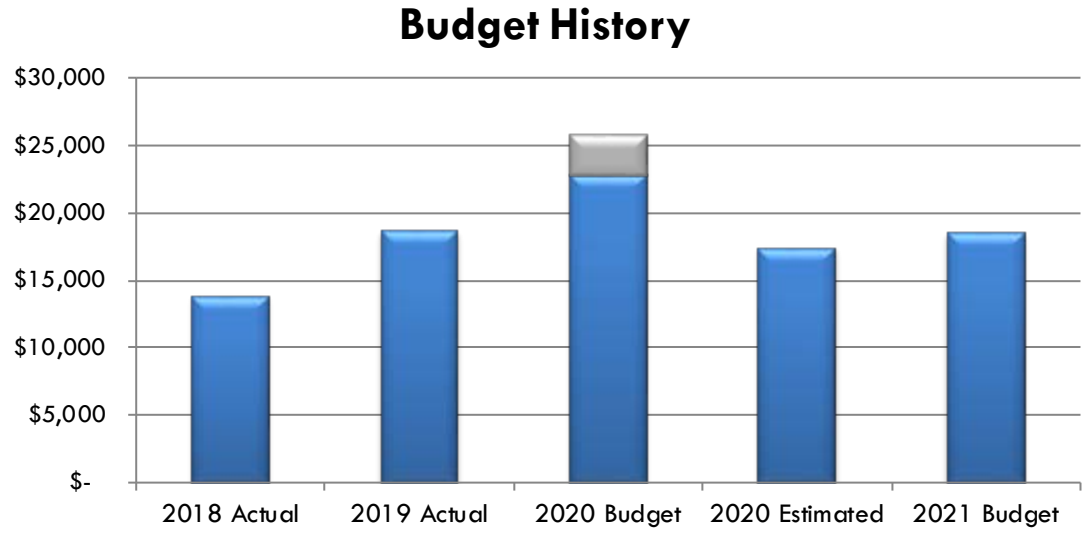
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
127-451-24-4111	Salaries, Administrative	43,874	37,076	43,400	43,400	44,500	3%
127-451-24-4120	Part Time	30,344	37,579	37,000	33,000	37,800	2%
127-451-24-4130	Overtime	545	191	500	500	550	10%
		74,763	74,846	80,900	76,900	82,850	2%
PERSONNEL SERVICES, BENEFITS							
127-451-24-4210	Health Insurance	12,987	11,083	20,000	20,000	21,600	8%
127-451-24-4220	FICA Payroll Expense	4,380	4,526	5,050	4,800	5,150	2%
127-451-24-4221	Medicare Payroll Expense	1,025	1,058	1,200	1,150	1,200	0%
127-451-24-4230	Retirement Contribution	1,952	1,669	2,000	2,000	2,000	0%
127-451-24-4250	Unemployment Insurance	224	221	250	250	250	0%
127-451-24-4260	Workers Comp Insurance	2,526	2,152	2,150	2,425	2,250	5%
		23,094	20,709	30,650	30,625	32,450	6%
PURCHASED PROFESSIONAL SERVICES							
127-451-24-4310	Professional Development	1,920	2,176	1,500	750	750	-50%
127-451-24-4345	Background Investigations	9	390	600	600	600	0%
127-451-24-4350	Entertainment	2,390	6,411	6,200	3,200	3,100	-50%
		4,319	8,977	8,300	4,550	4,450	-46%
OTHER PURCHASED SERVICES							
127-451-24-4530	Telephone	-	-	300	300	300	0%
127-451-24-4580	Travel Activities	2,618	2,694	3,200	-	3,200	0%
		2,618	2,694	3,500	300	3,500	0%
SUPPLIES							
127-451-24-4612	Supplies and Equipment	14,424	11,157	9,500	5,500	9,500	0%
127-451-24-4630	Meeting/Appreciation Supplies	-	-	300	300	300	0%
		14,424	11,157	9,800	5,800	9,800	0%
TOTAL EXPENSES		**119,218**	**118,383**	**133,150**	**118,175**	**133,050**	**0%**

Community Center Fund
Athletics

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 10,819	$ 15,132	$ 16,100	$ 13,100	$ 14,250	-11%
Personnel Services, Benefits	663	574	1,325	1,175	1,150	-13%
Purchased Professional Services	127	-	250	250	250	0%
Other Purchased Services	125	-	250	-	-	-100%
Supplies	2,079	2,927	4,800	2,800	2,800	-42%
Operating Expenses	$ 13,813	$ 18,633	$ 22,725	$ 17,325	$ 18,450	-19%
Capital	-	-	3,000	-	-	-100%
Total Expense	**$ 13,813**	**$ 18,633**	**$ 25,725**	**$ 17,325**	**$ 18,450**	**-28%**

MISSION

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



Community Center Fund
Athletics

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

Due to COVID-19, many programs were cancelled, including Adult Co-ed Volleyball, Adult Basketball (Started but cancelled) PeeWee Soccer. Junior Jammers, Youth Volleyball and one Future Cats basketball camp was held prior to the pandemic. Registration numbers in these programs remain consistent with previous year registrations.

ATHLETIC PROGRAM REGISTRATIONS

	Season	2014	2015	2016	2017	2018	2019	2020
Pee Wee Soccer Spring	Spring	47	36	38	27	22	30	n/a
Pee Wee Soccer Fall	Fall	20	12	20	23	26	29	TBD
Youth Volleyball	Winter			89	114	115	104	70
Junior Jammers	Winter	13	15	16	12	27	40	37
Basketball Skills Camp/Clinics	All	145	113	70	93	77	175	61
Adult Basketball	All				14	14	14	n/a
Adult Co-Ed Volleyball	Spring/Fall	12	7	14	13	16	15	n/a
Speed and Agility Camp	All						52 +W	11

GOALS

- Evaluate all athletic and activities programs currently offered as well as new programs to ensure we are meeting the needs of the community by utilizing program evaluations.
- Implement a staff and volunteer coach training program for each athletic program to ensure staff are professional and well trained.
- Develop and maintain relationships with schools for shared spaces to allow practices and games to be held at local schools and not at the FCC.

Community Center Fund
Athletics

PERFORMANCE MEASURES

- Use an evaluation form to present to parents at games and have fill out in person. Looking to get a return rate higher than 50%
- Establish 80% satisfactory rating for all Athletics Programs from evaluations. Participation in a staff training program will ensure that participants and parents are more satisfied with quality of our programs.
- Secure enough gymnasium space to allow 2 practices per week per team and all games for youth basketball and volleyball at local schools.

BUDGET HIGHLIGHTS

- Reduced Supplies and Equipment by $2,000 to reflect previous years expenses.
- Increased background Investigations to reflect previous years expenses
- Removed funding for advertising and will rely on Activity Guide, Social Media

Community Center Fund
Athletics

Expenses

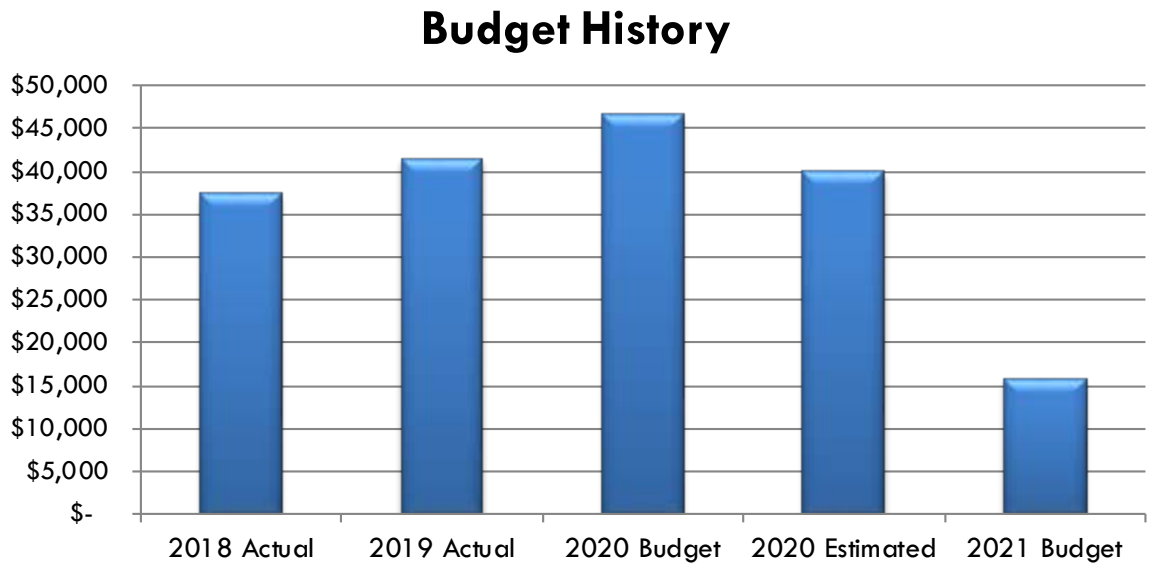
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
127-451-25-4111	Salaries, Administrative	83	(83)	-	-	-	N/A
127-451-25-4120	Part Time	7,999	7,307	12,100	10,100	10,250	-15%
127-451-25-4120	Contract Labor	2,737	7,908	4,000	3,000	4,000	0%
127-451-25-4130	Overtime	-	-	-	-	-	N/A
		10,819	15,132	16,100	13,100	14,250	-11%
PERSONNEL SERVICES, BENEFITS							
127-451-25-4210	Health Insurance	-	-	-	-	-	N/A
127-451-25-4220	FICA Payroll Expense	515	451	750	625	650	-13%
127-451-24-4221	Medicare Payroll Expense	120	105	175	150	150	-14%
127-451-25-4230	Retirement Contribution	4	(4)	-	-	-	N/A
127-451-25-4250	Unemployment Insurance	24	22	50	50	50	0%
127-451-25-4260	Workers Comp Insurance	-	-	350	350	300	-14%
		663	574	1,325	1,175	1,150	-13%
PURCHASED PROFESSIONAL SERVICES							
127-451-25-4310	Professional Development	-	-	-	-	-	N/A
127-451-25-4345	Background Investigations	127	-	250	250	250	0%
127-451-25-4350	Entertainment	-	-	-	-	-	N/A
		127	-	250	250	250	0%
OTHER PURCHASED SERVICES							
127-451-25-4553	Advertising	125	-	250	-	-	-100%
		125	-	250	-	-	-100%
SUPPLIES							
127-451-25-4612	Supplies and Equipment	2,079	2,927	4,500	2,500	2,500	-44%
127-451-25-4630	Meeting/Appreciation Supplies	-	-	300	300	300	0%
		2,079	2,927	4,800	2,800	2,800	-42%
CAPITAL							
127-451-25-4743	Furniture and Equipment	-	-	3,000	-	-	-100%
		-	-	3,000	-	-	-100%
TOTAL EXPENSES		**13,813**	**18,633**	**25,725**	**17,325**	**18,450**	**-28%**

Community Center Fund
Child Care

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 33,612	$ 36,720	$ 41,900	$ 36,100	$ 14,100	-66%
Personnel Services, Benefits	2,956	3,178	3,550	3,125	1,300	-63%
Purchased Professional Services	113	372	400	300	100	-75%
Supplies	643	1,165	650	350	200	-69%
Operating Expenses	$ 37,324	$ 41,435	$ 46,500	$ 39,875	$ 15,700	-66%
Capital	-	-	-	-	-	N/A
Total Expense	**$ 37,324**	**$ 41,435**	**$ 46,500**	**$ 39,875**	**$ 15,700**	**-66%**

MISSION

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



Community Center Fund
Child Care

RESPONSIBILITIES

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

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

PRIOR YEAR ACCOMPLISHMENTS

Rec Rats until COVID-19 continued to provide a safe, clean, and friendly service to our pass holders.

- 41 - 20 Punch Cards have been purchased through March 2020.
- 13 - 40 Punch Cards have been purchased through March 2020
- 13 - ½ hour drop in increments sold through March 2020.
- 9 - 1 hour drop in increments sold through March 2020.

GOALS

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

PERFORMANCE MEASURES

- Provide staff training for incident reports. Also, staff training on how and when to talk to parents about behavioral issues. Striving to have a safe environment with 0 incident reports.
- Create comprehensive daily, weekly, and monthly schedules for cleaning and sanitizing surfaces and toys.
- When reopened, track expense and revenues and determine cost recovery and whether there is room for fee increases.

Community Center Fund
Child Care

BUDGET HIGHLIGHTS

- Budget, including personnel services, is based on offering Child Care starting on September 2021.
- Professional development funding has been eliminated.
- Reduced Supplies Equipment by $450
- Reduced Background checks by $100

Community Center Fund

Child Care

Expenses

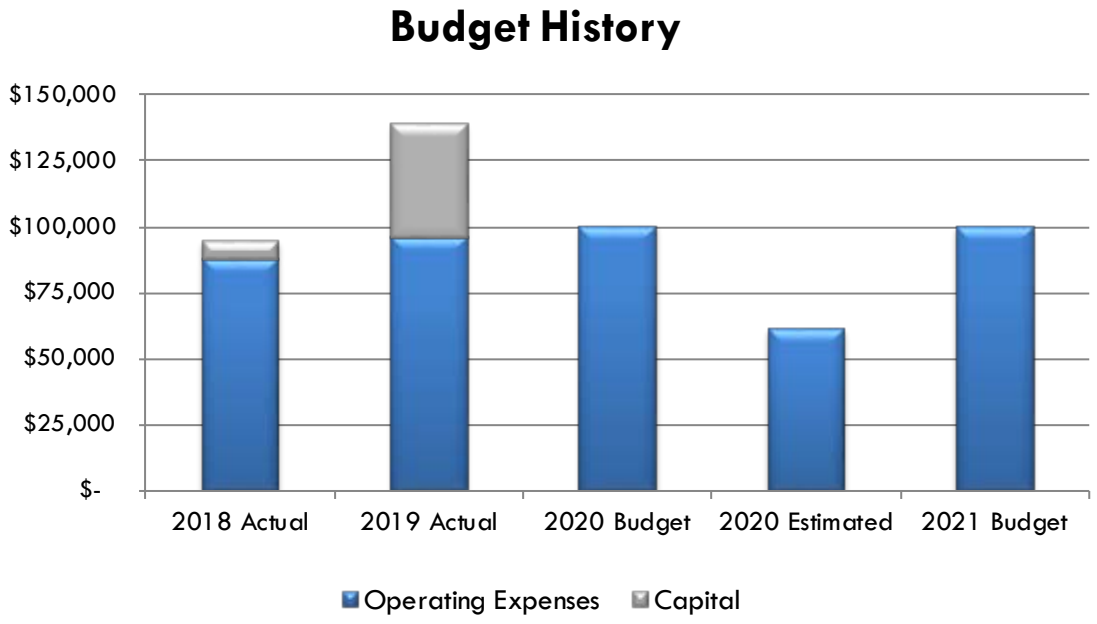
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
127-451-26-4111	Salaries, Administrative	-	-	-	-	-	N/A
127-451-26-4120	Part Time	32,637	35,700	40,600	34,800	14,100	-65%
127-451-26-4130	Overtime	975	1,020	1,300	1,300	-	-100%
		33,612	36,720	41,900	36,100	14,100	-66%
PERSONNEL SERVICES, BENEFITS							
127-451-26-4210	Health Insurance	-	-	-	-	-	N/A
127-451-26-4220	FICA Payroll Expense	2,163	2,351	2,600	2,250	900	-65%
127-451-26-4221	Medicare Payroll Expense	506	550	600	525	250	-58%
127-451-26-4230	Retirement Contribution	-	-	-	-	-	N/A
127-451-26-4250	Unemployment Insurance	101	113	150	150	50	-67%
127-451-26-4260	Workers Comp Insurance	186	164	200	200	100	-50%
		2,956	3,178	3,550	3,125	1,300	-63%
PURCHASED PROFESSIONAL SERVICES							
127-451-26-4310	Professional Development	113	225	200	100	-	-100%
127-451-26-4345	Background Investigations	-	147	200	200	100	-50%
		113	372	400	300	100	-75%
SUPPLIES							
127-451-26-4610	Office Supplies	-	6	-	-	-	N/A
127-451-26-4612	Supplies and Equipment	643	909	650	350	200	-69%
127-451-26-4661	Uniforms	-	250	-	-	-	N/A
		643	1,165	650	350	200	-69%
TOTAL EXPENSES		**37,324**	**41,435**	**46,500**	**39,875**	**15,700**	**-66%**

Community Center Fund
Fitness/Wellness Programs

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 78,418	$ 84,670	$ 89,250	$ 51,750	$ 89,700	1%
Personnel Services, Benefits	5,567	5,927	5,550	5,250	5,700	3%
Purchased Professional Services	1,679	2,564	2,500	1,700	1,700	-32%
Other Purchased Services	-	138	150	150	150	0%
Supplies	1,919	2,637	2,400	1,900	2,100	-13%
Operating Expenses	$ 87,583	$ 95,936	$ 99,850	$ 60,750	$ 99,350	-1%
Capital	7,034	43,255	-	-	-	N/A
Total Expense	**$ 94,617**	**$ 139,191**	**$ 99,850**	**$ 60,750**	**$ 99,350**	**-1%**

MISSION

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



Community Center Fund
Fitness/Wellness Programs

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- 2020 attendance numbers were up for fitness classes prior to the FCC closure due to the pandemic (due in large part to the addition of certified Silver Sneakers instructors and classes).
- Modified fitness equipment layouts for several phases of COVID-19 response, utilizing spaces throughout the FCC to obtain social distances for patrons while working out.
- With guidelines set forth by public health, current group exercise classes are averaging 6 patrons per class.
- In 2020 the speaker series was brought back to help education the community on various health topics. The January series had 18 attendees, however due to COVID-19 we had to cancel from March to December events.
- Continued work from 2019 on worn out upholstered weight equipment was completed during COVID-19 closure.
- A quarterly maintenance schedule with Mountain Fitness Services to clean, repair and check all fitness equipment regularly continued.

Community Center Fund
Fitness/Wellness Programs

GOALS

- Reduce down time of fitness equipment.
- Increase fitness class participation.
- Investigate the feasibility of offering therapeutic recreation and clinical exercise opportunities in a non-clinical setting.

PERFORMANCE MEASURES

- Once a month have a detailed walk though covering all preventative maintenance on equipment. Building Maintenance Coordinator to reduce equipment down time to less than 2 working days.
- Produce a fitness class schedule that meets patron's fitness needs and schedules, while working to fill classes and eliminate lower attendance classes to balance salaries budget. Promote the class schedule online through Facebook. Highlight fitness instructors on a quarterly basis through social media and kiosk located in the fitness area. Provide two fitness class incentive programs (and awards/prizes) for patrons.
- Research, create and develop a report on the feasibility of offering a Therapeutic Recreation.

BUDGET HIGHLIGHTS

- Reduced Professional Development to only allow for CPR certifications
- Reduced Supplies and Equipment by $300.

Community Center Fund

Fitness/Wellness Programs

Expenses

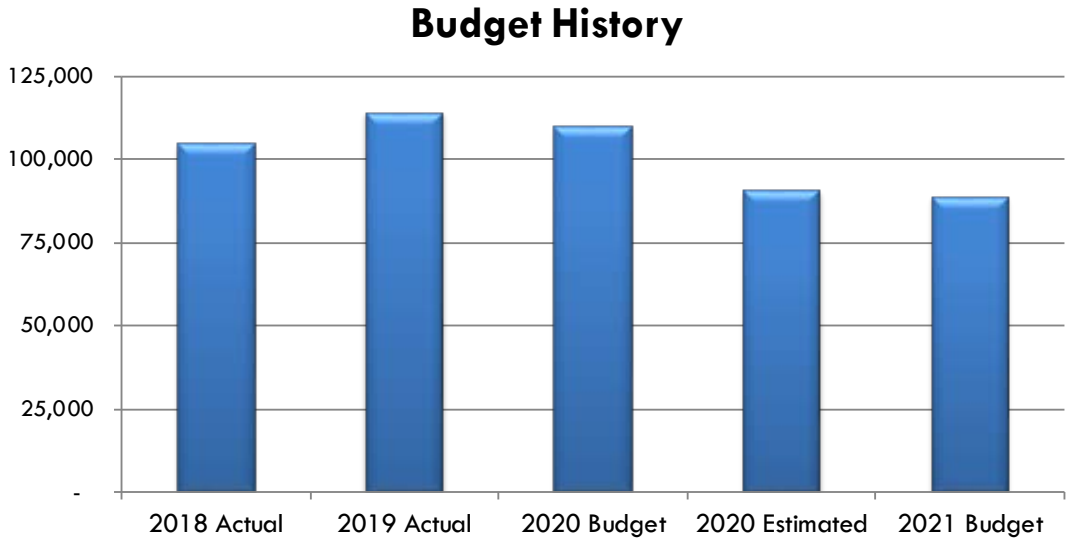
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
127-451-27-4111	Salaries, Administrative	-	-	-	-	-	N/A
127-451-27-4120	Part Time	46,638	53,974	50,900	50,900	52,200	3%
127-451-27-4125	Contract Labor	30,845	29,638	37,500	-	37,500	0%
127-451-27-4130	Overtime	935	1,058	850	850	-	-100%
		78,418	84,670	89,250	51,750	89,700	1%
PERSONNEL SERVICES, BENEFITS							
127-451-27-4210	Health Insurance	-	-	-	-	-	N/A
127-451-27-4220	FICA Payroll Expense	3,193	3,712	3,200	2,950	3,250	2%
127-451-27-4221	Medicare Payroll Expense	747	868	750	700	800	7%
127-451-27-4230	Retirement Contribution	-	-	-	-	-	N/A
127-451-27-4250	Unemployment Insurance	143	177	200	200	200	0%
127-451-27-4260	Workers Comp Insurance	1,484	1,170	1,400	1,400	1,450	4%
		5,567	5,927	5,550	5,250	5,700	3%
PURCHASED PROFESSIONAL SERVICES							
127-451-27-4310	Professional Development	1,679	2,338	2,200	1,400	1,400	-36%
127-451-27-4345	Background Investigations	-	226	300	300	300	0%
		1,679	2,564	2,500	1,700	1,700	-32%
OTHER PURCHASED SERVICES							
127-451-27-4530	Telephone	-	138	150	150	150	0%
		-	138	150	150	150	0%
SUPPLIES							
127-451-27-4610	Office Supplies	-	-	-	-	-	N/A
127-451-27-4612	Supplies and Equipment	1,619	2,364	2,300	1,800	2,000	-13%
127451-27-4630	Meeting/Appreciation Supplies	-	-	100	100	100	0%
127-451-27-4661	Uniforms	300	273	-	-	-	N/A
		1,919	2,637	2,400	1,900	2,100	-13%
CAPITAL EQUIPMENT							
127-451-27-4743	Furniture and Equipment	7,034	43,255	-	-	-	N/A
		7,034	43,255	-	-	-	N/A
TOTAL EXPENSES		**94,617**	**139,191**	**99,850**	**60,750**	**99,350**	**-1%**

Community Center Fund
Senior Programs

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 51,980	$ 55,103	$ 57,400	$ 55,700	$ 51,050	-11%
Personnel Services, Benefits	25,185	26,138	28,350	28,250	29,275	3%
Purchased Professional Services	2,678	2,294	1,900	300	1,200	-37%
Purchased Property Services	-	-	-	-	-	N/A
Other Purchased Services	20,463	23,502	19,000	5,000	4,450	-77%
Supplies	4,191	6,912	3,175	1,175	2,600	-18%
Operating Expenses	$ 104,497	$ 113,949	$ 109,825	$ 90,425	$ 88,575	-19%
Capital	-	-	-	-	-	N/A
Total Expense	**$ 104,497**	**$ 113,949**	**$ 109,825**	**$ 90,425**	**$ 88,575**	**-19%**

MISSION

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



Community Center Fund
Senior Programs

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- Senior services programs and events were popular and were filled to capacity with a wait list pre-pandemic. Seniors were able to participate in 2-day trip and 1 overnight trip organized by senior services staff. Day trips included Extended Hikes into Rabbit Valley & the Spanish Trail Gunnison Bluffs. Overnight trip included a trip to 2-Below Sleigh Ride. Day activities included Computer Classes, Mesa County Library – Fruita Branch in history classes on Frisco, CO. & Mining. Seniors also had the opportunity to participate in on-going activities such as Food for Thought, Bunco, Bingo for fun, Senior Socials, and lunch programs.
- As of March 2020, all senior programs had been put on hold due to the COVID-19 pandemic which closed the Fruita Senior Center, senior group gatherings and senior programs. Most programs continued online through the City website senior page, with online computer classes provided by the Senior Planet, AARP tax assistance, Fraud alerts, current COVID-19 guidelines, as well as many history, educational and entertainment classes/webinars. Mesa County Library, Alzheimer's Association, and Food distribution agencies provided additional assistance in education, online activities, and needed nutrition assistance. Monthly newsletters, senior webpage & online games such as bingo, virtual travel webinars & local history classes provided online social activities. Senior staff provided a program 'Fruita Loops' to check in on local seniors to assure their safety and well-being, bringing those an uplifting cheer with goodie bags, words of encouragement & motivational signs. Provided a program to seniors with shopping, yardwork & errand assistance with community volunteers. Senior staff delivered Meals on Wheels to those homebound daily & made contact by phone to assure senior wellbeing.

GOALS

- Evaluate current senior programs portfolio to determine appropriateness of content, populations served and cost recovery.
- Work with Fitness/Wellness & Aquatic staff to promote 'Silver' fitness programs

Community Center Fund
Senior Programs

PERFORMANCE MEASURES

- Utilize the Programs Assessment form to evaluate and assess all current program offering to determine whether they meet the overall senior community's needs and should or shouldn't be offered in the future.
- Return "silver' fitness participation levels when pandemic subsides by working with Fitness & Aquatic staff to develop marketing materials and provide interface with the senior populations

BUDGET HIGHLIGHTS

- Reduced Senior Travel by $14,000
- Reduced Professional Development by $700
- Eliminated funds in Marketing and Advertising - $550
- Reduced Supplies and Equipment by $575

Community Center Fund

Senior Programs

Expenses

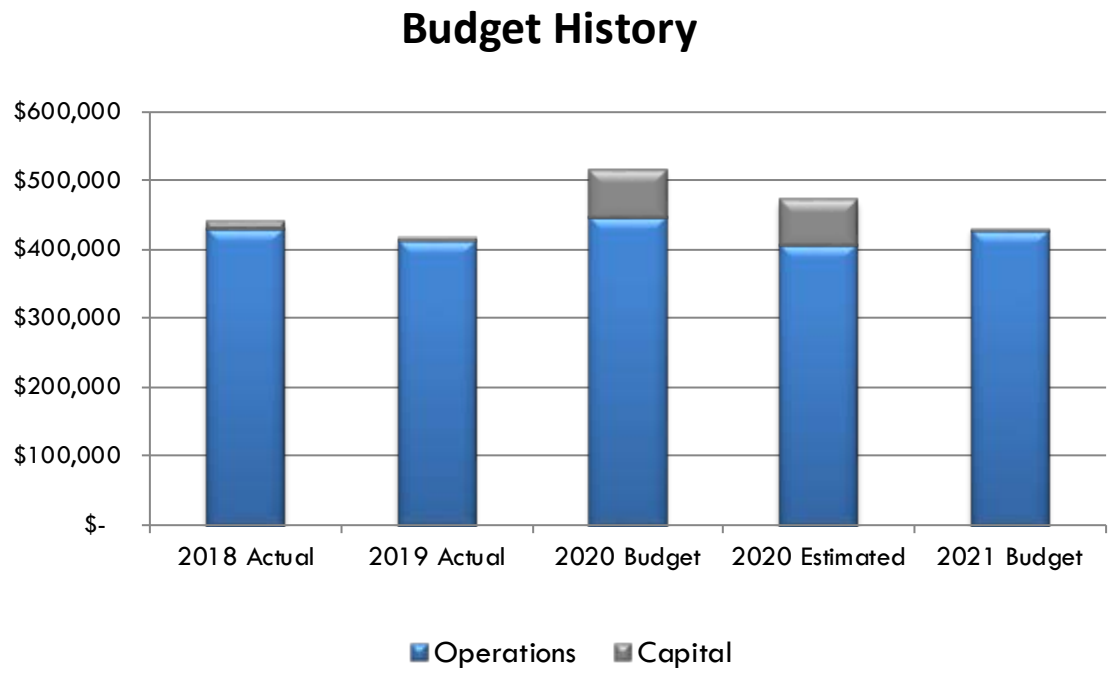
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
127-451-28-4111	Salaries, Administrative	43,874	45,052	46,000	46,000	47,150	2%
127-451-28-4120	Part Time	8,106	9,919	11,400	9,700	3,900	-66%
127-451-28-4125	Contract Labor	-	-	-	-	-	N/A
127-451-28-4130	Overtime	-	132	-	-	-	N/A
		51,980	55,103	57,400	55,700	51,050	-11%
PERSONNEL SERVICES, BENEFITS							
127-451-28-4210	Health Insurance	17,746	18,565	20,000	20,000	21,600	8%
127-451-28-4220	FICA Payroll Expense	2,994	3,313	3,600	3,500	3,200	-11%
127-451-28-4221	Medicare Payroll Expense	700	775	850	850	750	-12%
127-451-28-4230	Retirement Contribution	1,952	2,028	2,100	2,100	2,150	2%
127-451-28-4250	Unemployment Insurance	156	161	250	250	175	-30%
127-451-28-4260	Workers Comp Insurance	1,637	1,296	1,550	1,550	1,400	-10%
		25,185	26,138	28,350	28,250	29,275	3%
PURCHASED PROFESSIONAL SERVICES							
127-451-28-4310	Professional Development	955	962	800	200	100	-88%
127-451-28-4345	Background Investigations	-	95	100	100	100	0%
127-451-28-4350	Entertainment	1,723	1,237	1,000	-	1,000	0%
		2,678	2,294	1,900	300	1,200	-37%
PURCHASED PROPERTY SERVICES							
127-451-28-4441	Facility Rentals	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
OTHER PURCHASED SERVICES							
127-451-28-4530	Telephone	-	300	450	450	450	0%
127-451-28-4553	Advertising	-	480	550	550	-	####
127-451-28-4580	Senior Travel Activities	20,463	22,722	18,000	4,000	4,000	-78%
		20,463	23,502	19,000	5,000	4,450	-77%
SUPPLIES							
127-451-28-4612	Supplies and Equipment	4,191	6,912	3,075	1,075	2,500	-19%
127-451-28-4630	Meeting/Appreciation Supplie	-	-	100	100	100	0%
127-451-28-4680	Refunds	-	-	-	-	-	N/A
		4,191	6,912	3,175	1,175	2,600	-18%
CAPITAL EQUIPMENT							
127-451-28-4743	Furniture and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TOTAL EXPENSES		**104,497**	**113,949**	**109,825**	**90,425**	**88,575**	**-19%**

Community Center Fund
Building Maintenance

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 116,828	$ 118,023	$ 147,300	$ 137,900	$ 145,950	-1%
Personnel Services, Benefits	26,562	27,403	30,850	30,650	32,300	5%
Purchased Professional Services	4,131	962	900	150	150	-83%
Purchased Property Services	63,647	81,430	63,700	60,400	71,000	11%
Other Purchased Services	300	418	300	300	300	0%
Supplies	216,800	182,715	202,425	176,750	176,625	-13%
Operating Expenses	$ 428,268	$ 410,951	$ 445,475	$ 406,150	$ 426,325	-4%
Capital	11,541	4,964	70,500	65,500	1,500	-98%
Total Expense	**$ 439,809**	**$ 415,915**	**$ 515,975**	**$ 471,650**	**$ 427,825**	**-17%**

MISSION

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



Community Center Fund
Building Maintenance

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- Preventative maintenance was routinely completed on all pumps, filters, chemical feeders and boilers. Preventative maintenance on HVAC and the pool dehumidification unit was contracted to outside service providers.
- The Community Center will not be closed for maintenance week in mid-September. During the facility closure related to COVID-19 staff worked on projects that included general deep cleaning, carpet cleaning, fitness equipment deep cleaning and maintenance, tile cleaning, and window cleaning.
- The continuation of two daytime custodians has made a significant impact on the cleanliness of the facility. We are now able to do a mid-day cleaning of the women's locker room and men's locker room, as well as daily cleaning of fitness equipment, windows etc. These custodians were crucial in taking on extra disinfecting and sanitation duties during the pandemic.
- During the COVID-19 building shut down, many projects were completed. The upstairs fitness area and fitness studio lights were converted to LED. All hallways, offices, meeting rooms, senior center, and the pump room lights were converted to LED. The men's and women's restroom doors were converted to push buttons making them ADA accessible. The facility sound system was upgraded and simplified. The outdoor pool PSA and sound system was installed. This will allow lifeguards to make announcements and have music when the outdoor pool is open.

Community Center Fund
Building Maintenance

GOALS

- Maintain high standards of cleanliness, safety, and security at the Fruita Community Center.
- Provide a high level of service through prompt equipment repair and prevent mechanical failures in the facility that may affect patron visit and usage.
- Plan for equipment replacement throughout the Fruita Community Center.

PERFORMANCE MEASURES

- Closely monitor patron feedback and health department standards to ensure that cleanliness standards are being met and disinfection is taking place to prevent the spread of contagious diseases.
- Create an inventory of replacement equipment parts to ensure equipment is on hand when needed to reduce downtime of equipment. Utilize Work Order system to reduce downtime of equipment to no more than 2 working days
- Update the Capital Equipment Replacement spreadsheet to know the life expectancy of equipment and replacement costs.

BUDGET HIGHLIGHTS

- Reduced Professional Development
- Reduced Tools and Equipment by $15,000 and increased Building Maintenance by $6,500 for a savings of $8,500.
- Reduced FCC utilities by $10,000 based on historical expenses as well as converting all lights to LED in 2019.
- Capital Equipment replacement of $1,500 for an ice machine in the FCC Kitchen

Community Center Fund

Building Maintenance

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
127-451-54-4111	Salaries, Administrative	35,848	36,833	43,500	43,500	44,600	3%
127-451-54-4120	Part Time	22,569	25,788	30,300	27,400	30,700	1%
127-451-54-4125	Contract Labor	54,904	52,538	70,000	63,500	70,000	0%
127-451-54-4130	Overtime	3,507	2,864	3,500	3,500	650	-81%
		116,828	118,023	147,300	137,900	145,950	-1%
PERSONNEL SERVICES, BENEFITS							
127-451-54-4210	Health Insurance	17,746	18,565	20,000	20,000	21,600	8%
127-451-54-4220	FICA Payroll Expense	3,836	4,053	4,800	4,625	4,750	-1%
127-451-54-4221	Medicare Payroll Expense	897	948	1,150	1,125	1,100	-4%
127-451-54-4230	Retirement Contribution	1,591	1,658	2,100	2,100	2,050	-2%
127-451-54-4250	Unemployment Insurance	186	196	250	250	250	0%
127-451-54-4260	Workers Comp Insurance	2,306	1,983	2,550	2,550	2,550	0%
		26,562	27,403	30,850	30,650	32,300	5%
PURCHASED PROFESSIONAL SERVICES							
127-451-54-4310	Professional Development	4,131	962	900	150	150	-83%
		4,131	962	900	150	150	-83%
PURCHASED PROPERTY SERVICES							
127-451-54-4430	Service Contracts	15,623	17,519	17,000	17,000	17,000	0%
127-451-54-4435	Fleet Maintenance	2,000	2,000	3,100	3,100	4,150	34%
127-451-54-4440	Building Maintenance	43,630	61,911	43,600	40,300	50,000	15%
127-451-54-4452	Drainage Fees	2,394	-	-	-	-	N/A
		63,647	81,430	63,700	60,400	71,150	12%
OTHER PURCHASED SERVICES							
127-451-54-4530	Telephone	300	418	300	300	300	0%
		300	418	300	300	300	0%
SUPPLIES							
127-451-54-4610	Office Supplies	-	-	-	-	-	N/A
127-451-54-4612	Supplies and Equipment	21,708	26,931	24,900	24,900	24,600	-1%
127-451-54-4620	Utilities	149,950	146,303	150,000	142,000	140,000	-7%
127-451-54-4626	Fuel	2,033	2,089	1,525	1,525	1,525	0%
127-451-54-4642	Signs	-	-	-	-	-	N/A
127-451-54-4649	Repair & Maint Supplies	42,714	7,135	25,500	8,200	10,000	-61%
127-451-54-4661	Uniforms	395	257	500	125	500	0%
		216,800	182,715	202,425	176,750	176,625	-13%
CAPITAL							
127-451-54-4720	Construction/Landscaping	-	-	5,000	-	-	-100%
127-451-54-4743	Furniture and Equipment	11,541	4,964	65,500	65,500	1,500	-98%
		11,541	4,964	70,500	65,500	1,500	-98%
TOTAL EXPENSES		**439,809**	**415,915**	**515,975**	**471,650**	**427,975**	**-17%**

Capital Projects Fund

Capital Projects Fund

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Capital Projects Fund

SUMMARY

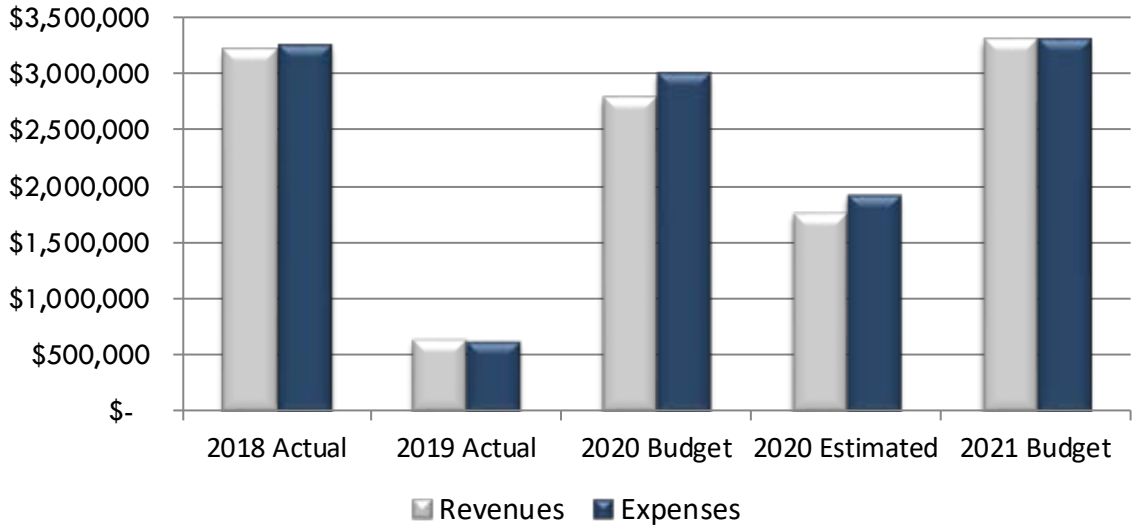
	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Beginning Funds	$ 407,968	$ 379,785	$ 410,014	$ 410,014	$ 252,664	-38%
Revenues						
Intergovernmental Revenue	$2,767,079	$ 25,827	$1,705,000	$ 593,000	$ -	-100%
Development Impact Fees	56,422	117	157,500	287,950	147,000	-7%
Interest and Rents	22,499	32,052	-	-	-	N/A
Donations	71,503	2,758	-	-	-	N/A
Transfers from Other Funds	297,030	580,458	927,500	881,725	3,146,075	239%
Sale of Property	-	-	-	-	-	N/A
Total Revenues	$3,214,533	$ 641,212	$2,790,000	$1,762,675	$3,293,075	18%
Expenses						
Miscellaneous Projects	$ 6,548	$ 63,686	$ -	$ -	$ -	N/A
Street Improvements	57,832	423,183	2,990,000	1,555,025	3,086,075	3%
Drainage Improvements	258,178	1,800	-	-	50,000	N/A
Building Improvements	-	-	-	-	-	N/A
Parks and Open Space	2,920,158	122,314	-	365,000	157,000	N/A
Contingency	-	-	-	-	-	N/A
Total Expenses	$3,242,716	$ 610,983	$2,990,000	$1,920,025	$3,293,075	10%
Excess (Deficiency) of Revenues over Expenditures	**$ (28,183)**	**$ 30,229**	**$ (200,000)**	**$ (157,350)**	**$ -**	**-100%**
Ending Funds Available	**$ 379,785**	**$ 410,014**	**$ 210,014**	**$ 252,664**	**$ 252,664**	**20%**
Components of Funds Available						
Restricted for POST	$ 4,429	$ 8,448	$ 8,448	$ 8,448	$ 8,448	0%
Restricted for streets/drainage	269,468	295,457	95,457	138,107	138,107	45%
Unassigned	105,888	106,109	106,109	106,109	106,109	0%
	$ 379,785	**$ 410,014**	**$ 210,014**	**$ 252,664**	**$ 252,664**	**20%**

Capital Projects Fund

PURPOSE OF THE FUND

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

REVENUES AND EXPENSES



Revenues

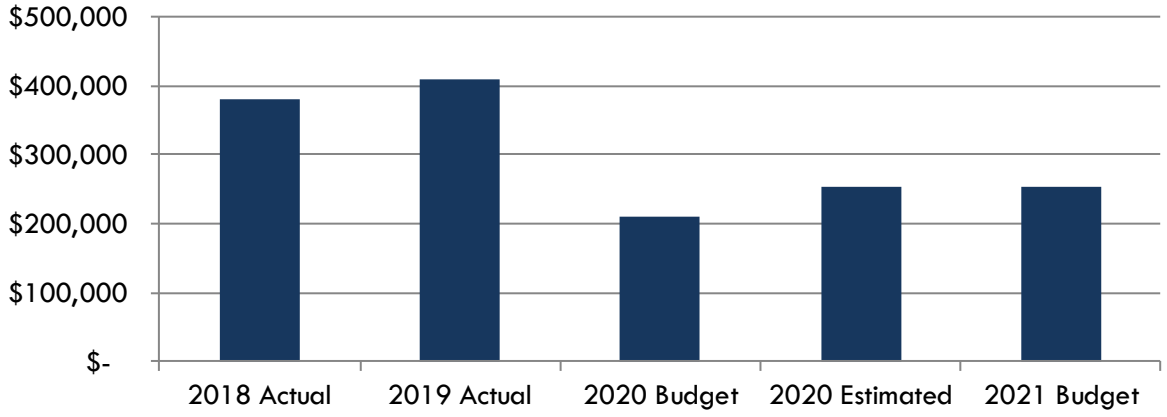
Revenues of $3.3 million in the 2021 Capital Projects Fund Budget are primarily from transfers from the General Fund and this accounts for 85% of the revenues in 2021. Other revenue sources include development fees, and transfers from other funds.

Expenses

There are a number of individual projects in the 2021 budget which are detailed in the following pages. The most significant project is the construction of the Pine Street Bridge over the Little Salt Wash.

Capital Projects Fund

FUNDS AVAILABLE



The 2021 Budget does not include the of any available funds (fund balance). The estimated available funds at December 31, 2021 is $252,664. Of these funds, $244,216 are restricted for specific uses and $106,109 is unassigned and available for any capital project use.

PERSONNEL

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

Capital Projects Fund Summary

Revenues

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
INTERGOVERNMENTAL REVENUES							
3313	Federal Grant	-	-	205,000	205,000	-	-100%
3342	Energy Impact Grant	286,202	22,735	1,000,000	338,000	-	-100%
3346	GOCO Grant	1,284,052	-	-	-	-	N/A
3347	TAP Grant	1,146,700	-	-	-	-	N/A
3371	Mesa County Grants	50,125	-	500,000	50,000	-	-100%
3375	AGNC Grant	-	3,092	-	-	-	N/A
3377	Drainage Grant	-	-	-	-	-	N/A
		2,767,079	25,827	1,705,000	593,000	-	-100%
FINES, FORFEITS AND ASSESSMENTS							
3550	Special Assessments	246	117	-	-	-	N/A
3555	Development Impact Fees	56,176	-	157,500	287,950	147,000	-7%
		56,422	117	157,500	287,950	147,000	-7%
INTEREST AND RENTS							
3610	Interest on deposits	22,499	32,052	-	-	-	N/A
		22,499	32,052	-	-	-	N/A
DONATIONS							
3641	Donations	71,503	2,758	-	-	-	N/A
		71,503	2,758	-	-	-	N/A
TRANSFERS FROM OTHER FUNDS							
3910	Transfer from General Fund	229,005	461,737	802,500	837,850	2,804,775	250%
3911	Transfer from Sewer Fund	-	-	125,000	-	311,300	149%
3913	Transfer from Devils Canyon Fund	4,114	-	-	43,875	-	N/A
3916	Transfer from Cons. Trust	63,911	118,721	-	-	30,000	N/A
		297,030	580,458	927,500	881,725	3,146,075	239%
OTHER FINANCING SOURCES							
3950	Sale of Property	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TOTAL REVENUES		**3,214,533**	**641,212**	**2,790,000**	**1,762,675**	**3,293,075**	**18%**

Capital Projects Fund Summary

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
MISCELLANEOUS PROJECTS							
703-77	Marketing/Signage	3,918	-	-	-	-	N/A
705-77	Lagoon Redevelopment	-	63,686	-	-	-	N/A
708-77	Downtown Improvements	2,630	-	-	-	-	N/A
		6,548	63,686	-	-	-	N/A
STREET IMPROVEMENTS							
732-77	Maple Street Improvements	-	-	-	-	672,600	N/A
733-77	Sidewalk Replacement	39,567	31,215	30,000	30,000	-	-100%
735-77	Overlay Program	-	379,847	200,000	210,000	200,000	0%
736-77	Business Park - 16 Rd Rail Crossing	-	-	-	200,000	-	N/A
737-77	K.4 Road	-	-	2,000,000	625,800	-	-100%
740-77	Ottley Ave Improvements	14,151	-	-	-	-	N/A
742-77	I70/Hwy 340 Gateway	4,114	-	-	79,225	88,475	N/A
743-77	Pine Street Bridge	-	-	-	-	2,125,000	N/A
744-77	Fremont Street	-	-	350,000	-	-	-100%
745-77	J.2 Road Improvements	-	12,121	-	-	-	N/A
749-77	Design and Engineering	-	-	410,000	410,000	-	-100%
		57,832	423,183	2,990,000	1,555,025	3,086,075	3%
DRAINAGE IMPROVEMENTS							
763-77	Drainage Improvements	258,178	1,800	-	-	50,000	N/A
		258,178	1,800	-	-	50,000	N/A
BUILDING IMPROVEMENTS							
783-77	Civic Center Improvements	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
PARK AND OPEN SPACE IMPROVEMENTS							
790-77	Kokopelli Trail	2,784,539	3,593	-	338,000	-	N/A
792-77	Trails	99,683	-	-	-	-	N/A
794-77	Little Salt Wash Park Imp	613	-	-	-	-	N/A
795-77	Reed Park Improvements	26,411	-	-	-	-	N/A
797-77	Heritage Park	8,912	-	-	-	-	N/A
803-77	Park Improvements	-	118,721	-	-	100,000	N/A
841-77	Big Salt Wash Trail	-	-	-	27,000	57,000	N/A
		2,920,158	122,314	-	365,000	157,000	N/A
CONTINGENCY							
700-77	Contingency	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TOTAL EXPENDITURES		**3,242,716**	**610,983**	**2,990,000**	**1,920,025**	**3,293,075**	**10%**

Capital Projects Fund Summary

Revenues

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
INTERGOVERNMENTAL REVENUES							
3313	Federal Grant	-	-	205,000	205,000	-	-100%
3342	Energy Impact Grant	286,202	22,735	1,000,000	338,000	-	-100%
3346	GOCO Grant	1,284,052	-	-	-	-	N/A
3347	TAP Grant	1,146,700	-	-	-	-	N/A
3371	Mesa County Grants	50,125	-	500,000	50,000	-	-100%
3375	AGNC Grant	-	3,092	-	-	-	N/A
3377	Drainage Grant	-	-	-	-	-	N/A
		2,767,079	25,827	1,705,000	593,000	-	-100%
FINES, FORFEITS AND ASSESSMENTS							
3550	Special Assessments	246	117	-	-	-	N/A
3555	Development Impact Fees	56,176	-	157,500	287,950	147,000	-7%
		56,422	117	157,500	287,950	147,000	-7%
INTEREST AND RENTS							
3610	Interest on deposits	22,499	32,052	-	-	-	N/A
		22,499	32,052	-	-	-	N/A
DONATIONS							
3641	Donations	71,503	2,758	-	-	-	N/A
		71,503	2,758	-	-	-	N/A
TRANSFERS FROM OTHER FUNDS							
3910	Transfer from General Fund	229,005	461,737	802,500	837,850	2,804,775	250%
3911	Transfer from Sewer Fund	-	-	125,000	-	311,300	149%
3913	Transfer from Devils Canyon Fund	4,114	-	-	43,875	-	N/A
3916	Transfer from Cons. Trust	63,911	118,721	-	-	30,000	N/A
		297,030	580,458	927,500	881,725	3,146,075	239%
OTHER FINANCING SOURCES							
3950	Sale of Property	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TOTAL REVENUES		**3,214,533**	**641,212**	**2,790,000**	**1,762,675**	**3,293,075**	**18%**

Capital Projects Fund Summary

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
MISCELLANEOUS PROJECTS							
703-77	Marketing/Signage	3,918	-	-	-	-	N/A
705-77	Lagoon Redevelopment	-	63,686	-	-	-	N/A
708-77	Downtown Improvements	2,630	-	-	-	-	N/A
		6,548	63,686	-	-	-	N/A
STREET IMPROVEMENTS							
732-77	Maple Street Improvements	-	-	-	-	672,600	N/A
733-77	Sidewalk Replacement	39,567	31,215	30,000	30,000	-	-100%
735-77	Overlay Program	-	379,847	200,000	210,000	200,000	0%
736-77	Business Park - 16 Rd Rail Crossing	-	-	-	200,000	-	N/A
737-77	K.4 Road	-	-	2,000,000	625,800	-	-100%
740-77	Ottley Ave Improvements	14,151	-	-	-	-	N/A
742-77	I70/Hwy 340 Gateway	4,114	-	-	79,225	88,475	N/A
743-77	Pine Street Bridge	-	-	-	-	2,125,000	N/A
744-77	Fremont Street	-	-	350,000	-	-	-100%
745-77	J.2 Road Improvements	-	12,121	-	-	-	N/A
749-77	Design and Engineering	-	-	410,000	410,000	-	-100%
		57,832	423,183	2,990,000	1,555,025	3,086,075	3%
DRAINAGE IMPROVEMENTS							
763-77	Drainage Improvements	258,178	1,800	-	-	50,000	N/A
		258,178	1,800	-	-	50,000	N/A
BUILDING IMPROVEMENTS							
783-77	Civic Center Improvements	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
PARK AND OPEN SPACE IMPROVEMENTS							
790-77	Kokopelli Trail	2,784,539	3,593	-	338,000	-	N/A
792-77	Trails	99,683	-	-	-	-	N/A
794-77	Little Salt Wash Park Imp	613	-	-	-	-	N/A
795-77	Reed Park Improvements	26,411	-	-	-	-	N/A
797-77	Heritage Park	8,912	-	-	-	-	N/A
803-77	Park Improvements	-	118,721	-	-	100,000	N/A
841-77	Big Salt Wash Trail	-	-	-	27,000	57,000	N/A
		2,920,158	122,314	-	365,000	157,000	N/A
CONTINGENCY							
700-77	Contingency	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TOTAL EXPENDITURES		**3,242,716**	**610,983**	**2,990,000**	**1,920,025**	**3,293,075**	**10%**

Capital Projects Fund

Maple Street Improvements - Project #130-732-77

	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
Revenues					
3910 Transfer from General Fund	$ -	$ -	$ -	$ -	$ 361,300
3911 Transfer from Sewer Fund	-	-	-	-	311,300
Total Revenues	$ -	$ -	$ -	$ -	$ 672,600
Expenses					
4730 Construction	-	-	-	-	622,600
4741 Land/ROW Acquisition	-	-	-	-	50,000
Total Expenses	$ -	$ -	$ -	$ -	$ 672,600

Project Description

This project includes street and sewer improvements on Maple Street from Pabor to Aspen (Phase 2) and from Aspen to McCune (Phase 3).

Purpose and Need

The Maple Street Improvement project consists of sewer and street improvements. The sewer line is primarily of clay or orangeburg pipe that is in poor condition. The road surface along this corridor is also in poor condition with a Pavement and Surface Evaluation Rating (PASER) of 4 and 5 out of 10. This project will consolidate sewer line replacements and road improvements into one project. This project is of higher priority due to the condition of the street and sewer and the amount of traffic on this collector roadway.

History and Current Status

Schedule

Operating Budget Impact

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

Capital Projects Fund

Overlay Program - Project #130-735-77

	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
Revenues					
3371 Mesa County	$ 75,000	$ -	$ -	$ -	$ -
3555 Development Impact Fees	-	-	-	-	-
3910 Transfer from General Fund	174,731	-	400,000	210,000	200,000
Total Revenues	$ 249,731	$ -	$ 400,000	$ 210,000	$ 200,000
Expenses					
4730 Construction	$ 249,731	$ -	$ 400,000	$ 210,000	$ 200,000
Total Expenses	$ 249,731	$ -	$ 400,000	$ 210,000	$ 200,000

Project Description

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

Purpose and Need

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

History and Current Status

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

Schedule

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

Operating Budget Impact

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

Capital Projects Fund

I70/SH340 Gateway Enhancement - Project #130-742-77

	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
Revenues					
3910 Transfer from GEN	$ -	$ -	$ -	$ 35,350	$ 88,475
3913 Transfer from DCC	4,114	-	-	43,875	-
Total Revenues	$ 4,114	$ -	$ -	$ 79,225	$ 88,475
Expenses					
4335 Engineering and Design	$ -	$ -	$ -	$ 23,700	$ -
4730 Construction	4,114	-	-	20,175	88,475
4745 Artwork/Sculptures	-	-	-	35,350	
Total Expenses	$ 4,114	$ -	$ -	$ 79,225	$ 88,475

Project Description

This project will provide aesthetic improvements to the roundabouts at the Hwy 340/I70 interchange to enhance the entryway to the City of Fruita. Improvements include landscaping and artwork. The F-in-Gear or Fruita Logo will provide the basis of the landscaping and rock formations will be interspersed within the gear. The project will also include the creation and installation of at least two sculptures that will be placed on the rock formations.

Purpose and Need

The Hwy 340/I70 roundabouts are the gateway to the City of Fruita. They offer an initial impression that a visitor experiences as they enter our community and are also viewed many times by residents of Fruita. Currently, the roundabouts are undecorated and not visually appealing.

History and Current Status

The two roundabouts were constructed in 2008. In 2015, the Arts and Culture Board began an annual fund raising event for the purpose of promoting arts and culture in Fruita and raising funds for artwork/sculptures to be placed in the roundabouts and has raised approximately $36,000 to date to be used for this purpose. In 2016 the City of Fruita went through a public process and adopted the Gateway Enhancement Conceptual Design and Plan which included the roundabouts. They were identified as an area of importance and conceptual plans were prepared for enhancements. In 2018 the City began the process of construction design and engineering of the improvements, including irrigation and lighting plans which was completed in 2020 and approved by the Colorado Department of Transportation along with their permission to connect to the irrigation system at the Colorado Welcome Center. In 2020 a local artist was selected to create the artwork in the roundabouts and RFP's for landscaping/construction are due in October of 2020.

Schedule

Work is expected to begin in the fall/winter of 2020-2021 on the improvements.

Operating Budget Impact

There will be additional maintenance costs of the roundabouts including irrigation, maintenance of landscaping and artwork and utility costs.

Capital Projects Fund

Pine Street Bridge Replacement - Project #130-743-77

	2018	2019	2020	2020	2021
Revenues					
3555 Development Impact Fees	$ -	$ -	$ -	$ -	$ 147,000
3910 Transfer from General Fund	-	-	-	-	1,978,000
Total Revenues	$ -	$ -	$ -	$ -	$2,125,000
Expenses					
4335 Engineering and Design	$ -	$ -	$ -	$ -	$ 75,000
4730 Construction	-	-	-	-	2,000,000
4741 Land/ROW Acquisitions	-	-	-	-	50,000
Total Expenses	$ -	$ -	$ -	$ -	$2,125,000

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

Purpose and Need
This bridge is functionally obsolete with a narrow deck that does not correspond with any of the city's standard street sections. The approach road on both sides of the bridge has 44' of asphalt and 5-foot wide sidewalks. This abrupt transition to a narrower bridge section is a safety concern. This is an important transportation corridor for both vehicular and pedestrian traffic, especially due to the proximity to Little Salt Wash Park and is a school route to Monument View Elementary. Rating of 60 out of 100.

History and Current Status
This is a new project. Project costs include design and engineering, right-of-way/land acquisition and construction.

Schedule

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

Capital Projects Fund

LSW Basin Master Plan - Project #130-763-77

	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
Revenues					
3377 Undesignated Grant	$ -	$ -	$ -	$ -	$ -
3910 Transfer from GEN	-	-	-	-	50,000
Total Revenues	$ -	$ -	$ -	$ -	$ 50,000
Expenses					
4335 Engineering and Design	$ -	$ -	$ -	$ -	$ 50,000
4730 Construction	-	-	-	-	-
Total Expenses	$ -	$ -	$ -	$ -	$ 50,000

Project Description

This project provides for the development of a master drainage plan of the Little Salt Wash basin from L Road to the Colorado River to include channel stabilization, vegetation management, and recreational opportunities. The total project cost is estimated at $100,000 and the City will pursue the additional funding from grants and other partners. If the City is not successful in obtaining the additional funding needed, the scope of work may be reduced or the project postponed or additional funds may be allocated to the project upon approval of the City Council.

Purpose and Need

The Little Salt Wash runs through the center of Fruita and serves as an important corridor for stormwater conveyance, habitat, and recreational opportunities. The entire corridor is showing signs of degradation due to erosive forces in the channel bottom and along the banks. It is also heavily vegetated with high potential for obstructing stormwater flows and high potential fire danger.

History and Current Status

The City has armored several short sections of the channel banks where erosion was occurring and threatening other infrastructure (i.e. trails) but this typically just causes higher erosive forces in other areas. The city has worked with the Lower Valley Fire Protection District to remove hazardous vegetation with grant funds in certain sections.

Schedule

Operating Budget Impact

Capital Projects Fund

Park Improvements - Project #130-803-77

	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
Revenues					
3910 Transfer from General Fund	$ -	$ -	$ -	$ -	$ 100,000
3916 Transfer from CTF	-	118,721	-	-	-
Total Revenues	$ -	$ 118,721	$ -	$ -	$ 100,000
Expenses					
4335 Engineering and design	$ -	$ -	$ -	$ -	$ 100,000
4730 Construction	-	118,721	-	-	-
Total Expenses	$ -	$ 118,721	$ -	$ -	$ 100,000

Project Description

This project provides for the design and engineering of park improvements based on the priorities of the PHROST (Parks, Health, Recreation, Open Space and Trails) Master Plan currently under development for construction in the next several years. Preliminary information from the PHROST indicates that Little Salt Wash Park or Reed Park may be high priorities for park expansion. Amenities and improvements are dependent on the outcomes of the PHROST and design/engineering of the project.

Purpose and Need

History and Current Status

Schedule

Operating Budget Impact

Capital Projects Fund

Big Salt Wash Trail Connections - Project #130-841-77

	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget
Revenues					
3910 Transfer from General Fund	$ -	$ -	$ -	$ 27,000	$ 27,000
3916 Transfer from CTF	-	-	-	-	30,000
Total Revenues	$ -	$ -	$ -	$ 27,000	$ 57,000
Expenses					
4335 Engineering and Design	$ -	$ -	$ -	$ -	$ -
4730 Construction	-	-	-	27,000	57,000
Total Expenses	$ -	$ -	$ -	$ 27,000	$ 57,000

Project Description

This project provides for the construction of missing trail connections on City of Fruita property. Two of these connections are on the Big Salt Wash Trail adjacent to Evening Breeze Subdivision and the third connection ties Comstock West Subdivision to the Orchard Ridge Subdivision. Trail connections would 8 feet wide with cobble landscape rock along the edges.

Purpose and Need

There are three missing trail connections that either connect a neighborhood to a trail or a neighborhood to a neighborhood. All three connections are dirt or gravel paths and abut either the Big Salt Wash Trail Concrete or sidewalk. Two of the trail connections along the Big Salt Wash have been dirt and / or gravel since the Evening Breeze subdivision has been built out. The third connections ties the Comstock West subdivision to the Orchard Ridge subdivision where many new homes have been built in the past year.

History and Current Status

Schedule

Operating Budget Impact

The installation of a concrete trail and cobble landscaping would reduce the amount of time spent maintain these areas. These areas will need to be sprayed and weed control performed on a routine basis..

Debt Service Fund

Debt Service Fund

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Debt Service Fund

SUMMARY

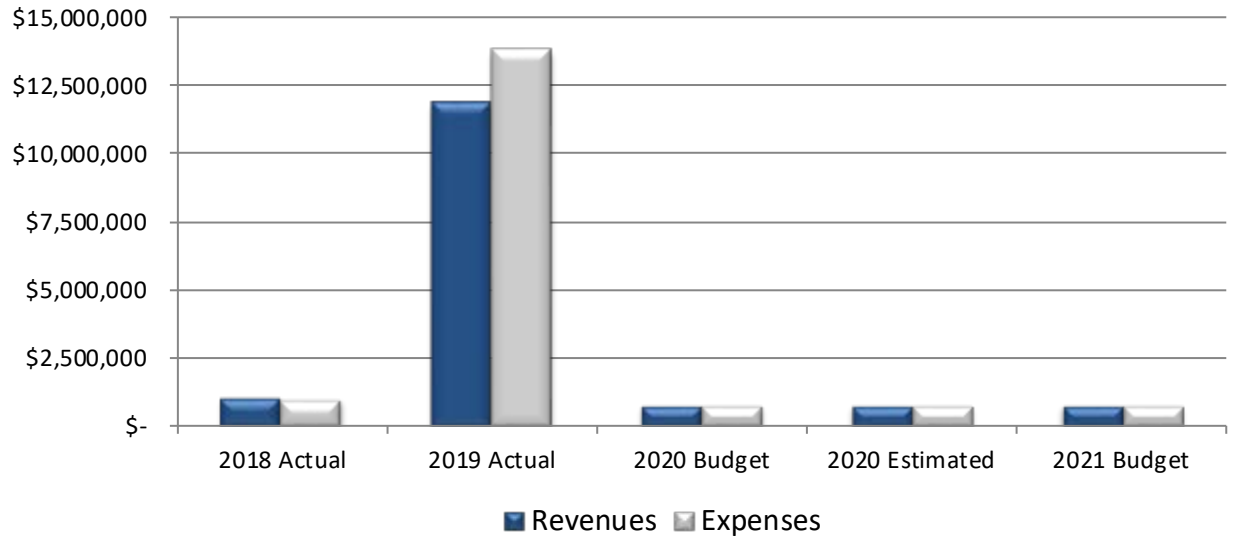
	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Beginning Funds Available	$2,744,860	$ 2,774,025	$ 757,839	$ 757,839	$ 757,839	0%
Revenues						
Intergovernmental Revenue	$ 249,266	$ 131,285	$ -	$ -	$ -	N/A
Investment Earnings	28,137	85,092	13,000	6,500	3,000	-77%
Transfers from Other Funds	734,500	403,206	712,100	718,600	739,200	4%
Other Financing Sources	-	11,186,326	-	-	-	
Total Revenues	$1,011,903	$11,805,909	$ 725,100	$ 725,100	$ 742,200	2%
Expenses						
Other Purchased Services	$ 500	$ 500	$ 500	$ 500	$ 400	-20%
Debt Service Principal	100,000	12,180,000	320,000	320,000	350,000	9%
Debt Service Interest	882,238	1,102,036	404,600	404,600	391,800	-3%
Transfer to Other Funds	-	500,000	-	-	-	
Other Financing Sources	-	39,559	-	-	-	
Total Expense	$ 982,738	$13,822,095	$ 725,100	$ 725,100	$ 742,200	2%
Excess (Deficiency) of Revenues over Expenditures	**$ 29,165**	**$ (2,016,186)**	**$ -**	**$ -**	**$ -**	**N/A**
Ending Funds Available	**$ 2,774,025**	**$ 757,839**	**$ 757,839**	**$ 757,839**	**$ 757,839**	**0%**
Components of Funds Available						
Restricted - Debt service reserve	1,756,500	748,200	748,200	748,200	748,200	0%
Restricted for debt service	1,017,525	9,639	9,639	9,639	9,639	0%
	$2,774,025	$ 757,839	$ 757,839	$ 757,839	$ 757,839	0%

Debt Service Fund

PURPOSE OF THE FUND

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

REVENUES AND EXPENSES



Revenues

The 2019 Series bonds are paid through a dedicated one cent increase in the sales and use tax revenue of the City as approved by voters at the November 2008 election. The sales and use tax increase is intended to cover both the debt service for construction of the center as well as the subsidy of operational costs of the Fruita Community Center. The pledged sales and use tax is reduced from 1.0% to 0.4% on January 1st following the date which the bonds are paid in full, but not later than January 1, 2039. Funds are transferred from the Community Center Fund on a monthly basis for debt service payments on the bonds. The amount to be transferred in 2021 is $739,200.

Expenses

Expenses of $742,200 in the Debt Service Fund include principal and interest payments on the bonds and payment of escrow agent fees for the bonds. The following table shows the scheduled payments on the bonds through maturity which includes $9.8 million in principal and $4.4 in interest payments for a total of $14.2 million in debt payments through the life of the refunding bonds.

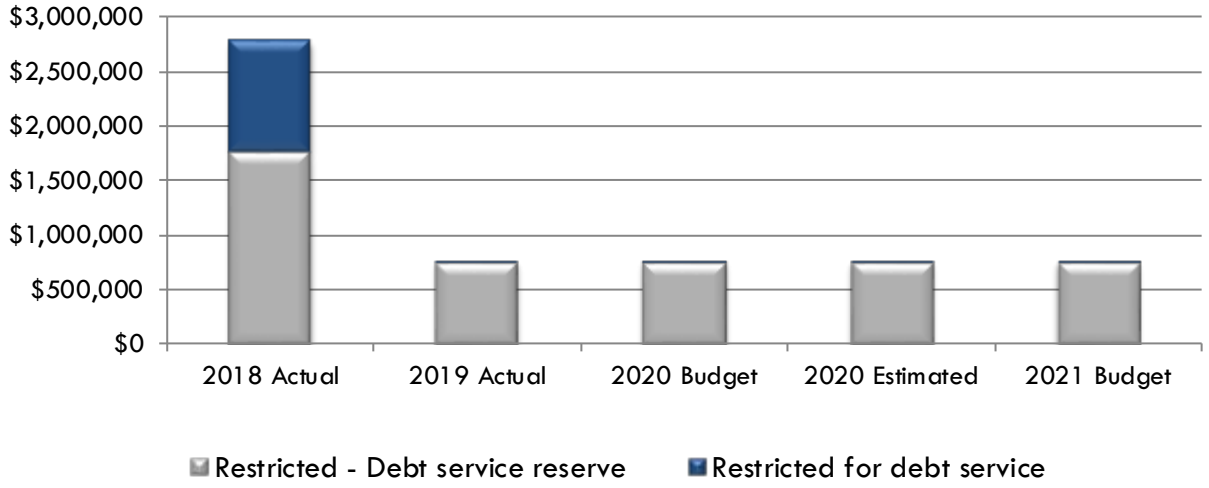
Debt Service Fund

SALES AND USE TAX REFUNDING AND IMPROVEMENT BONDS SERIES 2019 COMMUNITY RECREATION CENTER					
YEAR	PRINCIPAL	COUPON RATE	INTEREST	ANNUAL TOTAL	PRINCIPAL BALANCE
2021	350,000	4.000%	391,800	741,800	9,445,000
2022	365,000	4.000%	377,800	742,800	9,080,000
2023	385,000	4.000%	363,200	748,200	8,695,000
2024	400,000	4.000%	347,800	747,800	8,295,000
2025	415,000	4.000%	331,800	746,800	7,880,000
2026	430,000	4.000%	315,200	745,200	7,450,000
2027	450,000	4.000%	298,000	748,000	7,000,000
2028	465,000	4.000%	280,000	745,000	6,535,000
2029	485,000	4.000%	261,400	746,400	6,050,000
2030	505,000	4.000%	242,000	747,000	5,545,000
2031	525,000	4.000%	221,800	746,800	5,020,000
2032	545,000	4.000%	200,800	745,800	4,475,000
2033	565,000	4.000%	179,000	744,000	3,910,000
2034	590,000	4.000%	156,400	746,400	3,320,000
2035	615,000	4.000%	132,800	747,800	2,705,000
2036	635,000	4.000%	108,200	743,200	2,070,000
2037	665,000	4.000%	82,800	747,800	1,405,000
2038	690,000	4.000%	56,200	746,200	715,000
2039	715,000	4.000%	28,600	743,600	-
TOTAL	9,795,000	-	4,375,600	14,170,600	-

FUNDS AVAILABLE

The restricted fund balance of $757,839 represents the required 2019 Bond Reserve Fund of $748,200 in addition to accumulations of interest.

Debt Service Fund



RESPONSIBILITIES

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

PRIOR YEAR ACCOMPISHMENTS

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

Debt Service Fund

Revenues

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
INTERGOVERMENTAL REVENUES							
140-000-00-3317	BAB Subsidy	249,266	131,285	-	-	-	0%
		249,266	131,285	-	-	-	0%
INVESTMENT EARNINGS							
140-000-00-3610	Interest on deposits	6,081	59,943	1,500	-	-	-100%
140-000-00-3611	Interest on bond reserves	22,056	25,149	11,500	6,500	3,000	-74%
140-000-00-3680	Miscellaneous revenues	-	-	-	-	-	0%
		28,137	85,092	13,000	6,500	3,000	-77%
TRANSFERS							
140-000-00-3918	Trsfr from Comm Cntr Fund	734,500	403,206	712,100	718,600	739,200	4%
140-000-00-3919	Tsfr from Capital Projects	-	-	-	-	-	0%
		734,500	403,206	712,100	718,600	739,200	4%
OTHER FINANCING SOURCES							
140-000-00-3936	2019 Ref. Bond Proceeds	-	10,015,000	-	-	-	0%
140-000-00-3938	Premium on bonds sold	-	1,171,326	-	-	-	0%
		-	11,186,326	-	-	-	0%
TOTAL DEBT SERVICE REVENUES		**1,011,903**	**11,805,909**	**725,100**	**725,100**	**742,200**	**2%**

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
OTHER PURCHASED SERVICES							
140-470-91-4591	Escrow Agent Fees	500	500	500	500	400	-20%
		500	500	500	500	400	-20%
DEBT SERVICE PRINCIPAL							
140-470-91-4711	Bond Payment, Principal	100,000	12,180,000	320,000	320,000	350,000	9%
		100,000	12,180,000	320,000	320,000	350,000	9%
DEBT SERVICE INTEREST							
140-470-91-4721	Bond Payment, Interest	882,238	970,146	404,600	404,600	391,800	-3%
140-470-91-4775	Bond Issuance Costs	-	131,890	-	-	-	0%
		882,238	1,102,036	404,600	404,600	391,800	-3%
TRANSFERS							
140-470-91-4919	Transfer to Community Cen	-	500,000	-	-	-	0%
		-	500,000	-	-	-	0%
OTHER FINANCING USES							
140-470-91-4975	Underwriter's Discount	-	39,559	-	-	-	0%
140-470-91-4980	Defeasance of 2009 Bonds	-	-	-	-	-	0%
		-	39,559	-	-	-	0%
TOTAL DEBT SERVICE EXPENSE		**982,738**	**13,822,095**	**725,100**	**725,100**	**742,200**	**2%**

Devils Canyon Center Fund

Devils Canyon Center Fund

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Devils Canyon Center Fund

SUMMARY

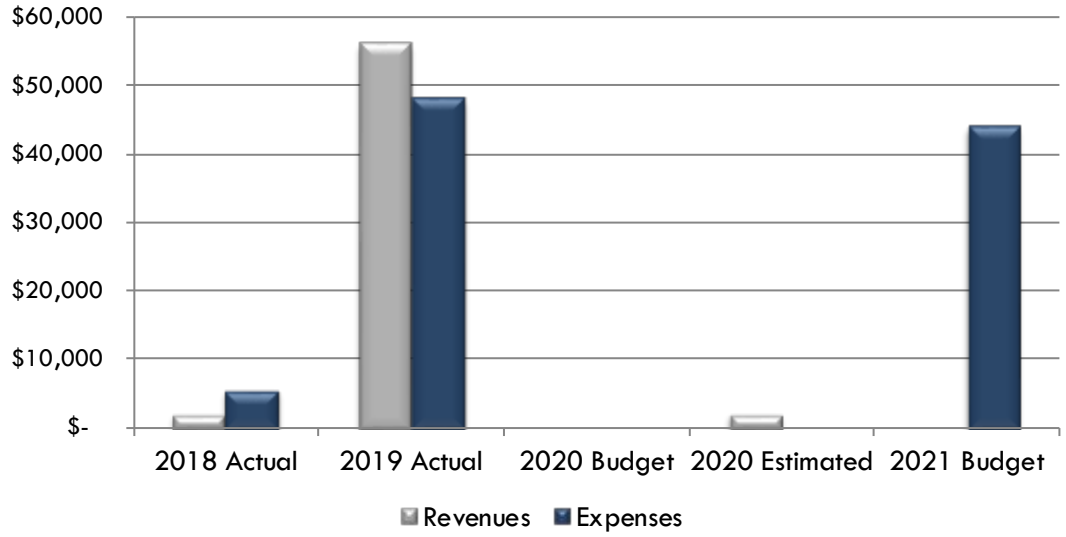
	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Beginning Funds	$ 230,120	$ 226,579	$ 234,865	$ 234,865	$ 236,960	1%
Revenues						
Miscellaneous	$ 1,959	$ 56,136	$ -	$ 2,095	$ -	N/A
Total Revenues	$ 1,959	$ 56,136	$ -	$ 2,095	$ -	N/A
Expenses						
Purchased Property Services	$ 1,386	$ -	$ -	$ -	$ -	N/A
Other Purchased Services	-	-	-	-	-	N/A
Supplies	-	-	-	-	-	N/A
Operating Expenses	$ 1,386	$ -	$ -	$ -	$ -	N/A
Capital	-	47,850	-	-	-	N/A
Transfers to Other Funds	4,114	-	-	-	43,875	N/A
Total Expense	$ 5,500	$ 47,850	$ -	$ -	$ 43,875	N/A
Excess (Deficiency) of Revenues over Expenditures	**$ (3,541)**	**$ 8,286**	**$ -**	**$ 2,095**	**$ (43,875)**	**N/A**
Ending Funds Available	**$ 226,579**	**$ 234,865**	**$ 234,865**	**$ 236,960**	**$ 193,085**	**-18%**
Components of Funds Available						
Unassigned	$ 226,579	$ 234,865	$ 234,865	$ 236,960	$ 193,085	-18%

PURPOSE OF THE FUND

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

Devils Canyon Center Fund

REVENUES AND EXPENSES



Revenues

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

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

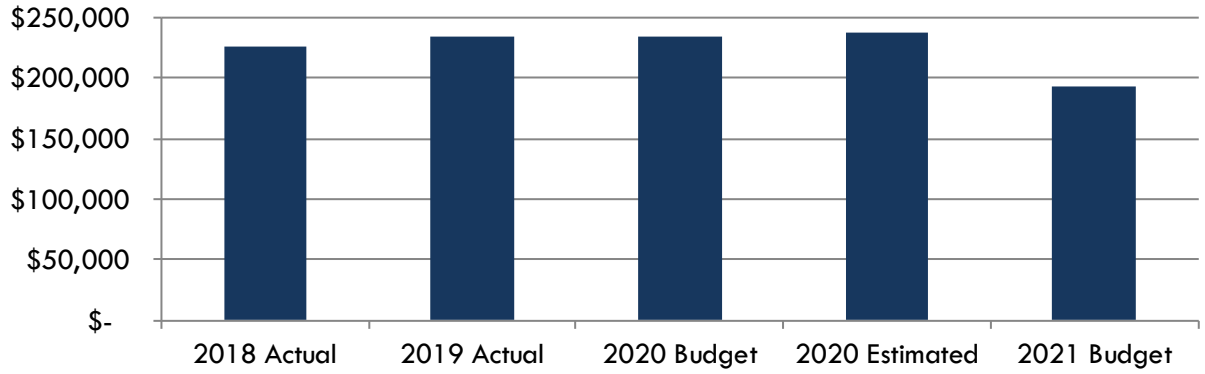
Expenses

The lease requires that the Museum of Western Colorado provide insurance and building maintenance and improvements. The City may contract with the Museum to provide maintenance of the parking lot and landscaping. However, the Museum will be charged for the costs for labor and associated supplies and equipment.

Devils Canyon Center Fund

Funds are transferred from the Devils Canyon Center Fund to the Capital Projects Fund in 2021 for the Hwy 340 Roundabout Improvement Project.

FUNDS AVAILABLE



The estimated funds available for the Devils Canyon Center Fund at the end of 2021 is $193,085. Available funds may be used to assist with economic development opportunities that may arise or other purposes of the City.

PERSONNEL

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

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- The annual lease accounting for rent offsets for 2019 was submitted and reviewed and met minimum requirements for building improvements and building maintenance.
- The Museum is also prioritizing future building improvement projects and funding options.

Devils Canyon Center Fund

GOALS

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

PERFORMANCE MEASURES

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

BUDGET HIGHLIGHTS

- Transfer of funds for the HWY 340 Roundabout Improvement Project.

Devils Canyon Center Fund

Revenues

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
MISCELLANEOUS							
210-000-00-3610	Interest on deposits	573	575	-	428	-	N/A
210-000-00-3622	Lease Revenue	1,386	47,850	-	-	-	
210-000-00-3682	Refunds	-	7,711	-	1,667	-	N/A
		1,959	56,136	-	2,095	-	N/A
TOTAL REVENUES		**1,959**	**56,136**	**-**	**2,095**	**-**	**N/A**

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PURCHASED PROPERTY SERVICES							
210-450-00-4440	Building Maintenance	-	-	-	-	-	N/A
210-450-00-4452	Drainage Fees	1,386	-	-	-	-	N/A
		1,386	-	-	-	-	N/A
OTHER PURCHASED SERVICES							
210-450-00-4520	Property Insurance	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
SUPPLIES							
210-450-00-4612	Supplies and Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
CAPITAL							
210-450-00-4720	Building Improvements	-	47,850	-	-	-	N/A
		-	47,850	-	-	-	N/A
TRANSFERS TO OTHER FUNDS							
210-450-00-4930	Transfer to Capital Projects	4,114	-	-	-	43,875	N/A
		4,114	-	-	-	43,875	N/A
TOTAL EXPENSES		**5,500**	**47,850**	**-**	**-**	**43,875**	**N/A**

Irrigation Water Fund

Irrigation Water Fund

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Irrigation Water Fund

SUMMARY

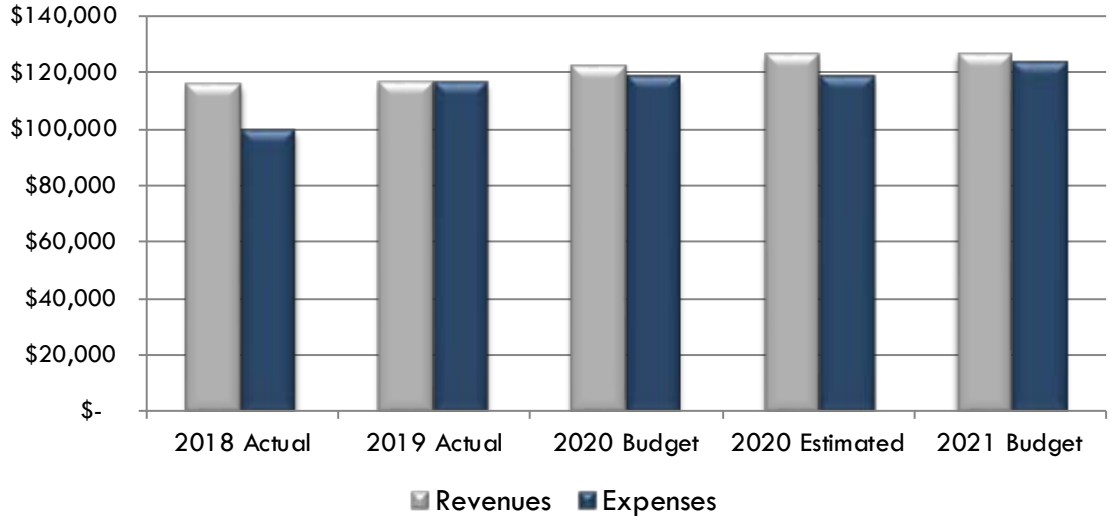
	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Beginning Funds Available	$ 156,805	$ 173,079	$ 173,687	$ 173,687	$ 180,937	4%
Revenues						
Charges for Services	$ 115,869	$ 116,680	$ 122,000	$ 126,000	$ 126,575	4%
Miscellaneous	77	77	-	50	50	N/A
Other Finance Sources	-	-	-	-	-	N/A
Total Revenue	$ 115,946	$ 116,757	$ 122,000	$ 126,050	$ 126,625	4%
Expenses						
Personnel Services, Salaries	$ 45,253	$ 57,482	$ 58,400	$ 58,250	$ 59,650	2%
Personnel Services, Benefits	20,612	23,771	24,275	24,425	25,950	7%
Purchased Property Services	3,300	3,300	2,100	2,100	3,100	48%
Other Purchased Services	7,853	8,058	8,400	8,400	8,400	0%
Supplies	12,654	13,538	15,125	15,125	15,825	5%
Operating Expenses	$ 89,672	$ 106,149	$ 108,300	$ 108,300	$ 112,925	4%
Capital Projects/Equipment	-	-	-	-	-	N/A
Contingency	-	-	-	-	-	N/A
Transfers to Other Funds	10,000	10,000	10,500	10,500	10,500	0%
Total Expense	$ 99,672	$ 116,149	$ 118,800	$ 118,800	$ 123,425	4%
Excess (Deficiency) of Revenues over Expenditures	**$ 16,274**	**$ 608**	**$ 3,200**	**$ 7,250**	**$ 3,200**	**0%**
Ending Funds Available	**$ 173,079**	**$ 173,687**	**$ 176,887**	**$ 180,937**	**$ 184,137**	**4%**
Components of Funds Available						
CERF Vehicle Repalcement	$ -	$ -	$ 3,200	$ 3,200	$ 6,400	100%
Assigned for irrigation operations	173,079	173,687	173,687	177,737	177,737	2%
	$ 173,079	$ 173,687	$ 176,887	$ 180,937	$ 184,137	4%

Irrigation Water Fund

PURPOSE OF THE FUND

The Irrigation Fund is an enterprise fund established for the purposes of providing irrigation water to the core area of the city and several outlying subdivisions and farmers as well. The Fund was established in the 1980's as part of an effort to pipe open irrigation ditches in the core area of the City in order to mitigate and reduce damage to the City's streets resulting from the open irrigation ditches. The core area includes property located between Ottley and Hwy 6 and between Coulson and the Independent Ranchman's Ditch. The City also supplies irrigation water to the area above the Ranchman's Ditch to 18 Road, North to K Road and from Pine Street to Fremont Street (18 ½ Road) including all the farms between Ottley Avenue and J.6 Road. This line is referred to as the Encanto line. The Public Works Department is responsible for maintaining 17 miles of irrigation mains.

REVENUES AND EXPENSES



Revenues

The 2020 Budget includes $126,625 in revenues for the irrigation system. This is a 4% increase from 2020 budgeted revenues. The annual charge is $140 for the core area of the city and the outlying ("Encanto line") system. The primary difference between the in-city and the Encanto systems is that in the core area, the City delivers waters to individual users whereas with the Encanto line the City delivers water to individual users or a subdivision with a HOA. The user or HOA is then responsible for maintaining the irrigation lines from the point of delivery to individual property within the subdivision. Users of the system may rent a share of water from the City. This is a pass through cost and is currently established at $25 per year.

In 2019, there were approximately 757 customers served through the City operated irrigation system. This included 725 customers on the underground piped irrigation system in the core area of Fruita and 32 customers on the Encanto line, with 682 of these users also renting irrigation water for the system through the City. The number of customers remains fairly constant from year to year.

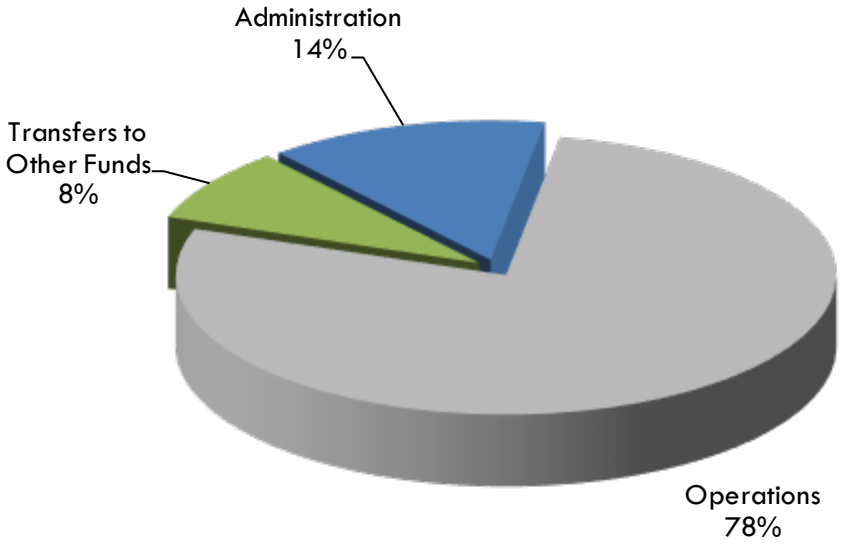
Irrigation Water Fund

Expenses

EXPENSES BY PROGRAM	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Administration	$ 14,658	$ 14,964	$ 16,275	$ 16,450	$ 16,950	4%
Operations	75,013	91,188	92,025	91,850	95,975	4%
Subtotal - Operating Expenses	$ 89,671	$ 106,152	$ 108,300	$ 108,300	$ 112,925	4%
Capital	-	-	-	-	-	N/A
Contingency	-	-	-	-	-	N/A
Transfers to Other Funds	10,000	10,000	10,500	10,500	10,500	0%
Total Expense	**$ 99,671**	**$ 116,152**	**$ 118,800**	**$ 118,800**	**$ 123,425**	**4%**

Expenses are budgeted to increase 4% in 2021. This increase is related to personnel costs.

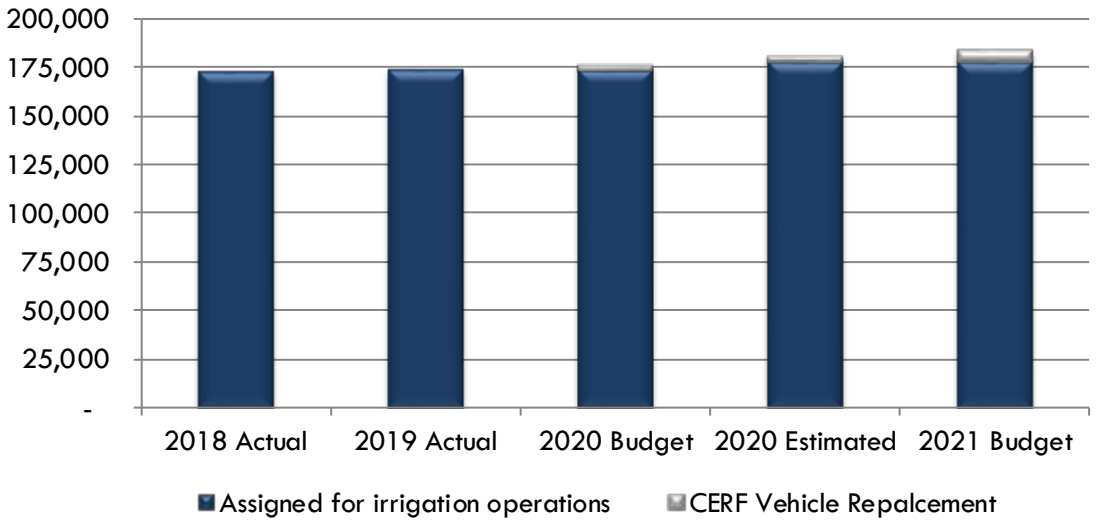
Expenses - $123,425



FUNDS AVAILABLE

The 2021 Budget includes the addition of $3,200 to the Capital Equipment Replacement Fund (CERF). The budgeted fund balance at December 31, 2021 is estimated to be $184,137 including the $6,400 CERF.

Irrigation Water Fund



PERSONNEL

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

Irrigation Fund - Staffing Chart (Manhours)				
Hours Summary	**2018 Actual**	**2019 Actual**	**2020 Budget**	**2021 Budget**
Administration				
Full time employees	336	337	332	332
Part time employees	-	-	-	-
Overtime	-	-	-	-
Total Administration Hours	336	337	332	332
Operations				
Full time employees	1,584	1,827	1,680	1,680
Part time employees	228	751	520	520
Overtime	36	41	70	70
Total Operations Hours	1,848	2,619	2,270	2,270
Total Hours	2,184	2,956	2,602	2,602
Total FTE Equivalents	1.05	1.42	1.25	1.25

Irrigation Water Fund

Revenues

Revenues

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
CHARGES FOR SERVICES							
211-000-00-3441	Monthly Irrigation Charges	115,369	114,680	122,000	126,000	126,575	4%
211-000-00-3449	Plant Investment Fees	500	2,000	-	-	-	N/A
211-000-00-3489	Penalty and Interest Charges	-	-	-	-	-	N/A
		115,869	116,680	122,000	126,000	126,575	4%
MISCELLANEOUS							
211-000-00-3610	Interest on deposits	77	77	-	50	50	N/A
211-000-00-3611	Interest on assessments	-	-	-	-	-	N/A
211-000-00-3680	Miscellaneous Revenues	-	-	-	-	-	N/A
		77	77	-	50	50	N/A
OTHER FINANCING SOURCES							
211-000-00-3950	Sale of Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TOTAL REVENUES		**115,946**	**116,757**	**122,000**	**126,050**	**126,625**	**4%**

Irrigation Water Fund

Expense Summary

Expenses

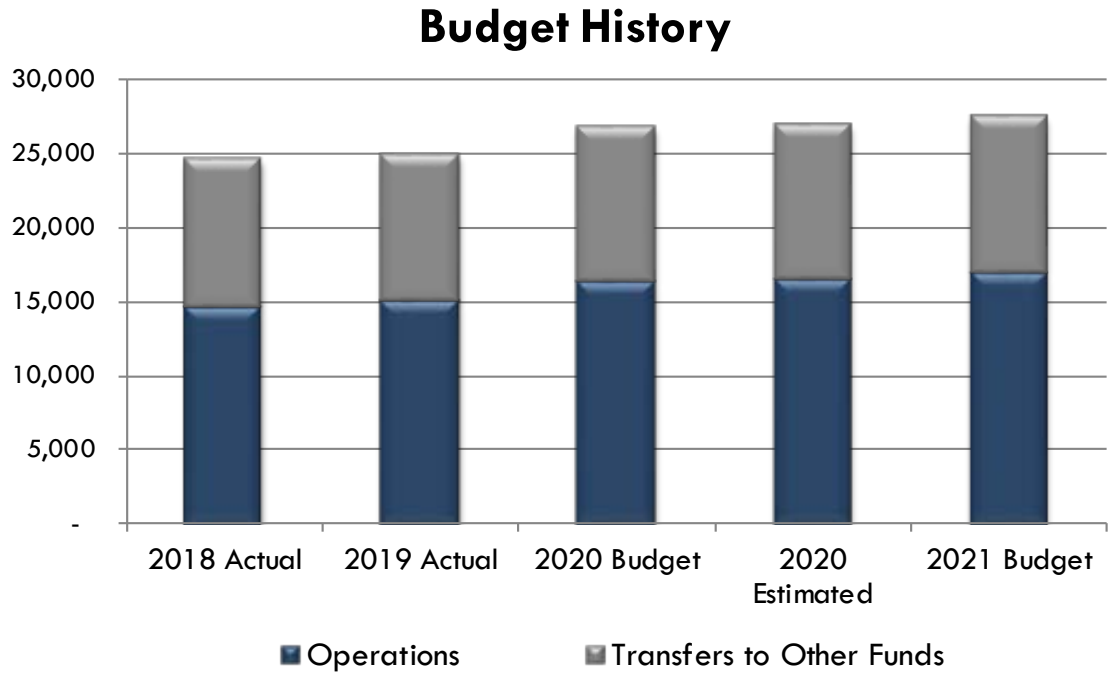
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
4113	Salaries, Public Works	41,286	46,055	47,850	47,850	48,950	2%
4120	Part Time	2,850	10,299	8,300	8,150	8,400	1%
4130	Overtime	1,117	1,128	2,250	2,250	2,300	2%
		45,253	57,482	58,400	58,250	59,650	2%
PERSONNEL SERVICES, BENEFITS							
4210	Health Insurance	14,038	15,892	15,750	15,750	17,150	9%
4220	FICA Payroll Expense	2,705	3,431	3,650	3,650	3,700	1%
4221	Medicare Payroll Expense	633	803	875	875	900	3%
4230	Retirement Contribution	1,847	2,070	2,250	2,250	2,350	4%
4250	Unemployment Insurance	136	167	200	200	200	0%
4260	Workers Compensation Insurance	1,253	1,408	1,550	1,700	1,650	6%
		20,612	23,771	24,275	24,425	25,950	7%
PURCHASED PROPERTY SERVICES							
4435	Fleet Maintenance Charges	3,300	3,300	2,100	2,100	3,100	48%
		3,300	3,300	2,100	2,100	3,100	48%
OTHER PURCHASED SERVICES							
4512	Irrigation Sys Repair & Mainte	7,853	8,058	8,400	8,400	8,400	0%
		7,853	8,058	8,400	8,400	8,400	0%
SUPPLIES							
4610	Office Supplies	296	-	300	300	300	0%
4611	Postage	450	400	500	500	500	0%
4612	Supplies and Equipment	1,189	1,662	2,600	2,600	2,600	0%
4613	Water Share Rentals	9,964	9,924	10,300	10,300	11,000	7%
4620	Utilities	-	-	-	-	-	N/A
4626	Gas and Oil	755	1,552	1,425	1,425	1,425	0%
		12,654	13,538	15,125	15,125	15,825	5%
CAPITAL PROJECTS AND EQUIPMENT							
4741	Water Shares	-	-	-	-	-	N/A
4743	Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
CONTINGENCY							
4850	Contingency	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TRANSFERS TO OTHER FUNDS							
4950	Transfer to General Fund	10,000	10,000	10,500	10,500	10,500	0%
		10,000	10,000	10,500	10,500	10,500	0%
TOTAL EXPENDITURES		**99,672**	**116,149**	**118,800**	**118,800**	**123,425**	**4%**

Irrigation Water Fund
Administration

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 10,345	$ 10,805	$ 11,150	$ 11,150	$ 11,350	2%
Personnel Services, Benefits	3,567	3,759	4,325	4,500	4,800	11%
Supplies	746	400	800	800	800	0%
Subtotal	$ 14,658	$ 14,964	$ 16,275	$ 16,450	$ 16,950	4%
Contingency	-	-	-	-	-	N/A
Transfers to Other Funds	10,000	10,000	10,500	10,500	10,500	0%
Total Expense	**$ 24,658**	**$ 24,964**	**$ 26,775**	**$ 26,950**	**$ 27,450**	**3%**

MISSION

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



Irrigation Water Fund
Administration

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

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

GOALS

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

BUDGET HIGHLIGHTS

- There are no significant changes in the 2021 Budget.

Irrigation Water Fund

Administration

Expenses

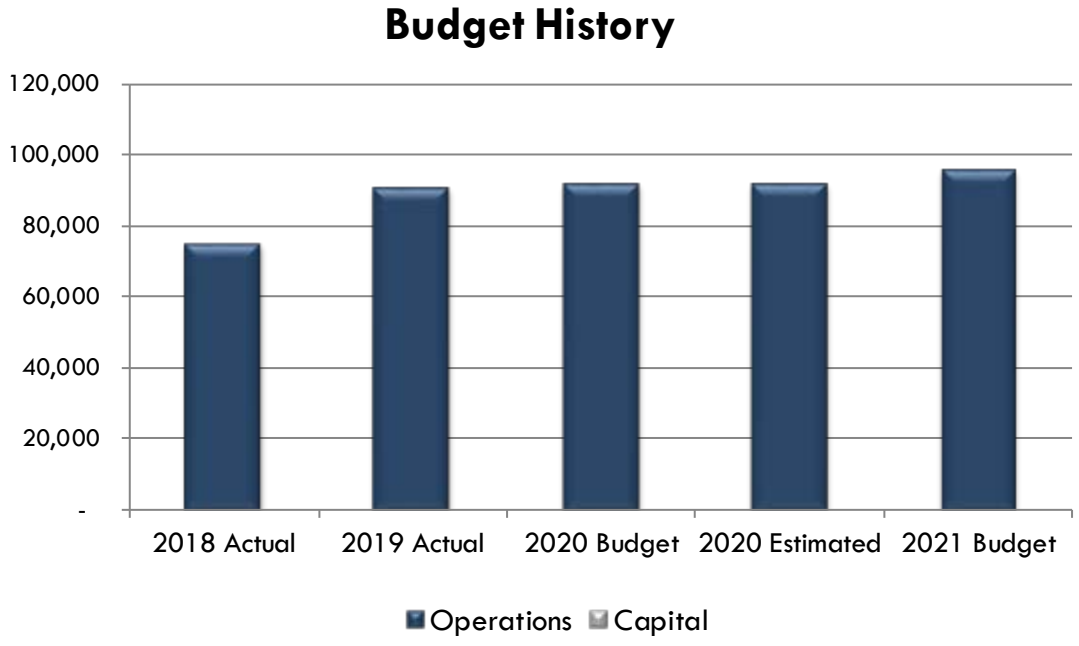
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
211-431-10-4113	Salaries, Public Works	10,345	10,805	11,150	11,150	11,350	2%
211-431-10-4120	Part Time	-	-	-	-	-	N/A
211-431-10-4130	Overtime	-	-	-	-	-	N/A
		10,345	10,805	11,150	11,150	11,350	2%
PERSONNEL SERVICES, BENEFITS							
211-431-10-4210	Health Insurance	2,206	2,330	2,750	2,750	3,100	13%
211-431-10-4220	FICA Payroll Expense	618	638	700	700	700	0%
211-431-10-4221	Medicare Payroll Expense	144	149	175	175	200	14%
211-431-10-4230	Retirement Contribution	468	486	500	500	550	10%
211-431-10-4250	Unemployment Insurance	31	31	50	50	50	0%
211-431-10-4260	Workers Compensation Insurance	100	125	150	325	200	33%
		3,567	3,759	4,325	4,500	4,800	11%
SUPPLIES							
211-431-10-4610	Office Supplies	296	-	300	300	300	0%
211-431-10-4611	Postage	450	400	500	500	500	0%
		746	400	800	800	800	0%
CAPITAL							
211-431-10-4743	Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
CONTINGENCY							
211-431-10-4850	Contingency	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TRANSFERS TO OTHER FUNDS							
211-431-10-4950	Transfer to General Fund	10,000	10,000	10,500	10,500	10,500	0%
		10,000	10,000	10,500	10,500	10,500	0%
TOTAL EXPENDITURES		**24,658**	**24,964**	**26,775**	**26,950**	**27,450**	**3%**

Irrigation Water Fund
Operations

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 34,908	$ 46,678	$ 47,250	$ 47,100	$ 48,300	2%
Personnel Services, Benefits	17,044	20,014	19,950	19,925	21,150	6%
Purchased Property Services	3,300	3,300	2,100	2,100	3,100	48%
Other Purchased Services	7,853	8,058	8,400	8,400	8,400	0%
Supplies	11,908	13,138	14,325	14,325	15,025	5%
Subtotal	$ 75,013	$ 91,188	$ 92,025	$ 91,850	$ 95,975	4%
Capital	-	-	-	-	-	N/A
Total Expense	**$ 75,013**	**$ 91,188**	**$ 92,025**	**$ 91,850**	**$ 95,975**	**4%**

MISSION

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



Irrigation Water Fund
Operations

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

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

GOALS

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

Irrigation Water Fund
Operations

PERFORMANCE MEASURES

- Develop & implement a valve exercising program to identify valves that are non-functional and schedule valve replacements prior to irrigation season.
- Monitor after-hour call outs for irrigation as performance measure of how well the system is being maintained with a goal of reducing call back time by 10%.

BUDGET HIGHLIGHTS

There are no significant changes to the 2021 Budget.

Irrigation Water Fund

Operations

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
211-431-53-4113	Salaries, Public Works	30,941	35,251	36,700	36,700	37,600	2%
211-431-53-4120	Part Time	2,850	10,299	8,300	8,150	8,400	1%
211-431-53-4130	Overtime	1,117	1,128	2,250	2,250	2,300	2%
		34,908	46,678	47,250	47,100	48,300	2%
PERSONNEL SERVICES, BENEFITS							
211-431-53-4210	Health Insurance	11,832	13,562	13,000	13,000	14,050	8%
211-431-53-4220	FICA Payroll Expense	2,087	2,794	2,950	2,950	3,000	2%
211-431-53-4221	Medicare Payroll Expense	488	654	700	700	700	0%
211-431-53-4230	Retirement Contribution	1,379	1,585	1,750	1,750	1,800	3%
211-431-53-4250	Unemployment Insurance	105	136	150	150	150	0%
211-431-53-4260	Workers Compensation Insurance	1,153	1,283	1,400	1,375	1,450	4%
		17,044	20,014	19,950	19,925	21,150	6%
PURCHASED PROPERTY SERVICES							
211-431-53-4435	Fleet Maintenance Charges	3,300	3,300	2,100	2,100	3,100	48%
		3,300	3,300	2,100	2,100	3,100	48%
OTHER PURCHASED SERVICES							
211-431-53-4512	Irrigation Sys Repair & Mainte	7,853	8,058	8,400	8,400	8,400	0%
		7,853	8,058	8,400	8,400	8,400	0%
SUPPLIES							
211-431-53-4610	Office Supplies	-	-	-	-	-	N/A
211-431-53-4612	Supplies and Equipment	1,189	1,662	2,600	2,600	2,600	0%
211-431-53-4613	Water Share Rentals	9,964	9,924	10,300	10,300	11,000	7%
211-431-53-4620	Utilities	-	-	-	-	-	N/A
211-431-53-4626	Gas and Oil	755	1,552	1,425	1,425	1,425	0%
		11,908	13,138	14,325	14,325	15,025	5%
CAPITAL							
211-431-53-4741	Water Shares	-	-	-	-	-	N/A
211-431-53-4743	Equipment	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TOTAL EXPENDITURES		**75,013**	**91,188**	**92,025**	**91,850**	**95,975**	**4%**

Sewer Fund

Sewer Fund

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Sewer Fund

SUMMARY

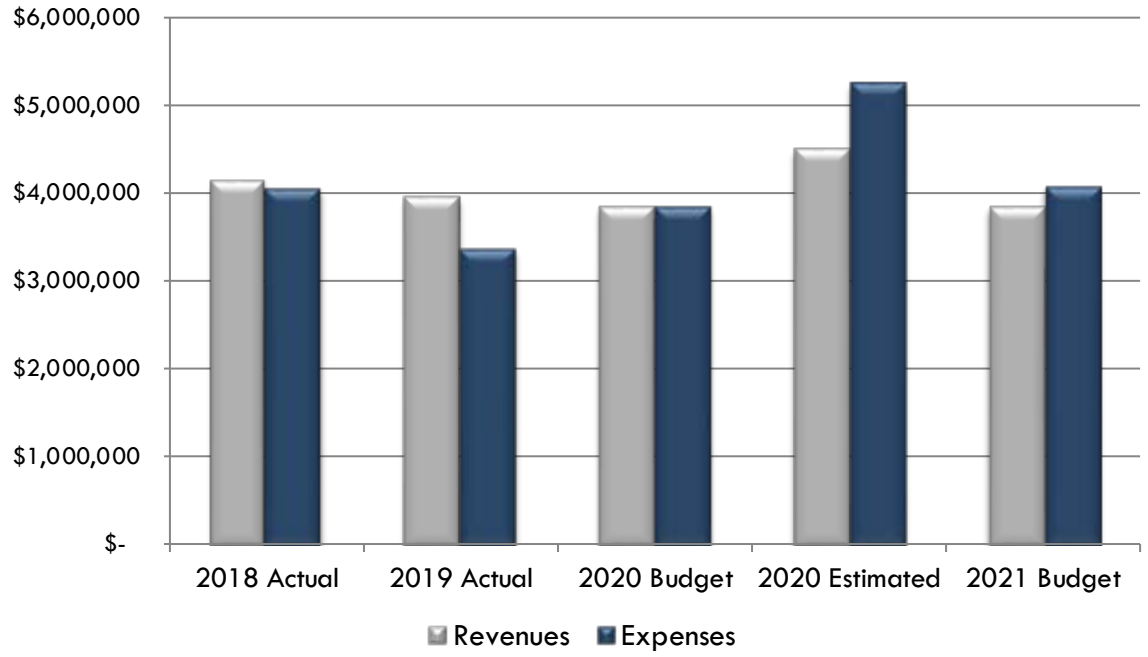
	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Beginning Funds Available	$4,938,078	$5,047,705	$5,598,295	$ 5,598,295	$4,861,520	-13%
Revenues						
Intergovermental Revenues	$ 131,489	$ 13,765	$ -	$ 392,200	$ -	N/A
Charges for Services	3,930,290	3,844,058	3,780,000	4,075,000	3,810,000	1%
Miscellaneous	71,109	79,116	46,500	28,600	14,500	-69%
Other Financing Sources	6,400	12,910	-	3,250	7,500	N/A
Total Revenue	$4,139,288	$3,949,849	$3,826,500	$ 4,499,050	$3,832,000	0%
Expenses by type						
Personnel Services, Salaries	$ 511,577	$ 552,167	$ 618,150	$ 605,075	$ 609,750	-1%
Personnel Services, Benefits	211,448	236,625	265,100	264,175	296,250	12%
Purchased Professional Svcs	41,931	29,523	52,500	78,625	66,000	26%
Property Property Services	46,033	50,040	56,000	56,000	97,800	75%
Other Purchased Services	129,875	132,536	159,100	163,100	132,800	-17%
Supplies	309,445	311,340	327,600	342,600	332,400	1%
Contingency	-	-	6,100	126,100	72,800	1093%
Operating Transfers	160,000	160,000	165,000	165,000	165,000	0%
Operating Expenses	$1,410,309	$1,472,231	$1,649,550	$ 1,800,675	$1,772,800	7%
Debt Service, Principal	730,000	780,000	845,000	845,000	910,000	8%
Debt Service, Interest	515,595	491,284	474,150	474,150	442,550	-7%
Capital Transfers	-	-	125,000	-	311,300	149%
Capital	1,353,295	617,679	732,800	2,116,000	626,350	-15%
Special Projects	20,462	165	-	-	-	N/A
Total Expense	$4,029,661	$3,361,359	$3,826,500	$ 5,235,825	$4,063,000	6%
Excess (Deficiency) of Revenues over Expenditures	**$ 109,627**	**$ 588,490**	**$ -**	**$ (736,775)**	**$ (231,000)**	**N/A**
Adjustment to Budgetary Basis		(37,900)				
Ending Funds Available	**$ 5,047,705**	**$ 5,598,295**	**$ 5,598,295**	**$ 4,861,520**	**$ 4,630,520**	**-17%**
Components of Funds Available						
Restricted for loan covenants	$ 962,301	$ 917,736	$ 962,033	$ 999,815	$1,006,763	5%
Assigned-WWTF equip	1,210,775	1,044,888	1,069,888	1,062,613	1,087,613	2%
Assigned-Vehicle replacement	263,677	338,677	342,677	397,677	391,677	14%
Assigned-Sewer operations	2,610,952	3,296,994	3,223,697	2,401,415	2,144,468	-33%
	$5,047,705	$5,598,295	$5,598,295	$ 4,861,520	$4,630,520	-17%

Sewer Fund

PURPOSE OF THE FUND

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

REVENUES AND EXPENSES



Revenues

Sewer Fund revenues are budgeted at $3.8 million in 2021 and include monthly charges for sewer service and plant investment fees. There is minimal change from 2020 budgeted revenues of $3.8 million. Changes in revenues include:

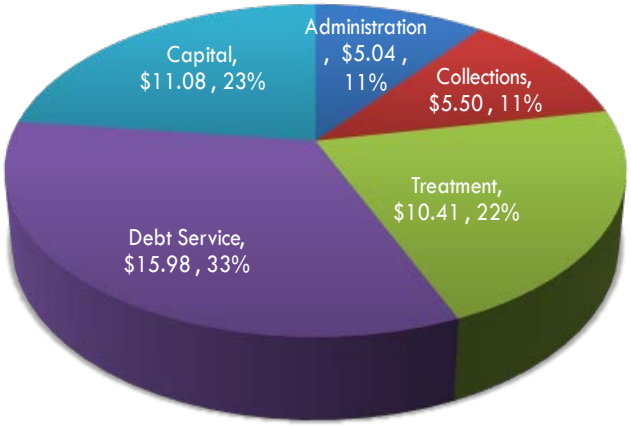
- Plant investment fees are budgeted to decrease $10,000 (3%) and is based on the assumption that approximately 50 new residential building permits will be issued in 2021.
- The Increase in monthly charges is based on estimated 2020 revenues and a 0.5% increase in number of customers. Option 1 of the sewer rate study conducted in 2018 recommended a 2% annual increase for 2019 thru 2023. However, due to economic hardships on sewer customers as a result of the COVID pandemic, no rate increase is budgeted for 2021. Monthly charges are $48.00 per month for residential property, the senior citizen rate (based on age and income eligibility) is $19.30 and the commercial base rate is $55.15 per month and the rates per 1,000 gallons in excess of 5,000 to 105,000 gallons is $7.20 and the rate per 1,000 gallons in excess of 105,000 gallons is $4.45.

Sewer Fund

The City currently bills 5,124 properties for sewer service which reflects a 2% increase in the number of customers from the prior year. The plant investment fee will remain at $7,000 in 2021 for structures with a 1" or smaller water tap. Fees for water taps larger than 1" are established in the Annual Fees and Charges Resolution.

The monthly charge for sewer service is used to fund operations (44%) including maintenance of collections lines, treatment of wastewater, and administration. Debt service payments account for 33% and capital improvements and equipment (23%) of the monthly charge.

Use of monthly sewer charge - $48



Expenses

Expenses by Program

	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Expenses						
Administration	$ 138,953	$ 143,742	$ 163,450	$ 163,575	$ 188,700	15%
Collections	344,357	406,478	441,550	433,525	465,150	5%
Treatment	767,003	762,012	873,450	885,350	881,150	1%
Contingency	-	-	6,100	126,100	72,800	1093%
Operating Transfers	160,000	160,000	165,000	165,000	165,000	0%
Operating Expenses	1,410,313	1,472,232	1,649,550	1,773,550	1,772,800	7%
Debt Service, Principal	730,000	780,000	845,000	845,000	910,000	8%
Debt Service, Interest	515,595	491,284	474,150	474,150	442,550	-7%
Special Projects	20,462	165	-	-	-	N/A
Capital Projects	852,178	431,989	626,000	2,084,050	487,500	-22%
Capital Equipment	501,117	185,690	106,800	59,075	138,850	30%
Capital Transfers	-	-	125,000	-	311,300	149%
Total Expense	**$ 4,029,668**	**$ 3,361,360**	**$ 3,826,500**	**$ 5,235,825**	**$ 4,063,000**	**6%**

Sewer Fund expenses of $4.1 million are budgeted to increase 6% from the original 2020 budgeted expenses and decrease 22% from 2020 estimated expenses.

Capital projects and equipment of $937,650 including transfers to the Capital Projects Fund, include the following:

Sewer Fund

CAPITAL EXPENSES	Program	Amount
Capital Equipment		
Capital Equipment Replacement Fund		
Generator (mobile)	Collections	$ 65,000
New Capital Equipment		
Trailer for confined space equipment	Collections	10,000
Wireless Noise Reduction Headsets	Collections	11,000
Replace Aeration Membranes	Treatment	20,000
Centrifuge spare parts	Treatment	30,000
Computer equipment		2,850
Capital Equipment Total		$ 138,850
Capital Projects		
Maple Street Sewer Line replacement	130-732	$ 311,300
Ash Street Sewer Line replacement	212-604	262,500
H2S Gas Mitigation in sewer lines	212-603	225,000
Total Capital Projects		$ 798,800
Grand Total		$ 937,650

- Debt services payments of $1.35 million include a loan issued in 2010 from the Colorado Water and Power Development Authority for the wastewater treatment facility. Debt service payments are budgeted to increase 3% in 2021. This escalation in debt service payments continues on an annual basis and results in an increase of approximately $30,000 to $40,000 annually.
- Operational expenses of $1.8 million reflect a 7% ($123,250) increase from the 2020 Budget and includes the administration, wastewater collection and treatment programs. Operational costs also include transfers to the General Fund for general and financial administration and costs for billing for services. The most significant increases in operational expenses include:
    - fleet maintenance charges (95% increase) based on historical costs
    - service contracts (133% increase) which includes additional funds for outsourcing utility locates for construction projects.
    - contingency funds (1093% increase) to provide for unanticipated expenses that may occur throughout the year

FUNDS AVAILABLE

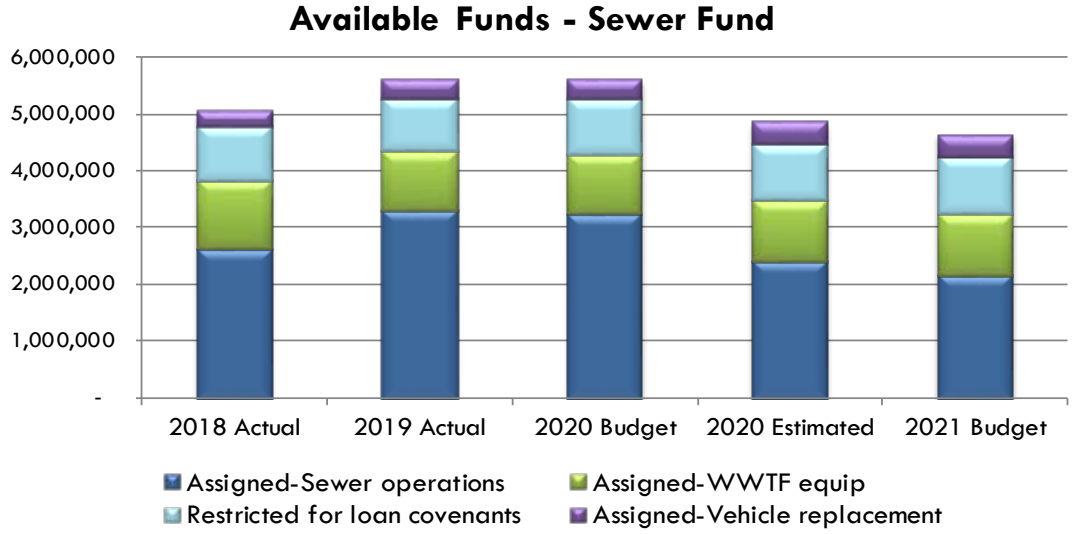
Available funds at the end of 2021 are estimated at $4,630,520. The 2021 Budget includes the use of $231,000 in available funds. This includes the use of $225,000 for the manhole/$H_2S$ mitigation project initially included in the 2020 budget but not spent and $6,000 in capital

equipment replacement funds (CERF) for replacement of capital equipment in excess of the annual funding requirement. Available funds of $4.6 million include amounts:

- restricted for debt payments and a 25% operational reserve as required by loan covenants ($1,006,763)
- assigned for wastewater treatment equipment replacement ($1,006,763),
- assigned for capital equipment replacement fund ($391,677), and
- amounts not designated for any specific purpose other than for operations of the Sewer Fund ($2,144,468).

Changes in Available Funds

- *Assigned for sewer operations - $2.1 million.* This amount represents funds available for purposes of sewer operations and is budgeted to decrease $256,947 from 2020 estimated ending balances due to adjustments to other components of funds available and the use of $225,000 for capital projects initially included in the 2020 Budget.
- *Restricted for loan covenants – $1.0 million.* Loan covenants require a reserve of at least 25% (90 days) of operational expenses, excluding depreciation, and a pro-rata share of the next principal and interest payments on the loan. This reserve is projected to increase $6,948 in 2021.
- *Assigned for wastewater treatment facility equipment replacement - $1,087,613.* This amount is budgeted to increase $25,000 in 2021. This reflects the annual addition of $75,000 less $50,000 in capital equipment expenses for the wastewater treatment facility included in the 2021 Budget.
- *Assigned for vehicle/equipment replacement - $391,677.* The 2021 Budget includes the use of $6,000 of these funds. This reflects the annual addition of $59,000 less CERF expenses of $65,000 included in the 2021 Budget.



Sewer Fund

Personnel

Significant changes for 2021 in personnel for the Sewer Fund include the following:

- 2.5% increase in salaries
- 8.5% increase in health insurance costs
- Potential reclassification of positions based on certifications obtained

SEWER FUND STAFFING CHART				
Hours Summary	**2018 Actual**	**2019 Actual**	**2020 Budget**	**2021 Budget**
Administration				
Full time employees	2,919	2,926	2,881	2,881
Part time employees	-	-	-	-
Overtime	-	-	-	-
Total Administration Hours	2,919	2,926	2,881	2,881
Collections				
Full time employees	7,421	9,432	9,429	9,429
Part time employees	499	-	-	-
Overtime	168	321	265	265
Total Collections Hours	8,088	9,753	9,694	9,694
Treatment				
Full time employees	11,000	10,692	10,880	10,880
Part time employees	-	-	-	-
Overtime	197	162	200	200
Total Treatment Hours	11,197	10,854	11,080	11,080
Total Hours	**22,204**	**23,533**	**23,655**	**23,655**
Total FTE Equivalents	**10.68**	**11.31**	**11.37**	**11.37**

Sewer Fund

Revenues

Revenues

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
INTERGOVERNMENTAL REVENUES							
212-000-00-3319	CVRF Grant	-	-	-	50,000	-	
212-000-00-3342	Energy Impact Grant	131,489	13,765	-	342,200	-	N/A
		131,489	13,765	-	392,200	-	N/A
CHARGES FOR SERVICES							
212-000-00-3441	Sewer Charges - Res	2,810,579	2,915,867	2,960,000	2,995,000	3,005,000	2%
212-000-00-3442	Sewer Charges - Comm	465,977	461,226	460,000	455,000	455,000	-1%
212-000-00-3444	Sewer Charges - Misc.	-	-	-	-	-	
212-000-00-3447	Kingsview Tap Surcharge	-	-	-	-	-	N/A
212-000-00-3449	Plant Investment Fees	653,734	466,965	360,000	425,000	350,000	-3%
212-000-00-3484	Developer Contribution	-		-	200,000	-	N/A
		3,930,290	3,844,058	3,780,000	4,075,000	3,810,000	1%
MISCELLANEOUS							
212-000-00-3610	Interest on deposits	68,758	69,628	45,000	26,000	13,000	-71%
212-000-00-3611	Interest on assessments	-	-	-	-	-	N/A
212-000-00-3612	Interest on notes rec.	-	-	-	-	-	N/A
212-000-00-3649	Developer Contributions	-	-	-	-	-	N/A
212-000-00-3680	Miscellaneous	2,351	4,350	1,500	1,500	1,500	0%
212-000-00-3682	Refunds	-	5,138	-	1,100	-	N/A
		71,109	79,116	46,500	28,600	14,500	-69%
OTHER FINANCING SOURCES							
212-000-00-3915	Transfer from Irrigaton Fund	-	-	-	-	7,500	
212-000-00-3950	Sale of Equipment	6,400	12,910	-	3,250	-	N/A
		6,400	12,910	-	3,250	7,500	N/A
TOTAL REVENUES		**4,139,288**	**3,949,849**	**3,826,500**	**4,499,050**	**3,832,000**	**0%**

Sewer Fund

Summary

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
4113	Salaries, Public Works	494,453	537,879	601,550	588,950	593,300	-1%
4120	Part Time	6,231	-	-	-	-	N/A
4130	Overtime	10,893	14,288	16,600	16,125	16,450	-1%
		511,577	552,167	618,150	605,075	609,750	-1%
PERSONNEL SERVICES, BENEFITS							
4210	Health Insurance	138,104	161,179	177,450	177,450	209,500	18%
4220	FICA Payroll Expense	30,688	33,172	38,350	37,650	37,900	-1%
4221	Medicare Payroll Expense	7,177	7,758	9,000	8,850	8,900	-1%
4230	Retirement Contribution	22,213	24,118	27,900	27,400	27,450	-2%
4250	Unemployment Insurance	1,530	1,616	1,900	1,850	1,900	0%
4260	Workers Compensation Ins	11,736	8,782	10,500	10,975	10,600	1%
		211,448	236,625	265,100	264,175	296,250	12%
PURCHASED PROFESSIONAL SERVICES							
4310	Professional Development	10,795	7,416	12,500	11,500	12,500	0%
4335	Engineering	14,946	7,203	20,000	20,000	22,000	10%
4342	Lab Work	16,190	14,904	20,000	20,000	31,500	58%
4345	Engineering & Design	-	-	-	27,125	-	N/A
		41,931	29,523	52,500	78,625	66,000	26%
PURCHASED PROPERTY SERVICES							
4430	Service Contracts	8,939	10,536	15,000	15,000	35,000	133%
4435	Fleet Maintenance Charges	23,200	26,700	22,400	22,400	43,600	95%
4438	IT Services	11,737	12,804	18,600	18,600	19,200	3%
4452	Drainage Fees	2,157	-	-	-	-	N/A
		46,033	50,040	56,000	56,000	97,800	75%
OTHER PURCHASED SERVICES							
4511	Sewer Permit	7,640	7,629	8,000	8,000	8,000	0%
4512	Sewer Sys. Repair & Maint.	52,497	65,266	69,500	73,500	50,000	-28%
4513	Lift Station Repair & Maint.	23,763	17,751	35,000	35,000	30,000	-14%
4520	Property Insurance	42,500	36,500	41,000	41,000	41,000	0%
4523	Insurance Deductible	-	-	-	-	-	N/A
4530	Telephone	3,475	5,390	5,600	5,600	3,800	-32%
4592	Recording Fees	-	-	-	-	-	N/A
		129,875	132,536	159,100	163,100	132,800	-17%
SUPPLIES							
4610	Office Supplies	2,276	2,755	4,250	4,250	4,250	0%
4611	Postage	450	600	600	600	600	0%
4612	Supplies and Equipment	39,382	35,561	41,000	56,000	44,000	7%
4616	Chemicals	23,302	36,974	36,000	36,000	39,000	8%
4620	Utilities	228,228	214,029	225,500	225,500	224,500	0%
4626	Fuel	11,550	15,917	12,900	12,900	12,700	-2%
4630	Meeting/Appreciation Supplies	-	-	750	750	750	0%
4661	Uniforms	2,348	3,611	3,500	3,500	3,500	0%
4662	Safety Equipment	1,909	1,893	3,100	3,100	3,100	0%
		309,445	311,340	327,600	342,600	332,400	1%

Sewer Fund

Summary

Expenses

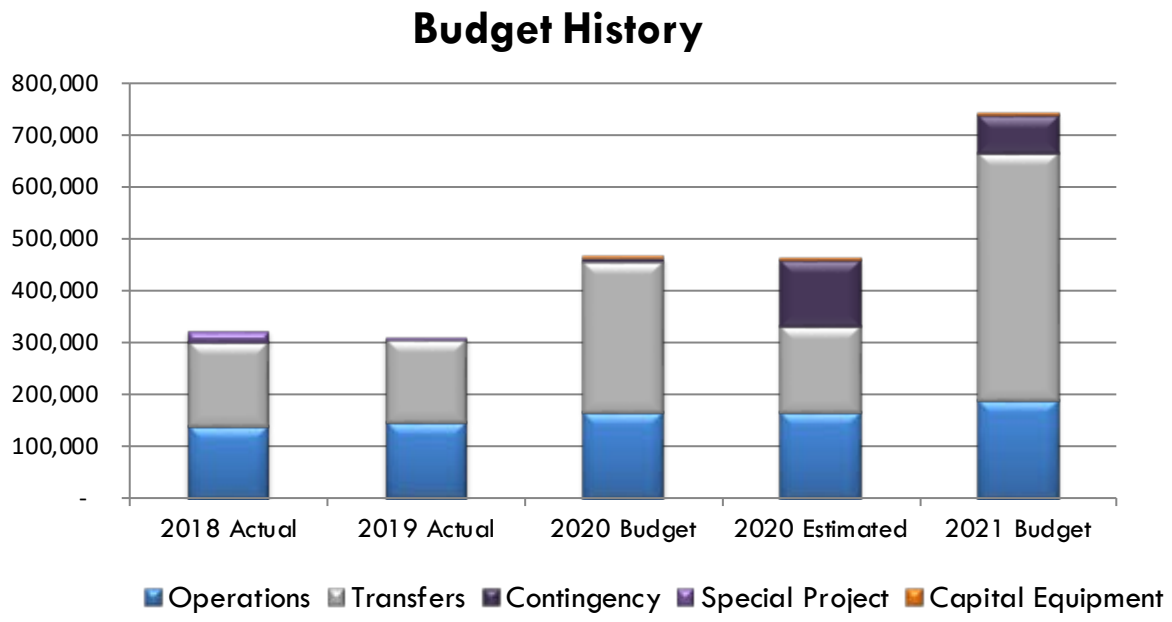
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
DEBT SERVICE PRINCIPAL							
4714	Loan Payment, Principal	730,000	780,000	845,000	845,000	910,000	8%
		730,000	780,000	845,000	845,000	910,000	8%
DEBT SERVICE INTEREST							
4724	Loan Payment, Interest	515,595	491,284	474,150	474,150	442,550	-7%
		515,595	491,284	474,150	474,150	442,550	-7%
CAPITAL							
4740	Capital Projects	852,178	431,989	626,000	2,056,925	487,500	-22%
4742	Mobile Equipment	84,717	-	55,000	-	75,000	36%
4743	Furniture and Equipment	416,400	180,369	50,000	57,275	61,000	22%
4744	Computer Equipment	-	5,321	1,800	1,800	2,850	58%
		1,353,295	617,679	732,800	2,116,000	626,350	-15%
SPECIAL PROJECTS							
4824	WWTF Rate Study	20,462	165	-	-	-	N/A
		20,462	165	-	-	-	N/A
CONTINGENCY							
4850	Contingency	-	-	6,100	76,100	72,800	1093%
4852	COVID Contingency	-	-	-	50,000	-	
		-	-	6,100	126,100	72,800	1093%
TRANSFERS							
4930	Transfer to Capital Projects	-	-	125,000	-	311,300	149%
4950	Transfer to General Fund	160,000	160,000	165,000	165,000	165,000	0%
		160,000	160,000	290,000	165,000	476,300	64%
TOTAL EXPENDITURES		**4,029,661**	**3,361,359**	**3,826,500**	**5,235,825**	**4,063,000**	**6%**

Sewer Fund
Administration

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 89,224	$ 91,892	$ 97,100	$ 97,100	$ 97,800	1%
Personnel Services, Benefits	31,615	30,942	37,850	37,975	41,800	10%
Purchased Professional Services	198	-	500	500	500	0%
Purchased Property Services	15,946	17,488	24,600	24,600	45,200	84%
Other Purchased Services	-	679	600	600	600	0%
Supplies	1,970	2,741	2,800	2,800	2,800	0%
Subtotal	$ 138,953	$ 143,742	$ 163,450	$ 163,575	$ 188,700	15%
Capital Equipment	-	-	1,800	1,800	2,850	58%
Contingency	-	-	6,100	126,100	72,800	1093%
Special Project	20,462	165	-	-	-	N/A
Transfers	160,000	160,000	290,000	165,000	476,300	64%
Total Expense	**$ 319,415**	**$ 303,907**	**$ 461,350**	**$ 456,475**	**$ 740,650**	**61%**

MISSION

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



Sewer Fund
Administration

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- Coordinated with State to renew the wastewater discharge permit for the City, which had not been renewed since 2012 when the plant became operational. The new permit includes a considerable amount of new monitoring and testing requirements to comply with revised environmental regulations that were not in effect in 2012.

2021 GOALS

- Evaluation and planning for wastewater line replacements and upgrades throughout the year in order to eliminate sanitary sewer overflows (SSOs) during the year.
- Update Sewer Master Plan in coordination with revised land use plans.
- Develop a H_2S Mitigation Plan to reduce possible exposure to harmful gases and to reduce premature deterioration of the wastewater system.

PERFORMANCE MEASURES

- Develop and maintain a 5-year prioritized capital plan for Sewer Fund.
  - ✓ This has been achieved and will continue to be maintained.
- Track any sanitary sewer overflows (SSO's) and report to the Colorado Department of Health and Environment within 24 hours.
  - ✓ No SSO's occurred in 2020.

BUDGET HIGHLIGHTS

- The 2021 budget includes an additional $20,000 to contract out utility locating services in 2021, which currently relies on road maintenance staff to perform and has seen a continual increase in time spent on locates since the passage of SB 18-167.
- The 2021 budget includes a contingency of $72,800 to be used for any major equipment failures at the WWRF or lift station facilities, or for any emergency repairs to the collections system.

Sewer Fund
Administration

- There is a transfer to the Capital Projects Fund of $311,300 for a coordinated street and sewer capital improvement project on N Maple.

Sewer Fund

Administration

Expenses

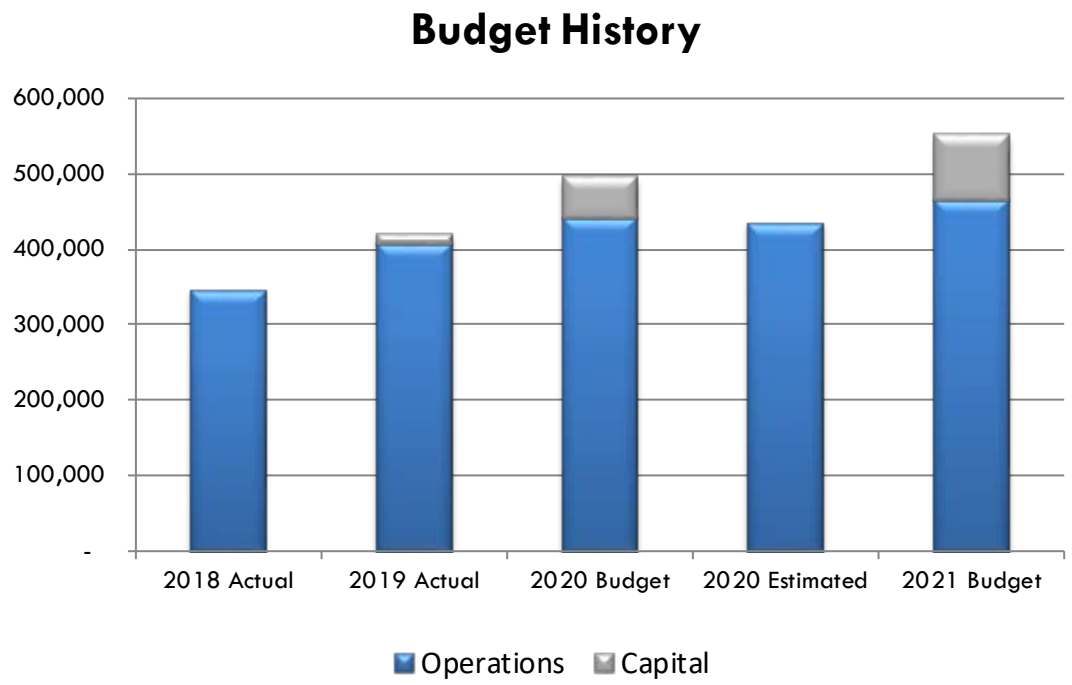
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
212-433-10-4113	Salaries, Administration	89,224	91,892	97,100	97,100	97,800	1%
212-433-10-4120	Part time	-	-	-	-	-	N/A
212-433-10-4130	Overtime	-	-	-	-	-	N/A
		89,224	91,892	97,100	97,100	97,800	1%
PERSONNEL SERVICES, BENEFITS							
212-433-10-4210	Health Insurance	19,645	19,342	24,500	24,500	28,350	16%
212-433-10-4220	FICA Payroll Expense	5,213	5,394	6,050	6,050	6,100	1%
212-433-10-4221	Medicare Payroll Expense	1,219	1,261	1,400	1,400	1,450	4%
212-433-10-4230	Retirement Contribution	3,976	4,131	4,400	4,400	4,400	0%
212-433-10-4250	Unemployment Insurance	267	264	300	300	300	0%
212-433-10-4260	Workers Compensation Ins	1,295	550	1,200	1,325	1,200	0%
		31,615	30,942	37,850	37,975	41,800	10%
PURCHASED PROFESSIONAL SERVICES							
212-433-10-4310	Professional Development	198	-	500	500	500	0%
		198	-	500	500	500	0%
PURCHASED PROPERTY SERVICES							
212-433-10-4430	Service Contracts	4,209	4,684	6,000	6,000	26,000	333%
212-433-10-4438	IT Services	11,737	12,804	18,600	18,600	19,200	3%
		15,946	17,488	24,600	24,600	45,200	84%
OTHER PURCHASED SERVICES							
212-433-10-4530	Telephone	-	679	600	600	600	0%
		-	679	600	600	600	0%
SUPPLIES							
212-433-10-4610	Office Supplies	1,500	1,416	750	750	750	0%
212-433-10-4611	Postage	450	600	600	600	600	0%
212-433-10-4626	Fuel	20	725	700	700	700	0%
212-433-10-4630	Meeting/Appreciation Supplies	-	-	750	750	750	0%
		1,970	2,741	2,800	2,800	2,800	0%
CAPITAL							
212-433-10-4744	Computer Equipment	-	-	1,800	1,800	2,850	58%
		-	-	1,800	1,800	2,850	58%
SPECIAL PROJECTS							
212-433-10-4824	WWTF Plan/Rates	20,462	165	-	-	-	N/A
		20,462	165	-	-	-	N/A
CONTINGENCY							
212-433-10-4850	Contingency	-	-	6,100	76,100	72,800	1093%
212-433-10-4852	COVID Contingency	-	-	-	50,000	-	N/A
		-	-	6,100	126,100	72,800	1093%
TRANSFERS							
212-433-10-4930	Transfer to Capital Projects	-	-	125,000	-	311,300	149%
212-433-10-4950	Transfer to General Fund	160,000	160,000	165,000	165,000	165,000	0%
		160,000	160,000	290,000	165,000	476,300	64%
TOTAL EXPENDITURES		**319,415**	**303,907**	**461,350**	**456,475**	**740,650**	**61%**

Sewer Fund
Collections

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 161,013	$ 195,008	$ 212,850	$ 205,525	$ 217,350	2%
Personnel Services, Benefits	77,162	98,875	105,600	104,900	111,900	6%
Purchased Professional Services	4,041	6,359	6,000	6,000	6,000	0%
Purchased Property Services	23,200	26,700	14,800	14,800	33,400	126%
Other Purchased Services	35,293	31,766	55,000	55,000	51,200	-7%
Supplies	43,648	47,770	47,300	47,300	45,300	-4%
Operating Expenses	344,357	406,478	441,550	433,525	465,150	5%
Capital	-	14,482	55,000	-	86,000	56%
Total Expense	**$ 344,357**	**$ 420,960**	**$ 496,550**	**$ 433,525**	**$ 551,150**	**11%**

MISSION

The operation of the wastewater collection system includes routine maintenance and repairs to approximately 75 miles of wastewater collection lines. Operations include routine flushing and jetting of the collection lines on a bi-annual basis. Provide repairs to collection lines and record electrical costs for ten lift stations that are part of the program.



Sewer Fund
Collections

RESPONSIBILITIES

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

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

PRIOR YEAR ACCOMPLISHMENTS

- Potholed numerous locations to locate utilities for developing capital projects.
- CCTV inspections of new development projects.
- Implementation trial period of H_2S mitigation data, vent testing and reporting.
- Start of manhole rehabilitation and reporting of deteraiting manholes due to H_2S.
- Upgraded control panel and electrical power for the Highway 340 Lift Station.
- Coordinated and updated database of all industrial wastewater users, along with pre-treatment practices, within the City.
- Updated and repaired air monitoring equipment.
- Completed generator concrete pad replacement and groundwater/electrical repairs at I-70 Lift Station.
- Reduced preventative maintenance measures were completed in 2020 due to turnover in staffing and health restrictions in response to the COVID-19 pandemic.

2021 GOALS

- Evaluate and resolve ongoing growth of grease within the Collection System. This was a goal for 2020 that staff did not make any progress on due to availability of resources. One of the primary focused of this effort will be to evaluate and reduce the amount of resources required for the cleaning for the I-70 Lift Station.

Sewer Fund
Collections

- Provide corrective measures for H_2S within the collections system causing deteriorating manholes and eliminate hazardous conditions for employees and staff.
- Create a controlled and safe manner to dispose of solids from cleaning the collection system with improvements to the current offloading site for the Vactor truck at the WWRF.
- Reinstate routine cleaning and camera inspections for existing sewer lines to pre-COVID-19 levels to reduce likelihood of costly repairs and backups.
- Installation of access points and manholes to areas that are unable to provide maintenance with priority areas.
- Implement inflow and infiltration reduction measures that prioritize repairs based on the CCTV inspection and rating system.
- Recruit and maintain a high level of staffing and prepare for succession planning.
- Provide a robust training outline for new staff and current employees.

PERFORMANCE MEASURES

- Continue to develop alternative cleaning solutions for lift station wet wells with a target reduction in man-hours.
  - ✓ Installation of vacuum tubes at I-70 increased productivity and efficiency from a 5 hour a week task to about 1.5 hours a week.
- Targeted measure of cleaning and inspection 1/3 of sewer collection system every year.
  - ✓ Did not meet goals due to staffing and COVID scheduling for the 2020 year.

BUDGET HIGHLIGHTS

- The 2021 budget includes a significant increase in the Fleet Maintenance charges based on actual expenses for vehicle and equipment maintenance. This is a 121.5% increase over 2020, but only a 22% increase over 2019.
- The 2021 budget includes a reduction of $5,000 in the lift station maintenance line item as a result of reduced expenses observed since H2S mitigation measures were implemented in 2019 and appear to be successful in reducing frequency of control equipment replacements.
- The line item budget for Telephone expenses is increased to $1,200 to provide cell phone reimbursed for all sewer collections staff that uses their personal phones as the primary source of communication while in the field. This division only has one tablet device for remote access and phones may be used to access work order and GIS systems while in the field.

Sewer Fund
Collections

- The Utilities budget is proposed to decrease by $2,000 due to the observed reductions in actual electrical expenses at lift stations that has been observed over the past 12 months. This is partly attributed to the agreement that the City entered into in 2019 for the purchase of electricity from a community solar garden.
- The 2021 budget includes $86,000 for the following capital equipment:
    - Unit 7024 – Replace generator @ $65,000 (This was postponed in 2020 due to COVID cost reduction measures).
    - Trailer for storage and transportation of trench box and confined space equipment @ $10,000.
    - Wireless headsets for improved job-site communications @ $11,000.

Sewer Fund

Collections

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
212-433-53-4113	Salaries, Public Works	149,848	185,892	203,800	196,800	208,000	2%
212-433-53-4120	Part Time	6,231	-	-	-	-	N/A
212-433-53-4130	Overtime	4,934	9,116	9,050	8,725	9,350	3%
		161,013	195,008	212,850	205,525	217,350	2%
PERSONNEL SERVICES, BENEFITS							
212-433-53-4210	Health Insurance	53,665	71,663	75,250	75,250	80,750	7%
212-433-53-4220	FICA Payroll Expense	9,752	11,784	13,200	12,775	13,500	2%
212-433-53-4221	Medicare Payroll Expense	2,281	2,756	3,100	3,000	3,150	2%
212-433-53-4230	Retirement Contribution	6,892	8,293	9,600	9,300	9,800	2%
212-433-53-4250	Unemployment Insurance	482	573	650	625	700	8%
212-433-53-4260	Workers Compensation Ins	4,090	3,806	3,800	3,950	4,000	5%
		77,162	98,875	105,600	104,900	111,900	6%
PURCHASED PROFESSIONAL SERVICES							
212-433-53-4310	Professional Development	4,041	6,359	6,000	6,000	6,000	0%
212-433-53-4335	Engineering	-	-	-	-	-	N/A
		4,041	6,359	6,000	6,000	6,000	0%
PURCHASED PROPERTY SERVICES							
212-433-53-4435	Fleet Maintenance Charges	23,200	26,700	14,800	14,800	33,400	126%
		23,200	26,700	14,800	14,800	33,400	126%
OTHER PURCHASED SERVICES							
212-433-53-4512	Sewer Sys. Rep & Maint	11,230	14,015	20,000	20,000	20,000	0%
212-433-53-4513	Lift Station Repair & Maint.	23,763	17,751	35,000	35,000	30,000	-14%
212-433-53-4530	Telephone	300	-	-	-	1,200	N/A
		35,293	31,766	55,000	55,000	51,200	-7%
SUPPLIES							
212-433-53-4610	Office Supplies	146	145	1,000	1,000	1,000	0%
212-433-53-4612	Supplies and Equipment	46	-	-	-	-	N/A
212-433-53-4620	Utilities	34,107	34,744	35,500	35,500	33,500	-6%
212-433-53-4626	Gas and Oil	7,497	10,688	8,500	8,500	8,500	0%
212-433-53-4661	Uniforms	630	900	1,000	1,000	1,000	0%
212-433-53-4662	Safety Equipment	1,222	1,293	1,300	1,300	1,300	0%
		43,648	47,770	47,300	47,300	45,300	-4%
CAPITAL							
212-433-53-4742	Mobile Equipment	-	-	55,000	-	75,000	36%
212-433-53-4743	Furniture and Equipment	-	14,482	-	-	11,000	N/A
212-433-53-4744	Computer Equipment	-	-	-	-	-	N/A
		-	14,482	55,000	-	86,000	56%
TOTAL EXPENDITURES		**344,357**	**420,960**	**496,550**	**433,525**	**551,150**	**11%**

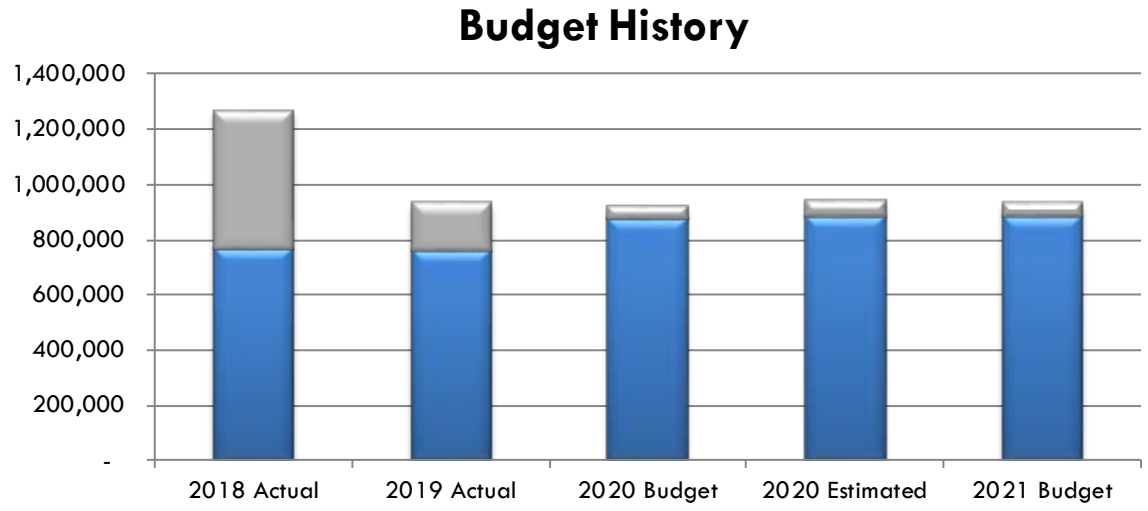
Sewer Fund
Treatment

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Personnel Services, Salaries	$ 261,340	$ 265,269	$ 308,200	$ 302,450	$ 294,600	-4%
Personnel Services, Benefits	102,672	106,807	121,650	121,300	142,550	17%
Purchased Professional Services	37,692	23,164	46,000	45,000	59,500	29%
Purchased Property Services	6,887	5,853	16,600	16,600	19,200	16%
Other Purchased Services	94,583	100,090	103,500	107,500	81,000	-22%
Supplies	263,829	260,829	277,500	292,500	284,300	2%
Operating Expenses	767,003	762,012	873,450	885,350	881,150	1%
Capital	501,117	171,208	50,000	57,275	50,000	0%
Total Expenses	**$ 1,268,120**	**$ 933,220**	**$ 923,450**	**$ 942,625**	**$ 931,150**	**1%**

MISSION

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

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



Sewer Fund
Treatment

RESPONSIBILITIES

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

PRIOR YEAR ACCOMPLISHMENTS

- No NPDS Permit violations in 2020 and passed all DMR-QA Study 39 testing.
- Coordinated with State to renew the wastewater discharge permit for the City, which had not been renewed since 2012 when the plant became operational. The new permit includes a considerable amount of new monitoring and testing requirements to comply with revised environmental regulations that were not in effect in 2012.
- Continued to optimize blower systems to reduce energy consumption. Equipment failures related to the small blower resulted in continued operation of a larger blower, which yielded positive results in improving biological treatment with minimal increases in power usage.
- Continued program offering biosolids to residents free of charge and selling biosolids to commercial landscaping companies. The high-quality biosolids continue to yield a high demand for the product that is now being used extensively by Colorado Mesa University and other landscapers, which has resulted in a waiting list for the material throughout peak season and collection of approximately $2,000/year in revenue.
- Continued to participate in the Voluntary Incentive Program through the State to make voluntary reductions of nutrient(s) in exchange for an extended compliance schedule. The quality of treatment operations through this program allow the City to extend the compliance schedule for new nutrient regulations by up to ten years, which will reduce the urgency for costly capital expansion that were originally planned. To date, the City has enough credits in this program to extend the compliance schedule by 30 months.
- Project management for the following capital projects:
    - Concrete rehabilitation and coatings on wetwells in headworks building and on clarifier troughs.
    - Replaced controllers and probes on south oxidation ditch.
- Hired and trained new operator to fill vacancy.

- Implemented safety training program for operators using online training opportunities.

2021 GOALS

- Staff Development: continue staff education to allow operators to maintain and advance their level of certification as well as achieve new certifications to provide a greater asset to the City. This will require a higher level of training in 2021 as most of the operators will require training units to maintain certifications.
- Continue to monitor influent wastewater flows as development increases and develop plan for operation of two oxidation ditches with triggers for implementation.
- Replace aeration membranes and repair aeration system for both oxidation ditches.

PERFORMANCE MEASURES

- Continue to meet targeted nutrient limits identified in Voluntary Incentive Program to receive credits for future regulation compliance.

  This was achieved in 2020 with a total of 30 months of credit earned toward the extension of the compliance schedule.
- Continue to complete preventative maintenance measures to maintain corrective maintenance work to 3% of all maintenance activities.

  The WWRF experienced 3 major equipment failures in 2020 that totaled over $20,000 in corrective repairs. This resulted in a corrective measures accounting for almost 50% of all maintenance operations in 2020. Preventative measures will continue to reduce the likelihood of future equipment failures.

2021 BUDGET HIGHLIGHTS

- The 2021 budget includes a $11,500 increase in laboratory testing expenses related to the new wastewater discharge permit requirements.
- The Repair & Maintenance budget has been decreased to account for normal operational needs. Any major equipment failures will instead require use of budgeted contingency in the Sewer Fund.
- The 2021 budget includes $50,000 in capital equipment expenses for:
  - Replacement of aeration membranes @ $20,000.
  - Purchase of spare parts for centrifuge @ $30,000.
- No major capital projects are planned for 2021 at the WWRF.

Sewer Fund

Treatment

Expenses

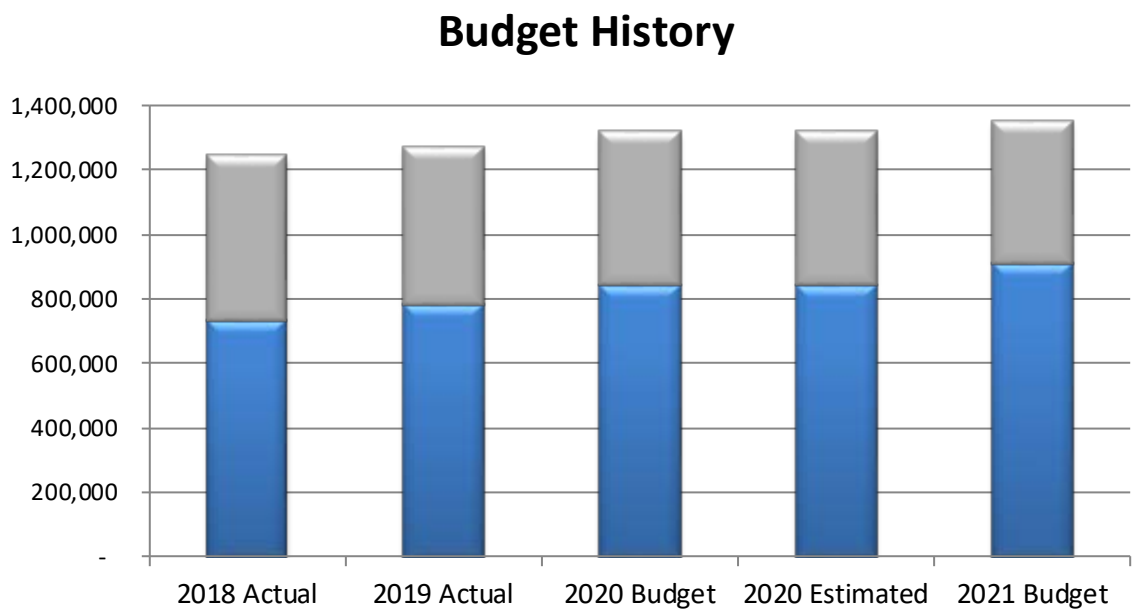
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
212-433-55-4113	Salaries, Public Works	255,381	260,096	300,650	295,050	287,500	-4%
212-433-55-4120	Part Time	-	-	-	-	-	N/A
212-433-55-4130	Overtime	5,959	5,173	7,550	7,400	7,100	-6%
		261,340	265,269	308,200	302,450	294,600	-4%
PERSONNEL SERVICES, BENEFITS							
212-433-55-4210	Health Insurance	64,794	70,174	77,700	77,700	100,400	29%
212-433-55-4220	FICA Payroll Expense	15,723	15,994	19,100	18,825	18,300	-4%
212-433-55-4221	Medicare Payroll Expense	3,677	3,741	4,500	4,450	4,300	-4%
212-433-55-4230	Retirement Contribution	11,345	11,694	13,900	13,700	13,250	-5%
212-433-55-4250	Unemployment Insurance	782	779	950	925	900	-5%
212-433-55-4260	Workers Compensation Ins	6,351	4,425	5,500	5,700	5,400	-2%
		102,672	106,807	121,650	121,300	142,550	17%
PURCHASED PROFESSIONAL SERVICES							
212-433-55-4310	Professional Development	6,556	1,057	6,000	5,000	6,000	0%
212-433-55-4335	Engineering	14,946	7,203	20,000	20,000	22,000	10%
212-433-55-4342	Lab Work	16,190	14,904	20,000	20,000	31,500	58%
		37,692	23,164	46,000	45,000	59,500	29%
PURCHASED PROPERTY SERVICES							
212-433-55-4430	Service Contracts	4,730	5,853	9,000	9,000	9,000	0%
212-433-55-4435	Fleet Maintenance Charges	-	-	7,600	7,600	10,200	34%
212-433-55-4452	Drainage Fees	2,157	-	-	-	-	N/A
		6,887	5,853	16,600	16,600	19,200	16%
OTHER PURCHASED SERVICES							
212-433-55-4511	Sewer Permit	7,640	7,629	8,000	8,000	8,000	0%
212-433-55-4512	WWTP Repair & Maint.	41,268	51,250	49,500	53,500	30,000	-39%
212-433-55-4520	Insurance	42,500	36,500	41,000	41,000	41,000	0%
212-433-55-4530	Telephone	3,175	4,711	5,000	5,000	2,000	-60%
		94,583	100,090	103,500	107,500	81,000	-22%
SUPPLIES							
212-433-55-4610	Office Supplies	630	1,194	2,500	2,500	2,500	0%
212-433-55-4612	Supplies and Equipment	39,337	35,561	41,000	56,000	44,000	7%
212-433-55-4616	Chemicals	23,301	36,974	36,000	36,000	39,000	8%
212-433-55-4620	Utilities	194,122	179,285	190,000	190,000	191,000	1%
212-433-55-4626	Gas and Oil	4,033	4,504	3,700	3,700	3,500	-5%
212-433-55-4661	Uniforms	1,718	2,711	2,500	2,500	2,500	0%
212-433-55-4662	Safety Equipment	688	600	1,800	1,800	1,800	0%
		263,829	260,829	277,500	292,500	284,300	2%
CAPITAL							
212-433-55-4742	Mobile Equipment	84,717	-	-	-	-	N/A
212-433-55-4743	Furniture and Equipment	416,400	165,887	50,000	57,275	50,000	0%
212-433-55-4744	Computer Equipment	-	5,321	-	-	-	N/A
		501,117	171,208	50,000	57,275	50,000	0%
TOTAL EXPENDITURES		**1,268,120**	**933,220**	**923,450**	**942,625**	**931,150**	**1%**

Sewer Fund
Debt Service

EXPENDITURES	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Debt Service Prinicipal	$ 730,000	$ 780,000	$ 845,000	$ 845,000	$ 910,000	8%
Debt Service Interest	515,595	491,284	474,150	474,150	442,550	-7%
Total Expenses	**$ 1,245,595**	**$ 1,271,284**	**$ 1,319,150**	**$ 1,319,150**	**$ 1,352,550**	**3%**

MISSION

This program is used to account for the long term debt of the Sewer Fund including note and loan payments and payments on equipment leases. Both interest and principal payments are included in this program.



Sewer Fund
Debt Service

BUDGET HIGHLIGHTS

Wastewater Treatment Facility Loan

The City received financing in 2010 from the Colorado Water and Power Development Authority in the amount of $21.83 million for construction of a new wastewater treatment facility and related appurtenances including lift stations and collection lines. This was a twenty year loan at 2.5% APR with escalating debt service payments. The loan agreement requires that annual revenues be sufficient to cover operation and maintenance expenses and 110% of the annual debt service payment. In addition, an operation and maintenance reserve fund equal to 3 months of operation and maintenance expenses, excluding depreciation, is required. The following table shows the debt service schedule on this loan.

LOAN PAYMENT SCHEDULE			
	WWTF Loan		
Year	Principal	Interest	Total
2021	910,000	442,545	1,352,545
2022	975,000	408,900	1,383,900
2023	1,045,000	373,210	1,418,210
2024	1,120,000	335,305	1,455,305
2025	1,185,000	306,140	1,491,140
2026	1,255,000	275,525	1,530,525
2027	1,325,000	241,710	1,566,710
2028	1,400,000	206,280	1,606,280
2029	1,480,000	169,030	1,649,030
2030	1,555,000	129,805	1,684,805
2031	1,640,000	88,690	1,728,690
2032	1,725,000	45,440	1,770,440
Total	**15,615,000**	**3,022,580**	**18,637,580**

Sewer Fund
Debt Service

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
DEBT SERVICE PRINCIPAL							
212-433-91-4712	Lease Payment, Principal	-	-	-	-	-	N/A
212-433-91-4713	Note Payment, Principal	-	-	-	-	-	N/A
212-433-91-4714	Loan Payment, Principal	730,000	780,000	845,000	845,000	910,000	8%
		730,000	780,000	845,000	845,000	910,000	8%
DEBT SERVICE INTEREST							
212-433-91-4722	Lease Payment, Interest	-	-	-	-	-	N/A
212-433-91-4723	Note Payment, Interest	-	-	-	-	-	N/A
212-433-91-4724	Loan Payment, Interest	515,595	491,284	474,150	474,150	442,550	-7%
212-433-91-4775	Loan Issuance Costs	-	-	-	-	-	N/A
		515,595	491,284	474,150	474,150	442,550	-7%
TOTAL EXPENDITURES		**1,245,595**	**1,271,284**	**1,319,150**	**1,319,150**	**1,352,550**	**3%**

Sewer Fund
Capital Projects

Expenses

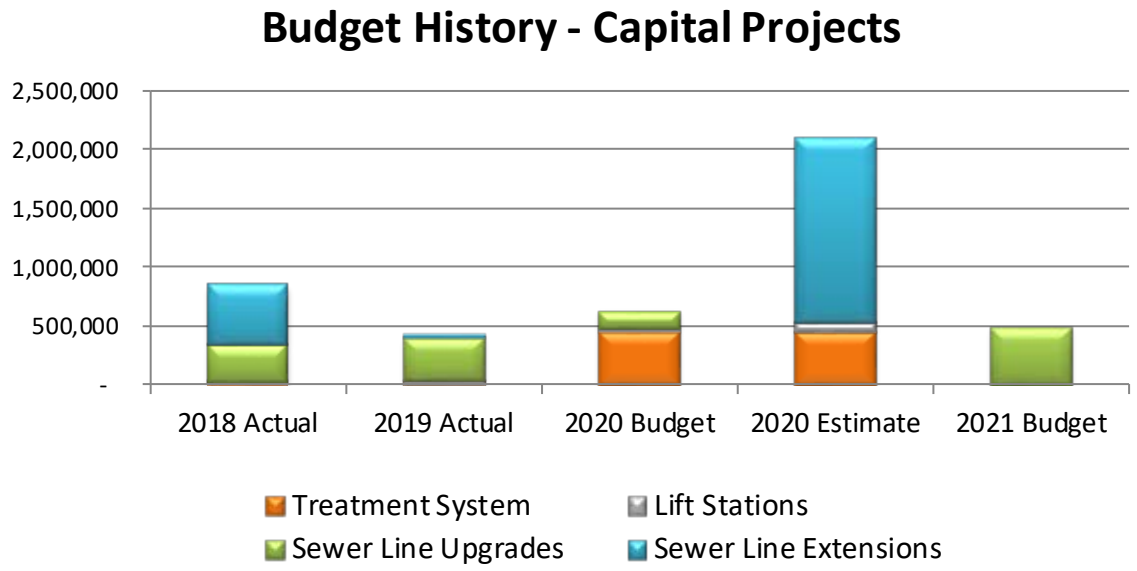
Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
CAPITAL PROJECTS							
212-600	Treatment System	17,226	8,510	350,000	350,850	-	-100%
212-601	Lift Stations	15,962	32,792	26,000	83,200	-	-100%
212-602	Treatment System (2)	-	-	100,000	100,000	-	-100%
212-603	Sewer Line Upgrades H2S	307,979	62,562	150,000	-	225,000	50%
212-604	Sewer Line Upgrades Ash	-	300,578	-	-	262,500	N/A
212-605	Sewer Line Extensions	511,011	27,546	-	1,550,000	-	N/A
212-607	Sewer Upsizing/Developer	-	-	-	-	-	N/A
		852,178	431,989	626,000	2,084,050	487,500	-22%
TOTAL EXPENDITURES		**852,178**	**431,989**	**626,000**	**2,084,050**	**487,500**	**-22%**

Capital projects included in the 2021 Budget for the Sewer Fund consist of the following:

- Sewer Line Upgrades to Ash Street - $262,500
- H2S Gas Mitigation in sewer line at 15 ½ Road – manhole remediation - $225,000

Additional detail for each project is included in the following pages and includes a project description, purpose and need, history and current status, schedule, and operating budget impacts.

In addition, there is a Capital Project for sewer line upgrades to Maple Street in the amount of $311,300. This project includes both sewer and street improvements and is included in the Capital Projects Fund. The amount attributed to Sewer Fund improvements is transferred from the Sewer Fund to the Capital Projects Fund.



Sewer Fund
Capital Projects

Collection System - H2S Gas Mitigation		
	Account Number	2021 Budget
Revenues		
Sewer Revenues	212-000-00-3999	$ 225,000
Total Revenues		$ 225,000
Expenses		
H2S Mitigation - 15 1/2 Rd interceptor	212-603-76-4740	$ 225,000
Total Expenses		$ 225,000

Project Description

This project will involve manhole remediation and/or replacement on the 15/12 Road gravity interceptor due to erosion as a result of H_2S gases.

Purpose and Need

Major infrastructure damage along with extreme personnel hazards will required mitigation of H_2S gas within the collection system along with replacement of manholes throughout the corridor due to deteriorating concrete.

History and Current Status

This section of the sewer collections system conveys all the wastewater flow of the City of Fruita to the WWRF. The manholes have deteriorated and are near failing conditions due to the significant amount of H_2S gas within this area of the collection system. The City of Fruita partnered with JUB Engineering to complete a pilot study in 2019 for best options of evacuating the H_2S from the system. As a result, a ventilation system was installed on the system as a method of lowering the H2S concentrations to safe and manageable levels that should reduce the cause of the deterioration. Unfortunately, most of the manholes along this section have deteriorated to a point that they need major rehabilitation and/or replaced.

Schedule

This project is scheduled to be completed in 3rd quarter of 2020.

Operating Budget Impact

This project will not have any significant impact on the operating budget, but it should reduce hazardous environments and reduce the risk of blockages or collapsing of the collection system.

Sewer Fund
Capital Projects

Collection System - Ash Street Sewer Line Replacement			
	Account Number		2021 Budget
Revenues			
Sewer Revenues	212-000-00-3999	$	255,000
Transfer from Irrigation Fund	212-000-00-3915		7,500
Total Revenues		$	262,500
Expenses			
Ash Street Sewer Line Replacement	212-604-76-4740	$	262,500
Total Expenses		$	262,500

Project Description

This project would include installation of 2 new manholes, new 8 inch pvc sewer line, new road construction and extension of an irrigation line down Ash Street from the supply line in Pabor Avenue to supply residents with irrigation water.

Purpose and Need

The Sewer line within Ash Street has deterioration issues along with very limited access for maintenance. The sewer line only has one known manhole located in the street. The sewer line is an estimated 520 feet long with the maintenance such as cleaning or inspection of an estimated 100 feet of this line. This sewer line has 14 properties connected to it with no way of correcting a backup issue without an emergency shut down/excavation of the road. The 100 feet that can be somewhat cleaned and inspected is orangeburg pipe and is in poor condition.

History and Current Status

Schedule

Operating Budget Impact

Sewer Fund

Capital Projects

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
CAPITAL PROJECTS							
212-600	Treatment System	17,226	8,510	350,000	350,850	-	-100%
212-601	Lift Stations	15,962	32,792	26,000	83,200	-	-100%
212-602	Treatment System (2)	-	-	100,000	100,000	-	-100%
212-603	Sewer Line Upgrades H2S	307,979	62,562	150,000	-	225,000	50%
212-604	Sewer Line Upgrades Ash	-	300,578	-	-	262,500	N/A
212-605	Sewer Line Extensions	511,011	27,546	-	1,550,000	-	N/A
212-607	Sewer Upsizing/Developer	-	-	-	-	-	N/A
		852,178	431,989	626,000	2,084,050	487,500	-22%
TOTAL EXPENDITURES		**852,178**	**431,989**	**626,000**	**2,084,050**	**487,500**	**-22%**

Trash Fund

Trash Fund

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Trash Fund

SUMMARY

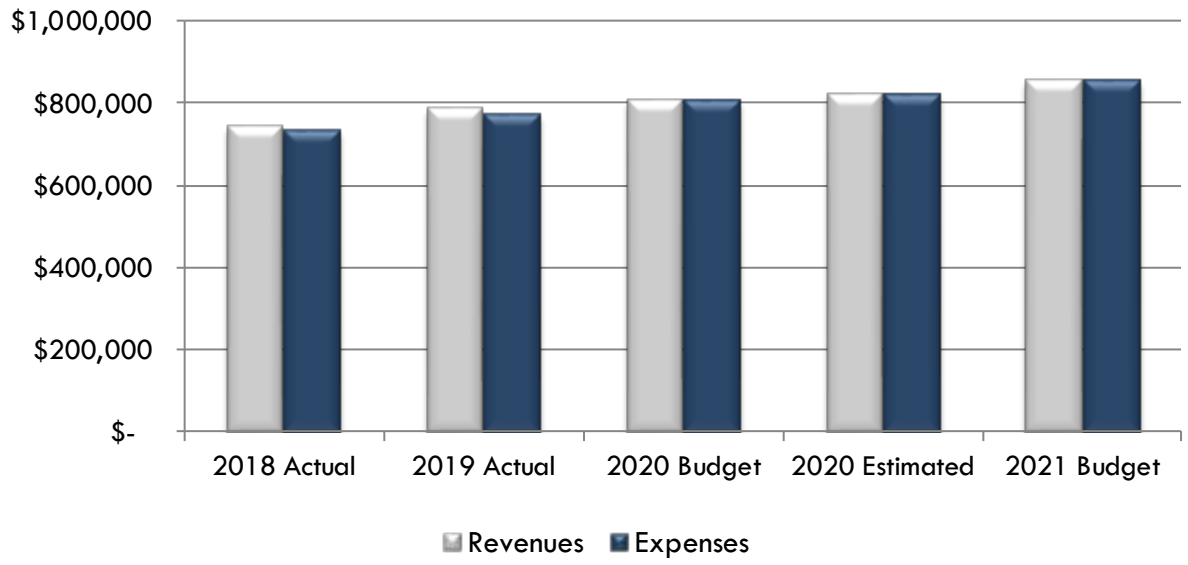
	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Beginning Funds Available	$ 132,881	$ 144,955	$ 158,251	$ 158,251	$ 158,251	0%
Revenues						
Charges for Services	$ 743,488	$ 785,049	$ 805,000	$ 818,500	$ 855,000	6%
Miscellaneous	87	88	-	-	-	N/A
Total Revenues	$ 743,575	$ 785,137	$ 805,000	$ 818,500	$ 855,000	6%
Expenses						
Other Purchased Services	$ 676,501	$ 715,841	$ 746,000	$ 750,500	$ 786,000	5%
Transfers to Other Funds	55,000	56,000	59,000	68,000	69,000	17%
Total Expense	$ 731,501	$ 771,841	$ 805,000	$ 818,500	$ 855,000	6%
Excess (Deficiency) of Revenues over Expenditures	**$ 12,074**	**$ 13,296**	**$ -**	**$ -**	**$ -**	**N/A**
Ending Funds Available	**$ 144,955**	**$ 158,251**	**$ 158,251**	**$ 158,251**	**$ 158,251**	**0%**
Components of Funds Available						
Unassigned	$ 144,955	$ 158,251	$ 158,251	$ 158,251	$ 158,251	0%

PURPOSE OF THE FUND

The Trash Fund is an enterprise fund established for the purpose of providing residential trash and recycling collection services. This service is provided through a contract with Waste Management. The contract provides for unlimited weekly collection of trash in the City of Fruita. Exceptions to the unlimited service include heavy items such as appliances and tires. These items will be picked up by Waste Management for an additional charge. The contract also provides an alternative automated collection service that limits weekly collections to a 96-gallon cart provided by Waste Management for an additional monthly charge.

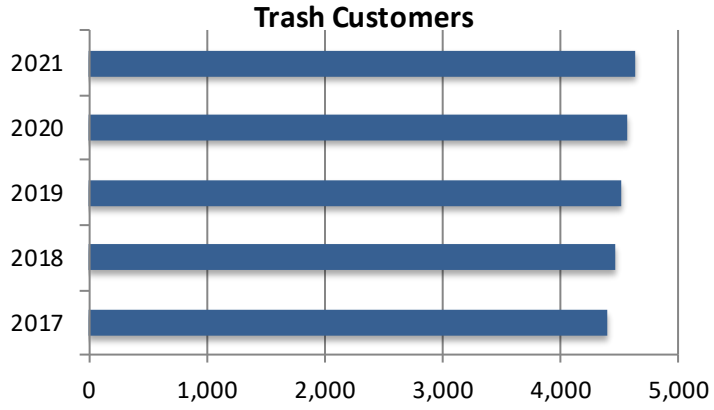
Trash Fund

REVENUES AND EXPENSES



Revenues

The 2021 Budget includes $855,000 in revenues for trash collection charges. This is a 6% increase from 2020 budgeted revenues.



The City contracts for trash services with Waste Management. The contract allows for annual increases based on the Consumer Price Index for All Urban Consumers: Garbage and Trash collection services and regulatory actions affecting operational costs.

The monthly charge will increase from $14.15 to $14.75 per residence and the senior rate for those who meet the age and income criteria will increase from $12.20 to $12.75 per month.

The monthly charge for the alternative 96 gallon cart automated collection services will be $16.00 per residence and the senior rate for those who meet the age and income criteria will be $14.00.

Voluntary curb side recycling services are provided at no additional charge to Fruita residents. Recyclable materials are picked up at the curb every other week and include newspaper, plastic, aluminum and cardboard. Residents may sign up for this service at the Finance Office.

The number of customers with trash collection services has increased an average of 1.57% over the last 5 years. The 2021 Budget anticipates that the number of customers served will not change significantly (0.75%) from the prior year.

Trash Fund

Expenses

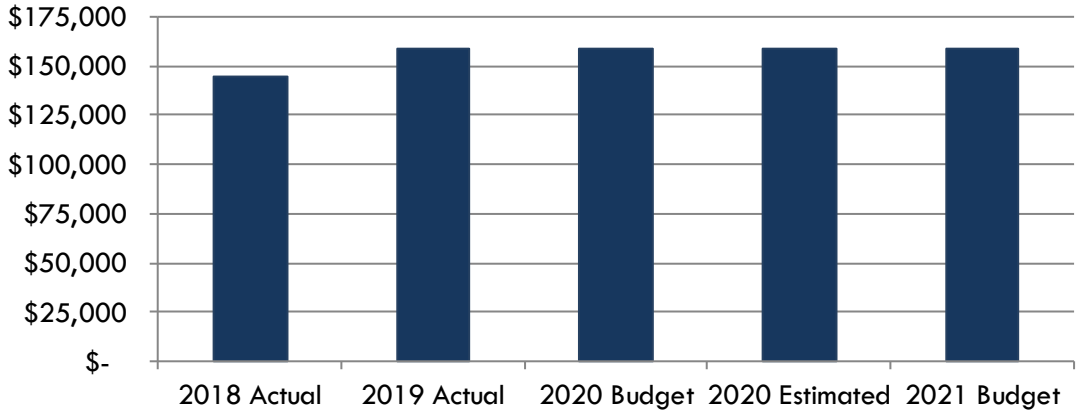
The contract for trash collection services was put out to bid in April 2019. A contract was awarded to Waste Management, Inc. for a five year term. The contract provides the parties with the option of extending the contract for two additional 2-year terms.

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

The contract also includes an alternative service for a once a week automated trash collection in 96-gallon carts provided by Waste Management and every-other-week recycling.

A transfer of $69,000 (8% of revenues) is made to the General Fund to cover administrative costs including staff time involved in billing for services and collections of delinquent accounts as well as supplies and equipment for postage, statements, payment processing, software maintenance and other associated expenses.

FUNDS AVAILABLE



The Trash Fund is budgeted to have available funds of $158,251 at the end of 2021. This amount does not change significantly from year to year. Potential uses of these funds at a future date include one-time expenses associated with billing for services such as software and computer upgrades for billing and collections. The 2021 Budget does not have an impact on available funds.

PERSONNEL

The Trash Fund does not include any direct personnel costs. Personnel costs for trash collection services are provided through a service contract and personnel costs for billing services are included in the General Fund under the Administration Department's Finance program.

Trash Fund

RESPONSIBILITIES

- Continue to provide reliable and courteous trash removal services to citizens of Fruita at a competitive rate.
- Monitor changes in the recycling industry due to increased processing costs and decreased commodity values associated with contamination of recyclable materials.
- Educate customers on proper disposal of wastes, including recyclables and hazardous materials.

PRIOR YEAR ACCOMPLISHMENTS

- Transitioned from a 3 days/week to a 4 days/week route and associated updates to billing software to update track pick-up days for each address.

GOALS

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

PERFORMANCE MEASURES

- Community Survey resident satisfaction of 90% or higher.

Trash Fund

Revenues

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
CHARGES FOR SERVICES							
215-000-00-3443	Trash Collection Charges	743,488	785,049	805,000	818,500	855,000	6%
215-000-00-3489	Penalty and Interest Charges	-	-	-	-	-	N/A
		743,488	785,049	805,000	818,500	855,000	6%
MISCELLANEOUS							
215-000-00-3610	Interest on deposits	87	88	-	-	-	N/A
		87	88	-	-	-	N/A
TOTAL TRASH REVENUES		**743,575**	**785,137**	**805,000**	**818,500**	**855,000**	**6%**

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated		% Chg.
PERSONNEL SERVICES, SALARIES							
215-432-53-4111	Salaries, Administrative	-	-	-	-	-	N/A
215-432-53-4130	Overtime	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
OTHER PURCHASED SERVICES							
215-432-53-4510	Trash Collection Services	676,501	715,841	746,000	750,500	786,000	5%
		676,501	715,841	746,000	750,500	786,000	5%
SUPPLIES							
215-432-53-4610	Office Supplies	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TRANSFERS TO OTHER FUNDS							
215-432-53-4950	Transfer to General Fund	55,000	56,000	59,000	68,000	69,000	17%
		55,000	56,000	59,000	68,000	69,000	17%
TOTAL TRASH EXPENDITURES		**731,501**	**771,841**	**805,000**	**818,500**	**855,000**	**6%**

Fleet Maintenance Fund

Fleet Maintenance Fund

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Fleet Maintenance Fund

SUMMARY

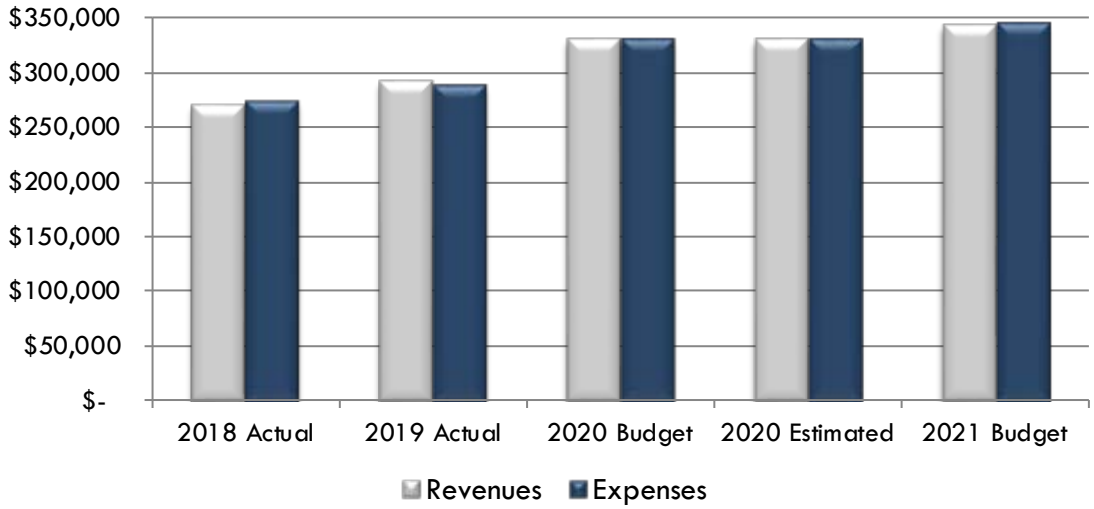
	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Beginning Funds Available	$ 17,384	$ 14,650	$ 17,393	$ 17,393	$ 17,393	0%
Revenues						
Charges for Services	$ 256,989	$ 290,531	$ 329,775	$ 329,775	$ 342,550	4%
Other Financing Sources	12,726	-	-	-	-	N/A
Total Revenues	$ 269,715	$ 290,531	$ 329,775	$ 329,775	$ 342,550	4%
Expenses						
Personnel Services	$ 105,927	$ 116,433	$ 137,400	$ 137,400	$ 141,200	3%
Personnel Services, Benefits	49,598	53,776	64,825	64,825	69,200	7%
Purchased Professional Svcs	594	3,072	1,500	1,500	2,500	67%
Purchased Property Services	38,640	18,784	32,300	32,300	33,850	5%
Supplies	72,446	95,723	91,750	91,750	95,800	4%
Subtotal - Operating Expenses	$ 267,205	$ 287,788	$ 327,775	$ 327,775	$ 342,550	5%
Capital	5,244	-	2,000	2,000	2,000	0%
Contingency	-	-	-	-	-	N/A
Adjustments to budgetary basis	-	-	-	-	-	N/A
Total Expense	$ 272,449	$ 287,788	$ 329,775	$ 329,775	$ 344,550	4%
Excess (Deficiency) of Revenues over Expenditures	**$ (2,734)**	**$ 2,743**	**$ -**	**$ -**	**$ (2,000)**	**N/A**
Ending Funds Available	**$ 14,650**	**$ 17,393**	**$ 17,393**	**$ 17,393**	**$ 15,393**	**-11%**
Components of Funds Available						
Unassigned	14,650	17,393	17,393	17,393	15,393	-11%
	$ 14,650	$ 17,393	$ 17,393	$ 17,393	$ 15,393	-11%

PURPOSE OF THE FUND

The Fleet Maintenance Fund is an internal service fund responsible for the vehicle, equipment, and fuel needs of the City. These responsibilities include the acquisition, maintenance, and liquidation of City owned vehicles and equipment. These operations are funded by charges collected from the departments and divisions using city vehicles. A Capital Equipment Replacement Fund (CERF) has been established to provide the means to replace vehicles and equipment. Contributions to the fund are calculated by vehicular usage of the departments and divisions in the City.

Fleet Maintenance Fund

REVENUES AND EXPENSES



Revenues

Revenues of $342,550 for the Fleet Maintenance Fund are generated from charges for services to various departments within the City based on historical costs for repairs and maintenance of vehicles and mobile equipment. Revenues for 2021 are budgeted to increase 4%. The following table shows the source of revenues by department or fund for fleet maintenance.

Fleet Maintenance Charges

Department/Fund	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
Miscellaneous Charges	-	-	-	-	-	N/A
Community Development	2,250	2,200	1,400	1,400	4,500	221%
Police Department	61,000	58,533	71,800	71,800	54,000	-25%
Parks and Recreation	35,000	35,400	62,000	62,000	65,075	5%
Public Works General Fund	130,239	162,398	165,775	165,775	168,000	1%
Community Center Fund	2,000	2,000	4,300	4,300	4,275	-1%
Irrigaton Water Fund	3,300	3,300	2,100	2,100	3,100	48%
Sewer Fund	23,200	26,700	22,400	22,400	43,600	95%
Total Fleet Maintenance Charge:	256,989	290,531	329,775	329,775	342,550	4%

Expenses

The 2021 Budget includes a 4% increase in expenses. The City's fleet consists of approximately 260 pieces of equipment, including small engine equipment, and continues to grow resulting in increased demands on fleet maintenance resources.

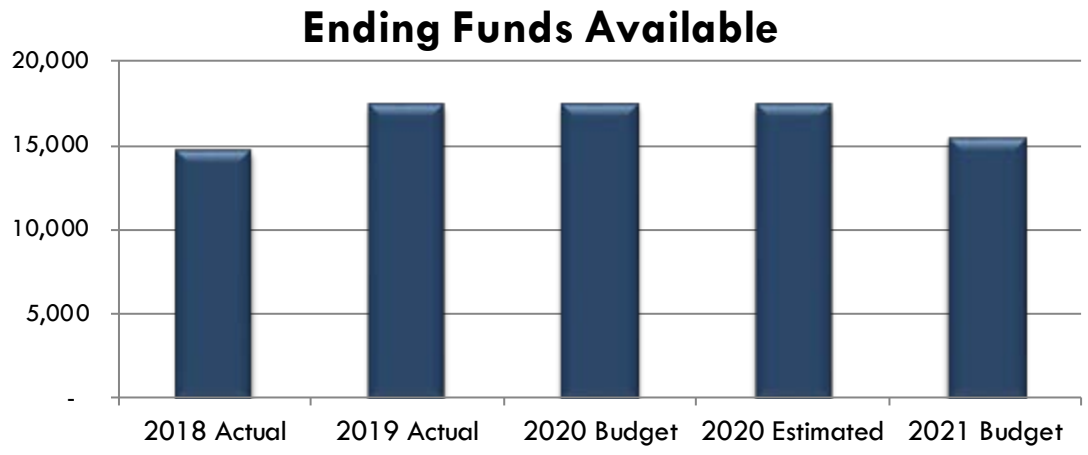
Fleet Maintenance Fund

The following table shows the vehicles and mobile equipment scheduled for replacement in the 2021 Budget. The actual cost of the equipment is included in the budget for the Department/Fund benefitting from the equipment. However, Fleet Maintenance is responsible for overseeing the equipment purchases.

VEHICLES AND EQUIPMENT REPLACEMENT SCHEDULE - 2021							
Unit #	**Year**	**Make**	**Description**	**Age**	**Budgeted Amount**	**Fund & Dept**	**Acct**
9051	2009	Chevrolet	Truck, 4 x 4	12	31,000	GEN-PW	110-418-30-4742
4053	2009	Case	Replace Backhoe with Loader	12	180,000	GEN-PW	110-431-51-4742
4035	2009	Dodge	Truck, 4 x 2	12	38,000	GEN-PW	110-431-51-4742
4261-1		Sander Unit	Sander mounted on Unit 4261	12	41,000	GEN-PW	110-431-51-4742
7021	2009	Dodge	Truck, 4 x 2	12	38,000	GEN-PW	110-431-52-4742
8209	2009	Ford	Patrol Car	12	55,000	GEN-PD	110-421-60-4742
7024	2005	Baldor	Generator, mobile	15	65,500	SWR	212-433-53-4742
Total Mobile Equipment Replacements					**$448,500**		

FUNDS AVAILABLE

The Fleet Maintenance Fund has estimated available funds of $15,393 at the end of 2021. As an internal service fund, the Fleet Maintenance Fund is not expected to generate additional income to increase available funds.



Fleet Maintenance Fund

CAPITAL EQUIPMENT REPLACEMENT FUND

The City maintains a designated reserve for the Capital Equipment Replacement Fund (CERF) in the General Fund, Community Center Fund, Irrigation Fund and Sewer Fund. An annual amount is allocated to the CERF based on projected replacement costs over the life of the equipment. This reserve helps to level out the costs for replacement of existing equipment and maintains a stable funding mechanism for the replacement. The following table summarizes the 2021 CERF funding for each fund. The acquisition of replacement vehicles and equipment is deducted from the CERF funding each year and the difference is placed in the reserve.

CAPITAL EQUIPMENT REPLACEMENT FUND			
FUND	Funding Requirement	2021 Replacements	Changes in CERF Reserve
General Fund	400,000	383,000	17,000
Sewer Fund	59,000	65,500	(6,500)
Irrigation Fund	3,200	-	3,200
Community Center Fund	5,700	-	5,700
Total	**467,900**	**448,500**	**19,400**

PERSONNEL

Fleet Maintenance Fund - Staffing Chart (Manhours)				
Hours Summary	**2018 Actual**	**2019 Actual**	**2020 Budget**	**2021 Budget**
Full time employees	5,480	5,969	6,305	6,280
Part time employees	-	-	-	-
Overtime	64	102	50	75
Total Hours	5,544	6,071	6,355	6,355
Total FTE Equivalents	2.67	2.92	3.06	3.06

RESPONSIBILITIES

- To provide the City of Fruita and its employees with a reliable fleet of vehicles and equipment through implementing routine service and corrective maintenance.
- Continued improvement of the Capital Equipment Replacement Plan through improved metrics.
- Continue education in industry accepted practices and methods of repair and maintenance.

Fleet Maintenance Fund

PRIOR YEAR ACCOMPLISHMENTS

- The Capital Equipment Replacement Fund has been updated to reflect the optimal life cycles.
- Purchased three scheduled replacement police vehicles and upfit with emergency equipment.
- Purchased one replacement SUV for Public Works Administration and general use by staff.
- Purchased one replacement truck for use in Engineering.
- Purchased one replacement truck for use in the Road Maintenance Division of Public Works
- Purchased one replacement Wide Area Mower for use in the Parks Department.
- Purchased one additional SUV for recreation to fill a need for an administration vehicle.
- With the implementation of a new work order system, preventative maintenance scheduling has been streamlined.
- One technician attended maintenance training for sewer cleaning equipment.

GOALS

- Complete fleet utilization analysis and evaluate implementation of motor pool to increase the availability of vehicles and equipment for staff, improve accuracy of department charges for shared vehicles and potentially decrease the number of required vehicles in departments.
- Complete preventative maintenance in a timely manner.

PERFORMANCE MEASURES

- Measure preventative maintenance compared to corrective maintenance and track on-time completion of preventative maintenance work orders with the intent of reducing corrective maintenance costs and providing a higher level of customer service.
- Currently plan to replace vehicles when they achieve a condition score of 15 and have an existing fleet with an average condition score or 8.0. Continue to monitor and take actions to reduce overall average fleet condition score to a target of 7.5.

BUDGET HIGHLIGHTS

- The 2020 Fleet budget is proposed to increase by 4%. The price of globally sourced parts increased in 2020 and is expected to increase again in 2021.
- Capital equipment:
    - Diagnostic scanner software upgrade - $2,000

Fleet Maintenance Fund

Revenues

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
CHARGES FOR SERVICES							
220-000-00-3481	Vehicle Repair Charges	256,989	290,531	329,775	329,775	342,550	4%
		256,989	290,531	329,775	329,775	342,550	4%
OTHER FINANCING SOURCES							
220-000-00-3960	Insurance Payments	12,726	-	-	-	-	N/A
		12,726	-	-	-	-	N/A
TOTAL FLEET MAINTENANCE REVENUES		**269,715**	**290,531**	**329,775**	**329,775**	**342,550**	**4%**

Fleet Maintenance Fund

Expenses

Account	Description	2018 Actual	2019 Actual	2020 Budget	2020 Estimated	2021 Budget	% Chg.
PERSONNEL SERVICES, SALARIES							
220-431-90-4113	Salaries, Public Works	104,067	113,172	135,000	135,000	138,700	3%
220-431-90-4120	Salaries, Part time	-	-	-	-	-	N/A
220-431-90-4130	Overtime	1,860	3,261	2,400	2,400	2,500	4%
		105,927	116,433	137,400	137,400	141,200	3%
PERSONNEL SERVICES, BENEFITS							
220-431-90-4210	Health Insurance	33,960	37,417	44,900	44,900	48,600	8%
220-431-90-4220	FICA Payroll Expense	6,415	7,075	8,550	8,550	8,800	3%
220-431-90-4221	Medicare Payroll Expense	1,500	1,655	2,000	2,000	2,050	2%
220-431-90-4230	Retirement Contribution	4,630	5,091	6,200	6,200	6,400	3%
220-431-90-4250	Unemployment Insurance	317	344	425	425	450	6%
220-431-90-4260	Workers Compensation Ins	2,776	2,194	2,750	2,750	2,900	5%
		49,598	53,776	64,825	64,825	69,200	7%
PURCHASED PROFESSIONAL SERVICES							
220-431-90-4310	Professional Development	594	3,072	1,500	1,500	2,500	67%
		594	3,072	1,500	1,500	2,500	67%
PURCHASED PROPERTY SERVICES							
220-431-90-4430	Service Contracts	-	1,475	1,500	1,550	1,650	10%
220-431-90-4435	Vehicle Repair and Maint	38,640	17,309	30,800	30,750	32,200	5%
220-431-90-4442	Equipment Rental	-	-	-	-	-	N/A
		38,640	18,784	32,300	32,300	33,850	5%
SUPPLIES							
220-431-90-4610	Office Supplies	726	550	450	450	475	6%
220-431-90-4612	Supplies and Equipment	65,619	88,294	84,000	84,000	87,700	4%
220-431-90-4626	Fuel	2,410	2,397	2,000	2,000	2,100	5%
220-431-90-4630	Meeting/Appreciation Supplies	-	-	100	100	100	0%
220-431-90-4660	Tools	3,050	3,322	3,500	3,500	3,650	4%
220-431-90-4661	Uniforms	581	1,056	1,550	1,550	1,625	5%
220-431-90-4662	Safety Equipment	60	104	150	150	150	0%
		72,446	95,723	91,750	91,750	95,800	4%
CAPITAL							
220-431-90-4742	Mobile Equipment	-	-	-	-	-	N/A
220-431-90-4743	Furniture and Equipment	5,244	-	2,000	2,000	2,000	0%
		5,244	-	2,000	2,000	2,000	0%
CONTINGENCY							
220-431-90-4850	Contingency	-	-	-	-	-	N/A
		-	-	-	-	-	N/A
TOTAL FLEET MAINTENANCE EXPENDITURES		**272,449**	**287,788**	**329,775**	**329,775**	**344,550**	**4%**