AGENDA FOR THE
ENGLEWOOD CITY COUNCIL
STUDY SESSION
MONDAY, FEBRUARY 13, 2012

I. **Executive Session**
At 6:00 p.m. in the City Council Conference Room, City Council will discuss a real estate matter pursuant to C.R.S. 24-6-402-4(a).

II. **Open Space – Platte River Pedestrian Trail & Kayak Chutes**
At 6:30 p.m. in the Community Room, Parks and Recreation Director Jerrell Black, South Suburban Parks & Recreation Executive Director Dave Lorenz and The Greenway Team Inc. President Bob Searns will discuss the Platte River Pedestrian Trail Open Space. Parks and Recreation Director Jerrell Black will also discuss the Urban Drainage Oxford/Platte River Kayak Chutes.

III. **Open Space – Highline Canal Trail**
Justin Spring, Trust for Public Land, will present information on the Highline Canal Trail Open Space.

IV. **Paving Program**
Public Works Director Rick Kahm will discuss the Paving Program and funding from the Long Term Asset Reserve.

V. **Financial Report**
Financial and Administrative Services Director Frank Gryglewicz will discuss the December, 2011 Financial Report and January, 2012 Financial Report.

VI. **Review of January 30th Goals Meeting**
City Manager Gary Sears will provide a summary of City Council's January 30th Goals Study Session.

VII. **City Manager's Choice**

VIII. **City Attorney's Choice**

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

MEMORANDUM

TO: Gary Sears, City Manager

FROM: Jerrell Black, Director of Parks and Recreation

DATE:: February 8, 2012

SUBJECT: South Platte River – East Side Bank Trail

Dave Lorenz, Executive Director of the South Suburban Parks and Recreation District, Bob Searns, President of The GreenWay Team, and I will be attending the City Council study session on Monday, February 13, 2012 to discuss the South Platte River east side bank trail.

Attached is a design of Phase I and Phase II of the trail design. Phase I has been completed to Big Dry Creek and Mr. Lorenz and Mr. Searns will discuss their plan to complete Phase II to Oxford Avenue.

Please let me know if you have any questions.

TJB
City Council Study Session_Platte River East Side Bank Trail_February 13_2012
Attachment (1)

Cc Michael Flaherty, Deputy City Manager
Dan Brotzman, City Attorney

The GreenWay Team

Platte River/Mary Carter Greenway Multi-Use Pathway Project
(Envisioned by the South Platte Working Group—2010)

MISSON STATEMENT

Develop a new multi-use trail and feature areas along the Mary Carter Greenway between S. Prince Street and W. Oxford Avenue.

Phase I: Construct East Bank Trail From S. Prince to Big Dry Creek.
Phase II: Construct East Bank Trail and Related Improvements Big Dry Creek to Oxford

A new trail corridor and feature points can be catalytic in promoting enhancement and redevelopment of the South Platte River Corridor through Englewood, Littleton and Sheridan.

OPPORTUNITIES

- Expand Recreational Opportunities: Bike; Walk; Jog; Work Out; Dog Walk; and Bike Commuting
- Alternative/Separate Bike and Pedestrian Paths
- Preserve/Enhance Mary Carter Greenway Open Spaces and Riparian Areas
- Community Improvement/Enhance Properties
- Clean-Up, Trees and Re-Vegetation
- Youth, Volunteer Projects
- River Corridor Ecological Improvement
- Improved Boating Access and Opportunities
- Education/Interpretation (Ecology, History, Culture)

KEY ELEMENTS

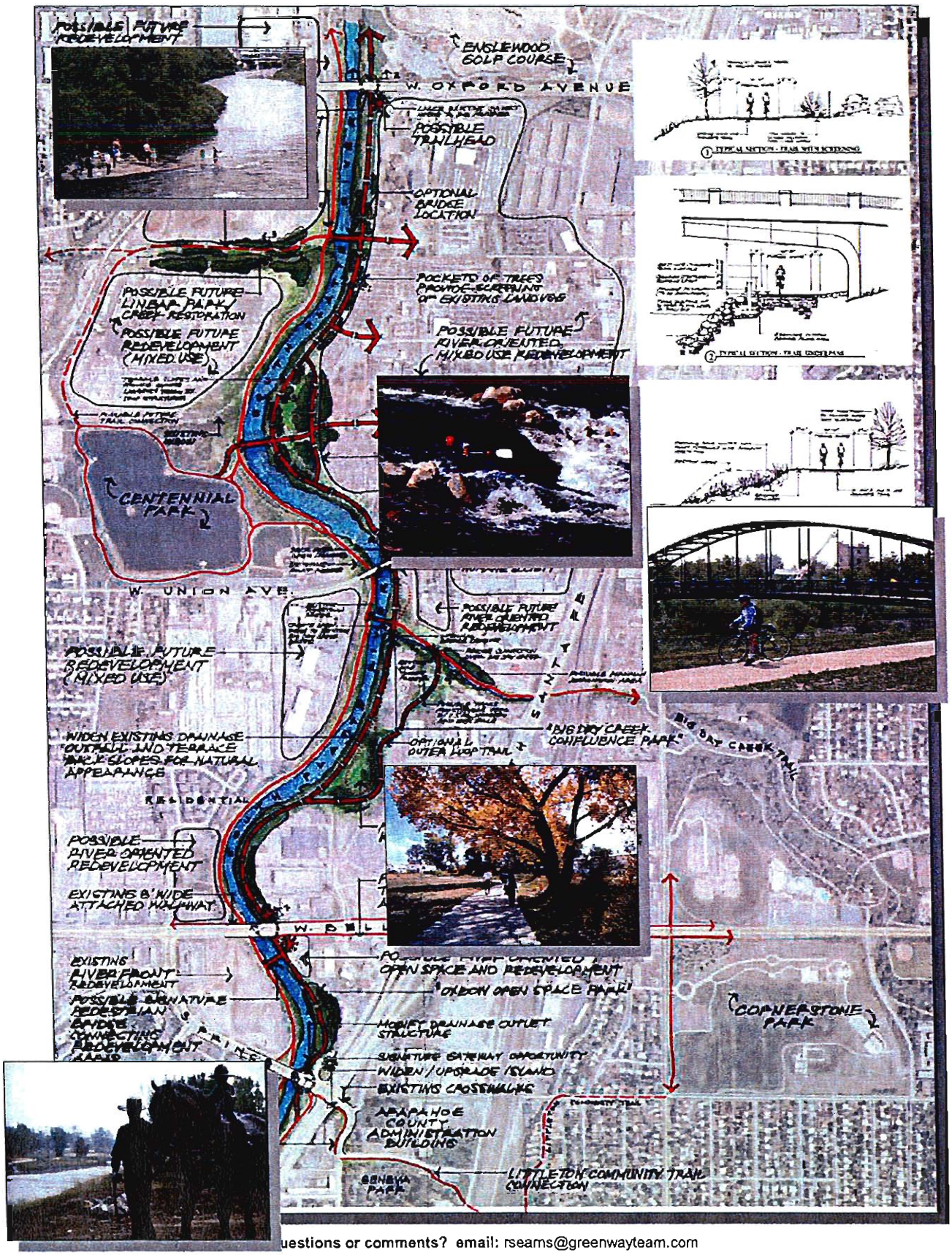
- East Bank Dual Trail From S. Prince to W. Oxford (Phase I to Big Dry Creek).
- New Pedestrian Spans including Signature "Bridges"
- Riparian and Wetland Conservation Areas
- Mixed-Use Riverfront Parks/Redevelopment
- Linkage to Neighborhoods and Regional Trail Network
- Rest Areas/Overlooks/Interpretive Sites
- Riverbank Riparian Enhancements
- Riverside Plazas/Connectivity Areas

KEY STAKEHOLDERS & PARTICIPANTS

- Arapahoe County Open Space
- Cites of Englewood, Littleton, Sheridan
- Colorado Water Conservation Board
- GOCO
- South Suburban Parks and Recreation
- Urban Drainage and Flood Control District

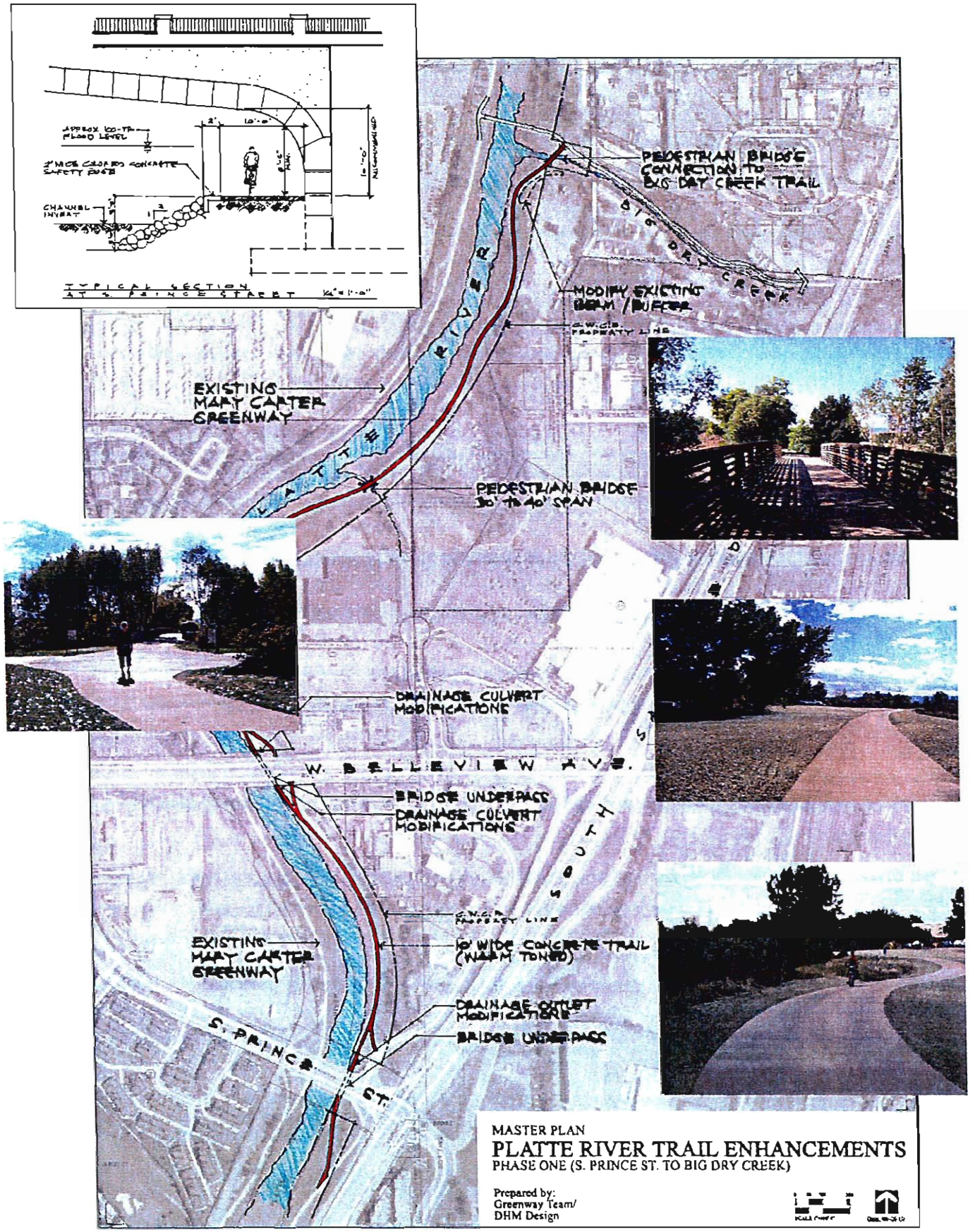
Questions or comments? email: rseams@greenwayteam.com

The Overall Vision (Conceptual Map)—

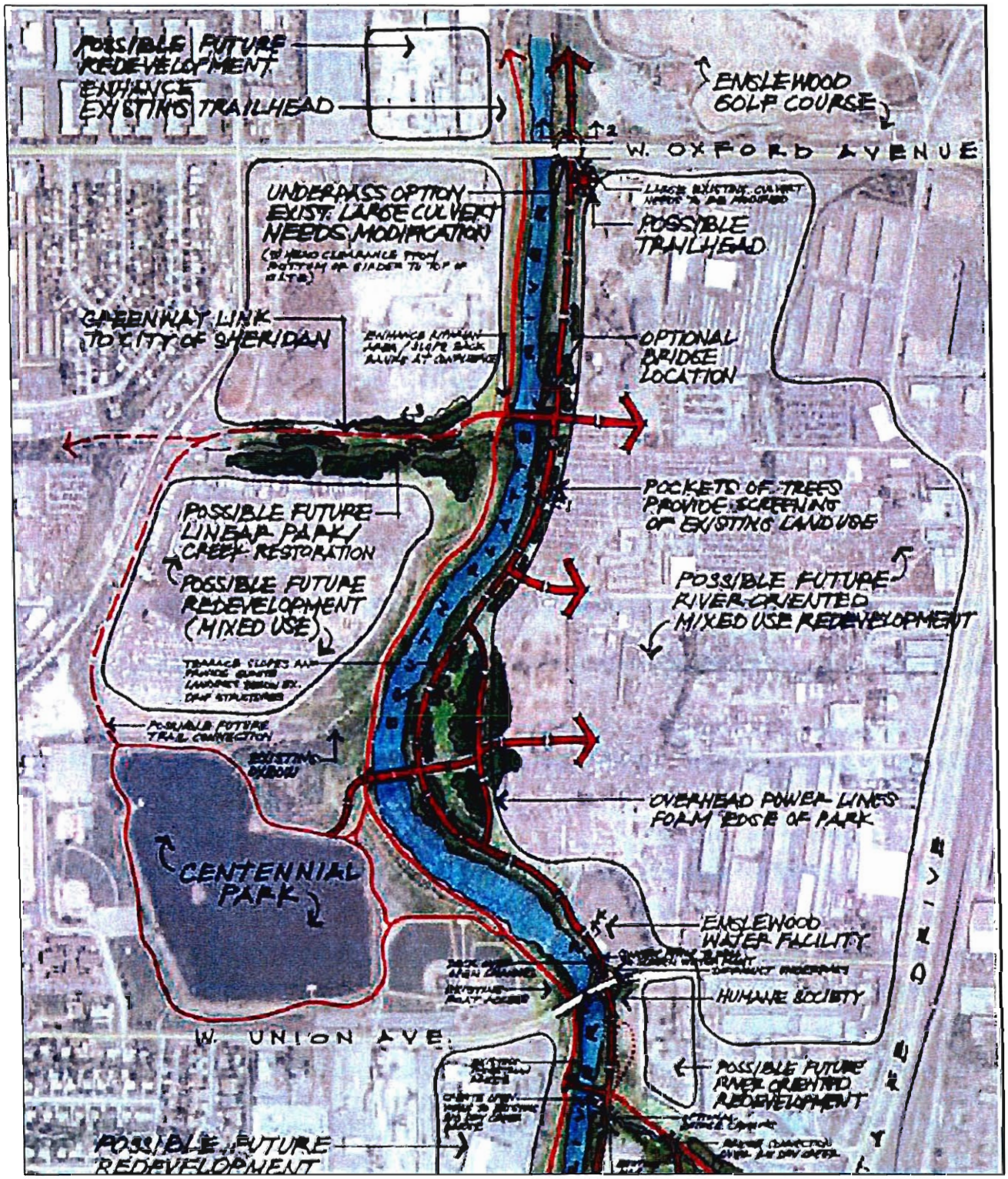


uestions or comments? email: rseams@greenwayteam.com

Phase 1: New East Bank Trail from S. Prince to Big Dry Creek (Completed in 2011)



Phase 2: New East Bank Trail from Big Dry Creek to W. Oxford (Complete in 2013)



Memorandum

City Manager's Office

TO: Mayor Penn and Members of City Council

THROUGH: Gary Sears, City Manager

FROM: Michael Flaherty, Deputy City Manager

DATE: February 9, 2012

SUBJECT: Highline Canal Open Space Corridor

Justin Spring, Colorado Project Manager for the Trust for Public Land, will be present at the City Council Study Session on February 13 to provide an overview of a multi-jurisdictional project promoting recreational open space on the Highline Canal corridor. The Trust for Public Land is a participating entity, along with other interested private and public participants and each of the counties and municipalities through which the High Line Canal flows, in the Highline Canal Working Group. The Working Group is in process of submitting fund request to Greater Outdoors Colorado. A copy of a letter and concept paper to GOCO from Shannon Carter, Arapahoe County Open Space Director, is provided as background information.

The Working Group has expressed interest in properties in Douglas County owned by the Englewood McLellan Reservoir Foundation, and have submitted a Letter of Intent (copy attached) to the EMRF Board for consideration. I have requested additional information from Mr. Spring regarding specific parcels in which the Working Group has interest and questions regarding the nature of any proposed transaction. At this point, I have not received a response, but expect a response in the next week.

The presentation by Mr. Spring is solely intended to provide City Council with information on the proposed plan for the Highline Canal Corridor and no decision will be requested of City Council by EMRF at this time. The EMRF Board will not take any action on the Letter of Intent until we have had an opportunity to further review the request of the Working Group against the interest of EMRF and the City of Englewood. At that time, EMRF will discuss our proposed response with City Council.

Arapahoe County
Colorado's First

Public Works and Development
Open Space Division

10730 E. Briarwood Avenue, Suite 100
Centennial, Colorado 80112-3853
Phone: 720-874-6741
Fax: 720-874-6743
TDD: 720-874-6574
www.co.arapahoe.co.us
openspace@co.arapahoe.co.us

October 14, 2011

State Board of Great Outdoors Colorado
303 East 17th Avenue, Suite 1060
Denver, CO 80203

Dear Members of the Board,

On behalf of the High Line Canal Working Group, I am happy to submit the attached concept paper in response to Great Outdoors Colorado's River Corridors Initiative. Within, you will see the results of a multi-jurisdictional process that crosses individual boundaries, promoting the regional recreational open space corridor that is the High Line Canal.

The High Line Canal Working Group is made up of 20 local city and county governments, special districts, and non-profit organizations. The working group is a collaborative effort to secure funding for – and implement – projects that will help ensure and protect the unique and valuable recreation experience along the High Line Canal corridor. Our vision is to ensure that the High Line Canal will always remain an intimate open space and continuous recreation experience along the historic, naturally scenic corridor. Arapahoe County is the sponsor of the working group, and together with the group's member entities it is bringing this proposal forward.

This concept paper proposes a mix of targeted property acquisitions, trail and park improvements, and planning for future use. In all, more than 80 acres are proposed for purchase, creating new opportunities for users and buffering the canal. Ensuring user safety is a priority for the working group, a value that is reflected in the trail improvements proposed. Also, the group hopes to fund the study of the remaining reaches of the canal in Douglas in Denver Counties, creating a unified baseline inventory of existing conditions.

We ask that you provide your full support to the projects proposed by the High Line Canal Working Group. Thank you.

Sincerely,

Shannon Carter
Open Space and Intergovernmental Relations Director
Arapahoe County

High Line Canal Working Group

Members
Arapahoe County
City of Aurora
City of Centennial
City of Cherry Hills Village
Douglas County
City of Greenwood Village
Highland Ranch Metro District
City of Littleton
South Suburban Park and Recreation District

Participating Entities
Adams County
Arapahoe County Open Space & Trails Advisory Board
Cherry Hills Land Preserve
Colorado Division of Wildlife
Colorado State Parks
Denver Parks and Recreation
Denver Water
High Line Canal Preservation Association
Sand Creek Regional Greenway
South Metro Land Conservancy
South Suburban Park Foundation
The Trust for Public Land

GOCO River Corridors Initiative Concept Paper from the High Line Canal Working Group

On behalf of the twenty-one members and participating entities of the High Line Canal Working Group, Arapahoe County requests $5,000,000 of Great Outdoors Colorado support to help leverage over $19,000,000 to accomplish its vision to unify and enhance the surroundings, access to, and recreational experience of the 70-mile High Line Canal corridor.

The High Line Canal Working Group was formed in 2010. Since then we have worked as a team to develop a vision that can be largely accomplished within three years. Funding from GOCO's River Corridors Initiative is a keystone for achieving this vision. Arapahoe County, participating cities, special districts, and other public and private sources will all help to leverage these vital GOCO funds. Further, Denver Water – the owner of the Canal itself – is an active partner in this effort.

This concept paper proposes a comprehensive project that will realize the potential of the High Line Canal Corridor as Metro Denver's premier open space greenway through land acquisitions, trail links, access enhancements, and safety improvements. In all, almost 80 acres are proposed for acquisition along this densely populated corridor, along with numerous new connections to fill in gaps in the trail system. A sense of urgency does correspond with this project, as many key properties targeted for acquisition may be lost to developers if action is not taken quickly.

The High Line Canal Corridor – Weaving history with daily recreational use

Over 120 years ago, the High Line Canal was constructed to deliver irrigation water with a promise of creating a green, productive haven for the rush of settlers to the Front Range. The Canal continues to deliver water to customers, but now new generations of residents in the Denver Metro area value it for an entirely different reason.

Essentially a linear open space, the High Line Canal provides a series of special places where kids play and neighborhoods connect. It serves as a destination for urban respite where tree canopies arch across and merge, where each turn of its winding trail brings new discoveries and grand vistas. Pools of sun and shade dance as the sun rises and falls. People, animals and trees are all attracted to this man-made watercourse as it stretches across the dry High Plains.

The High Line Canal has become a treasured recreational resource tucked away in one of America's greatest metropolitan areas. More than 300,000 residents of Arapahoe, Denver, Douglas, and Adams Counties live within a mile of the High Line, and many use it regularly as a way to reconnect with nature to jog, bike, stroll, ride horses, view wildlife, and commute.

Unlike a traditional urban park, the High Line Canal corridor is 70 miles long. It starts at Waterton Canyon in the southwest, and then winds its way through Highlands Ranch, Littleton, and Centennial, and on to the pastoral surroundings of Greenwood Village and Cherry Hills Village. It then meanders through Denver and Aurora and into Adams County, crosses I-70, and ends at Green Valley Ranch back in Denver. Currently there are several gaps in the trail. The Canal Trail serves a wide variety of demographics, from the very affluent to those living in dense multi-unit developments.

The High Line Canal, its trail, and the surrounding parks and open space bring connectivity to a wide stretch of the Denver Metro Area. In the south, the trail skirts Chatfield Reservoir and connects to the Mary Carter Greenway and South Platte Park. As you head north, the trail links up with Lee Gulch, Big and Little Dry Creeks, and the Cherry Creek Regional Trail. Further north, the trail has the potential to provide a new vision for trail connectivity in Aurora. Developing more trail connections and increasing

public access will open the High Line Canal Trail to even more local residents and their families and provide important commuting opportunities for cyclists.

The High Line Canal Working Group works through consensus to create a sustainable resource
Denver Water owns the Canal, but other entities also influence the future of this corridor and the way it serves the community. Aspects of the High Line change daily. Development crowds the trail and developers seek the few remaining parcels adjacent to this precious amenity – endangering the very qualities that make the trail valuable. The trail crosses busy thoroughfares such as Santa Fe, Mineral, Broadway, Hampden, Colorado, Chambers, Iliff, and Colfax, which can oftentimes make the experience daunting or even downright dangerous.

The High Line Canal Working Group (HLCWG) is a collaborative effort to secure funding for and implement projects that will help ensure, enhance, and protect the unique and valuable recreational experience along the High Line Canal Trail. The working group was assembled in 2010 to promote trail development, recreational opportunities, land acquisition, and conservation on the land adjacent to the High Line Canal for residents of Arapahoe, Denver, Douglas and Adams Counties. The working group consists of elected officials and senior staff from cities, counties, Denver Water, recreational districts, and non-governmental organizations. It is modeled after the South Platte Working Group, which was a highly successful collaborative effort that partnered city and county elected officials in an endeavor to enhance the Mary Carter Greenway Trail and connect communities to the river. A major part of that success is attributable to GOCO's support through its Legacy grant.

The vision of the HLCWG is that, *"The High Line Corridor be protected forever as an intimate treasure and continuous recreation experience along a historic, naturally scenic Canal."* The councils and commissions have discussed this vision and agreed to sign a joint "Statement of Purpose" (attached). Arapahoe County has committed $3 million to realizing the vision of the working group by employing its open space tax revenues. The cities and districts along the Canal have also committed their open space and recreation tax dollars to fulfilling this vision. In the west, Douglas County has the opportunity to protect unspoiled views and habitat as development occurs. In the middle, South Suburban Parks and Recreation District acts as an active member and significant financial contributor to land acquisitions and improvements. In the north, Aurora brings vision and resources that link the High Line to an emerging network of trails and greenways, and a number of projects highlighted in Aurora's Triple Creek Greenway Concept Paper are directly supportive of the High Line Canal Working Group's vision.

The HLCWG is dedicated to accomplishing the goals spelled out in our Statement of Purpose, which form the basis for this concept paper. Our stated goals are to (1) pursue open space opportunities near the High Line Canal that enhance conservation values; (2) identify, design and construct safety improvements at roadway and railway crossings; (3) identify and improve connectivity along the trail and to other corridors near the Canal; (4) preserve and enhance the overall trail experience; and (5) enhance the trail user's experience through consistent and improved signage and mileage markers.

The working group has developed an extensive list of actions that will enhance the High Line corridor. Beginning with a Canal-wide tour, the working group identified acquisitions that are considered to be important potential parks and open space. Some parcels link to schools or could be trailheads. All are intended to provide access, space and viewscapes. The working group has also identified improvements that will serve the recreational user, including safety improvements. Additionally, Aurora has conducted a study to assess the Canal and the implications of taking ownership of its

portion of the Canal. This management study's coverage of safety, user information, assessment of condition, and opportunities was extended south through the rest of Arapahoe County to identify further opportunities to unify this resource.

Working group members have already partnered on important safety improvements. With support from Denver Water, Arapahoe County is beginning construction on a trail underpass at Iliff Avenue that will eliminate a dangerous at-grade crossing. Currently, trail users must cross four lanes of high-speed traffic without any signalization. Arapahoe County also helped fund a trail underpass at Chambers Road in Aurora. The County also gave funds to the original High Line Canal Management Plan which studied Aurora's reach of the Canal and participated in the study of the intersection of the Canal with Sand Creek – an important regional connection.

The package represented in this concept paper reflects the elements that the working group has agreed are essential to achieving a sustainable, historic, and active recreational corridor. They are:

- Acquiring open space in key locations to address the threat of development, provide access to the trail, and conserve viewscapes;
- Making specific improvements to trail safety at important crossings;
- The construction of trailheads and facilities to ease user engagement and integration;
- The inclusion of Douglas and Denver counties in the extensive study process currently underway to achieve a consistent unified vision.

The following project summary contains the immediate project opportunities that the working group and its member entities believe can be accomplished within three years.

Land Acquisition Projects (by main sponsor)

City of Littleton

Ohlson Property (6.8 ac.): This property is located in Douglas County near C-470 and Lucent and is adjacent to the High Line Canal. The land would be maintained as natural open space with the possible addition of trails, an overlook, and interpretive signs. Partners: South Suburban Parks & Recreation and possibly Douglas County.

Rainbow Property (16 ac): This site is adjacent to Ohlson and its acquisition would create a new open space corridor along the High Line Canal. This area could be readily developed, as demonstrated by the new car dealerships nearby. Partners: Douglas County, Trust for Public Land, and UDFCD.

Jack Ass Hill Property (2.18 ac.): This parcel is located in Littleton, and would provide access to the High Line Canal for the entire neighborhood to the west. The site could be developed as a trailhead that offers limited parking, a small shelter, and permanent access to the High Line Canal. Partners: South Suburban Parks & Recreation, Arapahoe County, and South Metro Land Conservancy.

Southbridge Club (2 ac.): This site is located adjacent to the Canal, and exists mostly in its natural state as a wetlands area and a stormwater detention facility. Acquisition includes a pedestrian bridge spanning the Canal and a path leading to the Southbridge neighborhood. The land would provide habitat for plants and wildlife. Partners: South Suburban Parks & Recreation and Arapahoe County.

South Suburban Parks & Recreation District

Radio Tower Property (12.71 ac.): This parcel of land is located in Centennial and borders the High Line Canal and the developed Milliken Park. The land adjacent to the Canal could be developed with a shelter and a restroom for trail users, and other parcels could be developed as part of Milliken Park with playfields and open space. Partners: Arapahoe County, UDFCD, and possibly Centennial.

City of Greenwood Village

Willamette Horseshoe Property (15.6 ac.): This property is located immediately adjacent to the Canal and near the Marjorie Perry Nature Preserve. Acquisition of this property would prevent residential development of the land, enhance the visual open space of users along the High Line Canal Trail, and provide a connection for a future trail that would connect the South Colorado Boulevard Trail with the High Line Canal Trail. Partners: Trust for Public Land, Arapahoe County, and private fundraising.

Little Dry Creek Farm Property (14.1 ac.): This parcel is located in the immediate vicinity of the High Line Canal. Acquisition of this land would prevent future residential development of the property, which would preserve and enhance the visual openness and the general rural character of the Canal. Partners: Arapahoe County and Trust for Public Land.

City of Cherry Hills Village

Red Barn Property (2 ac.): The Canal wraps around two sides of this parcel, making it a logical fit for a future natural area buffering the trail. Acquisition would broaden the trail user experience and prevent development from encroaching on the trail. Partners: Arapahoe County, Trust for Public land, and private fundraising.

Three Pond Park Buffer (7 ac.): This land is situated next to the existing Three Pond Park in Cherry Hills Village, and its protection would preserve scenic views from the Canal, enhance the overall trail experience, and simply provide trail users with more opportunities to explore nature. Partners: Arapahoe County, Trust for Public Land, and private fundraising.

Hampden/Monroe Trailhead (1 ac.): Funding is being sought for the acquisition of approximately one acre situated directly on the High Line Canal for a regional trailhead that would expand the opportunities for recreational users of the High Line Canal Trail. The site is located at the intersection of Hampden Avenue and the High Line Canal. Partner: Arapahoe County.

Arapahoe County

Quebec Way Trailhead (1.2 ac.): Funding is sought for the acquisition and development of a new trailhead in the 4-Square Mile area of unincorporated Arapahoe County. This would also provide new neighborhood access to the Canal.

Trail & Park Improvement Projects (by main sponsor)

Douglas County

Platte River Crossing: Douglas County seeks funding for the design of a new trail crossing the S. Platte River near the source of the Canal. The new trail will connect the High Line Canal Trailhead (the most southwestern trailhead) to the Waterton Canyon-Colorado Trail via a new bridge, eliminating a dangerous crossing at Waterton Road. This is a joint project with Jefferson County.

Chatfield Crossing: This project seeks to eliminate the current trail gap at Plum Creek and create grade-separated crossings of the BNSF/UP railroad and Santa Fe Drive (US 85). Funding would go towards design of a new trail link through Chatfield State Park. Preliminary concepts have been prepared, but design development and planning must be completed prior to commencing the permitting processes with CDOT and the railroads. Partner: Highlands Ranch.

Highlands Ranch Metropolitan District

Trail Surfacing: Project improvements include converting 2.75 miles of the High Line Canal Trail from natural surface to a ten-foot wide multi-use crusher-fine trail from Santa Fe Drive (US 85) south to Chatfield State Park. The other 4.25 miles of Canal trail in Highlands Ranch are already improved. Additional enhancements include crossings at Santa Fe Drive and the BNSF/UP railroad tracks.

South Suburban Parks & Recreation District

Writers Vista Park Improvements: This park is directly adjacent to the High Line Canal, located in Littleton on Mineral Drive. The project would improve the existing shelter and restroom facility and parking lot at a popular trailhead for the High Line Canal by making the facility usable year round. Partner: Arapahoe County.

City of Littleton

High Line Canal Trail – Broadway/Ridge Road: Currently, the High Line Canal crosses South Broadway at three locations within less than one mile. This project develops an improved trail from the High Line Canal at Ridge Road to a point just south of Arapahoe Road along the west side of South Broadway. This enhancement would eliminate two of the three required crossings of S. Broadway, one of which is dangerously not signalized. Partners: Arapahoe County and South Suburban.

City of Greenwood Village

Jackson Street Trail Connection: This project is the design and construction of a trail connection from the High Line Canal to the Jackson Street right-of-way. This trail connection will provide a safer and more accessible connection for residents and other users in the area to travel to and from the High Line Canal. This trail will also provide a connection to the Greenwood Village trail along E. Long Road.

Platte Avenue Trail Connection: This project includes the acquisition of a 245 linear foot trail easement along the Platte Avenue alignment that would connect an existing Greenwood Village trail to the High Line Canal Trail. This easement would provide a necessary connection for pedestrian and equestrian users to safely access the Canal Trail. Partners: Arapahoe County and private fundraising.

City of Cherry Hills Village

Hampden/Colorado Improvements: This project is two-fold, and would provide enhanced access and improved safety along the Canal between Jefferson Avenue in Cherry Hills Village and Eisenhower Park in Denver. Here the Canal flows through Wellshire Golf Course while the trail follows surface streets. The project includes safety and signage improvements at the intersection of Hampden Avenue and Colorado Boulevard. Partners: Arapahoe County, Denver, and CDOT.

Planning Projects

High Line Canal Preservation and Enhancement Study: A comprehensive study of the High Line Canal has been completed through Aurora and is underway in Arapahoe County from County Line Road to Hampden Avenue. Funds need to be secured for the Douglas County and City and County of Denver reaches of the High Line Canal. This study covers many elements, including existing conditions, circulation, wildlife, vegetation and other corridor characteristics.

Strategy for Canopy Protection/Replacement: Funding will be used to evaluate the health and condition of existing trees for the length of the Canal and map the information for planting plan development. Funds will be used to assist local jurisdictions in the development of planting plans. Funds will also be used to assist local jurisdictions in developing methods of successful establishment.

GOCO support will make the difference

The High Line Canal represents a cherished piece of Denver-area history, and it is our hope that this great legacy can be preserved for generations of Coloradans to come. With assistance from GOCO, our goal to preserve and enhance this great environmental resource can be achieved. The partners of the HLCWG thank you for your consideration, and we sincerely hope that GOCO will join with us in our effort to not just conserve this valuable piece of Colorado history, but to elevate it to the next level and make it the premier greenway that it can be.

Attachments: Budget, Map of Canal corridor with project callouts, and Statement of Purpose

GOCO River Corridors Initiative Concept Paper from the High Line Canal Working Group

Budget

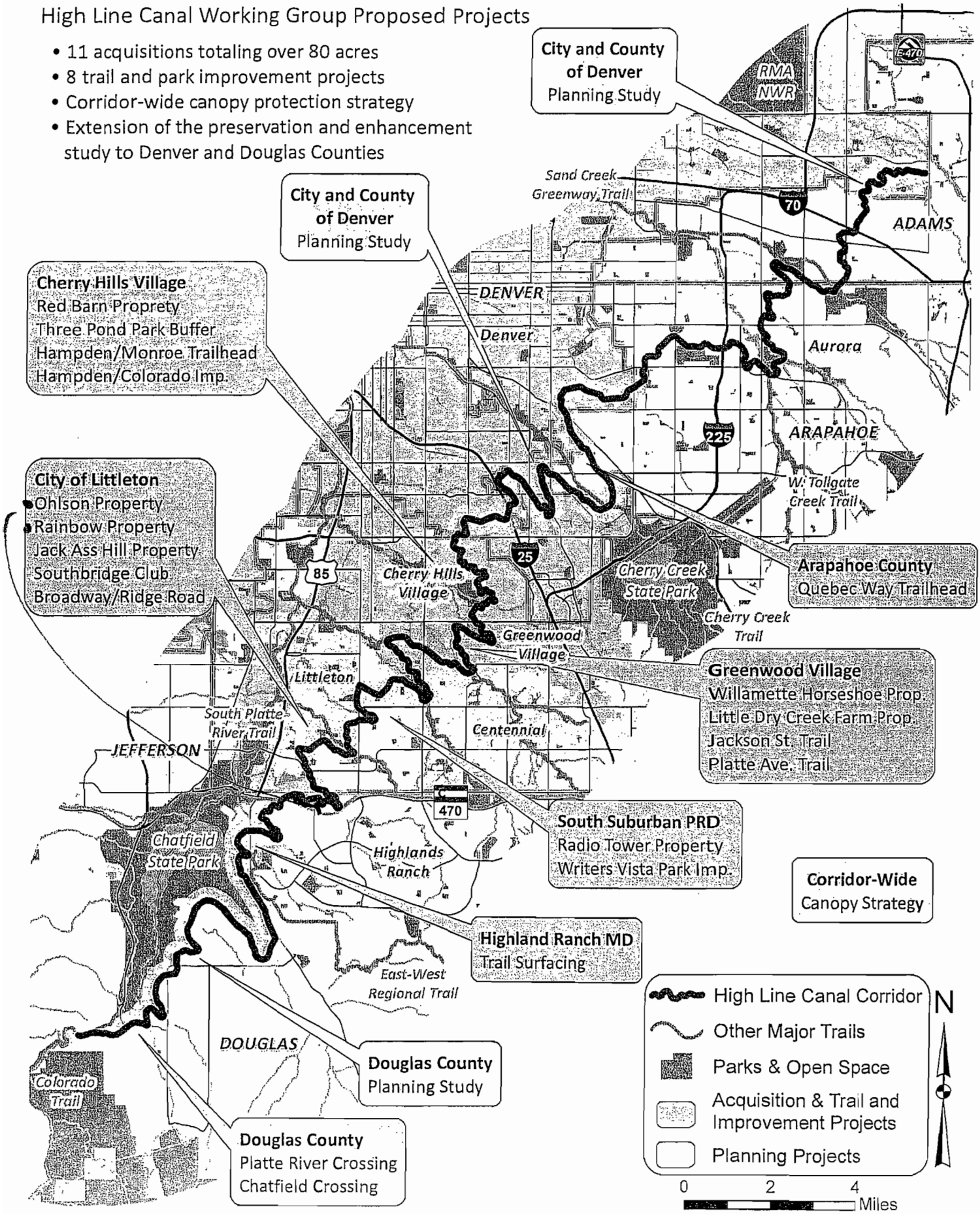
Project	Cost Estimates	Primary Sponsor	Potential Partners
Land Acquisition Projects			
Ohlson Property	$1,800,000	Littleton	SSPRD, Douglas Co.
Rainbow Property	$3,000,000	Littleton	Douglas Co., TPL, UDFCD
Jack Ass Hill Property	$1,250,000	Littleton	SSPRD, Arapahoe Co., SMLC
Southbridge Club	$500,000	Littleton	SSPRD, Arapahoe Co.
Radio Tower Property	$1,000,000	SSPRD	Centennial, Arapahoe Co., UDFCD
Willamette Horseshoe Prop.	$3,660,000	Greenwood Village	Arapahoe Co., TPL, private funds
Little Dry Creek Farm Prop.	$5,000,000	Greenwood Village	Arapahoe Co., TPL
Red Barn Property	$1,500,000	Cherry Hills Village	Arapahoe Co., TPL, private funds
Three Pond Park Buffer	$4,000,000	Cherry Hills Village	Arapahoe Co., TPL, private funds
Hampden/Monroe Trailhead	$1,000,000	Cherry Hills Village	Arapahoe Co.
Quebec Way Trailhead	$300,000	Arapahoe County	
Trail & Park Improvement Projects			
Platte River Crossing	$100,000	Douglas County	Jefferson County
Chatfield Crossing	$150,000	Douglas County	Highlands Ranch MD
Trail Surfacing	$200,000	Highlands Ranch MD	
Writers Vista Park Imp.	$30,000	SSPRD	Arapahoe Co.
Broadway/Ridge Road	$100,000	Littleton	Arapahoe Co., SSPRD
Jackson Street Trail	$15,000	Greenwood Village	
Platte Avenue Trail	$40,000	Greenwood Village	Arapahoe Co., private funds
Hampden/Colorado Imp.	$325,000	Cherry Hills Village	Arapahoe Co., Denver, CDOT
Planning Projects			
High Line Canal Study	$120,000	Douglas Co., Denver	Arapahoe Co.
Canopy Strategy	$500,000	Denver Water	all
TOTAL COSTS	$24,590,000		

Funding Sources	Amounts
Arapahoe County (applicant)	$3,000,000
Other Sponsors & Partners	$16,590,000
GOCO	$5,000,000
TOTAL	$24,590,000

GOCO River Corridors Initiative Concept Paper

High Line Canal Working Group Proposed Projects

- 11 acquisitions totaling over 80 acres
- 8 trail and park improvement projects
- Corridor-wide canopy protection strategy
- Extension of the preservation and enhancement study to Denver and Douglas Counties



High Line Canal Working Group Statement of Purpose

Purpose

The High Line Canal Working Group is a collaborative effort to secure funding for - and implement - projects that will help enhance and protect the unique recreation experience along the High Line Canal.

Vision

The High Line Corridor be protected forever as an intimate treasure and continuous recreation experience along a historic, naturally scenic Canal.

Members

Arapahoe County
City of Aurora
City of Centennial
City of Cherry Hills Village
City and County of Denver
Douglas County
City of Greenwood Village
Highlands Ranch Metropolitan District
City of Littleton
South Suburban Park and Recreation District

Participating Entities

Adams County
Arapahoe County Open Space and Trails Advisory Board
Cherry Hills Land Preserve
Colorado Division of Wildlife
Colorado State Parks
Denver Parks and Recreation
Denver Water
High Line Canal Preservation Association
Sand Creek Regional Greenway
South Metro Land Conservancy
South Suburban Park Foundation
The Trust for Public Land

Goals

- To identify and pursue open space properties near the High Line Canal that enhance conservation values.
- To identify and work with relevant agencies to design and construct safety improvements at roadway and railway crossings.
- To identify and improve connectivity along the trail and to other corridors near the Canal.
- To preserve and enhance the overall trail experience.
- To enhance the trail user's experience through consistent and improved signage and mileage markers.

Conservation Values

- The preservation of views and vistas.
- The enhancement of the public's sense of place.
- The preservation and enhancement of recreational opportunities for all citizens.
- The protection of adjacent and complementary open space properties to open up the existing character of the Canal that spans multiple jurisdictions.
- The preservation and enhancement of wildlife habitat and migration routes.
- The preservation, replacement and enhancement of the historic canopy that defines the Canal.

Process

- To evaluate each proposed project on its own merits as it contributes to the whole, acknowledging that landowner participation is voluntary and funding is subject to approval by participating boards and elected officials.
- All projects and proposals will fully respect the operational integrity of the Canal.

Commitment

- To the vision and to the corridor as a whole;
- To agree to collaborate as we are more effective together than individually; and
- To a long-term effort that ensures a legacy for future generations.

Arapahoe County	City of Greenwood Village	Highlands Ranch Metropolitan District
City of Aurora	City of Littleton	South Suburban Park and Recreation District
City of Centennial	Douglas County	In partnership with Denver Water
City of Cherry Hills Village	City and County of Denver	

Adopted in 2011

February 7, 2012

Michael Flaherty, Deputy City Manager
City of Englewood
1000 Englewood Parkway
Englewood, CO 80110

Delivered via Email:

Re: Englewood McLellan Reservoir Foundation Property

Dear Michael:

I am writing in response to recent conversations and correspondence I have had with you regarding the potential to conserve portions of property owned by the Englewood McLellan Reservoir Foundation ("Foundation") located south of County Line Road in Douglas County. As you know the property contains important conservation values and is vital to the recreational experience along the High Line Canal. The Trust for Public Land (TPL) may be in a unique position to facilitate the acquisition and protection of the Property.

Accordingly, I'd like to propose this exclusive, non-binding Letter of Intent, which will allow both parties to move forward with negotiations that will eventually result in an Option Agreement providing TPL site control of the property. This Letter of Intent is not a real estate contract or option, and does not bind either party. Rather, it represents our mutual expression of good faith between now and June 30, 2013. This time period will allow TPL to begin a preliminary review of due diligence items available, as well as discuss the feasibility of the acquisition with our funding partners.

Objective: TPL and the Foundation share a common interest in achieving potential conservation of the Property. The objective of this Letter of Intent is to focus both the Foundation and TPL on the feasibility of such a transaction, and to allow TPL to begin raising the funds needed to purchase the property. Once the option terms are agreed upon, a formal Option Agreement will replace this Letter of Intent.

Purchase Price: TPL and the Foundation intend that the purchase price for the property shall be based on the fair market value, as determined by an appraisal complying with the Uniform Standards of Professional Appraisal Practice.

Please let me know if the foregoing is acceptable by acknowledging with your signature below. We will begin our fundraising efforts immediately and will continue to work with you to complete an Option Agreement. Thank you for your consideration. I look forward to hearing from you.

Very truly yours,

THE TRUST FOR PUBLIC LAND

By: _____
Justin Spring
Colorado Project Manager

AGREED AND ACCEPTED:

By: _____

By: _____

MEMORANDUM

TO: City Council

THROUGH: Gary Sears, City Manager

THROUGH: Rick Kahm, Director of Public Works

FROM: Brad Hagan, Streets Maintenance Manager
David Henderson, Engineering/Capital Projects Administrator

DATE: February 8, 2012

SUBJECT: STREET MAINTENANCE-PAVING STATEGY

In 2007, Public Works staff presented a "Four Year Paving Plan" to City Council. The plan was drafted to catch up on deferred maintenance to our aging street system and to repair damage caused by the severe winter of 2006/2007. The first two years of the program (2007 and 2008) were fully funded; however, due to the economic downturn, the City could not fully fund year three and canceled all catch up work proposed for year four. Below is a history of appropriations for Road & Bridge and the Four Year Paving Plan:

YEAR	Road & Bridge (PIF)	Four Year Plan Requested	Four Year Plan Funded	Total Appropriation
2007	750,000	550,000	550,000	1,300,000
2008	750,000	533,000	533,000	1,283,000
2009	750,000	513,000	165,000	915,000
2010	630,000	220,000	0	630,000
2011	750,000			750,000
2012	750,000			750,000

Recently, our Street Division staff inventoried the entire City to rate the condition of our 121 centerline mile (340 lane mile) Englewood street system. This information is utilized to update our "Pavement Management Plan". The data assisted us in developing a recommended plan addressing pavement surface treatment needs for the next five years. The value of the asphalt portion of our street system is estimated at $82 million (in 2009 dollars). Public Works staff believes it is imperative to prolong the life of our aging street system as long as possible. It is our goal to maintain pavements that are in good or fair condition rather than let them deteriorate to a poor condition. Deferred surface treatment maintenance may lead to streets deteriorating to the point of requiring reconstruction. It is estimated that every $1 spent on maintaining and preserving roads will save approximately $5 to $8 on major rehabilitation costs. Most of our street system was constructed between 1956 and 1978; and by most engineering standards, they have exceeded their useful life. We attribute our success to excellent quality control as streets were constructed, as well as aggressive efforts in the past to seal streets; thereby preventing moisture from entering and damaging the asphalt and sub-grade. It should be noted that eventually, regardless of our best efforts, most streets require some level of

reconstruction. In fact, our data suggests that a few streets are already to this point; however, we will do our best to keep them repaired by cutting/patching and surface treatments.

Staff continually monitors the paving industry for cost effective surface treatment options. In past years (prior to 2009) we utilized Microsurfacing as a cost effective treatment to slow the deterioration of the underlying pavement. Unfortunately, the product we used is no longer available. The quick set time of this product requires an experienced contractor. CDOT states that they have had mixed results with Microsurfacing and a local experienced contractor is desirable. We monitor research on other products that are being tested in Colorado and nationwide. These include new Asphalt Mix Designs, Hot In-Place Recycling, and Thin-Lift Stone Matrix Asphalt. We also monitor the market for changes to long standing maintenance operations such as Chip Seals, Fog Seals, and Slurry Seals. Some jurisdictions as well as CDOT still utilize these as a maintenance tool; however, our experience has concluded that they are not ideal for Englewood's street system.

The proposed "2012 Five-Year Paving Plan" was developed based upon three major maintenance options available to us:

- Streets needing major crack pouring with rubberized sealant.
- Streets needing asphalt overlay.
- Streets needing cape sealing (a chip seal and slurry seal combination).

We are capable of performing the first two options (crack pouring and overlay) with in-house crews. The small size of our Street Division (9 Equipment Operators), combined with their other required duties, limit the number of blocks we can address with in-house labor.

- Crack pouring can be accomplished in-house for about $900 per block. We estimate a private contractor cost will be in the $2,500-$3,000 per block range. Crack pouring operations are most effective when pavement temperatures are low and cracks are more open. Many times, our crews are busy with snow removal, alley grading, and other duties during these times. Our crews have time to complete 30-50 blocks of crack pouring per year.
- We do an excellent job of overlay in-house and can provide this service for approximately $11,000 per block (includes cost to rotomill edges). Contracting this same service would cost approximately $17,000 per block. Our crews can overlay around 60-70 blocks per year.
- Cape Seal requires specialized equipment and must be contracted. The process involves first pouring cracks with rubber. Next a thin Chip Seal is applied, followed by covering the chips with an application of Slurry Seal. Our experience with this process has been excellent using local qualified contractors. The contracted cost of around $10,000 per block is ideal for collector and arterial streets. One of the advantages of the cape seal versus overlay is less inconvenience to the public as street closure time is minimized.

The Englewood street system consists of approximately 960 blocks. Based on the 2012 condition ratings, we see the need for the following number of number of blocks per year:

YEAR	2012	2013	2014	2015	2016	TOTAL
Crack Pouring	438	99	93.5	70	36.5	737
Overlay	90	39.5	48.5	49	63.5	252.5
Cape Seal	31					31

Note:

- This tabulation is based on the 2012 condition rating. Each year requires a reassessment, and streets may move from one category to another.
- The number of blocks requiring treatment exceeds the total number of blocks in the City. Some blocks require more than one treatment over a five year period, i.e., cracks poured one year, followed by an overlay or cape seal in following years.

Total estimated five-year cost is as follows:

Crack Pouring (contract) 587 blocks at $3,000/block	$1,761,000
Crack Pouring (in-house) 150 blocks at $900/block	$ 135,000
Overlay (in-house) 252.5 blocks at $11,000/block	$2,777,500
Cape Seal 31 blocks at $10,000/block	$ 310,000
TOTAL FIVE YEAR ESTIMATE	**$4,983,500**

The data indicates the need for Crack Pouring on as many streets as possible as soon as possible. It does not appear financially or technically feasible to manage a contract to pour cracks in all of 438 streets recommended for 2012. The estimated cost for Crack Pouring alone in 2012 would approach $1.3 million. Public Works staff is recommending a program that we can manage with existing staff; and hopefully, that City Council will find financially feasible.

The "2012 Five Year Paving Plan" proposes the following:

- The Street Division will perform all overlays in-house (estimated at 60 blocks year).
- The Street Division will pour cracks as time allows (estimated at 30 blocks per year) and contract for the remaining.
- We will prioritize the list of streets recommended for crack pouring to address the worst streets first.
- We will contract for Cape Seal over a three year period (approximately $100,000 per year).

The existing 2012 PIF appropriation of $750,000 includes $630,000 for in-house overlay, enough for roughly 57 blocks of overlay. The remaining $120,000 is for on-going operations such as rotomill charges, minor bridge repairs, and a contingency for unforeseen emergency work. At the end of 2011, the Road & Bridge account has a balance of $233,000. $150,000 is reserved to repair W. Union Ave. near Waste Management (which we were unable to complete in 2011 due to weather), leaving a balance of $83,000 that is carried over to 2012. We typically carry a reserve for unforeseen work. The total available for the 2012 Paving Plan is $713,000. Staff proposes the following funding levels:

YEAR	Total Road & Bridge (PIF)	Available Portion of Road & Bridge for Paving Plan	Recommended Funding Level for Paving Plan	Additional Appropriation
2012	750,000	713,000	1,047,000	334,000
2013	850,000	730,000	1,047,000	317,000
2014	850,000	730,000	982,000	252,000
2015	850,000	730,000	982,000	252,000
2016	850,000	730,000	925,500	195,500
TOTAL	**4,150,000**	**3,633,000**	**4,983,500**	**1,350,500**

This proposed funding level will allow us to complete the following:

YEAR	2012	2013	2014	2015	2016	TOTAL
Crack Pouring (Contract)	120 blocks ($360,000)	104 blocks ($360,000)	104 blocks ($360,000)	104 blocks ($360,000)	107 blocks ($321,000)	587 blocks $1,761,000
Crack Pouring (in-house)	30 blocks ($27,000)	30 blocks ($27,000)	30 blocks ($27,000)	30 blocks ($27,000)	30 blocks ($27,000)	150 blocks $135,000
Overlay (in-house)	60 blocks ($660,000)	60 blocks ($660,000)	45 blocks ($495,000)	45 blocks ($495,000)	42.5 ($467,500)	252.5 blocks $2,777,500
Cape Seal (Contact)			10 blocks ($100,000)	10 blocks ($100,000)	11 blocks ($110,000)	31 blocks $310,000
TOTAL	**$1,047,000**	**$1,047,000**	**$982,000**	**$982,000**	**$925,500**	**$4,983,500**

The proposed 2012 Five-Year Paving Plan:

- Puts emphasis on Cracking Pouring as the first line of defense in keeping moisture out.
- Takes advantage of in-house labor and equipment for overlays, creating substantial savings versus contracting the work (overlay will likely remain at 60 blocks per year for the years 2014-2016).
- Cape Seal will be used long term in conjunction with overlay. Appropriate applications will be evaluated based on current conditions.

Staff will attend the City Council Study Session on February 13 to discuss the proposed plan.

/lt
c: Leigh Ann Hoffhines

City of Englewood

To: Mayor Randy Penn and City Council
From: Frank Gryglewicz, Director of Finance and Administrative Services
Date: February 6, 2012
Subject: **December 2011** Financial Report

Summary of the December 2011 General Fund Financial Report (Please note the numbers in this Report are not audited and subject to change until the Comprehensive Annual Financial Report is presented to Council)

REVENUES:

- Through December 2011, the City of Englewood collected **$37,894,323 or $1,179,869 or 3.2 percent more** than 2010.
- The City collected $2,994,213 in property and $246,062 in specific ownership tax through December.
- **Year-to-date sales and use tax revenues were $21,687,110 or $820,595 or 3.9 percent more than December 2010**
- Cigarette tax collections were down $5,557compared to last year.
- Franchise fee collections were $3,357 less than last year.
- Licenses and permit collections were $42,637 more than 2010.
- Intergovernmental revenues were $488,765 more than the prior year.
- Charges for services decreased $10,271 from last year.
- Recreation revenues increased $145,440 from 2010.
- Fines and forfeitures were $153,199 less than last year.
- Investment income was $8,681 less than last year.
- Miscellaneous revenues were $93,474 less than last year.

OUTSIDE CITY:

- Outside City sales and use tax receipts (cash basis) were up $1,558,391 or 24.77 percent compared to last year, $1,188,000 of the total amount collected is due to the receipt of *one-time sales and use tax revenue* from several taxpayers and $56,000 is due to a refund in 2010. The City has classified $600,000 as "unearned" at this time.
- At this time potential refunds total approximately $1,500,000 for claims submitted to Englewood but not completed; the balance of the account to cover intercity claims is $1,150,000.

CITY CENTER ENGLEWOOD (CCE):

- Sales and use tax revenue collected through December 2011 were $2,078,548 or $12,737 less than last year during the same period.

EXPENDITURES:

- Expenditures through December were $39,534,134 or $632,792 (1.6 percent) more than the $38,901,342 expended through December 2010. Actual expenditures were $896,379 (2.2 percent) under budget. The City refunded $45,233 in sales and use tax claims in 2011.

REVENUES OVER/UNDER EXPENDITURES:

- Expenditures exceeded revenues by $1,639,811 this year compared to expenditures exceeding revenues by $2,186,888 in 2010.

TRANSFERS:

- Net 2011 transfers-in to date of $2,052,782 were made by the end of December 2011.

FUND BALANCE:

- The unaudited total fund balance is $8,907,651 or 23.5% of revenue. The 2011 Reserves total $3,855,161 or 10.2% of unaudited revenue. The unreserved/undesignated reserves for 2011 are estimated at $5,052,490 or 13.3 percent of unaudited revenues.
- The 2011 unaudited Long Term Asset Reserve (LTAR) balance is $2,406,649 (please refer to page 13).

PUBLIC IMPROVEMENT FUND (PIF):

- The PIF has collected $2,040,974 in revenues and spent $3,635,904 year-to-date. Unaudited year-end fund balance is $431,772.

General Fund Comparative Revenue, Expenditure & Fund Balance Report

as of December 31, 2011

Percentage of Year Completed = 100%

	2011				2010			2009		
Fund Balance January 1	$ 8,157,514	$ 8,494,679		$ 8,494,679	$ 9,234,957	$ 9,234,957		$ 11,102,763	$ 11,102,763	
	Budget	Dec-11	% Budget	YE Estimate	Dec-10	Dec-10	% YTD	Dec-09	Dec-09	% YTD
Revenues										
Property Tax	3,017,000	2,994,213	99.24%	2,994,213	3,020,884	3,020,884	100.00%	2,971,303	2,971,303	100.00%
Specific Ownership Tax	250,000	246,062	98.42%	246,062	263,434	263,434	100.00%	276,415	276,415	100.00%
Sales & Use Taxes	21,216,000	21,687,110	102.22%	21,687,110	20,866,515	20,866,515	100.00%	20,624,659	20,624,659	100.00%
Cigarette Tax	190,000	190,763	100.40%	190,763	196,320	196,320	100.00%	218,448	218,448	100.00%
Franchise Fees	2,650,851	2,616,834	98.72%	2,616,834	2,620,191	2,620,191	100.00%	2,452,611	2,452,611	100.00%
Hotel/Motel Tax	8,713	9,820	112.71%	9,820	8,806	8,806	100.00%	9,141	9,141	100.00%
Licenses & Permits	575,100	738,200	128.36%	738,200	695,563	695,563	100.00%	588,303	588,303	100.00%
Intergovernmental Revenue	1,459,564	1,954,735	133.93%	1,954,735	1,465,970	1,465,970	100.00%	1,333,688	1,333,688	100.00%
Charges for Services	3,338,567	3,244,559	97.18%	3,244,559	3,254,830	3,254,830	100.00%	3,163,735	3,163,735	100.00%
Recreation	2,587,653	2,635,221	101.84%	2,635,221	2,489,781	2,489,781	100.00%	2,315,598	2,315,598	100.00%
Fines & Forfeitures	1,509,150	1,284,758	85.13%	1,284,758	1,437,957	1,437,957	100.00%	1,639,678	1,639,678	100.00%
Interest	200,000	91,864	45.93%	91,864	100,545	100,545	100.00%	229,999	229,999	100.00%
Miscellaneous	421,507	200,184	47.49%	200,184	293,658	293,658	100.00%	643,311	643,311	100.00%
Total Revenues	37,424,105	37,894,323	101.26%	37,894,323	36,714,454	36,714,454	100.00%	36,466,889	36,466,889	100.00%
Expenditures										
Legislation	346,120	298,731	86.31%	298,731	309,870	309,870	100.00%	346,045	346,045	100.00%
City Attorney	762,518	706,841	92.70%	706,841	702,228	702,228	100.00%	678,038	678,038	100.00%
Court	999,105	848,775	84.95%	848,775	901,469	901,469	100.00%	914,493	914,493	100.00%
City Manager	664,732	639,184	96.16%	639,184	659,882	659,882	100.00%	674,170	674,170	100.00%
Human Resources	481,102	430,792	89.54%	430,792	419,421	419,421	100.00%	456,275	456,275	100.00%
Financial Services	1,550,906	1,446,292	93.25%	1,446,292	1,445,581	1,445,581	100.00%	1,575,924	1,575,924	100.00%
Information Technology	1,338,543	1,332,766	99.57%	1,332,766	1,280,660	1,280,660	100.00%	1,360,237	1,360,237	100.00%
Public Works	5,498,891	5,237,754	95.25%	5,237,754	5,137,364	5,137,364	100.00%	5,152,891	5,152,891	100.00%
Fire Department	7,465,775	7,678,989	102.86%	7,678,989	7,425,903	7,425,903	100.00%	7,320,268	7,320,268	100.00%
Police Department	10,587,026	10,395,239	98.19%	10,395,239	10,312,633	10,312,633	100.00%	10,183,891	10,183,891	100.00%
Community Development	1,344,556	1,358,764	101.06%	1,358,764	1,301,473	1,301,473	100.00%	1,366,437	1,366,437	100.00%
Library	1,256,520	1,143,605	91.01%	1,143,605	1,284,083	1,284,083	100.00%	1,275,554	1,275,554	100.00%
Recreation	5,969,515	5,705,389	95.58%	5,705,389	5,811,809	5,811,809	100.00%	5,727,968	5,727,968	100.00%
Debt Service	2,075,204	2,158,590	104.02%	2,158,590	1,860,827	1,860,827	100.00%	1,805,208	1,805,208	100.00%
Contingency	90,000	152,423	169.36%	152,423	48,139	48,139	100.00%	160,578	160,578	100.00%
Total Expenditures	40,430,513	39,534,134	97.78%	39,534,134	38,901,342	38,901,342	100.00%	38,997,977	38,997,977	100.00%
Excess revenues over (under) expenditures	(3,006,408)	(1,639,811)	54.54%	(1,639,811)	(2,186,888)	(2,186,888)		(2,531,088)	(2,531,088)	
Net transfers in (out)	2,519,204	2,052,783	81.49%	2,052,783	1,446,610	1,446,610	100.00%	663,282	663,282	100.00%
Total Fund Balance	$ 7,670,310	$ 8,907,651	116.13%	$ 8,907,651	$ 8,494,679	$ 8,494,679	100.00%	$ 9,234,957	$ 9,234,957	100.00%

Fund Balance Analysis

Total Fund Balance	$ 7,670,310	$ 8,907,651	$ 8,907,651	$ 8,494,679		$ 9,234,957
Reserves/designations:						
-Emergencies (TABOR)	1,170,000	1,150,000	1,150,000	1,150,000		1,170,000
-LTAR	2,713,467	2,406,649	2,406,649	2,130,520		3,131,980
-MOA	-	-	-	-		39,200
-COPS Grant	298,512	298,512	298,512	298,512		-
Reserved Fund Balance	$ 4,181,979	$ 3,855,161	$ 3,855,161	$ 3,579,032		$ 4,341,180
Estimated unres/undesig Fund Balance	$ 3,488,331	$ 5,052,490	$ 5,052,490	$ 4,915,647		$ 4,893,777
As a percentage of projected revenues	9.21%		13.33%	13.39%		13.42%
As a percentage of budgeted revenues	9.32%		13.50%			
Target	3,742,411	-	5,613,616			

City of Englewood

To: Mayor Randy Penn and City Council
From: Frank Gryglewicz, Director of Finance and Administrative Services
Date: February 7, 2012
Subject: January 2012 Financial Report

Please note any references to 2011 have not been audited and are subject to change until the annual audit and Comprehensive Annual Financial Report is completed.

REVENUES:

- Through January 2012, the City of Englewood collected **$3,698,355 or $33,765 or .9 percent less** than last year (See the chart on page 3 and the attached full report for details on changes in revenue in past year. Please note Intergovernmental Revenue is the main reason for the overall revenue reduction between 2012 and 2011. In 2011 the City received one-time grants that increased total revenues collected.
- The City collected no property or specific ownership tax through January (this is a normal collection pattern).
- **Year-to-date sales and use tax revenues were $2,757,092 or $78,486 or 2.9 percent more than January 2011**
- Cigarette tax collections were down $1,979 compared to last year.
- Franchise fee collections were $2,040 less than last year.
- Licenses and permit collections were $59,159 more than 2011.
- Intergovernmental revenues were $203,139 less than the prior year.
- Charges for services decreased $39,555 from last year.
- Recreation revenues increased $14,522 from 2011.
- Fines and forfeitures were $15,522 less than last year.
- Investment income was $14,527 more than last year.
- Miscellaneous revenues were $30,641 more than last year.

OUTSIDE CITY:

- Outside City sales and use tax receipts (cash basis) were up $178,858 or 16.4 percent compared to last year.
- At this time potential refunds total approximately $1,500,000 for claims submitted to Englewood but not completed; the balance of the account to cover intercity claims is $1,150,000.

CITY CENTER ENGLEWOOD (CCE):

- Sales and use tax revenue collected through January 2012 were $238,023 or $1,843 more than last year during the same period.

EXPENDITURES:

- Expenditures through January were $1,945,250 or $168,377 (eight percent) less than the $2,113,627 expended through January 2011. The City's refund of sales and use tax claims through January 2012 totaled $4,484.

REVENUES OVER/UNDER EXPENDITURES:

- Revenues exceeded expenditures by $1,753,105 this year compared to revenues exceeding expenditures by $1,618,493 in 2011.

TRANSFERS:

- Net 2011 transfers-in to date of $1,388,904 were made by the end of January 2012 (please refer to page 13 for the make-up).

FUND BALANCE:

- The unaudited total fund balance is $8,306,159 or 21.6% of revenue. The estimated unreserved/undesignated reserves for 2011 are estimated at $4,222,619 or 10.98 percent of unaudited revenues.
- The 2012 unaudited Long Term Asset Reserve (LTAR) balance is $2,406,649 (please refer to page 13).

PUBLIC IMPROVEMENT FUND (PIF):

- The PIF has collected $21,482 in revenues and spent $1,283,803 year-to-date. Estimated year-end fund balance is $228,197.

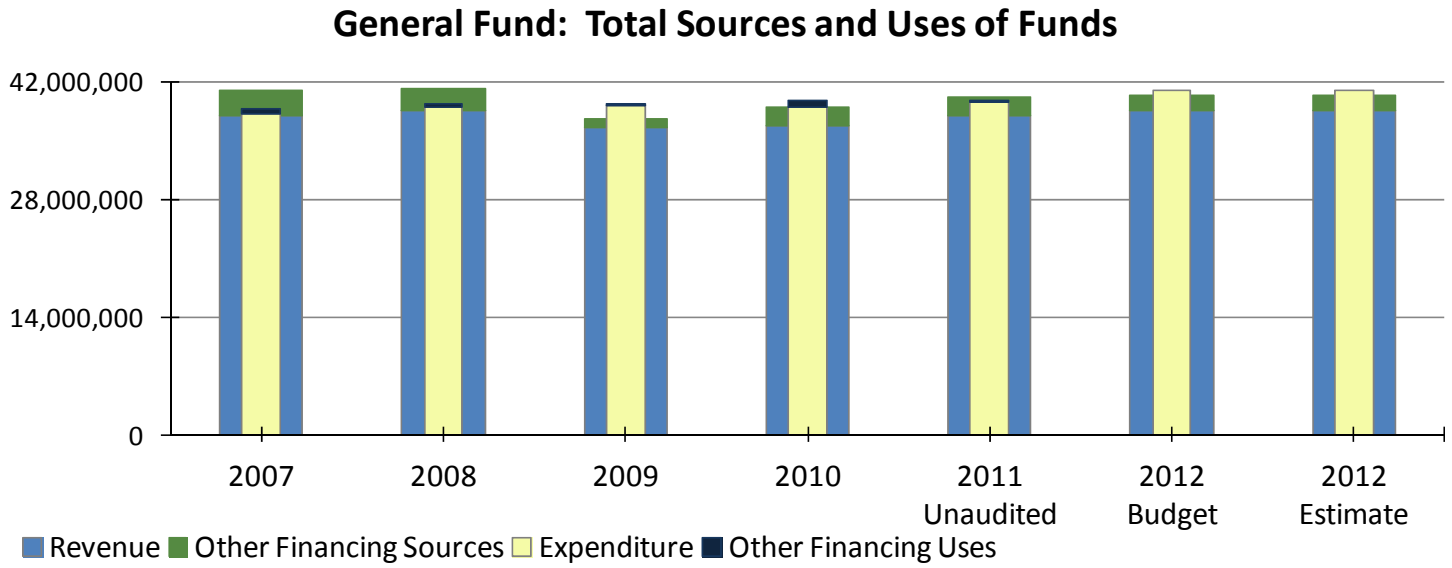
City of Englewood, Colorado
January 2012 Financial Report

GENERAL FUND OVERVIEW AND ANALYSIS

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

General Fund - Surplus and Deficits

The graph below depicts the history of sources and uses of funds from 2007 to 2012 Estimate. As illustrated, both surpluses and deficits have occurred in the past. The gap has narrowed over the past few years by reducing expenditures, freezing positions, negotiating lower-cost health benefits, increased revenue collections. Continued efforts will be required to balance revenues and expenditures, especially with persistent upward pressure on expenditures due to increases in the cost of energy, wages and benefits.

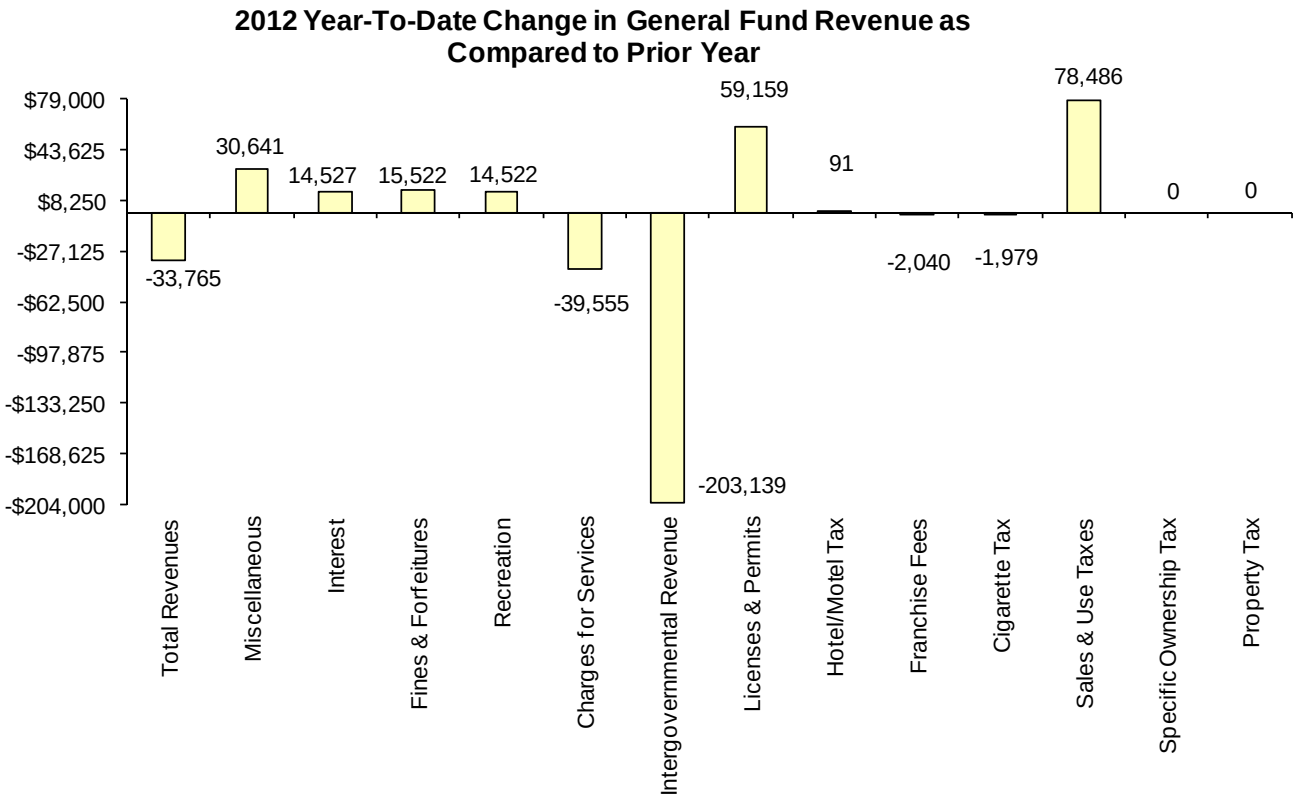


The table below summarizes General Fund Year-To-Date (YTD) Revenue, Expenditure, Sales & Use Tax Revenue and Outside City Sales & Use Tax Revenue for the month ended January, 2012. Comparative figures for years 2011 and 2010 are presented as well. The table also highlights the dollar and percentage changes between those periods.

	2012	2012 vs 2011 Increase (Decrease)		2011	2011 vs 2010 Increase (Decrease)		2010
General Fund							
Year-To-Date Revenue	**$ 3,698,355**	$ (33,765)	(.90%)	**$ 3,732,120**	$ 289,623	8.41%	**$ 3,442,497**
Year-To-Date Expenditure	**1,945,250**	$ (168,387)	(7.97%)	**2,113,637**	$ 237,715	12.67%	**1,875,922**
Net Revenue (Expenditure)	**$ 1,753,105**	$ 134,622		**$ 1,618,483**	$ 51,908		**$ 1,566,575**
Estimated Unreserved/ Undesignated Fund Balance	**$ 4,222,619**	$ (693,028)	(14.10%)	**$ 4,915,647**	$ 295,654	6.40%	**$ 4,619,993**
Sales & Use Tax Revenue YTD	**$ 2,757,092**	$ 79,861	2.98%	**$ 2,677,231**	$ 69,735	2.67%	**$ 2,607,496**
Outside City Sales & Use Tax YTD	**$ 1,269,850**	$ 178,858	16.39%	**$ 1,090,992**	$ (20,183)	(1.82%)	**$ 1,111,175**

General Fund Revenues

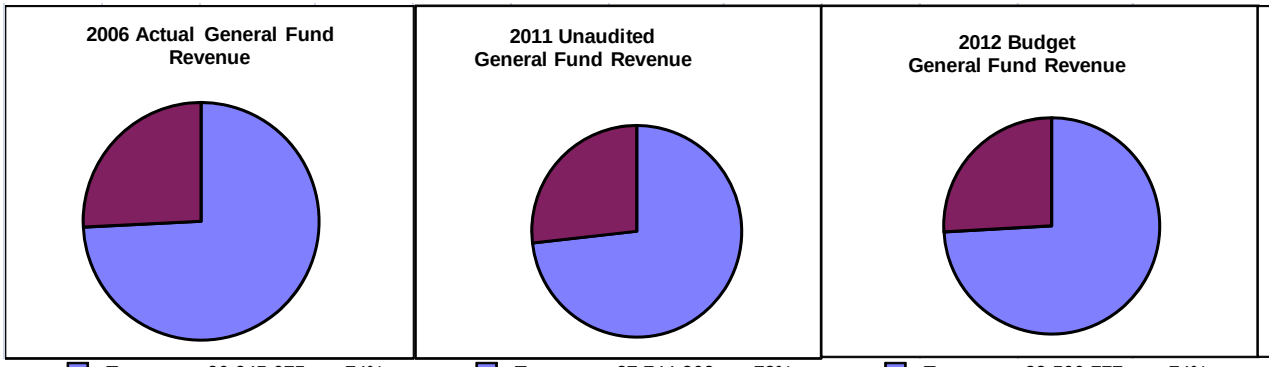
The City of Englewood's total budgeted revenue is $38,456,955. Total revenue collected through January 2012 was $3,698,355 or $33,765 (.9 percent) less than was collected in 2011. The chart below illustrates changes in General Fund revenues this year as compared to last year.



General Fund - Taxes

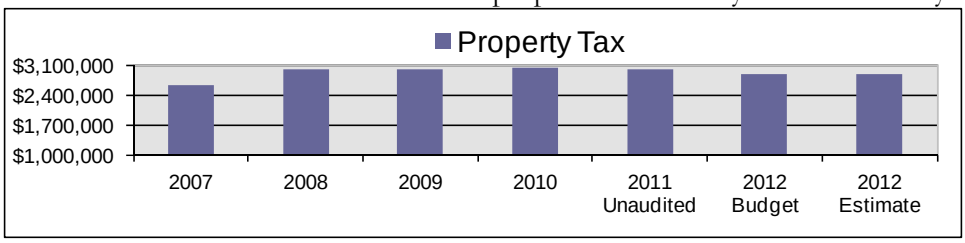
The General Fund obtains most of its revenue from taxes. In 2011 total unaudited revenues were $37,894,323 of which $27,744,802 (74.1 percent) came from tax collections. Taxes include property, sales and use, specific ownership, cigarette, utilities, franchise fees, and hotel/motel. The following pie charts illustrate the contribution of taxes to total revenue for 2006, 2011 unaudited and 2012 Budget. Taxes as a percentage of total revenue have declined slightly as other fees and charges have been increased to help offset rising costs and relatively flat tax revenues.

General Fund Revenues
Taxes vs. Other

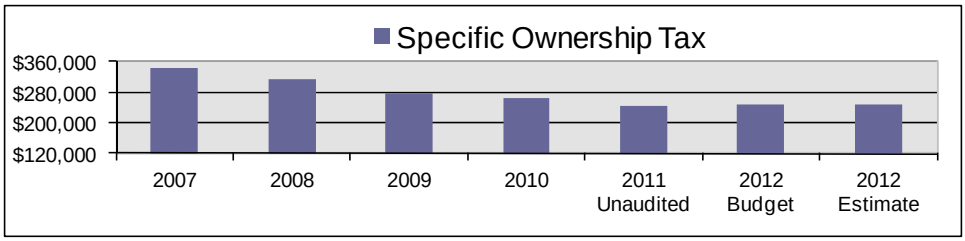


	2006		2011		2012	
Taxes	26,245,975	74%	27,744,802	73%	28,500,777	74%
Other	9,120,288	26%	10,149,521	27%	9,956,178	26%
Total	35,366,263	100%	37,894,323	100%	38,456,955	100%

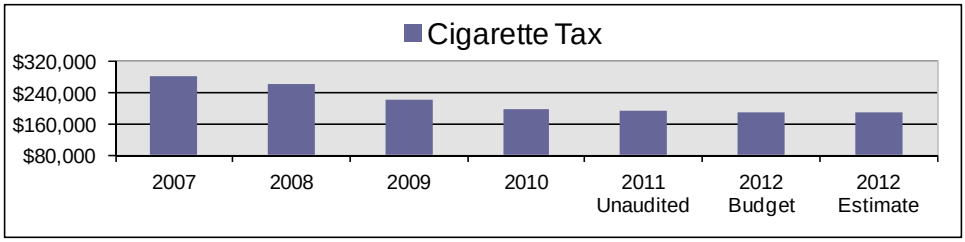
Property taxes: These taxes are collected based on the assessed value of all the properties in the City and the mill levy assessed against the property. The City's total 2011 mill levy collected in 2012 is 7.911 mills. The 2011 mill levy for general operations collected in 2012 is 5.880 mills. Voters approved a separate, dedicated mill levy for principal and interest payments on the City's general obligation debt for the construction of parks and recreation projects. The dedicated general obligation debt mill levy is accounted for in the Debt Service Fund. The dedicated general obligation debt mill levy dedicated for the City's general obligation debt collected in 2012 is 1.741 mills. Property tax collections grew from $2,623,118 in 2007 to $2,995,395 in 2011. This was an increase of $372,277 or 14.2 percent. In 2011 the City collected $2,994,213 or 10.8 percent of 2010 total taxes and eight percent of total revenues from property taxes. The City budgeted $2,880,000 for 2012; and collected nothing (normal collection pattern) through January 2012. The estimate for the year is $2,880,000.



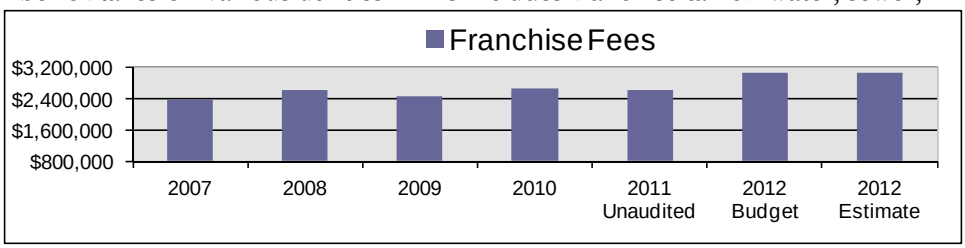
Specific ownership: These taxes are based on the age and type of motor vehicles, wheeled trailers, semi-trailers, etc. These taxes are collected by the County Treasurer and remitted to the City on the fifteenth day of the following month. The City collected $341,423 in 2007 and $230,327 in 2011 which is a decrease of $111,096 or 32.5 percent. The City collected $246,062 in 2011 which is less than one percent of total revenues and total taxes. The City budgeted $250,000 for 2011 and collected nothing (normal collection pattern) through January 2012. The estimate for the year is $250,000.



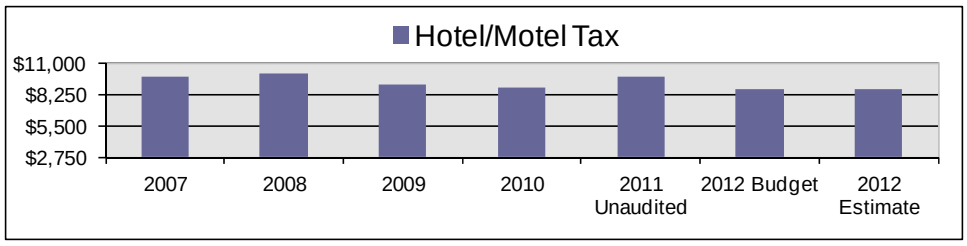
Cigarette Taxes: The State of Colorado levies a $.20 per pack tax on cigarettes. The State distributes 46 percent of the gross tax to cities and towns based on the pro rata share of state sales tax collections in the previous year. These taxes have fallen *significantly* in the past and continue to fall after the 2009 federal tax increase of approximately $.62 per pack went into effect. This federal tax increase will fund the State Children's Health Insurance Program (SCHIP). In 2007 the City collected $278,785, but in 2011 the City collected $190,763, which is a *decrease* of $88,022 or 31.6 percent. These taxes accounted for less than one percent of total taxes and less than one percent of total revenues in 2010. The City budgeted $190,000 for the year and collected $13,996 through January 2012, which is $1,979 or 12.4 percent less than the $15,975 collected through January 2011. The estimate for the year is $190,000.



Franchise Fees: The City collects a number of taxes on various utilities. This includes franchise tax on water, sewer, and public services, as well as occupational tax on telephone services. The City collected $2,356,385 in 2007 and $2,616,834 in 2011, an increase of $260,449 or 11.1 percent. These taxes accounted for 9.4 percent of taxes and 6.9 percent of total revenues in 2011. The City budgeted $3,056,938 for the year; collections through January totaled $78,453 compared to $80,493 collected during the same period last year. The estimate for the year is $3,056,938.

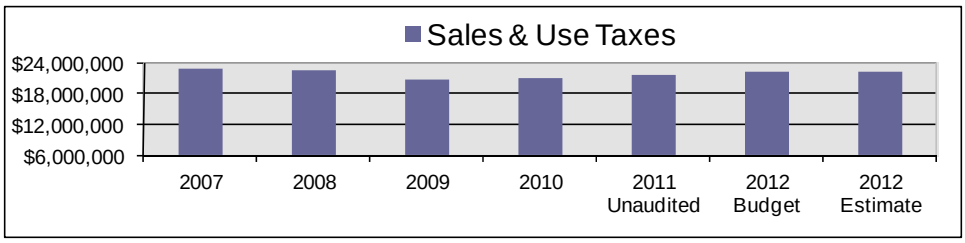


Hotel/Motel Tax: This tax is levied at two percent of the rental fee or price of lodging for under 30 days duration. The City budgeted $8,713 for the year and has collected $976 through January 2012. The estimate for the year is $8,713.



Sales and Use Taxes Analysis

Sales and use taxes are the most important (and volatile) revenue sources for the City. Sales and use taxes generated 78.2 percent of all taxes and 57.2 percent of total revenues collected in 2011. In 2007, this tax generated $22,753,820 for the City of Englewood; in 2011 the City collected $21,687,110, a decrease of 4.7 percent. This tax is levied on the sale price of taxable goods. Sales tax is calculated by multiplying the sales price of taxable goods times the sales tax rate of 3.5 percent. Vendors no longer receive a fee for collecting and remitting their sales/use taxes. Taxes for the current month are due to the City by the twentieth day of the following month. The City budgeted $22,115,126 for 2012. Sales and Use Tax revenue through January 2012 was $2,757,092 while revenue year-to-date for January 2011 was $2,678,606, an increase of $78,486 or 2.9 percent.



Collections (cash basis) for January 2012 were $2,755,486 while collections for January 2011 and January 2010 were $2,677,231 and $2,607,496 respectively. January 2012 collections were 2.9 percent or $78,255 more than January 2011 collections and $147,990 or 5.7 percent more than January 2010 collections.

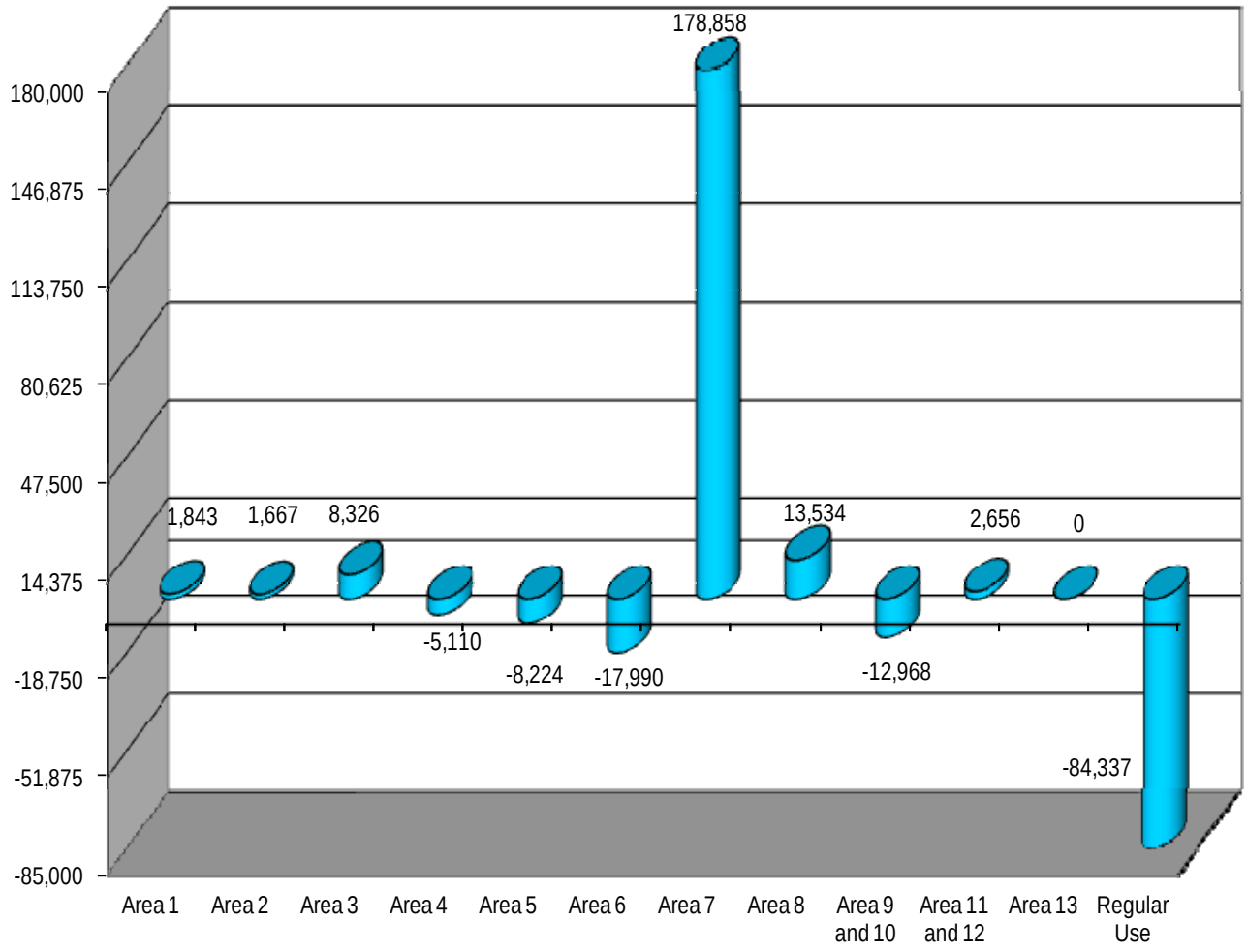
Based on last five years of sales tax collection data, January contributes12.64 percent of total year's sales tax collections; if this pattern holds this year, 87.36 percent is left to collect over the next eleven months. Based on January's collections, the City will collect an additional $18,704,685 over the next eleven months for a total of $21,460,531. January's collections were 102.9 percent of last January's collections. If this were applied to the entire year, the total collected would be $22,321,020; the average of the two forecasts is $21,890,776.

Outside City sales and use tax collections through January totaled $1,269,850 equaling an increase of approximately $178,858 over 2011.

This revenue source tends to ebb and flow (often dramatically) with the economy, growing during economic expansions and contracting during downturns. The past three years of sales tax collections have been exceptionally erratic making it extremely difficult to make accurate short or long term forecasts. It is important to continually review and analyze sales and use tax data including trends in the various geographic areas of the City.

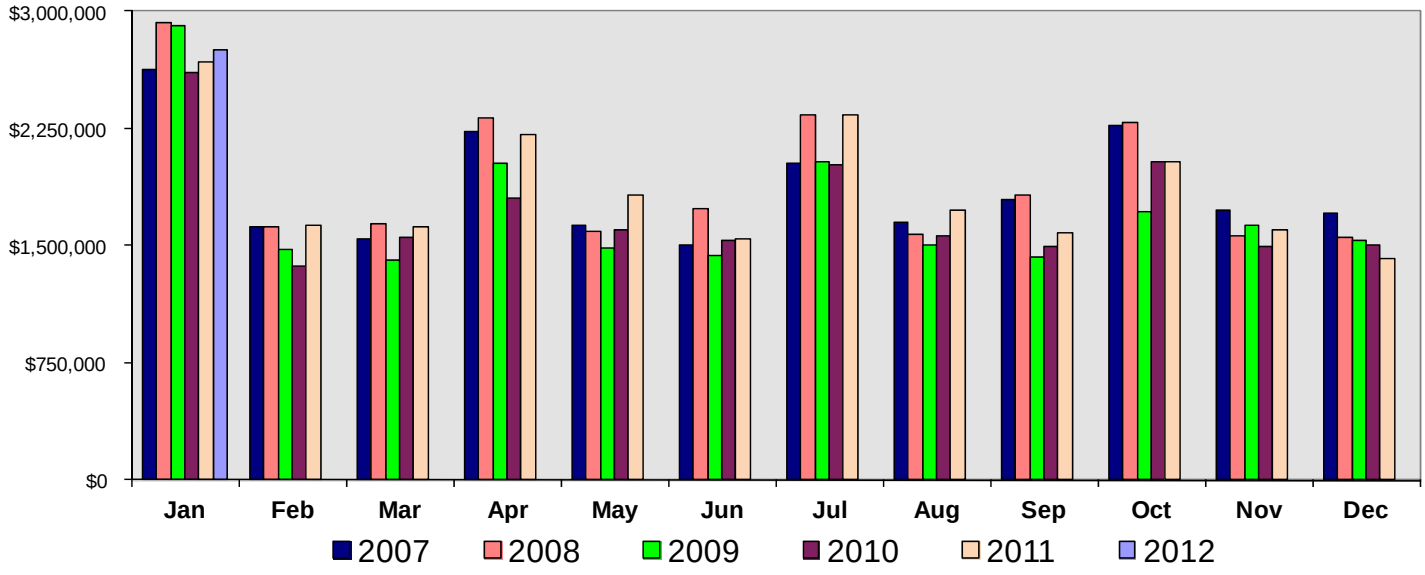
The chart on the next page, "Change in Sales/Use Tax Collections by Area 2011 vs. 2010" indicates that most of the increase in sales tax collections is due to Outside City (Area 7) and Collections from Public Utilities (Area 8). Economic conditions, judged by sales tax collections, appears to be a "mixed bag" with some geographic areas increasing and some decreasing compared to the same period last year.

Change in Sales/Use Tax Collections by Area 2012 vs 2011

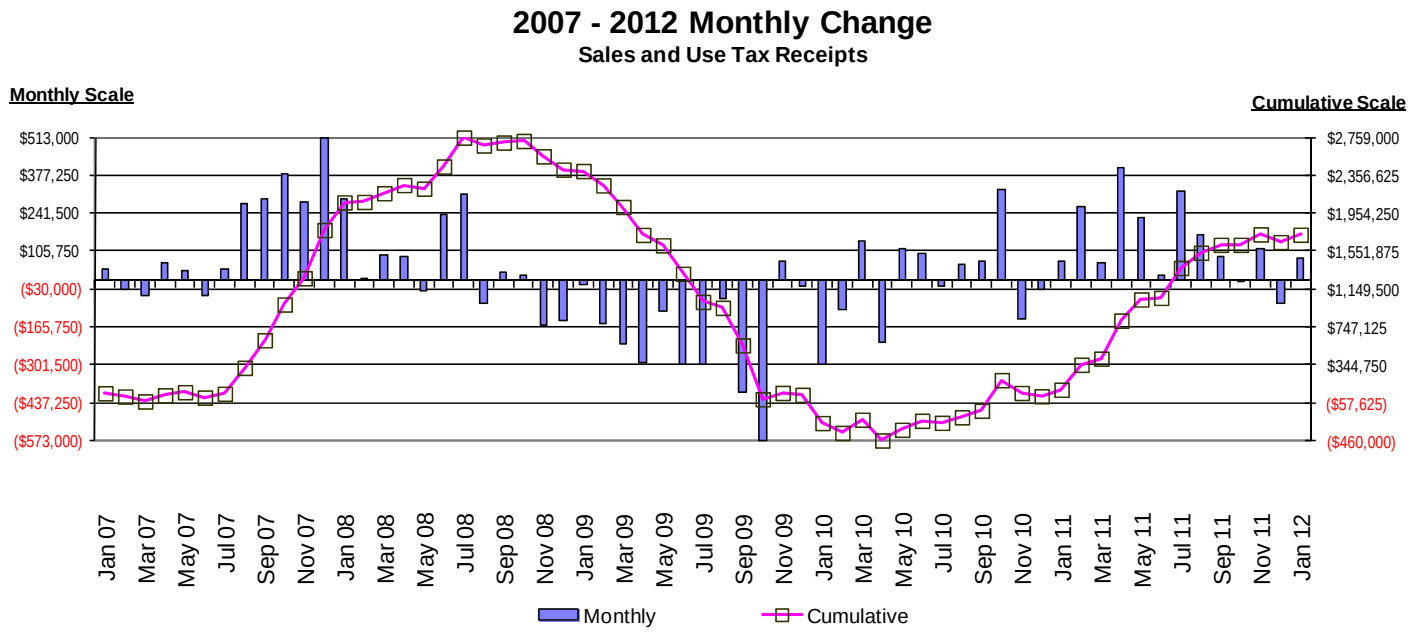


The bar graph below shows a comparison of monthly sales tax collections (cash basis) for 2006 through 2011.

2007-2012 YTD Sales/Use Tax Collections by Month - Cash Basis

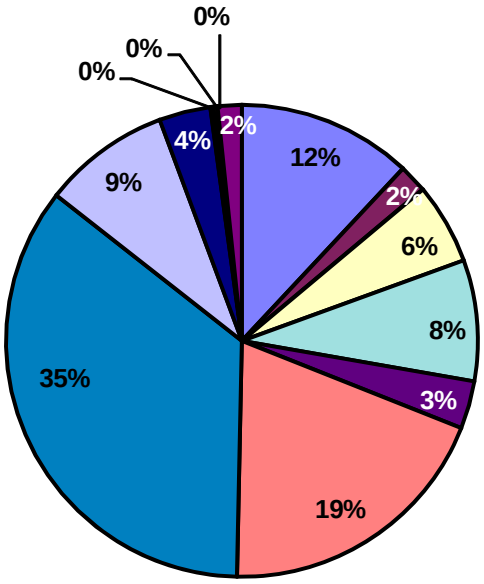


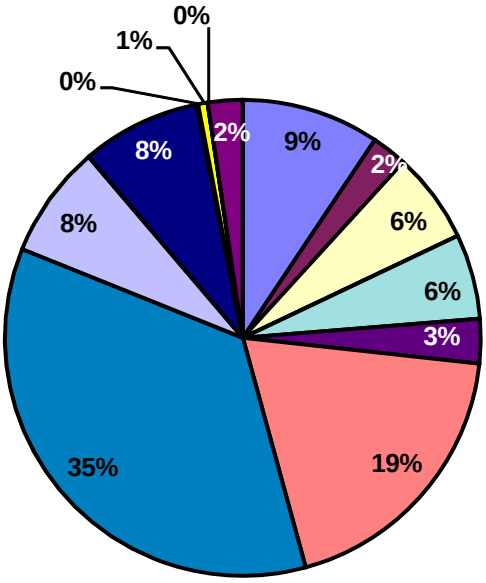
The next chart illustrates sales tax collections (cash basis) by month and cumulative for the years presented.



Sales tax collections are reported by various geographic areas as illustrated in the following pie charts. These illustrate the changing collection patterns for 2005 and 2010.

Geographic Sales Tax Collection Areas





2006 Actual Cash Receipts by Area

Area 1	12%	Area 8	9%
Area 2	2%	Area 9	4%
Area 3	6%	Area 10	0%
Area 4	8%	Area 11	0%
Area 5	3%	Area 12	0%
Area 6	19%	Regular Use	2%
Area 7	35%		

2011 Unaudited Cash Receipts by Area

Area 1	9%	Area 8	8%
Area 2	2%	Area 9	8%
Area 3	6%	Area 10	0%
Area 4	6%	Area 11	1%
Area 5	3%	Area 12	0%
Area 6	19%	Regular Use	2%
Area 7	35%		

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

Area 1: This geographic area accounts for the sales tax collections from CityCenter Englewood. CityCenter Englewood had collections of $238,023 year-to-date 2012, $1,843 or .8 percent more than was collected last year.

Area 4: This geographic area is down 3.45 percent from last year.

Area 6: This geographic area is down 4.2 percent from last year.

Area 7: This geographic area records the outside city sales tax collections (Outside City). Outside City has been the geographic area responsible for much of the sales tax growth (and decline) in past years. Outside City collections have increased 16.4 percent from the same period last year. The chart below illustrates this area's contribution to total sales and use taxes (cash basis) as well as total revenues since 2008 for collections through the month of January. The importance of Outside City has declined as a percentage of sales and use tax collections but it continues to remain an important impact on the City's General Fund as illustrated by the following:

	2008	2009	2010	2011	2012
Total Sales and Use Taxes	2,923,058	2,908,256	2,607,496	2,677,231	2,755,486
Outside City Collections	1,355,126	1,090,778	1,111,175	1,090,992	1,269,850
Percentage of Total	**46.4%**	**37.5%**	**42.6%**	**40.8%**	**46.1%**
Total General Fund Revenues	3,714,731	3,669,703	3,442,497	3,732,120	3,698,355
Outside City Collections	1,355,126	1,090,778	1,111,175	1,090,992	1,269,850
Percentage of Revenues	**36.5%**	**29.7%**	**32.3%**	**29.2%**	**34.3%**

The City records the proceeds of some returns from Outside City into an unearned revenue (liability) account. The criteria staff uses to decide if proceeds should be placed in the unearned account is if a reasonable probability exists for another municipality to claim the revenue. This account currently has a balance of $1,150,000 to cover intercity claims. The City paid no refunds including intercity sales/use tax claims through January 2012 compared to $3,004 through January 2011. At this time *potential* refunds total approximately $1,500,000 for claims submitted to Englewood but not completed.

Area 8: This geographic area consists of collections from public utilities. Collections through January were up $13,533 or 8.7 percent over last year. Weather conditions, energy usage conservation, and rising energy prices play an important role in revenue collections. Collections could increase or decrease if the remainder of the year is significantly hotter/colder than normal.

Other Sales Tax Related Information

Finance and Administrative Services Department collected $2,858 in sales and use tax audit revenues and general collections of balances on account through the month of January 2012, this compares to $98,570 collected in 2011 and $1,425 collected in 2010.

Of the 81 sales tax accounts reviewed in the various geographic areas, 49 (60.5 percent) showed improved collections and 32 (39.5 percent) showed reduced collections this year compared to the same period last year.

The Department issued 38 new sales tax licenses through January 2012; 25 and 30 were issued through January 2011 and 2010 respectively.

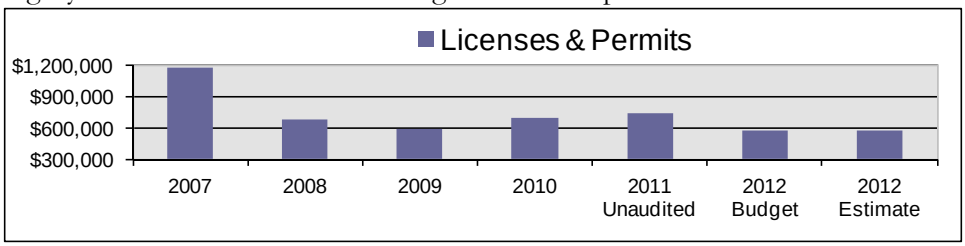
City records indicate that year-to-date 214 businesses closed (129 of them were outside the physical limits of Englewood) and 467 opened (331 of them were outside the physical limits of Englewood).

General Fund - Other Revenue

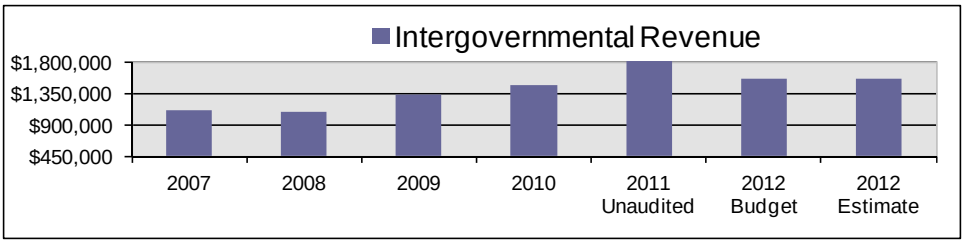
Other revenues accounted for $10,149,521 or 26.8 percent of the total revenues for 2011; the City budgeted $9,956,178 for 2012.

The following provides additional information on the significant revenue sources of the General Fund:

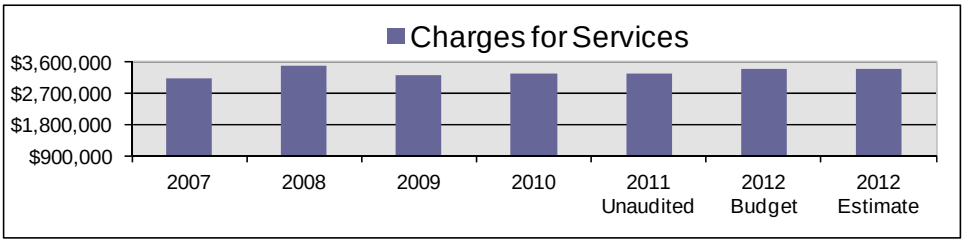
Licenses and Permits: This revenue category includes business and building licenses and permits. This revenue source generated $738,496 during 2011 or two percent of total revenue and 7.4 percent of total other revenue. This revenue source totaled $1,168,977 in 2007 and decreased to $738,200 in 2011, a 36.8 percent decrease. The City budgeted $574,025 for 2012 and year-to-date the City collected $112,965 or $59,159 (110 percent) more than the $53,806 collected through January 2010. The estimate for the year is $574,025.



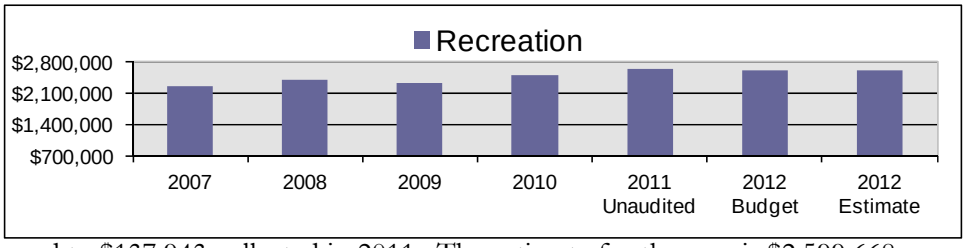
Intergovernmental Revenues: This revenue source includes state and federal shared revenues including payments in lieu of taxes. These revenues are budgeted at $1,552,315 for 2012. This revenue source totaled $1,106,280 in 2007 and the City collected $1,954,735 in 2011, a 76.7 percent increase. The City collected $138,652 through January 2012 this is $203,139 (59.4 percent) less than the $341,791 collected in the same period in 2011. The estimate for the year is $1,552,315.



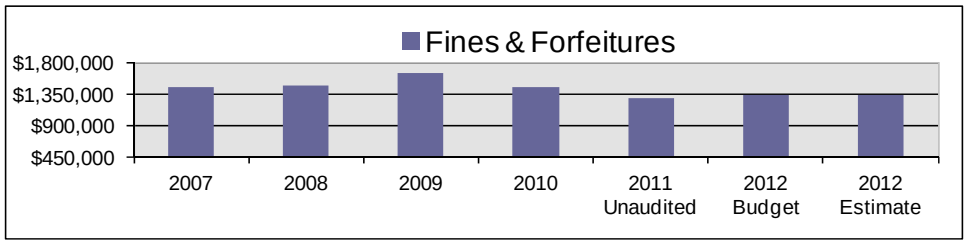
Charges for Services: This includes general government, public safety, fees for the administration of the utilities funds, court costs, highway and street and other charges. This revenue source is budgeted at $3,392,567 for 2012. This revenue source totaled $3,113,550 in 2007 and increased to $3,244,559 in 2011, a 4.2 percent increase. Total collected year-to-date was $250,378 or $39,555 (13.6 percent) less than the $289,933 collected year-to-date in 2011. The estimate for the year is $3,392,722.



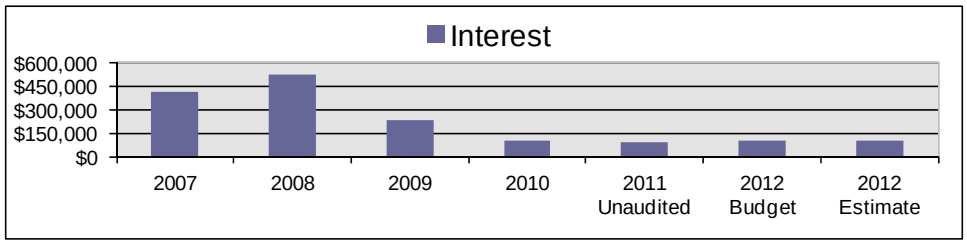
Recreation: This category of revenue includes the fees and charges collected from customers to participate in the various programs offered by the Parks and Recreation Department. This revenue source is budgeted at $2,599,668 for 2012. This revenue source totaled $2,235,938 in 2007 and increased to $2,635,221 in 2011, an 17.9 percent increase. Total collections through January 2012 were $152,465 compared to $137,943 collected in 2011. The estimate for the year is $2,599,668.



Fines and Forfeitures: This revenue source includes court, library, and other fines. The 2012 budget for this source is $1,318,450 or 14.7 percent of total other revenue. This revenue source totaled $1,445,641 in 2007 and decreased to $1,284,758 in 2011, an 11.1 percent decrease. Total collected year-to-date was $124,539 or $15,522 (14.2 percent) more than the $109,017 collected in the same time period last year. The estimate for the year is $1,318,450.

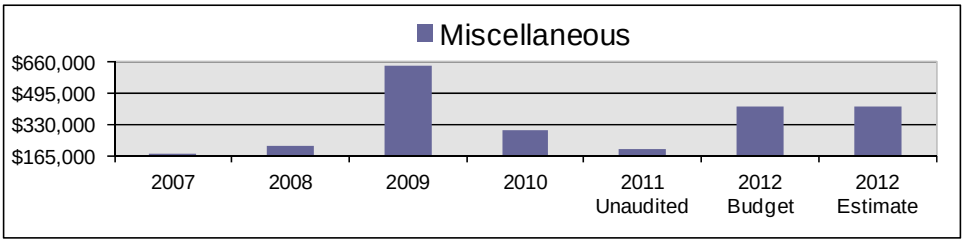


Interest: This is the amount earned on



the City's cash investments. The 2012 budget for this source is $100,000. This revenue source totaled $411,516 in 2007 and decreased to $91,864 in 2011, a 77.7 percent decrease. The City earned $21,574 through January 2012; while the City earned $7,047 through January 2011. The estimate for the year is $91,705.

Miscellaneous: This source includes all revenues that do not fit in another revenue category. The 2012 budget for this source is $419,153. This revenue source totaled $166,247 in 2007 and increased to $200,184 in 2011, a 20.4 percent increase. Total collected year-to-date is $47,265 (184.3 percent) more than the $16,624 collected last year during the same period. The estimate for the year is $419,153.



General Fund - Expenditures

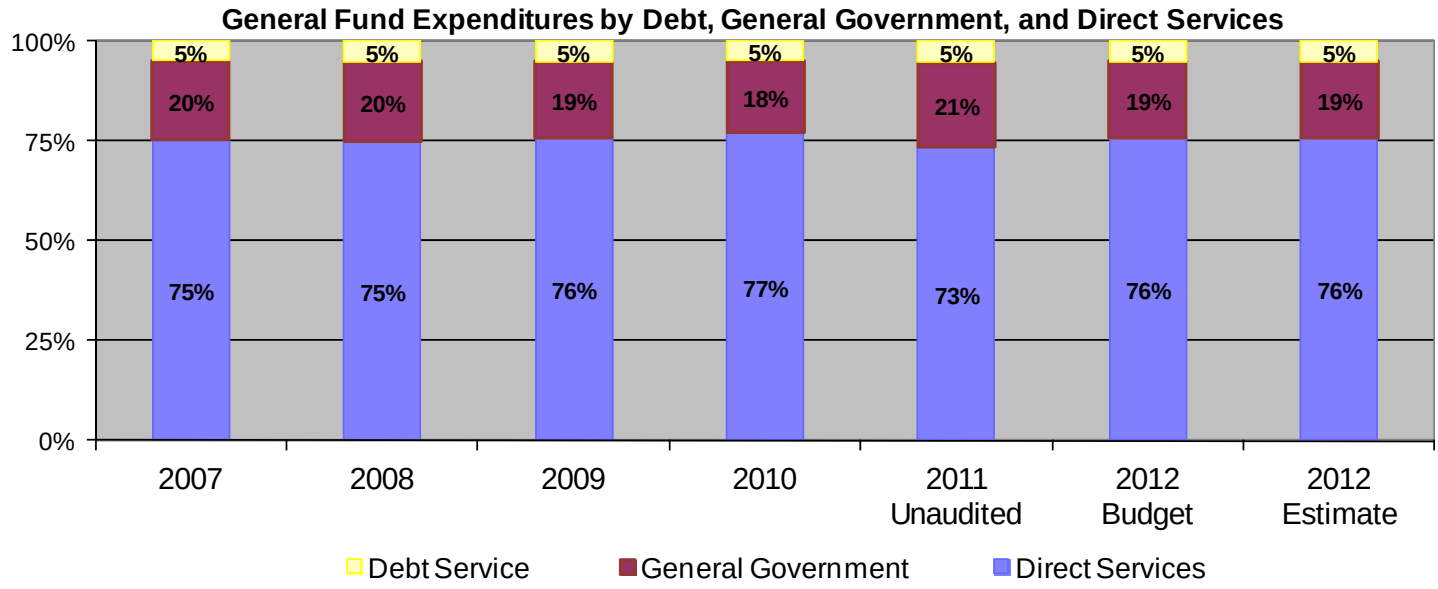
In 2006 the City adopted an outcome based budgeting philosophy. City Council and Staff outlined five outcomes to reflect, more appropriately, the desired result of the services delivered to the citizens of Englewood. The five outcomes identified are intended to depict Englewood as:

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

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

The City budgeted total expenditures at $40,949,793 for 2012, this compares to $40,430,513 and $38,901,342 expended in 2011 and 2010 respectively. Budgeted expenditures for 2012 general government (City Manager, Human Resources, etc.) totals $7,728,324 or 18.9 percent of the total. Direct government expenditures (Police, Fire, etc.) are budgeted at $31,160,730 or 76.1 percent of the total. Debt service (fixed costs) payments are $2,060,739 or five percent of the total. Total expenditures through January were $1,945,250 compared to $2,113,627 in 2010 and $1,875,922 in 2009.

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



General Fund - Transfers

The General Fund has provided funds to and has received funds from Special Revenue Funds, Capital Projects Funds, Internal Service Funds and Component Units in order to buffer temporary gaps in revenue and expenditure amounts. In 2012 the General Fund is not in the position to provide funding to the Capital Projects Funds but has received the following net transfers:

Source of Funds	Budget Amount	YTD Amount
Special Revenue Funds		
Neighborhood Stabilization Program Fund*	$ -	$ -
Capital Project Funds		
Public Improvement Fund (PIF)	486,739	486,739
Internal Service Funds		
Servicenter Fund	100,000	100,000
Risk Management Fund	720,000	720,000
Component Units		
Englewood/McLellan Reservoir Foundation, Inc (EMRF)	663,046	82,165
Transfers Total	$ 1,969,785	$ 1,388,904

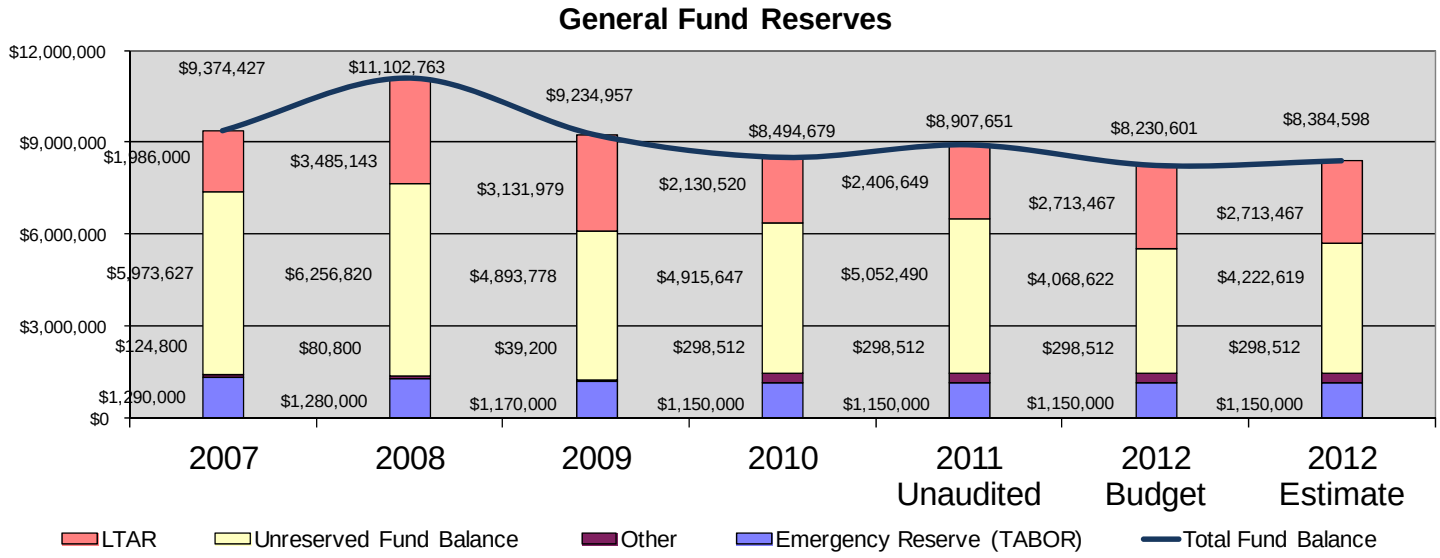
*In addition to the 2011 net amount received ($343,315) from the Neighborhood Stabilization Program (NSP) Fund, the NSP Fund returned $47,052 in 2010 of the $750,000 borrowed in this same year. The amount due from the NSP Fund to the General Fund Long-Term Asset Reserve is $359,633.

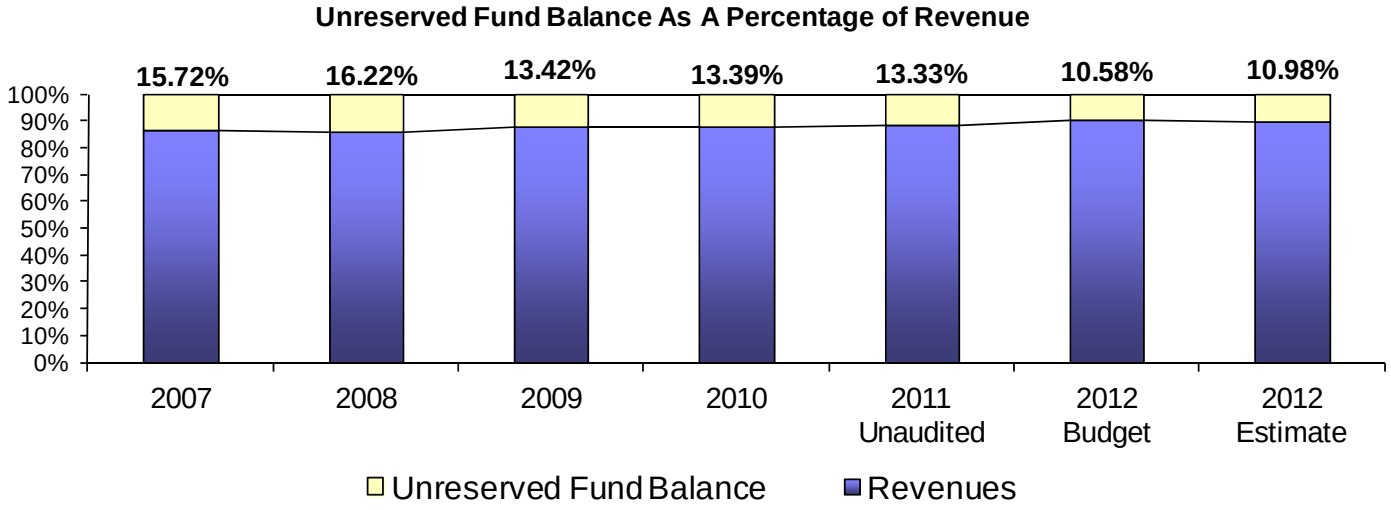
General Fund - Fund Balance

The City designates the fund balance into two categories, restricted and unrestricted. The portion of the fund balance which is restricted is referred to as the "Reserves" while the unrestricted portion is referred to as the unreserved/undesignated fund balance. The unreserved/undesignated fund balance represents funds the City sets aside for a "rainy day". Another way to view these unrestricted funds is as a stabilization fund, the intent of which is to smooth over unexpected fluctuations in revenues and expenditures. The fund balance is normally built up when revenues exceed expenditures. In the past, excess funds have been transferred out, usually for capital projects identified in the Multiple Year Capital Plan (MYCP). The unreserved/undesignated fund balance is not adequate to provide for a transfer from the General Fund to the capital projects funds.

Long Term Asset Reserve (LTAR) At the 2008 Budget workshop held on January 22, 2007, City Council discussed and directed staff to establish a General Fund reserve account to accumulate funds from the sale, lease, or earnings from long-term assets. It was also determined that these funds should be used in a careful, judicious and strategic manner.

The funds restricted in this account are to be expended if the funds are appropriated in the annual budget or by supplemental appropriation. The balance at the end of January 2012 is $2,406,649.





The City's General Fund ended 2011 with total reserves of $8,907,651, and an unreserved/undesignated fund balance of $5,052,490 or 13.3 percent of revenues or 12.8 percent of expenditures. The estimated total reserves for 2012 are $8,384,598 with an unreserved/undesignated fund balance of $4,222,619 or 11 percent of estimated revenues or 10.3 of estimated expenditures. The $4,222,619 would allow the City to operate for approximately 37.6 days (using average daily budgeted expenditures) if all other revenues and financing sources ceased. In these times of economic uncertainty, it is more important than ever to maintain reserves to help the City make up for revenue shortfalls and unexpected expenditure increases given that the one-time transfers made to the General Fund to help maintain reserves are no longer available.

PUBLIC IMPROVEMENT FUND OVERVIEW

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

Provided for your information is the table below that illustrates the PIF Year-To-Date (YTD) revenues and expenditures for the years 2010 through 2012. The dollar and percentage change between each year is also provided. The Estimated Ending Fund Balance is included in order to account for the remaining PIF appropriation in addition to the remaining annual revenue anticipated for the fund.

Public Improvement Fund (PIF)	**2012**	2012 vs 2011 Increase (Decrease)		**2011**	2011 vs 2010 Increase (Decrease)		**2010**
YTD Revenues	**$ 21,482**	$ (464)	(2.11%)	**$ 21,946**	$ (18,770)	(46.10%)	**$ 40,716**
YTD Expenditures	**1,283,803**	$ (1,651,015)	(56.26%)	**2,934,818**	$ 1,464,415	99.59%	**1,470,403**
Net Revenues (Expenditures)	**$ (1,262,321)**	$ 1,650,551		**$ (2,912,872)**	$ (1,483,185)		**$ (1,429,687)**
Beginning PIF Fund Balance	**$ 1,091,527**			**$ 2,576,616**			**$ 1,433,942**
Ending PIF Fund Balance Before Remaining Annual Revenue and Appropriation	**$ (170,794)**			**$ (336,256)**			**$ 4,255**
Plus: Remaining Annual Revenue	**1,775,682**			**1,586,624**			**1,631,739**
Less: Remaining Annual Appropriation	**(1,376,691)**			**(1,285,341)**			**(1,561,262)**
Estimated Ending Fund Balance	**$ 228,197**			**$ (34,973)**			**$ 74,732**
Unappropriated Fund Balance as of December 31,				**$ 440,771**			**$ 339,405**

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

	2012 Estimate	2012 Adopted Budget	2012 YTD Actual	2012 Vs 2011 Amount	%	2011 YTD Actual	2011 Vs 2010 Amount	%	2010 YTD Actual
Vehicle Use Tax	$ 1,000,000	$ 1,000,000	$ -	$ -	---	$ -	$ -	---	$ -
Building Use Tax	$ 550,000	$ 550,000	$ 20,012	$ (189)	-1%	$ 20,201	$ (16,672)	-45%	$ 36,873
Arapahoe County Road and Bridge Tax	$ 184,000	$ 184,000	$ -	$ -	---	$ -	$ -	---	$ -

Vehicle Use Tax is based on the valuation of new vehicles purchased by City of Englewood residents. This tax is collected and remitted by Arapahoe County at the time the vehicle is registered. ***Building Use Tax*** is based on the valuation of building permits issued by the City of Englewood. These revenue sources are monitored periodically to determine the revision of the 2012 Estimate. ***Arapahoe County Road and Bridge Tax*** is restricted to the construction and maintenance of streets and bridges. This tax is based on a mill levy established by Arapahoe County multiplied by the City's assessed valuation multiplied by 50%.

2012 Year-To-Date City Funds At-A-Glance

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

	Beginning Balance	Revenue	Expenditure	Other Sources (Uses)	Reserved Balance	Ending Balance
Governmental Fund Types (Fund Balance)						
General Fund	8,907,652	3,698,357	1,945,250	(2,276,161)	4,161,979	4,222,619
Special Revenue Funds						
Conservation Trust	1,184,882	2,705	-	(1,186,488)	-	1,098
Open Space	912,176	2,726	-	(702,949)	-	211,953
Neighborhood Stabilization Program	210,141	435	35,295	(175,281)	-	-
Donors	162,559	2,948	3,213	-	-	162,295
Community Development	-	7,392	3,250	(4,142)	-	-
Malley Center Trust	279,038	1,034	(18)	-	-	280,090
Parks & Recreation Trust	451,714	1,026	615	-	-	452,125
Debt Service Fund						
General Obligation Bond	154,267	348	-	-	-	154,615
Capital Projects Funds						
PIF	979,218	139,236	18,688	(871,569)	-	228,197
MYCP	715,198	1,524	4,832	(695,109)	-	16,781
Proprietary Fund Types (Funds Available Balance)						
Enterprise Funds						
Water	7,006,770	325,448	636,171	-	-	6,696,047
Sewer	5,404,336	1,205,835	1,444,700	-	1,000,000	4,165,472
Stormwater Drainage	990,801	45,583	4,566	-	137,818	894,000
Golf Course	736,146	30,066	38,534	-	293,500	434,177
Concrete Utility	322,228	63,225	16,813	-	-	368,640
Housing Rehabiliation	541,470	8,510	4,291	-	-	545,688
Internal Service Funds						
Central Services	151,323	35,508	18,235	-	-	168,596
ServiCenter	1,190,820	181,200	114,661	(100,000)	-	1,157,360
CERF	1,213,505	63,027	338	-	-	1,276,195
Employee Benefits	(29,864)	361,927	785,592	-	35,932	(489,461)
Risk Management	1,094,018	2,562	372,517	(720,000)	-	4,063

CLOSING

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

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

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

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

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

Community Development Fund – Accounts for the **art** Shuttle Program which is funded in part by the Regional Transportation District (RTD). **art** provides riders free transportation to 19 stops connecting CityCenter Englewood, businesses in downtown Englewood, and the medical facilities in and near Craig Hospital and Swedish Medical Center.

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

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

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

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

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

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

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

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

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

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

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

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

MOA – Museum of Outdoor Arts

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

FUNDS GLOSSARY

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

Neighborhood Stabilization Program Fund – Accounts for the federal grant awarded to acquire, rehabilitate and resale approximately eleven foreclosed residential properties located in the City.

Open Space Fund – Accounts for the acquisition of parks and open space land not previously owned by the City and for improvements to existing park and recreation facilities. Financing is provided from the Arapahoe County Open Space Sales Tax of .25%. The Open Space Tax was created on January 1, 2004 and expires on January 31, 2013.

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

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

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

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

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

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

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

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

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

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

General Fund Comparative Revenue, Expenditure & Fund Balance Report

as of January 31, 2012

Percentage of Year Completed = 8%

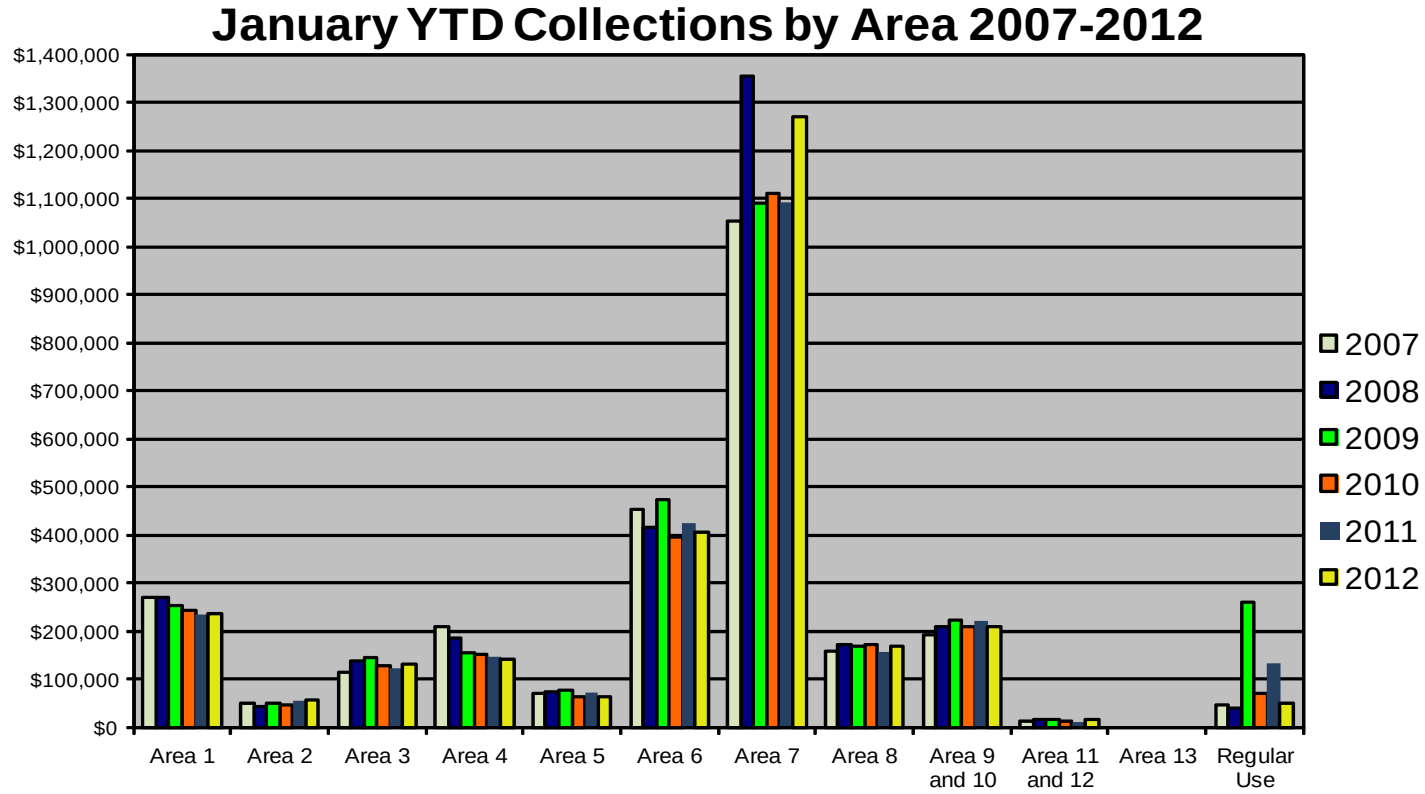
	2012				2011			2010		
Fund Balance January 1	$ 8,753,654	$ 8,907,651		$ 8,907,651	$ 8,494,679	$ 8,494,679		$ 9,234,957	$ 9,234,957	
	Budget	Jan-12	% Budget	YE Estimate	Dec-11	Jan-11	% YTD	Dec-10	Jan-10	% YTD
Revenues										
Property Tax	2,880,000	-	0.00%	2,880,000	2,994,213	-	0.00%	3,020,884	-	0.00%
Specific Ownership Tax	250,000	-	0.00%	250,000	246,062	-	0.00%	263,434	-	0.00%
Sales & Use Taxes	22,115,126	2,757,092	12.47%	22,115,126	21,687,110	2,678,606	12.35%	20,866,515	2,628,686	12.60%
Cigarette Tax	190,000	13,996	7.37%	190,000	190,763	15,975	8.37%	196,320	15,802	8.05%
Franchise Fees	3,056,938	78,453	2.57%	3,056,938	2,616,834	80,493	3.08%	2,620,191	76,141	2.91%
Hotel/Motel Tax	8,713	976	11.20%	8,713	9,820	885	9.01%	8,806	835	9.48%
Licenses & Permits	574,025	112,965	19.68%	574,025	738,200	53,806	7.29%	695,563	48,419	6.96%
Intergovernmental Revenue	1,552,315	138,652	8.93%	1,552,315	1,954,735	341,791	17.49%	1,465,970	116,448	7.94%
Charges for Services	3,399,722	250,378	7.36%	3,399,722	3,244,559	289,933	8.94%	3,254,830	264,971	8.14%
Recreation	2,599,668	152,465	5.86%	2,599,668	2,635,221	137,943	5.23%	2,489,781	111,022	4.46%
Fines & Forfeitures	1,318,450	124,539	9.45%	1,318,450	1,284,758	109,017	8.49%	1,437,957	123,059	8.56%
Interest	100,000	21,574	21.57%	100,000	91,864	7,047	7.67%	100,545	26,033	25.89%
Miscellaneous	411,998	47,265	11.47%	411,998	200,184	16,624	8.30%	293,658	31,081	10.58%
Total Revenues	38,456,955	3,698,355	9.62%	38,456,955	37,894,323	3,732,120	9.85%	36,714,454	3,442,497	9.38%
Expenditures										
Legislation	333,793	26,945	8.07%	333,793	298,731	30,390	10.17%	309,870	35,397	11.42%
City Attorney	746,734	24,797	3.32%	746,734	706,841	28,628	4.05%	702,228	36,315	5.17%
Court	974,417	38,509	3.95%	974,417	848,775	38,344	4.52%	901,469	41,004	4.55%
City Manager	672,072	65,123	9.69%	672,072	639,184	64,190	10.04%	659,882	66,519	10.08%
Human Resources	470,910	20,050	4.26%	470,910	430,792	16,475	3.82%	419,421	17,748	4.23%
Financial Services	1,541,645	56,310	3.65%	1,541,645	1,446,292	62,076	4.29%	1,445,581	64,055	4.43%
Information Technology	1,360,355	80,555	5.92%	1,360,355	1,332,766	71,676	5.38%	1,280,660	55,978	4.37%
Public Works	5,436,637	234,325	4.31%	5,436,637	5,237,754	313,755	5.99%	5,137,364	265,361	5.17%
Fire Department	7,711,732	379,872	4.93%	7,711,732	7,678,989	346,318	4.51%	7,425,903	358,623	4.83%
Police Department	10,921,455	543,573	4.98%	10,921,455	10,395,239	605,681	5.83%	10,312,633	552,589	5.36%
Community Development	1,478,398	44,510	3.01%	1,478,398	1,358,764	45,871	3.38%	1,301,473	55,871	4.29%
Library	1,256,481	75,978	6.05%	1,256,481	1,143,605	98,825	8.64%	1,284,083	127,598	9.94%
Recreation	5,834,425	202,121	3.46%	5,834,425	5,705,389	211,841	3.71%	5,811,809	197,314	3.40%
Debt Service	2,060,739	152,197	7.39%	2,060,739	2,158,590	150,194	6.96%	1,860,827	1,250	0.07%
Contingency	150,000	385	0.26%	150,000	152,423	29,363	19.26%	48,139	300	0.62%
Total Expenditures	40,949,793	1,945,250	4.75%	40,949,793	39,534,134	2,113,627	5.35%	38,901,342	1,875,922	4.82%
Excess revenues over (under) expenditures	(2,492,838)	1,753,105	-70.33%	(2,492,838)	(1,639,811)	1,618,493		(2,186,888)	1,566,575	
Net transfers in (out)	1,969,785	1,388,904	70.51%	1,969,785	2,052,783	1,466,241	71.43%	1,446,610	1,854,433	128.19%
Total Fund Balance	$ 8,230,601	$ 12,049,660	146.40%	$ 8,384,598	$ 8,907,651	$ 11,579,413	129.99%	$ 8,494,679	$ 12,655,965	148.99%

Fund Balance Analysis

Total Fund Balance	$ 8,230,601	$ 12,049,660	$ 8,384,598	$ 8,907,651		$ 8,494,679
Reserves/designations:						
-Emergencies (TABOR)	1,150,000	1,150,000	1,150,000	1,150,000		1,150,000
-LTAR	2,713,467	2,406,649	2,713,467	2,406,649		2,130,520
-MOA	-	-	-	-		-
-COPS Grant	298,512	298,512	298,512	298,512		298,512
Reserved Fund Balance	$ 4,161,979	$ 3,855,161	$ 4,161,979	$ 3,855,161		$ 3,579,032
Estimated unres/undesig Fund Balance	$ 4,068,622	$ 8,194,499	$ 4,222,619	$ 5,052,490		$ 4,915,647
As a percentage of projected revenues	10.58%		10.98%	13.33%		13.39%
As a percentage of budgeted revenues	10.58%		10.98%			
Target	3,845,696	-	5,768,543			

Sales & Use Tax Collections Year-to-Date Comparison
for the month of January 2011
Cash Basis

	2007	% Change	2008	% Change	2009	% Change	2010	% Change	2011	% Change	2012	% Change
Area 1	269,175	-89.06%	270,518	0.50%	252,180	-6.31%	242,884	-10.22%	236,180	-2.76%	238,023	0.78%
Area 2	48,901	-87.77%	42,735	-12.61%	49,946	2.14%	46,994	9.96%	55,050	17.14%	56,717	3.03%
Area 3	115,123	-89.92%	136,795	18.83%	144,347	25.39%	128,061	-6.39%	124,308	-2.93%	132,634	6.70%
Area 4	207,926	-87.82%	187,229	-9.95%	154,100	-25.89%	153,350	-18.09%	147,924	-3.54%	142,814	-3.45%
Area 5	70,439	-89.55%	73,429	4.25%	76,404	8.47%	64,306	-12.42%	73,057	13.61%	64,833	-11.26%
Area 6	453,069	-88.60%	417,640	-7.82%	473,984	4.62%	394,740	-5.48%	423,828	7.37%	405,838	-4.24%
Area 7	1,052,675	-85.49%	1,355,126	28.73%	1,090,778	3.62%	1,111,175	-18.00%	1,090,992	-1.82%	1,269,850	16.39%
Area 8	159,909	-91.11%	173,106	8.25%	167,948	5.03%	172,348	-0.44%	155,901	-9.54%	169,434	8.68%
Area 9 and 10	193,569	-74.69%	209,796	8.38%	222,340	5.98%	208,878	-6.05%	222,801	6.67%	209,833	-5.82%
Area 11 and 12	13,991	-77.52%	16,109	15.14%	15,260	-5.27%	14,154	-7.24%	12,402	-12.38%	15,058	21.42%
Area 13									0	0.00%	0	0.00%
Regular Use	45,879	-86.51%	40,573	-11.56%	260,970	468.82%	70,606	74.02%	134,788	90.90%	50,451	-62.57%
Total	2,630,656	-87.21%	2,923,058	11.12%	2,908,256	10.55%	2,607,496	-10.80%	2,677,231	2.67%	2,755,486	2.92%
Refunds	264	-99.91%	8,916	3276.05%	0	-100.00%	14,740	---	3,004	-79.62%	4,484	49.28%
Audit & Collections Revenue*	75,808	-82.64%	158,450	109.02%	203,633	28.52%	1,425	-99.30%	98,570	6817.21%	2,858	-97.10%
*included Above												
Unearned Sales Tax	650,000	0.00%	650,000	0.00%	600,000	-7.69%	600,000	0.00%	1,150,000	91.67%	1,150,000	0.00%
Building Use	470,260	-44.64%	260,087	-44.69%	7,080	-97.28%	36,873	420.81%	20,178	-45.28%	20,012	-0.83%
Vehicle Use	109,259	-91.26%	114,464	4.76%	83,585	-26.98%	87,440	4.61%	70,687	-19.16%	108,175	53.03%



Area Descriptions

Area 1 - CityCenter (Formerly Cinderella City)

Area 2 - S of Yale, N of Kenyon between Bannock & Sherman

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

Area 4 - Broadway and Belleview (Between Fox and Sherman and North side of Belleview and to the Southern City Limits)

Area 5 - Federal and Belleview W of Santa Fe

Area 6 - All other City locations

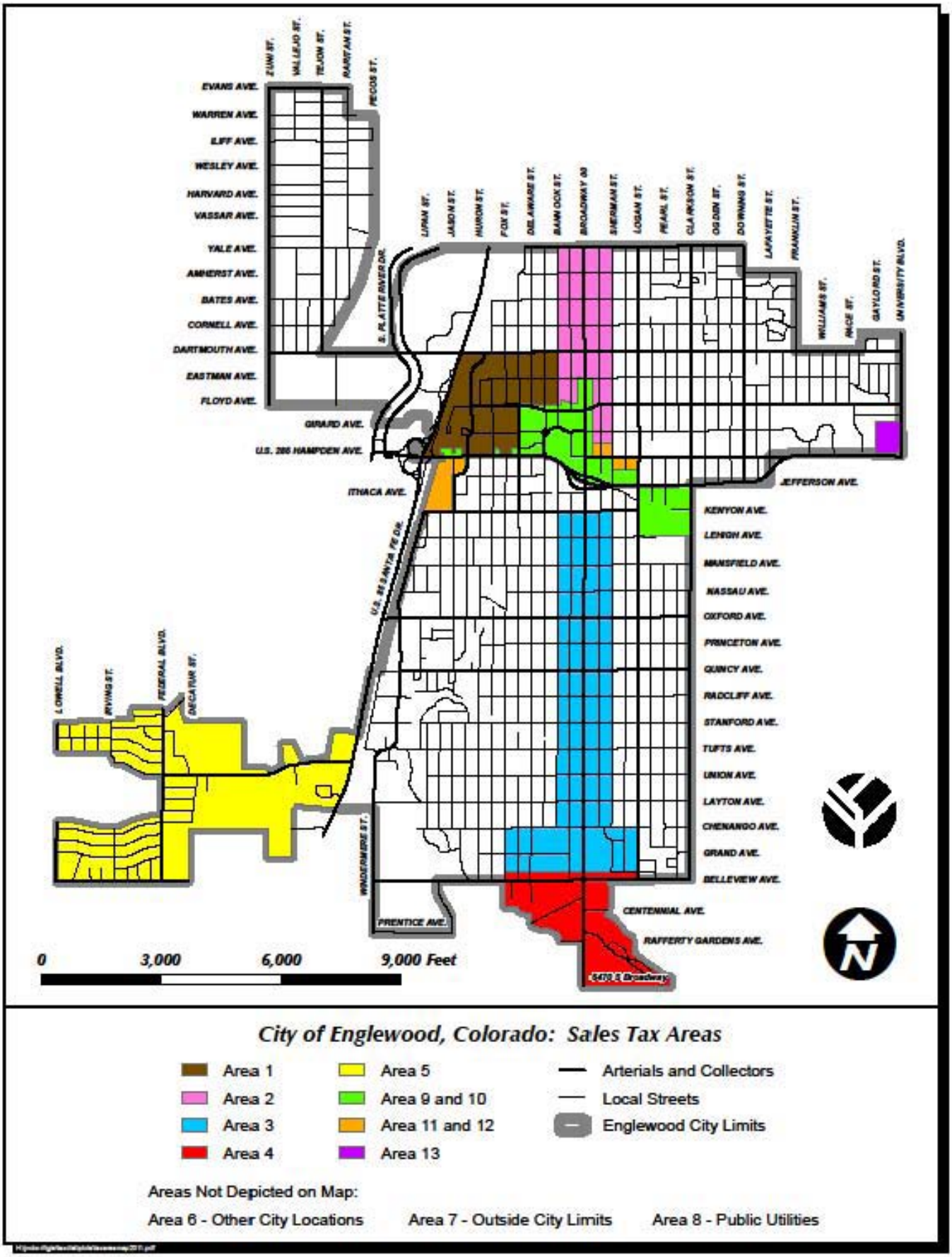
Area 7 - Outside City limits

Area 8 - Public Utilities

Area 9 and 10 - Downtown & Englewood Pkwy

Area 11 and 12 - S of 285, N of Kenyon between Jason and Santa Fe

Area 13 - Hampden Avenue (US 285) and University Boulevard


ZUNI ST.
VALLEJO ST.
TEJON ST.
RAMFAN ST.
PECOS ST.
EVANS AVE.
WARREN AVE.
ELIFF AVE.
WESLEY AVE.
HARVARD AVE.
VASSAR AVE.
YALE AVE.
AMHERST AVE.
BATES AVE.
CORNELL AVE.
DARTMOUTH AVE.
EASTMAN AVE.
FLOYD AVE.
S. PLATTE RIVER DR.
LIPAN ST.
JASON ST.
HURON ST.
FOX ST.
DELAWARE ST.
BANNOCK ST.
BROADWAY
SHERMAN ST.
LOGAN ST.
PEARL ST.
CLARKSON ST.
OGDEN ST.
DOWNING ST.
LAFAYETTE ST.
FRANKLIN ST.
WILLIAMS ST.
RICE ST.
GAYLORD ST.
UNIVERSITY BLVD.
GIRARD AVE.
U.S. 285 HAMPDEN AVE.
ITHACA AVE.
JEFFERSON AVE.
KENYON AVE.
LEHIGH AVE.
MANSFIELD AVE.
NASSAU AVE.
OXFORD AVE.
PRINCETON AVE.
QUINCY AVE.
RADCLIFF AVE.
STANFORD AVE.
TUFTS AVE.
UNION AVE.
LAYTON AVE.
CHENANGO AVE.
GRAND AVE.
BELLEVIEW AVE.
U.S. 85 SANTA FE DR.
LOWELL BLVD.
IRVING ST.
FEDERAL BLVD.
DECATUR ST.
WINDERMERE ST.
PRENTICE AVE.
CENTENNIAL AVE.
RAFFERTY GARDENS AVE.
5400 S. Broadway
0
3,000
6,000
9,000 Feet
N
City of Englewood, Colorado: Sales Tax Areas
Area 1
Area 2
Area 3
Area 4
Area 5
Area 9 and 10
Area 11 and 12
Area 13
Arterials and Collectors
Local Streets
Englewood City Limits
Areas Not Depicted on Map:
Area 6 - Other City Locations
Area 7 - Outside City Limits
Area 8 - Public Utilities

MEMORANDUM

TO: Mayor Penn and Members of the City Council

FROM: Gary Sears, City Manager

DATE: February 2, 2012

SUBJECT: Summary Notes from the January 30, 2012 City Council Goals Session

Dear Mayor and Members of the City Council,

The following is a summary of the City Council's **2012 Goals Setting Session of January 30, 2012**. Please review this information. We have listed the review of this information as a topic at the Study Session of **February 13, 2012**. We look forward to your comments and direction at that time.

1) City Council stated that specific timelines need to be put together by staff regarding the completion of the sign code, subarea plans, medical marijuana regulations, and the water conservation plan. Council indicated that future study sessions should be set up for: the use of Long Term Asset Reserve (LTAR) funds, Comprehensive Plan update, CityCenter RTD parking, gateway improvements, outside city sales tax collections, and economic development strategies (including marketing).

2) The City needs to monitor and work with the Englewood School District regarding the Flood property and the design and construction of the new high school. City staff should provide updated information regarding the on-going meetings of the Englewood School District Development Advisory Group. Also, the City needs to work with the School District to promote better communications with members of the area affected by the reconstruction of the school because of issues that are affecting the neighborhoods. The City needs to work with the School District regarding City Ditch issues, proposed redevelopment issues at Flood Middle School, and other issues raised at the School/City Committee.

3) City staff will review models of "Budget Advisory" boards or commissions and will provide the information to Council. This board or commission could work to either share in the discussion of budget information or a more formal budget advisory board could be created. The City could consider the City of Golden and Arapahoe County Commissioner's budget committees in our review of budget advisory committee models.

4) City staff needs to continue to work regionally to develop programs and services that may be beneficial to our community. While the City Council wants to retain its "Full Service City" image, specific activities like the Roto-Milling Program or Humane Society contracts have been beneficial to the City. Staff indicated that activities related to library services, public works, information technology, parks and recreation, open space activities and fire services are being considered to find ways to collaborate with other municipalities and agencies. Staff will report back to City Council during budget discussions regarding any opportunities. City Council, restated, that it is very important that the City keep the "quality" of our services at the current level, and while it is important to look for efficiencies and combined services, that City Council did not want to diminish the quality of the City services.

5) City Council requested that a code enforcement meeting be held in the near future that would include code enforcement employees and Police Command staff involved in code enforcement; so that there could be a discussion about the City's code enforcement activities and staff could discuss ways that would allow our code efforts to be more effective. It was also mentioned that code enforcement staff need to discuss the availability of time for other code related activities because of the passage of Referendum 2D. Code enforcement personnel need to provide information about when it is appropriate to provide education and/or enforcement to an activity. Finally, how can the code enforcement activities be more proactive in their enforcement of violators?

6) The City Council discussed the many elements of marketing the City and economic development strategies which could promote the City of Englewood. Specifically, Council Members discussed the allocation of funds (up to $200,000) for this type of activity, the employment of an outside agency to assist in this endeavor, including the hiring of a "marketing" director, the use of DU's MBA economic development review program this summer, the development of a set of specific goals by staff and City Council, more visibility regarding the City's activities, a SWOT analysis of economic development function, a business forum later this year, which would include the South Metropolitan Chamber of Commerce, Patty Silverstein, representatives from ICSC (International Conference of Shopping Centers) and perhaps others that are prominent in the field. This forum could help forge Englewood's activities regarding economic development. It was mentioned that our vacancy rates are very low; we are the envy of many cities regarding City sales taxes. Also, it was mentioned that the ACE Committee should review any economic development goals before they are implemented by the City. The City, too, needs to look for ways to outreach to businesses and be an advocate for business development. It was decided that the City Manager's Office and Community Development would come back to City Council by the first part of May with a specific plan regarding these activities for City Council consideration.

7) Council Member Jefferson also provided a list, as follows, of the proposed marketing and economic development activities he believes are important to the continued efforts by the City in this regard:
   a) Personally contact businesses by City representatives,
   b) Create Ambassador Groups for the business community,
   c) Fund incentives for new businesses,
   d) Create Special Events supporting business activities,
   e) Subsidize businesses,
   f) Develop an Active Loan Fund,
   g) Develop a "Buy Englewood" program, which would be organic in nature,
   h) Consider Gateway improvements,
   i) Develop functions supporting business activities,
   j) Work with the ACE Committee to provide liaisons with businesses,
   k) Navigate through the design and develop processes to eliminate bottlenecks for development,
   l) Determine who the right person is for the businesses to talk to,
   m) Determine why we aren't succeeding with business development in the metropolitan area, and
   n) Provide variances to businesses on Broadway.

This is a summary of my notes from the City Council Study Session. I look forward to your comments, concerns and direction at the Study Session of February 13, 2012.