

MEMORANDUM

To: Mayor Woodward and City Council
From: Frank Gryglewicz, Director of Finance and Administrative Services
Date: December 9, 2009
Subject: November 2009 Financial Report

Summary of the November 2009 General Fund Financial Report

REVENUES:

- Through November 2009, the City of Englewood collected **\$33,530,911 or \$2,474,489 (6.9 percent) less** than last year (See chart attached to the full report for detail on changes in revenue in past year).
- The City collected \$39,115 less in property tax and \$35,523 less in specific ownership tax this year than last year.
- **Year-to-date sales and use revenue were \$19,048,307 or \$2,386,580 (11.1 percent) less than year-to-date 2008**
- Cigarette tax collections were down \$33,470 compared to last year.
- Franchise fee collections were down \$149,958 from November 2008.
- Licenses and permit collections were \$82,248 less than 2008.
- Intergovernmental revenues were \$153,622 more than the prior year.
- Charges for services were \$273,440 less than last November. This category also received \$30,000 from Englewood Schools to offset the cost of providing the School Resource Officer.
- Recreation revenues decreased \$50,977 from 2008.
- Fines and forfeitures were \$180,376 more than last year.
- Investment income was \$175,795 less than last year.
- Miscellaneous revenues were \$419,490 more than last year. The major source of this increase is due to the receipt of forfeiture proceeds of \$230,000, additionally the City received a Kaiser refund of \$110,000 and a refund of \$49,000 to Parks from Utilities for Water billing errors. Due to new billing terms from Wells Fargo and reaching the \$5 million purchasing card (pcard) transactions the City received \$25,000 in the pcard rebate; an increase of \$10,000 over 2008.
- The City collected \$465,506 in sales and use tax audit revenue and general collections of balances on account for the year.

OUTSIDE CITY:

- Outside City sales and use taxes were down \$1,481,665 or 19.5 percent compared to last year.
- Outside City's impact on revenues and total sales taxes has decreased over the years but is still an important revenue source for the City of Englewood.
- At this time potential refunds total approximately \$580,000 for claims submitted to Englewood but not completed; the balance of the account to cover intercity claims is \$1,000,000.

CITY CENTER ENGLEWOOD (CCE):

- Sales tax revenues collected in November 2009 were \$1,975,634 (7.2 percent) less compared to \$2,129,953 collected in 2008.

EXPENDITURES:

- Expenditures through November were \$35,152,345 or \$357,940 (one percent) less than the 35,510,285 expended through November 2008.
- The City refunded \$266,452 in sales and use tax claims through November.

RESERVES:

- The reserves for 2009 are budgeted at \$4,207,771 or 10.78 percent of budgeted revenues.
- The unreserved/undesignated fund balance for 2009 is *estimated* at \$3,658,342 or 10.1 percent of projected revenues; incorporating the proposed 2009 budget adjustments.

TRANSFERS:

- Net transfers-in of \$651,445 are anticipated this year.

REVENUES OVER/UNDER EXPENDITURES:

- Expenditures for the year are estimated to exceed revenues by \$3,656,523 for 2009. Through November, expenditures exceeded revenues by \$1,621,434.

PUBLIC IMPROVEMENT FUND (PIF):

- The PIF has collected \$2,748,934 in revenues and spent \$3,015,448 year-to-date. Estimated year-end fund balance is \$318,501.

City of Englewood, Colorado

Financial Report

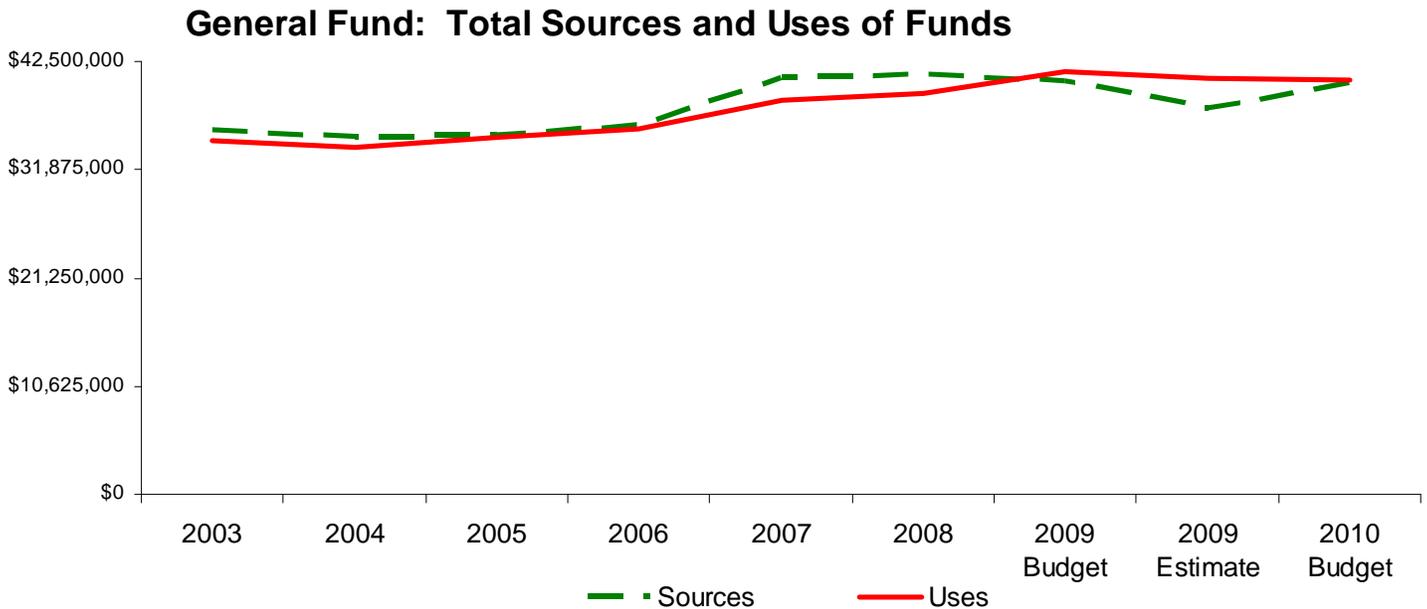
November 2009

GENERAL FUND OVERVIEW AND ANALYSIS

The General Fund accounts for the major “governmental” activities of the City. These activities include “direct” services to the public such as police, fire, public works, parks and recreation, and library services. General government also provides services by the offices of city manager and city attorney; the departments of information technology, finance and administrative services, community development, human resources, municipal court and legislation. Debt service, lease payments, and other contractual payments are also commitments of the General Fund.

General Fund Surplus and Deficits

The line graph below depicts the history of sources and uses of funds from 2003 to 2010 Budget. As illustrated, both surpluses and deficits have occurred in the past. The gap has narrowed over the past few years by reducing expenditures, freezing positions, negotiating lower-cost health benefits, increased revenue collections. Continued efforts will be required to balance revenues and expenditures, especially with persistent upward pressure on expenditures due to increases in the cost of energy, wages and benefits.

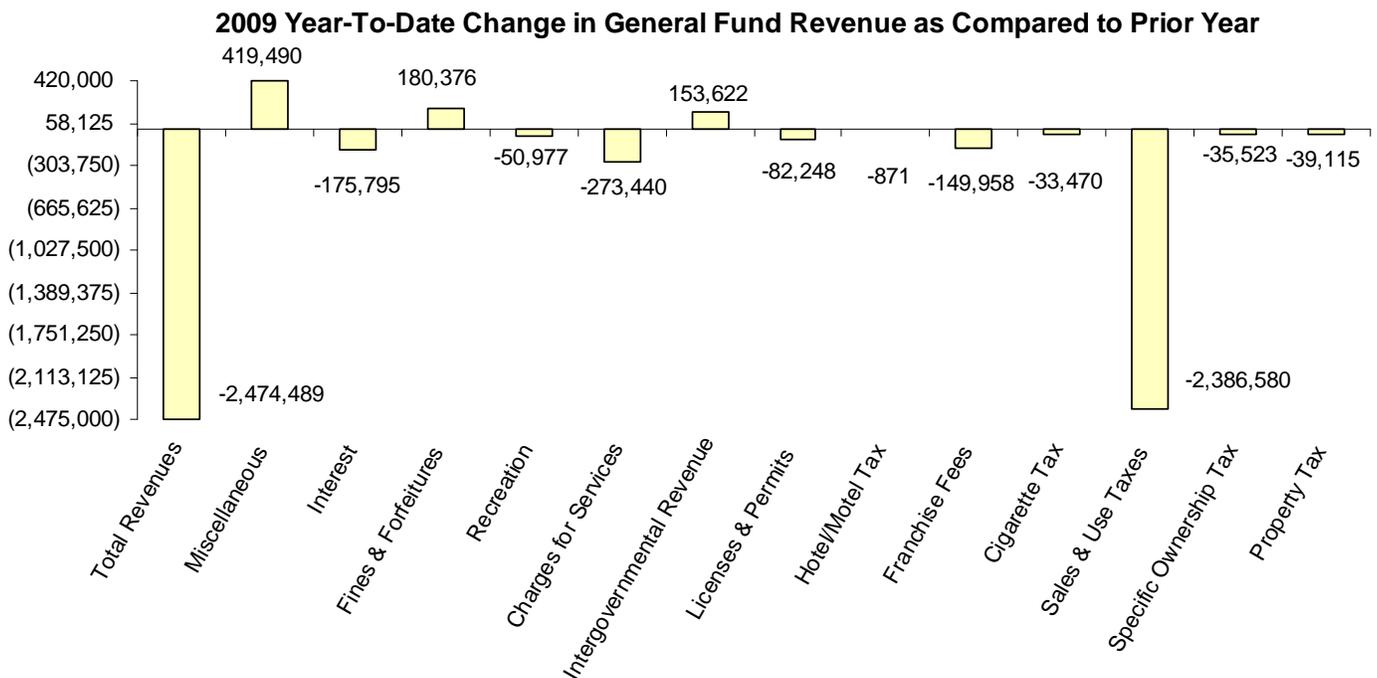


The table below summarizes General Fund Year-To-Date (YTD) Revenues, Expenditures, Sales & Use Tax Revenue and Outside City Sales & Use Tax Revenue for the month ended November 30, 2009. Comparative figures for years 2008 and 2007 are presented as well. The table also highlights the dollar and percentage changes between those periods.

	2009	2009 vs 2008 Increase (Decrease)		2008	2008 vs 2007 Increase (Decrease)		2007
General Fund							
Year-To-Date Revenues	\$ 33,530,911	\$ (2,474,489)	(6.87%)	\$ 36,005,400	\$ 1,412,283	4.08%	\$ 34,593,117
Year-To-Date Expenditures	35,152,345	\$ (357,940)	(1.01%)	35,510,285	\$ 948,211	2.74%	34,562,074
Net Revenues (Expenditures)	\$ (1,621,434)	\$ (2,116,549)		\$ 495,115	\$ 464,072		\$ 31,043
Estimated Unreserved/ Undesignated Fund Balance	\$ 3,658,342	\$ (2,598,478)	(41.53%)	\$ 6,256,820	\$ 283,193	4.74%	\$ 5,973,627
Sales & Use Tax Revenue YTD	\$ 19,048,307	\$ (2,295,580)	(10.76%)	\$ 21,343,887	\$ 720,319	3.49%	\$ 20,623,568
Outside City Sales & Use Tax YTD	\$ 6,096,447	\$ (1,481,665)	(19.55%)	\$ 7,578,112	\$ 18,588	.25%	\$ 7,559,524

General Fund Revenues

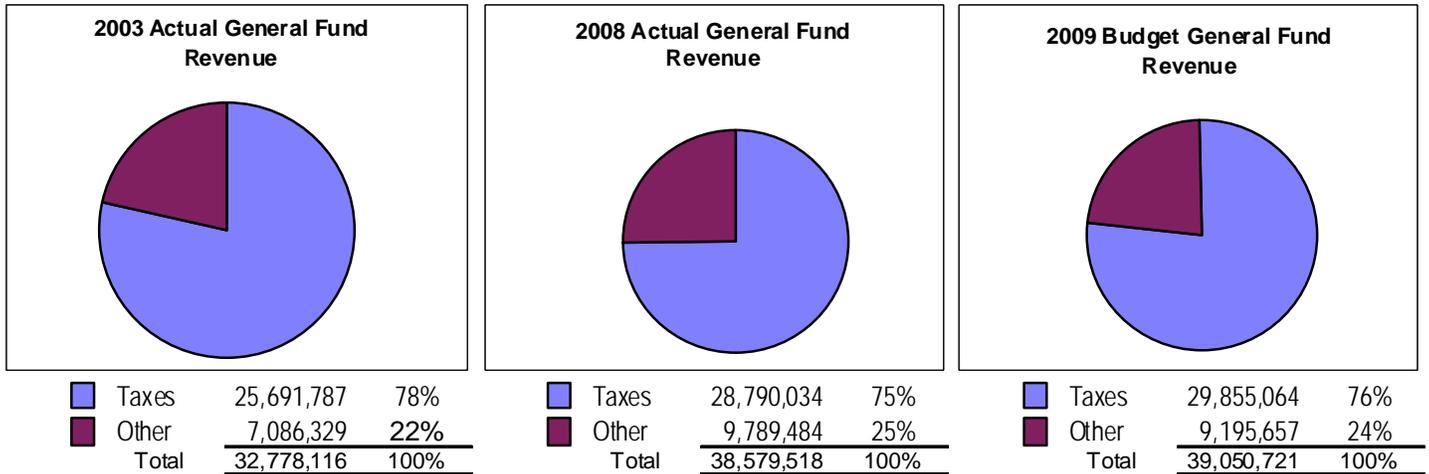
The City of Englewood's total budgeted revenue is \$39,050,721. Total revenues collected through November 2009 were \$33,530,911 or \$2,474,489 (6.9 percent) less than was collected in 2008. The chart below illustrates changes in General Fund revenues this year compared to last year.



General Fund Taxes

The General Fund obtains most of its revenue from taxes. In 2008 total revenues were \$38,579,518 of which \$28,790,034 (74.6 percent) came from tax collections. Taxes include property, sales and use, specific ownership, cigarette, utilities, franchise fees, and hotel/motel. The following pie charts illustrate the contribution of taxes to total revenue for 2003 and 2008 actual and budgeted 2009. Taxes as a percentage of total revenue have declined slightly as other fees and charges have been increased to help offset rising costs and relatively flat tax revenues.

General Fund Revenues Taxes vs. Other



Property taxes: These taxes are collected based on the assessed value of all the properties in the City and the mill levy assessed against the property. The City’s total 2008 mill levy collected in 2009 is 7.827 mills. The 2008 mill levy for general operations collected in 2009 is 5.880 mills. A voter approved additional mill of 1.947 mills is levied for principal and interest payments on the City’s general obligation debt (parks and recreation projects). Property tax collections grew from \$2,417,673 in 2004 to \$2,995,990 in 2008. This was an increase of \$578,317 or 23.9 percent. In 2008 the City collected \$2,995,990 or 10.4 percent of 2008 total taxes and 7.7 percent of total revenues from property taxes. The City budgeted \$2,993,000 for 2009; the City has collected \$2,932,894 compared to \$2,963,789 last year. The estimate for the year is \$2,993,000.

Specific ownership: These taxes are based on the age and type of motor vehicles, wheeled trailers, semi-trailers, etc. These taxes are collected by the County Treasurer and remitted to the City on the fifteenth day of the following month. The City collected \$333,456 in 2004 and \$316,242 in 2008 which is a decrease of \$17,214 or 5.2 percent. The City collected \$316,242 in 2008 which is .8 percent of total revenues and 1.1 percent of total taxes. The City budgeted \$350,000 for 2009 and collected \$243,130 through November. The estimate for the year is \$273,404.

Cigarette Taxes: The State of Colorado levies a \$.20 per pack tax on cigarettes. The State distributes 46 percent of the gross tax to cities and towns based on the pro rata share of state sales tax collections in the previous year. These taxes have fallen *significantly* in the past years and may continue to fall when the 2009 federal tax increase of approximately \$.62 per pack goes into effect. This increase will fund the State Children’s Health Insurance Program (SCHIP). In 2004 the City collected \$354,876, but in 2008 the City collected \$261,743, which is a *decrease* of \$93,133 or 26.2 percent. These taxes account for one percent of total taxes and less than one percent of total revenues in 2008. The City budgeted \$250,000 for the year and has collected \$201,579 through November 2009, which is \$33,470 or 14.2 percent less than the \$149,887 collected through November 2008. The estimate for the year is \$225,000.

Franchise Fees: The City collects a number of taxes on various utilities. This includes franchise tax on water, sewer, and public services, as well as occupational taxes on telephone services. The City collected \$2,096,425 in 2004 and \$2,588,214 in 2008, an increase of \$491,789 or 23.4 percent. These taxes accounted for nine percent of taxes and 6.6 percent of total revenues in 2008. The City budgeted \$2,620,851 for the year; collections through November totaled \$1,899,205 compared to \$2,069,483 collected during the same period last year. The estimate for the year is \$2,400,000.

Hotel/Motel Tax: This tax is levied at two percent of the rental fee or price of lodging for under 30 days duration. The City budgeted \$8,713 for the year and has collected \$8,534 through November 2009. The estimate for the year is \$8,713.

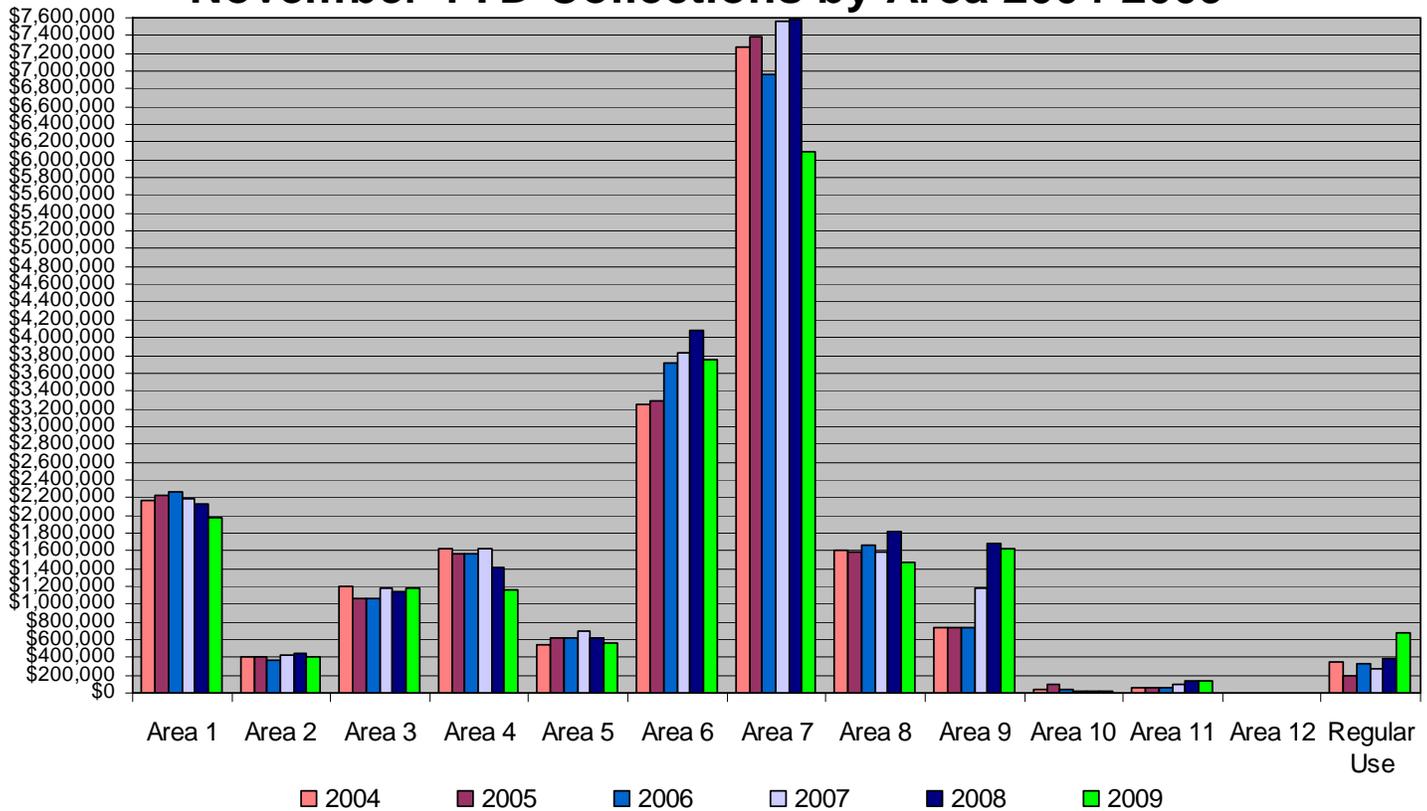
Sales and Use Taxes Analysis

Sales and use taxes are the most important (and volatile) revenue sources for the City. Sales and use taxes generated 78.6 percent of all taxes and 57.7 percent of total revenues collected in 2008. In 2004, this tax generated \$20,591,394 for the City of Englewood; in 2008 the City collected \$22,617,767, an increase of 9.8 percent. This tax is levied on the sale price of taxable goods. Sales tax is calculated by multiplying the sales price of taxable goods times the sales tax rate of 3.5 percent. Vendors receive a .5 percent fee for collecting and remitting the taxes to the City by the due date. Taxes for the current month are due to the City by the twentieth day of the following month. The City budgeted \$23,632,500 for 2009. Collections through November 2009 were \$19,048,307 while collections year-to-date November 2008 were \$21,434,887 a decrease of \$2,386,580 or 11.1 percent.

Collections for November 2009 were \$1,628,270 while collections for November 2008 and November 2007 were \$1,561,109 and \$1,723,950 respectively. November 2009 collections were \$67,162 or 4.3 percent more than November 2008 collections.

This revenue source tends to ebb and flow with the economy, growing during economic expansions and contracting during downturns. The bar graph below illustrates the economic areas' collection patterns for 2004 through 2009.

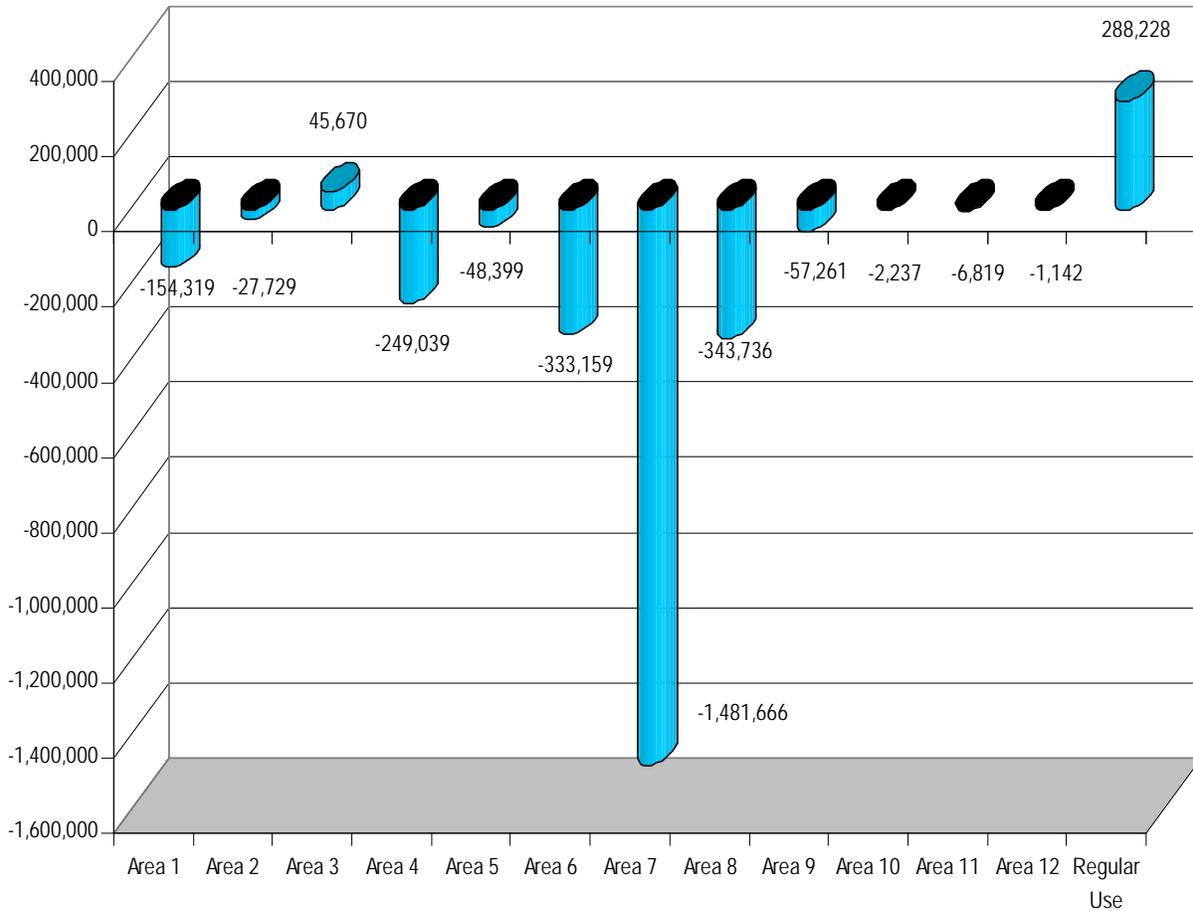
November YTD Collections by Area 2004-2009



It is important to analyze which sales tax geographic areas of the City are growing or declining.

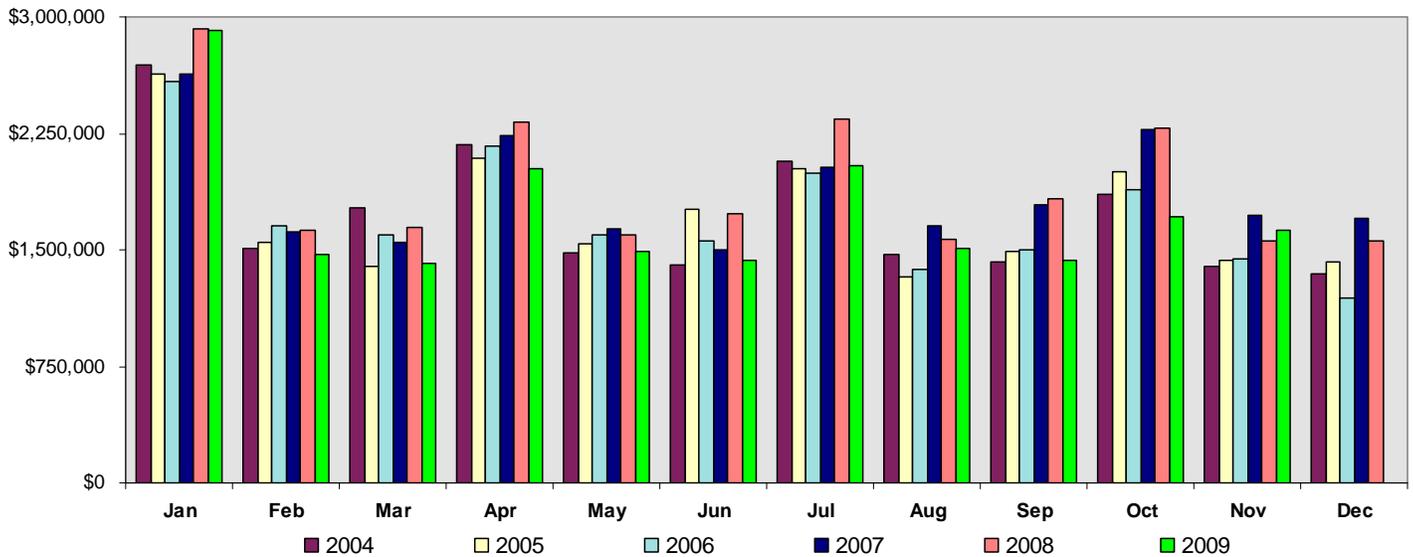
The following chart, "Change in Sales/Use Tax Collections by Area 2009 vs. 2008" indicates that most of the decrease in sales tax collections is due to Outside City (Area 7) and Public Utilities (Area 8) sales. Regular use tax is up from last year due to the 2009 receipt of a 2008 audit. Economic improvement, judged strictly by sales tax collections, appears to be in decline in most of the geographic areas compared to the same period last year.

Change in Sales/Use Tax Collections by Area 2009 vs 2008



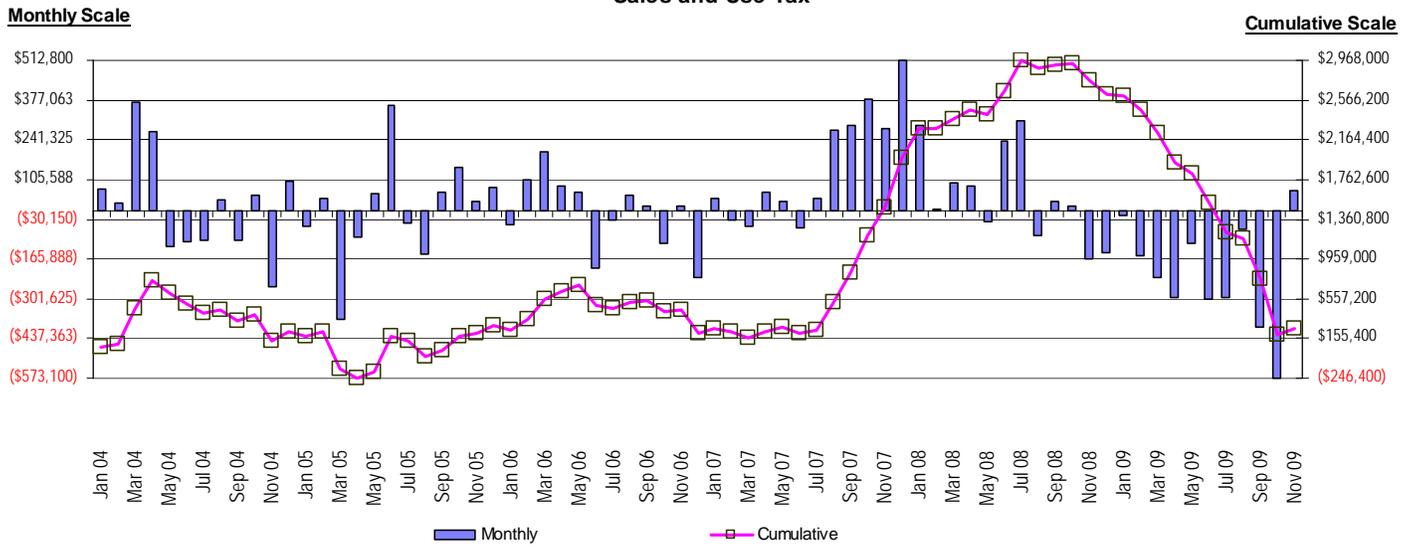
The bar graph below shows a comparison of monthly sales tax collections (cash basis) for 2004 through 2009.

2004-2009 YTD Sales/Use Tax Collections by Month - Cash Basis



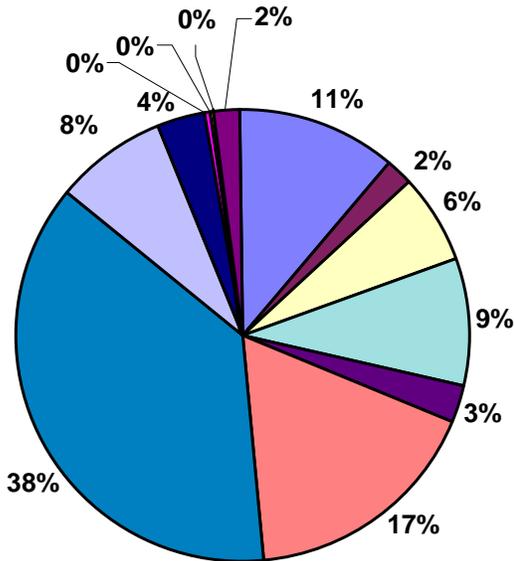
The next chart illustrates sales tax collections (cash basis) by month and total for the year.

2004 - 2009 Monthly Change Sales and Use Tax



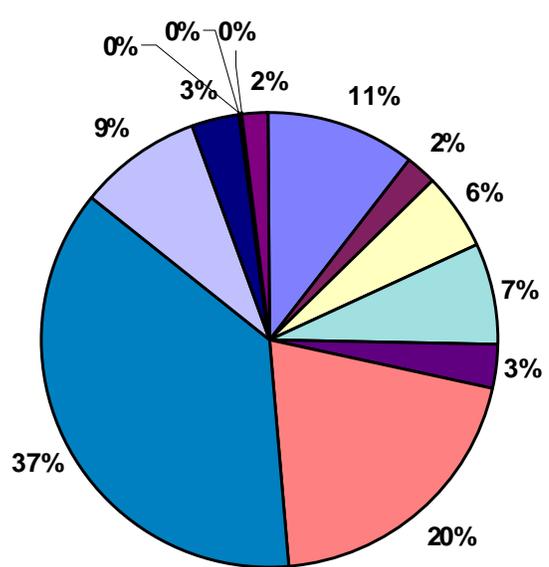
Sales tax collections are reported by various geographic areas as illustrated in the following pie charts. These illustrate the changing collection patterns for 2003 and 2008.

Geographic Sales Tax Collection Areas



2003 Actual Cash Receipts by Area

Area 1	11%	Area 8	8%
Area 2	2%	Area 9	4%
Area 3	6%	Area 10	0%
Area 4	9%	Area 11	0%
Area 5	3%	Area 12	0%
Area 6	17%	Regular Use	2%
Area 7	38%		



2008 Actual Cash Receipts by Area

Area 1	11%	Area 8	9%
Area 2	2%	Area 9	3%
Area 3	6%	Area 10	0%
Area 4	7%	Area 11	0%
Area 5	3%	Area 12	0%
Area 6	20%	Regular Use	2%
Area 7	37%		

A brief description and analysis of the significant geographic areas follows:

Area 1: This geographic area accounts for the sales tax collections from CityCenter Englewood. CityCenter Englewood had collections of \$1,975,634 year-to-date 2009, in 2008, the City collected \$2,129,953.

Area 7: This geographic area records the outside city sales tax collections (Outside City). Outside City has been the geographic area responsible for much of the sales tax growth (and decline) in past years. Outside City collections have decreased significantly (21.2 percent) from the same period last year. The chart below illustrates this area's contribution to total sales and use taxes (cash basis) as well as total revenues since 2005 for collections through the month of November. The importance of Outside City declined as a percentage of sales and use tax collections until this year; as a percentage of total revenues it continues to decline in importance, but continues to have a significant impact on the City's General Fund as illustrated by the following:

	2005	2006	2007	2008	2009
Total Sales and Use Taxes	19,235,779	19,380,313	20,644,306	21,426,975	19,055,369
Outside City Collections	7,379,773	6,967,314	7,559,524	7,578,112	6,096,447
Percentage of Total	38.4%	36.0%	33.7%	35.3%	39.8%
Total General Fund Revenues	31,607,395	33,061,782	34,593,117	36,005,400	33,530,911
Outside City Collections	7,379,773	6,967,314	7,559,524	7,578,112	6,096,447
Percentage of Revenues	23.3%	21.1%	21.9%	21.0%	18.2%

The City records the proceeds of some returns from Outside City into an unearned revenue (liability) account. The criteria staff uses to decide if proceeds should be placed in the unearned account is if a reasonable probability exists for another municipality to claim the revenue. This account currently has a balance of \$1,000,000 to cover intercity claims. The City paid \$266,452 in intercity sales/use tax refunds through November 2009 compared to \$499,573 in November 2008. At this time potential refunds total approximately \$580,000 for claims submitted to Englewood but not completed.

Area 8: This geographic area consists of collections from public utilities. Collections through November were down \$343,735 or 19 percent under last year. Weather conditions, energy usage, and rising energy prices play an important role in revenue collections. Collections could increase or decrease if the remainder of the year is significantly hotter/colder than normal.

The City of Englewood historically collects 93.4 percent of its total year collections by the end of November. Using this percentage, 6.6 percent of the year's revenues remain to be collected for the year. Total collections for the year are projected at \$20,394,333 or \$2,223,434 below last year and \$3,238,167 (13.7 percent) below budget. Taking sales tax revenue collected this year compared to last year is 89 percent. If the City ended the year with the same ratio, the City will collect \$20,129,813 or \$2,804,603 less than last year and \$3,502,687 or 14.8 percent less than budget. The City has collected approximately \$1.42 million in the last month of the year. The sales and use tax estimate for 2009 was adjusted to \$20,600,000 earlier in the year and was not changed for this report.

On April 27 Council discussed three scenarios, a worst, middle, and best case scenario. Council determined the middle case was the best case to use to begin budget preparations. Based on the middle case scenario, sales tax revenues are forecast expected to be collected at \$20,508,695. This amount is \$3,123,805 or 13.2 percent below the original budget, sales taxes are estimated at \$20.6 million on the attached General Fund report.

Other Sales Tax Related Information

Finance and Administrative Services Department collected \$465,506 in sales and use tax audit revenues and general collections of balances on account through the month of November; this compares to \$699,457 collected in 2008 and \$518,234 collected in 2007.

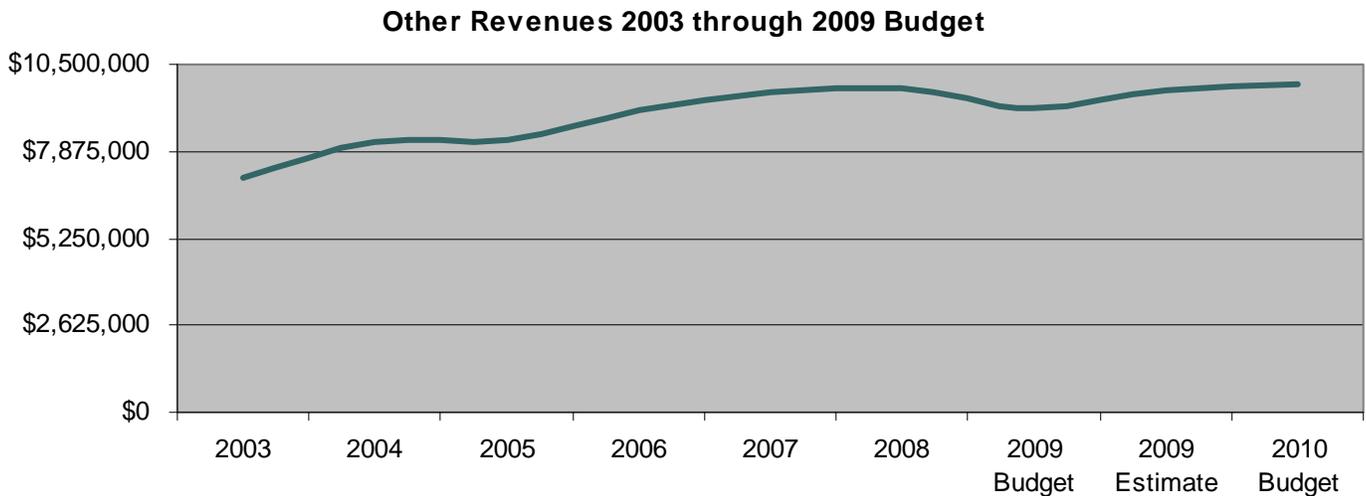
Of the 70 sales tax accounts reviewed in the various geographic areas, 25 (36 percent) showed improved collections and 45 (64 percent) showed reduced collections this year compared to the same period last year.

The Department issued 341 new sales tax licenses through November 2009; 359 and 411 were issued through November 2008 and 2007 respectively.

City records indicate that year-to-date 352 businesses closed (223 of them were outside the physical limits of Englewood) and 345 opened (212 of them were outside the physical limits of Englewood).

General Fund Other Revenue

Other revenues accounted for \$9,789,484 or 25.4 percent of the total revenues for 2008 and the City budgeted \$9,195,657 for 2009. The following graph illustrates other revenue collections from 2003 through 2009 Estimate.



Additional significant revenue sources are listed below:

Licenses and Permits: This revenue category includes business and building licenses and permits. This revenue source generated \$1,168,977 during 2007 or 12.1 percent of total revenue and 3 percent of total other revenue. This revenue source totaled \$628,363 in 2004 and increased to \$671,609 in 2008, a 6.9 percent increase. The City budgeted \$577,100 for 2009 or 6.3 percent of budgeted total other revenues and year-to-date the City collected \$471,758 or \$82,248 (14.8 percent) less than the \$554,006 collected in November 2008. The estimate for the year is \$542,000.

Intergovernmental Revenues: This revenue source includes state and federal shared revenues including payments in lieu of taxes. These revenues are budgeted at \$1,003,462 for 2009, this is 11 percent of total other revenue. This revenue source totaled \$1,277,490 in 2004 and the City collected \$1,079,285 in 2008, a 15.5 percent decrease. The City collected \$1,003,462 through November 2009 this is \$153,622 (16.6 percent) more than the \$923,133 collected in same period in 2008. The estimate for the year is \$1,273,115.

Charges for Services: This includes general government, public safety, fees for the administration of the utilities funds, court costs, highway and street and other charges. This revenue source is budgeted at \$3,216,286 for 2009 or 35 percent of total other revenue. This revenue source totaled \$2,750,211 in 2004 and increased to \$3,476,583 in 2008, a 26.4 percent increase. Total collected year-to-date was \$2,853,475 or \$273,440 (8.7 percent) less than the \$3,126,915 collected year-to-date in 2008. The estimate for the year is \$3,130,520.

Recreation: This category of revenue includes the fees and charges collected from customers to participate in the various programs offered by the Parks and Recreation Department. This revenue source is budgeted at \$2,334,265 for 2009 or 25.4 percent of total other revenue. This revenue source totaled \$1,986,688 in 2004 and increased to \$2,364,758 in 2008, a 19 percent increase. Total collections for November 2009 were \$2,223,552 compared to \$2,274,529 collected year-to-date in 2008. The estimate for the year is \$2,278,465.

Fines and Forfeitures: This revenue source includes court, library, and other fines. The 2009 budget for this source is \$1,389,150 or 15 percent of total other revenue. This revenue source totaled \$1,263,206 in 2004 and increased to \$1,461,100 in 2008, a 16.7 percent increase. Total collected year-to-date was \$1,522,353 or \$180,376 (13.4 percent) more than the \$1,341,977 collected in the same time period last year. The estimate for the year is \$1,668,363.

Interest: This is the amount earned on the City’s cash investments. The 2009 budget for this source is \$372,611 or 4.1 percent of total other revenue. This revenue source totaled \$84,295 in 2004 and increased to \$520,325 in 2008, a (517 percent) increase. The City earned \$248,271 through November 2009; the City earned \$424,066 through November 2008 or \$175,795 more than this year. The estimate for the year is \$300,000.

Miscellaneous: This source includes all revenues that do not fit in another revenue category. The 2009 budget for this source is \$302,783 or 3.3 percent of total other revenue. This revenue source totaled \$171,658 in 2004 and increased to \$215,824 in 2008, a 26 percent increase. Total collected year-to-date is \$630,820 (199 percent) more compared to the \$211,330 collected last year during the same period. The summary page lists the major contributors to the increased collections for the year. The estimate for the year is \$642,000.

General Fund Expenditures

Outcome Based Budgeting

In 2006 the City adopted an outcome based budgeting philosophy. City Council and Staff outlined five outcomes to reflect, more appropriately, the desired result of the services delivered to the citizens of Englewood. The five outcomes identified are intended to depict Englewood as:

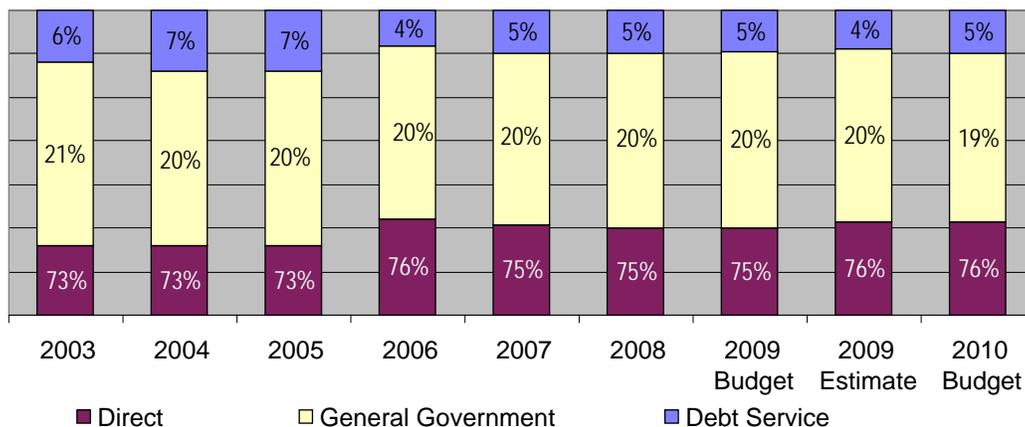
- ▶ A City that provides and maintains quality infrastructure,
- ▶ A safe, clean, healthy, and attractive City,
- ▶ A progressive City that provides responsive and cost efficient services,
- ▶ A City that is business friendly and economically diverse, and
- ▶ A City that provides diverse cultural, recreational,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

Outcome based budgeting is an additional tool the City Council and staff use to better develop ways to serve our citizens. This type of budgeting is a new concept and will be refined and reviewed on an on-going basis to help us better focus our resources on ways to meet the objectives of our citizens.

The City budgeted total expenditures at \$41,445,148 for 2009, this compares to \$39,015,198 and \$38,120,601 expended in 2008 and 2007 respectively. Budgeted expenditures for 2009 general government totals \$8,387,284 or 20.2 percent of the total. Direct government expenditures are budgeted at \$31,064,182 or 75.0 percent of the total. Debt service payments are \$1,993,682 or 4.8 percent of the total. Total expenditures through November were \$35,152,345 compared to \$35,510,285 in 2008 and \$34,562,074 in 2007. Each General Fund department reviewed their estimated expenditures for the year; the estimate is \$39,637,771 or \$1,607,377 (3.9 percent) less than budget.

The chart below illustrates the breakdown of expenditures into debt service, general and direct government expenditures.

Direct, General Government and Debt Service

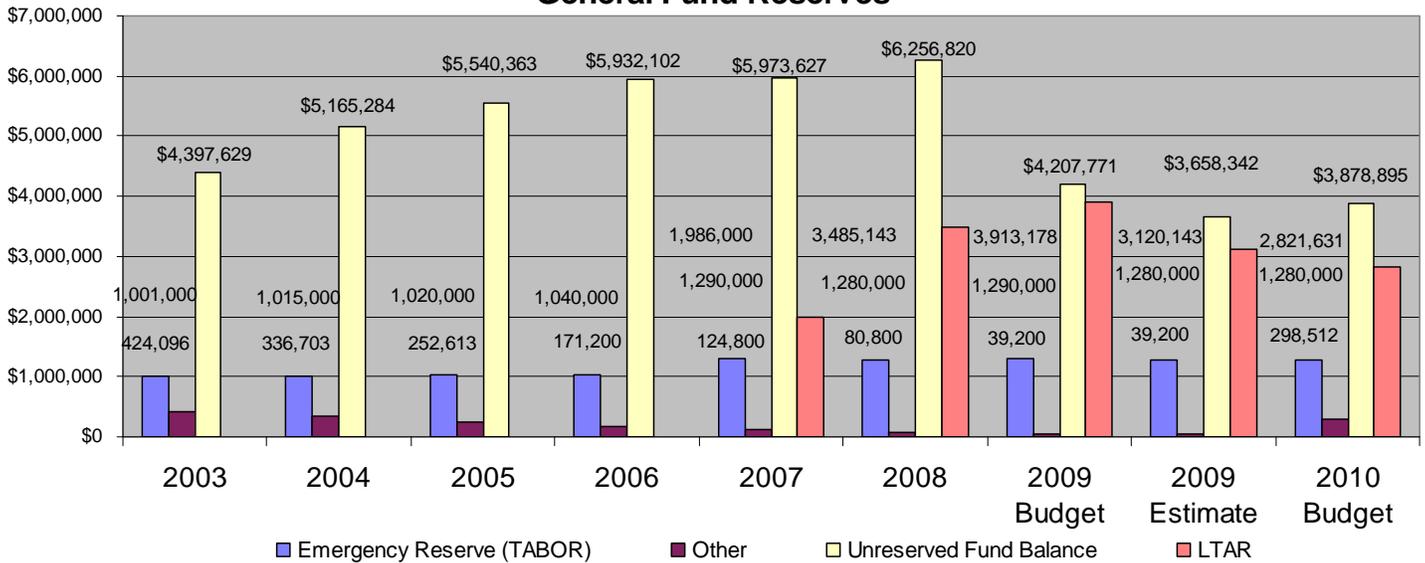


General Fund Reserves

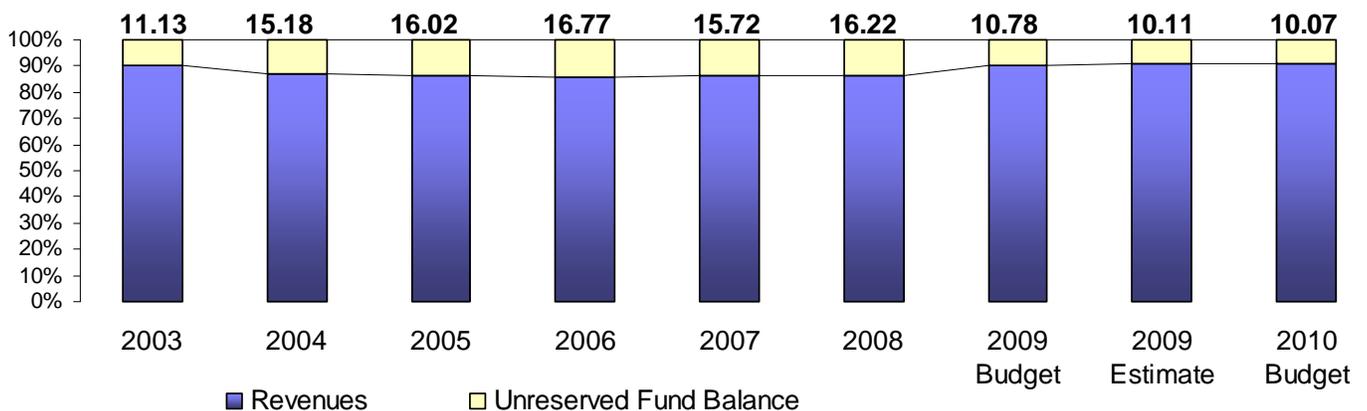
Reserves are those funds the City sets aside for a “rainy day”. The intent is to smooth over unexpected revenue declines and expenditure increases. The fund is normally built up when revenues exceed expenditures. In the past, excess reserves have been transferred out to other funds, usually for capital projects identified in the Multiple Year Capital Plan (MYCP). The reserve balance is not adequate to provide for a transfer from the General Fund to the capital projects funds.

Long Term Asset Reserve (LTAR) At the 2008 Budget workshop held on November 22, 2007, City Council discussed and directed staff to establish a General Fund reserve account to accumulate funds from the sale, lease, or earnings from long-term assets. It was also determined that these funds should be used in a careful, judicious and strategic manner. The funds restricted in this account can only be expended if the funds are appropriated in the annual budget or by supplemental appropriation. The balance in the account is \$2,520,143, but the Englewood McLellan Reservoir Foundation Fund expects to repay approximately \$600,000 to the LTAR by year’s end.

General Fund Reserves



Unreserved Fund Balance As A Percentage of Revenue



The City ended 2008 with an unreserved/undesigned general fund balance of \$6,256,820 or 16 percent of revenues. The 2009 estimate shows a projected ending fund balance of \$3,658,342 (after the inclusion of the 2009 budget adjustments) or 10.1 percent of estimated revenues. The \$3,658,342 would allow the City to operate for approximately 33.5 days (using average daily estimated expenditures) if all other revenues and financing sources ceased. It is more important now than ever to maintain reserves to help the City make up for revenue shortfalls and unexpected

expenditure increases given that the one-time transfers made to the General Fund to help maintain reserves are no longer available.

PUBLIC IMPROVEMENT FUND OVERVIEW

The Public Improvement Fund (PIF) accounts for the City’s “public-use” capital projects (e.g. roads, bridges, pavement, etc.). The PIF funding is from the collection of vehicle and building use taxes, intergovernmental revenues, interest income, and other miscellaneous sources.

Provided for your information is the table below that illustrates the PIF Year-To-Date (YTD) revenues and expenditures for the years 2009 through 2007. The dollar and percentage change between each year is also provided. The Estimated Ending Fund Balance is included in order to account for the remaining PIF appropriation in addition to the remaining annual revenue anticipated for the fund.

	2009	2009 vs 2008 Increase (Decrease)		2008	2008 vs 2007 Increase (Decrease)		2007
Public Improvement Fund (PIF)							
YTD Revenues	\$ 2,748,934	\$ 293,003	11.93%	\$ 2,455,931	\$ (2,045,763)	(45.44%)	\$ 4,501,694
YTD Expenditures	3,015,448	\$ (4,011,800)	(57.09%)	7,027,248	\$ (718,631)	(9.28%)	7,745,879
Net Revenues (Expenditures)	\$ (266,514)	\$ 4,304,803		\$ (4,571,317)	\$ (1,327,132)		\$ (3,244,185)
Beginning PIF Fund Balance	\$ 1,067,525			\$ 3,359,169			\$ 5,773,194
Ending PIF Fund Balance Before Remaining Annual Revenue and Appropriation	\$ 801,011			\$ (1,212,148)			\$ 2,529,009
Plus: Remaining Annual Revenue	476,107			2,235,790			2,072,200
Less: Remaining Annual Appropriation	(958,617)			(1,115,686)			(4,207,079)
Estimated Ending Fund Balance	\$ 318,501			\$ (92,044)			\$ 394,130
Unappropriated Fund Balance as of December 31,				<u>\$ 21,117</u>			<u>\$ 221,946</u>

The three main funding sources for the PIF are Vehicle Use Tax, Building Use Tax and Arapahoe County Road and Bridge Tax.

	2009 Estimate	2009 Adopted Budget	2009 YTD Actual	2009 Vs 2008		2008 YTD Actual	2008 Vs 2007		2007 YTD Actual
				\$	%		\$	%	
Vehicle Use Tax	\$ 900,000	\$ 1,400,000	\$ 827,504	\$ (259,055)	-24%	\$ 1,086,559	\$ (102,600)	-9%	\$ 1,189,159
Building Use Tax	\$ 330,000	\$ 450,000	\$ 376,591	\$ (331,145)	-47%	\$ 707,736	\$ (1,242,359)	-64%	\$ 1,950,095
Arapahoe County Road and Bridge Tax	\$ 200,990	\$ 198,000	\$ 190,940	\$ 3,085	2%	\$ 187,856	\$ 7,802	4%	\$ 180,054

Vehicle Use Tax is based on the number of new vehicles purchased by City of Englewood residents. As of November 2009, Vehicle Use Tax revenue totaled \$724,681 compared to \$1,007,762 and \$1,059,797 reported for the same period in 2008 and 2007 respectively. Vehicle Use Tax revenue is down \$259,055 or 24% in 2009 over 2008. The 2009 Vehicle Use Tax estimate has been reduced by \$500,000 to \$900,000. **Building Use Tax** is based on the number of building permits issued by the City of Englewood. The Building Use Tax revenue is down 47% as compared to last year. The 2009 Building Use Tax estimate has been reduced by \$120,000 to \$330,000. We will continue to monitor these revenue sources to determine if the 2009 estimate needs to be revised further. **Arapahoe County Road and Bridge Tax** is restricted to the construction and maintenance of streets and bridges. This tax is based on a mill levy established by Arapahoe County multiplied by the City’s assessed valuation multiplied by 50%. Each January the City is notified of the

amount to be distributed; therefore, the budgeted amount may differ from the actual amount received. The City expects to receive \$200,990 in 2009.

2009 Year-To-Date City Funds At-A-Glance

(Please refer to "Funds Glossary" for a Brief Description of Funds and Fund Types)

	Beginning Balance	Revenues	Expenditures	Other Sources (Uses)	Reserved Balance	Ending Balance
Governmental Fund Types (Fund Balance)						
General Fund	11,102,763	33,530,912	35,152,345	(1,038,645)	4,784,343	3,658,342
Special Revenue Funds						
Conservation Trust	927,981	248,585	304,295	(605,688)	-	266,583
Open Space	1,327,371	799,152	1,290,482	(612,213)	-	223,829
Donors	155,818	96,487	103,685	(30,000)	-	118,621
Community Development	-	219,069	221,565	2,496	-	-
Malley Center Trust	278,586	10,471	790	-	-	288,266
Parks & Recreation Trust	454,700	14,372	10,778	-	-	458,294
Debt Service Fund						
General Obligation Bond	166,137	984,574	1,105,437	-	-	45,274
Capital Projects Funds						
PIF	1,067,525	2,571,923	2,389,167	(931,781)	-	318,501
MYCP	1,338,085	30,131	349,569	(687,144)	-	331,503
Proprietary Fund Types (Funds Available Balance)						
Enterprise Funds						
Water	4,467,524	6,687,462	7,437,312	2,615,000	-	6,332,673
Sewer	8,495,965	13,169,787	11,484,175	-	1,000,000	9,181,577
Stormwater Drainage	1,120,382	340,862	591,229	-	137,818	732,197
Golf Course	809,363	2,220,051	1,912,505	(100,000)	293,500	723,408
Concrete Utility	257,218	703,071	685,252	-	-	275,037
Housing Rehabilitation	321,441	129,221	376,001	-	-	74,661
Internal Service Funds						
Central Services	218,674	334,834	292,843	(50,000)	-	210,665
ServiCenter	590,934	1,802,423	1,461,853	-	-	931,504
CERF	1,118,318	734,704	1,114,006	-	-	739,016
Employee Benefits	818,779	4,717,042	4,942,904	(500,000)	119,220	(26,302)
Risk Management	1,174,681	1,547,041	890,561	-	-	1,831,162

CLOSING

The Finance and Administrative Services Department staff works closely with the City Manager's Office and the various departments to help identify revenue and expenditure threats, trends and opportunities as well as strategies to balance revenues and expenditures. I will continue to provide Council with monthly reports. It is important to frequently monitor the financial condition of the City so City staff and Council can work together to take action, if necessary, to maintain service levels, employees, and fiscal health of the City.

I plan to discuss this report with Council at an upcoming study session. If you have any questions regarding this report, I can be reached at **303.762.2401**.

Funds Glossary

Capital Equipment Replacement Fund (CERF) – Accounts for the accumulation of funds for the scheduled replacement of City-owned equipment and vehicles.

Capital Projects Funds account for financial resources to be used for the acquisition and/or construction of major capital facilities (other than those financed by proprietary funds).

Central Services Fund – Accounts for the financing of printing services and for maintaining an inventory of frequently used or essential office supplies provided by Central Services to other departments of the City on a cost reimbursement basis.

Community Development Fund – Accounts for grant funds of the Brownfields Pilot Grants Program administered by the United States Environmental Protection Agency and the Art Shuttle Program administered by the Regional Transportation District (RTD).

Concrete Utility Fund – Accounts for revenues and expenses associated with maintaining the City's sidewalks, curbs and gutters.

Conservation Trust Fund – Accounts for the acquisition of parks and open space land not previously owned by the City and for improvements to existing park and recreation facilities. Financing is provided primarily from State Lottery funds.

Debt Service Funds account for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources and special assessment bond and loan principal and interest from special assessment levies when the government is obligated in some manner for payment.

Donors' Fund – Accounts for funds donated to the City for various specified activities.

Employee Benefits Fund – Accounts for the administration of providing City employee benefit programs: medical, dental, life, and disability insurance.

Enterprise Funds account for operations that: (a) are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or (b) where the City Council has decided that periodic determination of revenue earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management controls, accountability or other purposes.

Fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

General Obligation Bond Fund – Accounts for the accumulation of monies for payment of General Obligation Bond principal and interest.

Golf Course Fund – Accounts for revenues and expenses associated with the operations of the Englewood Municipal Golf Course.

Governmental Funds distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). These funds focus on the near-term *inflows and outflows of spendable resources*, as well as on balances of spendable resources available at the end of the year.

Housing Rehabilitation Fund – Accounts for revenues and expenses associated with the City's housing rehabilitation program.

Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City on a cost-reimbursement basis.

Malley Center Trust Fund – Accounts for a trust established by Elsie Malley to be used for the benefit of the Malley Senior Recreation Center.

Funds Glossary

Multi-Year Capital Projects Fund (MYCP) - Accounts for the acquisition and/or construction of major capital improvements and facilities. Financing is provided primarily with transfers from other City Funds.

Parks and Recreation Trust Fund – Accounts for a trust established by the City, financed primarily by donations, to be used exclusively for specific park and recreation projects.

Proprietary Funds account for operations that are financed and operated in a manner similar to private business enterprises. It is the intent that the cost of providing such goods or services will be recovered through user charges.

Public Improvement Fund (PIF) – Accounts for the acquisition and/or construction of major capital improvements and facilities. Financing is provided primarily from building and vehicle use taxes.

Risk Management Fund – Accounts for the administration of maintaining property and liability and workers' compensation insurance.

ServiCenter Fund – Accounts for the financing of automotive repairs and services provided by the ServiCenter to other departments of the City, or to other governmental units, on a cost reimbursement basis.

Sewer Fund – Accounts for revenues and expenses associated with providing wastewater services to the City of Englewood residents and some county residents.

Special Assessment Funds account for and pay special assessment bond principal and interest and/or inter-fund loan principal and interest: Following are funds to account for special assessments: **Paving District No. 35, Paving District No. 38, and Concrete Replacement District 1995.**

Special Revenue Funds account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

Storm Drainage Fund – Accounts for revenues and expenses associated with maintaining the City's storm drainage system.

Water Fund – Accounts for revenues and expenses associated with providing water services to City of Englewood residents.

General Fund Comparative Revenue, Expenditure & Fund Balance Report
as of November 30, 2009
Percentage of Year Completed = 92%

<i>Fund Balance January 1</i>	\$ 10,362,859	\$ 11,102,763	\$ 11,102,763	\$ 9,374,427	\$ 9,374,427	\$ 7,143,302	\$ 7,143,302			
<i>Revenues</i>	2009				2008			2007		
	Budget	Nov-09	% Budget	YE Estimate	Dec-08	Nov-08	% YTD	Dec-07	Nov-07	% YTD
Property Tax	2,993,000	2,932,894	97.99%	2,993,000	2,995,990	2,972,009	99.20%	2,623,118	2,570,210	97.98%
Specific Ownership Tax	350,000	243,130	69.47%	273,404	316,242	278,653	88.11%	341,423	292,239	85.59%
Sales & Use Taxes	23,632,500	19,048,307	80.60%	20,600,000	22,617,767	21,434,887	94.77%	22,753,820	20,623,568	90.64%
Cigarette Tax	250,000	201,579	80.63%	225,000	261,743	235,049	89.80%	278,785	253,972	91.10%
Franchise Fees	2,620,851	2,069,483	78.96%	2,400,000	2,588,214	2,219,441	85.75%	2,356,385	2,003,958	85.04%
Hotel/Motel Tax	8,713	8,534	97.95%	8,713	10,078	9,405	93.32%	9,722	9,556	98.29%
Licenses & Permits	577,100	471,758	81.75%	502,305	671,609	554,006	82.49%	1,168,977	1,085,288	92.84%
Intergovernmental Revenue	1,003,462	1,076,755	107.30%	1,273,115	1,079,285	923,133	85.53%	1,118,916	938,291	83.86%
Charges for Services	3,216,286	2,853,475	88.72%	3,016,883	3,476,583	3,126,915	89.94%	3,067,997	2,756,673	89.85%
Recreation	2,334,265	2,223,552	95.26%	2,278,465	2,364,758	2,274,529	96.18%	2,235,938	2,139,634	95.69%
Fines & Forfeitures	1,389,150	1,522,353	109.59%	1,668,363	1,461,100	1,341,977	91.85%	1,445,641	1,343,558	92.94%
Interest	372,611	248,271	66.63%	300,000	520,325	424,066	81.50%	411,517	379,622	92.25%
Miscellaneous	302,783	630,820	208.34%	642,000	215,824	211,330	97.92%	199,167	196,548	98.69%
Total Revenues	39,050,721	33,530,911	85.87%	36,181,248	38,579,518	36,005,400	93.33%	38,011,406	34,593,117	91.01%
Expenditures										
Legislation	379,853	323,415	85.14%	374,893	350,254	330,813	94.45%	323,964	299,094	92.32%
City Attorney	799,937	599,961	75.00%	768,607	698,563	627,202	89.78%	694,359	627,270	90.34%
Court	1,026,917	821,486	80.00%	936,216	915,303	823,335	89.95%	890,152	796,998	89.54%
City Manager	707,145	608,277	86.02%	682,140	674,322	609,787	90.43%	673,949	612,535	90.89%
Human Resources	560,898	410,767	73.23%	478,516	579,136	508,550	87.81%	557,855	494,974	88.73%
Financial Services	1,764,772	1,388,572	78.68%	1,568,000	1,626,571	1,459,588	89.73%	1,568,074	1,410,226	89.93%
Information Technology	1,448,147	1,175,427	81.17%	1,314,147	1,280,156	1,144,095	89.37%	1,254,364	1,111,974	88.65%
Public Works	5,523,010	4,524,818	81.93%	5,191,255	5,189,173	4,685,419	90.29%	5,421,775	4,836,571	89.21%
Fire Department	7,487,169	6,594,134	88.07%	7,279,891	7,215,444	6,547,625	90.74%	6,840,649	6,203,271	90.68%
Police Department	10,538,437	9,100,396	86.35%	10,438,437	9,974,925	9,018,417	90.41%	9,656,710	8,735,226	90.46%
Community Development	1,639,615	1,191,662	72.68%	1,437,667	1,464,725	1,271,242	86.79%	1,412,444	1,171,801	82.96%
Library	1,398,558	1,156,570	82.70%	1,377,958	1,261,112	1,140,021	90.40%	1,259,526	1,155,405	91.73%
Recreation	6,117,008	5,304,496	86.72%	6,001,588	5,916,449	5,495,208	92.88%	5,566,093	5,138,509	92.32%
Debt Service	1,993,682	1,802,708	90.42%	1,808,456	1,809,306	1,808,056	99.93%	1,869,762	1,869,911	100.01%
Contingency	60,000	149,656	249.43%	180,000	59,759	40,927	68.49%	130,925	98,309	75.09%
Total Expenditures	41,445,148	35,152,345	84.82%	39,837,771	39,015,198	35,510,285	91.02%	38,120,601	34,562,074	90.67%
Excess revenues over (under) expenditures	(2,394,427)	(1,621,434)	67.72%	(3,656,523)	(435,680)	495,115		(109,195)	31,043	
Net transfers in (out)	1,481,717	51,445	3.47%	651,445	2,164,016	2,277,932	105.26%	2,340,320	2,336,873	99.85%
Total Fund Balance	\$ 9,450,149	\$ 9,532,774	100.87%	\$ 8,097,685	\$ 11,102,763	\$ 12,147,474	109.41%	\$ 9,374,427	\$ 9,511,218	101.46%

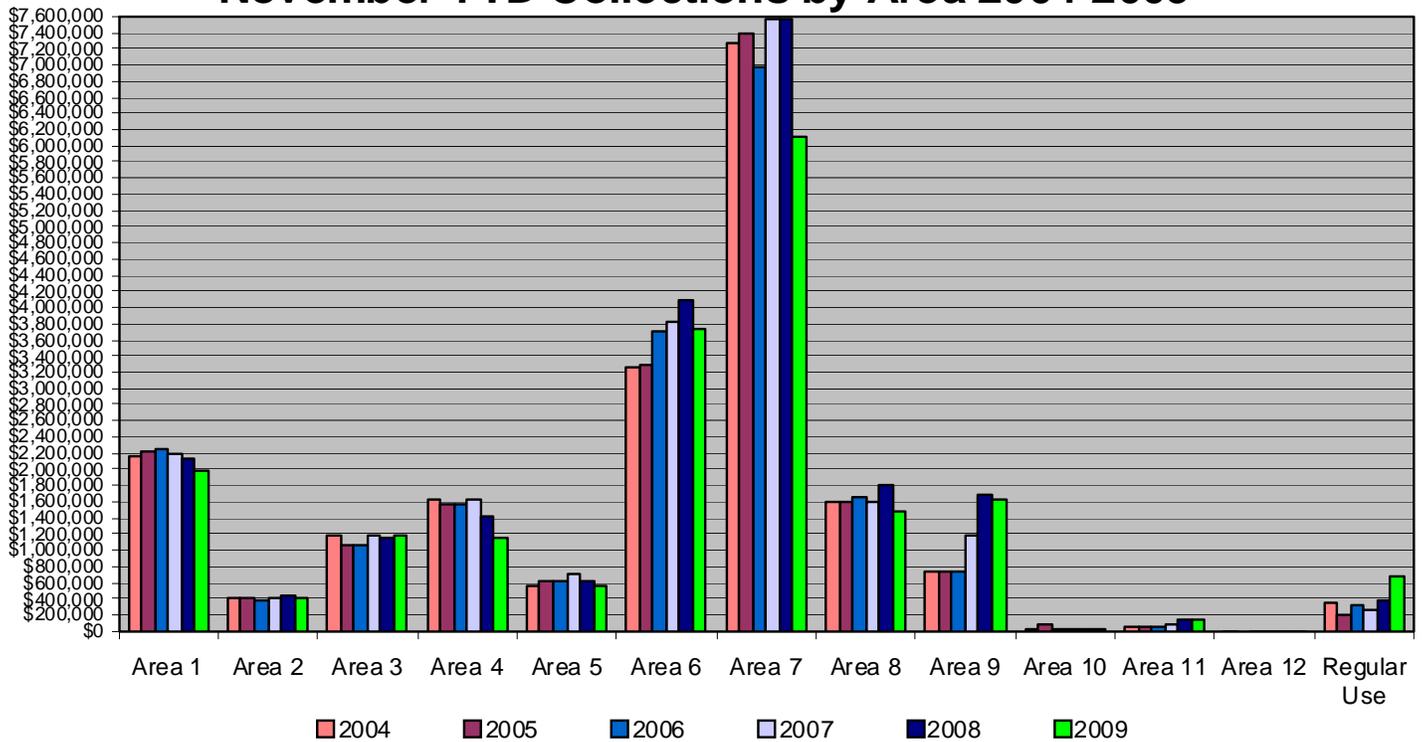
Fund Balance Analysis				
Total Fund Balance	\$ 9,450,149	\$ 8,097,685	\$ 11,102,763	\$ 9,374,427
Reserves/designations:				
-Emergencies (TABOR)	1,290,000	1,280,000	1,280,000	1,290,000
-LTAR	3,913,178	3,120,143	3,485,143	1,986,000
-Museum of Outdoor Arts	39,200	39,200	80,800	124,800
Unreserved/undesignated Fund Balance	\$ 4,207,771	\$ 3,658,342	\$ 6,256,820	\$ 5,973,627
Potential reserves/designations	-	-	-	-
Estimated unres/undesig Fund Balance	\$ 4,207,771	\$ 3,658,342	\$ 6,256,820	\$ 5,973,627
As a percentage of projected revenues	11.63%	10.11%	16.22%	15.72%
As a percentage of budgeted revenues	10.78%	9.37%		
Target	3,905,072	-	5,857,608	

Sales & Use Tax Collections Year-to-Date Comparison for the month of November 2009

Cash Basis

	2004	% Change	2005	% Change	2006	% Change	2007	% Change	2008	% Change	2009	% Change
Area 1	2,165,420	2.20%	2,218,791	2.46%	2,264,437	2.06%	2,175,685	-3.92%	2,129,953	-2.10%	1,975,634	-7.25%
Area 2	396,776	2.82%	415,241	4.65%	373,964	-9.94%	419,681	12.23%	435,910	3.87%	408,181	-6.36%
Area 3	1,190,515	-3.40%	1,073,076	-9.86%	1,058,124	-1.39%	1,178,549	11.38%	1,142,679	-3.04%	1,188,350	4.00%
Area 4	1,628,096	-2.17%	1,572,963	-3.39%	1,566,442	-0.41%	1,629,295	4.01%	1,406,413	-13.68%	1,157,374	-17.71%
Area 5	549,683	6.56%	619,632	12.73%	618,721	-0.15%	691,458	11.76%	616,443	-10.85%	568,045	-7.85%
Area 6	3,257,960	-2.74%	3,293,378	1.09%	3,705,832	12.52%	3,832,369	3.41%	4,077,720	6.40%	3,744,561	-8.17%
Area 7	7,277,593	2.58%	7,379,773	1.40%	6,967,314	-5.59%	7,559,524	8.50%	7,578,112	0.25%	6,096,447	-19.55%
Area 8	1,600,083	4.22%	1,591,831	-0.52%	1,670,754	4.96%	1,582,734	-5.27%	1,808,383	14.26%	1,464,648	-19.01%
Area 9	725,669	0.00%	725,669	0.00%	725,669	0.00%	1,184,716	63.26%	1,684,789	42.21%	1,627,528	-3.40%
Area 10	35,653	-16.31%	91,884	157.72%	36,655	-60.11%	22,796	-37.81%	19,331	-15.20%	17,094	-11.57%
Area 11	58,239	0.00%	58,239	0.00%	58,239	0.00%	97,242	66.97%	137,486	41.39%	130,667	-4.96%
Area 12	6,565	342.09%	1,446	-77.97%	3,558	146.06%	3,588	0.85%	4,006	11.64%	2,864	-28.50%
Regular Use	350,485	-6.11%	193,856	-44.69%	330,604	70.54%	266,669	-19.34%	385,749	44.65%	673,977	74.72%
Total	19,242,737	0.76%	19,235,779	-0.04%	19,380,313	0.75%	20,644,306	6.52%	21,426,975	3.79%	19,055,369	-11.07%
Refunds	124,761	-46.26%	161,693	29.60%	229,469	41.92%	241,870	5.40%	499,573	106.55%	287,190	-42.51%
Audit & Collections												
Revenue*	118,358	-59.90%	645,150	445.08%	414,199	-35.80%	518,234	25.12%	699,457	34.97%	475,407	-32.03%
*included Above												
Unearned Sales Tax	988,364	-10.15%	700,000	-29.18%	650,000	-7.14%	650,000	0.00%	650,000	0.00%	1,000,000	53.85%
Building Use	588,324	-26.21%	588,324	0.00%	839,879	42.76%	1,950,095	132.19%	684,960	-64.88%	376,591	-45.02%
Vehicle Use	1,310,894	-4.65%	1,310,894	0.00%	1,132,448	-13.61%	1,298,419	14.66%	1,201,023	-7.50%	911,089	-24.14%

November YTD Collections by Area 2004-2009



Area Descriptions

Area 1 - CityCenter (Formerly Cinderella City)

Area 2 - S of Yale, N of Kenyon between Bannock & Sherman (excludes EURA 1)

Area 3 - S of Kenyon, N of Chenango between Bannock & Sherman and

S of Chenango, N of Bellewood between Logan & Delaware

Area 4 - Brookridge Shopping Center (Between Fox and Sherman

and North side of Belleview and to the Southern City Limits)

Area 5 - Centennial Area W of Santa Fe

Area 6 - All other City locations

Area 7 - Outside City limits

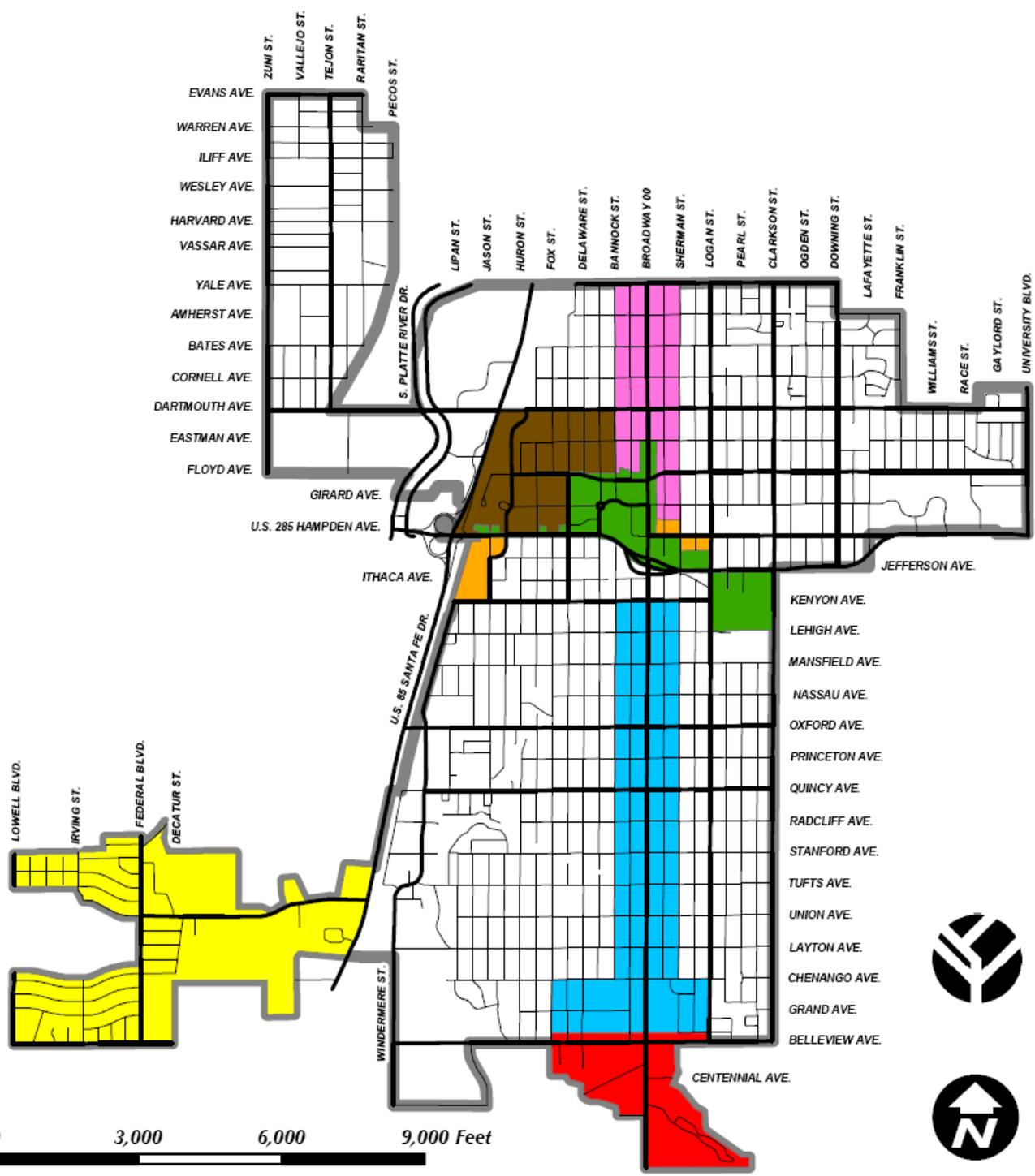
Area 8 - Public Utilities (Xcel Energy, Qwest)

Area 9 - Downtown & Englewood Pkwy

Area 10 - Downtown & Englewood Pkwy Use Tax Only

Area 11 - S of 285, N of Kenyon between Jason and Santa Fe

Area 12 - S of 285, N of Kenyon between Jason and Santa Fe Use Tax Only



City of Englewood, Colorado: Sales Tax Areas

- | | | |
|--------|----------------|--------------------------|
| Area 1 | Area 5 | Arterials and Collectors |
| Area 2 | Area 9 and 10 | Local Streets |
| Area 3 | Area 11 and 12 | Englewood City Limits |
| Area 4 | | |

Areas Not Depicted on Map:
 Area 6 - Other City Locations Area 7 - Outside City Limits Area 8 - Public Utilities

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