



**AGENDA FOR THE
ENGLEWOOD CITY COUNCIL
STUDY SESSION
TUESDAY, JANUARY 19, 2010
COMMUNITY ROOM
6:00 P.M.**

- I. **Community Gardens**
Parks and Recreation Director Jerrell Black, Open Space Manager Dave Lee and Executive Director of Denver Urban Gardens Michael Buchenau will discuss community gardens.
- II. **Preliminary 2009 Financial Report**
Financial and Administrative Services Director Frank Gryglewicz will discuss the Preliminary 2009 Financial Report.
- III. **Communications/Citizen Engagement**
Deputy City Manager Mike Flaherty and Communications Coordinator Leigh Ann Hoffhines will discuss communications and citizen engagement.
- IV. **City Manager's Choice.**
- V. **City Attorney's Choice.**
- VI. **Council Member's Choice.**

Please Note: If you have a disability and need auxiliary aids or services, please notify the City of Englewood, 303-762-2407, at least 48 hours in advance of when services are needed. Thank you.

MEMORANDUM



TO: Gary Sears, City Manager

FROM: Dave Lee, Open Space Manager *DL*

THROUGH: Jerrell Black, Parks & Recreation Director

DATE: January 11, 2010.

SUBJECT: Community Garden Update

The Englewood Parks and Recreation Department established and operated a community garden at the former Englewood Golf Course from 1998 to 2004. The garden was located east of the par three golf course, along the Santa Fe Drive frontage road. Initial interest in the community garden was high but that interest declined in later years because of a lack of good community exposure and poor location.

In early 2009, the Cultural Arts Commission recognized the need for a community garden. The need stems from a decline in the economy and a citizen desire to produce home-grown vegetables. City council also received citizen input for the development of a community garden.

Through the efforts of the Cultural Arts Commission, a garden committee was formed with representatives from the Cultural Arts Commission, Parks and Recreation Commission and Keep Englewood Beautiful. Liaisons from City Council and the Parks and Recreation staff also attended the meetings. In addition, Staff has contacted Denver Urban Gardens (DUG) to assist with the process of developing and constructing the community garden. Denver Urban Gardens (DUG) has extensive expertise in planning and operating more than 80 gardens throughout Denver, Lakewood, Aurora, Commerce City, Arvada, Golden and Sheridan.

The garden committee felt there was enough interest to recommend to the Cultural Arts Commission that a community garden project should move forward. An administrative steering committee was formed comprised of Cultural Arts Commission members and Parks and Recreation staff to oversee the planning, fund raising and construction of the community garden. The steering committee is working in partnership with DUG to assist in the implementation and funding of the community garden.

Representatives from the Cultural Arts Commission and the Community garden steering committee met with City Council on May 18, 2009 to discuss working toward creating a sustainable garden developed and directed by the community and to provide works of art for the garden.

Steering committee members canvassed the neighborhood in and around the Depot Property and passed out garden fliers announcing a public meeting and answered citizens' questions. Staff from the Parks & Recreation Department, Michael Buchenau from DUG and the garden steering committee members hosted a community meeting on June 9, 2009 to gather input and provide a status report as to their efforts to date on the community garden. Feedback from the community meeting was very supportive for moving forward with the project.

A conditional use permit was granted by the Englewood Planning and Zoning Commission for the community garden at 601 West Dartmouth Avenue on June 16, 2009.

A Resolution, (No.64, Series of 2009) in support of the Englewood Community Garden, was adopted and approved by City Council on July 20, 2009.

During the summer and fall the steering committee conducted an informational and fund raising campaign. They participated at the Englewood Farmers Market, Englewood Fun Fest, Englewood Days and hosted a yard sale. The committee has raised over \$300 and has a list of volunteers who have committed future in-kind services to the garden project.

DUG has provided staff with an estimated garden construction budget of \$25,730. DUG has raised \$6,280 to date and has another \$9,000 in grant applications pending.

Currently, we have funds in the Arapahoe County Open Space contingency account that could be used to assist with this garden project. Staff would recommend that we set aside \$15,000 from that account to assist with the garden. Depending on the success of fund raising efforts, the total amount of funds from Open Space may not be used and will remain in the contingency account.

A Cooperative Agreement for use of the Depot Property between the City and DUG is being drafted and will be brought to City Council for formal approval in the near future.

As the garden project moves forward, staff and the steering committee will be working with Public Works and Community Development on ADA accessibility and signage regulations for the site. In order for the garden to be operational for 2010, all outstanding issues including formal approval of a cooperative agreement with DUG must be in place by April 1, 2010.

Soil testing at the site has been completed and preliminary results do not show any major concerns regarding the soil. We have a couple of other soil tests which will be completed in the next week. We are not expecting any further issues with the pending soil tests. Soil amendments will need to be added in order to increase the fertility and condition of the soil.

Please let me know if you have any further questions.

Attachments:

DUG Letter and Information

Council Resolution #64

Cultural Arts Commission Memo and Letter of Support

Parks & Recreation Commission Letter of Support

Depot Aerial Photo

Garden Design

Cc: City Council
Mike Flaherty, Deputy City Manager
Dan Brotzman, City Attorney
Alan White, Community Development Director
Rick Kahm, Public Works Director

January 8, 2010

Englewood City Council

RE: Denver Urban Gardens – Englewood Community Garden

Dear Council Members,

The garden being proposed at the northwest corner of Dartmouth and Fox will be the first DUG garden in the City of Englewood. We hope you share our desire to provide this new and productive oasis for the residents of your city. We've enjoyed working with your community and with city staff on this project, and we're committed to providing our technical support and our resources to ensure project success.

As you know, Denver Urban Gardens (DUG) seeks to empower metro-area communities by helping transform their under utilized open spaces into community gardens. DUG projects are initiated from within urban communities, typically by a handful of eager participants. Over time, the gardens grow and blossom into important places within their community, with DUG's support and a commitment from the neighborhood. Our primary goals as an organization are to:

- (1) educate and empower participants to use gardening as a vehicle to build community;
- (2) improve the physical/mental health, and food security of inner-city residents; and
- (3) help neighborhoods in-need to create beautiful, multi-purpose and sustainable gardens.

Thank you in advance for any support you might consider for our Englewood Community Garden Project. On behalf of the garden participants anxious for their first season in 2010, we look forward to hearing from you.

Warm Regards,

DENVER URBAN GARDENS



Michael Buchenau
Executive Director

Agency Information:

Mission Statement & Goals/Objectives: DUG envisions a thriving and sustainable network of *deeply-rooted* community gardens that are conceived of, cultivated and supported by local citizens and institutions throughout the urban neighborhoods of Metro Denver. DUG comes alongside residents, and together, we “*grow community - one urban garden at a time.*” DUG offers neighborhoods the essential resources for community gardens, including on-going technical expertise with: (1) *securing sustainable land for gardens;* (2) *designing and building gardens;* (3) *supporting garden organization, leadership, outreach and maintenance;* (4) *utilizing gardens as extraordinary places for learning and healthy living;* and (5) *linking gardens with related local food system projects and policy.*

We believe DUG gardens have initiated fundamental change in under-served neighborhoods. They produce healthy food and lifestyles, and provide beauty in an often-severe urban environment. They are places of refuge and learning; oases where diverse cultures gather to work and interact; and for many, a new step toward self-sufficiency. Our three main goals include:

Goal 1: Empower Participants and Build Community – We seek to educate and empower participants to use gardening as a sustainable way of fighting food insecurity, while building community and social capital in their neighborhoods. We look to create gardens that will attract and include a diversity of users such as gardeners, educators, artists, community leaders, seniors and children. This approach has proven especially successful in nearly two-dozen school gardens where teachers and adult mentors use the gardens to conduct lessons in ecology, botany, recycling, art, culture, and even math and the language arts.

Goal 2: Improve Health and Nutrition - We seek to help challenged populations improve their physical and mental health, and their nutrition. Our objective is to create gardens where participants are afforded the opportunity to produce their own healthy food, develop healthy lifestyles and beautify their neighborhood. Ultimately, we look for our gardens to become entry points into the inner city, with the potential to affect the overall health of the surrounding community through healthy lifestyle modeling, social networking and neighborhood cooperation.

Goal 3: Create Models of Sustainability – We seek to have our gardens model environmental sustainability and resource conservation. By gardening organically, composting and employing water conservation techniques, DUG gardens demonstrate sustainable and beneficial environmental practices in very tangible ways.

Organizational History: Established in 1985 DUG began working closely with CSU Extension to develop community gardens. By 1993, DUG was the sole organization responsible for coordinating 21 active gardens in Denver. By 1997 thirty-two new gardens and the DeLaney Community Farm were established. During this time we had also diversified many projects beyond vegetable gardens to habitat education gardens and small parks, and had expanded into Lakewood, Commerce City, Sheridan and Aurora. In 1997 we were asked to manage the city's Free Seeds and Transplants Program, serving low-income residents. A training program was initiated in 1998 focusing on horticulture education for disadvantaged youth and adults. In 2000, DUG was asked by Denver Recycles (Public Works) to manage the Master Composter Training and Outreach Program. As of 2009, we raise funds, build, and provide education programs for over 90 active gardens, one community farm and 4 neighborhood pocket parks. DUG has almost a dozen new sites on the drawing board, 35 local youth and family programs engaged in our work and we serve over 29,000 residents annually.

Current Programs, Activities, & Accomplishments: DUG services are conducted in the three primary program areas below:

- *Community Gardens and DeLaney Community Farm Programs:* Each year, we build new gardens, as well as continue to assist existing gardens with improvements and training. DUG is currently in the process of developing nearly 10 new community gardens in low-income neighborhoods serving special needs populations including: the homeless; the physically, developmentally and emotionally challenged; and families and children in severe poverty. Many existing gardens directly serve homeless and formerly homeless populations including our Fairview, Blue Spruce, Curtis Park, Halcyon House, Courthouse Square, Xenia Village and St. Peters/St. Mary's Gardens. DUG also manages a community supported agricultural project (CSA) at our DeLaney Community Farm. DeLaney participants are either paying or working shareholders who buy into the fate of the farm each season and participate in every aspect of its operations.
- *Education, Empowerment and Outreach Programs:* By working closely with teachers and volunteer mentors, DUG seeks to teach students hands-on lessons in: biology, horticulture, ecology, nutrition, recycling, composting, and community building. We also teach youth skills for entry-level green-industry jobs such as: irrigation, fencing,

masonry, carpentry and landscape construction. We provide leadership and outreach training in our gardens, and we emphasize work with single parents, seniors, inner-city youth, juvenile intervention programs and severely challenged populations. DUG encourages and empowers each garden to build lasting and diverse relationships with near-by residents, schools, businesses and organizations.

- *Free Seeds and Transplants Program:* Each spring we provide free vegetable seeds and transplants to over 5,000 Denver residents. We engage local growers in the propagation of the transplants, and solicit seed donations from around the country. Each fall we manage a labor-intensive application process with senior volunteers. We distribute over 24,000 seed packs and over 58,000 vegetable transplants through 35 recreation and senior centers across the city's urban neighborhoods. A majority of program participants are low-income families and fixed-income seniors. The seeds and transplants help participants to supplement their tight food budgets with homegrown produce.

Accomplishments: Our sense of accomplishment comes from the number and depth of the neighborhood projects we've completed and continue to assist, and in the number of lives improved with the presence of our community gardens. Over the years, we have had many recognize our accomplishments, including:

- 1999 Downtown Denver - Achievement Award.*
- 2002 Garden Club of America Civic Improvement Award.*
- 2002 El Pomar: The H. Chase Stone Award for Excellence in Community.*
- 2004 DPS Earth Day School of the Year: Swansea Elementary - Garden Project.*
- 2006 Garden Club of America: The Elizabeth Abernathy Hull Award - Judy Elliott.*
- 2009 Colorado Public Health Association: Florence Sabin Award - Michael Buchenau.*

Purposes for a Community Garden:

Issues Addressed: Community gardens are a multi-leveled community solution. Organized literally "from the ground up" community gardens hold a key for self-sufficiency, community mobilization and individual growth and transformation. Not only are community gardens a means for low-income residents to fight hunger and poor nutrition; they are also a proven source of civic pride and practical neighborhood stewardship. The process of building a garden encourages self-improvement, develops a tangible neighborhood asset and provides opportunities for youth and adults to improve their health while building community.

Constituency and Target Population: DUG participants include extremely low, low, and moderate-income residents as well as organizations that serve those individuals. Over 60% of our gardens and programs are located in the poorest inner-city neighborhoods of Denver; nearly 20% are in similar neighborhoods in Aurora, Commerce City, Lakewood, Arvada, Sheridan, Westminster, and Edgewater. We served a total of over 29,000 residents from these neighborhoods in 2008. The ethnic diversity of DUG gardens is estimated at: African American (14%), Spanish American - Latino, Chicano, Hispanic, Mexican American (17%), Native American (2%), Anglo American (58%), and Immigrants/Refugees - Russian, Somali, and Hmong (9%). DUG gardens are sometimes the only long-term, continuous program offered in these neighborhoods that provide: a stable place to build community, grown healthy food and model healthy lifestyles, improve individual and family economic status and food security, and encourage people of all ages and backgrounds to work together on common ground.

Numbers Served: The table below summarizes the number of participants served during 2008:

• <i>Community Gardens and Community Farm Programs</i>	<i>8,799</i>
• <i>Education, Empowerment and Outreach Programs</i>	<i>13,263</i>
• <i>Seeds & Transplants Program</i>	<i>4,227</i>
• <i>Volunteer Program</i>	<i>3,124</i>
<i>Total People Served:</i>	<i>29,413</i>

Project Goals & Planning: DUG has been collaborating with the City of Englewood and an enthusiastic group of residents from the Englewood community to develop a new community garden on city-owned park space. This project has been embraced by the Department of Parks and Recreation, local arts organizations and the residents surrounding the site. Community workshops have been conducted to solicit input from the residents regarding garden design, garden organization, and volunteer support. To date, a garden steering committee is up and running and a draft master plan has been completed, which includes: 150 square foot garden plots, a shaded gathering space, fruit trees, edible perimeter plantings and space for public art display. If funded, we expect the City of Englewood's first community garden to grow and blossom into an important and productive gathering place within the community.

Timetable: DUG hopes for construction to begin in February or March of 2010 with a community groundbreaking workday. Basic garden infrastructure will include crusher-fine pathways, garden plots, a chain-link perimeter fence, and irrigation lines. DUG is seeking funding to support the completion of these basic infrastructure elements, as well as, funding to help build other improvements such as: perimeter and entry perennials beds, the garden storage shed, a shade arbor, benches and a picnic table for the gathering space. If funded, DUG plans to build and install these improvements at a series of volunteer and community workdays over the spring, summer and fall of 2010 and into 2011 if necessary.

Other Organizations Involved: DUG's community gardens and programs are collaborative by nature. Where lasting partnerships have developed between groups, schools, neighbors, businesses and generations, is also where you'll find a thriving community garden. We approach each project or program with an inclusive approach, and engage as diverse a profile of participants as possible. We work very closely with other organizations providing related education programs such as Denver Botanic Gardens, CSU Extension, Slow Food Denver and Groundwork Denver. DUG also works to recruit construction labor from local volunteer groups, and to increase the number of corporations and youth organizations looking for opportunities to learn and serve. DUG will partner closely with the City of Englewood's Department of Parks and Recreation, City Council, residents surrounding the site, Englewood-based service organizations, and DUG volunteers to complete the improvements and support participants with garden maintenance and improvements as necessary.

Project Evaluation:

Expected Results: Community participants of this project are anticipating that these improvements will make significant contributions to their lives by providing: inviting space for gathering and for growing, opportunities to learn about and improve nutrition and health, and a new way to develop social networks and build community in and around this Englewood neighborhood.

Defining and Measuring Success: We observe the level of involvement with each project, the diversity of the participants, positive changes, and increased participant capabilities. DUG makes every effort to conduct both verbal and written pre- and post-season interviews with participants. These surveys provide a point of reflection and assessment. Garden participation, education workshop attendance, and numbers served are tracked and observations from on-site partners, such as Englewood Parks staff, will be solicited. With select programs, an independent evaluation is conducted by research investigators from the CU Colorado School of Public Health.

Utilization of Results: We believe evaluation provides an opportunity for reflection and assessment. We meet with participants and partner organizations involved in this project to directly communicate outcomes and identify any needed garden alterations, as well as any training, mentoring and outreach support needed.

Recognizing City of Englewood Support: DUG strives to educate and increase awareness of each of our new garden projects. In turn, DUG publicly acknowledges those who support our work. We plan to recognize the City of Englewood in the following ways:

- DUG will recognize the City of Englewood at the entrance to the Englewood Community Garden on an official DUG Sponsor Sign in view of the neighborhood, gardeners, education program participants and the general public. Any and all garden signs will be approved by Englewood staff (*example sign attached*).
- DUG will publish City of Englewood support on our website, and in a special section of DUG's quarterly free newspaper: *The Underground News*. Readership of this growing publication is more than 8,000 including agencies, nonprofit organizations, private foundations, gardeners, community leaders, local businesses and supporters from the general public. *The Underground News* is also placed in a host of local grocery stores, public libraries, bookstores, and coffee shops.

ENGLEWOOD COMMUNITY GARDEN – PROGRAM/PROJECT BUDGET

DUG's overall goal is to increase our capacity to assist an ever-expanding list of active and new garden projects, while extending the reach of our education programs. Denver Urban Gardens keeps administrative costs near or below 18% by operating with a core staff and by engaging volunteers in many aspects of day-to-day activities. DUG's volunteer pool consists of corporations, youth groups, schools, volunteer organizations and neighborhood residents. DUG plans to enlist the assistance of our volunteers and community residents to complete the Englewood Community Garden, with volunteer supervision provided by skilled DUG staff. The following is a cost estimate for garden construction:

Garden Cost Estimate:

ITEM	QUANTITY	UNIT	TOTAL(\$)	
1. Project Management				
- Design, community organization, construction mngt.	-	lumpsum	750	
- Volunteer coordination, materials scheduling	-	lumpsum	1,200	
- Leadership, horticulture and compost training	-	lumpsum	750	
		<i>subtotal</i>	<i>\$2,700</i>	
2. Existing Park Retrofit				
- Sod cutting and disposal	8,000 sqft.	\$.25/sqft.	2,000*	Englewood
- Tree transplanting	3		Englewood	Eng
- Rough grading	-	lumpsum	2,000*	Eng
- Park irrigation reconfiguration (estimate)	-	time and materials	1,000*	Eng
		<i>subtotal</i>	<i>\$5,000</i>	
2. Irrigation Connection and Distribution System				
- Water access	-		Englewood	
- backflow and cage/sub-meter/drains	-	lumpsum	\$750	Eng
- 1" and 3/4" pvc pipe, couplers and spigots	-	lumpsum	\$200	Eng
- hose reel posts	6	\$50/each	300	
- distribution system installation	-	lumpsum	\$1,500*	Eng
		<i>subtotal</i>	<i>\$2,750</i>	
3. "Accessible" Crusher-Fine Pathways				
- Garden site "fine grading"	-	lumpsum	volunteer	
- Weed barrier plastic and pins	-	lumpsum	200	
- Crusher-fine gravel (delivered)	30 tons	\$20/ton	600	
- Loading/compaction equipment rental	-	lumpsum	400	
		<i>subtotal</i>	<i>\$1,200</i>	
4. Amended Garden Beds and Raised Beds				
- Compost (delivered)	20 yds	\$20/yd	400	in-kind
- Raised garden beds for physically challenged participants	2	\$500/each	1,000	
- Rototiller rental and fuel	-	lumpsum	200	Eng
		<i>subtotal</i>	<i>\$1,600</i>	
5. Perimeter Fencing, Entry Gate and Sign				
- Ornamental iron entry gates	2	lumpsum	250	
- Black coated chain-link perimeter fencing	500 feet	\$10/ft.	5,000**	
- Standard DUG garden sign	1	lumpsum	200	
		<i>subtotal</i>	<i>\$5,450</i>	
6. Tool Shed and Compost Bins				
- Garden storage shed	1	lumpsum	2,500	
- Three-section compost bin (fencing materials)	2	lumpsum	200	
		<i>subtotal</i>	<i>\$2,700</i>	
7. Community Features				
- Shade arbor	1	lumpsum	1,000	
- Benches	4	\$125/each	500	
- Picnic tables	1	\$150/each	150	
		<i>subtotal</i>	<i>\$1,650</i>	
8. Planting				
- Fruit trees	7	\$200/each	1,400	

- Perimeter hedge	50	\$15/each	750
- Perimeter perennial beds	40	\$7/each	280
- Compost for hedge and perennial planting	5 yds	\$20/yard	100
- Mulch for the perimeter beds	6 yds	\$25/yd.	150
- vegetable and cover crop seeds	-	from DUG	0
	<i>subtotal</i>		<i>\$2,680</i>
		TOTAL	\$25,730

* *These costs are for work items typically completed by a contractor. Significant savings can be found by substituting contract labor with volunteer labor. All other costs assume volunteer and DUG staff labor.*

** *fencing costs are for materials only, and assume: no bottom rail and volunteer installation.*

Budget Summary:

- Total Estimated Project Costs:		\$25,730
- Fundraising as of 12/31/09:		
- Denver Urban Gardens general fund (<i>pending</i>):		\$3,000
- Gates Family Foundation (<i>pending</i>):		\$3,000
- Colorado Garden Show Inc. (<i>secured</i>):		\$2,680
- Colorado Health Foundation (<i>secured</i>):		\$3,500
- SCFD Arapahoe County (<i>pending</i>):		\$3,000
- Fundraising Total as of 12/31/09:		\$15,180
- Balance Remaining:		\$10,550

RESOLUTION NO. 64
SERIES OF 2009

A RESOLUTION IN SUPPORT OF THE ENGLEWOOD COMMUNITY GARDEN.

WHEREAS, the City acknowledges that a community garden will benefit Englewood by enhancing the quality and scope of Englewood's lifestyle; and

WHEREAS, the Englewood Cultural Arts Commission, in conjunction with Denver Urban Gardens, has proposed an Englewood Community Garden at Dartmouth and Fox Streets in the City of Englewood; and

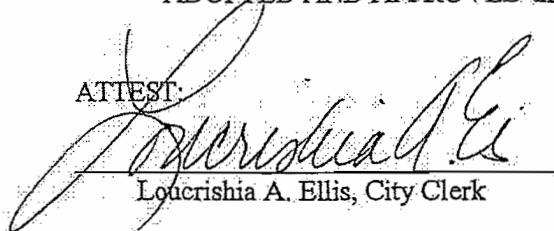
WHEREAS, the City is supporting the Community Garden by applying for a conditional use for the property.

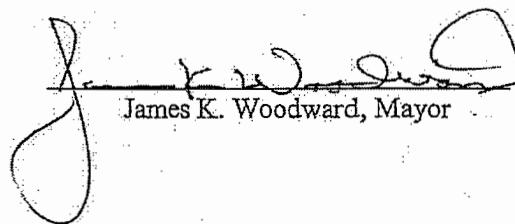
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ENGLEWOOD, COLORADO, THAT:

Section 1. The City Council of the City of Englewood, Colorado, hereby supports the Community Garden, a map of which is attached as Exhibit A, and encourages public support of fund-raising efforts to support the garden.

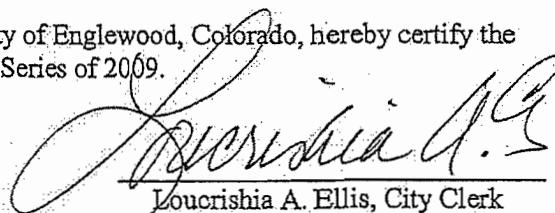
ADOPTED AND APPROVED this 20th day of July, 2009.

ATTEST:


Loucrishia A. Ellis, City Clerk


James K. Woodward, Mayor

I, Loucrishia A. Ellis, City Clerk for the City of Englewood, Colorado, hereby certify the above is a true copy of Resolution No. 64, Series of 2009.


Loucrishia A. Ellis, City Clerk



Memorandum

TO: Gary Sears, City Manager
Englewood City Council

FROM: Deborah A Severa, Recording Secretary *das*
Cultural Arts Commission

DATE: January 13, 2010

RE: Recommendation regarding use of Open Space Funds for
Development of Community Garden

At the January 6, 2010 Cultural Arts Commission meeting,

A motion was made by Commission Member Schnitzer and seconded by Commission Member Bartunek in support of using Open Space Funds for the development of the Community Garden.

Ayes: Bertoluzzi, Schnitzer, Bartunek, Kenney

Nayes: None

Motion Passed

/das

H:\CAC 2010\Rec\Use of Open Space Funds for Community Garden.doc

cc: Cultural Arts Commission
Dave Lee, Manager of Open Space



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

October 14, 2009

Dear Englewood Community Garden Supporters:

This is a letter of support for the Englewood Community Garden from the City of Englewood, Cultural Arts Commission.

A community garden in Englewood will provide many positive opportunities for its citizens including growing organic produce, participating in educational and social activities, and enriching the neighborhood. Surplus produce from the garden will be donated to area food banks. Public Art will be included in the garden and will be an integral part of its design; further supporting Englewood's focus on beautifying the City. This inclusion of artwork will support the goal and mission statement of both the garden and Cultural Arts Commission. The proposed garden site sits on property that is home to the historical Englewood Train Depot. The Depot was moved to this location by the City and sits empty due to its need for renovation. The Cultural Arts Commission hopes to integrate this historical and relevant structure into the rejuvenation of this area along with the community garden.

The steering committee for the Englewood Community Garden is led by three devoted Arts Commissioners who have taken on this proposed garden in partnership with Denver Urban Gardens and has our complete support.

We hope with the combined support of Englewood City Council, the Department of Parks and Recreation and interested community individuals, Englewood's Community Garden will become a reality.

Sincerely,

Eric Bertoluzzi, Chairperson
Cultural Arts Commission
City of Englewood



CITY OF ENGLEWOOD
PARKS AND RECREATION COMMISSION

October 15, 2009

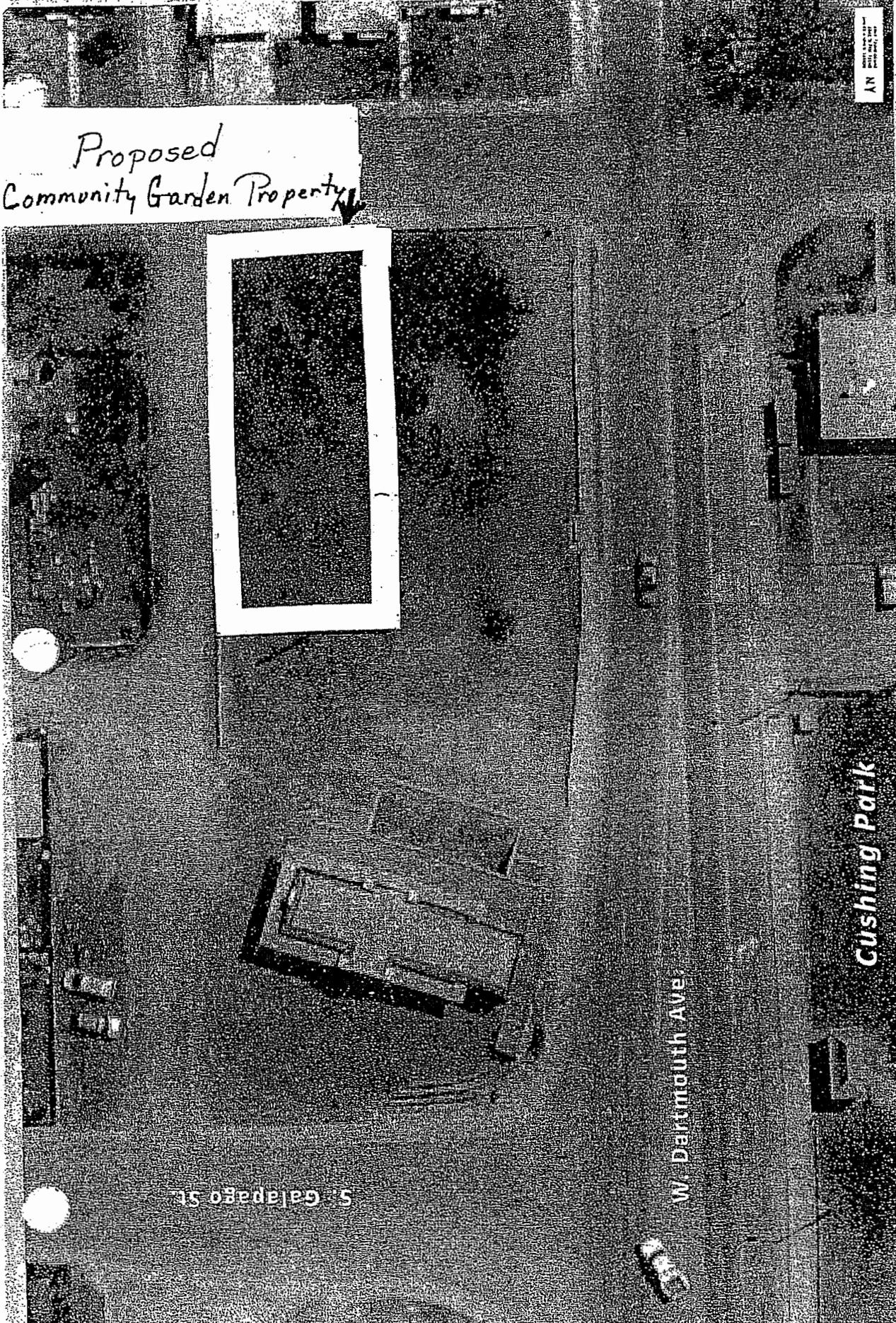
Community Garden Supporters;

On behalf of the City of Englewood, Department of Parks and Recreation Commission, I am writing this letter of support for the creation of a community garden in Englewood. The Commission recognizes the many positive opportunities a community garden would provide for the citizens in Englewood and supports the grass-roots efforts of the Community Garden Committee and its partner, Denver Urban Gardens. The community garden will be a place to grow healthy food from which surplus produce will be donated to local food banks. Englewood's community garden will also provide a means for social interaction and volunteer opportunities for the community. An example of this would be Eagle Scout participation and the construction of arbors and sculptural benches. The Garden Committee anticipates the inclusion of special events including art, education and music. The Parks and Recreation Commission hopes funding efforts are successful and the garden becomes a reality in 2010.

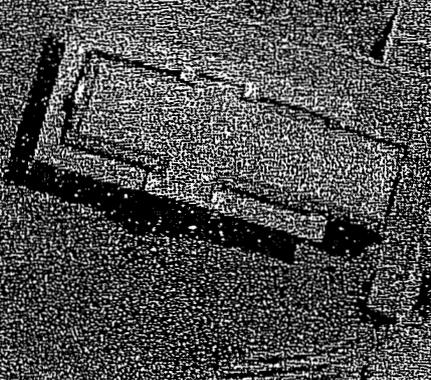
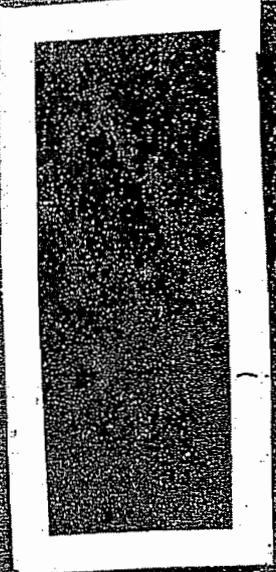
The Parks and Recreation Commission would like to thank the Cultural Arts Commission, Garden Steering Committee, Denver Urban Gardens and the many Englewood community supporters and volunteers who are committed to this important project.

Sincerely,

Austin Gomes, Chairperson
Parks and Recreation Commission
City of Englewood



Proposed
Community Garden Property



S. Galapago St.

W. Dartmouth Ave.

Cushing Park

AN

MEMORANDUM

To: Mayor Woodward and City Council
From: Frank Gryglewicz, Director of Finance and Administrative Services
Date: January 12, 2010
Subject: Preliminary 2009 Financial Report

Summary of the Preliminary 2009 General Fund Financial Report

Please note all numbers in this report are subject to change until the audited financial report is complete.

REVENUES:

- Through December 2009, the City of Englewood collected **\$35,905,381 or \$2,674,137 (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 \$24,687 less in property tax and \$39,827 less in specific ownership tax this year than last year.
- **Year-to-date sales and use revenue were \$20,570,562 or \$2,047,205 (nine percent) less than year-to-date 2008**
- Cigarette tax collections were down \$43,295 compared to last year.
- Franchise fee collections were down \$149,958 from last year.
- Licenses and permit collections were \$136,082 less than 2008.
- Intergovernmental revenues were \$86,331 more than the prior year.
- Charges for services were \$361,390 less than last year. This includes the \$30,000 from Englewood Schools to offset the cost of providing the School Resource Officer.
- Recreation revenues decreased \$49,160 from 2008.
- Fines and forfeitures were \$178,578 more than last year.
- Investment income was \$291,389 less than last year.
- Miscellaneous revenues were \$416,245 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 (p-card) transactions the City received \$25,000 in the p-card 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 \$1,597,561 or 19.9 percent compared to last year.
- 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 December 2009 were \$2,145,546 (7.2 percent) less than the \$2,312,523 collected in 2008.

EXPENDITURES:

- Expenditures through December were \$38,729,628 or \$285,570 (.7 percent) less than the 39,015,198 expended through December 2008.
- The City refunded \$329,330 in sales and use tax claims through December.

RESERVES:

- The reserves for 2009 are budgeted at \$4,207,771 or 10.78 percent of budgeted revenues.
- The unaudited unreserved/undesignated fund balance for 2009 is *estimated* at \$3,382,476 or 9.4 percent of unaudited revenues.

TRANSFERS:

- Net transfers-in of \$643,282 were made in 2009.

REVENUES OVER/UNDER EXPENDITURES:

- Unaudited expenditures through December exceeded revenues by \$2,824,247 for 2009.

PUBLIC IMPROVEMENT FUND (PIF):

- The PIF has collected \$2,859,905 in revenues and spent \$2,863,492 year-to-date. Estimated year-end fund balance is \$339,405.

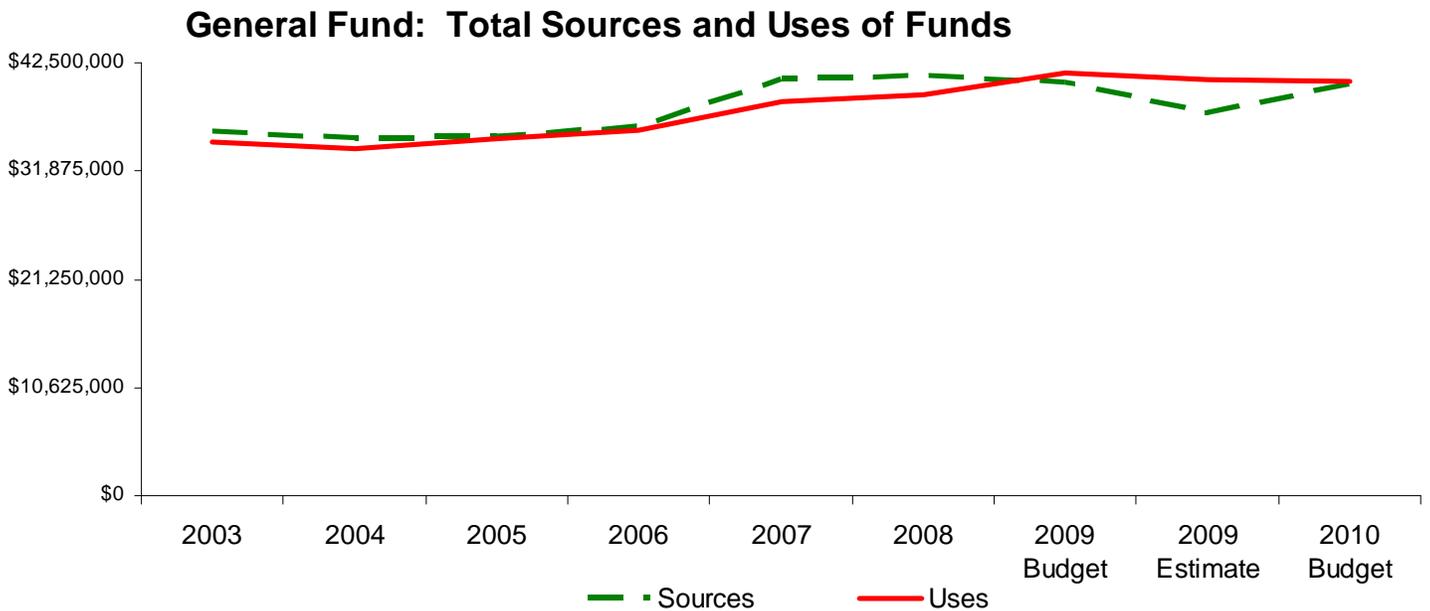
City of Englewood, Colorado Preliminary 2009 Financial Report

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.

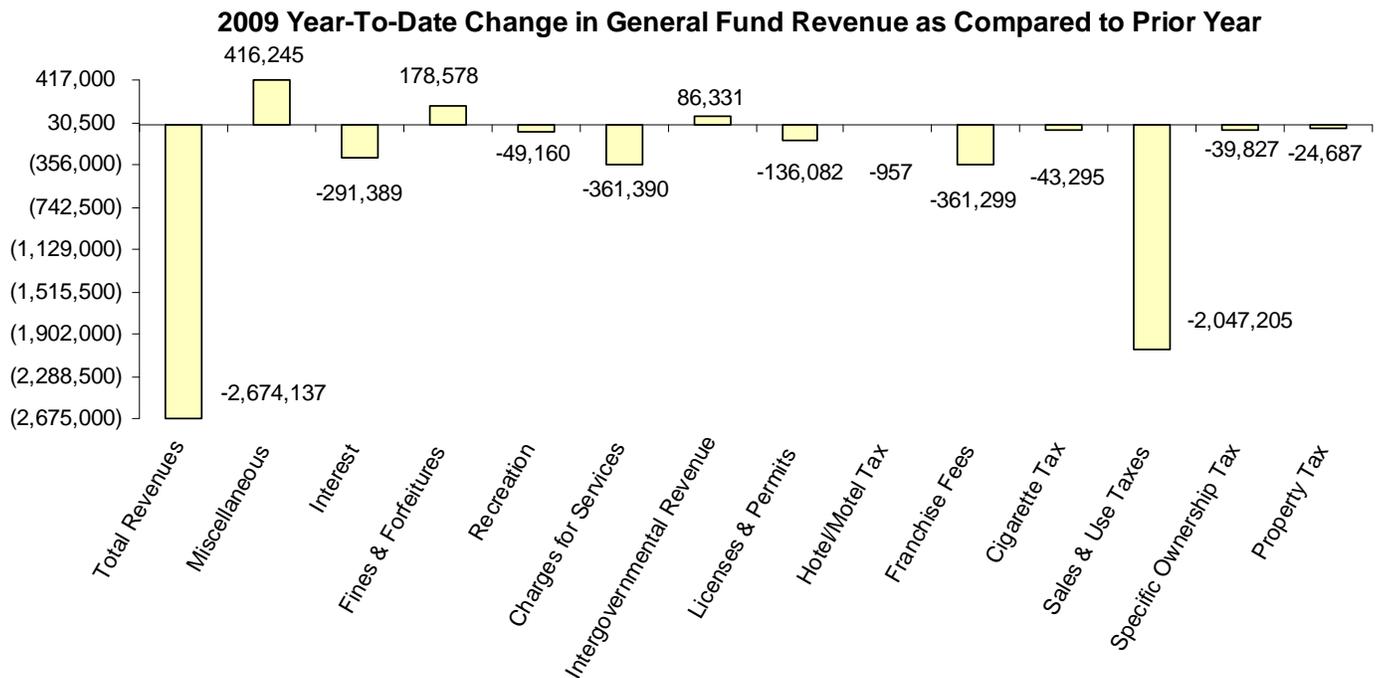


The table below summarizes General Fund Year-To-Date (YTD) Revenues, Expenditures, Sales & Use Tax Revenue and Outside City Sales & Use Tax Revenue for the month ended December 31, 2009. Comparative figures for years 2008 and 2007 are presented as well. The table also highlights the dollar and percentage changes between those periods.

	2009	2009 vs 2008 Increase (Decrease)		2008	2008 vs 2007 Increase (Decrease)		2007
General Fund							
Year-To-Date Revenues	\$ 35,905,381	\$ (2,674,137)	(6.93%)	\$ 38,579,518	\$ 568,114	1.49%	\$ 38,011,404
Year-To-Date Expenditures	38,729,628	\$ (285,570)	(.73%)	39,015,198	\$ 894,597	2.35%	38,120,601
Net Revenues (Expenditures)	\$ (2,824,247)	\$ (2,388,567)		\$ (435,680)	\$ (326,483)		\$ (109,197)
Estimated Unreserved/ Undesignated Fund Balance	\$ 3,382,476	\$ (2,874,344)	(45.94%)	\$ 6,256,820	\$ 283,193	4.74%	\$ 5,973,627
Sales & Use Tax Revenue YTD	\$ 20,570,562	\$ (2,047,205)	(9.05%)	\$ 22,617,767	\$ (136,053)	(.60%)	\$ 22,753,820
Outside City Sales & Use Tax YTD	\$ 6,425,915	\$ (1,597,561)	(19.91%)	\$ 8,023,476	\$ (94,043)	(1.16%)	\$ 8,117,519

General Fund Revenues

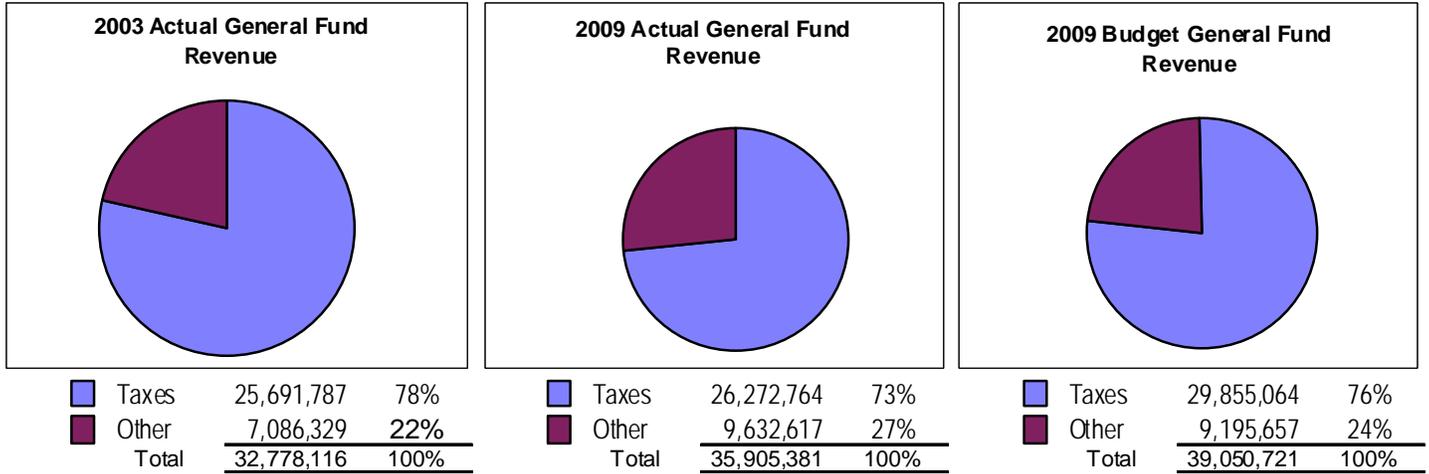
The City of Englewood's total budgeted revenue was \$39,050,721. Total revenues collected through December 2009 were \$35,905,381 or \$2,674,137 (6.9 percent) less than was collected in 2008. The chart below illustrates changes in General Fund revenues this year compared to last year.



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 \$2,971,303 compared to \$2,995,990 last year

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 \$276,415 through December.

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 collected \$218,448 through December 2009, which is \$43,295 or 16.5 percent less than the \$261,743 collected through December 2008.

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 December totaled \$2,226,915 compared to \$2,588,214 collected during the same period last year.

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 \$9,121 through December 2009.

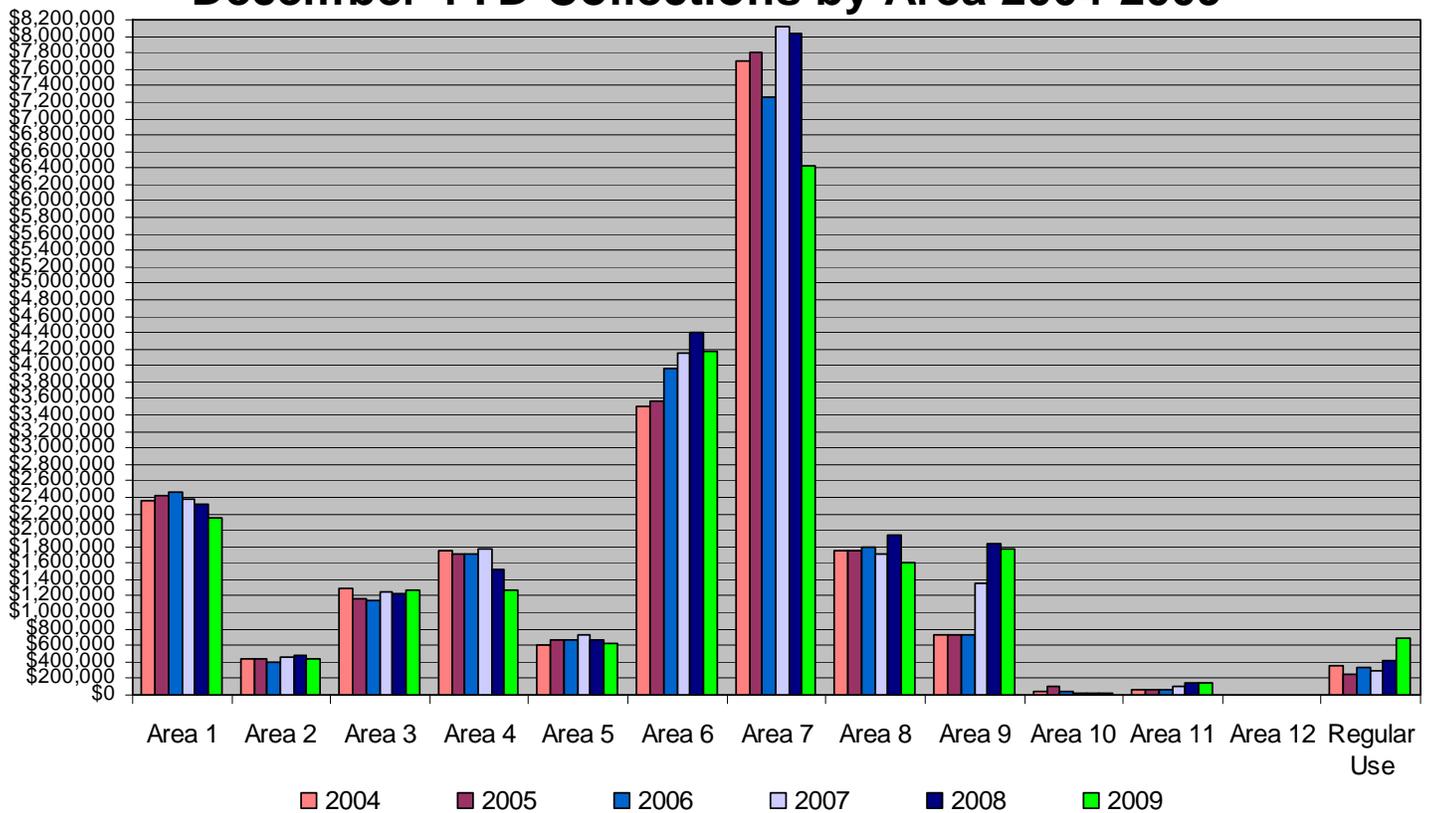
Sales and Use Taxes Analysis

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 (.25 percent in 2010) 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 December 2009 were \$20,570,562 while collections year-to-date December 2008 were \$22,617,767 a decrease of \$2,047,205 or nine percent.

Collections for December 2009 were \$1,535,818 while collections for December 2008 and December 2007 were \$1,555,583 and \$1,706,696 respectively. December 2009 collections were \$19,765 or 1.3 percent less than December 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.

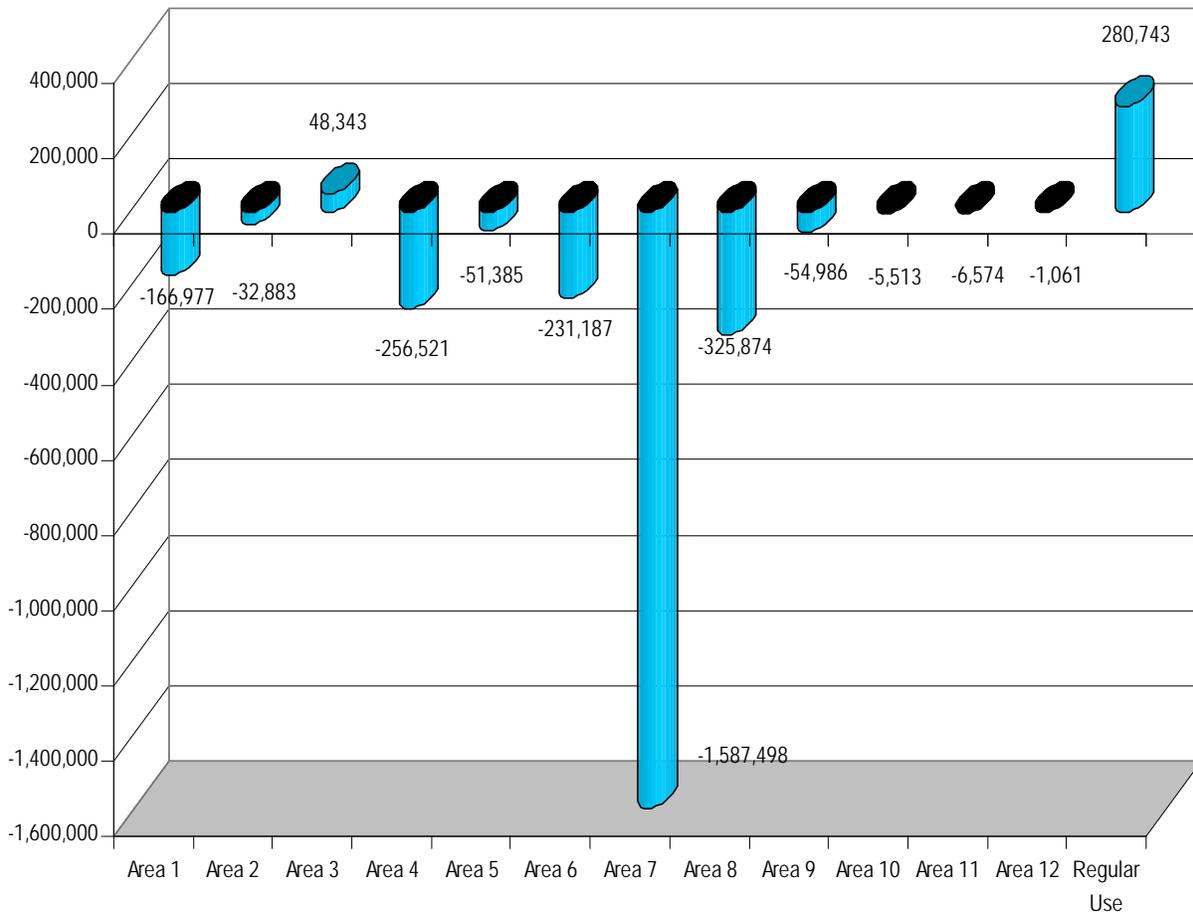
December YTD Collections by Area 2004-2009



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

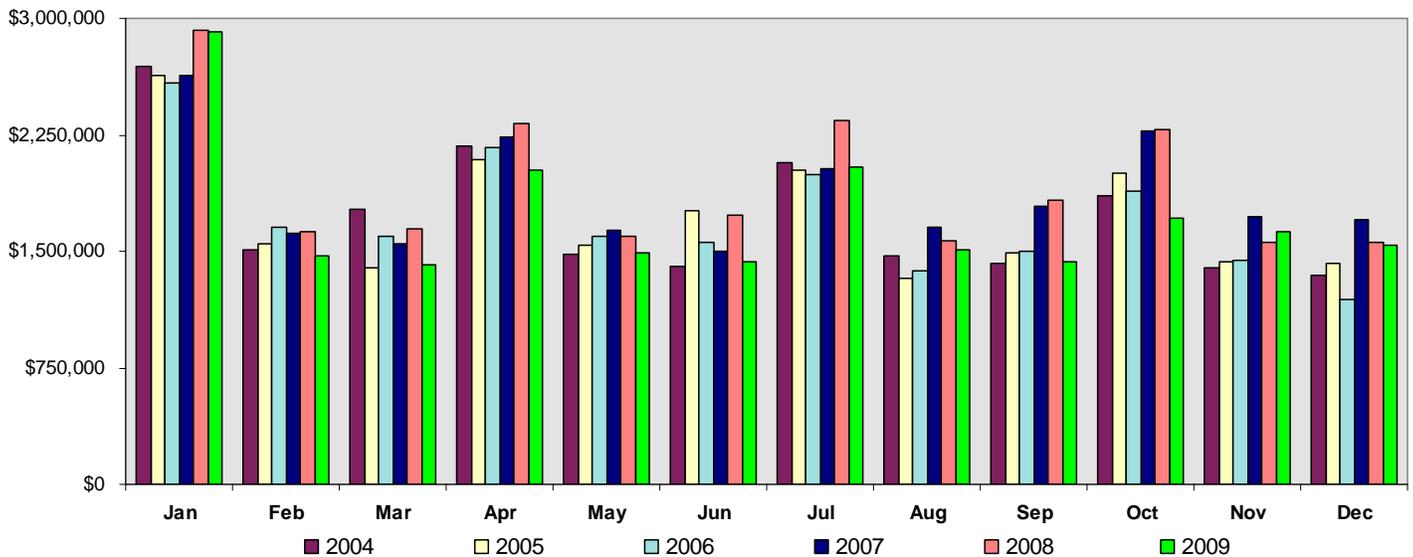
The following chart, "Change in Sales/Use Tax Collections by Area 2009 vs. 2008" indicates that most of the decrease in sales tax collections is due to Outside City (Area 7) and Public Utilities (Area 8) sales. Regular use tax is up from last year due to the 2009 receipt of a 2008 audit. Economic improvement,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

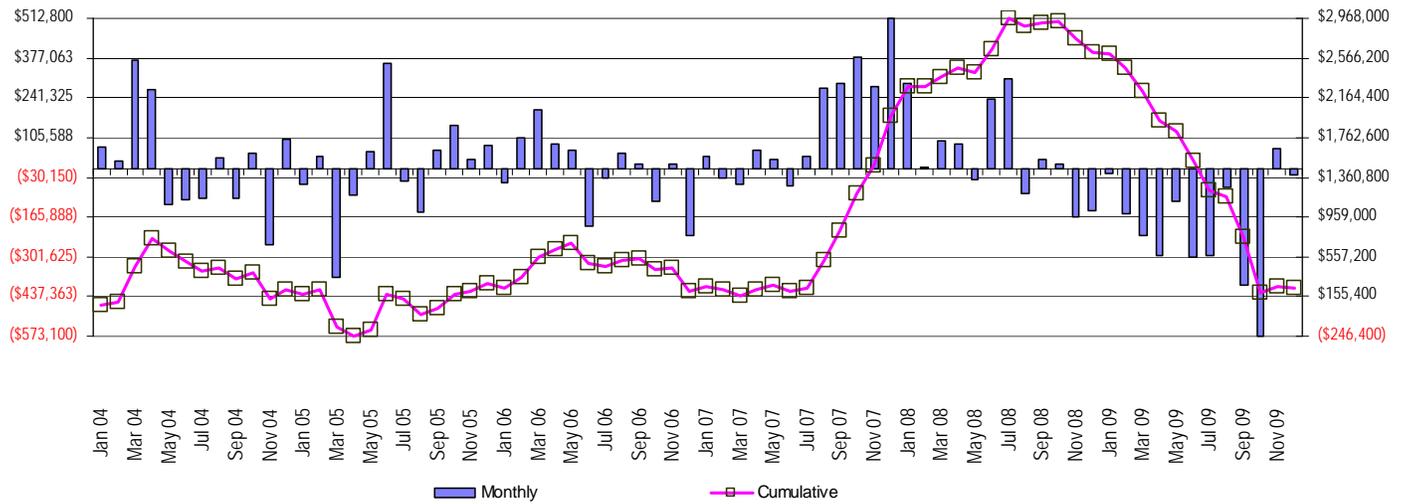
2004-2009 YTD Sales/Use Tax Collections by Month - Cash Basis



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

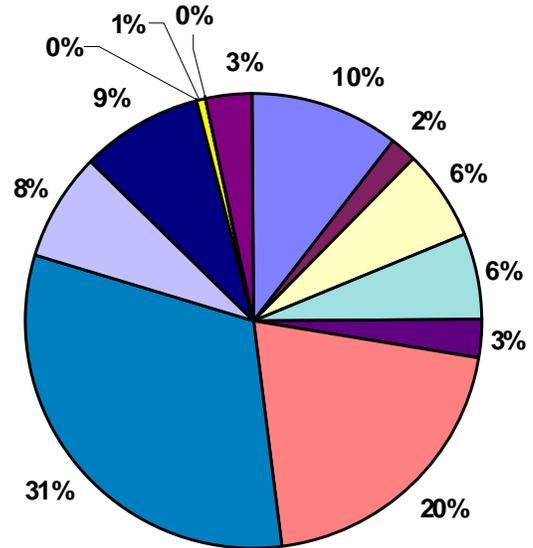
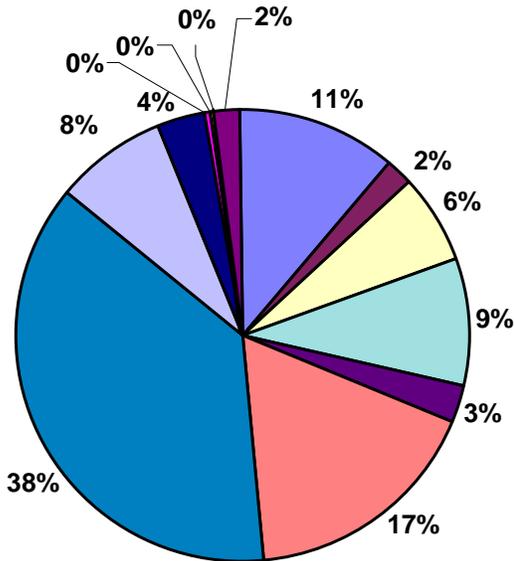
2004 - 2009 Monthly Change Sales and Use Tax

Monthly Scale



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%		

2009 Actual Cash Receipts by Area

Area 1	10%	Area 8	8%
Area 2	2%	Area 9	9%
Area 3	6%	Area 10	0%
Area 4	6%	Area 11	1%
Area 5	3%	Area 12	0%
Area 6	20%	Regular Use	3%
Area 7	31%		

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 \$2,145,546 year-to-date 2009, in 2008, the City collected \$2,312,523.

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 December. 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	20,657,801	20,574,694	22,349,822	22,982,559	20,578,311
Outside City Collections	7,794,388	7,252,573	8,117,519	8,023,476	6,425,915
Percentage of Total	37.7%	35.2%	32.5%	35.3%	39.0%
Total General Fund Revenues	34,735,712	34,924,358	38,120,601	39,015,198	38,729,628
Outside City Collections	7,794,388	7,252,573	8,117,519	8,023,476	6,425,915
Percentage of Revenues	22.4%	20.8%	21.3%	20.6%	16.6%

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 \$329,330.45 in refunds including intercity sales/use tax claims through December 2009 compared to \$518,888 in December 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 December were down \$325,874 or 16.8 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.

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 were forecast at \$20,508,695. This amount was \$3,123,805 or 13.2 percent below the original budget. Unaudited sales taxes collected through December are \$20,570,562.

Other Sales Tax Related Information

Finance and Administrative Services Department collected \$475,407 in sales and use tax audit revenues and general collections of balances on account through the month of December; this compares to \$726,131 collected in 2008 and \$531,193 collected in 2007.

Of the 66 sales tax accounts reviewed in the various geographic areas, 28 (42 percent) showed improved collections and 38 (58 percent) showed reduced collections this year compared to the same period last year.

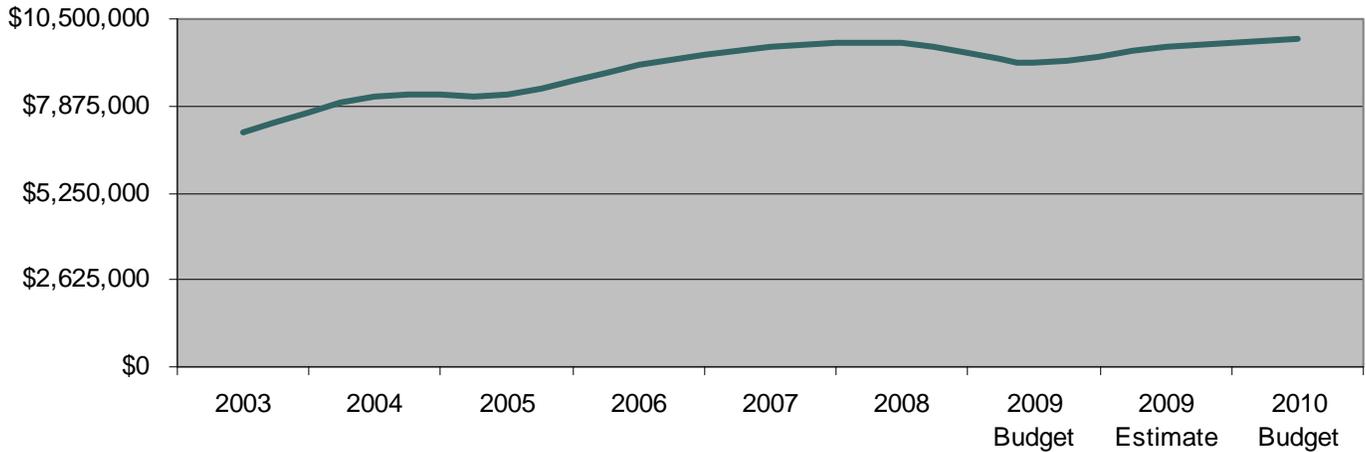
The Department issued 341 new sales tax licenses through December 2009; 359 and 411 were issued through December 2008 and 2007 respectively.

City records indicate that year-to-date 367 businesses closed (233 of them were outside the physical limits of Englewood) and 424 opened (261 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.

Other Revenues 2003 through 2009 Budget



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 \$535,302 or \$136,082 (20.3 percent) less than the \$671,384 collected in December 2008.

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 \$1,179,032 through December 2009 this is \$86,331 (7.9 percent) more than the \$1,092,701 collected in same period in 2008.

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 \$3,091,556 or \$361,390 (10.5 percent) less than the \$3,452,946 collected year-to-date in 2008.

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 through December 2009 were \$2,364,758 compared to \$2,364,758 collected in 2008.

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 \$1,639,678 or \$178,578 (12.2 percent) more than the \$1,461,100 collected in the same time period last year.

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 \$228,936 through December 2009; the City earned \$520,325 through December 2008 or \$291,389 more than this year..

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 \$642,515 (184 percent) more compared to the \$226,270 collected last year during the same period. The summary page lists the major contributors to the increased collections for the year.

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:

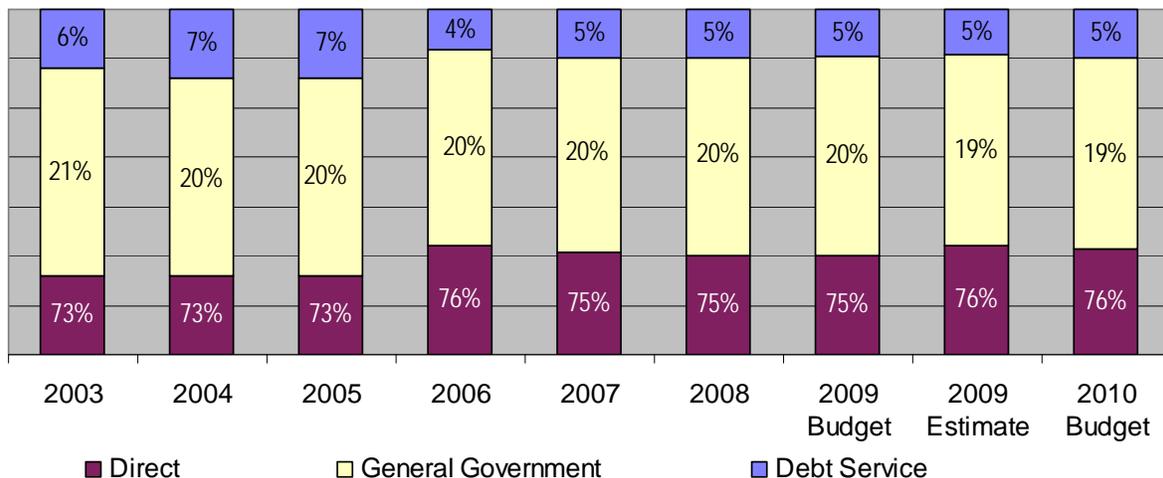
- ▶ A City that provides and maintains quality infrastructure,
- ▶ A safe, clean, healthy, and attractive City,
- ▶ A progressive City that provides responsive and cost efficient services,
- ▶ A City that is business friendly and economically diverse, and
- ▶ A City that provides diverse cultural, recreational, 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 is refined and reviewed on an on-going basis to help us better focus our resources in meeting 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 December were \$38,729,628 compared to \$39,015,198 in 2008 and \$38,120,601 in 2007.

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

Direct, General Government and Debt Service



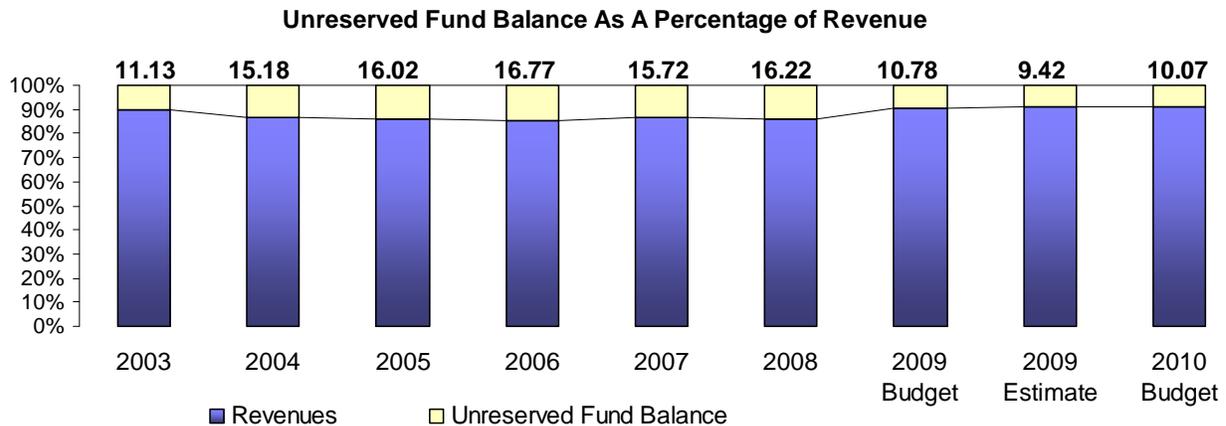
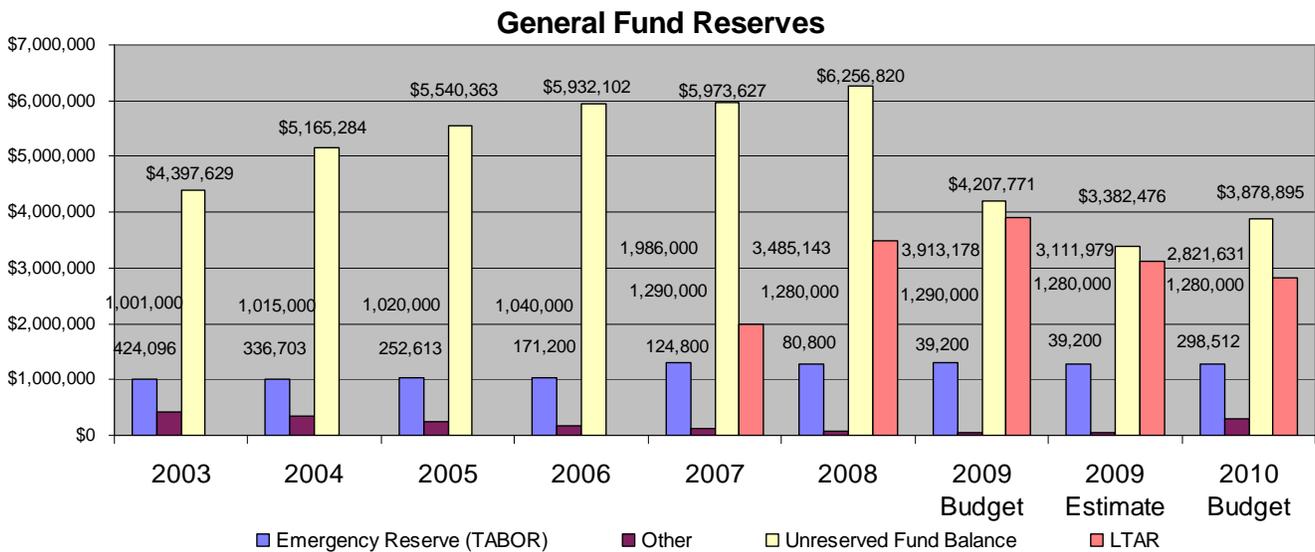
General Fund Reserves

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 December 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 \$3,111,979, which includes the funds (\$591,836.86) repaid to the Englewood McLellan Reservoir Foundation Fund by the Regional Transportation District for work done on their site.

LTAR 2009 Budget to Actual Reconciliation

2009 Budget	\$ 3,913,178
2009 Actual	\$ 3,111,979
Difference	<u>\$ (801,199)</u>
2009 EMRF Rental Income budgeted and not received	\$ (513,035)
2009 Allocation to the Parks and Recreation Department Budget	\$ 85,000
Transfer to PIF for Streets Program	\$ (165,000)
Transfer to EMRF for land preparation	\$ (800,000)
Transfer from EMRF	\$ 591,836
Total	<u>\$ (801,199)</u>



The City ended 2008 with an unreserved/undesigned general fund balance of \$6,256,820 or 16 percent of revenues. The 2009 estimate shows an unaudited ending fund balance of \$3,382,476 or 9.4 percent of unaudited revenues. The

\$3,382,476 would allow the City to operate for approximately 31 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	\$ 2,859,905	\$ (680,905) (19.23%)	\$ 3,540,810	\$ (1,739,749) (32.95%)	\$ 5,280,559
YTD Expenditures	2,863,492	\$ (4,312,214) (60.09%)	7,175,706	\$ (518,877) (6.74%)	7,694,583
Net Revenues (Expenditures)	\$ (3,587)	\$ 3,631,309	\$ (3,634,896)	\$ (1,220,872)	\$ (2,414,024)
Beginning PIF Fund Balance	\$ 1,067,525		\$ 3,359,169		\$ 5,773,194
Ending PIF Fund Balance Before Remaining Annual Revenue and Appropriation	\$ 1,063,938		\$ (275,727)		\$ 3,359,170
Plus: Remaining Annual Revenue	399,152		1,288,368		-
Less: Remaining Annual Appropriation	(1,123,685)		(1,083,793)		(3,137,224)
Estimated Ending Fund Balance	\$ 339,405		\$ (71,152)		\$ 221,946
Unappropriated Fund Balance as of December 31,			\$ 21,117		\$ 221,946

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	\$ 906,157	\$ (346,021) -28%	\$ 1,252,178	\$ (187,911) -13%	\$ 1,440,089
Building Use Tax	\$ 400,000	\$ 450,000	\$ 402,273	\$ (366,806) -48%	\$ 769,079	\$ (1,199,302) -61%	\$ 1,968,381
Arapahoe County Road and Bridge Tax	\$ 200,990	\$ 198,000	\$ 200,990	\$ 3,247 2%	\$ 197,743	\$ 8,212 4%	\$ 189,531

Vehicle Use Tax is based on the number of new vehicles purchased by City of Englewood residents. As of December 2009, Vehicle Use Tax revenue totaled \$906,157 compared to \$1,252,178 and \$1,440,089 reported for the same period in 2008 and 2007 respectively. Vehicle Use Tax revenue is down \$346,021 or 28% in 2009 over 2008. The 2009 Vehicle Use Tax estimate was 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 48% as compared to last year. The 2009 Building Use Tax estimate was reduced by \$50,000 to \$400,000. 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 received \$200,990 in 2009 for the Arapahoe County Road and Bridge Tax.

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	35,905,381	38,729,629	(111,696)	4,784,343	3,382,476
Special Revenue Funds						
Conservation Trust	927,981	323,181	383,212	(605,588)	-	262,361
Open Space	1,327,371	796,221	1,330,104	(573,828)	-	219,661
Donors	155,818	99,544	109,339	(30,000)	-	116,023
Community Development	-	239,932	242,832	2,900	-	-
Malley Center Trust	278,586	9,637	790	-	-	287,432
Parks & Recreation Trust	454,700	13,047	11,804	-	-	455,943
Debt Service Fund						
General Obligation Bond	166,137	998,103	1,105,574	-	-	58,665
Capital Projects Funds						
PIF	1,067,525	2,682,894	2,409,471	(1,001,542)	-	339,405
MYCP	1,338,085	27,079	434,078	(610,377)	-	320,709
Proprietary Fund Types (Funds Available Balance)						
Enterprise Funds						
Water	4,467,524	7,191,908	8,211,743	2,615,000	-	6,062,688
Sewer	8,495,965	13,227,385	12,351,742	-	1,000,000	8,371,608
Stormwater Drainage	1,120,382	347,503	604,082	-	137,818	725,985
Golf Course	809,363	2,237,738	2,014,344	(100,000)	293,500	639,256
Concrete Utility	257,218	711,993	722,317	-	-	246,894
Housing Rehabilitation	321,441	365,002	568,967	-	-	117,476
Internal Service Funds						
Central Services	218,674	369,062	328,246	(50,000)	-	209,491
ServiCenter	590,934	1,956,385	1,661,805	-	-	885,514
CERF	1,118,318	828,256	1,114,116	-	-	832,458
Employee Benefits	818,779	5,074,167	5,013,028	(500,000)	114,854	265,064
Risk Management	1,174,681	1,541,394	1,007,367	-	-	1,708,709

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 December 31, 2009
Percentage of Year Completed = 100%

<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	Dec-09	% Budget	YE Estimate	Dec-08	Dec-08	% YTD	Dec-07	Dec-07	% YTD
Property Tax	2,993,000	2,971,303	99.28%	2,971,303	2,995,990	2,995,990	100.00%	2,623,118	2,623,118	100.00%
Specific Ownership Tax	350,000	276,415	78.98%	276,415	316,242	316,242	100.00%	341,423	341,423	100.00%
Sales & Use Taxes	23,632,500	20,570,562	87.04%	20,570,562	22,617,767	22,617,767	100.00%	22,753,820	22,753,820	100.00%
Cigarette Tax	250,000	218,448	87.38%	218,448	261,743	261,743	100.00%	278,785	278,785	100.00%
Franchise Fees	2,620,851	2,226,915	84.97%	2,226,915	2,588,214	2,588,214	100.00%	2,356,385	2,356,385	100.00%
Hotel/Motel Tax	8,713	9,121	104.68%	9,121	10,078	10,078	100.00%	9,722	9,722	100.00%
Licenses & Permits	577,100	535,302	92.76%	535,302	671,384	671,384	100.00%	1,168,977	1,168,977	100.00%
Intergovernmental Revenue	1,003,462	1,179,032	117.50%	1,179,032	1,092,701	1,092,701	100.00%	1,118,916	1,118,916	100.00%
Charges for Services	3,216,286	3,091,556	96.12%	3,091,556	3,452,946	3,452,946	100.00%	3,067,997	3,067,997	100.00%
Recreation	2,334,265	2,315,598	99.20%	2,315,598	2,364,758	2,364,758	100.00%	2,235,938	2,235,938	100.00%
Fines & Forfeitures	1,389,150	1,639,678	118.03%	1,639,678	1,461,100	1,461,100	100.00%	1,445,641	1,445,641	100.00%
Interest	372,611	228,936	61.44%	228,936	520,325	520,325	100.00%	411,517	411,517	100.00%
Miscellaneous	302,783	642,515	212.20%	642,515	226,270	226,270	100.00%	199,167	199,165	100.00%
Total Revenues	39,050,721	35,905,381	91.95%	35,905,381	38,579,518	38,579,518	100.00%	38,011,406	38,011,404	100.00%
Expenditures										
Legislation	379,853	346,001	91.09%	374,893	350,254	350,254	100.00%	323,964	323,964	100.00%
City Attorney	799,937	670,654	83.84%	768,607	698,563	698,563	100.00%	694,359	694,359	100.00%
Court	1,026,917	912,615	88.87%	936,216	915,303	915,303	100.00%	890,152	890,152	100.00%
City Manager	707,145	674,051	95.32%	682,140	674,322	674,322	100.00%	673,949	673,949	100.00%
Human Resources	560,898	452,923	80.75%	478,516	579,136	579,136	100.00%	557,855	557,855	100.00%
Financial Services	1,764,772	1,569,967	88.96%	1,568,000	1,626,571	1,626,571	100.00%	1,568,074	1,568,074	100.00%
Information Technology	1,448,147	1,319,144	91.09%	1,314,147	1,280,156	1,280,156	100.00%	1,254,364	1,254,364	100.00%
Public Works	5,523,010	5,027,681	91.03%	5,191,255	5,189,173	5,189,173	100.00%	5,421,775	5,421,775	100.00%
Fire Department	7,487,169	7,299,261	97.49%	7,279,891	7,215,444	7,215,444	100.00%	6,840,649	6,840,649	100.00%
Police Department	10,538,437	10,162,064	96.43%	10,438,437	9,974,925	9,974,925	100.00%	9,656,710	9,656,710	100.00%
Community Development	1,639,615	1,340,641	81.77%	1,437,667	1,464,725	1,464,725	100.00%	1,412,444	1,412,444	100.00%
Library	1,398,558	1,271,801	90.94%	1,377,958	1,261,112	1,261,112	100.00%	1,259,526	1,259,526	100.00%
Recreation	6,117,008	5,718,289	93.48%	6,001,588	5,916,449	5,916,449	100.00%	5,566,093	5,566,093	100.00%
Debt Service	1,993,682	1,803,958	90.48%	1,808,456	1,809,306	1,809,306	100.00%	1,869,762	1,869,762	100.00%
Contingency	60,000	160,578	267.63%	180,000	59,759	59,759	100.00%	130,925	130,925	100.00%
Total Expenditures	41,445,148	38,729,628	93.45%	39,837,771	39,015,198	39,015,198	100.00%	38,120,601	38,120,601	100.00%
Excess revenues over (under) expenditures	(2,394,427)	(2,824,247)	117.95%	(3,932,390)	(435,680)	(435,680)		(109,195)	(109,197)	
Net transfers in (out)	1,481,717	643,282	43.41%	643,282	2,164,016	2,277,932	105.26%	2,340,320	2,336,873	99.85%
Total Fund Balance	\$ 9,450,149	\$ 8,921,798	94.41%	\$ 7,813,655	\$ 11,102,763	\$ 11,216,679	101.03%	\$ 9,374,427	\$ 9,370,978	99.96%

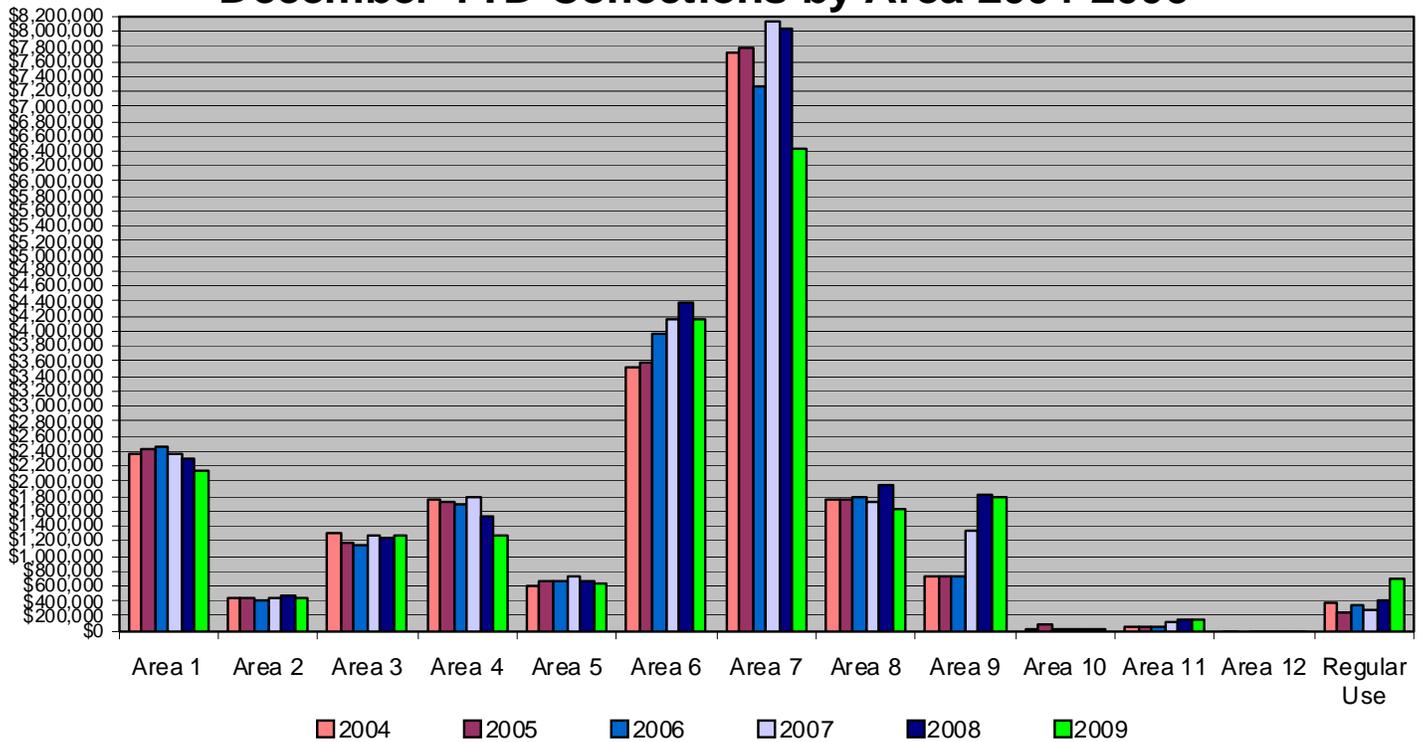
Fund Balance Analysis				
Total Fund Balance	\$ 9,450,149	\$ 7,813,655	\$ 11,102,763	\$ 9,374,427
Reserves/designations:				
-Emergencies (TABOR)	1,290,000	1,280,000	1,280,000	1,290,000
-LTAR	3,913,178	3,111,979	3,485,143	1,986,000
-Museum of Outdoor Arts	39,200	39,200	80,800	124,800
Unreserved/undesignated Fund Balance	\$ 4,207,771	\$ 3,382,476	\$ 6,256,820	\$ 5,973,627
Potential reserves/designations	-	-	-	-
Estimated unres/undesig Fund Balance	\$ 4,207,771	\$ 3,382,476	\$ 6,256,820	\$ 5,973,627
As a percentage of projected revenues	11.72%	9.42%	16.22%	15.72%
As a percentage of budgeted revenues	10.78%	8.66%		
Target	3,905,072	-	5,857,608	

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

Cash Basis

	2004	% Change	2005	% Change	2006	% Change	2007	% Change	2008	% Change	2009	% Change
Area 1	2,364,216	2.01%	2,420,140	2.37%	2,460,242	1.66%	2,371,783	-3.60%	2,312,523	-2.50%	2,145,546	-7.22%
Area 2	428,863	4.94%	447,080	4.25%	399,721	-10.59%	452,412	13.18%	470,644	4.03%	437,761	-6.99%
Area 3	1,292,728	-3.26%	1,171,975	-9.34%	1,142,213	-2.54%	1,261,017	10.40%	1,233,408	-2.19%	1,281,752	3.92%
Area 4	1,762,962	-1.65%	1,715,350	-2.70%	1,706,913	-0.49%	1,777,035	4.11%	1,522,308	-14.33%	1,265,788	-16.85%
Area 5	595,534	7.71%	665,035	11.67%	673,739	1.31%	737,247	9.43%	668,902	-9.27%	617,516	-7.68%
Area 6	3,500,731	-2.13%	3,567,158	1.90%	3,973,682	11.40%	4,152,602	4.50%	4,397,299	5.89%	4,166,112	-5.26%
Area 7	7,705,926	2.73%	7,794,388	1.15%	7,252,573	-6.95%	8,117,519	11.93%	8,023,476	-1.16%	6,435,979	-19.79%
Area 8	1,746,347	7.47%	1,750,924	0.26%	1,798,364	2.71%	1,710,973	-4.86%	1,937,347	13.23%	1,611,473	-16.82%
Area 9	725,669	0.00%	725,669	0.00%	725,669	0.00%	1,346,796	85.59%	1,826,129	35.59%	1,771,144	-3.01%
Area 10	36,684	-26.09%	94,537	157.71%	39,163	-58.57%	24,435	-37.61%	24,698	1.08%	19,186	-22.32%
Area 11	58,239	0.00%	58,239	0.00%	58,239	0.00%	108,489	86.28%	149,183	37.51%	142,609	-4.41%
Area 12	6,645	314.02%	1,446	-78.24%	4,012	177.46%	3,588	-10.56%	4,041	12.62%	2,980	-26.26%
Regular Use	360,427	-8.26%	245,860	-31.79%	340,164	38.36%	285,926	-15.94%	412,599	44.30%	693,343	68.04%
Total	20,584,971	1.21%	20,657,801	0.35%	20,574,694	-0.40%	22,349,822	8.63%	22,982,559	2.83%	20,591,187	-10.41%
Refunds	131,529	-45.93%	219,297	66.73%	307,242	40.10%	247,740	-19.37%	518,888	109.45%	329,330	-36.53%
Audit & Collections												
Revenue*	123,385	-63.28%	686,007	455.99%	436,763	-36.33%	531,193	21.62%	726,131	36.70%	482,611	-33.54%
*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	612,256	-25.80%	612,256	0.00%	849,507	38.75%	1,967,482	131.60%	764,136	-61.16%	402,273	-47.36%
Vehicle Use	1,410,631	-5.21%	1,410,631	0.00%	1,250,023	-11.39%	1,434,885	14.79%	1,283,056	-10.58%	989,742	-22.86%

December 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

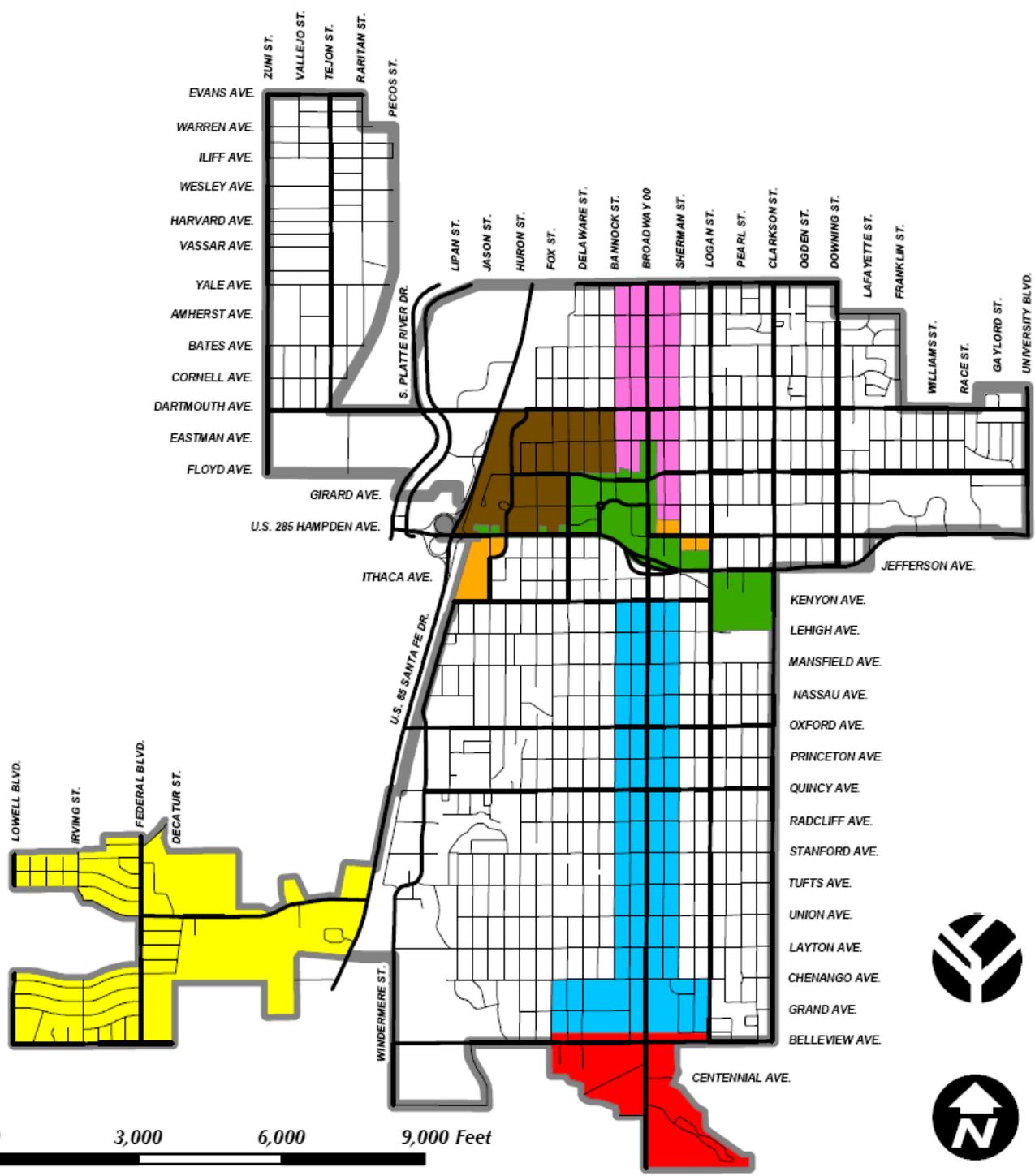
Area 8 - Public Utilities (Xcel Energy, Qwest)

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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Memorandum

City Manager's Office

TO: Mayor Woodward and Members of City Council

THROUGH: Gary Sears, City Manager

FROM: Michael Flaherty, Deputy City Manager *MF*
Leigh Ann Hoffhines, Communications Coordinator *LAH*

DATE: January 13, 2010

SUBJECT: January 19th Study Session Discussion – Citizen Communications

At Monday's Study Session, we will present general information on a number of communications-related items. We hope the information we offer will be helpful for Council's goal-setting discussions on January 25.

Our goal is to provide consistent, accurate, and timely information through as many avenues as possible so all citizens and businesses have access to information through a variety of means. During the Study Session, we will discuss our current practices related to the following communication efforts. We look forward to receiving feedback and guidance after Council has had an opportunity to discuss the issues further.

Current Practices:

- **News Releases/Media Requests** – We will cover our standard practices for sharing information with the media and responding to media requests.
- **Citizen Newsletter** – We will provide a general overview of how the *Englewood Citizen* newsletter is produced and distributed.
- **City Council E-mail** – We will provide an overview of the current process for forwarding e-mails that come in for City Council via the Web site.
- **Web site** – We will present a brief overview of the information included on the City's Web site, along with usage statistics and current and planned online services.
- **Community Meetings** – We will present an overview of the history of Council's previous outreach efforts.
- **Channel 8** – We will provide a status report on efforts to launch a bulletin board script on Channel 8 (our Government Access Television Channel).

We look forward to discussing these items with Council. If you have any questions in the meantime, feel free to call Leigh Ann at 303-762-2316 or Mike at 303-762-2314.

Attachments: Citizen Newsletter Schedule
Media Tips



Memorandum

City Manager's Office

TO: Mayor Woodward and Members of City Council
THROUGH: Gary Sears, City Manager
FROM: Leigh Ann Hoffhines, Communications Coordinator
DATE: November 18, 2009
SUBJECT: Proposed 2010/2011 schedule for City Council columns in the *Englewood Citizen* newsletter

As you know, each edition of the *Englewood Citizen* newsletter includes a "Message from City Council" written by an individual Council Member. I would like to propose the following schedule for City Council's column for 2010 and 2011. Because there are seven Council Members and only six editions of the newsletter published each year, the schedule spans more than one year. The rotation is arranged in approximately the same district order that was followed previously to keep the schedule somewhat consistent.

I will send out a reminder to the featured columnist two to three weeks before each article is due.

Issue	Featured Columnist
January/February 2010	Council Member McCaslin
March/April 2010	Mayor Pro Tem Wilson
May/June 2010	Council Member Gillit
July/August 2010	Mayor Woodward
September/October 2010	Council Member Jefferson
November/December 2010	Council Member Penn
January/February 2011	Council Member Olson
March/April 2011	Council Member McCaslin
May/June 2011	Mayor Pro Tem Wilson
July/August 2011	Council Member Jefferson
September/October 2011	Mayor Woodward
November/December 2011	Council Member Gillit

If City Council wishes, we can discuss additional approaches to citizen communications during an upcoming Study Session. In the meantime, feel free to call me (303-762-2316) if you have any questions.

Tips on working with the media

Here are some basic tips we try to use when interacting with the media:

- Be well prepared before addressing the media. Try to anticipate questions a reporter might ask and keep in mind the message you are trying to convey.
- Provide organized and concise answers, making your most important points first.
- Always be cooperative and honest. Your credibility is key – don't give the media any reason to doubt it.
- Avoid a "No Comment" response. It can be perceived as an admission of guilt or an assumption that you are attempting to conceal the truth.
- Don't be afraid to say "I don't know." If you don't know the answer to a question, refer the reporter to someone who does. It's also perfectly acceptable to say "I don't know, but I will find out for you." If you realize you misstated something or gave an incorrect answer, be sure to follow up quickly with accurate information.
- Try to respond to negative questions with a positive answer.
- There is no such thing as "off the record." If you don't want it printed, don't say it.
- Choose your words carefully. A harmless comment can be damaging when it is quoted out of context.
- Be proactive – if there is a crisis that could be damaging to you or the organization, it may be better to share the information with the public before the media does. Breaking bad news can help shape the story before the story shapes you.

Compiled from a variety of sources, including:

- Institute of Leadership & Management
- University of Florida Media Relations Training Program
- Colorado Non-Profit Association
- Online Public Relations.com