



**AGENDA FOR THE  
ENGLEWOOD CITY COUNCIL  
2011 BUDGET WORKSHOP  
SATURDAY, SEPTEMBER 25, 2010  
COMMUNITY ROOM**

**PLEASE BRING YOUR 2011 PROPOSED BUDGET!**

8:30 a.m.	Budget Breakfast
8:45 – 9:00 a.m.	Financial Update by Finance and Administrative Services Director Frank Gryglewicz and Budget Overview by City Manager Gary Sears
9:00 – 9:45 a.m.	Discussion of Capital Improvements/TIP Recommendations
9:45 – 10:15 a.m.	Englewood McLellan Reservoir Fund and Englewood Environmental Fund Budget Information
10:15 - 10:30 a.m.	Break
10:30 – 11:00 a.m.	City Council Budget, changes to the 2011 Budget and 2011 Budget Priorities Discussion
11:00 a.m.	Wrap-up Discussion
Noon	Adjourn

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, Colorado  
2011 Proposed General Fund Budget

	2010 Est Reductions	FTE Impact	2011 Orig Rdctn List	FTE Impact	2011 Bud Reductions	FTE Impact	Notes
<b>Department Recommended Reductions (incorporated into the 2011 Proposed Budget):</b>	<b>525,778</b>	<b>0.0</b>	<b>1,977,193</b>	<b>1.5</b>	<b>2,342,372</b>	<b>6.0</b>	Included on lines 51 and 52 of the General Fund Revenue, Expenditure and Fund Balance sheet
<b>Legislation</b>							
<b>Total</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	
<b>City Manager's Office</b>							
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Community Development</b>							
Eliminate Catalyst Program (Economic Incentives)			120,000		0		LTAR Funding Catalyst Program (Economic Incentives) look for sponsorship/reduce program to a different level
Reduce art Shuttle Program (Other Expenses)			85,000		15,000		
Reduce Professional Services for Elimination of Studies (\$35,000 in 2010 and \$65,000 in 2011)	35,000		65,000		65,000		
<b>Total</b>	<b>35,000</b>	<b>0</b>	<b>270,000</b>	<b>0</b>	<b>80,000</b>	<b>0</b>	
<b>Public Works</b>							
Eliminate 2 Vacant FTE Positions			98,000		98,000	2	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>98,000</b>	<b>0</b>	<b>98,000</b>	<b>2</b>	
<b>Human Resources</b>							
Project Thanks	5,000				5,000		Reduction incorporated in 2010 Estimate Amount
Recruitment Advertising	10,000				10,000		Reduction incorporated in 2010 Estimate Amount
Copiers, Printers, Print Shop	5,000				5,000		Reduction incorporated in 2010 Estimate Amount
<b>Total</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	
<b>Municipal Court</b>							
Reduce Court operation hours by 2 hours daily. Savings in the form of reduced security guard hours and part-time hours.			15,000		0		
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	0	0	
Reduce vacant staff position 1 FTE				1	0	0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>51,000</b>	<b>1.5</b>	<b>0</b>	<b>0</b>	
<b>Parks and Recreation</b>							
Englewood Arts Sponsorship			12,000		6,000		
RecZone (net of revenue)			9,000		0		
Special Events: Funfest, Concert Series, and Kid Stage			11,640		7,840		Eliminate Funfest (\$5,040); cut 1/2 Concert Series (\$2,800)
Eliminate vacant Parks Maintenance Worker Position			51,000		51,000	1	
Malley Center Extended Hours - <u>New Program</u>					(15,500)		
Arts Festival - <u>New Program</u>					(3,000)		
For each FTE reduction, the budget is reduced by approximately \$54,071							
<b>Total</b>	<b>0</b>	<b>0</b>	<b>83,640</b>	<b>0</b>	<b>46,340</b>	<b>1</b>	
<b>Information Technology</b>							
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

City of Englewood, Colorado  
2011 Proposed General Fund Budget

	2010 Est Reductions	FTE Impact	2011 Orig Rdctn List	FTE Impact	2011 Bud Reductions	FTE Impact	Notes
<b>Library Services</b>							
Reduce Materials	0		22,000		22,000	0	Various Accounts \$18,000 is the cost to add Library to surveillance system These are choices, the total FTE reduction will be approx .5 FTE each and total savings will be between \$43,340 and \$61,720
Eliminate Security Guard			28,000		28,000	0	
Reduce seven hours of operation by one hour Mon-Sat and .5 hour on Fri-Sat			32,600		32,600	0.5	
Close Library on Sundays-reduce .5 FTE			21,340		0	0	
Close Library on Fridays-reduce .5 FTE			39,720		0	0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>143,660</b>	<b>0</b>	<b>82,600</b>	<b>0.5</b>	
<b>Finance and Administrative Services</b>							
2010 Reduced FTE by 1 Publish by Title Only			25,000		25,000	0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>0</b>	<b>25,000</b>	<b>0</b>	
<b>Fire Department</b>							
Eliminate vacant position			108,553		108,553	1	
Professional Service Reduction			28,000		28,000	0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>136,553</b>	<b>0</b>	<b>136,553</b>	<b>1</b>	
<b>City Attorney's Office</b>							
Reduce staff and professional services			38,000		18,000	0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>38,000</b>	<b>0</b>	<b>18,000</b>	<b>0</b>	
<b>Police Department</b>							
Code Enforcement Officer-(2010 Savings from Retirement Date to the end of the year)	15,778			0	63,486	1	
Part-Time School Resource Officer					54,393	0.5	
<b>Total</b>	<b>15,778</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>117,879</b>	<b>1.5</b>	
<b>Other Financing Sources</b>							
Dental Insurance Premium Savings for the General Fund					27,000		Estimated Numbers Actual Amounts reflected in Proposed Budget
EMRF Lease Revenue	105,000		325,000		325,000		
2 Furlough Days in 2010 // 4 Furlough Days in 2011	150,000		300,000		300,000		Estimated Numbers Actual Amounts reflected in Proposed Budget Funding Catalyst Program (Economic Incentives)
Transfer from LATR					120,000		
Transfer Funds From Central Services Fund to GF (FAS)			100,000		100,000		
Transfer Funds From ServiCenter Fund to GF (PW)			100,000		100,000		
Transfer Funds From Employee Benefits Fund to GF (HR)	200,000				200,000		
Transfer Funds From Risk Management Fund to GF (HR)			400,000		546,000		
<b>Total</b>	<b>455,000</b>	<b>0</b>	<b>1,225,000</b>	<b>0</b>	<b>1,718,000</b>	<b>0</b>	
Totals	525,778	0.00	1,977,193	1.50	2,342,372	6.00	
Check Figure	525,778	0.00	1,977,193	1.50	2,342,372	6.00	
Difference	0	0.00	0	0.00	0	0.00	

Additional Reductions Reflected in 2011 Budget: No salary or wage increase for EEA, MSC or Department Head Employee Groups nor personal leave payouts

Line	Actual 2007	Actual 2008	Budget 2009	Actual 2009	Budget 2010	8/30/2010 Estimated 2010	Furlough Days Savings	Priority List Department Changes	9/7/2010 Estimated 2010	8/30/2010 Proposed 2011	Dental Prem Savings	Furlough Days Savings	Additional Department Changes	Priority List Department Changes	9/7/2010 Proposed 2011	Notes
<b>REVENUES</b>																
1	2,623,118	2,995,990	2,993,000	2,971,303	3,046,000	3,046,000			3,046,000	3,046,000					3,017,000	
2	341,423	316,242	350,000	276,415	350,000	250,000			250,000	250,000					250,000	
3	<b>22,753,820</b>	<b>22,617,767</b>	<b>23,632,500</b>	<b>20,624,659</b>	<b>22,300,000</b>	<b>20,800,000</b>			<b>20,800,000</b>	<b>21,216,000</b>					<b>21,216,000</b>	
4	2,358,386	2,588,214	2,620,851	2,452,611	2,650,851	2,650,851			2,650,851	2,650,851					2,650,851	
5	278,785	261,743	250,000	218,448	250,000	200,000			200,000	190,000					190,000	
6	9,722	10,078	8,713	9,141	8,713	8,713			8,713	8,713					8,713	
7	<b>28,363,253</b>	<b>28,790,034</b>	<b>29,855,064</b>	<b>26,552,577</b>	<b>28,605,564</b>	<b>26,955,564</b>	<b>0</b>	<b>0</b>	<b>26,955,564</b>	<b>27,361,564</b>	<b>0</b>	<b>0</b>	<b>-29,000</b>	<b>0</b>	<b>27,332,564</b>	
8	1,168,977	671,609	576,907	588,303	573,300	573,300			573,300	575,100					575,100	
8	1,106,280	1,079,285	991,448	1,333,688	1,185,204	1,443,017		-44,517	1,398,500	1,461,205				-1,641	1,459,564	2010 Adj - Highway User Tax (-14,517) and Denver Baseball Stadium District Tax (-30,000); 2011 Adjs - Highway User Tax (+28,359) and Denver Baseball Stadium District Tax (-30,000)
9	3,113,550	3,476,583	3,058,177	3,163,735	3,333,114	3,335,864			3,335,864	3,336,962					3,336,962	
10	2,235,938	2,364,758	2,334,265	2,315,598	2,625,194	2,568,636			2,568,636	2,587,653					2,587,653	
11	1,445,641	1,461,100	1,584,349	1,639,678	1,426,801	1,509,150			1,509,150	1,509,150					1,509,150	
12	411,516	520,325	372,611	229,999	372,611	200,000			200,000	200,000					200,000	
13	166,247	215,824	277,900	643,311	411,177	410,445			410,445	423,112					423,112	
14	<b>38,011,402</b>	<b>38,579,518</b>	<b>39,050,721</b>	<b>36,466,889</b>	<b>38,532,965</b>	<b>36,995,976</b>	<b>0</b>	<b>-44,517</b>	<b>36,951,459</b>	<b>37,454,746</b>	<b>0</b>	<b>0</b>	<b>-30,641</b>	<b>0</b>	<b>37,424,105</b>	
<b>Expenditures</b>																
<b>General Government</b>																
15	227,964	254,254	283,853	250,044	263,314	262,957			262,957	261,380					261,380	
16	694,358	698,563	799,937	678,038	767,546	808,299	-4,017		804,282	788,817	-265	-8,034	0	-18,000	762,518	
17	890,152	915,303	1,026,917	914,493	1,005,723	1,005,199	-5,120		1,000,079	1,010,287	-850	-10,240	-92		999,105	
18	673,949	674,322	707,145	674,170	668,633	672,965	-4,066		668,899	673,177	-312	-8,132	-1		664,732	
19	1,412,444	1,464,725	1,539,615	1,366,437	1,457,667	1,430,167	-6,664	-35,000	1,388,503	1,438,488	-554	-13,328	-50	-80,000	1,344,566	
20	557,855	579,136	580,898	456,275	504,898	483,457	-2,262		481,195	504,569	-131	-4,524	1,188	-20,000	481,102	
21	1,568,074	1,626,571	1,764,772	1,575,924	1,684,000	1,560,927	-9,286		1,551,641	1,595,447	-940	-18,572	-29	-25,000	1,550,906	
22	1,254,364	1,280,156	1,448,147	1,360,237	1,342,948	1,351,923	-6,560		1,345,363	1,352,147	-733	-13,120	249		1,338,543	
23	130,925	59,759	60,000	160,578	60,000	60,000			60,000	60,000			30,000		90,000	
24	<b>7,410,085</b>	<b>7,552,789</b>	<b>8,291,284</b>	<b>7,436,196</b>	<b>7,754,729</b>	<b>7,635,894</b>	<b>-37,975</b>	<b>-35,000</b>	<b>7,562,919</b>	<b>7,684,312</b>	<b>-3,785</b>	<b>-75,950</b>	<b>31,265</b>	<b>-143,000</b>	<b>7,492,842</b>	
25	16,497,359															
26	7,215,444	7,487,169	7,320,268	7,394,951	7,512,524	7,512,524	-42,275		7,470,249	7,891,851	-6,014	-84,550	1,041	-136,553	7,465,775	
27	9,974,925	10,538,437	10,183,890	10,481,933	10,625,839	10,625,839	-56,959	-15,778	10,553,102	10,809,152	-8,341	-113,918	18,012	-117,879	10,587,026	
28	5,122,603	4,862,524	5,176,184	4,806,065	5,151,055	5,042,713	-19,254	6,777	5,030,236	5,299,346	-5,126	-38,508	1,130	-88,000	5,158,842	
29	5,566,094	5,916,449	6,117,008	5,727,968	6,034,770	6,019,917	-17,831		6,002,086	6,054,245	-3,382	-35,662	654	-46,340	5,969,515	
30	1,259,525	1,261,112	1,398,558	1,275,554	1,352,221	1,348,726	-5,781		1,342,938	1,351,958	549	-11,576	-1,811	-82,600	1,256,520	
31	188,165			188,165	0	0			0	0					0	
32	<b>28,445,581</b>	<b>29,230,454</b>	<b>30,717,356</b>	<b>29,501,910</b>	<b>30,414,930</b>	<b>30,549,719</b>	<b>-142,107</b>	<b>-9,001</b>	<b>30,398,611</b>	<b>31,206,552</b>	<b>-22,314</b>	<b>-284,214</b>	<b>19,026</b>	<b>-481,372</b>	<b>30,437,678</b>	
33	<b>35,855,666</b>	<b>36,783,243</b>	<b>39,008,640</b>	<b>36,938,106</b>	<b>38,169,659</b>	<b>38,185,613</b>	<b>-180,082</b>	<b>-44,001</b>	<b>37,961,530</b>	<b>38,890,864</b>	<b>-26,099</b>	<b>-360,164</b>	<b>50,291</b>	<b>-624,372</b>	<b>37,930,520</b>	
<b>Debt Service &amp; Contractual (Non-Discretionary):</b>																
34	178,967														0	
35	96,000	96,000	96,000	96,000	96,000	96,000			96,000	96,000					96,000	
36	18,000	15,000	15,000	15,000	15,000	15,000			15,000	15,000					15,000	
37	299,171	326,849	346,826	346,826	346,826	346,826			340,049	340,049					340,049	
38	100,063	100,063	100,063	100,063	100,063	100,063			100,063	100,063					100,063	
39		185,226	0	197,000	56,666	56,666			56,666	113,332					113,332	
40				15,781	15,781	15,781			15,781	37,644					37,644	
41				(15,781)	(15,781)	(15,781)			(15,781)	(37,644)					(37,644)	
42	1,572,731	1,571,000	1,575,000	1,571,750	1,574,000	1,574,000			1,574,000	1,577,000					1,577,000	
43									0	151,416					151,416	
44		118,393	118,393	118,393	118,393	118,393			118,393	118,393					118,393	
45	<b>2,264,932</b>	<b>2,227,105</b>	<b>2,436,508</b>	<b>2,248,034</b>	<b>2,447,282</b>	<b>2,306,948</b>	<b>0</b>	<b>-6,777</b>	<b>2,300,171</b>	<b>2,511,253</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,511,253</b>	
46	38,120,598	39,015,198	41,445,148	39,186,140	40,616,941	40,492,561	(180,082)	(50,778)	40,261,701	41,402,117	(26,099)	(360,164)	50,291	(624,372)	40,441,773	
47	-109,196	-435,680	-2,394,427	-2,719,251	(2,083,976)	(3,496,585)	180,082	6,261	(3,310,242)	(3,947,371)	26,099	360,164	(80,932)	624,372	(3,017,668)	
48	2,340,321	2,164,016	1,481,717	851,445	1,844,433	2,101,099		105,000	2,206,099	1,096,788				1,422,416	2,519,204	2010 Includes \$200,000 from Employee Benefits Fund
49						105,000		(105,000)	0	325,000				(325,000)	0	From Priority List - Rental Revenue from McLellan
50						185,000		(185,000)	0	1,679,193				(1,679,193)	0	From Priority List - Various Items
51	2,231,125	1,728,336	-912,710	-1,867,806	(239,543)	(1,395,486)	180,082	111,261	(1,104,143)	(2,850,583)	26,099	360,164	(80,932)	2,046,788	(498,464)	
52	7,143,302	9,374,427	10,362,859	11,102,763	8,518,581	9,234,957			9,234,957	7,839,471					8,130,814	
53	9,374,427	11,102,763	9,450,149	9,234,957	8,279,038	7,839,471	180,082	111,261	8,130,814	4,988,888	26,099	360,164	(80,932)	2,046,788	7,632,350	
54	1,290,000	1,280,000	1,290,000	1,170,000	1,280,000	1,170,000			1,170,000	1,170,000					1,170,000	
55	124,800	80,800	39,200	39,200	298,512	298,512			298,512	298,512					298,512	
56	1,986,000	3,485,143	3,913,178	3,131,979	2,821,631	2,083,467			2,083,467	2,833,467				(120,000)	2,713,467	\$120,000 reduced for 2011 Catalyst Program
57	5,973,627	6,256,820	4,207,771	4,893,778	3,878,895	4,287,492	180,082	111,261	4,578,835	686,909	26,099	360,164	(80,932)	2,166,788	3,450,371	
58	0	0	0	0	0	0			0	0					0	
59	0	0	0	0	0	0			0	0					0	
60	3,801,140	3,857,952	3,905,072	3,646,689	3,853,297	3,699,598			3,695,146	3,745,475					3,742,411	
61	2,172,487	2,398,868	302,699	1,247,089	25,599	587,894			883,689	(3,058,566)					(292,040)	
62	2,172,487	2,398,868	302,699	1,247,089	25,599	587,894</										



# Memorandum

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City Manager's Office

**To:** Mayor Jim Woodward and City Council Members  
**Through:** Gary Sears, City Manager  
**From:** Michael Flaherty, Deputy City Manager  
**Date:** September 25, 2010  
**Subject:** 2011 Proposed Capital Project Plan

## 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 continued to trend lower in 2010 due to the recessionary impacts on construction and auto sales. Projected PIF revenues for 2011 are estimated at \$1.6 million, however due to close-out of completed projects and other carry-over funds; the total amount available for appropriation in 2011 is estimated at approximately \$2.3 million. The projected combined 2011 fund balance of the CPF and PIF is projected at approximately \$20,000. No transfers from the General Fund are proposed in the 2011 budget. Potential grant funding from DRCOG Transportation Improvement Program (TIP) may be available in 2011-2012, but is subject to the City providing matching funds.

### 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 of \$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 TIP projects or other 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 Proposed Capital Project Plan

2011 Open Space Fund Plan

2011 Conservation Trust Fund Plan

Transportation Improvement Program (TIP) 2012-2017 Potential Applications

**2011 Proposed Capital Projects Plan**

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	Delcer 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 Proposed Capital Projects Plan**

<b>Fund</b>	<b>Department</b>	<b>Description</b>	<b>Request</b>	<b>Recommended</b>	<b>Comments</b>
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
		<b>Total Recommended Projects</b>	<b>\$2,331,854</b>	<b>\$2,321,854</b>	
		<b>PIF Total</b>	<b>\$1,670,815</b>	<b>\$1,670,815</b>	
		<b>MYCP Total</b>	<b>\$661,039</b>	<b>\$651,039</b>	
		<b>Totals</b>			
31	IT	Departmental PC Replacement	<b>\$2,331,854</b>	<b>\$2,321,854</b>	Included in Lease/Purchas
31	IT	Court System	\$80,000	\$0	Defer at this time/explore lease/purchase
31	IT	Replacement servers	\$50,000	\$0	To be funded through Lease/Purchase - see above
31	PW	Civic Center -Replace carpeting third floor	\$28,000	\$0	Defer at this time
31	IT	Wireless built-out	\$107,000	\$0	Defer at this time
31	PW	Sidewalks-Missing Links	\$40,000	\$0	Defer at this time
31	PW	Broadway Medains Jefferson to Quincy	\$55,000	\$0	Defer at this time
30	PW	Broadway Medains Quincy to Tufts	\$280,000	\$0	Defer at this time
30	Police	Computer Assist Dispatch/MIS System	\$120,000	\$0	Defer at this time
30	Police	Furniture Replacement	\$30,000	\$0	Defer at this time
31	Fire	Acoma Station Internal Remodel	\$10,000	\$0	Defer at this time
31	Fire	Acoma Station South Fence and Patio Area	\$57,750	\$0	Defer at this time
31	Fire	Exhaust Extraction System	\$12,600	\$0	Defer at this time
31	Fire	Jefferson Station - East Office & Living Area Remodel	\$63,000	\$0	Defer at this time
31	Fire	Jefferson Station - Replace Brick Wall and Patio	\$44,625	\$0	Defer at this time
31	Fire	Murphy Bed Replacement	\$36,750	\$0	Defer at this time
31	Fire	Parking Area Resurface Fire & Police Lot	\$94,500	\$0	Defer at this time
31	Fire	Tejon Station - Remodel Locker Room	\$70,000	\$0	Defer at this time
31	Fire	Police/Fire Facilities Master Plan	\$19,425	\$0	Defer at this time
31	Fire	Resurface of aging Safety Services Parking Areas	\$183,750	\$0	Defer at this time
31	Fire	Alert Systems Replacement	\$73,500	\$0	Defer at this time
31	Fire	Replace carpeting - all stations	\$47,250	\$0	Defer at this time

**2011 Proposed Capital Projects Plan**

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





*MEMORANDUM*



**TO:** City Council

**THROUGH:** Gary Sears, City Manager

**THROUGH:** Rick Kahm, Director of Public Works  
Alan White, Director of Community Development

**FROM:** David Henderson, Engineering/Capital Projects Administrator

**DATE:** September 15, 2010

**SUBJECT:** TRANSPORTATION IMPROVEMENT PROGRAM (TIP) 2012-2017  
POTENTIAL APPLICATIONS

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Electronic web applications to the Denver Regional Council of Governments (DRCOG) for projects to be included in the 2012-2017 TIP are due on October 1, 2010. Hard copy submittals, signed by the Mayor, are due on October 6<sup>th</sup>. Englewood is limited to a total of 4 projects.

**Below is a list of projects that have been discussed over the last couple of years:**

<u>PROJECT</u>	<u>TOTAL COST</u>	<u>20% MATCH</u>
S. Broadway Medians, Tufts to Quincy	600,000	120,000
S. Broadway Medians, Hwy 285 to Quincy	1,400,000	280,000
Sidewalk Missing Links	300,000	not eligible
ADA Curb Ramp Installation (Major Arterials)	300,000	60,000
Station Master Plan (Englewood, Bates, Oxford)	150,000	30,000
Bridge Repairs	700,000	140,000
Dartmouth Bridge Replacement (over Platte River)	5,000,000	1,000,000
Union Bridge Replacement (over Platte River)	3,600,000	720,000
Broadway Overlay-Yale to Hwy. 285	905,000	181,000
Concrete Alley Construction	43,000,000	not eligible
Little Dry Creek Trail Connection	900,000	180,000
Windermere Bike Trail Connection (over 285)	1,500,000	300,000
Bates Light Rail Station (Design)	1,250,000	250,000
Broadway/Quincy Traffic Signal	300,000	60,000
Broadway/Mansfield Traffic Signal	300,000	60,000
Broadway Ornamental Lighting Replacement	900,000	not eligible
Concrete Replacement program	300,000	not eligible
Englewood Street Overlay (local streets)	2,000,000	not eligible

**The Planning and Zoning Commission recommended the following 6 projects:**

Old Hampden Corridor Streetscape	estimate not available	not eligible
Medical District Sanitary Sewer Improvements	estimate not available	not eligible
Broadway/285 Interchange Improvements	15,000,000	3,000,000
Pedestrian Access Englewood Light Rail to south of Hwy. 285 and west of Santa Fe. (see Windermere Bike Trail above)	1,500,000	300,000
Tunnel under Santa Fe to west	6,000,000	1,200,000
Pave alleys citywide (see Concrete Alley above)	43,000,000	not eligible
CityCenter/Englewood Market Place	estimate not available	not eligible

**Staff has grouped and prioritized the projects as follows:**

**Projects not eligible under the current DRCOG TIP Policy:**

- Broadway Ornamental Lighting Replacement (*not an eligible Enhancement project*)
- Concrete Replacement program (*maintenance activities not eligible*)
- Englewood Street Overlay (*local streets not eligible unless on the DRCOG 2035 Metro Vision Regional Roadway Plan – Federal, Santa Fe, Broadway, University, Evans, Dartmouth are on the list*)
- Concrete Alley Construction (*not listed on RTP*)
- CityCenter/Englewood Market Place Improvements (*Transit portion of project may be eligible at CityCenter. Need refinement of scope to determine.*)
- Medical District Sanitary Sewer Improvements (*not eligible under the current DRCOG TIP Policy.*)
- Sidewalk Missing Links (*Identified missing links not located along roadways on the DRCOG 2035 Metro Vision Roadway Plan.*)
- Old Hampden Ave. Corridor Streetscape (*Old Hampden is located on the DRCOG 2035 Metro Vision Roadway Plan.*)

**Potentially eligible projects but federal funding not available (per DRCOG):**

- Bridge Repairs (*funding currently limited to “Structurally Deficient” bridges only*)
- Dartmouth Bridge Replacement (*not rated “Structurally Deficient”*)
- Union Bridge Replacement (*not rated “Structurally Deficient”*)
- Broadway/Quincy Traffic Signal (*all signal replacement funds already programmed*)
- Broadway/Mansfield Traffic Signal (*all signal replacement funds already programmed*)
- Broadway Overlay-Yale to 285 (*Existing pavement condition would not rate poor enough for funding. State highway overlays take priority for the limited funding available.*)
- Broadway/285 Interchange (*Previously applied for in 1997. This is a CDOT facility. Eventually, CDOT will need to replace without Englewood sponsorship or matching funds. Existing bridge is not rated “Structurally Deficient”. CDOT has not indicated desire to fund at this time. Other state bridges taking priority.*)

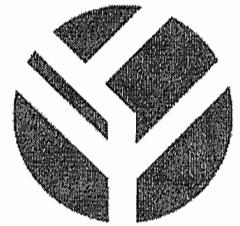
**Potentially eligible projects requiring refinement of scope and cost estimates prior to application:**

- Little Dry Creek Trail Connection (*Difficult connection between Cushing Park and Little Dry Creek Trail at the Plaza. New standards require minimum of 8' wide trail with 10' wide gaining additional points. Existing study recommendations would need to be reviewed for conformance with federal standards.*)
- Windermere Bike Trail Connection (*Previously applied for in 2003-did not score well enough for funding. Project requires right of way acquisition from railroad and Sports Authority and requires coordination with CDOT for new bridge over Hwy. 285.*)
- Pedestrian Tunnel under Santa Fe to Englewood Light Rail Station (*Previously applied for in 2003-did not score well enough for funding. Requires additional study to determine scope and cost estimate. Recent development in Sheridan did not incorporate potential connection. Right of Way acquisition would be required on the west side of Santa Fe.*)
- Bates Light Rail Station (*RTD must be the applicant for new Transit Passenger Facilities. Scope of the project is not determined. Local matching funds not determined*)

**The following 4 projects are eligible with defined scope of work and cost estimates:**

- Station Master Plans (*This project is eligible under the new DRCOG TIP Policy. Included in this study are the light rail stations at Englewood, Oxford, and Bates.*)
- S. Broadway Medians, Tufts to Quincy (*This project was applied for in 2009 and was included on DRCOG's backup list for Stimulus funds. Local Agencies were required to design the projects with local funding and be "Ready to Go" for construction. The project was removed from backup list.*)
- S. Broadway Medians, Hwy. 285 to Quincy (*This project was applied for in 2009 and included on DRCOG's backup list for Stimulus funds. Staff did not recommend proceeding using Stimulus funds due to the DRCOG policy limiting Stimulus Enhancement projects to \$500,000. The project was removed from the backup list.*)
- ADA Curb Ramp Installation (*Includes the installation of approximately 60 ADA compliant ramps along S.Broadway.*)

Staff is in the process of "self scoring" these 4 projects. Per DRCOG, the minimum score for selection is 50 points. Public Works and Community Development staff will attend the September 20<sup>th</sup> Study Session to discuss these potential project applications with Council.



## Memorandum

TO: Gary Sears, City Manager

FROM: Debby Severa, Recording Secretary ✓  
Parks and Recreation Commission

DATE: September 15, 2010

RE: Recommendation regarding 2011 Capital Projects Budget

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At the September Parks and Recreation Commission meeting, Director Black presented to the Commission the 2011 Parks and Recreation Capital Budget. Black reviewed with the Commission the Department's requests for the 2011 Open Space Fund and Conservation Trust Fund. Following review of the requests,

**A motion was made by Commission Member Armstrong and seconded by Vice Chairperson Waldman to approve the 2011 Capital Projects Budget as presented and recommending that it be forwarded on the City Manager for City Council's approval.**

**Ayes: Gomes, Waldman, Armstrong, Garrett, Miller, Woodward, McCaslin, Kloewer**

**Nays: None**

**Motion Carried.**

ds/JB  
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# M E M O R A N D U M

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

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TO: Mike Flaherty, Deputy City Manager

FROM: Alan White, Community Development Director

DATE: June 10, 2010

SUBJECT: 2011 Capital Projects Recommendations

Article VIII, Section 58 of the Englewood Home Rule Charter requires the Planning and Zoning Commission to submit a list of recommended capital improvements to the City Manager. The Commission met on June 9, 2010 and discussed their recommendations for capital improvements.

Below is the list of recommended projects. Please note that associated costs for the various projects have not been included principally because they are not available. Most of the projects are not ready for construction in 2011. Additional planning studies and/or design and construction plans need to be prepared first. Comments on prior steps needed are included in parentheses.

1. Old Hampden Corridor Streetscape. (Additional planning studies are needed and design and construction plans need to be prepared prior to construction.)
2. Medical District (Clarkson/285 Area) Sanitary Sewer Improvements. (An analysis of alternatives and costs needs to be prepared first.)
3. Broadway/285 Interchange Improvements (widening). (A need assessment and feasibility study needs to be prepared along with design and construction plans. The project needs to be coordinated with CDOT and probably FHWA.)
4. Pedestrian Access from Englewood Light Rail Station to south of 285 and west of Santa Fe
5. Pave alleys citywide
6. CityCenter/Englewood Market Place Improvements. (Funding for construction needs to wait until the planning process is complete and design and construction plans are prepared.)

## Memorandum

To: Mayor Woodward, and City Council

Thru: Gary Sears, City Manager

From: Frank Gryglewicz, Director of Finance and Administrative Services

Date: September 23, 2010

Re: 2011 Budget Information for the Englewood Environment Foundation (EEF) and  
Englewood McLellan Reservoir Foundation (EMRF)

I have attached the budgets for the EEF and EMRF for 2011. The budgets will be discussed at the September 25 Budget Workshop.

Attachments

**ENGLEWOOD ENVIRONMENTAL FOUNDATION, INC.**  
**Common Area Maintenance (CAM) Budget**  
**2011**

	Account Number	2011 Budget	RTD 27.00%	Walmart 4.37%	Alexan 8.24%	M/W 33.54%	Chuck E Cheese 0.73%	Bank of the West 1.20%	City of Englewood 24.91%
Security	10001	\$ 166,000.00	\$ 44,820.00	\$ 7,261.57	\$ 13,678.62	\$ 55,681.44	\$ 1,216.12	\$ 1,988.35	\$ 41,353.90
Electricity	10002	45,000.00	12,150.00	1,968.50	3,708.06	15,094.37	329.67	539.01	11,210.40
Snow Removal	10003	275,000.00	74,250.00	12,029.71	22,660.36	92,243.35	2,014.65	3,293.96	68,507.96
Asphalt	10004	90,000.00	24,300.00	3,937.00	7,416.12	30,188.73	659.34	1,078.02	22,420.79
Landscape contract	10005	69,000.00	18,630.00	3,018.36	5,685.69	23,144.69	505.49	826.48	17,189.28
Insurance on Common Area	10006	80,000.00	21,600.00	3,499.55	6,592.11	26,834.43	586.08	958.24	19,929.59
Water Irrigation	10007	18,000.00	4,860.00	787.40	1,483.22	6,037.75	131.87	215.60	4,484.16
Litter	10008	95,000.00	25,650.00	4,155.72	7,828.13	31,865.88	695.97	1,137.91	23,666.39
Administration Fee	10009	88,000.00	23,760.00	3,849.51	7,251.32	29,517.87	644.69	1,054.07	21,922.55
Sweeping	10010	47,000.00	12,690.00	2,055.99	3,872.86	15,765.23	344.32	562.97	11,708.63
Electrical Maintenance	10011	50,000.00	13,500.00	2,187.22	4,120.07	16,771.52	366.30	598.90	12,456.00
Concrete	10012	30,000.00	8,100.00	1,312.33	2,472.04	10,062.91	219.78	359.34	7,473.60
Power washing	10013	75,000.00	20,250.00	3,280.83	6,180.10	25,157.28	549.45	898.35	18,683.99
Seasonal decorations	10014	55,000.00	14,850.00	2,405.94	4,532.07	18,448.67	402.93	658.79	13,701.59
Landscape T & M	10015	105,000.00	28,350.00	4,593.16	8,652.14	35,220.19	769.23	1,257.69	26,157.59
Fountains	10016	29,000.00	7,830.00	1,268.59	2,389.64	9,727.48	212.45	347.36	7,224.48
Supplies/Equipment	10017	1,000.00	270.00	43.74	82.40	335.43	7.33	11.98	249.12
Elevator	10018	10,000.00	2,700.00	437.44	824.01	3,354.30	73.26	119.78	2,491.20
Traffic Parking	10019	8,000.00	2,160.00	349.96	659.21	2,683.44	58.61	95.82	1,992.96
Storage - Lipan	10020	16,000.00	4,320.00	699.91	1,318.42	5,366.89	117.22	191.65	3,985.92
Boiler	10021	3,000.00	810.00	131.23	247.20	1,006.29	21.98	35.93	747.36
Miscellaneous	10022	10,000.00	2,700.00	437.44	824.01	3,354.26	73.26	119.80	2,491.22
		<b>\$ 1,365,000.00</b>	<b>\$ 368,550.00</b>	<b>\$ 59,711.12</b>	<b>\$ 112,477.80</b>	<b>\$ 457,862.40</b>	<b>\$ 10,000.00</b>	<b>\$ 16,350.00</b>	<b>\$ 340,048.68</b>
Monthly			<b>\$ 30,712.50</b>	<b>\$ 4,975.93</b>	<b>\$ 9,373.15</b>	<b>\$ 38,155.20</b>	<b>\$ 833.33</b>	<b>\$ 1,362.50</b>	<b>\$ 28,337.39</b>
Quarterly								<b>\$ 4,087.50</b>	

<b>Englewood/McLellan Reservoir Foundation Inc</b>						
<b>2006 - 2010 YTD &amp; Budget Estimate for 2011</b>						
	<b>2011 Budget Estimate</b>	<b>2010-YTD</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>2006</b>
<b>Rental Income</b>	\$ 325,000.00	\$ 40,000.00	\$ 20,000.00	\$ -	\$ -	\$ -
<b>Interest Income</b>	1,000.00	1,693.54	7,418.60	20,024.00	1.69	4,326.74
<b>Miscellaneous Revenue</b>		1,000.00	44,848.11	12,852.34	487,147.66	-
<b>Transfer from General Fund</b>		-	800,000.00	-	-	100,000.00
<b>Proceeds from Sale of Assets</b>		-		3,188,074.31	-	-
<b>Total Revenues</b>	\$ 326,000.00	\$ 42,693.54	\$ 872,266.71	\$ 3,220,950.65	\$ 487,149.35	\$ 104,326.74
<b>Insurance Expense</b>	20,000.00	810.83	18,068.87	25,142.56	11,957.40	3,231.00
<b>Other Fees</b>	100.00	15.20	37,883.48	63.48	184.95	25.00
<b>Postage/Mail Services</b>	50.00	23.37	53.25	98.71	19.58	-
<b>Food</b>		-	133.99	536.44	344.75	-
<b>Professional Services</b>	25,000.00	21,759.44	1,066,948.09	1,849,360.83	459,315.92	37,426.39
<b>Legal Expense</b>	7,500.00	6,568.00	32,297.75	24,975.76	19,618.21	6,170.68
<b>Audit Expense</b>	1,000.00	1,000.00	1,000.00	300.00	300.00	300.00
<b>Transfer to General Fund</b>		40,000.00	-	499,142.50	-	-
<b>Transfer to Water Fund</b>		-	-	380,675.00	-	-
<b>Total Expenses</b>	\$ 53,650.00	\$ 70,176.84	\$ 1,156,385.43	\$ 2,780,295.28	\$ 491,740.81	\$ 47,153.07

	A	B	C	D	E	F	G	H	I
1	City Council Budget	2007	2008	2009	2010	2010	2010	2011	2011
2	Description	Actual	Actual	Actual	Budget	Through 8/31/10	Estimate	Budget	Comments
3	Regular Employees Salaries and Wages	52,421.18	52,585.52	52,384.80	52,200.00	32,313.88	52,200.00	52,200.00	Council salaries
4	Social Security	3,083.19	3,588.74	3,435.78	3,993.00	2,190.19	4,085.00	4,085.00	
5	Workers' Compensation	-	-	-	-	-	-	-	
6	Group Insurance	917.00	948.00	986.00	986.00	986.00	986.00	986.00	Unemployment insurance; EAP, Flex & Admin. costs
7	Office Supplies - General	3,343.01	1,670.71	1,676.43	1,600.00	870.02	1,600.00	1,600.00	General office supplies
8	Postage/Mail Services	16,397.70	14,457.52	17,159.22	18,000.00	10,220.80	18,000.00	20,500.00	Citizen Newsletter (6 regular issues, plus election year edition)
9	Inside Printing Print Shop	9,753.37	8,674.26	6,311.42	7,000.00	2,226.06	7,000.00	7,000.00	Print Shop copies for Council packets, copies & other in-house printing
10	Copiers/Printers Print Shop	8,979.66	10,132.14	7,349.46	8,000.00	2,719.65	8,000.00	8,000.00	Copiers from in-house printers
11	Office Supplies Print Shop	56.25	250.24	247.21	125.00	409.16	202.00	125.00	Citizen/Year invitation expenses
12	Postage Print Shop	1,091.21	711.63	523.71	1,000.00	636.64	1,000.00	1,000.00	Postage for Council mailings
13	Operating Supplies - General	2,114.14	581.09	1,503.50	5,600.00	395.09	5,600.00	5,600.00	Discretionary \$50/member/month: \$4,200; 2 - Calendar artist acknowledgements: \$1,000, MMCYA :\$500, gifts, flowers, misc.:\$600
14	Operating Supplies Servicer	-	-	-	-	-	-	-	
15	Food	5,879.03	6,138.34	4,619.56	6,000.00	3,196.90	6,000.00	6,000.00	Council dinners: \$2,400: other meals, receptions, e.g. Citizen of the Year, Board/Commission appreciation ice cream social
16	Books/Magazines/Subscriptions	-	(232.06)	-	250.00	-	250.00	250.00	Books, magazines, subscriptions
17	Professional Services	6,617.86	3,140.75	12,830.00	3,000.00	3,767.32	3,000.00	3,000.00	2011 Reduction: (\$12,000)- Postpone Citizen Survey last done in 2009; Calendar art scanning: \$1,300, calendar framing savings \$1,500, other miscellaneous professional services
18	Machinery and Equipment Rental	273.00	-	-	-	-	-	-	
19	P&L Departmental Premiums Risk M	1,365.00	1,327.00	876.00	876.00	876.00	876.00	876.00	Property/Liability Insurance
20	Telephone/Cellphone/Pagers	893.72	320.96	331.90	-	-	-	-	Council Phones/DSL/Internet charges
21	Advertising	13,781.34	12,718.82	11,760.24	15,500.00	12,500.00	15,500.00	15,500.00	Sponsorships: July 4th Fireworks:\$8,000, Chamber Golf: Tournament: \$2,500, Chamber Taste: \$2,500, Citizen/Year :\$1,000, Board/Commission appreciation gifts:\$1,000, other community event expenses.
22	Outside Printing	24,327.25	19,470.00	23,533.51	28,800.00	9,115.54	28,800.00	28,800.00	Citizen Newsletter printing :\$13,540, City Calendar printing: \$12,000 & other outside printing expenses
23	Professional Development- Travel	11,821.17	14,202.06	13,651.25	9,500.00	6,055.15	9,500.00	6,500.00	2010 Reduction:(\$700) & 2011 Reduction: (\$3,000) - NLC, CML & other conference expenses
24	Professional Development - Technical Training	3,668.00	5,445.00	3,453.00	3,500.00	3,985.00	3,500.00	2,500.00	2011 Reduction:(\$1,000) - NLC, CML & other conference registrations
25	Mileage and Parking	73.05	125.11	-	-	-	-	-	
26	Memberships & Dues	14,863.68	14,863.68	12,037.09	12,037.00	11,796.37	12,037.00	12,037.00	Englewood Chamber: \$3,515, South Metro Chamber:\$1,500, RACQ: \$4,500, Metro Mayors: \$2,207
27	Council Approved Aids	31,250.00	32,150.00	30,250.00	32,250.00	26,525.00	32,250.00	32,250.00	2010: MMCYA:\$500, Arap.Phil:\$500,Cornerstone Food Bank: \$1,700, Beacon Center:\$1,000, Drs. Care:\$1,000, Cultural Arts Center Assn:\$500, EHS After Prom:\$500, Rockies Food Bank:\$1,500, Gateway Shelter:\$1,000, Hospice: \$1,000, Inter-Faith:\$13,800, Living Branch:\$500, Sp. Olympics:\$750, Meals/Wheels:\$4,000, Up Close & Musical: \$3,000, EHS Parade: \$500; Discretionary: \$500
28	Aid to Individuals	550.00	500.00	500.00	1,000.00	-	1,000.00	1,000.00	Aid to Individuals
29	Aid to Other Agencies	96,709.01	96,000.00	96,000.00	96,000.00	48,000.00	96,000.00	96,000.00	MOA Contract
30	Other Fees	-	-	-	-	-	-	-	
31	57204 Other Expenses	95.74	46.48	-	-	-	-	-	
32	Total Expenditure	310,324.56	299,815.99	301,420.08	307,217.00	178,784.77	307,386.00	305,809.00	



## MEMORANDUM

**TO:** Gary Sears, City Manager  
**FROM:** Sue Carlton-Smith, Executive Assistant  
**DATE:** September 22, 2010  
**SUBJECT:** City Council Discretionary Funds – CR 10-214

Listed below are City Council's discretionary funds expended for 2010, 2009 and 2008. According to City Council's policy, City Council's discretionary amount is \$50/month or \$600 per annum (November to November) to be used for City related expenses.

### 2010

District I (Jefferson)	\$0
District II (Olson)	\$0
District III (Penn)	\$0
District IV (Gillit)	\$600.00
At Large (McCaslin)	\$0
At Large (Wilson)	\$0
At Large (Woodward)	\$0

### 2009

District I (Jefferson)	\$600.00
District II (Moore)	\$0
District III (Penn)	\$0
District IV (Oakley)	\$390.25
At Large (McCaslin)	\$151.21
At Large (Wilson)	\$50.00
At Large (Woodward)	\$295.87

### 2008

District I (Jefferson)	\$0
District II (Moore)	\$0
District III (Penn)	\$79.37
District IV (Oakley)	\$414.32
At Large (McCaslin)	\$41.22
At Large (Wilson)	\$95.30
At Large (Woodward)	\$59.59



# Memorandum

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City Manager's Office

**TO:** Mayor Woodward and Members of City Council

**THROUGH:** Gary Sears, City Manager

**FROM:** Michael Flaherty, Deputy City Manager

**DATE:** September 25, 2010

**SUBJECT:** Mandatory Furlough Days for 2011

The City Manager and Directors have set dates in 2011 for mandatory employee furloughs – and closure of City facilities. The dates are as follows:

Friday, February 18 (prior to President's Day Holiday, Monday, February 21)

Friday, July 1 (prior to Independence Day, Monday, July 4)

Friday, September 2 (prior to Labor Day, Monday, September 5)

Thursday, November 10 (prior to Veterans' Day, Friday, November 11)

In the event that revenues exceed current projections, the City Manager may propose rescission of one or more furlough days.



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

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**MEMORANDUM**

**TO:** Mayor Woodward and City Council Members  
**THROUGH:** Gary Sears, City Manager  
**FROM:** Michael Pattarozzi, Fire Chief  
**DATE:** September 21, 2010  
**SUBJECT:** Proposed Fire Department Reorganization

**PROPOSED FIRE DEPARTMENT REORGANIZATION**

The proposed reorganization of the Fire Department is intended to maximize the use of available resources and to develop a sustainable level of the command staff while continuing to deliver critical services to the citizens of Englewood.

The Fire Prevention Bureau (FPB) consists of the Fire Marshal, and the Assistant Fire Marshal. The objectives of the Fire Prevention Bureau are to minimize the risk of fire to the public through the enforcement of the Fire Codes and the education of citizens and business owners. To this end, the Fire Prevention Bureau reviews the plans for new and remodeled buildings to ensure that they adhere to code requirements. If problems are found, the Bureau works with the business owner in assisting them in addressing code violations in the most cost effective manner possible. The FPB also coordinates the business inspection program conducted by line personnel. Presently, all B Occupancies (professional offices) are inspected every other year. H (hazardous materials processing locations) and I (hospitals, nursing homes, etc.) Occupancies are inspected annually. If the primary inspection finds any code violations, the follow up inspections are completed by the FPB. The FPB is also responsible for the training of line personnel on the application and interpretation of the fire codes. The Fire Marshal is also the coordinator of the public education program.

The proposed reorganization is predicated on the pending retirement of the Fire Marshal in early 2011. This retirement presents the opportunity to address some of the responsibilities of the FPB in a non- traditional manner. Initially, the plan was for not to replace the Fire Marshal but maintain the Assistant Fire Marshal and expand the duties and

responsibilities of that position. After discussing this option with the command staff, the proposed reorganization will maintain the Fire Marshal's position, and eliminate the Assistant Fire Marshal's position.

The elimination of one full time position in the FPB will necessitate changes to both the fire inspection program, and the public education program.

The fire inspection program will be modified by changing the inspection of B Occupancies from every two years, to every three to five years. In the years when businesses are not inspected by fire personnel, the businesses will be mailed a self-inspection program explaining the most common code violations and suggestions for correcting them. The self-inspections will be returned to the FPB. Spot checks will determine the efficiency of this program. If the self-inspections are not returned, a primary inspection will be conducted by line personnel. Administering the clerical requirements of the self-inspection program will be coordinated by the staff of the Building and Safety Division. This type of mail in self-inspection program is being successfully used by many fire departments around the country.

First and second follow-up inspections will become the responsibility of line personnel. If after two follow-up inspections the violations have not been corrected, the inspection will be forwarded to the FPB.

The H and I occupancies that require annual inspections will continue to be inspected by the Fire Marshal.

Plan reviews will be contracted out. Fire Code compliance is not required before a building permit is issued. Compliance is required before the building can be occupied. If the outside plan review is initiated with the submittal of the building plan review, the delay in occupying the structure will be minimal or non-existent. The average fee for plan review by an outside contractor is approximately \$150 per hour. The expenses associated with this program will be passed through to either the property owner or the contractor. This is currently the process being used by the Building and Safety Division for outside plan review. The administration of this program will become the responsibility of the Building and Safety Division.

Public education will be delivered by on duty line personnel. Overtime for off-duty personnel to deliver public education presentations has been eliminated from the 2011 budget. The Fire Department's executive assistant will be the contact person for all public education requests, and will coordinate the scheduling of the request with the availability of line personnel.

The elimination of the Assistant Fire Marshal will result in a reduction of approximately \$94,100 in the 2011 budget. This savings is sustainable.