



**AGENDA FOR THE  
ENGLEWOOD CITY COUNCIL  
STUDY SESSION  
MONDAY, APRIL 28, 2014  
COMMUNITY ROOM  
5:30 P.M.**

- I. **Medical Marijuana (Zoning method for posting/mailings)**  
City Attorney Dan Brotzman, Prosecuting Attorney Dugan Comer, Finance & Administrative Services Director Frank Gryglewicz and Community Development Director Alan White will discuss Medical Marijuana zoning regulations, postings and mailings.
- II. **Medical Marijuana – good cause/neighborhood concerns – 5:45 p.m.**  
City Attorney Dan Brotzman, Prosecuting Attorney Dugan Comer, Community Development Director Alan White and Finance & Administrative Services Director Frank Gryglewicz will discuss Medical Marijuana neighborhood concerns.
- III. **Marijuana Tax Question for 2014 Ballot – 6:00 p.m.**  
City Attorney Dan Brotzman, Community Development Director Alan White and Finance & Administrative Services Director Frank Gryglewicz will discuss Marijuana Tax Question for the 2014 Ballot.
- IV. **Recreational Marijuana Regulations – 6:15 p.m.**  
City Attorney Dan Brotzman, Prosecuting Attorney Dugan Comer and Finance & Administrative Services Director Frank Gryglewicz will discuss Recreational Marijuana regulations.
- V. **Board and Commission Reappointments – 6:30 p.m.**  
City Council will discuss board and commission members who are interested in being reappointed to their current board or commission.
- VI. **2015 Proposed Budget – 6:40 p.m.**  
City Manager Gary Sears and Finance and Administrative Services Director Frank Gryglewicz will discuss the 2015 Proposed Budget.
- VII. **City Manager' Choice.**
- VIII. **City Attorney's Choice.**
- IX. **Council Member's Choice.**

**Title 5-3D: Medical Marijuana.**

**5-3D-5: Public Hearing Notice – Posting and Publication.**

- A. Upon receipt of an application for a Local License, except an application for renewal or for transfer of ownership, a Local Licensing Authority may schedule a public hearing upon the application, to be held not less than thirty (30) days after the date of the application. If the Local Licensing Authority schedules a hearing for a Medical Marijuana Center, Medical Marijuana Optional Premises Cultivation and Medical Marijuana-Infused Product Manufacturer Application, it shall post and publish public notice thereof not less than ten (10) days prior to the hearing. The Local Licensing Authority shall give public notice by the posting by the applicant of a sign in a conspicuous place on the Medical Marijuana Center, Medical Marijuana Optional Premises Cultivation and Medical Marijuana-Infused Product Manufacturer premises for which application has been made, by having the applicant mail a notice and by publication in a newspaper of general circulation or the City's official website in the City in which the Medical Marijuana Center, Medical Marijuana Optional Premises Cultivation and Medical Marijuana-Infused Product Manufacturer Premises are located.
- B. Public notice given by posting shall include a sign of suitable material, not less than twenty-two inches (22") wide and twenty-six inches (26") high, composed of letters not less than one inch (1") in height and stating the type of License applied for, the date of the application, the date of the hearing, the name and address of the applicant, and such other information as may be required to fully apprise the public of the nature of the application. The sign shall contain the names and addresses of the officers, directors, or manager of the facility to be licensed.
- C. Public notice given by publication shall contain the same information as that required for signs.
- D. If the building in which Medical Marijuana is to be sold, cultivated or manufactured is in existence at the time of the application, a sign posted as required in this Section shall be placed so as to be conspicuous and plainly visible to the general public from the adjoining street right-of-way. If the building is not constructed at the time of the application, the applicant shall post a sign at the premises upon which the building is to be constructed in such a manner that the notice shall be conspicuous and plainly visible to the general public from the adjoining street right-of-way.
- E. Mailed Notice.
1. Mailed Notice to Applicant. The City shall give written notice of the date, time, and place of any scheduled hearing to the applicant either in person or by first class mail.
  2. The applicant shall mail written notification of the hearing at least ten (10) days prior to the hearing to occupants and property owners within one thousand feet (1,000') of the perimeter of the proposed development. Notification shall be sent to property owners of record from data available within thirty (30) days before the required mailing date from the Arapahoe County Assessor's Office. Public notice given by mail shall contain the same information as that required for signs.

3. The applicant shall provide a mailing list to the City and certify that letters were mailed via the U.S. Postal Service to the listed addresses ten (10) days prior to the hearing.

E. F. Concurrent Review.

1. A Local Licensing Authority, the Local Licensing Official, or a License Applicant with Local Licensing Authority approval, may request that the State Licensing Authority conduct a concurrent review of a new License Application prior to the Local Licensing Authority's final approval of the License Application. Local Licensing Authorities who permit a concurrent review will continue to independently review the Applicant's License Application.
2. When conducting a concurrent application review, the State Licensing Authority may advise the Local Licensing Official and the Local Licensing Authority of any items that it finds that could result in the denial of the License Application. Upon correction of the noted discrepancies, if the correction is permitted by the State Licensing Authority, the State Licensing Authority shall notify the Local Licensing Authority of its conditional approval of the License Application subject to the final approval by the Local Licensing Authority. The State Licensing Authority shall then issue the Applicant's State License upon receiving evidence of final approval by the Local Licensing Authority.
3. All applications submitted for concurrent review shall be accompanied by all applicable State and Local License and Application Fees. Any applications that are later denied or withdrawn may allow for a refund of License Fees only. All Application Fees provided by an applicant shall be retained by the respective Licensing Authority.

**Title 5-3D: Medical Marijuana.**

**5-3D-3: Definitions.**

*Good Cause:* for purposes of refusing or denying a license renewal, reinstatement, or initial license issuance means:

1. The licensee or applicant has violated, does not meet, or has failed to comply with any of the terms, conditions, or provisions of Article 43.3 of Title 12 C.R.S., and rules promulgated pursuant to this Title, or any supplemental local law, rules, or regulations;
2. The licensee or applicant has failed to comply with any special terms or conditions that were placed on its license pursuant to an order of the State or Local Licensing Authority;
3. The licensed premises have been operated in a manner that adversely affects the public health, welfare or the safety of the immediate neighborhood in which the establishment is located. Evidence to support such a finding may include:
  - a. A continuing pattern of offenses against the public peace, as defined in Title 7 of this Code.
  - b. A continuing pattern of drug-related criminal conduct within the premises or in the immediate area.
  - c. A continuing pattern of criminal conduct directly related to or arising from the facility.
4. The licensed premises will impair the use or development of adjacent conforming properties or alter the essential character of the neighborhood.

**RESOLUTION NO. 15**  
**(Series of 2013)**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF EAGLE, COLORADO SUBMITTING TO THE REGISTERED ELECTORS VOTING IN THE COORDINATED ELECTION, TO BE HELD ON NOVEMBER 5, 2013, A BALLOT ISSUE CONCERNING WHETHER THE TOWN OF EAGLE SHOULD LEVY AN OCCUPATION TAX ON RETAIL MARIJUANA BUSINESSES.

WHEREAS, in November, 2012 Colorado voters approved a constitutional amendment known as Amendment No. 64, codified as Article XVIII, Section 16 of the Colorado Constitution; and

WHEREAS, Article XVIII, Section 16 of the Colorado Constitution permits twenty-one (21) years of age and over to use, possess, and cultivate limited amounts of marijuana; and

WHEREAS, Article XVIII, Section 16 of the Colorado Constitution also permits the operation of retail marijuana stores, retail marijuana cultivation facilities and retail marijuana product manufacturing facilities, as such terms are defined in Article XVIII, Section 16 of the Colorado Constitution (collectively referred to as "retail marijuana businesses"); and

WHEREAS, the Colorado General Assembly has enacted the Colorado Retail Marijuana Code, Article 43.4 of Title 12, C.R.S. providing for the licensing and regulation of such marijuana businesses; and

WHEREAS, the Town of Eagle, Colorado ("Town") is a municipal corporation duly organized and existing under the laws of the State of Colorado; and

WHEREAS, the members of the Board of Trustees of the Town (the "Board") have been duly elected or appointed and qualified; and

WHEREAS, the Board finds and determines that the establishment of retail marijuana businesses, including retail marijuana stores, retail marijuana cultivation facilities, and retail marijuana product manufacturers, results in increased demands upon municipal services such as police protection, and has a substantial affect upon the health, safety and welfare of the citizens of the Town of Eagle and upon the expenditures budgeted by the Town, which is a matter of local concern; and

WHEREAS, Section 31-15-5D1(1)(c), C.R.S., authorizes the Town of Eagle to tax the owners of businesses on the privilege of conducting various classes of businesses within the Town; and

WHEREAS, in the case of *Town of Eagle v. Scheibe*, 10 P.3d 648 (Colo. 2000), the Colorado Supreme Court held that an occupation tax may be imposed to compensate a municipality for the use of its services and facilities, and specifically upheld the validity of an occupation tax which is levied at a fixed rate; and

WHEREAS, Article X, Section 20, of the Colorado Constitution ("TABOR Amendment") limits the ability of the Town to enact new taxes; and

WHEREAS, the TABOR Amendment permits the eligible electors of the Town to approve the adoption of new taxes and to authorize the expenditure of revenue from such taxes; and

WHEREAS, November 5, 2013 is the next coordinated election for the State of Colorado and is one of the election dates at which ballot issues may be submitted to the eligible electors

of the Town pursuant to the TABOR Amendment; and

WHEREAS, the Board finds and determines that it is necessary, appropriate and desirable to submit to the registered electors of the Town voting at the coordinated election to be held on November 5, 2013, the question of levying an occupation tax on the sales transactions by retail marijuana businesses located within the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF EAGLE, COLORADO:

Section 1. All actions heretofore taken (not inconsistent with the provisions of this Resolution) by the Town and the officers thereof, directed toward the election and the objects and purposes herein stated are hereby ratified, approved and confirmed.

Section 2. The following Ballot Issue shall be submitted to the registered electors of the Town voting in the coordinated election to be held on November 5, 2013:

"SHALL THE TOWN OF EAGLE'S TAXES BE INCREASED BY \$50,000.00 ANNUALLY (FIRST FULL FISCAL YEAR INCREASE) AND BY WHATEVER AMOUNTS ARE RAISED ANNUALLY THEREAFTER THROUGH THE LEVY OF AN OCCUPATION TAX UP TO \$5.00 FOR EACH SALES TRANSACTION BY ANY RETAIL MARIJUANA STORE, ANY RETAIL MARIJUANA CULTIVATION FACILITY AND ANY RETAIL MARIJUANA PRODUCT MANUFACTURING FACILITY WITHIN THE TOWN OF EAGLE, EFFECTIVE JANUARY 1, 2014; AND SHALL ALL REVENUES DERIVED FROM SUCH OCCUPATION TAX BE COLLECTED AND SPENT, AS A VOTER APPROVED REVENUE CHANGE, NOTWITHSTANDING ANY REVENUE OR EXPENDITURE LIMITATIONS CONTAINED IN ARTICLE X, SECTION 20, OF THE COLORADO CONSTITUTION, ARTICLE 1 OF TITLE 29, COLORADO REVISED STATUTES OR ANY OTHER LAW?"

YES \_\_\_\_\_ NO \_\_\_\_\_"

Section 3. The Town Clerk is hereby appointed as the designated election official for the election.

Section 4. In addition to the notice of election required to be published by Colorado law, the Town Clerk shall also cause to be published a notice stating that written comments for or against the Ballot Issue described above may be filed with the Town Clerk on or before 5:00 p.m. on September 16, 2013, and that a summary of such comments will then be distributed to registered voters in accordance with law. The Town Clerk is further directed to prepare a notice concerning the Ballot Issue in accordance with Article X, Section 20 of the Colorado Constitution and other applicable law and deliver it to the Eagle County Clerk and Recorder no later than September 20, 2013.

Section 5. The officers and employees of the Town are hereby authorized and directed to take all other actions necessary or appropriate to effectuate the provisions of this Resolution.

Section 6. Upon approval of the Ballot Issue set forth in Section 2 above by a majority of the registered electors voting thereon at the coordinated election to be held on November 5, 2013, the Board shall enact an implementing ordinance consistent with all of the terms and conditions contained in the Ballot Issue set forth in Section 2 above. The tax shall become effective on January 1, 2014. In the event a majority of the registered electors voting thereon do not approve the Ballot Issue set forth in Section 2 above, no such implementing ordinance shall be enacted.

**INTRODUCED, READ, PASSED, AND ADOPTED** by the Board of Trustees of the Town of Eagle, Colorado at a special meeting held on September 5, 2013.

**TOWN OF EAGLE, COLORADO**

By: \_\_\_\_\_  
Yuri Kostick, Mayor

**ATTEST:**

\_\_\_\_\_  
Sarah Braucht, Town Clerk

Municipality	Ballot Language	Pass/Fail: Y-N
	<p><b>Sales Tax Measure</b></p> <p>2C: SHALL THE TOWN OF CARBONDALE'S TAXES BE INCREASED BY \$394,875 IN THE FIRST FULL FISCAL YEAR, BEGINNING JANUARY 1, 2014, AND BY SUCH AMOUNTS AS ARE RAISED ANNUALLY THEREAFTER, BY IMPOSING AN ADDITIONAL SALES TAX OF 5% ON THE SALE OF RETAIL MARIJUANA AND RETAIL MARIJUANA PRODUCTS, AND AN EXCISE TAX OF 5% OF THE AVERAGE MARKET RATE OF UNPROCESSED RETAIL MARIJUANA ON THE DATE THAT IT IS FIRST SOLD OR TRANSFERRED FROM A RETAIL MARIJUANA CULTIVATION FACILITY TO A RETAIL MARIJUANA STORE OR RETAIL MARIJUANA PRODUCTS MANUFACTURER, WITH THE RESULTING SALES OR EXCISE TAX RATES CAPABLE OF BEING LOWERED OR REVOKED IN THE SOLE DISCRETION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARBONDALE, WITH THE RESULTING TAX REVENUES ALLOWED TO BE COLLECTED AND SPENT, NOTWITHSTANDING ANY OTHER LIMITATIONS PROVIDED BY LAW, AND USED TO FUND THE ENFORCEMENT OF REGULATIONS ON THE RETAIL MARIJUANA INDUSTRY, OTHER COSTS RELATED TO ENFORCEMENT OF MARIJUANA LAWS, EDUCATION AND PUBLIC HEALTH PROGRAMS ASSOCIATED WITH MARIJUANA CONSUMPTION, AND OTHER TOWN EXPENSES?</p>	<p>Pass 1,162 yes, or 73.22%, to 425 No or 26.78</p>
	<p><b>Referred Question 2A</b></p> <p>"SHALL CITY TAXES BE INCREASED BY \$4.48 MILLION ANNUALLY IN THE FIRST FULL FISCAL YEAR AND BY SUCH AMOUNTS AS ARE RAISED ANNUALLY THEREAFTER BY IMPOSING AN ADDITIONAL SALES TAX OF 3.5% ON THE SALE OF RETAIL MARIJUANA AND RETAIL MARIJUANA PRODUCTS, WITH THE TAX REVENUES BEING USED TO FUND THE ENFORCEMENT OF REGULATIONS ON THE RETAIL MARIJUANA INDUSTRY, OTHER COSTS RELATED TO ENFORCEMENT OF MARIJUANA LAWS, EDUCATION AND PUBLIC HEALTH PROGRAMS ASSOCIATED WITH MARIJUANA CONSUMPTION INCLUDING PREVENTION OF UNDERAGE CONSUMPTION, AND OTHER CITY EXPENSES, WITH THE RATE OF THE TAX BEING ALLOWED TO BE INCREASED OR DECREASED WITHOUT FURTHER VOTER APPROVAL SO LONG AS THE RATE OF TAXATION DOES NOT EXCEED 15%, AND WITH THE RESULTING TAX REVENUE BEING ALLOWED TO BE COLLECTED AND SPENT NOTWITHSTANDING ANY LIMITATIONS PROVIDED BY LAW?"</p>	<p>PASS 69%-31%</p>
	<p><b>Referred Measure 2C</b></p> <p>SHALL TOWN OF FRASER TAXES BE INCREASED BY \$100,000 ANNUALLY IN THE FIRST FULL FISCAL YEAR AND BY SUCH AMOUNTS AS ARE RAISED ANNUALLY THEREAFTER BY IMPOSING A RETAIL MARIJUANA TAX OF FIVE PERCENT (5%) ON THE SALE OF RETAIL MARIJUANA AND RETAIL MARIJUANA PRODUCTS, WHICH SHALL BE IN ADDITION TO THE MUNICIPAL SALES TAX ON SUCH SALES; AND SHALL ALL REVENUES DERIVED FROM SUCH TAX BE COLLECTED AND SPENT TO PROMOTE THE GENERAL PURPOSES OF THE TOWN OF FRASER AS A VOTER APPROVED REVENUE CHANGE NOTWITHSTANDING ANY REVENUE OR EXPENDITURE LIMITATIONS CONTAINED IN ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION?</p>	<p>PASS 219-85</p>
	<p><b>Ballot Issue 2E</b></p> <p>SHALL CITY OF LITTLETON TAXES BE INCREASED BY AN ESTIMATED \$120,000 IN 2014 (THE FIRST FULL FISCAL YEAR) AND WHATEVER AMOUNTS MAY BE COLLECTED IN FUTURE YEARS BY ADDING A NEW CHAPTER 22 TO TITLE 3 OF THE CITY CODE OF THE CITY OF LITTLETON TO IMPOSE A TAX OF THREE PERCENT (3%) OF THE PURCHASE PRICE PAID OR CHARGED FOR SALES OF RETAIL MARIJUANA AND RETAIL MARIJUANA PRODUCTS IN THE CITY OF LITTLETON IN ADDITION TO THE SALES TAX AND ANY OTHER STATE TAX IMPOSED ON SUCH SALES OF RETAIL MARIJUANA AND RETAIL MARIJUANA PRODUCTS? AND SHALL ALL REVENUE RECEIVED FROM SUCH TAX INCREASE AND ANY INVESTMENT INTEREST THEREON BE A VOTER APPROVED REVENUE CHANGE UNDER ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION OR ANY OTHER LAW?</p>	<p>PASS 63.8%-36.1%</p>
	<p><b>2A - CITY OF MANITOU SPRINGS</b></p> <p>SHALL CITY OF MANITOU SPRINGS' TAXES BE INCREASED BY ONE HUNDRED TWENTY TWO THOUSAND DOLLARS (\$122,000.00) ANNUALLY IN THE FIRST FULL FISCAL YEAR AND BY SUCH AMOUNTS AS ARE RAISED ANNUALLY THEREAFTER BY IMPOSING AN ADDITIONAL SALES TAX OF 5% ON THE SALE OF RETAIL MARIJUANA AND RETAIL MARIJUANA PRODUCTS WITH THE RATE OF SUCH TAX BEING ALLOWED TO BE DECREASED OR INCREASED WITHOUT FURTHER VOTER APPROVAL SO LONG AS THE RATE OF THE TAX DOES NOT EXCEED 10%, AND WITH THE RESULTING TAX REVENUE BEING ALLOWED TO BE COLLECTED AND SPENT BY THE CITY WITHOUT REGARD TO ANY EXPENDITURE, REVENUE RAISING, OR OTHER LIMITATION CONTAINED IN ARTICLE X, § 20 OF THE COLORADO CONSTITUTION OR ANY OTHER LAW?</p>	<p>PASS 66%-33%</p>

	<p><b>BALLOT ISSUE NO. 1</b>          SHALL TOWN OF MOUNTAIN VIEW TAXES BE INCREASED \$100,000.00 ANNUALLY IN THE FIRST FISCAL YEAR AND BY WHATEVER ADDITIONAL AMOUNTS ARE RAISED ANNUALLY IN EACH SUBSEQUENT YEAR BY THE IMPOSITION OF A 5% TAX ON THE PURCHASE OR SALE OF RETAIL MARIJUANA AND RETAIL MARIJUANA PRODUCTS, COMMENCING ON JANUARY 1, 2014, THE PROCEEDS OF SUCH TAX TO BE USED FOR POLICE PROTECTION, COSTS RELATED TO ENFORCEMENT OF MARIJUANA LAWS, AND RELATED SERVICES, AND SHALL THE PROCEEDS OF SUCH TAX AND INVESTMENT INCOME THEREON CONSTITUTE VOTER-APPROVED REVENUE CHANGES AND BE COLLECTED AND SPENT BY THE TOWN WITHOUT REGARD TO ANY EXPENDITURE, REVENUE-RAISING, OR OTHER LIMITATION CONTAINED IN ARTICLE X, § 20 OF THE COLORADO CONSTITUTION OR ANY OTHER LAW?</p>	<p>PASS 86-34</p>
	<p><b>ZG: SHALL TOWN OF RED CLIFF TAXES BE INCREASED BY \$50,000.00 IN THE FISCAL YEAR COMMENCING JANUARY 1, 2014 AND ENDING DECEMBER 31, 2014 AND BY SUCH AMOUNTS AS MAY BE COLLECTED ANNUALLY THEREAFTER BY THE IMPOSITION ON JANUARY 1, 2014 OF A NEW SALES TAX ON THE RETAIL SALE OF MARIJUANA, MARIJUANA PRODUCTS AND MARIJUANA ACCESSORIES BY LICENSED MARIJUANA ESTABLISHMENTS AT A RATE OF UP TO 5 PERCENT (5%), AND BY THE IMPOSITION ON JANUARY 1, 2014 OF A NEW EXCISE TAX ON THE SALE OF MARIJUANA BY A MARIJUANA CULTIVATION FACILITY TO ANOTHER LICENSED MARIJUANA ESTABLISHMENT AT A RATE OF UP TO 15 PERCENT (15%), WITH SUCH ADDITIONAL REVENUES AS ARE GENERATED BY THE NEW TAX TO BE COLLECTED, RETAINED AND SPENT FOR THE PURPOSE OF FUNDING MUNICIPAL SERVICES AND OPERATIONS AND/OR OTHER LAWFUL GENERAL MUNICIPAL PURPOSES, AS A VOTER APPROVED REVENUE CHANGE, OFFSET AND EXCEPTION TO THE LIMITS WHICH WOULD OTHERWISE APPLY UNDER SECTION 20 OF ARTICLE X OF THE COLORADO CONSTITUTION OR ANY OTHER LAW?</b></p>	<p>PASS 53-27</p>
<p><b>Excise Tax Measures</b></p>		
	<p><b>BALLOT ISSUE NO. 2A: RECREATIONAL MARIJUANA TAX</b>          SHALL CITY OF BOULDER TAXES BE INCREASED BY (\$3,360,000 FIRST FULL FISCAL YEAR DOLLAR INCREASE) ANNUALLY AND BY SUCH AMOUNTS AS ARE RAISED ANNUALLY THEREAFTER BY THE IMPOSITION OF AN EXCISE TAX OF 5 PERCENT IN 2014 AND UP TO 10 PERCENT THEREAFTER ON THE CULTIVATION FACILITY AT THE AVERAGE MARKET RATE AT THE POINT OF TRANSFER FROM THE CULTIVATION FACILITY AND AN ADDITIONAL SALES AND USE TAX OF 3.5 PERCENT IN 2014 AND UP TO 10 PERCENT THEREAFTER ON RECREATIONAL MARIJUANA AS PROVIDED IN ORDINANCE NO. 7916 COMMENCING JANUARY 1, 2014 WITH SUFFICIENT REVENUES FROM THE EXCISE AND SALES AND USE TAX TO BE USED FOR PUBLIC SAFETY, ENFORCEMENT AND ADMINISTRATIVE PURPOSES AND FOR COMPREHENSIVE SUBSTANCE ABUSE PROGRAMS INCLUDING WITHOUT LIMITATION PREVENTION, TREATMENT, EDUCATION, RESPONSIBLE USE, INTERVENTION, AND MONITORING, WITH AN EMPHASIS ON YOUTH, AND WITH THE REMAINDER USED BY THE GENERAL FUND; AND IN CONNECTION THEREWITH, SHALL THE FULL PROCEEDS OF SUCH TAXES AT SUCH RATES AND ANY EARNINGS THEREON BE COLLECTED, RETAINED, AND SPENT, AS A VOTER-APPROVED</p>	<p>PASS 18,461-9,295</p>
	<p><b>2C: SHALL TOWN OF BRECKENRIDGE TAXES BE INCREASED BY SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000) IN THE FISCAL YEAR COMMENCING JANUARY 1, 2014 AND ENDING DECEMBER 31, 2014, AND BY WHATEVER ADDITIONAL AMOUNTS ARE RAISED ANNUALLY THEREAFTER, BY IMPOSING, EFFECTIVE JANUARY 1, 2014, A NEW EXCISE TAX ON THE SALE WITHIN THE TOWN OF RETAIL MARIJUANA AND RETAIL MARIJUANA PRODUCTS AS DEFINED IN THE COLORADO RETAIL MARIJUANA CODE AND APPLICABLE TOWN ORDINANCES, AT THE RATE OF FIVE PERCENT (5%) OF THE PRICE PAID BY THE PURCHASER OF THE RETAIL MARIJUANA AND RETAIL MARIJUANA PRODUCTS, IN ACCORDANCE WITH ORDINANCE NO. 29, SERIES 2013, WHICH IS HEREBY APPROVED; AND SHALL THE REVENUE RECEIVED BY THE TOWN FROM THE COLLECTION OF SUCH NEW TAX BE USED TO PAY OR REIMBURSE THE TOWN FOR DIRECT AND INDIRECT COSTS INCURRED OR EXPENDED BY THE TOWN FOR ADEQUATE TRAINING, ENFORCEMENT, AND ADMINISTRATION OF ALL APPLICABLE MARIJUANA LAWS AND REGULATIONS, TO SUPPORT LOCAL DRUG AND ALCOHOL PROGRAMS AND FACILITIES, AND FOR OTHER GENERAL PURPOSES OF THE TOWN; AND SHALL THE TOWN BE AUTHORIZED TO COLLECT AND SPEND SUCH REVENUE AS A VOTER APPROVED REVENUE CHANGE UNDER ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION ?</b></p>	<p>PASS 73%-27%</p>
	<p><b>2A: SHALL TOWN OF FRISCO TAXES BE INCREASED BY TWO HUNDRED SEVENTYFIVE THOUSAND DOLLARS (\$275,000) IN THE FISCAL YEAR COMMENCING JANUARY 1, 2014 AND ENDING DECEMBER 31, 2014, AND BY WHATEVER ADDITIONAL AMOUNTS ARE RAISED ANNUALLY THEREAFTER, BY IMPOSING A NEW EXCISE TAX, EFFECTIVE JANUARY 1, 2014, ON THE AUTHORIZED (UNDER STATE LAW) RETAIL SALE WITHIN THE TOWN OF MARIJUANA IN ANY FORM, INCLUDING BUT NOT LIMITED TO, A MARIJUANA PRODUCT AS DEFINED BY STATE LAW, AT THE RATE OF FIVE PERCENT (5%) OF THE PRICE PAID BY THE PURCHASER OF THE MARIJUANA, IN ACCORDANCE WITH TOWN OF FRISCO ORDINANCE 13-; AND SHALL THE TOWN BE AUTHORIZED TO COLLECT AND SPEND SUCH REVENUE AS A VOTER APPROVED REVENUE CHANGE UNDER ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION ?</b></p>	<p>PASS 78%-22%</p>

	<p>2F: SHALL TOWN OF SILVERTHORNE TAXES BE INCREASED BY \$100,000.00 IN CALENDAR YEAR 2014 AND BY WHATEVER ADDITIONAL AMOUNTS ARE RAISED ANNUALLY IN EACH SUBSEQUENT YEAR, BY THE IMPOSITION OF AN EXCISE TAX ON THE SALE OF MARIJUANA AND MARIJUANA PRODUCTS (AS SUCH ARE AUTHORIZED BY STATE LAW, (WITH THE EXCEPTION OF MEDICAL MARIJUANA AND PRODUCTS RELATED THERETO), COMMENCING JANUARY 1, 2014 AT THE RATE OF FIVE PERCENT (5%) OF THE PRICE PAID BY THE PURCHASER, WHICH TAX REVENUES SHALL BE EXPENDED FOR, BUT NOT BE LIMITED TO:</p> <ul style="list-style-type: none"> <li>• MENTAL HEALTH SUPPORT SERVICES WITHIN THE TOWN, AND</li> <li>• DUI ENFORCEMENT WITHIN THE TOWN,</li> </ul> <p>AND SHALL THE TOWN BE PERMITTED TO COLLECT, RETAIN AND SPEND THE REVENUES FROM SUCH TAX, INCLUDING ALL INTEREST DERIVED THEREFROM, WITHOUT REGARD TO THE REVENUE RAISING, DEBT LIMITATION OR OTHER RESTRICTIONS OF ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION?</p>	<p>PASS 72.1%-77.9%</p>
	<p><b>Occupation Tax Measures</b></p> <p>2F: SHALL THE TOWN OF EAGLE'S TAXES BE INCREASED BY \$50,000.00 ANNUALLY (FIRST FULL FISCAL YEAR INCREASE) AND BY WHATEVER AMOUNTS ARE RAISED ANNUALLY THEREAFTER THROUGH THE LEVY OF AN OCCUPATION TAX UP TO \$5.00 FOR EACH SALES TRANSACTION BY ANY RETAIL MARIJUANA STORE, ANY RETAIL MARIJUANA CULTIVATION FACILITY AND ANY RETAIL MARIJUANA PRODUCT MANUFACTURING FACILITY WITHIN THE TOWN OF EAGLE, EFFECTIVE JANUARY 1, 2014; AND SHALL ALL REVENUES DERIVED FROM SUCH OCCUPATION TAX BE COLLECTED AND SPENT, AS A VOTER APPROVED REVENUE CHANGE, NOTWITHSTANDING ANY REVENUE OR EXPENDITURE LIMITATIONS CONTAINED IN ARTICLE X, SECTION 20, OF THE COLORADO CONSTITUTION, ARTICLE 1 OF TITLE 29, COLORADO REVISED STATUTES OR ANY OTHER LAW?</p>	<p>PASS 1298-643</p>

**MEMORANDUM**



**TO:** Dan Brotzman, City Attorney  
**FROM:** Nancy Reid, Deputy City Attorney /  
**DATE:** April 17, 2014

**REGARDING:** Constitutional restrictions on a Marijuana Tax ordinances.

There is no Constitutional prohibition to bringing an initiated or referred measure to allow retail marijuana sales in either an odd or an even number year. Article XVIII, §16(5)(f) Colorado Constitution allows the prohibition of various marijuana outlets by ordinance, referendum, or initiated matter. The restriction on the referred or initiated matters is only on the subject of voting to prohibit retail marijuana sales. It restricts those to the general election ballot of an even number year. Therefore, if the ballot question is to prohibit existing marijuana facilities per Article XVIII, §16(5)(F) that particular one must be brought on an election ballot during an even numbered year.

That does not change the requirement of an associated tax on such facilities which may be brought. Ballot issues for TABOR questions may be decided in a state general election, biennial local district election, or on the first Tuesday in November of odd-numbered years. Article X, Section 20, Subsection 3 of the Colorado Constitution.



## **MEMORANDUM**

**TO:** Mayor Penn and Members of City Council  
**THROUGH:** Gary Sears, City Manager  
**FROM:** Lindsay von Colditz, Department Assistant  
**DATE:** April 24, 2014  
**SUBJECT:** Board and Commission Reappointments

At the Study Session on Monday, April 28, 2014, City Council will be discussing board and commission members who are interested in reapplying for another term with their current board or commission. No interviews will be held this evening.

The board and commission process was revised in 2008 and we took this opportunity to streamline/revise the interview process. After checking with other municipalities, revisions were made and information was consolidated to a more concise format. Attached are the applications, summary sheet and a revised vacancy list. If you have any questions, please let us know.

All Chairs have been contacted regarding the board and commission members who are reapplying for another term. Not all board and commission members have reapplied. Additionally, if a board or commission member seeking reappointment is the Chair, no recommendation is solicited from the Vice Chair or any other member.

CAC Chair Amy Martinez has responded concerning the reappointment of Jared Munn and a copy of her e-mail is attached.

CEAC Chair Linda Hart enthusiastically supports the reappointment of Mary Berger. Ms. Hart stated that Mrs. Berger was an invaluable member of the Committee.

EHA Chair Jennifer Haynes concerning the reappointment of Evelyn Vaughn and the memorandum is attached.

ACE Chair Chad Knoth has not responded concerning the reappointment of Hugo Weinberger. If information is received prior to the Monday Study Session, it will be forwarded to City Council.

Additionally, attached is the memorandum dated March 26, 2014, to all board, commission and authority members concerning the interview process and current deadlines as well as the term expiration ballot issue.

If you need additional information, please feel free to contact our office.



# Memorandum

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## City Manager's Office

TO: Mayor Penn and Members of City Council  
FROM: Gary Sears, City Manager  
DATE: April 24, 2014  
SUBJECT: 2015 Budget Information for the April 28, 2014 Study Session

Attached you will find information from Finance and Administrative Services Director Frank Grylewicz regarding the proposed 2015 Budget which will be reviewed at the April 28, 2014 Study Session.

2015 Draft Budget Guidelines  
2014 Budget Calendar  
December 31, 2013 Revenue Expenditure and Fund Report  
March 2014 Financial Report  
Five-Year Forecast

Following Frank's review of these financial documents, each of the department directors have included a brief memorandum about issues affecting their departments during this year and preliminary requests and issues affecting their 2015 budget proposals. Also, I have asked each of department directors to be prepared to say a few comments about their proposed budgets.

The following is my recommendation regarding the order for their presentations following Frank's discussion:

City Manager  
City Attorney  
Municipal Court  
Finance & Administrative Services Department  
Human Resources Department  
Information Technology Department  
Community Development Department  
Library Services Department  
Parks and Recreation Department  
Utilities and Wastewater Department  
Public Works Department  
Police Department  
Fire Department

At the end of these budgetary presentations, we look forward to any information or direction that City Council would like to provide to help in the preparation of the 2015 preliminary budget; which should be completed by early August and discussed at an early August Study Session.

Thank you for your consideration of this information and for the requests submitted by our Department Directors.

# Memorandum

**To:** Mayor Penn and City Council  
**Thru:** Gary Sears, City Manager  
**From:** Frank Gryglewicz, Director of Finance and Administrative Services  
**Date:** April 22, 2014  
**Re:** Preliminary 2015 Draft Budget Guidelines and Five-Year Forecast for the April 28, 2014 Study Session

The Draft 2015 Budget Guidelines and forecasts will be discussed at the April 28, 2014 Study Session. Attached are two spreadsheets including General Fund financial performance over the previous five years (2009 to 2013), the 2014 budgeted amounts, and a five year projection (2015 through 2019). The difference between the two spreadsheets is the transfer in from the Public Improvement Fund (PIF). The first spreadsheet includes the full budgeted transfer in from the Public Improvement Fund (PIF) and the second shows a partial transfer, the full budget transfer reduced by \$400,000.

The budgeted transfer in from the PIF was based on very aggressive building use tax estimates and that the General Fund would require the transfer to keep the Unassigned Fund Balance above ten percent. As indicated on the spreadsheet, 2013 was a very good year in terms of increased revenues and expenditures held under budget resulting in much higher than expected reserves.

*Staff respectfully requests Council not make the additional \$400,000 transfer in 2014. This will allow the PIF to maintain a positive Unassigned Fund Balance at year-end as well as possibly freeing up funds for needed capital projects.*

The attached General Fund spreadsheet shows past (unaudited 2013), current (estimated) and future forecasts using relatively conservative growth for revenues and expenditures. The estimate for 2014 has not been revised from the original budget, unless a drastic increase or decrease in revenues is realized. Typically year-end estimate adjustments are not made until mid-year.

Also attached is the 2015 Budget Calendar, the summary pages from the December 31, 2013 and March 31, 2014 Monthly Reports and as well as the General Fund Comparative Revenue, Expenditure & Fund Balance Report for December 31, 2013 and March 31, 2014.

Because overall revenue growth is forecast to grow moderately, expenditures must be *tightly* controlled.

- The estimated revenues and expenditures for 2014 are as budgeted. Year-end estimates will most likely change as actual information is received and updated at mid-year.
- The initial increases for all expenditures (wages, benefits, contractual, commodities, and capital) are initially forecast to increase three percent. Based on the last five years, a three percent increase should be a reasonable overall increase.
- Required pension contributions are determined by applicable actuarial studies (defined benefit) or pre-determined contribution levels (defined contribution). Contributions for the defined benefit plans are very difficult to forecast because they are reliant on highly variable investment performance.
- Workers Compensation premiums will be provided by Human Resources later in the year. The 2014 amounts are used as place holders for the 2015 amounts.
- Property and Liability premiums will be provided by Human Resources later in the year. The 2014 amounts are used as place holders for the 2015 amounts.
- Transfers after 2014 into the General Fund from other funds will most likely be limited as those funds rebuild their reserves.

Preliminary 2015 Draft Budget Guidelines and Five-Year Forecast for the April 28, 2014 Study Session  
April 22, 2014

- No new programs or personnel may be added without the City Manager's *prior* approval. A service enhancement request form of new programs or positions must be submitted for consideration by the City Manager.
- By the first week in May, budget workbooks will be prepared and updated to reflect estimated pay increases, merit pay, and holiday pay.
- All departments should review the services and programs they provide that may be eliminated, reduced, contracted, "regionalized," or privatized with minimal impact on the City's service levels.
- Please identify any new revenue sources available or charges/fees that may be increased without a TABOR (tax increases, etc.) vote.
- Please review current fee structure and make adjustments if applicable.
- All open positions are "frozen" and cannot be filled without the *prior* approval of the City Manager.
- Capital expenditure requests will be submitted separately for consideration into the Multiple Year Capital Plan (MYCP).

Attachments

City of Englewood, Colorado  
2015 Budget Calendar

Time Frame	Task	Department(s)
January - April, 2014	Review and calculate revenue projections for General Fund, Special Revenue Funds, Debt Service Funds and Capital Projects Funds	FAS
April-May, 2014	Update Department Service Enhancement and Capital Request Forms	All Departments
April 28, 2014	Study Session-2013 Overview, 2014 Budget and 2015 Budget Planning Discussion including Five Year Budget Projection and LTAR funds with City Council and Executive Management Staff	All Departments
Week of May 5, 2014	Distribute Divisional Budget workbooks, budget pages in network folders.	FAS
Week of May 12, 2014	Budget Training on Completing the Excel Budget Workbooks and the Word Budget Pages	FAS
June 23, 2014	Information Technology Related Service Enhancement and Capital Request forms due to IT Director	All Departments
July 14, 2014	Service Enhancement and Capital Request forms returned to Revenue and Budget Office	All Departments
July 14, 2014	Departments submit proposed budgets and Divisional Budget pages to Budget Office.	All Departments
July 14, 2014	Study Session-June 2014 Financial Report (Revenue and Expenditure Update)	FAS
Weeks of July 28, 2014 and August 4, 2014	Departments review budgets workbooks and budget pages with CMO	All Departments
August 25, 2014	Study Session-Discuss Proposed 2015 Budget	All Departments
Week of August 26, 2014	CMO finalizes PROPOSED BUDGET; Finalize Budget Pages for Proposed Budget	CMO/FAS
July - Aug 31, 2014	Proposed Budget document prepared, Budget Overview prepared. Provide the City Attorney's Office with DRAFT Ordinances for the Budget, Appropriation and the Mill Levy	FAS
August 27, 2014	Publish on Official City Website the time & place of Budget Hearing (Charter Article X Part I Budget §87)	FAS
August 29, September 5 and 12, 2014	<i>Publish in the Herald the time &amp; place of Budget Hearing (Charter Article X Part I Budget §87)</i>	FAS
September 4, 2014	Proposed budget to Council (legally required by September 15 - Charter Article X Part I Budget §82)	FAS
September 8, 2014	Study Session Preliminary Budget Review 6-9pm (Tentative)	All Departments
September 8, 2014	Budget Advisory Committee Delivers to City Council an Annual Report regarding its findings and recommendation of the Proposed Budget	BAC
September 15, 2014	<i>Public Hearing (Charter Article X Part I Budget §87)</i>	CMO
September 22, 2014	<i>Budget Workshop - 6:00pm to 9:30pm</i>	All Departments
Oct 1 - Dec 31, 2014	Produce and Distribute Budget Document (including the Colorado Department of Local Government and GFOA)	FAS
October 6, 2014	First Reading: Introduce bills for ordinances-Mill Levy, Budget and Appropriations (Charter Article X Part I Budget §89-90)	FAS
October 20, 2014	Second Reading: Introduce bills for ordinances-Mill Levy, Budget and Appropriations (Charter Article X Part I Budget §89-90)	FAS
December 8, 2014	Final Assessed Valuation from Arapahoe County	FAS
December 15, 2014	<i>Certify Mill Levy to Arapahoe County</i>	FAS

**PLEASE NOTE: Bold/Italic dates are legal requirements by Charter or State Statute.**

BAC - Budget Advisory Committee

CMO - City Manager's Office

FAS - Finance and Administrative Services



City of Englewood

**To:** Mayor Randy Penn and City Council  
**From:** Frank Gryglewicz, Director of Finance and Administrative Services  
**Date:** April 10, 2014  
**Subject:** December 2013 Financial Report Update

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**Summary of the December 2013 General Fund Financial Report (Please note the numbers in this Report are not audited and subject to change until the Comprehensive Annual Financial Report is presented to Council)**

**REVENUES:**

- Through December 2013, the City of Englewood collected \$40,901,819 or \$1,012,020 or 2.5 percent more than last year (See the chart on page 4 and the attached full report for details on changes in revenue in past year.
- The City collected \$2,900,715 in property and \$266,881 in specific ownership taxes through December.
- **Year-to-date sales and use tax revenues were \$23,433,775 or \$1,070,157 (4.8 percent) more than December 2012.**
- Cigarette tax collections were up \$5,470 compared to last year.
- Franchise fee collections were \$170,422 more than last year.
- Licenses and permit collections were \$463,219 more than 2012.
- Intergovernmental revenues were \$377,518 less than the prior year.
- Charges for services increased \$28,320 from last year.
- Recreation revenues decreased \$195,199 from 2012.
- Fines and forfeitures were \$63,746 less than last year.
- Investment income was \$94,268 less than last year.
- Miscellaneous revenues were \$68,198 less than last year.
- Net rent revenues from McLellan Reservoir were \$573,526.

**OUTSIDE CITY:**

- Outside City sales and use tax receipts (cash basis) were up \$87,156 or 1.3 percent compared to last year.
- At this time potential refunds total approximately \$1,500,000 for claims submitted to Englewood but not completed; the balance of the account to cover intercity claims is \$1,150,000.

**CITY CENTER ENGLEWOOD (AREA 1):**

- Sales and use tax collection through December 2013 were \$3,113,935 or \$14,380 less than last year during the same period.

**EXPENDITURES:**

- Expenditures through December were \$40,125,364 or \$140,223 less than the \$40,265,587 expended through December 2012. The City's refund of sales and use tax claims through December 2013 totaled \$31,272.

**REVENUES OVER/UNDER EXPENDITURES:**

- **Unaudited revenues exceeded expenditures by \$776,457 compared to expenditures exceeding revenues by \$375,788 year-to-date 2012.**

**TRANSFERS:**

- Net 2013 transfers-in to date of \$1,066,568 were made by the end of December 2013.

**FUND BALANCE:**

- **The estimated year-end total fund balance is \$10,913,833 or 26.7 percent of unaudited revenue. The ending 2013 Unassigned Fund Balance is \$6,875,705 or 16.8 percent of revenue. The Unassigned Fund Balance decreased due to a required increase in TABOR reserves.**
- The 2013 estimated Long Term Asset Reserve (LTAR) balance is \$2,619,375 (please refer to page 18).

**PUBLIC IMPROVEMENT FUND (PIF):**

- The PIF has collected \$3,669,505 in revenue and spent \$3,084,423 year-to-date. Estimated year-end fund balance is \$952,201.

# General Fund Comparative Revenue, Expenditure & Fund Balance Report as of December 31, 2013

Percentage of Year Completed = 100%

Fund Balance January 1	2013				2012			2011		
	\$ 8,626,388	\$ 9,070,810	\$ 9,070,810		\$ 8,817,685	\$ 8,817,685			\$ 8,494,679	\$ 8,494,679
	Budget	Dec-13	% Budget	YE Estimate	Dec-12	Dec-12	% YTD	Dec-11	Dec-11	% YTD
<b>Revenues</b>										
Property Tax	2,898,000	2,900,715	100.09%	2,900,715	2,874,816	2,874,816	100.00%	2,994,213	2,994,213	100.00%
Specific Ownership Tax	230,000	266,881	116.04%	266,881	243,293	243,293	100.00%	246,062	246,062	100.00%
Sales & Use Taxes	22,336,277	23,433,775	104.91%	23,433,775	22,363,618	22,363,618	100.00%	21,737,110	21,737,110	100.00%
Cigarette Tax	184,000	195,088	106.03%	195,088	189,618	189,618	100.00%	190,763	190,763	100.00%
Franchise Fees	3,067,552	3,101,310	101.10%	3,101,310	2,930,888	2,930,888	100.00%	2,631,393	2,631,393	100.00%
Hotel/Motel Tax	9,000	12,039	133.77%	12,039	10,395	10,395	100.00%	9,820	9,820	100.00%
Licenses & Permits	767,153	1,446,578	188.56%	1,446,578	983,359	983,359	100.00%	778,536	778,536	100.00%
Intergovernmental Revenue	1,657,018	1,488,204	89.81%	1,488,204	1,865,722	1,865,722	100.00%	1,724,807	1,724,807	100.00%
Charges for Services	3,277,773	3,469,845	105.86%	3,469,845	3,441,525	3,441,525	100.00%	3,384,318	3,384,318	100.00%
Recreation	2,629,173	2,420,443	92.06%	2,420,443	2,615,642	2,615,642	100.00%	2,635,221	2,635,221	100.00%
Fines & Forfeitures	1,368,450	1,317,707	96.29%	1,317,707	1,381,453	1,381,453	100.00%	1,284,758	1,284,758	100.00%
Interest	100,000	(10,223)	-10.22%	(10,223)	84,045	84,045	100.00%	91,034	91,034	100.00%
EMRF Rents	638,829	573,526	89.78%	573,526	551,295	551,295	100.00%	425,159	425,159	100.00%
Miscellaneous	156,294	285,931	182.94%	285,931	354,130	354,130	100.00%	173,381	173,381	100.00%
<b>Total Revenues</b>	<b>39,319,519</b>	<b>40,901,819</b>	<b>104.02%</b>	<b>40,901,819</b>	<b>39,889,799</b>	<b>39,889,799</b>	<b>100.00%</b>	<b>38,306,575</b>	<b>38,306,575</b>	<b>100.00%</b>
<b>Expenditures</b>										
Legislation	330,436	280,920	85.01%	280,920	316,043	316,043	100.00%	298,731	298,731	100.00%
City Attorney	783,147	719,781	91.91%	719,781	712,036	712,036	100.00%	706,841	706,841	100.00%
Court	962,993	922,245	95.77%	922,245	886,249	886,249	100.00%	848,775	848,775	100.00%
City Manager	679,653	675,844	99.44%	675,844	658,047	658,047	100.00%	639,184	639,184	100.00%
Human Resources	481,392	408,551	84.87%	408,551	469,343	469,343	100.00%	430,792	430,792	100.00%
Financial Services	1,583,684	1,533,060	96.80%	1,533,060	1,464,305	1,464,305	100.00%	1,446,313	1,446,313	100.00%
Information Technology	1,340,211	1,336,591	99.73%	1,336,591	1,373,943	1,373,943	100.00%	1,332,766	1,332,766	100.00%
Public Works	5,308,257	5,234,383	98.61%	5,234,383	5,202,903	5,202,903	100.00%	5,259,875	5,259,875	100.00%
Fire Department	7,889,065	8,002,677	101.44%	8,002,677	8,100,554	8,100,554	100.00%	7,666,842	7,666,842	100.00%
Police Department	11,520,191	11,226,157	97.45%	11,226,157	10,788,935	10,788,935	100.00%	10,395,239	10,395,239	100.00%
Community Development	1,324,774	1,113,710	84.07%	1,113,710	1,262,451	1,262,451	100.00%	1,359,264	1,359,264	100.00%
Library	1,251,293	1,174,656	93.88%	1,174,656	1,180,771	1,180,771	100.00%	1,145,613	1,145,613	100.00%
Recreation	5,711,776	5,402,599	94.59%	5,402,599	5,649,246	5,649,246	100.00%	5,717,147	5,717,147	100.00%
Debt Service	2,062,574	2,005,830	97.25%	2,005,830	2,056,951	2,056,951	100.00%	2,096,463	2,096,463	100.00%
Contingency	150,000	88,360	58.91%	88,360	143,810	143,810	100.00%	152,423	152,423	100.00%
<b>Total Expenditures</b>	<b>41,379,446</b>	<b>40,125,364</b>	<b>96.97%</b>	<b>40,125,364</b>	<b>40,265,587</b>	<b>40,265,587</b>	<b>100.00%</b>	<b>39,496,268</b>	<b>39,496,268</b>	<b>100.00%</b>
Excess revenues over (under) expenditures	(2,059,927)	776,455	-37.69%	776,455	(375,788)	(375,788)		(1,189,693)	(1,189,693)	
Net transfers in (out)	1,139,574	1,066,568	93.59%	1,066,568	628,913	628,913	100.00%	1,512,699	1,512,699	100.00%
<b>Total Fund Balance</b>	<b>\$ 7,706,035</b>	<b>\$ 10,913,833</b>	<b>141.63%</b>	<b>\$ 10,913,833</b>	<b>\$ 9,070,810</b>	<b>\$ 9,070,810</b>	<b>100.00%</b>	<b>\$ 8,817,685</b>	<b>\$ 8,817,685</b>	<b>100.00%</b>

### Fund Balance Analysis

Total Fund Balance	\$ 7,706,035	\$ 10,913,833	\$ 10,913,833	\$ 9,070,810	\$ 8,817,685
Restricted Fund Balance					
-Emergencies (TABOR)	1,150,000	1,340,000	1,340,000	1,200,000	1,150,000
Committed Fund Balance					
-LTAR	2,619,375	2,619,375	2,619,375	2,619,375	2,406,649
-COPS Grant	298,512	78,753	78,753	298,512	298,512
<b>Restricted/Committed</b>	<b>\$ 4,067,887</b>	<b>\$ 4,038,128</b>	<b>\$ 4,038,128</b>	<b>\$ 4,117,887</b>	<b>\$ 3,855,161</b>
Estimated Unassigned Fund Balance	<b>\$ 3,638,148</b>	<b>\$ 6,875,705</b>	<b>\$ 6,875,705</b>	<b>\$ 4,952,923</b>	<b>\$ 4,962,524</b>
As a percentage of projected revenues	8.89%	16.81%	16.81%	12.42%	12.95%
As a percentage of projected expenditures	9.07%	17.14%	17.14%		
<b>Target</b>	<b>3,931,952</b>	<b>-</b>	<b>5,897,928</b>		



City of Englewood

**To:** Mayor Randy Penn and City Council  
**From:** Frank Gryglewicz, Director of Finance and Administrative Services  
**Date:** April 7, 2014  
**Subject:** March 2014 Financial Report

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**Please note any references to 2013 have not been audited and are subject to change until the annual audit and Comprehensive Annual Financial Report is completed and presented to City Council.**

**REVENUES:**

- Through March 2014, the City of Englewood collected \$10,251,690 or \$745,832 (7.9 percent) more than last year (See the chart on page 3 and the attached full report for details on changes in revenue in past year. March typically generates about ten percent of the year's total revenues.
- The City collected \$717,302 in property taxes and \$48,907 in specific ownership tax through March.
- **Year-to-date sales and use tax revenues were \$6,469,235 or \$537,079 (nine percent) more than March 2013**
- Cigarette tax collections were down \$1,296 compared to last year.
- Franchise fee collections were \$63,125 more than last year.
- Licenses and permit collections were \$130,721 more than March 2013.
- Intergovernmental revenues were \$42,400 more than the prior year.
- Charges for services decreased \$53,261 from last year.
- Recreation revenues decreased \$4,438 from 2013.
- Fines and forfeitures were \$4,023 more than last year.
- Investment income was \$8,111 more than last year.
- Miscellaneous revenues were \$11,897 less than last year.
- Net Rent revenues from McLellan Reservoir were \$176,198.

**OUTSIDE CITY:**

- Outside City sales and use tax receipts (cash basis) were up \$76,268 or 3.6 percent compared to last year.
- At this time potential refunds total approximately \$1,500,000 for claims submitted to Englewood but not completed; the balance of the account to cover intercity claims is \$1,150,000.

**CITY CENTER ENGLEWOOD (CCE):**

- Sales and use tax revenue collected through March 2014 were \$842,852 or \$41,384 less than last year during the same period.

**EXPENDITURES:**

- Expenditures through March were \$9,855,959 or \$186,817 (1.9 percent) more than the \$9,669,142 expended through March 2013. The City refunded \$51,122 sales and use tax claims through March 2014; the City of Englewood refunded \$9,465 in March 2013.

**REVENUES OVER/UNDER EXPENDITURES:**

- Revenues exceeded expenditures by \$395,731 this year compared to expenditures exceeding revenues by \$163,284 in 2013.

**TRANSFERS:**

- Net 2014 transfers-in to date of \$848,820 were made by the end of March 2014 (please refer to page 17).

**FUND BALANCE:**

- The estimated total fund balance is \$9,706,048 or 24.4 percent of revenue. The estimated unreserved/undesignated reserves for 2014 are estimated at \$5,746,671 or 14.5 percent of estimated revenues.
- The 2014 estimated Long Term Asset Reserve (LTAR) balance is \$2,619,375 (please refer to page 17).

**PUBLIC IMPROVEMENT FUND (PIF):**

- The PIF has collected \$1,072,994 in revenues and spent \$1,350,108 year-to-date. Estimated year-end fund balance is (\$379,797).

City of Englewood, General Fund Revenue, Expenditure, & Fund Balance 2009 - 2019  
For 4/28/2014 Study Session

		S/T Increase (Decrease)		-8.81%		1.17%		4.17%		2.88%		4.79%		2.25%		2.25%		2.25%		2.25%		2.25%		
		All Other Taxes		-3.03%		0.41%		-1.39%		-3.57%		1.71%		1.50%		1.50%		1.50%		1.50%		1.50%		
		Franchise		-5.24%		6.83%		0.43%		11.38%		5.81%		3.00%		3.00%		3.00%		3.00%		3.00%		
		Other Revs		1.32%		-6.49%		6.64%		7.43%		-2.53%		2.00%		2.00%		2.00%		2.00%		2.00%		
		Investments		-55.80%		-56.28%		-9.48%		-7.68%		-112.18%		1.00%		1.00%		1.00%		1.00%		1.00%		
		Expenditures		2.01%		-2.25%		1.53%		1.95%		-0.35%		2.47%		3.00%		3.00%		3.00%		3.00%		
Line		Actual 2009	'09 vs '08 Percent Change	Actual 2010	'10 vs '09 Percent Change	Actual 2011	'11 vs '10 Percent Change	Budget 2012	Actual 2012	'12 vs '11 Percent Change	2012 Budget Vs. 2012 Actual	Budget 2013	Estimate 2013	'13 vs '12 Percent Change	2013 Budget Vs. 2013 Actual	Estimated 2014	Projected 2015	Projected 2016	Projected 2017	Projected 2018	Projected 2019	'09 vs '13 Percentage	Avg Change '09 - '13	
<b>REVENUES</b>																								
1	Property	2,971,303	-0.82%	3,020,884	1.67%	2,994,213	-0.88%	2,880,000	2,874,816	-3.99%	(5,184)	2,898,000	2,900,715	0.09%	2,715	2,898,000	2,941,470	2,985,592	3,030,376	3,075,832	3,121,969	Average Growth 2009 - 2013	-0.48%	(14,118)
2	Specific Ownership	276,414	-12.59%	263,434	-4.70%	246,062	-6.59%	250,000	243,293	-1.13%	(6,707)	230,000	266,881	16.04%	36,881	230,000	233,450	236,952	240,506	244,114	247,775	Average Growth 2009 - 2013	-0.69%	(1,907)
3	Sales and Use (Net of Refunds)	20,624,659	-8.81%	20,866,515	1.17%	21,737,110	4.17%	22,115,126	22,363,618	2.88%	248,492	22,336,277	23,433,775	4.91%	1,097,498	23,500,000	24,028,750	24,569,397	25,122,208	25,687,458	26,265,426	Average Growth 2009 - 2013	2.27%	561,823
4	Franchise Fees	2,452,611	-5.24%	2,620,191	6.83%	2,631,393	0.43%	3,056,938	2,930,888	-11.38%	(126,050)	3,067,552	3,101,310	1.10%	33,758	3,069,500	3,161,585	3,256,433	3,354,126	3,454,749	3,558,392	Average Growth 2009 - 2013	5.29%	129,740
5	Cigarette	218,449	-16.54%	196,320	-10.13%	190,763	-2.83%	190,000	189,620	-0.60%	(382)	184,000	195,088	6.03%	11,088	179,000	173,630	168,421	163,368	158,467	153,713	Average Growth 2009 - 2013	-2.14%	(4,672)
6	Hotel/Motel	9,140	-9.31%	8,806	-3.65%	9,820	11.51%	8,713	10,395	5.86%	1,682	9,000	12,039	33.77%	3,039	10,000	10,150	10,302	10,457	10,614	10,773	Average Growth 2009 - 2013	6.34%	580
7	<b>Total Taxes</b>	<b>26,552,576</b>	<b>-7.77%</b>	<b>26,976,150</b>	<b>1.60%</b>	<b>27,809,361</b>	<b>3.09%</b>	<b>28,500,777</b>	<b>28,612,628</b>	<b>2.89%</b>	<b>111,851</b>	<b>28,724,829</b>	<b>29,909,808</b>	<b>4.13%</b>	<b>1,184,979</b>	<b>29,886,500</b>	<b>30,549,035</b>	<b>31,227,097</b>	<b>31,921,041</b>	<b>32,631,234</b>	<b>33,358,048</b>	Average Growth 2009 - 2013	2.53%	671,446
8	Licenses and Permits	588,328	-12.40%	695,563	18.23%	778,536	11.93%	574,025	983,359	26.31%	409,334	767,153	1,446,578	88.56%	679,425	932,550	951,201	970,225	989,630	1,009,422	1,029,611	Average Growth 2009 - 2013	29.18%	171,650
9	Intergovernmental Revenue	1,319,282	22.24%	1,465,970	11.12%	1,724,807	17.66%	1,552,315	1,865,722	8.17%	313,407	1,387,598	1,488,204	7.25%	100,606	1,243,281	1,268,147	1,293,510	1,319,380	1,345,767	1,372,883	Average Growth 2009 - 2013	2.56%	33,784
10	Charges for Services	3,185,443	-8.37%	3,254,830	2.18%	3,384,318	3.98%	3,392,567	3,441,525	1.69%	48,958	3,277,773	3,469,845	5.86%	192,072	3,407,619	3,407,619	3,475,771	3,545,287	3,616,193	3,688,516	Average Growth 2009 - 2013	1.79%	56,880
11	Recreation	2,315,598	-2.08%	2,489,781	7.52%	2,635,221	5.84%	2,599,668	2,615,642	-0.74%	15,974	2,629,173	2,420,443	-7.94%	(208,730)	2,594,232	2,646,117	2,699,039	2,753,020	2,808,000	2,864,242	Average Growth 2009 - 2013	0.91%	20,969
12	Fines and Forfeitures	1,639,678	12.22%	1,437,957	-12.30%	1,284,758	-10.65%	1,318,450	1,381,457	7.53%	63,003	1,368,450	1,317,707	-3.71%	(50,743)	1,368,450	1,395,819	1,423,735	1,452,210	1,481,254	1,510,879	Average Growth 2009 - 2013	-3.93%	(64,394)
13	Net Investment Income	230,000	-55.80%	100,545	-56.28%	91,034	-9.46%	100,000	84,045	-7.68%	(15,955)	100,000	-10,223	-10.22%	(110,223)	8,164	8,246	8,328	8,411	8,495	8,580	Average Growth 2009 - 2013	-20.89%	(48,045)
14	<b>Net Rental Revenues - McLellan</b>	<b>611,837</b>		<b>105,125</b>		<b>425,159</b>		<b>663,046</b>	<b>551,295</b>	<b>29.67%</b>	<b>(111,751)</b>	<b>638,829</b>	<b>573,526</b>	<b>-10.22%</b>	<b>(65,303)</b>	<b>638,829</b>	<b>1,244,056</b>	<b>1,511,212</b>	<b>1,510,931</b>	<b>3,297,778</b>	<b>3,297,778</b>	2014/15 may require road construction	-1.25%	(7,662)
15	Other Revenue	635,982	194.68%	293,658	-53.83%	173,381	-40.96%	419,153	354,130	104.25%	(65,023)	156,294	285,932	82.94%	129,638	274,300	280,000	280,000	280,000	280,000	280,000	Average Growth 2009 - 2013	-11.01%	(70,010)
16	<b>Total Revenues</b>	<b>37,078,724</b>	<b>-5.36%</b>	<b>36,819,579</b>	<b>-0.70%</b>	<b>38,306,575</b>	<b>4.04%</b>	<b>39,120,001</b>	<b>39,889,799</b>	<b>4.13%</b>	<b>769,798</b>	<b>39,050,099</b>	<b>40,901,820</b>	<b>4.74%</b>	<b>1,851,721</b>	<b>40,287,109</b>	<b>41,750,239</b>	<b>42,888,915</b>	<b>43,779,909</b>	<b>44,478,224</b>	<b>45,166,057</b>	Average Growth 2009 - 2013	2.06%	764,619
<b>EXPENDITURES</b>																								
<b>General Government</b>																								
17	Legislation (includes MOA contractual obligation)	346,044	-1.20%	309,870	-10.45%	298,731	-3.59%	333,793	316,043	5.80%	17,750	330,436	280,920	-14.99%	(49,516)	354,570	365,207	376,163	387,448	399,072	411,044	Average Growth 2009 - 2013	-3.76%	(13,025)
18	City Attorney	678,038	-2.94%	702,228	3.57%	706,841	0.66%	746,734	712,036	0.73%	34,698	763,147	719,781	-8.09%	(63,366)	818,514	843,069	868,362	894,412	921,245	948,882	Average Growth 2009 - 2013	1.23%	8,349
19	Municipal Court	914,493	-0.09%	901,469	-1.42%	886,249	-5.85%	874,417	886,249	4.42%	11,832	886,249	922,245	-4.23%	(40,748)	1,026,895	1,057,702	1,089,433	1,122,116	1,155,779	1,190,453	Average Growth 2009 - 2013	0.17%	1,550
20	City Manager	674,170	-0.02%	659,882	-2.12%	639,184	-3.14%	672,072	658,047	2.95%	14,025	679,653	675,844	-0.56%	(3,809)	703,758	724,871	746,617	769,015	792,086	815,848	Average Growth 2009 - 2013	0.05%	335
21	Community Development	1,366,437	-6.71%	1,301,473	-4.75%	1,359,264	4.44%	1,478,398	1,262,451	-7.12%	(215,947)	1,324,774	1,113,710	-15.93%	(211,064)	1,235,802	1,272,876	1,311,062	1,350,394	1,390,906	1,432,633	Average Growth 2009 - 2013	-3.70%	(50,545)
22	Human Resources	456,275	-21.21%	419,421	-8.08%	430,792	2.71%	470,910	469,343	8.95%	1,567	481,392	408,551	-15.13%	(72,841)	468,826	482,891	497,378	512,299	527,668	543,498	Average Growth 2009 - 2013	-2.09%	(9,545)
23	Finance & Administrative Services	1,575,924	-3.11%	1,445,581	-8.27%	1,446,313	0.05%	1,541,645	1,583,684	1.24%	77,340	1,583,684	1,533,060	-3.20%	(50,624)	1,625,150	1,673,905	1,724,122	1,775,845	1,829,121	1,883,994	Average Growth 2009 - 2013	-0.54%	(8,573)
24	Information Technology	1,360,237	6.26%	1,280,660	-5.85%	1,332,766	4.07%	1,360,355	1,373,943	3.09%	(13,588)	1,340,211	1,336,591	-0.27%	(3,620)	1,378,942	1,420,310	1,462,920	1,506,807	1,552,011	1,598,572	Average Growth 2009 - 2013	-0.35%	(4,729)
25	Contributions to Component Unit	800,000	0.00%	0	0.00%	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0	0	0	0	0	0	Average Growth 2009 - 2013	0.00%	0
26	Contingency	160,578	168.71%	48,139	-70.02%	152,423	216.63%	150,000	143,810	-5.65%	6,190	150,000	88,360	-41.09%	(61,640)	200,000	200,000	200,000	200,000	200,000	200,000	Average Growth 2009 - 2013	-8.99%	(14,444)
27	<b>Total General Government</b>	<b>8,332,196</b>	<b>8.93%</b>	<b>7,068,727</b>	<b>-15.16%</b>	<b>7,215,089</b>	<b>2.07%</b>	<b>7,728,324</b>	<b>7,286,223</b>	<b>0.99%</b>	<b>442,097</b>	<b>7,636,290</b>	<b>7,079,062</b>	<b>-7.30%</b>	<b>(557,228)</b>	<b>7,812,457</b>	<b>8,040,831</b>	<b>8,276,056</b>	<b>8,518,337</b>	<b>8,767,887</b>	<b>9,024,924</b>	Average Growth 2009 - 2013	-3.01%	(250,627)
<b>Direct Government</b>																								
28	Safety Services																							
29	File	7,320,268	1.45%	7,425,903	1.44%	7,666,842	3.24%	7,711,732	8,100,554	5.66%	(388,822)	7,889,065	8,002,677	1.44%	113,612	8,202,319	8,448,389	8,701,840	8,962,895	9,231,782	9,508,736	Average Growth 2009 - 2013	1.86%	136,482
30	Police	10,183,890	2.09%	10,312,633	1.26%	10,395,239	0.80%	10,921,455	10,788,935	3.79%	132,520	11,250,771	11,226,157	-0.22%	(24,614)	11,543,760	11,890,073	12,246,775	12,614,178	12,992,604	13,382,382	Average Growth 2009 - 2013	2.05%	208,453
31	Public Works (includes CAM contractual obligation)	5,152,891	-0.70%	5,137,364	-0.30%	5,259,875	2.38%	5,436,637	5,202,903	-1.08%	(233,734)	5,308,257	5,234,383	-1.39%	(73,874)	5,504,669	5,669,809	5,839,903	6,015,100	6,195,553	6,381,420	Average Growth 2009 - 2013	0.32%	16,298
32	Recreation	5,727,968	-3.19%	5,811,809	1.46%	5,711,147	-1.63%	5,634,425	5,649,246	-1.19%	185,179	5,711,776	5,402,600	-5.41%	(309,176)	5,804,158	5,978,263	6,157,631	6,342,360	6,532,631	6,728,510	Average Growth 2009 - 2013	-1.14%	(65,074)
33	Library	1,275,554	1.15%	1,284,083	0.67%	1,145,613	-10.78%	1,256,481	1,180,771	-3.07%	(75,710)	1,251,293	1,174,656	-6.12%	(76,637)	1,250,536	1,289,052	1,326,694	1,366,494	1,407,489	1,449,714	Average Growth 2009 - 2013	-1.58%	(20,180)
34	<b>Total "Direct" Government</b>	<b>29,660,571</b>	<b>0.35%</b>	<b>29,971,792</b>	<b>1.05%</b>	<b>30,184,716</b>																		

City of Englewood, General Fund Revenue, Expenditure, & Fund Balance 2009 - 2019  
For 4/28/2014 Study Session

		S/T Increase (Decrease)		-8.81%		1.17%		4.17%		2.88%		4.79%		2.25%		2.25%		2.25%		2.25%		2.25%		
		All Other Taxes		-3.03%		0.41%		-1.39%		-3.57%		1.71%		1.50%		1.50%		1.50%		1.50%		1.50%		
		Franchise		-5.24%		6.83%		0.43%		11.38%		5.81%		3.00%		3.00%		3.00%		3.00%		3.00%		
		Other Revs		1.32%		-6.49%		6.64%		7.43%		-2.53%		2.00%		2.00%		2.00%		2.00%		2.00%		
		Investments		-55.80%		-56.28%		-9.48%		-7.68%		-112.18%		1.00%		1.00%		1.00%		1.00%		1.00%		
		Expenditures		2.01%		-2.25%		1.53%		1.95%		-0.35%		2.47%		3.00%		3.00%		3.00%		3.00%		
Line		Actual 2009	'09 vs '08 Percent Change	Actual 2010	'10 vs '09 Percent Change	Actual 2011	'11 vs '10 Percent Change	Budget 2012	Actual 2012	'12 vs '11 Percent Change	2012 Budget Vs. 2012 Actual	Budget 2013	Estimate 2013	'13 vs '12 Percent Change	2013 Budget Vs. 2013 Actual	Estimated 2014	Projected 2015	Projected 2016	Projected 2017	Projected 2018	Projected 2019	'09 vs '13 Percentage	Avg Change '09 - '13	
<b>REVENUES</b>																								
1	Property	2,971,303	-0.82%	3,020,884	1.67%	2,994,213	-0.88%	2,880,000	2,874,816	-3.99%	(5,184)	2,898,000	2,900,715	0.09%	2,715	2,898,000	2,941,470	2,985,592	3,030,376	3,075,832	3,121,969	Average Growth 2009 - 2013	-0.48%	(14,118)
2	Specific Ownership	276,414	-12.59%	263,434	-4.70%	246,062	-6.59%	250,000	243,293	-1.13%	(6,707)	230,000	266,881	16.04%	36,881	230,000	233,450	236,952	240,506	244,114	247,775	Average Growth 2009 - 2013	-0.69%	(1,907)
3	Sales and Use (Net of Refunds)	20,624,659	-8.81%	20,866,515	1.17%	21,737,110	4.17%	22,115,126	22,363,618	2.88%	248,492	22,336,277	23,433,775	4.91%	1,097,498	23,500,000	24,028,750	24,569,397	25,122,208	25,687,458	26,265,426	Average Growth 2009 - 2013	2.72%	561,823
4	Franchise Fees	2,452,611	-5.24%	2,620,191	6.83%	2,631,393	0.43%	3,056,938	2,930,888	-11.38%	(126,050)	3,067,552	3,101,310	1.10%	33,758	3,069,500	3,161,585	3,256,433	3,354,126	3,454,749	3,558,392	Average Growth 2009 - 2013	5.29%	129,740
5	Cigarette	218,449	-16.54%	196,320	-10.13%	190,763	-2.83%	190,000	184,000	-3.16%	(6,000)	184,000	195,088	6.03%	11,088	179,000	173,630	168,421	163,368	158,467	153,713	Average Growth 2009 - 2013	-2.14%	(4,672)
6	Hotel/Motel	9,140	-9.31%	8,806	-3.65%	9,820	11.51%	8,713	10,395	5.86%	1,682	9,000	12,039	33.77%	3,039	10,000	10,150	10,302	10,457	10,614	10,773	Average Growth 2009 - 2013	6.34%	580
7	<b>Total Taxes</b>	<b>26,552,576</b>	<b>-7.77%</b>	<b>26,976,150</b>	<b>1.60%</b>	<b>27,809,361</b>	<b>3.09%</b>	<b>28,500,777</b>	<b>28,612,628</b>	<b>2.89%</b>	<b>111,851</b>	<b>28,724,829</b>	<b>29,909,808</b>	<b>4.13%</b>	<b>1,184,979</b>	<b>29,886,500</b>	<b>30,549,035</b>	<b>31,227,097</b>	<b>31,921,041</b>	<b>32,631,234</b>	<b>33,358,048</b>	<b>Average Growth 2009 - 2013</b>	<b>2.53%</b>	<b>671,446</b>
8	Licenses and Permits	588,328	-12.40%	695,563	18.23%	778,536	11.93%	574,025	983,359	26.31%	409,334	767,153	1,446,578	88.56%	679,425	932,550	951,201	970,225	989,630	1,009,422	1,029,611	Average Growth 2009 - 2013	29.18%	171,650
9	Intergovernmental Revenue	1,319,282	22.24%	1,465,970	11.12%	1,724,807	17.66%	1,552,315	1,865,722	8.17%	313,407	1,387,598	1,488,204	7.25%	100,606	1,243,281	1,268,147	1,293,510	1,319,380	1,345,767	1,372,883	Average Growth 2009 - 2013	2.56%	33,784
10	Charges for Services	3,185,443	-8.37%	3,254,830	2.18%	3,384,318	3.98%	3,392,567	3,441,525	1.69%	48,958	3,277,773	3,469,845	5.86%	192,072	3,407,619	3,407,619	3,475,771	3,545,287	3,616,193	3,688,516	Average Growth 2009 - 2013	1.79%	56,880
11	Recreation	2,315,598	-2.08%	2,489,781	7.52%	2,635,221	5.84%	2,599,668	2,615,642	-0.74%	15,974	2,629,173	2,420,443	-7.94%	(208,730)	2,594,232	2,646,117	2,699,039	2,753,020	2,808,000	2,864,242	Average Growth 2009 - 2013	0.91%	20,969
12	Fines and Forfeitures	1,639,678	12.22%	1,437,957	-12.30%	1,284,758	-10.65%	1,318,450	1,381,457	7.53%	63,003	1,368,450	1,370,707	-3.71%	(50,743)	1,368,450	1,395,819	1,423,735	1,452,210	1,481,254	1,510,879	Average Growth 2009 - 2013	-3.93%	(64,394)
13	Net Investment Income	230,000	-55.80%	100,545	-56.28%	91,034	-9.46%	100,000	84,045	-17.68%	(15,955)	100,000	-10,223	-10.22%	(110,223)	8,164	8,246	8,328	8,411	8,495	8,580	Average Growth 2009 - 2013	-20.89%	(48,045)
14	<b>Net Rental Revenues - McLellan</b>	<b>611,837</b>		<b>105,125</b>		<b>425,159</b>		<b>663,046</b>	<b>551,295</b>		<b>(111,751)</b>	<b>638,829</b>	<b>573,526</b>		<b>(65,303)</b>	<b>638,829</b>	<b>1,244,056</b>	<b>1,511,212</b>	<b>1,510,931</b>	<b>3,297,778</b>	<b>3,297,778</b>	2014/15 may require road construction	-1.25%	(7,662)
15	Other Revenue	635,982	194.68%	293,658	-53.83%	173,381	-40.96%	419,153	354,130	-104.25%	(65,023)	156,294	285,932	82.94%	129,638	274,300	280,000	280,000	280,000	280,000	280,000	Average Growth 2009 - 2013	-11.01%	(70,010)
16	<b>Total Revenues</b>	<b>37,078,724</b>	<b>-5.36%</b>	<b>36,819,579</b>	<b>-0.70%</b>	<b>38,306,575</b>	<b>4.04%</b>	<b>39,120,001</b>	<b>39,889,799</b>	<b>4.13%</b>	<b>769,798</b>	<b>39,050,099</b>	<b>40,901,820</b>	<b>4.74%</b>	<b>1,851,721</b>	<b>40,287,109</b>	<b>41,750,239</b>	<b>42,888,915</b>	<b>43,779,909</b>	<b>44,478,224</b>	<b>45,166,057</b>	<b>Average Growth 2009 - 2013</b>	<b>2.06%</b>	<b>764,619</b>
<b>EXPENDITURES</b>																								
<b>General Government</b>																								
17	Legislation (includes MOA contractual obligation)	346,044	-1.20%	309,870	-10.45%	298,731	-3.59%	333,793	316,043	-5.80%	(17,750)	330,436	280,920	-14.99%	(49,516)	354,570	365,207	376,163	387,448	399,072	411,044	Average Growth 2009 - 2013	-3.76%	(13,025)
18	City Attorney	678,038	-2.94%	702,228	3.57%	706,841	0.66%	746,734	712,036	-4.73%	(34,698)	719,781	719,781	-0.00%	(0)	818,514	843,609	868,362	894,412	921,245	948,882	Average Growth 2009 - 2013	1.23%	8,349
19	Municipal Court	914,493	-0.09%	901,469	-1.42%	886,249	-5.85%	974,417	886,249	-4.42%	(88,168)	962,993	922,245	-4.23%	(40,748)	1,026,895	1,057,702	1,089,433	1,122,116	1,155,779	1,190,453	Average Growth 2009 - 2013	0.17%	1,550
20	City Manager	674,170	-0.02%	659,882	-2.12%	639,184	-3.14%	672,072	658,047	-2.95%	(14,025)	679,653	675,844	-0.56%	(3,809)	703,758	724,871	746,617	769,015	792,086	815,848	Average Growth 2009 - 2013	0.05%	335
21	Community Development	1,366,437	-6.71%	1,301,473	-4.75%	1,359,264	4.44%	1,478,398	1,262,451	-17.12%	(215,947)	1,324,774	1,113,710	-15.93%	(211,064)	1,235,802	1,272,876	1,311,062	1,350,394	1,390,906	1,432,633	Average Growth 2009 - 2013	-3.70%	(50,545)
22	Human Resources	456,275	-21.21%	419,421	-8.08%	430,792	2.71%	470,910	469,343	-0.33%	(1,567)	481,392	408,551	-15.13%	(72,841)	468,826	482,891	497,378	512,299	527,668	543,498	Average Growth 2009 - 2013	-2.09%	(9,545)
23	Finance & Administrative Services	1,575,924	-3.11%	1,445,581	-8.27%	1,446,313	0.05%	1,541,645	1,464,305	-5.14%	(77,340)	1,583,684	1,533,060	-3.20%	(50,624)	1,625,150	1,673,905	1,724,122	1,775,845	1,829,121	1,883,994	Average Growth 2009 - 2013	-0.54%	(8,573)
24	Information Technology	1,360,237	6.26%	1,280,660	-5.85%	1,332,766	4.07%	1,360,355	1,373,943	3.09%	(13,588)	1,340,211	1,336,591	-0.27%	(3,620)	1,378,942	1,420,310	1,462,920	1,506,807	1,552,011	1,598,572	Average Growth 2009 - 2013	-0.35%	(4,729)
25	Contributions to Component Unit	800,000	0.00%	0	0.00%	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0	0	0	0	0	0	Average Growth 2009 - 2013	0.00%	0
26	Contingency	160,578	168.71%	48,139	-70.02%	152,423	216.63%	150,000	143,810	-5.65%	(6,190)	150,000	88,360	-41.09%	(61,640)	200,000	200,000	200,000	200,000	200,000	200,000	Average Growth 2009 - 2013	-8.99%	(14,444)
27	<b>Total General Government</b>	<b>8,332,196</b>	<b>8.93%</b>	<b>7,068,727</b>	<b>-15.16%</b>	<b>7,215,089</b>	<b>2.07%</b>	<b>7,728,324</b>	<b>7,286,223</b>	<b>-0.99%</b>	<b>(442,097)</b>	<b>7,636,290</b>	<b>7,079,062</b>	<b>-7.30%</b>	<b>(557,228)</b>	<b>7,812,457</b>	<b>8,040,831</b>	<b>8,276,056</b>	<b>8,518,337</b>	<b>8,767,887</b>	<b>9,024,924</b>	<b>Average Growth 2009 - 2013</b>	<b>-3.01%</b>	<b>(250,627)</b>
<b>Direct Government</b>																								
28	Safety Services																							
29	File	7,320,268	1.45%	7,425,903	1.44%	7,666,842	3.24%	7,711,732	8,100,554	5.66%	(388,822)	7,889,065	8,002,677	1.44%	113,612	8,202,319	8,448,389	8,701,840	8,962,895	9,231,782	9,508,736	Average Growth 2009 - 2013	1.86%	136,482
30	Police	10,183,890	2.09%	10,312,633	1.26%	10,395,239	0.80%	10,921,455	10,788,935	-3.79%	(132,520)	11,250,771	11,226,157	-0.22%	(24,614)	11,543,760	11,890,073	12,246,775	12,614,178	12,992,604	13,382,382	Average Growth 2009 - 2013	2.05%	208,453
31	Public Works (includes CAM contractual obligation)	5,152,891	-0.70%	5,137,364	-0.30%	5,259,875	2.38%	5,436,637	5,292,903	-2.57%	(143,734)	5,308,257	5,234,383	-1.39%	(73,874)	5,504,669	5,669,809	5,839,903	6,015,100	6,195,553	6,381,420	Average Growth 2009 - 2013	0.32%	16,298
32	Recreation	5,727,968	-3.19%	5,811,809	1.46%	5,711,147	-1.63%	5,634,425	5,649,246	0.27%	(14,179)	5,711,776	5,402,600	-5.41%	(309,176)	5,804,158	5,978,263	6,157,631	6,342,360	6,532,631	6,728,510	Average Growth 2009 - 2013	-1.14%	(65,074)
33	Library	1,275,554	1.15%	1,284,083	0.67%	1,145,613	-10.78%	1,256,481	1,180,771	-5.99%	(75,710)	1,251,293	1,174,656	-6.12%	(76,637)	1,250,536	1,289,052	1,326,694	1,366,494	1,407,489	1,449,714	Average Growth 2009 - 2013	-1.58%	(20,180)
34	<b>Total "Direct" Government</b>	<b>29,660,571</b>	<b>0.35%</b>	<b>29,971,792</b>	<b>1.05%</b>																			



# Memorandum

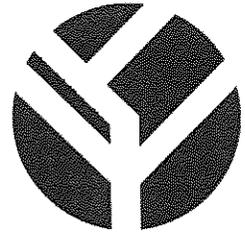
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City Manager's Office

TO: Gary Sears, City Manager  
FROM: Michael Flaherty, Deputy City Manager  
DATE: April 24, 2014  
SUBJECT: 2015 Budget

The City Manager's Office is status quo with no additional programs or capital items. The only exception will be changes that may result for the hiring of the new city manager.

## MEMORANDUM



TO: Mayor Penn  
Englewood City Council Members

FROM: Dan Brotzman, City Attorney

DATE: April 23, 2014

REGARDING: City Attorney 2015 Budget.

We are still adjusting the hours for relief prosecutors; however, the additional three percent (3%) should cover personnel costs. The City Attorney budget remains status quo, no additional programs or capital items are anticipated.

CC: Gary Sears  
Frank Gryglewicz  
Jenny Nolan  
Dugan Comer

DB/nf



## **MEMORANDUM**

**TO:** Gary Sears, City Manager  
Mayor Penn and Members of City Council

**FROM:** Tamara Wolfe, Court Administrator

**DATE:** April 28, 2014

**SUBJECT:** 2015 Anticipated Municipal Court Budget Overview

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The Court has experienced some slight changes in both overall filings and revenue within the first quarter of 2014. We anticipate that we will continue to see variations of these fluctuations throughout the year. It is difficult to predict this early on exactly what our needs will end up being as far as staffing levels are required. However, we are at a bare minimum of employees and any sustained increase in filings will likely result in the necessity for additional personnel.

We continue to move forward with our current IT projects including our new internal credit card system. The next phase we hope to deliver to the public is the ability to accept on-line payments. Initially this will be with parking tickets and eventually evolving into all types of payments.

The Court also has some critical IT needs that will need to be addressed in 2015. Our jury module is no longer being supported and replacement software for that will need to be secured. Additionally, updating our case management system by either a major upgrade and/or replacement will need to be determined as well.

The Court's projects and programs tend to be on-going and focused on delivering services to the public in the most efficient and effective manner possible while incurring the least amount of expense for all involved.

## Memorandum

**To:** Gary Sears, City Manager  
**From:** Frank Gryglewicz, Director of Finance and Administrative Services  
**Date:** April 22, 2014  
**Subject:** Finance and Administrative Services (FAS) Budget 2015

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The Finance and Administrative Services Department oversees all aspects of the City of Englewood's financial management. The following divisions are under the department's purview: Administration, City Clerk's Office, Accounting (functions include general accounting and financial reporting, Accounts Payable and Payroll), Revenue and Budget (functions include daily bank deposits, Business Licensing, Tax Collection, and Budget Preparation) and Purchasing.

Finance and Administrative Services (FAS) 2014 approved budget is \$1,625,150; a six percent increase over the 2013 estimate of \$1,533,060. A three percent increase to the 2014 budget would be \$1,673,905.

Finance and Administrative Services has reduced its budget in the past by reducing staff, cutting training, and commodities such as food and office supplies. The Department's expenditures are comprised of approximately 83 percent wages and benefits so it very difficult to reduce the budget further without personnel reductions. Since 2002, FAS has reduced its staffing from 20.55 FTE to 17.9 FTE, close to a thirteen percent decrease.

Prior personnel reductions included one sales tax auditor, one position in purchasing, one (or part-time) position in Central Services, reduction of the revenue technicians from full to part-time. One accountant position was eliminated in 2010 when the Accounting Manager position was filled internally. The department is minimally staffed in a number of positions; if the employee is sick or on vacation there is little or no backup which often impacts other City departments.

The Department is in the process of hiring a full time Sales Tax Auditor. This position was vacated earlier this year due to a retirement.

The Department would like to create and hire a "Finance Technician (working title)" in 2015. Due to reductions in staffing the past, FAS is very "thin." If personnel are absent there is little or no way to cover the duties of the absent person which can cause disruptions throughout the City. Most important is Purchasing Division, if the Procurement is out of office, purchasing activities essentially cease. The Finance Technician would mainly cover essential purchasing duties as well as accounts payable, payroll, mailroom, and covering cashiering as necessary. The salary and benefits have not been estimated at this time.

The Finance and Administrative Services Department continues to provide high quality services to its internal and external customers at the lowest cost possible.



C I T Y O F E N G L E W O O D  
H U M A N R E S O U R C E S

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TO: GARY SEARS, CITY MANAGER

CC: MIKE FLAHERTY, DEPUTY CITY MANAGER; FRANK GRYGLEWICZ, DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES

FROM: SUE EATON, DIRECTOR OF HUMAN RESOURCES

DATE: APRIL 24, 2014

SUBJECT: HUMAN RESOURCES BUDGET - 2015

Per the current 2014 budget guidelines limiting expenditure increases to 3%, the Human Resources General Fund budget must be \$482,890 or less. Because all MSC/EEA approved wage increases for 2015 will be in the 2%-4% range (with an expected average of 3%) and insurance premiums are likely to rise based on trends and utilization, holding to that number may necessitate cuts to either personnel or non-personnel items in the HR budget.

Many of the "non-personnel" line items in the HR budget are actually dependent on factors outside of the department (i.e., legal expenses are dependent on grievances filed by union members, recruiting time and costs are dependent on turnover and retirements, tuition reimbursement is dependent on often fluctuating utilization, etc.) So the only certain way to ensure the 3% increase will be sufficient without cutting programs that affect all City employees would be to cut HR personnel expenses. In anticipation of this necessity, I am in the process of negotiating the transition of the City's training function from an employment relationship to a contractual one, which will allow more expenditure and program flexibility going forward into 2015 and future years.

While it is too early in the year to estimate if or how much health, liability and workers' compensation premiums will increase for 2015, we are currently expecting similar increases to those in 2014.



C I T Y O F E N G L E W O O D  
*I N F O R M A T I O N T E C H N O L O G Y*

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**MEMORANDUM**

**TO:** Gary Sears, City Manager  
**FROM:** Jeff Konishi, Information Technology Director  
**DATE:** April 28, 2014  
**SUBJECT:** 2015 Budget Memo

As the Information Technology Department continues to evolve, we strive to shift City departments forward in technology as well as provide technology solutions for citizens and businesses to stay aligned with their demands. We have successfully implemented a Sales Tax solution that provides all businesses an online method for submitting tax and license information. This solution has helped businesses identify the City of Englewood as “technology friendly” when having to deal with sales tax matters.

For 2015, we will continue the focus of online and mobile solutions for both staff and citizens through replacing or upgrading existing software programs for many City Departments. These solutions will vary in complexity and may need either internal or vendor resources; however, the IT Department will play a key role in all implementations. Systems utilized by Courts, Parks/Rec, Public Works, Police, and Community Development will be some of the departments affected by these changes.

A very important change relating to our Finance and HR software will be required in 2015. The current reporting tool for financial and employee data is no longer supported and will need to be replaced. The information provided by these reports is critical for all City departments, so finding a replacement will be a top priority. We will look for a tool that provides the information as well as a tool that has the flexibility to migrate to any Finance and HR software program. This flexibility will be critical since we will also research alternatives to replace our existing Finance and HR program to insure that we are providing the most cost efficient and effective tool for all City staff.

For the IT Department, technology has evolved into more than just PC's and servers, and we are striving to maintain a direction to deliver the most efficient and cost effective way for citizens and users to leverage technology in working with the City. In addition, we are always looking to partner with other Cities across the U.S. to help minimize costs and try to provide a consistent solution to citizens. From a technology perspective, we are always looking to provide that “citizen-centric” answer.

cc: Mike Flaherty, Deputy City Manager  
Frank Gryglewicz, Finance and Administrative Services Director  
Jennifer Nolan, Revenue and Budget Manger



# M E M O R A N D U M

## C O M M U N I T Y D E V E L O P M E N T

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TO: Gary Sears, City Manager

FROM: Alan White, Community Development Director ✓

DATE: April 23, 2014

SUBJECT: 2015 Budget Requests

A majority of the work program of the Community Development Department is set for the next 16 to 20 months. During this time the Department will be undertaking several major planning projects – the Boomer Bond Assessment, Comprehensive Plan update, the “Next Steps” Study as a follow-up to the Light Rail Corridor Plan, and bicycle/pedestrian planning under a Kaiser Permanente grant, which might also include some demonstration projects. These projects will demand a considerable amount of staff time and energy to manage and produce successful work products.

### **Department Assistant**

Assistance to staff in the Department is provided by the Executive Assistant (1.0 FTE) and the Department Assistant (.5 FTE). In 2013 the Department Assistant position was converted from full-time to part-time status for the remainder of 2013 and all of 2014. It has been challenging to accomplish the duties of this position on a part-time basis, especially when a portion of the hours worked are at night covering commission meetings. As the housing rehab program duties are re-distributed when another retirement occurs in the Department, the workload for both Assistant positions will increase and impact our ability to keep projects moving forward from Planning and Zoning Commission to City Council, including development projects and code amendments. Front counter coverage is already impacted to the point that senior level staff members are providing coverage because the part-time schedule must include coverage of night meetings. This results in limited availability during normal working hours. Restoring this position to full-time status in 2014 is requested. This action will help with the workload that will increase in the next few months because the projects noted above will be initiated.

### **Planning Technician**

Planners in the Department perform a variety of tasks, including assisting customers in person and on the phone, reviewing and analyzing development applications for conformance with code requirements, preparing planning documents and code amendments, reviewing building plans for zoning compliance, issuing sign permits, and investigating code complaints. Some of these tasks are routine and completed quickly; others are often complex and require months to complete. With the number of special planning projects occurring over the next 20 months or

so and the level of development activity in the City, the Department is in need of a Planning Technician position to relieve some of the workload from the planners. This position would also be responsible for administering the bus bench, bus shelter and newspaper corral programs currently in place and previously administered by the Construction Specialist. A full-time Planning Technician position is requested for 2015.

### **Housing Rehab Program**

A combination of budget reductions and retirements in 2014 will result in a reduction of 2.0 additional FTE in the Department by July of 2014. The retirements of the two people primarily responsible for administering and supporting the housing rehab program will require others in the Department to take on additional duties. These additional duties include administering the CDBG funds and the Energy Efficient Englewood (E<sup>3</sup>) grant program funded by CDBG, servicing of rehab loans made by the program in the past, and intake and approval of new loans should this portion of the program continue.

Preparation of the 2015 Community Development budget is dependent upon decisions made about the housing program and the level of service to be continued or components to be provided under the program. Managing the construction side of the homeowner rehab program is best performed by someone with a background in residential construction, which current employees in the Department do not possess. Continuing the homeowner rehab loan program at the same level is estimated to require an additional \$35,000 to \$40,000 (in addition to the \$25,000 budgeted in 2014) for out-sourcing the program. As an alternative, these duties could be performed in-house by restoring the Construction Specialist position to a part-time basis for approximately \$35,000.

Continuation of the E<sup>3</sup> program requires testing for lead-based paint by a certified technician. Testing and lab results are estimated to cost \$5,000.

The housing rehab program also includes the redemption of foreclosed properties when the program has a junior loan on the property. Every redeemed property is in need of major remodeling prior to re-sale. Staff responsibilities in these instances are very similar to homeowner rehab projects.

Because of the various components and complexities of the rehab program, decisions about modifying the scope of the program or the various components will be difficult at April 28<sup>th</sup> Study Session. Staff is suggesting that discussion about retaining the program and its components be scheduled for a study session at a later date.

### **Summary of Budget Requests:**

1. Fund full-time Department Assistant position for the remainder of 2014. Budget increase – \$30,000 for 2014.
2. Provide funding for a Planning Technician position in 2015. Budget increase – \$60,000.
3. Schedule Housing Rehab Program for study session to discuss level of services to be provided, components to be retained, and options to consider.



## MEMORANDUM

**TO:** Mayor Penn and Members of City Council  
**THROUGH:** Gary Sears, City Manager  
**FROM:** Dorothy Hargrove, Director of Library Services  
**DATE:** April 24, 2014  
**SUBJECT:** Library Proposal for working with the Arapahoe Library District

### **Proposal:**

That the City of Englewood should contract with the Arapahoe Library District to assume management of library operations for the Englewood Public Library.

### **How would this be done?**

The City and the Arapahoe Library District would enter into an Intergovernmental Agreement whereby the City would contract with ALD to provide library services for an annual payment. There would be no new taxes or indebtedness for Englewood or Arapahoe Library District residents.

### **Why consider this change?**

Englewood City Council has asked all City departments to consider options for regionalization of services. Initial discussions with the Arapahoe Library District (ALD) indicated that the possibility for shared service could deserve further study.

There are significant challenges facing the Englewood Public Library:

- 80% of the staff works less than 25 hours per week. It is becoming increasingly difficult to recruit and retain employees or to provide them adequate training and opportunities for advancement.
- We will need continued capital investment, especially in technology and furniture, and we have no capital budget reserves.
- Sharing books with the Marmot system has worked well, but it makes more sense to request a book from Arapahoe County than from Telluride. Partnering with ALD would also provide access to a large number of databases and additional academic libraries in the state.
- The digital resources that our community enjoys are straining the limited collection budget. We cannot, for example, afford to provide both music on CDs and downloadable music even though both are popular.

**What is working well at the Englewood Public Library that might be at risk under this proposed structure?**

- The community knows and appreciates the friendly, personalized service provided by Englewood employees.
- The Library plays an important role as a community center and a repository for local history information.
- The Library partners with other City departments to meet the needs of the citizens, such as shared programs with Parks and Rec or a coordinated safety effort with Police and Fire.
- City Council, City administration and the Library Board provide direct oversight of Library services, personnel and programs, ensuring that the Library meets the immediate needs of our citizens.

**How could a proposed partnership meet these challenges without sacrificing current strengths?**

The IGA could be structured to ensure that:

- The Englewood Public Library stay in the same location, keep its name, and maintain current hours and services.
- Library staff would be able to continue serving the community and be assured of comparable compensation.
- The Library Board, appointed by City Council, would continue to meet with the current library director or designee in order to provide local oversight.
- ALD would assume responsibility for capital improvements, technology, collections, marketing and community information, building maintenance, and personnel.

**Will this proposal save tax dollars for the City of Englewood?**

Depending on the details of any IGA to be negotiated, there would not be significant savings in the short term. The City would, however, save overhead expenses if IT, Human Resources and Public Works staff were no longer supporting library operations. Long term capital costs and expected increases in salaries, collections and facility improvements would be borne by ALD. The key financial advantage would be an expansion and modernization of services without added expense to Englewood.

**When would this change occur?**

This preliminary proposal has been shared with the Library Board and employees in order to begin discussion on the role and direction of the Englewood Public Library in the community. Input and suggestions from City Council will help guide further study into the feasibility of the proposal. A timeline would be developed at a future date.

Thank you in advance for your comments and consideration.

# MEMORANDUM



**TO:** Gary Sears, City Manager  
**FROM:** Jerrell Black, Director of Parks and Recreation  
**DATE:** April 23, 2014  
**RE:** Parks and Recreation Budget Information – 2014 - 2015

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## 2014 Projects/Comments:

- Wet Well Project/Broken Tee Golf Course – The wet well provides irrigation to the front nine holes at Broken Tee Golf Course. This project should be completed by the middle of May.
- Drainage Improvements – Complete drainage improvements to the driving range at Broken Tee Golf Course.
- Update Parks and Recreation Master Plan – This project will start in the fall of 2014. Schedule completion is the second quarter of 2015. This study will be part of the City's Updated Comprehensive Plan
- Pirates Cove Expansion Feasibility Study – This project will begin in the fall of 2014 and is scheduled to be completed in the second quarter of 2015.
- Duncan Park Development – Construction to start the latter part of May and be completed in late October of 2014
- Synthetic Turf Field – If our grant application is successful, this partnership project with the Englewood Schools will not begin until at least the fall of 2014 or the first quarter of 2015. We will be notified as to the status of the grant submittal in June 2014.
- River Run/Riverside Trailhead – Conceptual design of the Riverside Trailhead will be completed by September of 2014. Initial construction will begin fall of 2015, pending the success of potential funding opportunities.
- The Parks Division will monitor the impacts of the Emerald Ash Borer infestation.

## 2015 Projects:

- River Run/Riverside Trailhead – We will submit a grant application to Arapahoe County for the first phase of construction.
- Synthetic Turf Field – This project should be completed by the end of 2015.
- Pirates Cove – Develop a plan for the expansion of Pirates Cove based on the results and recommendations of the feasibility Study.
- Develop a funding plan for long term improvements to our park system based on the updated Master Plan recommendations.

## Comments Regarding the 2015 Budget:

- Information Technology Support – We will be partnering with Information Technology to fund one – FTE position. Currently, Information Technology has a

half time position budgeted and we would request upgrading this position to a full time equivalent (FTE) position. This position would provide ¼ time support to Information Technology and ¼ time support to Parks and Recreation for its program registration and accounting distribution software.

- Aquatic's maintenance position – We will be requesting one FTE to support our daily pool maintenance operation. This position will be primarily stationed at Pirate Cove from March to October and shifted to the Recreation Center the rest of the year. Due to the complexity and the hazards of our pool filters, pumps and chlorine allocations, pool maintenance has advanced beyond the tasks of a part time temporary employee.
- Part time temporary salaries – Many of our part time temporary positions have not seen a salary adjustment in three to five years. In order to stay competitive in the market place, we will be adjusting our pay lines for most part time positions in 2015.
- Parks Irrigation Specialist – This position has been vacant for three years. We hope to fund the position for 2015. The Irrigation Specialist position monitors and maintains the irrigation system and the water distribution for the entire Park's Division. We have struggled to keep up daily irrigation operations for the last few years and have lost the ability to plan and prepare for long term turf and water sustainability

Note: Staff will provide more detailed costing allocations as we move forward in the budget process.

Please let me know if you have any questions.

TJB

Budget Information\_Parks and Recreation\_April 23, 2014

Cc Michael Flaherty, Deputy City Manager  
Dan Brotzman, City Attorney  
Frank Gryglewicz, Director of Finance and Administrative Services  
Dave Lee, Manager of Open Space  
Joe Sack, Recreation Services Manager  
Bob Spada, Golf Operations Manager



# MEMORANDUM

To: Stu Fonda, Utilities Director

From: John Bock, Utilities Manager of Administration

Date: April 21, 2014

Subject: Goals for 2015

The Administration Division goals for 2015 are as follows:

- Continue to refine and improve the functioning of our billing system, CIS Infinity. Advanced Utility Systems issues regular improvements or “Builds” for our billing software, CIS Infinity. With the recent implementation of the bill print outsource to InfoSend, and the upgrade of Teleworks, it has been difficult for the Utilities Administration staff to keep up with these Builds. In the next year we will focus on completing the testing and installation of these “Builds” into the Production system.
- Continue to update our water meters with the Itron electronic reading system. We are gradually retrofitting our meters with radio meter reading equipment. This to position ourselves for coming advances to meter reading technology.
- Complete the upgrade of the GIS to the latest version. Our current version is no longer supported by ESRI. The upgrade will also allow data sharing with other entities and integration with other software packages that use ESRI products.
- Hire a consultant to measure the impervious surface of all commercial properties in the City to insure accurate Stormwater Fund billing. The last time we conducted a comprehensive study of commercial impervious surfaces for stormwater billing purposes was in the mid 1990’s.

# Utilities Department

## Goals and objectives for the Year of 2015 for the Allen Plant/ Divisions 1601, 1602, 1603

### Division 1601(Source and Supply)

- 1) Maintain and repair City Ditch as needed.
- 2) Rehabilitate #2 McLellan pump station pump.
- 3) Upgrade to new flow meter recorders as requested by the State on all the flumes.
- 4) To start the preliminary engineering study on two possible water softening/hardness projects.

### Division 1602 (Power and Pumping)

- 1) Rehabilitate a Zone 1 Pump
- 2) Continue to replace old out dated lighting with new LED and T-5's where needed.
- 3) Replace old chemical feed pump for Sodium Hypochlorite feed system.
- 4) Pull and inspect Zone 2 # 1 pump.

### Division 1603 (Purification)

- 1) Replace filters 2, 3, 4 GAC media.
- 2) Upgrade and replace SCADA 1 CPU.
- 3) Upgrade ammonia room cooling system.
- 4) Test and inspect all VFD's over 10 years old for possible replacement.
- 5) Replace and upgrade electrical panels at the Allen Plant.

## Stu Fonda

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**From:** Mitch Riley  
**Sent:** Thursday, April 17, 2014 11:09 AM  
**To:** Stu Fonda  
**Subject:** 2015 projects

The projects planned for the 2015 budget remain consistent for acct. # 40-1604 to continue to replace three to four blocks of water main.

I am planning to finish the 4100 & 4200 blocks of S. Pennsylvania Street replacing the current 4" cast iron pipe with 8" pvc pipe.

In addition I'd like to replace 3" Transite main on the 3000 block of S. Ogden moving onto E. Bates Ave to S. Downing St.

In the Collection System there are no capital projects planned at this time with acct. # 41-1605.

## Stu Fonda

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**From:** Dennis Stowe  
**Sent:** Tuesday, April 22, 2014 11:26 AM  
**To:** Stu Fonda  
**Subject:** 2015 Goals

The following are specific goals that have been identified for the Littleton/Englewood WWTP for 2015:

**Water Quality Control Commission hearings** – The WQCC will conduct at least two hearings in 2015 that will impact the L/E WWTP. One is a rule making hearing to determine a water quality standard for arsenic in the South Platte River and the other is a triennial review of all the water quality standards in the South Platte River basin. Staff will be preparing for these hearings and providing testimony before the WQCC.

**Discharge Permit Renewal** – The discharge permit for the L/E WWTP expires in October 2014 and a renewal application has been submitted to the Water Quality Control Division. New nutrient removal requirements are expected in a renewal permit. Staff will be working to assure permit requirements are appropriate for the L/E WWTP and implementing those requirements.

**Nutrient Removal Design** – Begin the design process for implementing the Regulation 85 nutrient removal requirements, according to a compliance schedule expected in the renewal permit. (Negotiating the compliance schedule will be an activity in the permit renewal described above. This work will only proceed if the renewal permit is issued in 2015.)

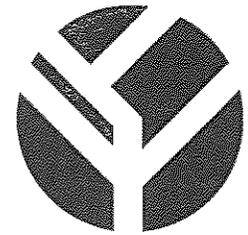
**Facility Infrastructure Projects** – Complete the rebuild of several major pieces of equipment (including one raw sewage pump, one nitrifying trickling filter pump and one dewatering centrifuge) and replacement of the aeration stones in a re-aeration basin.

**Energy Conservation** – Continue the replacement of facility lighting to reduce energy consumption. Areas planned for lighting replacement include the Secondary Pump Station, Ferric Building, Blower Building, Nitrifying Trickling Filter Service Building and Centrate Pump Station.

Dennis W. Stowe  
Manager  
Littleton/Englewood WWTP  
303-762-2634

"There is no foot so small that it cannot leave an imprint on this world"

MEMORANDUM



TO: Gary Sears, City Manager

FROM: Rick Kahm, Director of Public Works ✓

DATE: April 21, 2014

SUBJECT: **PUBLIC WORKS PROPOSED BUDGET for 2015 (with staffing levels, projects and programs, and Public Works Department Overview and Goals)**

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The 2014 approved Public Works Budget maintained staffing levels equal to 2013. The proposed 2015 budget includes increasing current staffing levels by one custodian in Building Operations.

Over the last nine budget cycles (including the 2014 Budget), Public Works has reduced General Fund staffing levels by 12 FTE's...17.4% (Engineering by 2.5, Traffic Engineering by 0.50, Streets by 5.0, and Building Operations by 4.0). Through new found efficiencies, we have managed to minimize loss of service to the public. **These reductions and efficiencies equate to sustainable savings exceeding \$1,100,000 per year.**

The approved Public Works budget for 2014 (excluding CityCenter CAM of \$340,049) is \$5,164,620.

**Our target, in preparing the 2015 Budget, is to not exceed the 2014 level plus 3%. Our proposed requested budget at this time is \$5,669,809 (including the CityCenter CAM).** This includes proposed increases in wages, increased benefit costs, increased fuel costs, an anticipated 6% increase in energy costs, adjustments associated with some Departmental reorganization; as well as maintaining a status quo with regard to services and service levels provided to the Public and our in-house customers.

The second piece of our 2015 Budget goal is for our budget to be sustainable. Our budget is approximately 61% personnel related costs and 39% commodity driven. With the rising costs of commodities being mostly out of our control, a long term sustainable budget will require ongoing monitoring of personnel levels and/or service adjustments and additional Departmental reorganization. Even minor increases in the costs of energy, fuel, vehicles, asphalt, concrete, compensation, or benefits, to name a few, can cause a substantial increase in future Public Works Budgets.

**The Department of Public Works remains focused on its mission, "to construct, repair and maintain the infrastructure of the City".** And, even in these challenging financial times, I believe that our Public Works organization continues to perform well in accomplishing that mission. Our streets and alleys are continually kept in good to excellent condition, and our traffic systems are state of the art and efficient (**We recently received a 100% grant from DRCOG (about \$129,000) for a new traffic control computer system that will be installed in 2015, with no matching funds required.**) We have extraordinary buildings and facilities, although keeping them in good to excellent condition will continue to be an ongoing challenge in 2015 with limited resources and reduced manpower (**funds added to the PIF in 2014 for this program will be a great help.**)

We manage and maintain a large fleet of City vehicles and equipment for all departments, as well as several outside agencies, i.e., the City of Sheridan and the City of Cherry Hills Village (a fleet evaluation study was completed in 2007). We provide engineering assistance to other City departments and project administration for the Public Improvement Fund, the Capital Projects Fund, the Conservation Trust Fund, the Concrete Utility, and some projects in the Open Space Fund.

As we move forward into 2015, we propose to accomplish all of the above with the efforts of 48 folks in our five (5) Public Works Divisions: Streets and Drainage, General Operations and Maintenance, Administration, Engineering Services (includes Concrete Utility Fund), and Traffic Engineering, as well as 10 employees in two (2) Servicenter Divisions - Servicenter Administration, and Servicenter Garage - within the Servicenter Fund (an internal service fund).

**Each of our Public Works and Servicenter Divisions has numerous goals and activities that support the five Community Outcomes identified by City Council in 2005 (refer to 2014 Budget document). Those Outcomes are:**

- A City that provides and maintains quality infrastructure
- A City that is safe, clean, healthy and attractive
- A progressive City that provides responsive and cost efficient services
- A City that is business-friendly and economically diverse
- A City that provides diverse cultural, recreational and entertainment opportunities

The goals of all Public Works and Servicenter Divisions incorporate continuity in achieving the overall Public Works mission. The common elements continue to be **quality, value-driven, effective, safe and efficient** services to maintain the infrastructure, and to do so with **integrity**.

While I believe that Public Works continues to do a good job in accomplishing the Public Works mission, we remain vigilant for any opportunity for improvement. In our current economy, it is particularly imperative that we be resourceful, imaginative, and creative. **We support the Administration's endeavor to provide quality, cost effective services meeting the desires and mandates of City Council, as well as the needs and expectations of the community. And, we will strive to continue to accomplish this challenge with limited available resources.**

We recommended and supported not increasing Concrete Utility fees for 2010, 2011, and 2012. This generated a General Fund savings of \$56,000 for each of those years. However, in 2013 a much needed increase of \$56,000 was approved, allowing the Program to better keep pace with increasing construction costs. In 2010, one time fund transfers to the General Fund from CERF (\$340,000), and reduced requests for Road and Bridge Funding and Transportation System funding (\$150,000) were also accomplished. **The \$150,000 reduced funding was continued in the 2011, 2012, 2013, and 2014 Budgets. We are requesting an increase in this Fund of \$100,000 for 2015 and beyond.**

In 2011, we shifted away from sand and salt and began using ice slicer and magnesium chloride for dealing with our many winter storms. Long term, this has generated an annual, sustainable, savings of approximately \$100,000 per year.

In recent years, the Servicenter Fund was able to transfer \$120,000 to the General Fund, from City services provided by contract to other governmental entities (\$60,000 for 2007 and \$60,000 for 2008); \$200,000 for 2010, \$100,000 for 2011, \$100,000 for 2012, \$100,000 in 2013, and an additional \$300,000 in 2014. **Over the past eight Budget cycles, about \$1.978 million has been shifted from the Servicenter Fund to the General Fund, and \$1.638 million from the CERF fund to the General Fund (a total of \$3.616 million); leaving those Fund balances relatively low.**

We will continue striving to identify opportunities to improve services and service delivery, increase productivity, and/or reduce costs. City wide, ongoing savings, attributed to recommendations from the 2007 City Fleet Study, continue to generate annual savings to the City approaching an additional \$150,000 (hopefully we will experience increases in future years). As always, we will explore alternate methods for delivering some services. **At a minimum, there is the ongoing need to validate that all of Public Works is providing quality, cost effective services in accomplishing the Public Works mission.**

Specific Division staffing, goals, projects, programs and funding are as follows:

**Administration - 2014 staffing level is 2 FTE's; proposed for 2015 is 2 FTE's**

- Continue to provide quality leadership to the Public Works Department, consistent with our Public Works Mission. Make every effort to provide the highest quality services in times of reduced staffing and funding. Lead by example.
- Continue to serve as president of the Englewood Environmental Foundation (EEF), and continue administering the Common Area Maintenance at CityCenter Englewood by providing high quality cost effective maintenance and tenant relationships.
- Continue to serve as Vice-president for the Englewood McLellan Reservoir Foundation (EMRF); and continue to optimize development to maximize long term financial return to the City. EMRF has successfully negotiated long term leases with the Mike Ward Infinity and Larry Miller Nissan car dealerships, as well as with Benjamin Franklin Charter School.

**Engineering Division - 2014 staffing level is 7.5 FTE's; proposed for 2015 is 7.5 FTE's**

- Will oversee the removal and replacement of approximately 50,000 square feet of concrete curbs and sidewalks throughout the community as part of the Concrete Utility Program
- Will provide contract administration to various City departments for upcoming Capital Programs
  - Major 2014 Parks and Recreation projects include Duncan Park Redevelopment, Golf Course Pump House, Belleview Farm improvements, and providing technical assistance for the South Platte River Run Project.
  - In 2015, staff expects to be involved in additional Parks and Recreation projects, along with potential major building renovation or construction projects.
- Will oversee the design and repair of eleven (11) Englewood owned bridges
  - In 2014, we will repair a "test section" of the Dartmouth Bridge. This will provide the data needed to evaluate the condition of the deck and how we should proceed in the future.
  - In 2015, we will prioritize needed repairs to all 11 bridges and begin to complete repairs as budget allows.
- Will continue assisting the EEFI with administration of the CityCenter CAM
- Will continue to provide plan review and inspection services for residential and commercial building permits
  - New MS4 Stormwater requirements will increase the Division's time allocation related to plan review and inspection services. Long term monitoring of privately constructed stormwater facilities is a proposed requirement of the new law; additional staffing or consultant services may be required to meet State requirements.
- Will continue to participate with the City's Development Review Team (DRT)

- Will oversee the preparation of an “Alley Paving Program” for City Council’s consideration.
  - The goal is to provide a more affordable alley paving standard, along with potential funding scenarios, that will encourage property owner participation.

**Traffic Division - 2014 staffing level is 6.5 FTE’s; proposed for 2015 is 6.5 FTE’s**

- The Division is responsible for the application of traffic engineering principles to provide safe and efficient movement of people and goods on the public streets.
- The Division installs, operates and maintains 105 power-operated traffic control devices (67 traffic signals and 38 school, pedestrian and traffic flashers).
- The Division installs and maintains pavement markings (centerlines, lane lines, crosswalks) and about 10,000 traffic control and street name signs.
- Will implement the new traffic signal system software; the implementation is anticipated to be completed by the end of June, 2015. Staff plans to bring the IGA to procure the new system to Council in late May or early June this year.
- Will continue to provide technical support for a multi-jurisdiction effort to enhance the signal timing along the Broadway corridor
- The following is a list of major projects/programs (mostly depending on PIF funding):
  - Will continue with pedestrian signal countdown heads installations program
  - Will continue with the LED signal heads replacement program
  - Will continue to upgrade traffic signal system infrastructure (the traffic signal rebuild at Broadway and Mansfield, and at Logan and Chenango)

**Streets Division - 2014 staffing level is 11 FTE’s; proposed for 2015 is 11 FTE’s**

- Will place 1½-inch asphalt overlay on 51 blocks of City streets during the Summer Paving Program (about 6% of the overall City street system)
- Will continue an aggressive asphalt crack pouring program
- Will continue to utilize contract trucking for the paving program to maximize efficiency and reduce costs
- Will continue our efforts on dealing with the road conditions that we are subjected to with Colorado winters

**Fleet - 2014 staffing level is 10 FTE’s; proposed for 2015 is 10 FTE’s**

- Will continue replacement of fleet vehicles under the CERF program, including fleet utilization evaluation and recommendation
- Will continue utilizing “best management” practices to insure that all regulatory requirements are adhered to, that we are environmentally responsible, and that efficiencies in processes and methods are explored
- Will apply for grants through the Regional Air Quality Commission in an effort to increase the number of units with a GPS system
- Will look for opportunities to increase the use of alternative fuels and synthetic oils (E-85 and CNG) above the City’s current 55 vehicles; we also have 2 hybrid vehicles
- Will continue stakeholder status of ozone reduction and evaluation of electric vehicle fleet use

**Operations - 2014 staffing level is 20 FTE'; proposed for 2015 is 21 FTE's**

- Will replace the Recreation Center cooling tower
- Will replace the Civic Center Third Floor carpet
- Will upgrade lock and security systems
- Will validate energy savings from the Ameresco project and provide energy tracking for all buildings
- Will pursue LEED Certification for Civic Center, Recreation Center, Malley Center, and the Servicenter
- Will replace the Recreation Center Sky Lights
- Will continue to use and enhance implementation of Facility Dude software for work orders including maintenance, custodial, and energy tracking
- Will implement a Capital Asset Program – documenting the current life expectancy of all capital equipment including HVAC, Buildings, and life safety equipment
- Will continue with LED lighting replacements
- Will continue custodial modernization, standardizing all city dispensers including paper goods, hand soaps, and specialty wipes; reducing costs and enhancing operations



# Memorandum

To: Gary Sears, City Manager  
From: John Collins, Chief of Police  
Date: April 16, 2014  
Subject: 2015 Police Department Budget

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Pursuant to your request I have prepared this memorandum regarding potential budget requests for 2015.

During the first quarter of 2014, the Police Department struggled with minimum staffing levels within the Patrol Division. There were a variety of reasons for this such as the yearly In-Service Academy, illnesses, injuries, and a spike in the number of criminal activities that were taking place at the City Center business District. It should also be noted that the current authorized staffing level for the Police Department is 72. There are two new officers in training and one vacant position will not be filled until September 1, 2014. This has also exacerbated the staffing concerns. My initial thought was to request at least one new police officer position for 2015 due to these staffing issues.

A simple solution to the staffing concerns would be to draw personnel from the Impact Team however this has proven to be a mistake inasmuch as their importance to the community far exceeds this particular strategy in the long-term.

Realistically, I believe that these staffing concerns will be minimized to a certain degree once the trainees begin their solo assignments. Also, I have directed staff to research a Citizen web-based on line reporting system. This program will allow citizens to file minor reports with the Police Department via the web. Local agencies, such as the Arapahoe County Sheriff's Office, have purchased this program (COPLOGIC) and the results revealed a 30% reduction in reports that patrol officers otherwise would have had to respond to.

I believe that once we move further into the year we will have a better assessment of where our staffing issues are.



# Memorandum

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Englewood Fire Department

TO: Gary Sears, City Manager  
FROM: Andrew Marsh, Fire Chief  
DATE: April 23, 2014  
SUBJECT: Fire Department Budget Request for 2015

In follow-up to our presentation to City Council on April 14, 2014 regarding a plan for sustaining our municipal fire department, following are the highlights of the 2015 Budget Request for the Fire Department. A comparison of costs with the South Metro Fire Rescue Authority contract service proposal will be provided to City Council at the Study Session on June 2, 2014.

## Human Resources

- Restore the position of **Fire Training Coordinator** to manage the Department training program and collaborate with our training facility partners - \$120,000 (salary and benefits). This position is identified in the Emergency Services Consulting, International (ESCI) Study as a high priority strategic initiative and will help address many of the stated concerns of our firefighters in the areas of training and safety.
- Restore the position of **Property Maintenance Inspector** in the Building Division - \$68,000 (salary and benefits). The duties of this position are handled by the other inspectors in the Building Division as time permits. The priority for the other inspectors is new construction, which has increased significantly. This restored position would be dedicated primarily to enforcing regulations under the adopted Property Maintenance Code.

## Vehicles

- Replace the 2001 **aerial fire truck** with a lease/purchase through the Public Improvement Fund (PIF) - \$1,100,000. This vehicle is in need of immediate replacement and is the only aerial fire truck in the City.
- Replace the 2001 **medic unit (ambulance)** through the Capital Equipment Replacement Fund (CERF) - \$185,000.
- Replace the 1993 pick-up with a **battalion chief (BC) command vehicle** through the CERF - \$70,000. The current 2008 BC command vehicle will become a back-up BC unit.
- Replace 2002 and 2005 **staff/command vehicles** through the CERF - \$84,000.

### Fire Dispatch

- Replace the **dispatch station alerting systems** in the three fire stations - \$161,000. This is the equipment that receives and transmits the calls in the fire stations. The current equipment is antiquated and unreliable.
  - Acquire **mobile data terminals (MDTs)** for the primary fire and rescue response vehicles - \$42,000. The MDTs provide detailed dispatch call information for specific addresses along with other capabilities such as mapping and pre-incident plans.
  - Implement operations on the **regional fire computer aided dispatch (CAD)** system with either of the following alternatives. This project is identified as a high priority strategic initiative by the ESCI Study.
    - Contract fire dispatch services with another agency that uses the regional fire CAD system - \$183,000/year.
- Or
- Add the fire CAD to our existing police/fire dispatch center along with an additional dispatcher per shift - \$200,000 for the CAD equipment plus \$270,000/year in personnel costs.

### Fire Stations

- Complete a **Standards of Cover and Risk Assessment Study** that includes an analysis of fire station locations - \$35,000.
- Complete a **master plan and cost analysis** for the renovation and/or replacement of our three fire stations - \$15,000 (Key goal for 2014).

### Fire Training Facility

- Complete a **master plan** that includes addressing the strategic direction and needs of the training partners, as well as the South Platte Corridor Vision - \$10,000 (split with Littleton) (Key goal for 2014).
- Complete renovations to the **live burn prop** that address essential repairs, mitigate the run-off, and return the live burn prop to full operation - \$60,000 (split with Littleton).
- Complete improvements that implement a **storm water management plan** for the site, including landscape screening and security fencing - \$200,000 (split with Littleton).

Some of these requested items for 2015 may be funded during 2014 with supplemental appropriations from the PIF. In February 2014, \$200,000 was proposed for additional capital spending for the fire department, but action was deferred until a plan for sustaining our municipal fire department was presented to City Council. The items requested above for the 2015 budget that could be accomplished this year using additional PIF funding include:

- Fire Station Study (\$35,000) and Master Plan (\$15,000) - \$50,000 total
- Fire Training Facility Master Plan (\$5,000) and Live Burn Prop Improvements (\$30,000) - \$35,000 total (funding may be available for the master plan from the joint operating funds for the Training Facility).
- Dispatch Alerting Systems for each of the three fire stations - \$161,000 total
- Vehicle Mobile Data Terminals - \$42,000 total

If direction is provided for any of these items to be addressed this year, a supplemental appropriation request will be prepared for City Council's consideration.