AGENDA FOR THE
ENGLEWOOD CITY COUNCIL
STUDY SESSION
MONDAY, AUGUST 30, 2010
COMMUNITY ROOM
6:00 P.M.

I. **Security Cameras**
Police Chief Tom Vandermee, Public Works Director Rick Kahm, Information Technology Director Jeff Konishi, Parks and Recreation Director Jerrell Black and Finance & Administrative Services Director Frank Gryglewicz will discuss security cameras at the City.

II. **Oracle Upgrade**
Information Technology Director Jeff Konishi will discuss the Oracle upgrade.

III. **2010 Budget and 2011 Budget**
City Council and staff will discuss the 2010 Budget and 2011 Budget.

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.

CITY OF ENGLEWOOD
POLICE DEPARTMENT

MEMORANDUM

TO: Mayor Woodward and Members of Englewood City Council

THROUGH: City Manager Gary Sears

FROM: Parks and Recreation Director Jerrell Black
Chief of Police Tom Vandermee
Public Works Director Rick Kahm
Information Technology Director Jeff Konishi
Financial & Administrative Services Director Frank Gryglewicz

DATE: August 23, 2010

SUBJECT: Information on Security Cameras

On May 14, 2004, a City of Englewood employee was murdered in the parking lot at the Englewood City Center by her estranged husband.

On February 7, 2008, a lone gunman went on a shooting rampage at a public meeting in Kirkwood, Missouri leaving six people dead and two injured including two police officers, two Council members, the Public Works Director and the mayor.

These tragic events dramatically increased everyone's awareness of issues related to the potential for violence in the workplace and for the need to evaluate the overall security at the City Center.

Following the Kirkwood, Missouri event a number of security initiatives were presented to City Council during a study session on February 19, 2008. Several of those initiatives were put into place including the presence of a uniformed officer at all Council meetings and study sessions.

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Several other security measures were discussed but not implemented primarily due to budgetary considerations. Among those initiatives was the need to update and improve security cameras within the City Center.

The City Council now has an opportunity to once again consider improving and upgrading security cameras not just in the City Center but in most of the City facilities.

There are currently security cameras located at the Civic Center, ServiCenter, Recreation Center, Pirates Cove, Malley Center and the Police Department. Many of the cameras (particularly those at the ServiCenter and the Police Department) are outdated. The cameras at the Police Department are not capable of recording.

None of the systems are connected in any way. All of the systems are in desperate need of repair or replacement.

Earlier this year a series of meetings were conducted involving members of all of the departments who have camera systems. The intent of the meetings were to devise a plan by which the City's overall security camera needs could be identified and evaluated to determine if an opportunity existed to address the security needs of all while at the same time saving the City unnecessary duplicated expense. The desire to integrate the systems was also discussed.

The technology exists to install a system that would integrate all of the security cameras throughout the City. Such a system would provide increased levels of security for City employees, enhance the safety of all first responders, and do so in a much more financially responsible manner.

Representatives from Catur, Ruma and Associates of Lakewood conducted the assessment during June of 2010. An estimate of $322,000.00 was provided that would include consulting fees, 100 IP cameras and mounts, new cabling for all existing cameras, recording software and licenses, recording server and storage equipment.
The system would allow certain employees such as a police dispatcher to review the camera footage from any location via the internet. Although the cameras would not be monitored full time, the capability would exist to be able to pull up any of the cameras for real time viewing. The added security of such a system would be a vast improvement over the current systems which have no such capability.

It is the recommendation of the Finance and Administrative Services Department that the costs for this new system be incorporated into the lease/purchase system recently presented to City Council for the replacement of the City's telephone system and De-Icer. Currently funds are available, through various departments and funds that would reduce the lease amount to $172,000.00.

Attached to this memorandum is a data sheet prepared by the Financial and Administrative Services Department that outlines the lease scenario.

VOIP

Interest	**4.60%**
Principal	**$243,070**

	2011	2012	2013	Total
Total Lease	88,590	88,590	88,590	265,770
General Fund	62,201	62,201	62,201	186,603
All Other Funds	26,389	26,389	26,389	79,167
	88,590	88,590	88,590	265,770

Delcer

		2011	2012	2013	2014	2015	Total
Interest	**5.00%**						
Principal	**$100,000**	23,098	23,098	23,098	23,098	23,098	115,490

Video Surveillance

		2011	2012	2013	2014	2015	Total
Interest	**5.00%**						
Principal	**$172,000**	39,728	39,728	39,728	39,728	39,728	198,640

The total cost of this project is $322,000 but the lease will be reduced to $172,000 because cash payments for the survellience equipment will come from Conservation Trust Fund ($105K), ServiCenter ($30K), EEF ($4K) and IT ($60K). Contingency will be $49K.

	2011	2012	2013	2014	2015	Total
Total All	151,416	151,416	151,416	62,826	62,826	579,900

CITY OF ENGLEWOOD

INFORMATION TECHNOLOGY

To: Mayor Woodward and Members of Englewood City Council

Through: Gary Sears, City Manager

From: Jeff Konishi, Director – Information Technology

Date: August 30, 2010

Subject: Oracle Upgrade Details

Oracle eBusiness Suite is the current ERP software that the City uses to track all financial, payables, payroll, and human resource data and is therefore a mission critical system. On-going upgrades and support for a mission critical system is paramount to ensure that there are no interruptions or errors in day-to-day business. Any delay, error, or down system could have a major financial impact on the City and could affect several or all City Departments and constituents.

We have 2 options going forward with Oracle. Below are the options and the potential effect they would have for the City.

- Upgrade the existing Oracle software
    - This option would allow the City to continue using Oracle eBusiness Suite and would insure any errors or down systems would be immediately addressed by the vendor.
    - This option would also insure that all updates such as tax information, federal regulatory changes, payroll information, etc. will always be available to update the City software. Without these updates, the City may be liable for reporting incorrect financial information such as tax reporting errors or miscalculating or not being able to produce /pay payroll.
    - The current budget request is for $350,000; however, the final amount may vary and will be determined through a RFP issued during the 1st quarter of 2011.

- Disregard the Oracle upgrade and continue on the existing software at the current version.
    - This option will only allow the City to continue to operate Oracle software until November 2013 at which time it will no longer be supported. Any errors or a down system will not be addressed by Oracle after November 2013. There is an immediate and additional cost with this option, which we discuss below.
    - No updates will be provided for data after November 2013, so all tax information, payroll information, etc. will be outdated and will potentially report erroneous financial data.

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- This option will require an estimated minimum of an additional $40,000 in 2011 and in each subsequent year through 2013 to continue existing support and to provide updates. Future year's expenses could be increased based on the amounts determined by Oracle. If the additional support costs remain at $40,000 per year for the next 3 years, total amount paid for the privilege of not upgrading Oracle software would be $120,000 plus the additional cost of professional services to update Oracle in 2013. This estimated amount will most likely exceed $350,000 just based on inflation and the additional support costs of $120,000. Below are the estimated costs if the update were postponed for future years.
    - Estimated total of postponing the upgrade through November 2012 would be a minimum of $430,000.
    - Estimated total of postponing the upgrade through November 2013 would be a minimum of $470,000.

Additional risks based on postponing the Oracle upgrade in 2011 would include:

- Due to increasing demands, the risk includes lack of availability, lack of quality, or increased cost of professional services to help the City implement an upgrade.
- Abbreviated timelines could risk quality control of the upgrade and increase the chances for errors.
- The tighter the timeline for the upgrade will potentially increase the chance for missing the final support deadline.
- There will be additional stress on an already strained City staff to complete this project on time while continuing to accomplish their daily tasks and responsibilities.

MEMORANDUM

TO: Mayor Woodward and Members of City Council

FROM: Gary Sears, City Manager

DATE: August 26, 2010

SUBJECT: 2011 Budget

City Council will be discussing the 2011 Budget on Monday, August 30th. Attached is information relating to the 2011 Budget.

- Memorandum concerning the 2010 and 2011 Budget dated July 29, 2010.
- Department Recommended Reductions list dated August 25, 2010.
- Financial Spreadsheet dated August 25, 2010.
- Memorandum concerning Capital Improvement Projects dated August 19, 2010.
- Memorandum concerning the Background and Source & Uses of the Long Term Assessment Reserve (LTAR) dated August 24, 2010.
- Memorandum concerning recommendations from the Parks and Recreation Commission dated August 18, 2010.

If you have any additional questions, please let me know.

MEMORANDUM

TO: Mayor Woodward and Members of City Council

FROM: Gary Sears, City Manager

DATE: July 29, 2010

SUBJECT: 2010 Budget and 2011 Budget

Dear Mayor and Members of the Englewood City Council,

On Monday, August 2nd, at the City Council Study Session, we will be discussing this Budget Memorandum. Financial and Administrative Services Director Frank Gryglewicz will provide supporting financial and budget information. Also, Departmental Directors will provide a brief review of their proposed budgets as listed – Police Department, Fire Department, Public Works Department, Community Development Department, Parks and Recreation Department, Library Services, Information Technology Department, Human Resources Department, Municipal Court, City Manager's Office, City Attorney's Office and Utilities/WWTP.

Budgeting in the public sector is an ongoing activity because of the fluctuations in revenues and the need to monitor expenditures and estimates throughout the year. Due to the elasticity of sales and use taxes, it is very difficult to estimate the amount of total revenues, especially sales taxes that our community can expect to receive in any calendar year. In fact, City sales and use taxes have fluctuated as much as $3 million or more from one calendar year to the next (as noted in the attached chart of Sales Taxes from 2001-2009). The June 30, 2010, report shows a projected reserve of 12.43% for 2010, a reserve of 13.42% for 2009 and a reserve of 16.22% for 2008. Again because of fluctuations in both revenue estimates and expenditures (such as snowfall amounts), it is very difficult to predict the reserve estimates for the end of the year. As a guideline, however, City Council has used a 10% reserve in the past several years.

From an expenditure viewpoint, the requirement that the City finalize agreements with our three collective bargaining units (Englewood Employees Association (EEA), Police Benefit Association (EPBA) and Englewood Firefighters Association (EFFA) by July 1 of each year further complicates budgeting for the upcoming year. Thus, the City is required to project expenditure requirements before a mid-year review can be accomplished. Last year, to offset declining revenues, the City was required to reopen agreements with both the Englewood Firefighters Association and the Englewood Police Benefit Association in late fall, which resulted in no wage increases for either union for 2010. The Englewood

Employees Association had previously agreed to freeze their wages for 2010 and Management, Confidential and Supervisory (MSC) employee's wages had been frozen by executive mandate. The proposed 2011 Budget provides for no wage or salary increases or personal leave payouts for EEA, MSC and Departmental Directors. However, in 2011, the City is committed to honor its contractual obligations that include a salary survey and wage increases for both the EPBA and EFFA (if such increases are warranted based on those surveys). Finally, because of actuarial responsibilities determined in June, 2010, the City will be required to meet nearly $400,000 in additional pension expenses for police, fire and general employees in 2011.

During the last few years, the City has taken dramatic actions to reduce expenditures, resulting in fewer capital projects, reductions in program expenditures in most departments, and the reduction of full- and part-time employees. In addition, both City Council and staff have reviewed many other alternatives to meet the City's service obligations while exploring ways to cut expenditures or staffing requirements when it was possible to do so. As you will note in the second attachment from the 2010 budget, the number of City employees in the General Fund budget has dropped from 373 in 2001 to 333 in 2010. The majority of these reductions have been a result of positions that were "frozen" and then eliminated in the following year, but in some circumstances, management has "laid off" workers to achieve the required budget reductions. However, City Council and staff have always attempted to use alternatives to employee lay offs to reduce City expenditures.

The budgetary choices for 2011 are not any easier. As a result of our preliminary budget meetings, a list of alternatives is listed below to meet our current budgetary conditions. We would like City Council to consider these alternatives and give us some direction regarding which alternatives you believe we should pursue to finalize the preliminary budget.

At the Study Session on August 2nd, I have asked the Departmental Directors to briefly review the key elements of their budgets and summarize the potential 2011 budget cuts. City Council has also scheduled the August 16th Study Session and the September 25th Budget Workshop to review these budget alternatives.

Proposed Reductions

It is estimated that the City will need to reduce the General Fund budget by approximately $2.7 million for 2011 to meet a 10% reserve in our general fund (in addition to Long Term Asset Reserve [LTAR] funds). The following is the list of alternatives, which will be explained in greater detail at the upcoming budget study session on August 2nd by each of the Department Directors:

1. Transfer from the Central Services Fund to the General Fund - $100,000
2. Transfer from the ServiCenter Fund to the General Fund - $100,000
3. Transfer from the Risk Management Fund to the General Fund - $400,000
4. Transfer EMRF (Englewood McLellan Reservoir Foundation) first year tenant (TT Denver) payment to the General Fund - $325,000

5. Eliminate Security Guard in the Library - $28,000
6. Eliminate Catalyst Program – $120,000
7. Eliminate the Art Shuttle Service - $85,000
8. Reduce Professional Services for reduction of Consultant Studies in the Community Development Department for a combined total of $100,000 between 2010 and 2011
9. Close Court operation by 1 hour daily or close Court one day per week - $51,000
10. Eliminate Parks and Recreation programs – Englewood Arts Sponsorship, RecZone, Special Events (funfest, concert series, and kid stage) - $39,640
11. Implement a Furlough Program for all City employees, including two furlough days in 2010 and four furlough days in 2011 - $450,000. The implementation of these furlough days will be complicated but because they will reduce the need to eliminate jobs, we are proposing that they are included. The dates in 2010 are proposed to be October 11th and November 12th but we have not determined the dates in 2011. Human Resources Director Sue Eaton has prepared a memorandum regarding the implementation of these proposed furlough days which is attached. We will be asking City Council to give us direction regarding these furlough days as soon as possible because of the scheduling issues involved with implementing this year's proposed furlough days.
12. Eliminate vacated positions or soon to be vacated positions. Additional positions may be "frozen" by the end of the year (if vacated) saving existing positions. Savings from the elimination of these positions ***have been included*** in the attached financial report.
13. Consider the elimination of approximately 11 full- and part-time positions in General Fund departments. Staff has not finalized all of the potential impact of the reduction or loss of these positions, but we have identified a number of positions that could be reduced through layoffs. Savings from these potential layoffs ***have not been included*** in the financial report from the Financial and Administrative Service Department.
14. Other miscellaneous departmental reductions will be discussed by the department heads.

I believe that City Council and staff have conservatively projected revenues and reduced City expenditures during the last several years, while maintaining quality services to our citizens. However, because of the current economic conditions, staff is asking City Council's consideration and direction regarding these possible cuts.

The 2011 budget will be very difficult to finalize and I would like to thank all City employees and the City Council in advance for their support in finding the best ways to continue to provide quality services to the citizens of our community in spite of the need to severely reduce expenditures.

We look forward to seeing you on August 2, 2010.

Schedule 10

City of Englewood, Colorado
Sales Tax Collections by Category (1)
Last Ten Years

Category	2009	2008	2007	2006
General Retail	$ 4,149,309	$ 4,881,581	$ 5,446,717	$ 5,415,504
Utilities	3,248,988	3,847,273	3,636,480	3,314,418
Automotive Dealers/Service Stations	1,833,262	1,954,468	2,112,028	2,020,048
General Merchandise	1,786,989	2,016,736	2,097,943	2,145,435
Eating/Drinking Places	1,939,054	2,008,877	1,970,427	1,880,357
Personal Service other than Lodging	1,923,168	1,844,698	1,918,597	1,180,089
Bldg Materials/Hardware	1,239,205	1,629,274	1,503,922	1,568,946
Finance/Insurance/Real Estate	828,804	1,192,040	968,783	978,359
Apparel/Accessories	700,194	711,537	732,103	709,763
Food	666,727	691,164	724,817	796,463
Furniture/Home	667,597	760,602	707,230	733,986
Non-classifiable	1,114,561	929,063	676,711	511,151
Manufacturing	395,798	412,842	397,553	331,814
Contract Construction	73,398	85,415	94,516	100,542
Hotels/Lodging	23,283	16,998	17,394	16,653
	$ 20,590,337	$ 22,982,568	$ 23,005,221	$ 21,703,528

The City direct sales tax rate is 3.5% for all years presented.

(1) Includes the Englewood Urban Renewal Authority, a Tax Increment Financing District, which ended on August 23, 2007.

Amounts are presented on a cash basis.
Source: City of Englewood Revenue and Budget Division

Schedule 10

2005	2004	2003	2002	2001*	2000
$ 5,272,169	$ 5,064,841	$ 5,091,960	$ 4,213,016	$ 5,084,212	$ 5,764,996
3,582,230	3,598,872	3,197,317	3,504,593	5,303,203	5,854,735
2,441,788	2,369,812	2,450,642	2,648,608	2,957,738	2,924,973
2,126,762	2,084,527	2,151,157	2,159,223	1,824,220	1,019,289
1,790,727	1,665,241	1,547,705	1,516,288	1,401,532	1,334,941
1,211,622	1,122,037	1,329,097	1,446,853	1,615,052	1,217,626
1,121,973	1,141,660	1,154,021	1,188,556	1,514,381	1,703,759
1,098,376	1,120,778	1,315,502	1,085,406	1,716,023	1,929,900
685,281	678,999	685,488	627,727	578,387	567,533
725,549	751,955	813,660	856,240	860,024	856,616
813,110	1,091,367	590,668	535,798	574,729	591,332
534,610	694,865	781,975	1,045,273	1,027,471	946,383
283,794	207,309	195,747	226,679	314,570	446,326
83,022	78,832	24,107	38,878	18,678	28,325
14,710	15,920	17,931	19,254	20,305	19,552
$ 21,785,723	$ 21,687,015	$ 21,346,977	$ 21,112,392	$ 24,810,525	$ 25,206,286

City of Englewood, Colorado 2010 Budget

PERSONNEL STAFFING COMPARISON - PERMANENT EMPLOYEES FTE

	2001	2002	2003	2004	2005	2006	2007	2008	Budget 2009	Estimate 2009	Budget 2010	2009 Est vs 2010
General Fund (02)												
02-0201 City Manager's Office	6.010	5.700	5.680	5.600	5.000	5.500	5.500	5.380	5.380	5.000	5.000	0.00
02-0301 City Attorney's Office	7.200	6.900	6.900	4.800	5.375	5.380	5.500	5.500	5.500	5.500	5.500	0.00
02-0401 Municipal Court	12.800	13.800	11.050	10.200	10.990	10.990	11.055	10.900	10.900	10.607	10.375	-0.23
02-0501 Human Resources	5.000	5.000	5.000	4.620	3.620	4.675	4.675	4.670	4.270	3.770	3.570	-0.20
02-0601 Finance & Admin Services - Administration	2.000	2.000	2.000	2.000	2.000	2.000	2.000	2.000	2.000	2.000	2.000	0.00
02-0602 Finance & Admin Services - City Clerk	3.000	3.750	2.950	2.950	3.000	3.000	3.000	3.000	3.000	3.000	3.000	0.00
02-0603 Finance & Admin Services - Accounting	4.800	4.700	6.100	5.300	5.330	5.580	5.330	5.900	5.900	4.900	5.900	1.00
02-0604 Finance & Admin Services - Revenue & Budget	7.870	8.100	8.000	8.000	8.000	8.000	7.269	7.000	7.000	7.000	7.000	0.00
02-0605 Finance & Admin Services - Purchasing	2.000	2.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	0.00
Subtotal - Finance & Administrative Services	19.670	20.550	20.050	19.250	19.330	19.580	18.599	18.900	18.900	17.900	18.900	1.00
02-0701 Information Technology	8.000	10.000	10.000	10.000	8.500	9.600	9.600	10.600	11.500	11.500	11.500	0.00
02-0801 Community Development	13.000	13.000	13.000	11.500	11.500	12.000	12.000	12.000	12.000	11.000	11.000	0.00
02-1001 Public Works-Administration	2.000	2.000	2.000	2.000	3.310	2.000	2.000	2.000	2.000	2.000	2.000	0.00
02-1002 Public Works - Engineering Services	7.000	5.000	4.340	6.900	2.750	3.334	3.334	3.334	3.334	3.134	3.009	-0.13
02-1003 Public Works - Streets & Drainage	15.000	15.000	14.000	13.900	13.000	13.000	13.000	13.000	13.000	13.000	13.000	0.00
02-1004 Public Works - Traffic Maintenance	4.000	7.000	7.000	7.000	7.130	6.500	6.500	6.500	6.500	6.500	6.500	0.00
02-1005 Public Works - General Operations & Maint	27.000	25.000	24.000	25.000	23.000	22.700	22.700	21.700	21.700	21.700	23.000	1.30
Subtotal - Public Works	55.000	54.000	51.340	54.800	49.190	47.534	47.534	46.534	46.534	46.334	47.509	1.18
02-1101 Safety Services - Administration	11.950	13.200	11.500	11.600	10.625	10.700	10.600					
02-1102 Fire- Operations	53.000	53.000	56.000	55.000	52.000	55.000	57.000					
02-1103 Fire - Support Services	7.000	7.000	4.000	4.000	3.000	3.000	0.000					
02-1104 Police - Communications & Records	21.620	20.630	19.500	17.000	17.250	19.630	18.130					
02-1105 Police - Operations	56.050	56.880	54.880	52.370	62.750	49.950	69.900					
02-1106 Police - Support Services	22.000	22.000	21.000	22.900	8.000	20.200	0.000					
02-1107 Building & Safety	8.000	8.000	8.000	7.000	7.000	7.000	7.000					
02-1108 Neighborhood & Environmental Services	10.000	10.000	10.000	8.000	8.000	6.000	6.000					
Subtotal - Safety Services	189.620	190.710	184.880	177.870	168.625	171.480	168.630	0.000	0.000	0.000	0.000	0.00
02-1102 Fire- Operations and Support Services								58.000	58.000	58.800	58.800	0.00
02-1107 Building & Safety								7.000	7.000	7.000	7.000	0.00
Subtotal - Fire Department								65.000	65.000	65.800	65.800	0.00
02-1101 Police - Administration								8.600	8.600	8.600	8.600	0.00
02-1104 Police - Communications & Records								17.130	17.500	15.400	15.400	0.00
02-1105 Police - Operations and Support Services								69.900	69.050	70.700	69.700	-1.00
02-1108 Neighborhood & Environmental Services								6.000	6.000	6.000	6.000	0.00
Subtotal - Police Department								101.630	101.150	100.700	99.700	-1.00
02-1201 Library	19.460	19.000	18.810	17.200	15.625	16.380	15.970	15.700	15.700	16.640	16.640	0.00
02-1301 Recreation - Administration	4.000	4.000	4.000	4.000	5.000	4.000	4.000	4.000	4.000	4.000	4.000	0.00
02-1302 Recreation - Rec Center	2.000	2.000	2.000	6.200	6.250	7.160	6.269	6.580	6.580	6.580	6.580	0.00
02-1303 Malley Center				2.000	2.000	2.780	2.780	2.500	2.500	2.500	2.500	0.00
02-1304 Recreation Programs				9.300	7.000	7.000	8.920	8.580	8.580	8.580	8.580	0.00
02-1305 Parks	18.000	18.000	18.500	15.000	17.000	17.000	16.500	16.000	16.000	15.500	15.500	0.00
02-1308 Pirates Cove						0.250	0.730	0.750	0.750	0.750	0.750	0.00
Recreation - Adult Cultural Arts	1.000	1.000	1.000									0.00
Recreation - Adult Ed, Special Events - Malley	0.000	1.000	1.000									0.00
Recreation - Adult Spl Int, Ed & Travel	1.000	1.000	1.000									0.00
Recreation - Before & After School	1.000	2.000	1.000									0.00
Recreation - Youth Programs	1.000	1.000	1.000									0.00
Recreation - Outdoor & Environment Rec	0.000	0.000	0.000									0.00
Recreation - Senior Citizen Rec	2.000	2.000	0.020									0.00
Recreation - Aquatics Indoor Pool	1.000	2.000	1.670									0.00
Recreation - Aquatics Outdoor Pool	0.000	1.000	0.330									0.00
Recreation - Fitness & Dance	1.000	1.000	1.000									0.00
Recreation - Playgrounds & Daycamp	0.000	1.000	0.000									0.00
Recreation - Marketing & Publications	1.000	1.000	1.000									0.00
Recreation - Special Events	1.000	1.000	1.000									0.00
Recreation - LDC Interchange Maintenance	1.000	1.000	0.000									0.00
Recreation - Adult Sports	1.000	1.000	1.000									0.00
Recreation - Youth Sports	1.000	1.000	1.000									0.00
Recreation - Ballfield Maintenance	1.000	1.000	1.000									0.00
Subtotal - Parks and Recreation	38.000	43.000	37.520	36.500	37.250	38.190	39.199	38.410	38.410	37.910	37.910	0.00
Total General Fund	373.760	381.660	364.230	352.340	335.005	341.309	338.262	335.224	335.244	332.661	333.404	0.74

City of Englewood, Colorado 2010 Budget

PERSONNEL STAFFING COMPARISON - PERMANENT EMPLOYEES FTE

	2001	2002	2003	2004	2005	2006	2007	2008	Budget 2009	Estimate 2009	Budget 2010	2009 Est vs 2010
Open Space Fund (10)												
10-1305 Open Space Fund								1.000	1.000	1.000	1.000	0.00
Public Improvement Fund (PIF) (30)												
30-1006 Concrete Replacement							0.385	0.385	0.385	0.000	0.000	0.00
Water (40), Sewer (41) & Storm Drainage (42)												
40-1601 Source of Supply	4.730	4.740	4.740	5.000	5.000	4.450	5.200	4.200	4.200	5.200	5.200	0.00
40-1602 Power & Pumping	3.200	3.200	3.200	3.000	3.000	3.200	3.200	3.200	3.200	3.200	3.200	0.00
40-1603 Purification	8.200	8.200	8.200	8.000	9.000	7.200	8.200	8.700	8.700	8.200	8.200	0.00
40-1604 Transmission & Distribution	7.700	7.700	7.700	8.000	8.000	7.700	7.700	7.700	7.700	7.700	7.700	0.00
40-1607 Administration & General	6.120	6.120	6.120	14.000	15.670	6.420	6.420	6.200	6.100	6.100	6.100	0.00
41-1605 Wastewater Collections	4.000	4.500	4.500	4.000	5.000	5.700	5.750	5.500	5.500	5.500	5.500	0.00
41-1607 Administration - Sewer	7.370	7.370	7.370	0.000	0.000	9.195	8.940	9.350	8.950	8.950	8.950	0.00
42-1606 Storm Drainage	0.650	0.650	0.650	0.650	0.000	0.450	0.200	0.200	0.200	0.200	0.200	0.00
42-1607 Storm Drainage Administration & General	0.000	0.000	0.000	0.000	0.000	0.000	0.450	0.450	0.450	0.450	0.450	0.00
Total - Utilities	41.970	42.480	42.480	42.650	45.670	44.315	46.060	45.500	45.000	45.500	45.500	0.00
Golf Course Fund (43)												
43-1306 Golf Course - Operations	2.000	3.000	3.000	3.000	2.975	2.750	2.750	3.000	3.000	3.000	3.000	0.00
43-1307 Golf Course - Maintenance	6.500	6.500	6.500	6.000	7.000	6.000	6.000	6.000	6.000	5.500	5.500	0.00
Total - Golf Course	8.500	9.500	9.500	9.000	9.975	8.750	8.750	9.000	9.000	8.500	8.500	0.00
Concrete Utility Fund (44)												
44-1001 Concrete Utility Fund - Administration							1.916	1.916	1.916	1.916	1.916	0.00
44-1006 Concrete Utility Fund - Program		1.000	1.000	1.000	1.000	3.531	1.615	1.620	1.620	2.000	2.000	0.00
Total - Concrete Utility		1.000	1.000	1.000	1.000	3.531	3.531	3.536	3.536	3.916	3.916	0.00
Central Services Fund (60)												
60-0610 Central Services - Print Shop	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.100	1.100	1.100	1.100	0.00
ServiCenter Fund (61)												
61-1007 ServiCenter-Garage	10.000	11.000	11.000	10.000	11.000	9.000	10.000	10.000	10.000	9.000	9.000	0.00
61-1008 ServiCenter-Administration	0.000	0.000	0.000	0.000	0.000	1.300	1.300	1.300	1.300	2.300	1.000	-1.30
Total - ServiCenter	10.000	11.000	11.000	10.000	11.000	10.300	11.300	11.300	11.300	11.300	10.000	-1.30
Risk Management Fund (63)												
63-0503 Self-Insurance (Property & Liability)	1.000	1.000	1.500	1.500	1.500	1.400	1.400	1.250	1.250	1.400	1.500	0.10
Employees Benefits Fund (64)												
64-0505 Self-Insurance (Employee Benefits)	2.750	2.600	1.500	2.300	1.500	1.400	1.400	1.250	1.250	1.400	1.500	0.10
Englewood Environmental Fund (85)												
85-8501 Englewood Environmental Fund						0.750	0.500	0.500	0.500	0.700	0.825	0.13
Littleton/Englewood Treatment Plant (LEWWTP) Fund (90)												
90-1701 Projects Regulatory Management						5.000	5.000	5.000	6.000	5.000	5.000	0.00
90-1702 Beneficial Use						5.000	5.000	5.000	5.000	5.000	5.000	0.00
90-1703 Maintenance						18.000	18.000	16.000	16.000	17.000	17.000	0.00
90-1704 Operations						26.000	25.240	26.600	26.600	26.600	26.600	0.00
90-1705 Laboratory						6.400	6.400	6.400	6.400	6.400	6.400	0.00
90-1706 Business Services						9.730	10.730	10.500	10.500	10.500	10.500	0.00
90-1707 Pretreatment						5.000	6.000	7.000	7.000	7.000	7.000	0.00
Total - LEWWTP	70.000	72.000	74.000	74.000	74.000	75.130	76.370	76.500	77.500	77.500	77.500	0.00
GRAND TOTAL	508.980	522.240	506.210	493.790	480.650	487.885	488.958	486.545	487.065	484.977	484.745	-0.232
Change in number of Employees	20.100	13.260	-16.030	-12.420	-13.140	7.235	1.073	-1.340	-0.820	-3.981	-0.232	
Percentage Increase (Decrease)	4.11%	2.61%	-3.07%	-2.45%	-2.66%	1.51%	0.22%	-0.27%	-0.17%	-0.81%	-0.05%	

City of Englewood, Colorado
2011 Proposed General Fund Budget

	2010 Est Reductions	FTE Impact	2010 Est Reductions	FTE Impact	2011 Bud Reductions	FTE Impact	Notes
Department Recommended Reductions:	**20,000**	**0.0**	**290,000**	**0.0**	**2,004,193**	**5.5**	Included on lines 51 and 52 of the General Fund Revenue, Expenditure and Fund Balance sheet
Legislation							
Total	**0**	0.0	**0**	0.0	**0**	0.0	
City Manager's Office							
Total	**0**	0	**0**	0	**0**	0	
Community Development							
Eliminate Catalyst Program (Economic Incentives)					120,000		
Eliminate art Shuttle (Other Expenses)					85,000		
Reduce Professional Services for Elimination of Studies ($35,000 in 2010 and $65,000 in 2011)			35,000		65,000		
Total	**0**	0	**35,000**	0	**270,000**	0	
Public Works							
Eliminate 2 Vacant FTE Positions					98,000	2	
Total	**0**	0	**0**	0	**98,000**	2	
Human Resources							
Project Thanks	5,000						Reduction incorporated in 2010 Estimate Amount
Recruitment Advertising	10,000						Reduction incorporated in 2010 Estimate Amount
Copiers, Printers, Print Shop	5,000						Reduction incorporated in 2010 Estimate Amount
Total	**20,000**	0	**0**	0	**0**	0	
Municipal Court							
Reduce Court operation hours by 2 hours daily. Savings in the form of reduced security guard hours and part-time hours.					15,000		
Closing the Court one day per week-eliminate one FTE; savings from reduced security guard hours, associate judge costs and reduced part-time hours					36,000	0.5	
Reduce vacant staff position 1 FTE					0	1	
Total	**0**	0	**0**	0	**51,000**	1.5	
Parks and Recreation							
Englewood Arts Sponsorship					12,000		
RecZone (net of revenue)					9,000		
Special Events: Funfest, Concert Series, and Kid Stage					11,640		
Eliminate vacant Parks Maintenance Worker Position					51,000	1	
For each FTE reduction, the budget is reduced by approximately $54,071							
Total	**0**	0	**0**	0	**83,640**	1	
Information Technology							
Total	**0**	0	**0**	0	**0**	0	

City of Englewood, Colorado
2011 Proposed General Fund Budget

	2010 Est Reductions	FTE Impact	2010 Est Reductions	FTE Impact	2011 Bud Reductions	FTE Impact	Notes
Library Services							
Reduce Materials	0		0		22,000		
Eliminate Security Guard					28,000		
Reduce seven hours of operation by one hour Mon-Sat and .5 hour on Fri-Sat					32,600	0.5	These are choices, the total FTE reduction will
Close Library on Sundays-reduce .5 FTE					21,340	0.5	be approx .5 FTE each and total savings will
Close Library on Fridays-reduce .5 FTE					39,720	0.5	be between $43,340 and $61,720
Total	**0**	0	**0**	0	**143,660**	1.5	
Finance and Administrative Services							
2010 Reduced FTE by 1							
Publish by Title Only					25,000		
Total	**0**	0	**0**	0	**25,000**	0	
Fire Department							
Eliminate vacant position					108,553	1	
Professional Service Reduction					28,000		
Total	**0**	0	**0**	0	**136,553**	1	
City Attorney's Office							
Reduce staff and professional services					38,000		
Total	**0**	0	**0**	0	**38,000**	0	
Police Department							
Total	**0**	0	**0**	0	**0**	0	
Other							
Dental Insurance Premium Savings for the General Fund					27,000		
EMRF Lease Revenue (2010-$105,000 and 2011-$325,000)			105,000		325,000		
2 Furlough Days in 2010 // 4 Furlough Days in 2011			150,000		300,000		
Transfer Funds From Central Services Fund to GF (FAS)					100,000		
Transfer Funds From ServiCenter Fund to GF (PW)					100,000		
Transfer Funds From Risk Management Fund to GF (HR)					400,000		
Total	**0**	0	**255,000**	0	**1,252,000**	0	
Totals	20,000	0.00	290,000	0.00	2,004,193	5.50	
Check Figure	20,000	0.00	290,000	0.00	2,004,193	5.50	
Difference	0	0.00	0	0.00	0	0.00	

City of Englewood, General Fund Revenue, Expenditure, & Fund Balance 2007 - 2011
Scenario1: No Layoffs/Eliminate Frozen Positions

8/25/2010 3:38 PM

Sales & Use Tax Growth:	-0.60%	4.49%	-8.81%	8.12%	
Property Tax Increase:	14.21%	-0.10%	-0.83%	2.51%	
All Other Tax Growth Rate:	6.36%	2.50%	-6.92%	10.25%	
All Other Revenue Growth Rate:	1.46%	3.00%	1.28%	0.13%	
Investment Income Growth Rate:	26.44%	2.00%	-55.80%	62.01%	
Combined Expenditure Growth:	2.35%	0.00%	0.44%	3.65%	

Line		Actual 2007	Actual 2008	Budget 2009	2009	Budget 2010	Estimated 2010	Proposed 2011	Notes
	REVENUES								
1	Property	2,623,118	2,995,990	2,993,000	2,971,303	3,046,000	3,046,000	3,046,000	
2	Specific Ownership	341,423	316,242	350,000	276,415	350,000	250,000	250,000	
3	Sales and Use (Net of Refunds)	22,753,820	22,617,767	23,632,500	20,624,659	22,300,000	20,800,000	21,216,000	Based on results through July, 2010 revenue estimate reduced $400,000
4	Franchise Fees	2,356,385	2,588,214	2,620,851	2,452,611	2,650,851	2,650,851	2,650,851	
5	Cigarette	278,785	261,743	250,000	218,448	250,000	200,000	190,000	Loss of five percent per year
6	Hotel/Motel	9,722	10,078	8,713	9,141	8,713	8,713	8,713	
7	**Total Taxes**	28,363,253	28,790,034	29,855,064	26,552,577	28,605,564	26,955,564	27,361,564	
8	Intergovernmental Revenue	1,106,280	1,079,285	991,448	1,333,688	1,185,204	1,443,017	1,461,205	
9	Charges for Services	3,113,550	3,476,583	3,058,177	3,163,735	3,333,114	3,335,864	3,336,962	
10	Recreation	2,235,938	2,364,758	2,334,265	2,315,598	2,625,194	2,568,636	2,587,653	
11	Fines and Forfeitures	1,445,641	1,461,100	1,584,349	1,639,678	1,426,801	1,509,150	1,509,150	
12	Net Investment Income	411,516	520,325	372,611	229,999	372,611	200,000	200,000	
13	Other Revenue	166,247	215,824	277,900	643,311	411,177	410,445	423,112	
14	**Total Revenues**	38,011,402	38,579,518	39,050,721	36,466,889	38,532,965	36,995,976	37,454,746	
	Expenditures								
	General Government								
15	Legislation	227,964	254,254	283,853	250,044	263,314	262,957	261,380	
16	City Attorney	694,358	698,563	799,937	678,038	767,546	808,299	788,817	
17	Municipal Court	890,152	915,303	1,026,917	914,493	1,005,723	1,005,199	1,010,287	
18	City Manager	673,949	674,322	707,145	674,170	668,633	672,965	673,177	
19	Community Development	1,412,444	1,464,725	1,639,615	1,366,437	1,457,667	1,430,167	1,438,488	
20	Human Resources	557,855	579,136	560,898	456,275	504,898	483,457	504,569	
21	Finance & Administrative Services	1,568,074	1,626,571	1,764,772	1,575,924	1,684,000	1,560,927	1,595,447	
22	Information Technology	1,254,364	1,280,156	1,448,147	1,360,237	1,342,948	1,351,923	1,352,147	
23	Contingency & Potential Pension Increase per Actuarials	130,925	59,759	60,000	160,578	60,000	60,000	60,000	Pension Increases Included in Budgets
24	**Total General Government**	7,410,085	7,552,789	8,291,284	7,436,196	7,754,729	7,635,894	7,684,312	
25	Safety Services	16,497,359							
26	Fire		7,215,444	7,487,169	7,320,268	7,394,951	7,512,524	7,691,851	
27	Police		9,974,925	10,538,437	10,183,890	10,481,933	10,625,839	10,809,152	
28	Public Works	5,122,603	4,862,524	5,176,184	4,806,065	5,151,055	5,042,713	5,282,164	
29	Recreation	5,566,094	5,916,449	6,117,008	5,727,968	6,034,770	6,019,917	6,054,245	
30	Library	1,259,525	1,261,112	1,398,558	1,275,554	1,352,221	1,348,726	1,351,958	
31	Contributions to Component Unit				188,165	0			
32	**Total "Direct" Government**	28,445,581	29,230,454	30,717,356	29,501,910	30,414,930	30,549,719	31,189,370	
33	**Total Expenditures Before Non-Discretionary**	35,855,666	36,783,243	39,008,640	36,938,106	38,169,659	38,185,613	38,873,682	
	Debt Service & Contractual (Non-Discretionary):								
34	IBIS Lease	178,967							
35	DTDT/MOA - Legislation	96,000	96,000	96,000	96,000	96,000	96,000	96,000	
36	Prepayment Lease - PIF (2065)	18,000	15,000	15,000	15,000	15,000	15,000	15,000	
37	Common Area Maintenance - Public Works	299,171	326,649	346,826	346,826	346,826	346,826	357,231	CAM growth is three percent per year
38	Brownfields - PIF (2011)	100,063	100,063	100,063	100,063	100,063	100,063	100,063	
39	Information Tech Lease - CPF (2013)			185,226	0	197,000	56,666	113,332	
40	Ameresco Lease (2026)					15,781	15,781	37,644	
41	Ameresco Lease (2026) - Offset					(15,781)	(15,781)	(37,644)	
42	Civic Center COP's (2023)	1,572,731	1,571,000	1,575,000	1,571,750	1,574,000	1,574,000	1,577,000	
43	Delcer, VOIP, Cameras (2015)							151,416	
44	Fire Equipment Lease - PIF (2017)		118,393	118,393	118,395	118,393	118,393	118,393	
45	**Total**	2,264,932	2,227,105	2,436,508	2,248,034	2,447,282	2,306,948	2,528,435	
46	**Total Expenditures**	38,120,598	39,015,198	41,445,148	39,186,140	40,616,941	40,492,561	41,402,117	
47	Revenues Over (Under) Expenditures	(109,196)	(435,680)	(2,394,427)	(2,719,251)	(2,083,976)	(3,496,585)	(3,947,371)	
48	**Other Net Sources (Uses)**	2,340,321	2,164,016	1,481,717	851,445	1,844,433	2,101,099	1,096,788	2010 Includes $200,000 from Employee Benefits Fund
49	**Proposed Rent From McLellan**						105,000	325,000	**From Priority List - Rental Revenue from McLellan**
50	**Proposed Reductions Scenario One**						185,000	1,679,193	**From Priority List - Various Items**
51	Beginning Total Reserves	7,143,302	9,374,427	10,362,859	11,102,763	8,518,581	9,234,957	8,129,471	
52	Ending Total Reserves	9,374,427	11,102,763	9,450,149	9,234,957	8,279,038	8,129,471	7,283,081	
53	Reserved for TABOR	1,290,000	1,280,000	1,290,000	1,170,000	1,280,000	1,170,000	1,170,000	
54	Reserved for MOA (2009) and COPS Grant (2010)	124,800	80,800	39,200	39,200	298,512	298,512	298,512	
55	Reserved - LTAR	1,986,000	3,485,143	3,913,178	3,131,979	2,821,631	2,083,467	2,833,467	
56	Unreserved/Undesignated	5,973,627	6,256,820	4,207,771	4,893,778	3,878,895	4,577,492	2,981,102	
57	As percentage of actual revenues	15.72%	16.22%	10.78%	13.42%	10.07%	12.37%	7.96%	
58	Target Percentage	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	
59	Target Reserves	3,801,140	3,857,952	3,905,072	3,646,689	3,853,297	3,699,598	3,745,475	
60	**Over/(Under Target Percentage)**	2,172,487	2,398,868	302,699	1,247,089	25,599	877,894	(764,373)	
61	Available for Capital Expenditure	2,172,487	2,398,868	302,699	1,247,089	25,599	877,894	0	

Memorandum

City Manager's Office

To: Mayor Jim Woodward and City Council Members
Through: Gary Sears, City Manager
From: Michael Flaherty, Deputy City Manager [redacted]
Date: August 19, 2010
Subject: 2011 Preliminary Capital Project Recommendations

Source of Funds

Capital Project Fund (CPF) and Public Improvement Fund (PIF)

The source of funding for both the Capital Projects Fund (CPF) and the Public Improvement Fund (PIF) are revenues received to the Public Improvement Fund, primarily from auto and building use taxes and transfers in from other funds, including grant funds and the City General Fund. PIF revenues have trended significantly lower in 2010 due to the recessionary impacts on construction and auto sales. We expect this trend to continue into 2011. Projected PIF revenues for 2011 are estimated at $1.6million, however due to close of completed projects and other carry-over funds; the total amount available for appropriation in 2011 is estimated at approximately $2.3 million. No transfers from the General Fund are proposed in the 2011 budget.

Conservation Trust Fund (CTF)

Conservation Trust Fund revenues, annually distributed from the State of Colorado Lottery proceeds, are projected to remain at or near the 2010 level of approximately $330,000, including interest. The unappropriated fund and contingencies balances at year-end 2009 are estimated at $276,000, for a total of funds available in 2011 of approximately $610,000. Use of Conservation Trust Fund proceeds is limited to parks, recreation, cultural and historic purposes.

Open Space Fund (OSF)

The City's share of Arapahoe County Open Space Fund 2011 revenues is estimated at $600,000, with additional County grant funding of $200,000 for a total on $800,000. The estimated fund balance at year-end 2009 is approximately $250,000. Total funds available for appropriation in 2011 are approximately $1 million for eligible projects and maintenance personnel (ten percent of the annual distribution of Open Space funds is eligible for parks and open space maintenance purposes.) The Open Space Fund use is limited to parks and open space purposes.

Use of Funds

Capital Project Fund and Public Improvement Fund (PIF)

Requests for Capital Project and Public Improvement projects total over $4.2 million. Of this amount, over $2 million in requests are related to on-going maintenance of the City's infrastructure, building and technology systems and lease/purchase of capital equipment. With potential funding of approximately $2.3 million available, we are able to fund basic on-going capital infrastructure/system programs only will be required to again defer some capital maintenance requests. The preliminary recommended total amount is initially proposed at $2,321,854 including $471,815 for debt service including leases and lease/purchases (Centennial Park Brownfield loan, Selbe lease, fire trucks, computers, and telephone system replacement, Deicer and video surveillance project.) The benefit of leasing is that we are able to obtain a very favorable lease rate and to spread these costs over a 3-7 year period, which will increase our purchasing power in 2011.

Council may consider funding one of more of these unfunded projects by reordering of the proposed project priority or by looking to other sources of funding that may be available, such as the LATR fund.

Conservation Trust Fund (CTF)

Recommendations for 2011 CTF projects total $484,000. These recommendations include security camera system at the Recreation Center, improvements at the Pirates Cove, the Recreation Center, the farm at Belleview Park and replacement equipment for the Recreation Center and Malley Senior. Also included is matching funds for Duncan Park for the future expansion of Pirates Cove.

Open Space Fund (OSF)

Recommended Open Space Fund projects for 2011 is $523,305. Recommended projects include the, irrigation system replacement and automation, park landscape improvements, capital maintenance and equipment replacement, continuation of the tree replacement and flower bed programs, funding for allowable maintenance personnel, and set asides for future open space land acquisition and matching funds for grant funded park and open space projects.

The 2011 capital projects program will continue to be refined, with input of City Council, during upcoming budget deliberations.

Attachments:
2011 Preliminary Capital Project Recommendations
2011 Preliminary Open Space Fund Recommendations
2011 Preliminary Conservation Trust Fund Recommendations

2011 Capital Projects Preliminary Recommendations

Fund	Department	Description	Request	Recommended	Comments
31	FAS	1% Art in Public Places	$6,510	$6,510	1% of CPF appropriations per ordinance requirement
30	FAS	Transfer to General Fund-Debt Service	$471,815		2011 debt service/lease obligations-see itemized list below
30	FAS	Transfer to General Fund-Debt Service		$100,063	Brownfield Loan (final payment)
30	FAS	Transfer to General Fund-Debt Service		$15,000	Selbe Lease
30	FAS	Transfer to General Fund-Debt Service		$118,393	Firetrucks lease/purchase
30	FAS	Transfer to General Fund-Debt Service		$113,332	Computer lease/purchase
30	FAS	Transfer to General Fund-Debt Service		$62,201	VOIP lease/purchase- Council initial approval pending
30	FAS	Transfer to General Fund-Debt Service		$23,098	DeIcer lease/ purchase- Council initial approval pending
30	FAS	Transfer to General Fund-Debt Service		$39,728	Video surviellance system lease/purchase - Council initial approval pending
30	PW	Road and Bridge	$750,000	$750,000	Annual street rehabilitation program
30	PW	Concrete Utility-City's share of Utility	$224,000	$224,000	City's share of Concrete Utility program expenses
30	PW	Bridge Repairs	$50,000	$50,000	Planned bridge rehabilitation - annual program
31	IT	Software - Microsoft licenses	$43,000	$43,000	Licensing (contract) requirement
31	IT	Software - Microsoft Office licenses	$43,000	$43,000	Licensing (contract) requirement
31	IT	Websense licenses	$18,000	$18,000	Licensing (contract) requirement
31	IT	Antivirus licenses	$20,000	$20,000	Licensing (contract) requirement
31	PW	Building Maintenance	110,800		Annual maintenance program - see itemized list below
31	PW	BUILDING MAINTENANCE - MOA		$500	
31	PW	BUILDING MAINTENANCE - LIBRARY		$6,200	
31	PW	BUILDING MAINTENANCE - HAMPDEN HALL		$1,300	
31	PW	BUILDING MAINTENANCE - PIRATES COVE		$2,500	
31	PW	BUILDING MAINTENANCE - TEJON STATION		$6,000	
31	PW	BUILDING MAINTENANCE - ACOMA STATION		$5,000	
31	PW	BUILDING MAINTENANCE - JEFFERSON STATION		$6,500	
31	PW	BUILDING MAINTENANCE - SUB STATION 2 - FOX		$3,000	
31	PW	BUILDING MAINTENANCE - MILLER BUILDING		$300	
31	PW	BUILDING MAINTENANCE - MALLEY		$16,500	
31	PW	BUILDING MAINTENANCE - RECREATION CENTER		$21,000	
31	PW	BUILDING MAINTENANCE SAFETY SERVICES		$11,300	
31	PW	BUILDING MAINTENANCE - CIVIC CENTER		$30,700	Annual maintenance program, including repairs to revolving door

2011 Capital Projects Preliminary Recommendations

Fund	Department	Description	Request	Recommended	Comments
30	PW	Transportation System Upgrade	$175,000	$175,000	Annual traffic system and controls program
31	Police	Radio CERF	$30,000	$20,000	Annual radio replacement program- adjusted for current balance to carry-forward
31	FAS	Financial & HR System	$34,729	$34,729	Supplemental funding for Sales Tax software system replacement
31	IT	Cell phone - google buildout	$5,000	$5,000	Required for compatibility of mobile phones with City phone system
31	IT	Financial & HR System/Oracle Upgrade	$350,000	$350,000	HR/Finance system upgrade is required due to Oracle support termination of City's version
		Total Recommended Projects	**$2,331,854**	**$2,321,854**	
		PIF Total	**$1,670,815**	**$1,670,815**	
		MYCP Total	**$661,039**	**$651,039**	
		Totals	**$2,331,854**	**$2,321,854**	
31	IT	Departmental PC Replacement	$80,000	$0	Included in Lease/Purchas
31	IT	Court System	$50,000	$0	Defer at this time/explore lease/purchase
31	IT	Replacement servers	$28,000	$0	To be funded through Lease/Purchase - see above
31	PW	Civic Center -Replace carpeting third floor	$107,000	$0	Defer at this time
31	IT	Wireless built-out	$40,000	$0	Defer at this time
31	PW	Sidewalks-Missing Links	$55,000	$0	Defer at this time
31	PW	Broadway Medains Jefferson to Quincy	$280,000	$0	Defer at this time
30	PW	Broadway Medains Quincy to Tufts	$120,000	$0	Defer at this time
30	Police	Computer Assist Dispatch/MIS System	$30,000	$0	Defer at this time
30	Police	Furniture Replacement	$10,000	$0	Defer at this time
31	Fire	Acoma Station Internal Remodel	$57,750	$0	Defer at this time
31	Fire	Acoma Station South Fence and Patio Area	$12,600	$0	Defer at this time
31	Fire	Exhaust Extraction System	$63,000	$0	Defer at this time
31	Fire	Jefferson Station - East Office & Living Area Remodel	$44,625	$0	Defer at this time
31	Fire	Jefferson Station - Replace Brick Wall and Patio	$36,750	$0	Defer at this time
31	Fire	Murphy Bed Replacement	$94,500	$0	Defer at this time
31	Fire	Parking Area Resurface Fire & Police Lot	$70,000	$0	Defer at this time
31	Fire	Tejon Station - Remodel Locker Room	$19,425	$0	Defer at this time
31	Fire	Police/Fire Facilities Master Plan	$183,750	$0	Defer at this time
31	Fire	Resurface of aging Safety Services Parking Areas	$73,500	$0	Defer at this time
31	Fire	Alert Systems Replacement	$47,250	$0	Defer at this time
31	Fire	Replace carpeting - all stations	$30,000	$0	Defer at this time

2011 Capital Projects Preliminary Recommendations

Fund	Department	Description	Request	Recommended	Comments
31	Fire	Snow Blower - Tejon Station	$2,600	$0	Operating budget item
31	Fire	Recliner Replacement - all stations	$12,000	$0	Operating budget item
31	Fire	One Touch Dispatching	$33,600	$0	Operating budget item
31	Fire	Backup Compact Stationary Breathing Air Compressor	$8,925	$0	Operating budget item
31	Fire	LifePak Software Upgrade	$18,900	$0	Operating budget item
31	Fire	Mattress Replacement	$17,325	$0	Operating budget item
31	Fire	Tough Shed Storage/Acoma and Tejon Garden Equipment	$9,450	$0	Operating budget item
31	Fire	Auto-Pulse devices	$31,500	$0	Operating budget item
31	Fire	Acoma Station - Truck room exhaust fans	$5,000	$0	Request withdrawn
31	Fire	Hazardous Materials Monitoring Equipment	$1,500	$0	Request withdrawn
31	Fire	Mobile Data Terminal System Upgrades	$19,000	$0	Request withdrawn
31	Fire	Fire Safety Education Supplies	$18,000	$0	Request withdrawn
31	Police	Lease/Purchase Optical Records System	$10,000	$0	Request withdrawn
31	P&R	Pirates Cove expansion fund	$150,000	$0	Request withdrawn
30	P&R	Malley Center Training Room equipment	$4,739	$0	Request withdrawn
		Projects Requested/Not Funded	**$1,875,689**		
		Total Requests	**$4,207,543**		

		Conservation Trust Fund			
Fund	**Department**	**Description**	**Request**	**Recommended**	**Comments**
03	Park & Recr	ERC security camera system	75,000.00	75,000.00	
03	Park & Recr	Canopy replacement	2,500.00	2,500.00	
03	Park & Recr	Pirates Cove chaisse lounge maintenance	17,000.00	17,000.00	
03	Park & Recr	Pirates Cove slides/play structure maintenance	39,000.00	39,000.00	
03	Park & Recr	Duncan Park grant matching funds	25,000.00	25,000.00	
03	Park & Recr	ERC/Malley fitness equipment replacement	25,000.00	25,000.00	
03	Park & Recr	ERC pool -paint pool deck	2,500.00	2,500.00	
03	Park & Recr	ERC pool re grout tile	2,000.00	2,000.00	
03	Park & Recr	ERC racquetball cts. -wall & floor replace	115,000.00	115,000.00	
03	Park & Recr	ECR lifeguard chairs	6,000.00	6,000.00	
03	Park & Recr	Belleview Park Farm Improvements	5,000.00	5,000.00	
03	Park & Recr	Pirates Cove diamond brite comp pool floor	60,000.00	60,000.00	
03	Park & Recr	Pirates Cove Lazy River painting	10,000.00	10,000.00	
03	Park & Recr	Pirates Cove expansion fund	100,000.00	100,000.00	
		Total CTF	**484,000.00**	**484,000.00**	

		Arapahoe County Open Space Fund			
Fund	**Department**	**Description**	**Request**	**Recommended**	**Comments**
10	Park & Recr	Tree maintenance program (replacement, pruning, etc…)	10,000.00	10,000.00	
10	Park & Recr	Parks flowerbed program	18,000.00	18,000.00	
10	Park & Recr	Open Space land bank	100,000.00	100,000.00	
10	Park & Recr	Parks landscape improvements	50,000.00	50,000.00	
10	Park & Recr	Tennis/Basketball court renovations	40,000.00	40,000.00	
10	Park & Recr	Aerial bucket trailer	30,000.00	30,000.00	
10	Park & Recr	Irrigation system replacement	75,000.00	75,000.00	
10	Park & Recr	Small equipment Replacement	20,000.00	20,000.00	
10	Park & Recr	Belleview Park pump station	50,000.00	50,000.00	
10	Park & Recr	Parks maintenance employee compensation	60,955.00	60,955.00	
10	Park & Recr	Contingency	25,000.00	25,000.00	
10	Park & Recr	Tree spade	30,000.00	30,000.00	
10	Park & Recr	Turf tender vibrator	11,000.00	11,000.00	
10	Park & Recr	Turf tender box scraper	3,350.00	3,350.00	
		Total Open Space	**523,305.00**	**523,305.00**	

City of Englewood
Department of Finance and
Administrative Services

Memorandum

To: Mayor Woodward, and City Council

Thru: Gary Sears, City Manager

From: Frank Gryglewicz, Director of Finance and Administrative Services

Date: August 24, 2010

Re: Background and Sources and Uses of the Long Term Asset Reserve (LTAR)

City Council created the Long Term Asset Reserve (LTAR) by approving Resolution 90, Series of 2007 (copy attached) on October 15, 2007. The LTAR was created to restrict the use of proceeds from the sale, lease, or earnings from long-term assets. The funds restricted in the account can only be used for projects approved in the annual budget or by supplemental appropriation approved by City Council. The creation of the LTAR began with the lease of the Golf Course property and City Council's desire to preserve the funds received.

When the Golf Course property was leased to Miller Weingarten for the River Point at Sheridan Project, the City received a total of $4,686,000. The use of funds included $700,000 for specific Golf Course improvements. An additional $500,000 was appropriated for environmental and other Golf Course improvements. The General Fund asked for bridge funds of $1,500,000 in the 2008 budget although none was needed but $500,000 was retained in the General Fund for potential Golf Course Improvements. As a result of the Golf Course Lease, the LTAR balance was $2,986,000.

The "excess funds" from the sale of McLellan property to RTD, less the amount to repay the General and Water Funds as well as funds to operate the EMRF and prepare the land for development, totaled $499,142 and was transferred to the LTAR. This brought the LTAR balance to $3,485,142.

In 2009, Council approved Resolutions 30 and 33, Series of 2009 transferring $165,000 and $800,000 respectively to the Public Improvement Fund and the Englewood McLellan Reservoir Foundation (EMRF). This reduced the balance to $2,520,142.

The EMRF returned $611,837 to the LTAR bringing the balance to $3,131,979.

During 2010 budget discussions, Council reserved $298,512 of LTAR funds for the final year of the COPs Grant. This reduced the balance to $2,833,467.

On Council approved Resolution 35, Series of 2010, transferring $750,000 from the LTAR to the Federal Neighborhood Stabilization Program (NSP1). This reduced the LTAR balance to its current balance of $2,083,467.

A spreadsheet is attached showing the sources and uses of funds.

City of Englewood, Colorado
2011 Budget Preparation

Long-Term Asset Reserve Account Balance Detail

Mon-Year	Description	Amount	Cum Total
Oct-07	Golf Course Redevelopment: Reso 91 - Transfer from PIF to General Fund for Long Term Asset Reserve	$ 1,986,000.00	$ 1,986,000.00
Apr-08	Reso 34 - Disposition of Proceeds from EMRF/RTD Sale	499,142.50	2,485,142.50
Jun-08	Reso 39 - Budget Amendment - Transfer to LATR from Unreserved Fund Balance	1,000,000.00	3,485,142.50
Mar-09	Reso 30 - Transfer from LTAR to PIF - Street Improvements	(165,000.00)	3,320,142.50
Mar-09	Reso 33 - Transfer from LTAR to EMRF	(800,000.00)	2,520,142.50
Dec-09	Transfer from EMRF to GF partial repayment of 2009 Reso 33	591,836.86	3,111,979.36
Dec-09	Transfer from EMRF to GF TT of Denver Nov/Dec-2009 rent	20,000.00	3,131,979.36
Jan-10	2010 Budget COPS Grant	(298,512.00)	2,833,467.36
Apr-10	Reso 35-2010 Transfer from LTAR to NSP	(750,000.00)	2,083,467.36
			2,083,467.36

RESOLUTION NO. 90
SERIES OF 2007

A RESOLUTION CREATING A LONG TERM ASSET RESERVE FUND (LTAR)

WHEREAS, the City Council of the City of Englewood, Colorado has determined that funds from the sale, lease, or earnings from long-term assets should be used in a careful, judicious and strategic manner; and

WHEREAS, for this reason, City Council hereby authorizes the creation of a Long Term Asset Reserve Fund (LATR); and

WHEREAS, funds received from the sale, lease, or earnings from long-term assets shall be reserved in this account Long Term Asset Reserve Fund (LTAR); and

WHEREAS, the funds in this restricted account can only be expended if the funds are appropriated in the annual budget or by supplemental appropriation;

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

Section 1. The City Council of the City of Englewood, Colorado hereby authorizes the creation of a Long Term Asset Reserve Fund (LATR). The LATR Fund shall be created from funds from the sale, lease, or earnings from long-term assets should be used in a careful, judicious and strategic manner and reserved in an account known as the Long Term Asset Reserve Fund (LTAR). The funds in this restricted account can only be expended if the funds are appropriated in the annual budget or by supplemental appropriation

ADOPTED AND APPROVED this 15th day of October, 2007.

ATTEST:

Loucrishia A. Ellis, City Clerk

James K. Woodward, Mayor Pro Tem

I, Loucrishia A. Ellis, City Clerk for the City of Englewood, Colorado, hereby certify the above is a true copy of Resolution No. 90, Series of 2007.

Loucrishia A. Ellis, City Clerk

CITY OF ENGLEWOOD

PARKS AND RECREATION COMMISSION

August 18, 2010

Dear Englewood City Council;

At the August 12, 2010, Parks and Recreation Commission meeting, Director Black discussed potential budget cuts to the Parks and Recreation budget for 2011. The Commission reviewed the list of items and believes that several programs should be restored.

The Commission fully understands the difficulty City Council has in balancing the competing interests during these tough economic times. Given the economic items, the Commission believes that programs that offer the citizens of Englewood, particularly our youth, outlets at reasonable cost should be lower on the cut list. The programs and facilities run by the Department may be the only interaction that citizens have with the City.

Because of the importance of these programs, the Parks and Recreation Commission strongly encourages City Council, at a minimum, to restore and not eliminate the following programs:

- Sounds of Summer and Kidstage Concert Series – attended by over 5,000 citizens
- Rec Zone – attended by over 3,500 middle school students
- $6,000 in Englewood Arts Sponsorship

The Commission believes that these programs affect many citizens at a minimal cost to the City. In addition, the Rec Zone program offers middle school youth a place to congregate in a safe environment for an age group that is otherwise difficult to reach.

The Parks and Recreation Commission appreciates any consideration that City Council can give and please do not hesitate to contact me with any questions that you may have.

Sincerely,

[redacted]

Austin Gomes, Chairperson
Parks and Recreation Commission

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www.ci.englewood.co.us