



**AGENDA FOR THE
ENGLEWOOD CITY COUNCIL
STUDY SESSION
MONDAY, MARCH 19, 2012
COMMUNITY ROOM
6:00 P.M.**

- I. **Food for Fines**
Public Library Director Dorothy Hargrove will discuss the Library's Food for Fines Programs for 2012.
- II. **Financial Report and Outside City Sales Tax – 6:15 p.m.**
Financial and Administrative Services Director Frank Gryglewicz will discuss the financial report for February, 2012 and outside City sales tax.
- III. **Code Enforcement – 6:35 p.m.**
Police Chief John Collins and Commander Gary Condreay will discuss code enforcement with City Council.
- IV. **City Council Travel – 6:55 p.m.**
City Council will discuss the 2012 travel and professional development budgets.
- V. **City Manager's Choice - 7:15 p.m.**
- VI. **City Attorney's Choice**

COUNCIL COMMUNICATION

Date:	Agenda Item:	Subject: Englewood Public Library's 2012 "Food for Fines" program
Initiated By: Library Department		Staff Source: Dorothy Hargrove, Director of Library Services

COUNCIL GOAL AND PREVIOUS COUNCIL ACTION

The Library has sponsored this popular program since 1990, and each year the City Council has voiced its support. In 2003, the annual Food for Fines program was expanded to twice a year at the request of the Library Board, and subsequently approved by City Council, for two weeks during the late spring as well as two weeks between Thanksgiving and Christmas as a way to allow patrons to reduce or eliminate their overdue fines while providing a valuable service for the community.

RECOMMENDED ACTION

The Library Department recommends City Council approve a resolution authorizing the Library Department to implement both its spring and fall *Food for Fines* programs from Monday, May 21 through Sunday, June 3, 2012 and again from Monday, November 26 through Sunday, December 9, 2012.

BACKGROUND, ANALYSIS, AND ALTERNATIVES IDENTIFIED

For over 20 years, the Englewood Public Library has provided its "Food for Fines" program as a way for those patrons with fines on their overdue EPL materials to "pay" them off through the donation of non-perishable food items that are, in turn, forwarded to Inter-Faith Community Services for their food bank for distribution to financially disadvantaged families in the Englewood area. The maximum fine accrual is \$5.00 per item, and the Library requires a donation of two non-perishable food items to cancel one overdue fine. Charges for lost or damaged items are not included in this program. This program has been warmly received and supported by the public since its inception, and Library patrons now look forward to it as a way of helping others while relieving their own financial obligations. This program also encourages patrons to return overdue library materials and thus make these materials available to others in the community. The program presents a positive image of the Library and the City and is a "win-win" situation for everyone involved.

FINANCIAL IMPACT

Food for Fines reduces the General Fund revenue provided by overdue fees. These revenues traditionally drop about 50% during each of the Library's two-week Food for Fines programs, for an estimated loss in revenue of about \$500.00, or a total of \$1,000 for the year. Historically,

each of these two biannual events raises an average of \$1,500 to \$2,000 in donated food items for the Inter-Faith Community Services food bank.

LIST OF ATTACHMENTS

Proposed Resolution

RESOLUTION NO. _____
SERIES OF 2012

A RESOLUTION AUTHORIZING THE ENGLEWOOD PUBLIC LIBRARY TO IMPLEMENT THE SPRING AND FALL "FOOD FOR FINES" PROGRAMS FROM MONDAY, MAY 21 THROUGH SUNDAY, JUNE 3, 2012 AND FROM MONDAY, NOVEMBER 26 THROUGH SUNDAY, DECEMBER 9, 2012.

WHEREAS, the Englewood Public Library has sponsored a "Food for Fines" program since 1990; and

WHEREAS, the "Food for Fines" program allows patrons with overdue fines to "pay" them off through the donation of non-perishable food items; and

WHEREAS, the food items are then forwarded to the Inter-Faith Community Services for their food bank distribution to financially disadvantaged families in the Englewood area; and

WHEREAS, the program is a benefit to the community in that the disadvantaged are assisted; patrons are able to clear their library account of fines; patrons are encouraged to return overdue items and hence increase the availability of library materials for the community; and the program presents a positive image of the Library and the City.

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

Section 1. The Englewood City Council hereby authorizes the Englewood Public Library's implementation of the Spring and Fall "Food for Fines" programs from Monday, May 21 through Sunday, June 3, 2012 and again from Monday, November 26 through Sunday, December 9, 2012. The collected food will then be forwarded to the Inter-Faith Community Services for distribution to financially disadvantaged families in the Englewood area.



City of Englewood

To: Mayor Randy Penn and City Council
From: Frank Gryglewicz, Director of Finance and Administrative Services
Date: March 12, 2012
Subject: 2011 Annual Update Financial Report

Summary of the 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 **\$37,881,416 or \$1,166,962 or 3.2 percent more** than 2010.
- The City collected \$2,994,213 in property and \$246,062 in specific ownership tax through December.
- **Sales and use tax revenues were \$21,737,110 or \$870,595 or 4.2 percent more than December 2010**
- Cigarette tax collections were down \$5,557 compared to last year.
- Franchise fee collections were \$11,202 more than last year.
- Licenses and permit collections were \$82,973 more than 2010.
- Intergovernmental revenues were \$258,837 more than the prior year.
- Charges for services increased \$129,488 from last year.
- Recreation revenues increased \$145,440 from 2010.
- Fines and forfeitures were \$153,199 less than last year.
- Investment income was \$9,511 less than last year.
- Miscellaneous revenues were \$120,277 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 (15.1 percent of the total) 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 \$1,100,000.

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 \$39,496,268 or \$594,926 (1.5 percent) more than the \$38,901,342 expended through December 2010. Actual expenditures were \$1,469,777 (3.6 percent) under budget. The City refunded \$45,233 in sales and use tax claims in 2011. The average annual claims paid over the past ten years totaled \$333,868.

REVENUES OVER/UNDER EXPENDITURES:

- Expenditures exceeded revenues by \$1,614,852 this year compared to expenditures exceeding revenues by \$2,186,888 in 2010.

TRANSFERS:

- Net 2011 transfers-in to date of \$1,937,858 were made by the end of December 2011 (please refer to page 14 for makeup).

FUND BALANCE:

- The unaudited total fund balance is \$8,817,685 or 23.3% of revenue. The 2011 Reserves total \$3,855,161 or 10.2% of unaudited revenue. The unreserved/undesignated reserves for 2011 are estimated at \$4,962,524 or 13.1 percent of unaudited revenues.
- The 2011 unaudited Long Term Asset Reserve (LTAR) balance is \$2,406,649 (please refer to page 15).

PUBLIC IMPROVEMENT FUND (PIF):

- The PIF has collected \$1,978,846 in revenues and spent \$3,731,053 year-to-date. Unaudited year-end fund balance is \$274,179.

General Fund Comparative Revenue, Expenditure & Fund Balance Report as of December 31, 2011

Percentage of Year Completed = 100%

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			
Revenues	2011				2010			2009		
	Budget	Dec-11	% Budget	YE Estimate	Dec-10	Dec-10	% YTD	Dec-09	Dec-09	% YTD
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	21,737,110	102.46%	21,737,110	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	2,631,393	99.27%	2,631,393	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	778,536	135.37%	778,536	695,563	695,563	100.00%	588,303	588,303	100.00%
Intergovernmental Revenue	1,822,096	1,724,807	94.66%	1,724,807	1,465,970	1,465,970	100.00%	1,333,688	1,333,688	100.00%
Charges for Services	3,338,567	3,384,318	101.37%	3,384,318	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	91,034	45.52%	91,034	100,545	100,545	100.00%	229,999	229,999	100.00%
Miscellaneous	421,507	173,381	41.13%	173,381	293,658	293,658	100.00%	643,311	643,311	100.00%
Total Revenues	37,786,637	37,881,416	100.25%	37,881,416	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	1,446,313	93.26%	1,446,313	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	5,259,875	95.65%	5,259,875	5,137,364	5,137,364	100.00%	5,152,891	5,152,891	100.00%
Fire Department	7,668,172	7,666,842	99.98%	7,666,842	7,425,903	7,425,903	100.00%	7,320,268	7,320,268	100.00%
Police Department	10,614,838	10,395,239	97.93%	10,395,239	10,312,633	10,312,633	100.00%	10,183,891	10,183,891	100.00%
Community Development	1,507,655	1,359,264	90.16%	1,359,264	1,301,473	1,301,473	100.00%	1,366,437	1,366,437	100.00%
Library	1,266,520	1,145,613	90.45%	1,145,613	1,284,083	1,284,083	100.00%	1,275,554	1,275,554	100.00%
Recreation	6,015,739	5,717,147	95.04%	5,717,147	5,811,809	5,811,809	100.00%	5,727,968	5,727,968	100.00%
Debt Service	2,098,204	2,096,463	99.92%	2,096,463	1,860,827	1,860,827	100.00%	1,805,208	1,805,208	100.00%
Contingency	153,000	152,423	99.62%	152,423	48,139	48,139	100.00%	160,578	160,578	100.00%
Total Expenditures	40,966,045	39,496,268	96.41%	39,496,268	38,901,342	38,901,342	100.00%	38,997,977	38,997,977	100.00%
Excess revenues over (under) expenditures	(3,179,408)	(1,614,852)	50.79%	(1,614,852)	(2,186,888)	(2,186,888)		(2,531,088)	(2,531,088)	
Net transfers in (out)	2,519,204	1,937,858	76.92%	1,937,858	1,446,610	1,446,610	100.00%	663,282	663,282	100.00%
Total Fund Balance	\$ 7,497,310	\$ 8,817,685	117.61%	\$ 8,817,685	\$ 8,494,679	\$ 8,494,679	100.00%	\$ 9,234,957	\$ 9,234,957	100.00%

Fund Balance Analysis

Total Fund Balance	\$ 7,497,310	\$ 8,817,685	\$ 8,817,685	\$ 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	\$ 3,315,331	\$ 4,962,524	\$ 4,962,524	\$ 4,915,647	\$ 4,893,777
As a percentage of projected revenues	8.75%		13.10%	13.39%	13.42%
As a percentage of budgeted revenues	8.77%		13.13%		
Target	3,778,664	-	5,667,996		



City of Englewood

To: Mayor Randy Penn and City Council
From: Frank Gryglewicz, Director of Finance and Administrative Services
Date: February 7, 2012
Subject: February 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 February 2012, the City of Englewood collected **\$6,036,933 or \$207,727 or 3.3 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 \$20,087 in Property Tax and \$24,934 in Specific Ownership Tax through February.
- **Year-to-date sales and use tax revenues were \$4,226,841 or \$77,218 or 1.8 percent less than February 2011**
- Cigarette tax collections were down \$2,078 compared to last year.
- Franchise fee collections were \$38,055 more than last year.
- Licenses and permit collections were \$20,726 more than 2011.
- Intergovernmental revenues were \$214,129 less than the prior year (due to large one-time collections last year).
- Charges for services decreased \$49,543 from last year.
- Recreation revenues increased \$12,091 from 2011.
- Fines and forfeitures were \$44,320 more than last year.
- Investment income was \$20,885 more than last year.
- Miscellaneous revenues were \$11,179 more than last year.

OUTSIDE CITY:

- Outside City sales and use tax receipts (cash basis) were down \$20,200 or 1.2 percent compared to last year.
- At this time potential refunds total approximately \$1,290,000 for claims submitted to Englewood but not completed; the balance of the account to cover intercity claims is \$1,100,000.

CITY CENTER ENGLEWOOD (CCE):

- Sales and use tax revenue collected through February 2012 were \$605,339 or \$220,971 more than last year during the same period.

EXPENDITURES:

- Expenditures through February were \$4,645,058 or \$109,351 (2.3 percent) less than the \$4,754,409 expended through February 2011. The City's refund of sales and use tax claims through February 2012 totaled \$4,484.

REVENUES OVER/UNDER EXPENDITURES:

- Revenues exceeded expenditures by \$1,391,875 this year compared to revenues exceeding expenditures by \$1,490,251 in 2011.

TRANSFERS:

- Net 2011 transfers-in to date of \$1,439,487 were made by the end of February 2012 (please refer to page 14 for the makeup).

FUND BALANCE:

- The unaudited total fund balance is \$8,294,632 or 21.6% of estimated revenue. The estimated unreserved/undesignated reserves for 2011 are estimated at \$4,132,653 or 10.8 percent of unaudited revenues.
- The 2012 unaudited Long Term Asset Reserve (LTAR) balance is \$2,406,649 (please refer to page 15).

PUBLIC IMPROVEMENT FUND (PIF):

- The PIF has collected \$207,568 in revenues and spent \$1,320,013 year-to-date. Estimated year-end fund balance is \$70,581.

City of Englewood, Colorado

February 2012 Financial Report

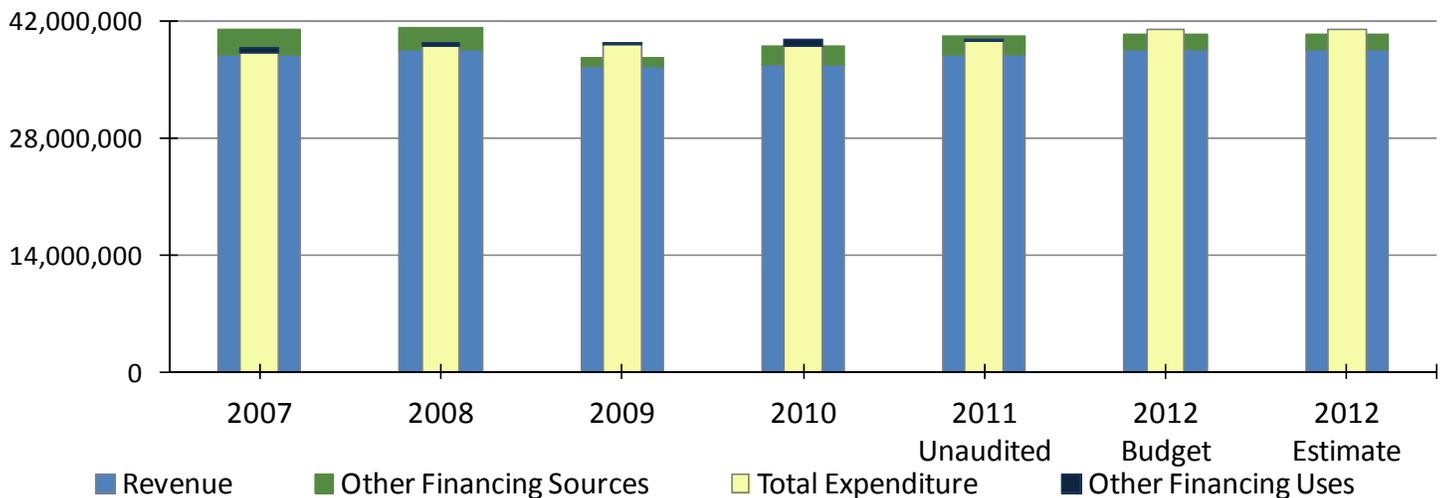
GENERAL FUND OVERVIEW AND ANALYSIS

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.

General Fund: Total Sources and Uses of Funds

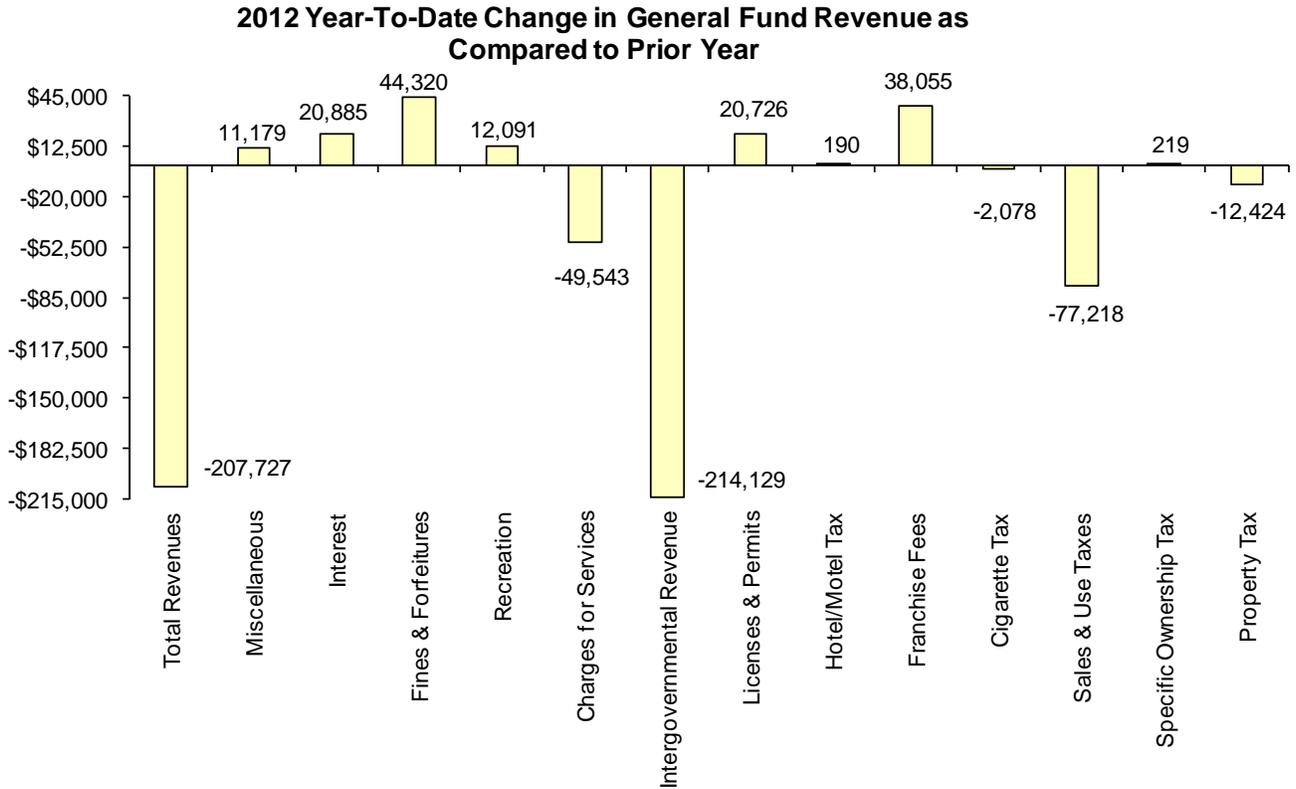


The table below summarizes General Fund Year-To-Date (YTD) Revenue, Expenditure, Sales & Use Tax Revenue and Outside City Sales & Use Tax Revenue for the month ended February, 2012. Comparative figures for years 2011 and 2010 are presented as well. The table also highlights the dollar and percentage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

	2012	2012 vs 2011 Increase (Decrease)		2011	2011 vs 2010 Increase (Decrease)		2010
General Fund							
Year-To-Date Revenue	\$ 6,036,933	\$ (207,727)	(3.33%)	\$ 6,244,660	\$ 632,581	11.27%	\$ 5,612,079
Year-To-Date Expenditure	4,645,058	\$ (109,351)	(2.30%)	4,754,409	\$ 88,946	1.91%	4,665,463
Net Revenue (Expenditure)	\$ 1,391,875	\$ (98,376)		\$ 1,490,251	\$ 543,635		\$ 946,616
Estimated Unreserved/ Undesignated Fund Balance	\$ 4,132,653	\$ (829,871)	(16.72%)	\$ 4,962,524	\$ 46,877	.95%	\$ 4,915,647
Sales & Use Tax Revenue YTD	\$ 4,226,841	\$ (77,218)	(1.79%)	\$ 4,304,059	\$ 430,216	11.11%	\$ 3,873,843
Outside City Sales & Use Tax YTD	\$ 1,656,773	\$ (20,200)	(1.20%)	\$ 1,676,973	\$ 265,050	18.77%	\$ 1,411,923

General Fund Revenues

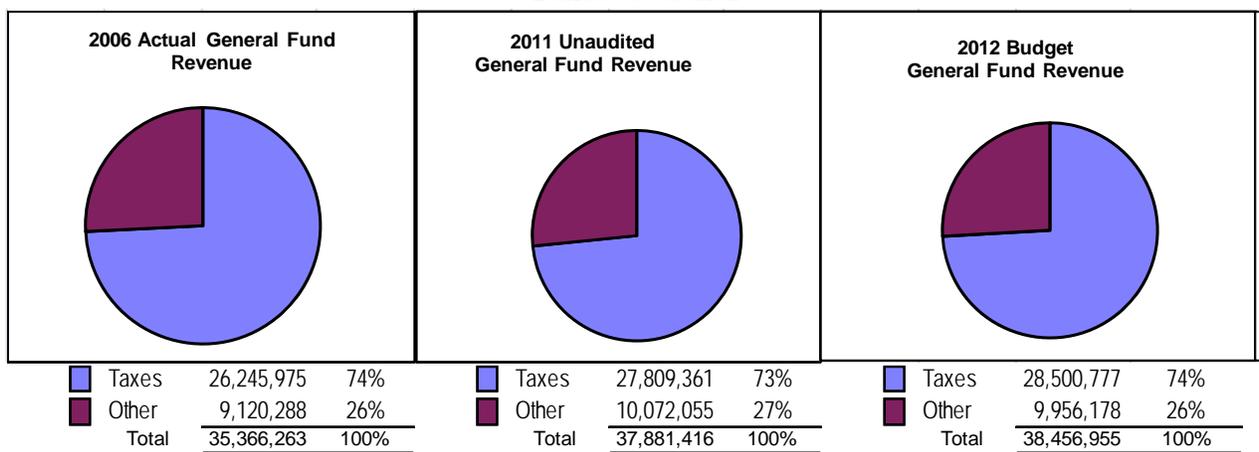
The City of Englewood’s total budgeted revenue is \$38,456,955. Total revenue collected through February 2012 was \$6,036,933 or \$207,727 (3.3 percent) less than was collected in 2011. The chart below illustrates changes in General Fund revenues this year as compared to last year.



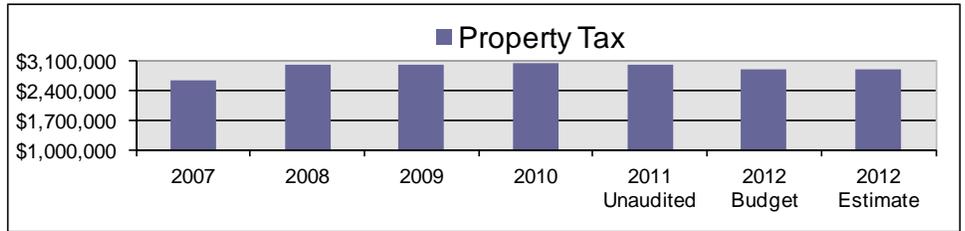
General Fund - Taxes

The General Fund obtains most of its revenue from taxes. In 2011 total unaudited revenues were \$37,881,416 of which \$27,809,361 (73.4 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**



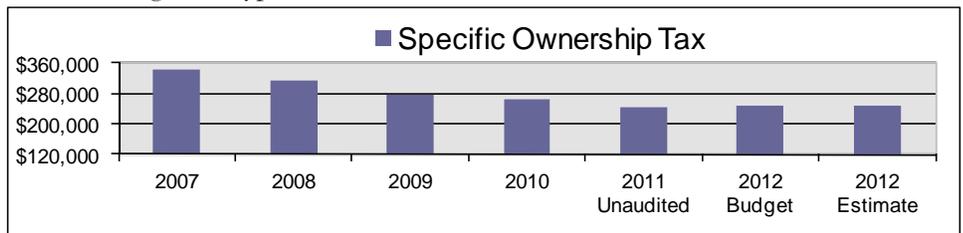
Property taxes: These taxes are collected based on the assessed value of all the properties in the City and the mill levy assessed against the property. The City's total 2011 mill levy collected in 2012 is 7.911 mills. The 2011 mill levy for general operations collected in 2012 is 5.880 mills. Voters 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 \$2,994,213 in 2011. This was an increase of \$371,095 or 14.1 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 \$20,087 through February 2012. The estimate for the year is \$2,880,000.

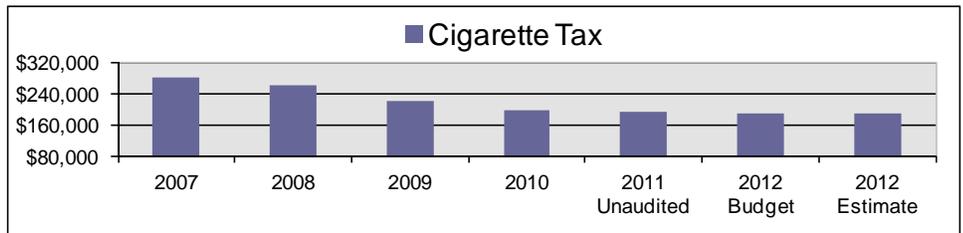
Specific ownership: These taxes are based on the age and type of motor vehicles, wheeled trailers, semi-trailers, etc.

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 \$246,062 in 2011 which is a decrease of \$95,361 or 27.9 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 \$24,034 through February 2012. The estimate for the year is \$250,000.

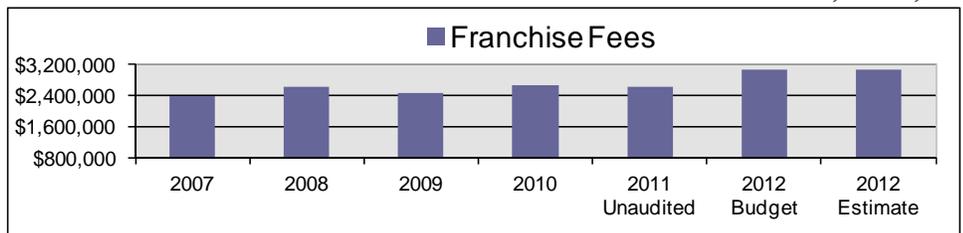


Cigarette Taxes: The State of Colorado levies a \$.20 per pack tax on cigarettes. The State distributes 46 percent of the gross tax to cities and towns based on the pro rata share of state sales tax collections in the previous year.

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 \$30,302 through February 2012, which is \$2,078 or 6.4 percent less than the \$32,380 collected through February 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 \$2,631,393 in 2011, an increase of \$275,008 or 11.7 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 February totaled \$313,247 compared to \$275,192 collected during the same period last year. The estimate for the year is \$3,056,938.

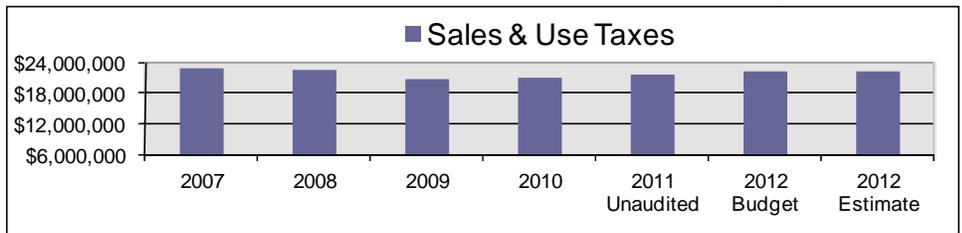


Hotel/Motel Tax: This tax is levied at two percent of the rental fee or price of lodging for under 30 days duration. The City budgeted \$8,713 for the year and has collected \$1,676 through February 2012. The estimate for the year is \$8,713.



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 \$21,737,110, a decrease of 4.5 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 February 2012 was \$4,226,841 while revenue year-to-date for February 2011 was \$4,304,059, a decrease of \$77,218 or 1.8 percent.

Collections (cash basis) for February 2012 were \$1,469,802 while collections for February 2011 and February 2010 were \$1,633,634 and \$1,369,094 respectively. February 2012 collections were ten percent or \$163,832 less than February 2011 collections and \$100,708 or 7.4 percent more than February 2010 collections.

Based on the last five years of sales tax collection data, year to date collections through February contribute 19.7 percent of the total year's sales tax collections; if this pattern holds this year, 80.3 percent is left to collect over the next ten months. Based on collections through February, the City will collect an additional \$17,229,205 over the next ten months for a total of \$21,456,046. Collections through February were 98.2 percent of last February's collections. If this were applied to the entire year, the total collected would be \$21,347,130; the average of the two forecasts is \$21,401,588.

Outside City sales and use tax collections through February totaled \$1,656,773 equaling a decrease of approximately \$20,020 from 2011.

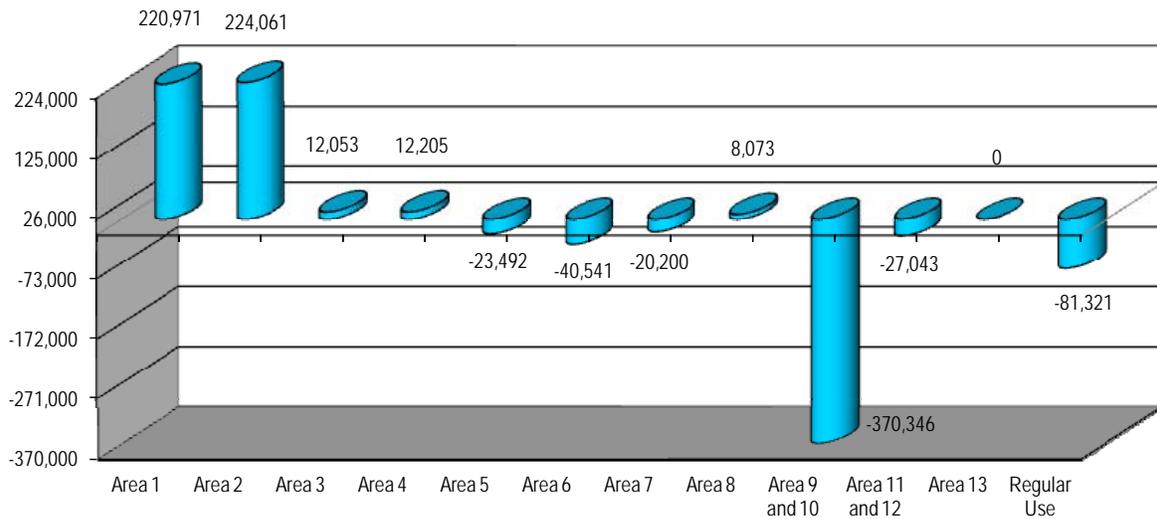
This revenue source tends to ebb and flow (often dramatically) with the economy, growing during economic expansions and contracting during downturns. The past three years of sales tax collections have been exceptionally erratic making it extremely difficult to make accurate short or long term forecasts. 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.

Please note that the geographic map of the sales tax areas has been changed. Thanks to the Finance and Administrative Service Department staff, and special thanks to **John Voboril** (Community Development) and **Karen Leadens** (Information Technology) for their help in creating the new map. The following provides the major changes to the map:

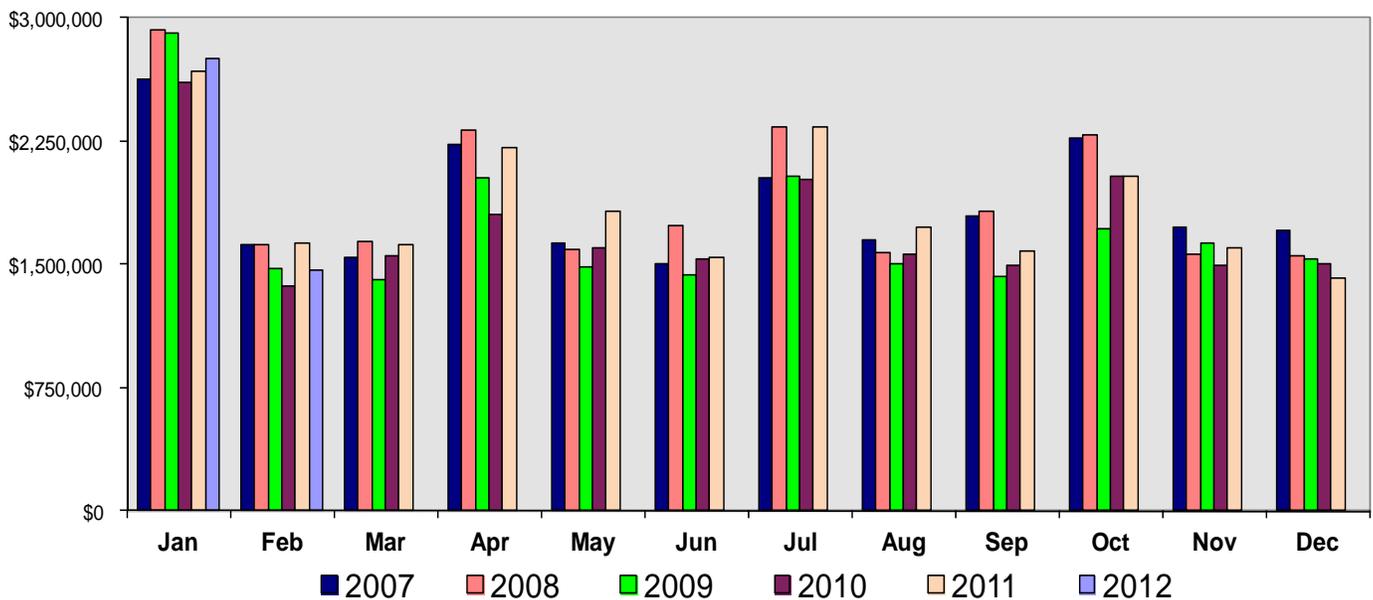
- EURA Areas 9 & 10 and EURA Areas 11 & 12 were incorporated into Areas 1, 2 and 6
- Area 1 east boundary will change at Bannock St/Englewood Pkwy east to Acoma St south to Jefferson Ave/Hampden Ave/US 285
- Split the address down the middle of the streets for Area 2 and Area 3: Bannock St and Sherman St
- Split the address down the middle of the streets for Area 3 and Area 4: Bellevue Ave, Fox St and Logan St
- The north and south side of the street included in Area 1: Jefferson Avenue
- The north and south side of the street included in Area 2: Jefferson Ave/Hampden Ave/US 285

Change in Sales/Use Tax Collections by Area 2011 vs 2010



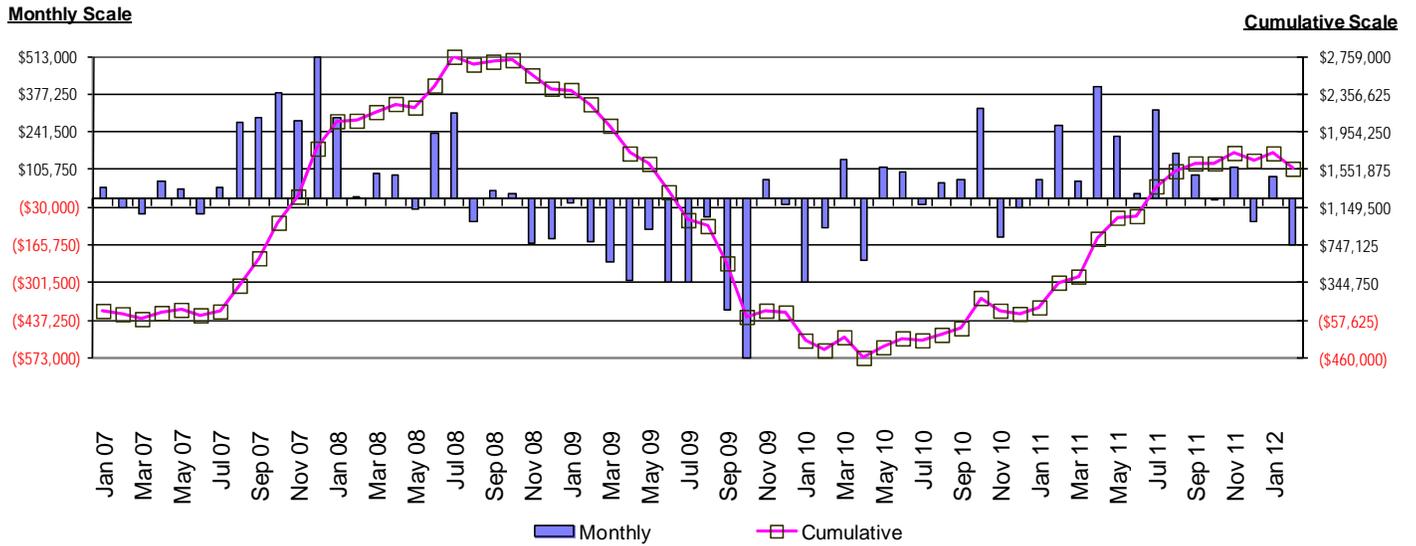
The bar graph below shows a comparison of monthly sales tax collections (cash basis) for 2006 through 2011.

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



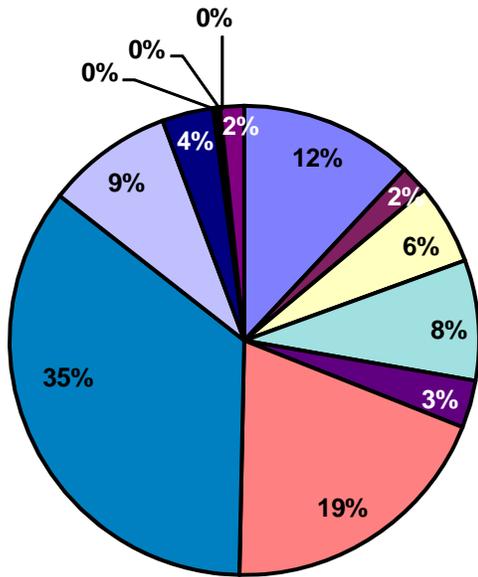
The next chart illustrates sales tax collections (cash basis) by month and cumulative for the years presented.

2007 - 2012 Monthly Change Sales and Use Tax Receipts

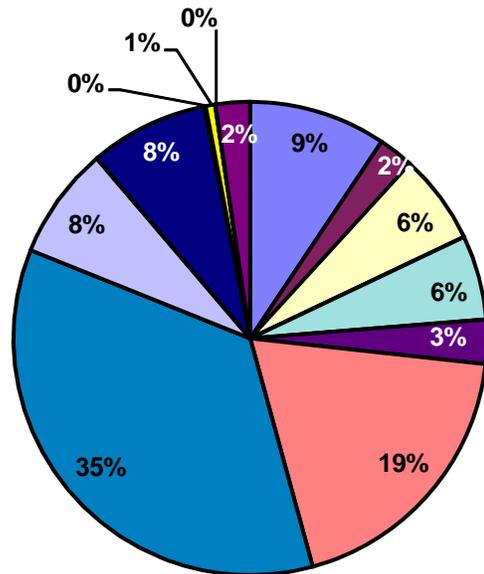


Sales tax collections are reported by various geographic areas as illustrated in the following pie charts. These illustrate the changing collection patterns for 2005 and 2010.

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%		

Please note the sales tax map has changed and hopefully makes more sense. Some of the areas will look skewed until more comparable data is available (next 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 decreased 1.2 percent from the same period last year. The chart below illustrates this area’s contribution to total sales and use taxes (cash basis) as well as total revenues since 2008 for collections through the month of February. 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	4,548,816	4,381,873	3,976,590	4,310,866	4,225,288
Outside City Collections	1,858,814	1,513,273	1,411,923	1,676,973	1,656,773
Percentage of Total	40.9%	34.5%	35.5%	38.9%	39.2%
Total General Fund Revenues	6,347,294	6,141,412	5,612,079	6,244,660	6,036,933
Outside City Collections	1,858,814	1,513,273	1,411,923	1,676,973	1,656,773
Percentage of Revenues	29.3%	24.6%	25.2%	26.9%	27.4%

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 \$1,100,000 to cover intercity claims. The City paid no refunds including intercity sales/use tax claims through February 2012 compared to \$3,004 through February 2011. At this time *potential* refunds total approximately \$1,290,000 for claims submitted to Englewood but not completed.

Area 8: This geographic area consists of collections from public utilities. Collections through February were up \$8,073 or 2.5 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 February 2012, this compares to \$99,834 collected in 2011 and \$30,558 collected in 2010.

Of the 56 sales tax accounts reviewed in the various geographic areas, 31 (55 percent) showed improved collections and 25 (45 percent) showed reduced collections this year compared to the same period last year.

The Department issued 72 new sales tax licenses through February 2012; 58 and 65 were issued through February 2011 and 2010 respectively.

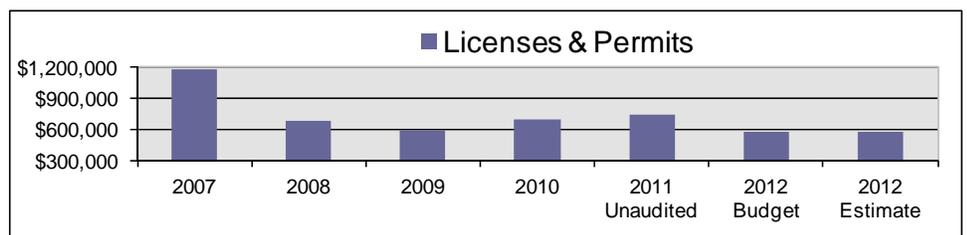
City records indicate that year-to-date 22 businesses closed (20 of them were outside the physical limits of Englewood) and 72 opened (43 of them were outside the physical limits of Englewood).

General Fund - Other Revenue

Other revenues accounted for \$10,072,055 or 26.6 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:

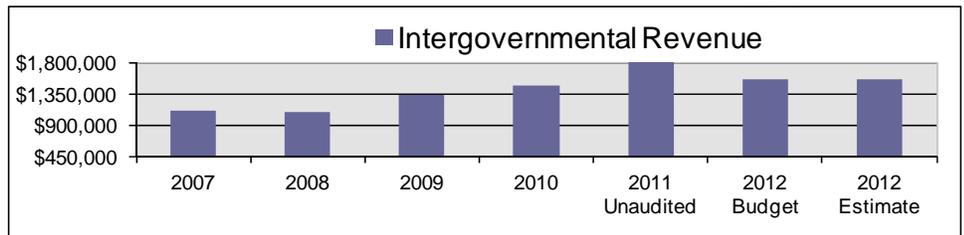
Licenses and Permits: This revenue category includes business and building licenses and permits. This revenue source generated \$738,496



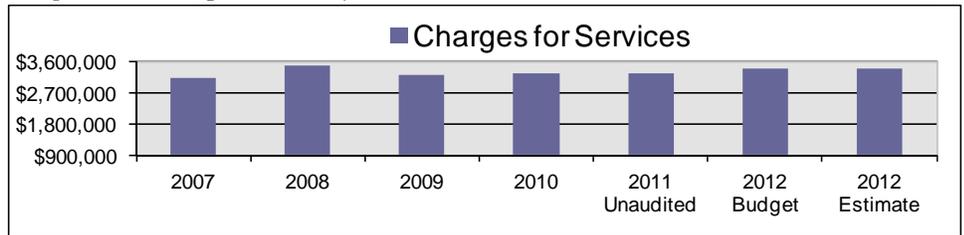
during 2011 or two percent of total revenue and 7.4 percent of total other revenue. This revenue source totaled

\$1,168,977 in 2007 and decreased to \$778,536 in 2011, a 33.4 percent decrease. The City budgeted \$574,025 for 2012 and year-to-date the City collected \$117,273 or \$20,726 (21.5 percent) more than the \$96,547 collected through February 2010. The estimate for the year is \$574,025.

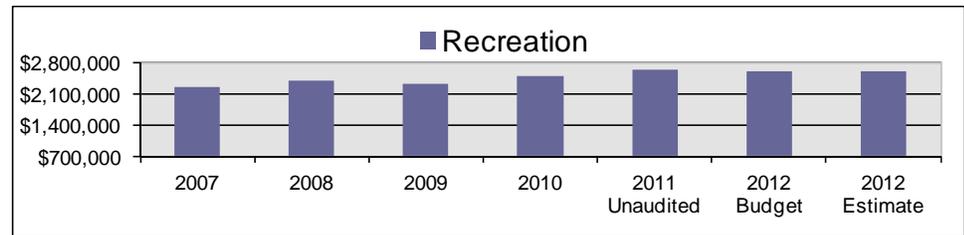
Intergovernmental Revenues: This revenue source includes state and federal shared revenues including payments in lieu of taxes. These revenues are budgeted at \$1,552,315 for 2012. This revenue source totaled \$1,106,280 in 2007 and the City collected \$1,724,807 in 2011, a 55.9 percent increase. The City collected \$231,297 through February 2012 this is \$214,129 (48.1 percent) less than the \$445,426 collected in the same period in 2011. The estimate for the year is \$1,552,315.



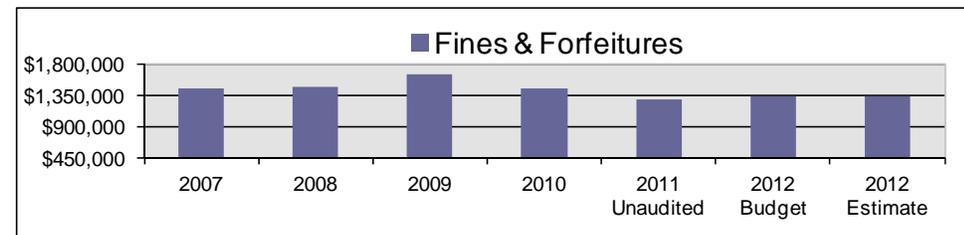
Charges for Services: This includes general government, public safety, fees for the administration of the utilities funds, court costs, highway and street and other charges. This revenue source is budgeted at \$3,392,567 for 2012. This revenue source totaled \$3,113,550 in 2007 and increased to \$3,384,318 in 2011, an 8.7 percent increase. Total collected year-to-date was \$496,229 or \$49,543 (9.1 percent) less than the \$545,772 collected year-to-date in 2011. The estimate for the year is \$3,399,722.



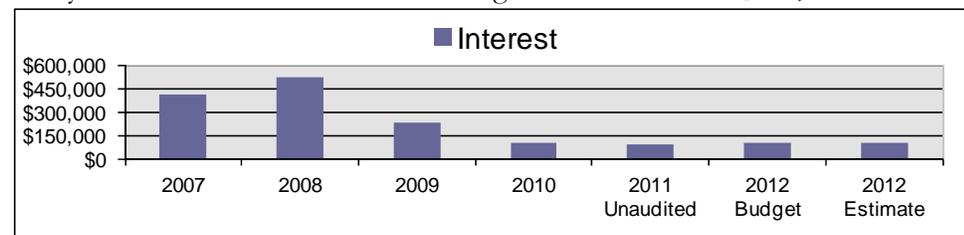
Recreation: This category of revenue includes the fees and charges collected from customers to participate in the various programs offered by the Parks and Recreation Department. This revenue source is budgeted at \$2,599,668 for 2012. This revenue source totaled \$2,235,938 in 2007 and increased to \$2,635,221 in 2011, a 17.9 percent increase. Total collections through February 2012 were \$252,501 compared to \$240,410 collected in 2011. The estimate for the year is \$2,599,668.



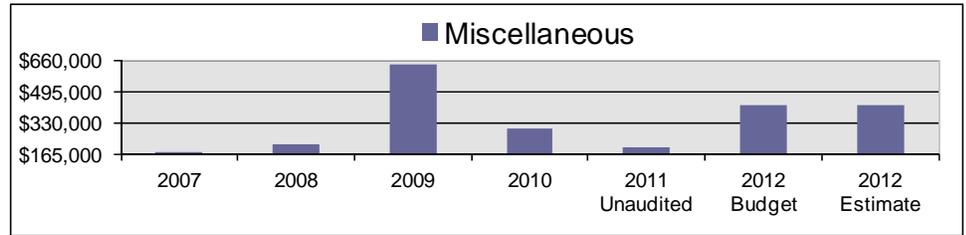
Fines and Forfeitures: This revenue source includes court, library, and other fines. The 2012 budget for this source is \$1,318,450 or 14.7 percent of total other revenue. This revenue source totaled \$1,445,641 in 2007 and decreased to \$1,284,758 in 2011, an 11.1 percent decrease. Total collected year-to-date was \$254,723 or \$44,320 (21.1 percent) more than the \$210,403 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 77.9 percent decrease. The City earned \$19,080 through February 2012; while the City had a loss of \$1,805 through February 2011. The estimate for the year is \$100,000.



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 \$173,381 in 2011, a 4.3 percent increase. Total collected year-to-date is \$48,743 (29.8 percent) more than the \$37,564 collected last year during the same period. The estimate for the year is \$411,998.



General Fund - Expenditures

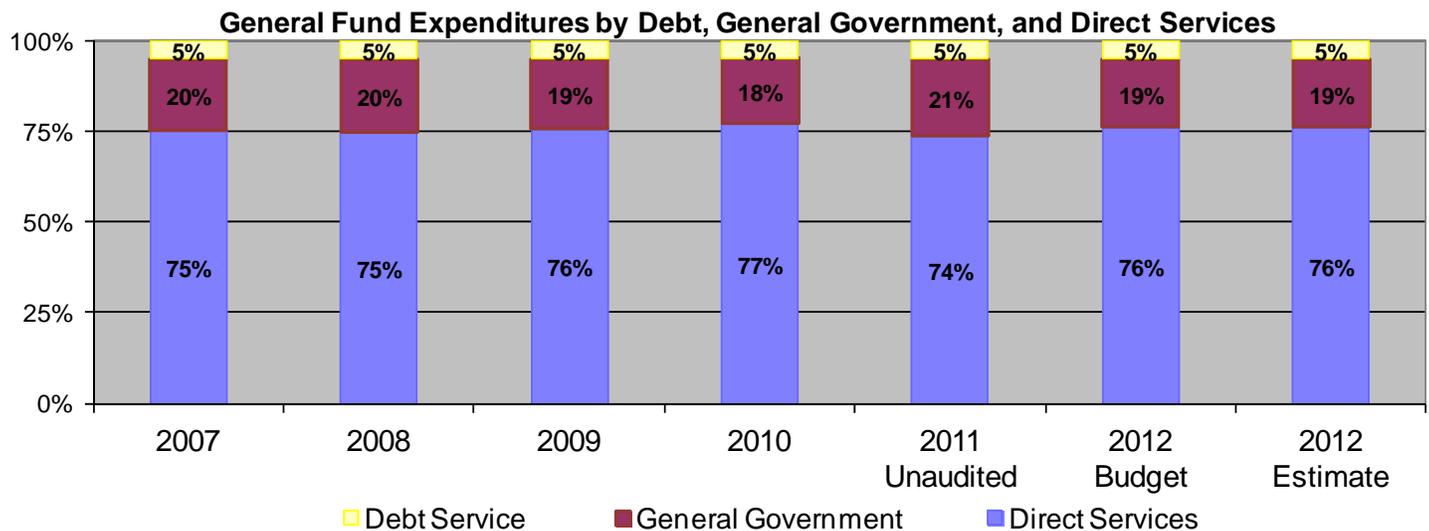
In 2006 the City adopted an outcome based budgeting philosophy. City Council and Staff outlined five outcomes to reflect, more appropriately, the desired result of the services delivered to the citizens of Englewood. The five outcomes identified are intended to depict Englewood as:

- ▶ 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 \$39,496,268 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 February 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.



The below chart provides the expenditure for each of the General Fund departments for the years 2007-2012 Estimate.

Expenditure	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Unaudited	2012 Budget	2012 Estimate
General Government							
Legislation	323,964	350,254	346,044	309,870	298,731	333,793	333,793
City Manager	673,949	698,563	674,170	659,882	639,184	672,072	672,072
City Attorney	694,358	915,303	678,038	702,228	706,841	746,734	746,734
Municipal Court	890,152	674,322	914,494	901,469	848,775	974,417	974,417
Human Resources	557,855	579,136	456,275	419,422	430,792	470,910	470,910
Finance & Administrative Services	1,568,074	1,626,571	1,575,923	1,445,581	1,446,313	1,541,645	1,541,645
Information Technology	1,254,364	1,280,156	1,360,237	1,280,660	1,332,766	1,360,355	1,360,355
Community Development	1,412,444	1,464,725	1,366,437	1,301,473	1,359,264	1,478,398	1,478,398
Contingencies	130,925	59,759	160,578	48,138	152,423	150,000	150,000
General Government Subtotal	7,506,085	7,648,789	7,532,196	7,068,723	7,215,089	7,728,324	7,728,324
Direct Services							
Public Works	5,421,774	5,189,173	5,152,891	5,137,364	5,259,875	5,436,637	5,436,637
Safety Services	16,497,359						
Police		9,974,925	10,183,890	10,312,633	10,395,239	10,921,455	10,921,455
Fire		7,215,444	7,320,268	7,425,903	7,666,842	7,711,732	7,711,732
Library	1,259,525	1,261,112	1,275,554	1,284,083	1,145,613	1,256,481	1,256,481
Parks and Recreation	5,566,094	5,916,449	5,727,968	5,811,809	5,717,147	5,834,425	5,834,425
Direct Services Subtotal	28,744,752	29,557,103	29,660,571	29,971,792	30,184,716	31,160,730	31,160,730
Debt Service							
Debt Service-Civiccenter	1,575,731	1,575,850	1,805,208	1,574,000	1,658,857	1,574,000	1,574,000
Debt Service-Other	294,030	233,456	188,163	286,827	437,606	486,739	486,739
Debt Service Subtotal	1,869,761	1,809,306	1,993,371	1,860,827	2,096,463	2,060,739	2,060,739
Total Expenditure	38,120,598	39,015,198	39,186,138	38,901,342	39,496,268	40,949,793	40,949,793
% Expenditure Change	6.41%	2.35%	0.44%	-0.73%	1.53%	3.68%	0.00%
Other Financing Uses							
Transfers Out	561,876	408,915	177,011	750,000	301,246	0	0
Total Other Financing Uses	561,876	408,915	177,011	750,000	301,246	0	0
Total Uses of Funds	38,682,474	39,424,113	39,363,149	39,651,342	39,797,514	40,949,793	40,949,793
% Uses of Funds Change	7.98%	1.92%	-0.15%	0.73%	0.37%	2.90%	0.00%

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:

<u>Source of Funds</u>	2012 Budget Amount	2012 YTD Amount	2011 Annual Amount
Special Revenue Funds			
Neighborhood Stabilization Program Fund*	\$ -	\$ -	\$ 263,390
Capital Project Funds			
Public Improvement Fund (PIF)	486,739	486,739	338,308
Internal Service Funds			
Central Services Fund			100,000
Servicenter Fund	100,000	100,000	100,000
Risk Management Fund	720,000	720,000	546,000
Employee Benefits Fund			165,000
Component Units			
Englewood/McLellan Reservoir Foundation, Inc (EMRF)	663,046	132,748	425,159
Transfers Total	<u>\$ 1,969,785</u>	<u>\$ 1,439,487</u>	<u>\$ 1,937,858</u>

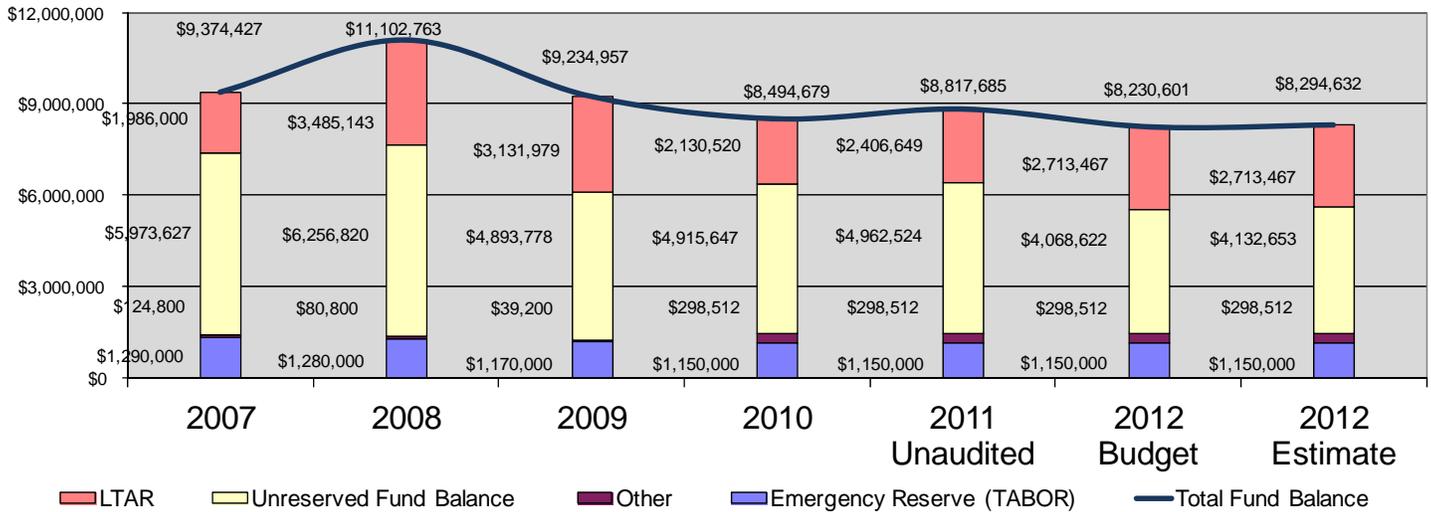
*In addition to the 2011 net amount received (\$263,390) from the Neighborhood Stabilization Program (NSP) Fund, the NSP Fund returned \$47,052 in 2010 of the \$750,000 borrowed in this same year. The amount due from the NSP Fund to the General Fund Long-Term Asset Reserve is \$439,588.

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.

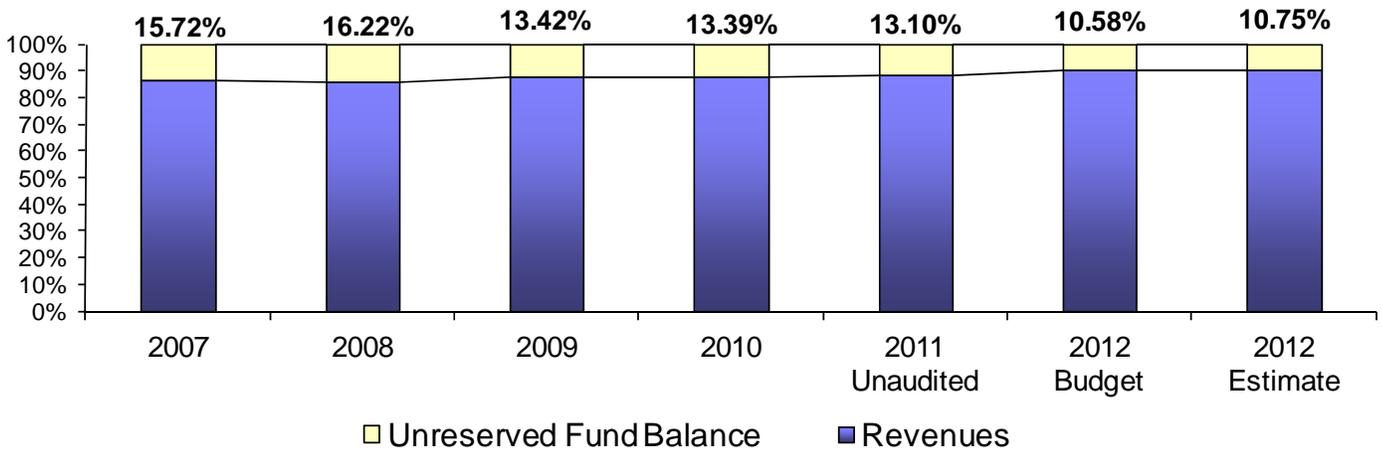
Long Term Asset Reserve (LTAR) At the 2008 Budget workshop held on February 22, 2007, City Council discussed and directed staff to establish a General Fund reserve account to accumulate funds from the sale, lease, or earnings from long-term assets. It was also determined that these funds should be used 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 February 2012 is \$2,406,649.

General Fund Reserves



The City's General Fund ended 2011 with total unaudited reserves of \$8,817,685, and an unreserved/undesigned fund balance of \$4,962,524 or 13.1 percent of unaudited revenues or 12.6 percent of unaudited expenditures. The estimated total reserves for 2012 are \$8,294,632 with an unreserved/undesigned fund balance of \$4,132,653 or 10.8 percent of estimated revenues or 10.1 of estimated expenditures. The \$4,132,653 would allow the City to operate for approximately 36.8 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.

Unreserved Fund Balance As A Percentage of Revenue



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	\$ 207,568	\$ 92,214 79.94%	\$ 115,354	\$ (14,187) (10.95%)	\$ 129,541
YTD Expenditures	1,320,013	\$ (1,620,580) (55.11%)	2,940,593	\$ 1,404,345 91.41%	1,536,248
Net Revenues (Expenditures)	\$ (1,112,445)	\$ 1,712,794	\$ (2,825,239)	\$ (1,418,532)	\$ (1,406,707)
Beginning PIF Fund Balance	\$ 934,251		\$ 2,686,457		\$ 1,515,399
Ending PIF Fund Balance Before Remaining Annual Revenue and Appropriation	\$ (178,194)		\$ (138,782)		\$ 108,692
Plus: Remaining Annual Revenue	1,603,596		1,493,217		1,542,914
Less: Remaining Annual Appropriation	(1,354,821)		(1,229,567)		(1,495,609)
Estimated Ending Fund Balance	\$ 70,581		\$ 124,868		\$ 155,997
Unappropriated Fund Balance as of December 31,			<u>\$ 274,179</u>		<u>\$ 339,405</u>

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	\$ 127,094	\$ (9,031) -7%	\$ 136,125	\$ 76,937 130%	\$ 59,188
Building Use Tax	\$ 550,000	\$ 550,000	\$ 65,089	\$ 15,431 31%	\$ 49,658	\$ (15,338) -24%	\$ 64,997
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	8,817,685	6,036,934	4,645,058	(1,914,928)	4,161,979	4,132,653
Special Revenue Funds						
Conservation Trust	1,184,882	2,424	2,124	(1,184,084)	-	1,098
Open Space	1,367,255	2,443	8,711	(1,224,306)	-	136,682
Neighborhood Stabilization Program	408,432	390	52,007	(356,815)	-	-
Donors	380,622	5,617	13,327	-	-	372,912
Community Development	-	7,392	28,076	20,684	-	-
Malley Center Trust	279,038	968	(18)	-	-	280,024
Parks & Recreation Trust	451,714	919	1,141	-	-	451,493
Debt Service Fund						
General Obligation Bond	154,267	6,066	58	-	-	160,275
Capital Projects Funds						
PIF	934,251	207,568	55,607	(1,015,631)	-	70,581
MYCP	827,183	1,342	84,833	(728,129)	-	15,563
Proprietary Fund Types (Funds Available Balance)						
Enterprise Funds						
Water	7,426,594	818,290	1,238,961	-	-	7,005,924
Sewer	5,306,200	2,527,238	1,919,394	-	1,000,000	4,914,044
Stormwater Drainage	990,801	84,776	11,434	-	137,818	926,325
Golf Course	735,144	49,021	106,657	-	293,500	384,009
Concrete Utility	338,297	112,019	42,924	-	-	407,393
Housing Rehabilitation	489,000	23,782	8,612	-	-	504,170
Internal Service Funds						
Central Services	151,323	64,806	45,056	-	-	171,074
ServiCenter	993,875	371,973	266,037	(100,000)	-	999,811
CERF	1,538,025	122,891	338	-	-	1,660,579
Employee Benefits	4,936	740,526	1,224,058	-	11,765	(490,360)
Risk Management	1,101,326	4,033	433,707	(720,000)	-	(48,348)

CLOSING

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

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

FUNDS GLOSSARY

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

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

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

Community Development Fund – Accounts for 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 February 1, 2004 and expires on February 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 February 29, 2012

Percentage of Year Completed = 17%

Fund Balance January 1	\$ 8,753,654	\$ 8,817,685	\$ 8,817,685	\$ 8,494,679	\$ 8,494,679	\$ 9,234,957	\$ 9,234,957			
Revenues	2012				2011			2010		
	Budget	Feb-12	% Budget	YE Estimate	Dec-11	Feb-11	% YTD	Dec-10	Feb-10	% YTD
Property Tax	2,880,000	20,087	0.70%	2,880,000	2,994,213	32,511	1.09%	3,020,884	51,162	1.69%
Specific Ownership Tax	250,000	24,934	9.97%	250,000	246,062	24,715	10.04%	263,434	28,798	10.93%
Sales & Use Taxes	22,115,126	4,226,841	19.11%	22,115,126	21,737,110	4,304,059	19.80%	20,866,515	3,873,843	18.56%
Cigarette Tax	190,000	30,302	15.95%	190,000	190,763	32,380	16.97%	196,320	32,752	16.68%
Franchise Fees	3,056,938	313,247	10.25%	3,056,938	2,631,393	275,192	10.46%	2,620,191	290,383	11.08%
Hotel/Motel Tax	8,713	1,676	19.24%	8,713	9,820	1,486	15.13%	8,806	1,170	13.29%
Licenses & Permits	574,025	117,273	20.43%	574,025	778,536	96,547	12.40%	695,563	88,644	12.74%
Intergovernmental Revenue	1,552,315	231,297	14.90%	1,552,315	1,724,807	445,426	25.82%	1,465,970	144,712	9.87%
Charges for Services	3,399,722	496,229	14.60%	3,399,722	3,384,318	545,772	16.13%	3,254,830	523,886	16.10%
Recreation	2,599,668	252,501	9.71%	2,599,668	2,635,221	240,410	9.12%	2,489,781	221,605	8.90%
Fines & Forfeitures	1,318,450	254,723	19.32%	1,318,450	1,284,758	210,403	16.38%	1,437,957	254,919	17.73%
Interest	100,000	19,080	19.08%	100,000	91,034	(1,805)	-1.98%	100,545	51,902	51.62%
Miscellaneous	411,998	48,743	11.83%	411,998	173,381	37,564	21.67%	293,658	48,303	16.45%
Total Revenues	38,456,955	6,036,933	15.70%	38,456,955	37,881,416	6,244,660	16.48%	36,714,454	5,612,079	15.29%
Expenditures										
Legislation	333,793	41,491	12.43%	333,793	298,731	40,596	13.59%	309,870	57,079	18.42%
City Attorney	746,734	90,195	12.08%	746,734	706,841	80,666	11.41%	702,228	100,549	14.32%
Court	974,417	98,946	10.15%	974,417	848,775	103,684	12.22%	901,469	106,604	11.83%
City Manager	672,072	113,693	16.92%	672,072	639,184	115,013	17.99%	659,882	115,815	17.55%
Human Resources	470,910	49,855	10.59%	470,910	430,792	43,116	10.01%	419,421	43,504	10.37%
Financial Services	1,541,645	167,246	10.85%	1,541,645	1,446,313	167,164	11.56%	1,445,581	175,081	12.11%
Information Technology	1,360,355	165,795	12.19%	1,360,355	1,332,766	188,816	14.17%	1,280,660	151,243	11.81%
Public Works	5,436,637	668,237	12.29%	5,436,637	5,259,875	690,312	13.12%	5,137,364	670,049	13.04%
Fire Department	7,711,732	937,295	12.15%	7,711,732	7,666,842	916,362	11.95%	7,425,903	873,957	11.77%
Police Department	10,921,455	1,331,751	12.19%	10,921,455	10,395,239	1,368,882	13.17%	10,312,633	1,339,644	12.99%
Community Development	1,478,398	127,085	8.60%	1,478,398	1,359,264	129,915	9.56%	1,301,473	138,313	10.63%
Library	1,256,481	157,021	12.50%	1,256,481	1,145,613	184,104	16.07%	1,284,083	225,786	17.58%
Recreation	5,834,425	530,350	9.09%	5,834,425	5,717,147	542,010	9.48%	5,811,809	546,346	9.40%
Debt Service	2,060,739	153,447	7.45%	2,060,739	2,096,463	151,444	7.22%	1,860,827	120,893	6.50%
Contingency	150,000	12,651	8.43%	150,000	152,423	32,325	21.21%	48,139	600	1.25%
Total Expenditures	40,949,793	4,645,058	11.34%	40,949,793	39,496,268	4,754,409	12.04%	38,901,342	4,665,463	11.99%
Excess revenues over (under) expenditures	(2,492,838)	1,391,875	-55.83%	(2,492,838)	(1,614,852)	1,490,251		(2,186,888)	946,616	
Net transfers in (out)	1,969,785	1,439,487	73.08%	1,969,785	1,937,858	1,453,565	75.01%	1,446,610	1,864,433	128.88%
Total Fund Balance	\$ 8,230,601	\$ 11,649,047	141.53%	\$ 8,294,632	\$ 8,817,685	\$ 11,438,495	129.72%	\$ 8,494,679	\$ 12,046,006	141.81%

Fund Balance Analysis

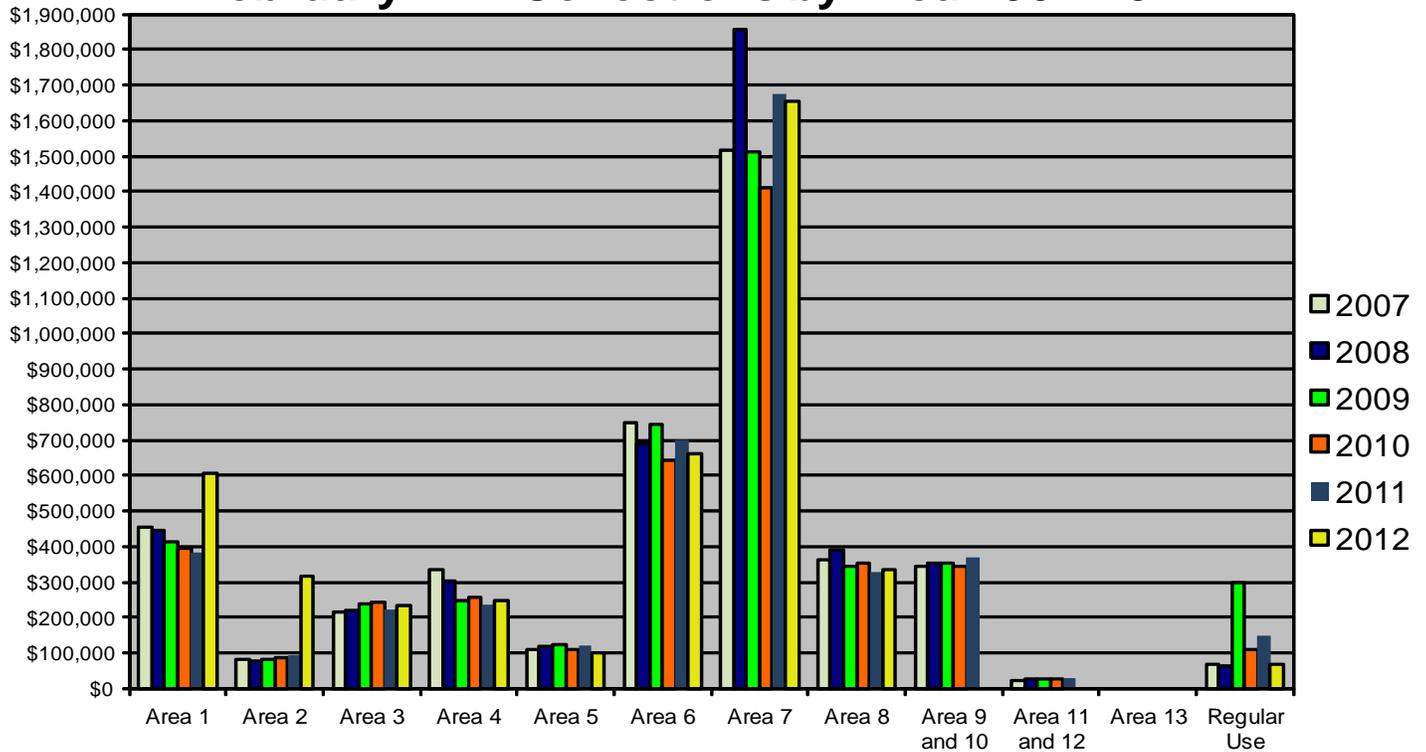
Total Fund Balance	\$ 8,230,601	\$ 11,649,047	\$ 8,294,632	\$ 8,817,685	\$ 8,494,679
Reserves/designations:					
-Emergencies (TABOR)	1,150,000	1,150,000	1,150,000	1,150,000	1,150,000
-LTAR	2,713,467	2,406,649	2,713,467	2,406,649	2,130,520
-MOA	-	-	-	-	-
-COPS Grant	298,512	298,512	298,512	298,512	298,512
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	\$ 7,793,886	\$ 4,132,653	\$ 4,962,524	\$ 4,915,647
As a percentage of projected revenues	10.58%		10.75%	13.10%	13.39%
As a percentage of budgeted revenues	10.58%		10.75%		
Target	3,845,696	-	5,768,543		

**Sales & Use Tax Collections Year-to-Date Comparison
for the month of February 2012**

Cash Basis

	2007	% Change	2008	% Change	2009	% Change	2010	% Change	2011	% Change	2012	% Change
Area 1	452,495	-81.61%	444,451	-1.78%	414,645	-8.36%	395,502	-11.01%	384,368	-2.82%	605,339	57.49%
Area 2	81,240	-79.68%	79,073	-2.67%	81,351	0.14%	84,944	7.43%	94,059	10.73%	318,120	238.21%
Area 3	213,813	-81.28%	222,140	3.89%	239,646	12.08%	244,685	10.15%	221,744	-9.38%	233,797	5.44%
Area 4	333,365	-80.47%	302,300	-9.32%	246,995	-25.91%	256,622	-15.11%	234,362	-8.67%	246,568	5.21%
Area 5	107,891	-83.99%	117,650	9.04%	122,545	13.58%	108,316	-7.93%	122,800	13.37%	99,308	-19.13%
Area 6	747,460	-81.19%	689,255	-7.79%	744,704	-0.37%	644,635	-6.47%	702,046	8.91%	661,505	-5.77%
Area 7	1,515,413	-79.11%	1,858,814	22.66%	1,513,273	-0.14%	1,411,923	-24.04%	1,676,973	18.77%	1,656,773	-1.20%
Area 8	361,463	-79.90%	390,303	7.98%	342,173	-5.34%	353,992	-9.30%	328,184	-7.29%	336,257	2.46%
Area 9 and 10	344,911	-54.90%	354,661	2.83%	351,492	-0.89%	342,718	-2.50%	370,346	8.06%	0	-100.00%
Area 11 and 12	24,261	-61.03%	27,377	12.85%	26,676	-2.56%	24,596	-7.80%	27,043	9.95%	0	-100.00%
Area 13									0	0.00%	0	0.00%
Regular Use	69,024	-79.71%	62,791	-9.03%	298,374	332.28%	108,657	73.05%	148,941	37.08%	67,620	-54.60%
Total	4,251,336	-79.34%	4,548,816	7.00%	4,381,873	3.07%	3,976,590	-12.58%	4,310,866	8.41%	4,225,288	-1.99%
Refunds	41,280	-86.56%	44,336	7.40%	468	-98.94%	74,921	15914.21%	7,976	-89.35%	42,821	436.86%
Audit & Collections Revenue*	119,034	-72.75%	172,401	44.83%	271,936	57.73%	30,558	-88.76%	99,834	226.71%	2,858	-97.14%
*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	500,236	-41.11%	282,710	-43.48%	24,514	-91.33%	51,565	110.35%	49,658	-3.70%	65,089	31.07%
Vehicle Use	225,930	-81.93%	219,298	-2.94%	175,252	-20.08%	146,625	-16.34%	136,125	-7.16%	235,269	72.83%

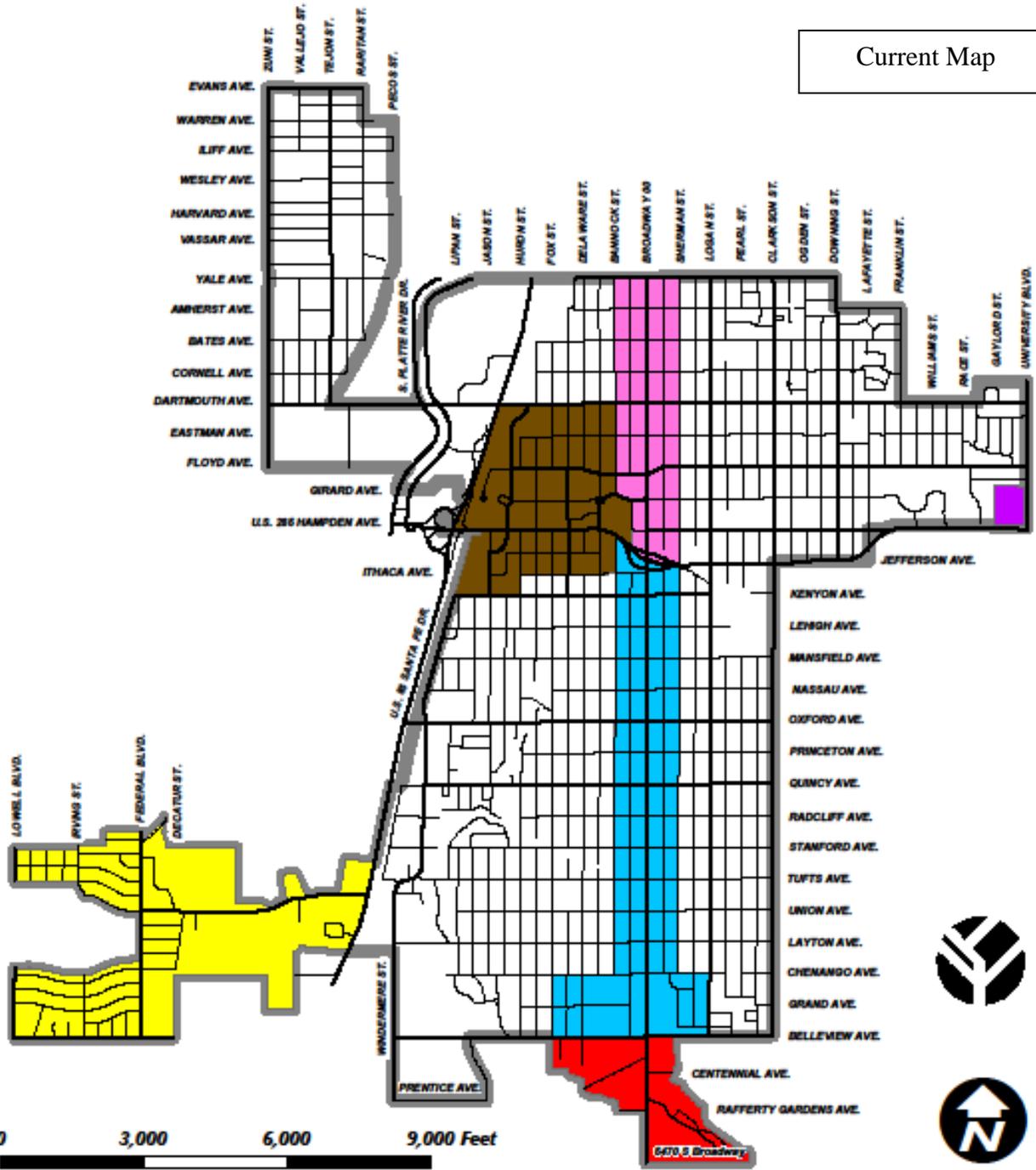
February YTD Collections by Area 2007-2012



Area Descriptions

- | | |
|--|---|
| Area 1 - CityCenter (Formerly Cinderella City) | Area 6 - All other City locations |
| Area 2 - S of Yale, N of Kenyon between Bannock & Sherman | Area 7 - Outside City limits |
| Area 3 - S of Kenyon, N of Chenango between Bannock & Sherman and S of Chenango, N of Bellewood between Logan & Delaware | Area 8 - Public Utilities |
| Area 4 - Broadway and Belleview (Between Fox and Sherman and North side of Belleview and to the Southern City Limits) | Area 9 and 10 - Downtown & Englewood Pkwy |
| Area 5 - Federal and Belleview W of Santa Fe | Area 11 and 12 - S of 285, N of Kenyon between Jason and Santa Fe |
| | Area 13 - Hampden Avenue (US 285) and University Boulevard |

Current Map



City of Englewood, Colorado: Sales Tax Areas

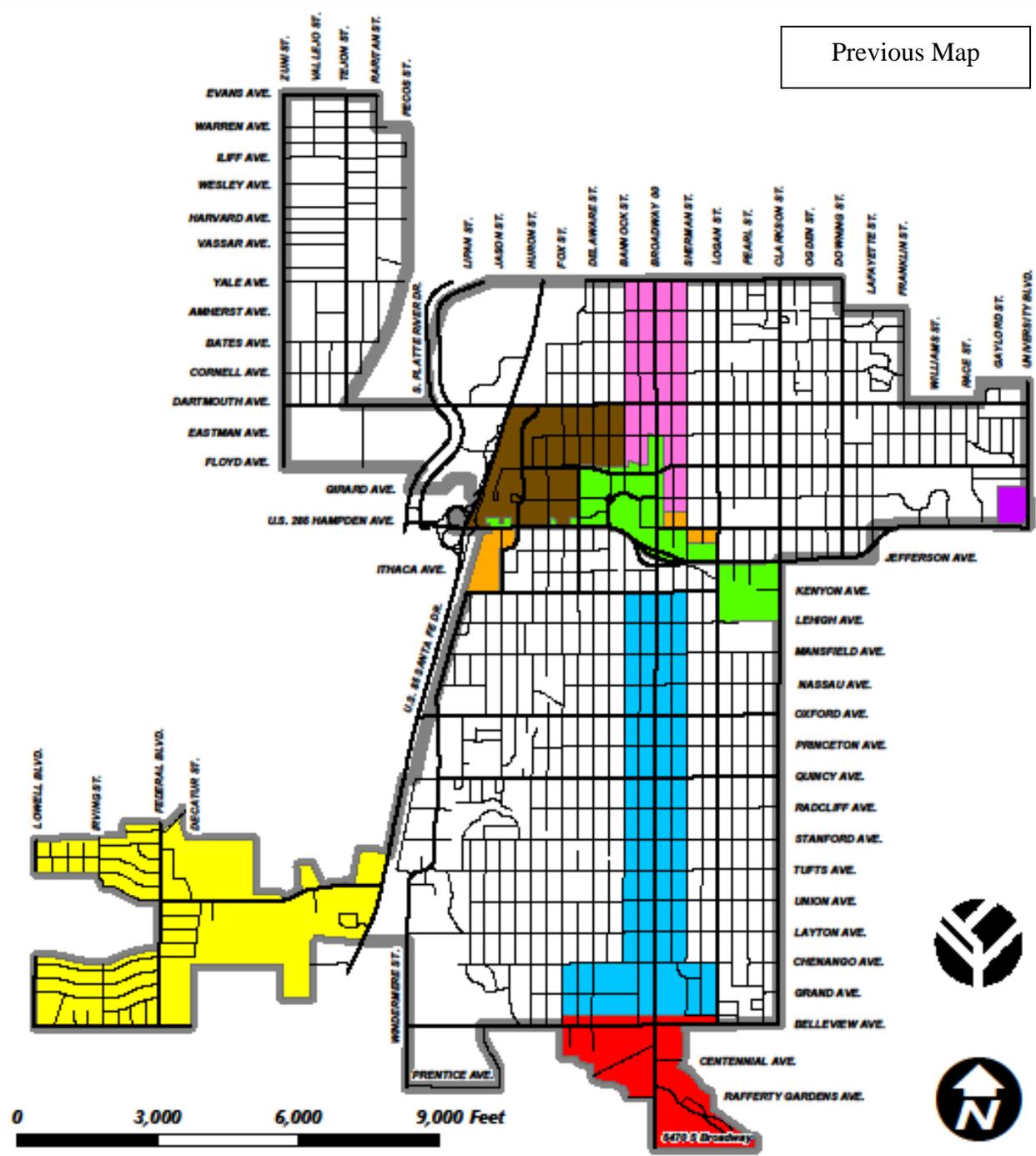
- | | | |
|---------|---------|--------------------------|
| Area 1* | Area 4 | Arterials and Collectors |
| Area 2* | Area 5 | Local Streets |
| Area 3 | Area 13 | Englewood City Limits |

Areas Not Depicted on Map:

Area 6 - Other City Locations* Area 7 - Outside City Limits Area 8 - Public Utilities

* Includes EURA designated Areas 9, 10, 11, & 12

Previous Map



City of Englewood, Colorado: Sales Tax Areas

- | | | |
|--------|----------------|--------------------------|
| Area 1 | Area 5 | Arterials and Collectors |
| Area 2 | Area 9 and 10 | Local Streets |
| Area 3 | Area 11 and 12 | Englewood City Limits |
| Area 4 | Area 13 | |

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

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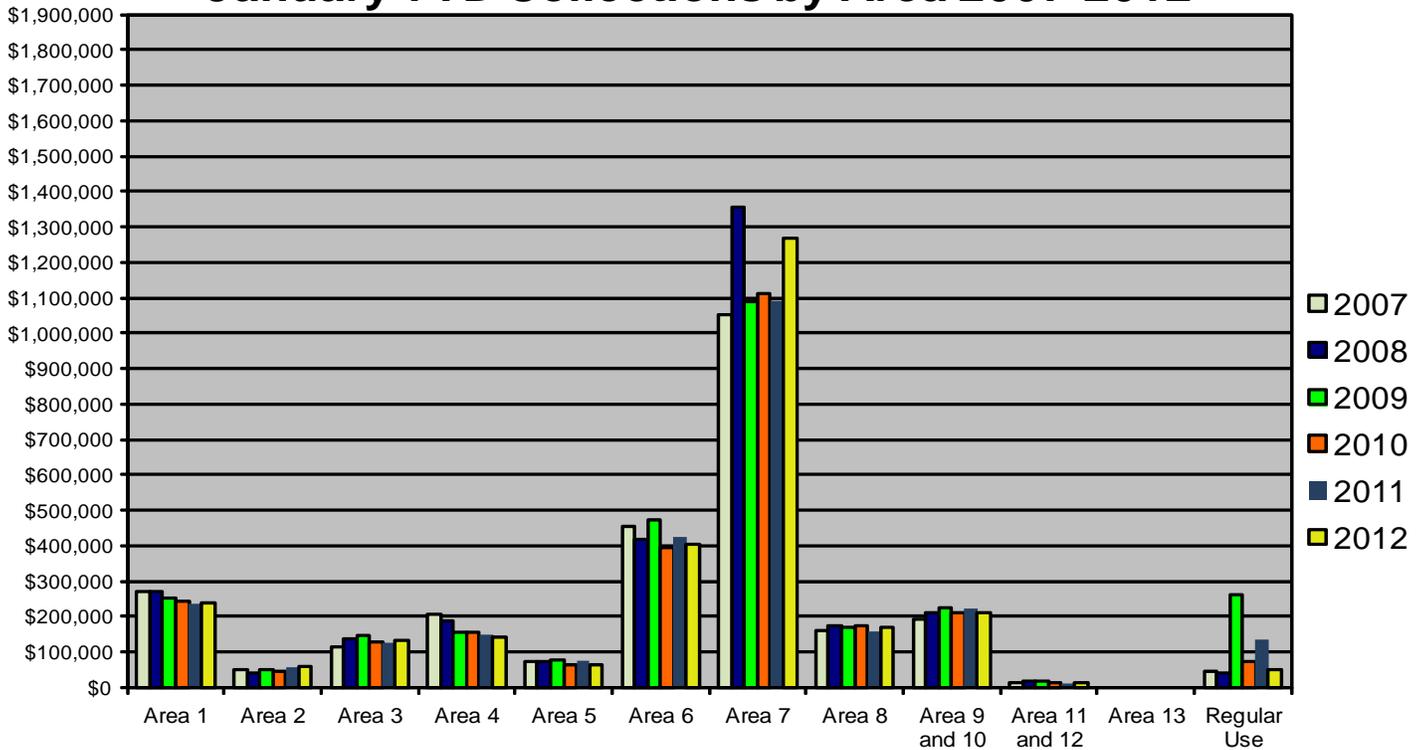
**Sales & Use Tax Collections Year-to-Date Comparison
for the month of January 2012**

Before New Area Map

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%

January YTD Collections by Area 2007-2012



Area Descriptions

- | | |
|--|---|
| Area 1 - CityCenter (Formerly Cinderella City) | Area 6 - All other City locations |
| Area 2 - S of Yale, N of Kenyon between Bannock & Sherman | Area 7 - Outside City limits |
| Area 3 - S of Kenyon, N of Chenango between Bannock & Sherman and S of Chenango, N of Bellewood between Logan & Delaware | Area 8 - Public Utilities |
| Area 4 - Broadway and Belleview (Between Fox and Sherman and North side of Belleview and to the Southern City Limits) | Area 9 and 10 - Downtown & Englewood Pkwy |
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| | Area 13 - Hampden Avenue (US 285) and University Boulevard |

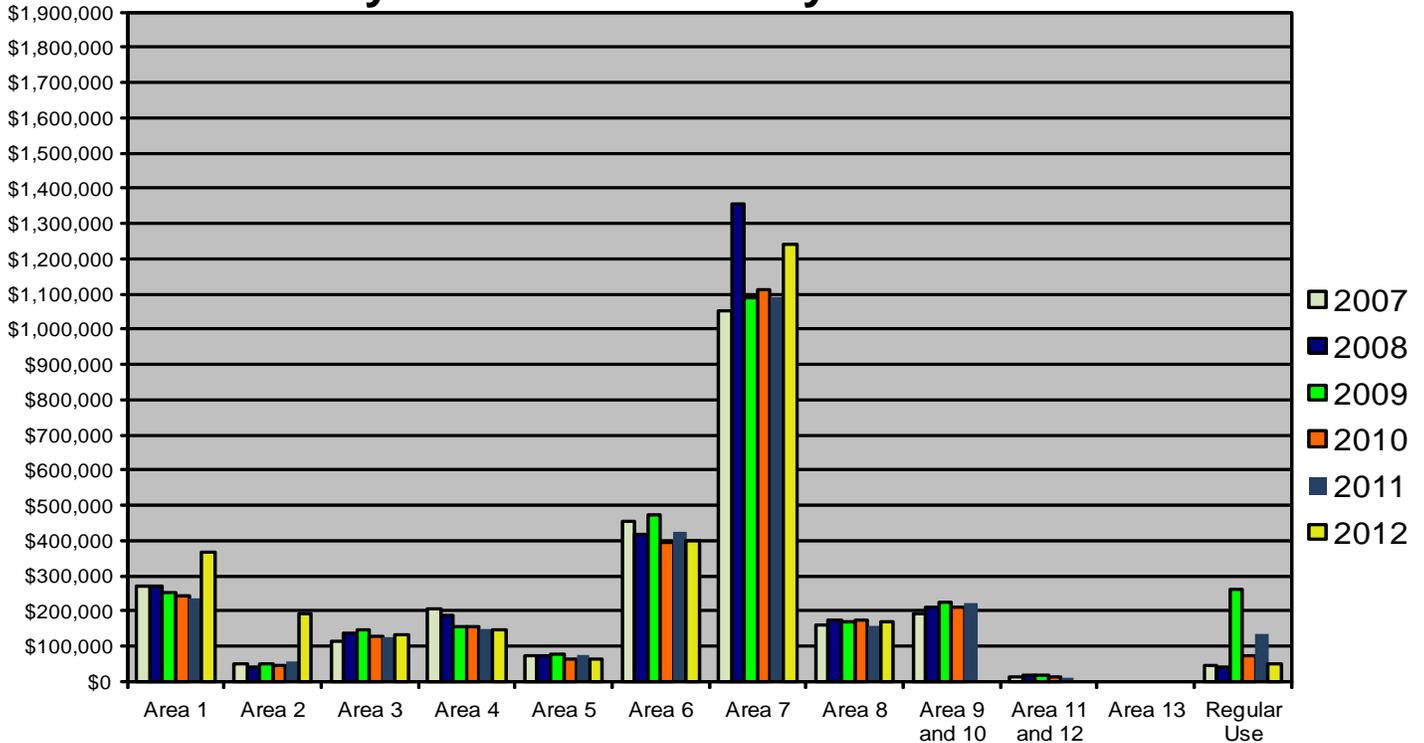
**Sales & Use Tax Collections Year-to-Date Comparison
for the month of January 2012**

After New Area Map

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%	365,809	54.89%
Area 2	48,901	-87.77%	42,735	-12.61%	49,946	2.14%	46,994	9.96%	55,050	17.14%	192,752	250.14%
Area 3	115,123	-89.92%	136,795	18.83%	144,347	25.39%	128,061	-6.39%	124,308	-2.93%	130,307	4.83%
Area 4	207,926	-87.82%	187,229	-9.95%	154,100	-25.89%	153,350	-18.09%	147,924	-3.54%	144,287	-2.46%
Area 5	70,439	-89.55%	73,429	4.25%	76,404	8.47%	64,306	-12.42%	73,057	13.61%	62,016	-15.11%
Area 6	453,069	-88.60%	417,640	-7.82%	473,984	4.62%	394,740	-5.48%	423,828	7.37%	399,329	-5.78%
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%	1,241,152	13.76%
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%	0	-100.00%
Area 11 and 12	13,991	-77.52%	16,109	15.14%	15,260	-5.27%	14,154	-7.24%	12,402	-12.38%	0	-100.00%
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%	2,755,537	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%

January YTD Collections by Area 2007-2012



Area Descriptions

- | | |
|--|---|
| Area 1 - CityCenter (Formerly Cinderella City) | Area 6 - All other City locations |
| Area 2 - S of Yale, N of Kenyon between Bannock & Sherman | Area 7 - Outside City limits |
| Area 3 - S of Kenyon, N of Chenango between Bannock & Sherman and S of Chenango, N of Bellewood between Logan & Delaware | Area 8 - Public Utilities |
| Area 4 - Broadway and Belleview (Between Fox and Sherman and North side of Belleview and to the Southern City Limits) | Area 9 and 10 - Downtown & Englewood Pkwy |
| Area 5 - Federal and Belleview W of Santa Fe | Area 11 and 12 - S of 285, N of Kenyon between Jason and Santa Fe |
| | Area 13 - Hampden Avenue (US 285) and University Boulevard |

Memorandum

To: Mayor Randy Penn and City Council
Through: Gary Sears, City Manager
From: Frank Gryglewicz, Director of Finance and Administrative Services
Date: March 13, 2012
Re: Overview of Outside City Sales Tax Collections

“Outside City” sales tax collections have been brought up a number times while discussing the monthly financial report with City Council. This subject will be discussed at the March 19, 2012 Study Session.

- The City of Englewood requires all businesses making sales in Englewood to be licensed even if they have no physical presence in the City.
- The Finance and Administrative Services Department attempts to license all vendors making deliveries into the City but there are some that may not be licensed because they make few deliveries into the City but every attempt is made to identify and license them.
- Sales tax received from Outside City remitters presents both a challenge and opportunity for the City. The City has been able to use these funds to construct significant capital improvements like City Center Englewood, Centennial Park and many other projects.
- The City of Englewood collected approximately 57 percent (unaudited) of its General Fund revenue from sales and use tax in 2011.
- From the mid 1990s until 2000 this area’s collections grew substantially and its importance in funding City operations grew as well. In the past ten years collections have been erratic, increasing and decreasing dramatically.
- Outside City collections peaked in 2000 with collections of \$10,703,111. In 2010 collections were \$6,291,222, the lowest amount collected since 2000.
- The City allows a three-year “look back” to claim improperly collected taxes and with the boom years well past three years this has lessened the magnitude of collections that are at risk of claim by another entity.
- The nature of sales tax returns makes it very difficult to definitively ascertain the legitimacy of Englewood’s (or anyone else’s) claim on taxes remitted. There is not enough detail on the return to ascertain to whom or to where sales were made and the legitimacy of taxes remitted. Only an audit can determine who has a claim to the taxes. The City could expand its auditing of Outside City accounts but there is a good possibility that the audits would result in the City *refunding* revenues to another entity. In addition, the cost of auditing outside City sales tax receipts would be cost prohibitive.

Overview of Outside City Sales Tax Collections
March 9, 2012

- The City has taken the approach that returns suspected of not legitimately belonging to the City not be immediately recognized as earned revenue. The funds from these returns are placed in an unearned revenue account
- In the past Finance and Administrative Services staff and an outside consultant studied collections from outside city vendors and concluded that there is risk of *potential* claims for refunds against the City of Englewood.
- The average annual amount of claims paid has been \$333,868.
- The Finance and Administrative Services Department staff continues to carefully monitor collection and refund trends related to Outside City sales tax collections.
- The attached graph shows the history of outside city and City Center collections in comparison to total revenues and expenditures.

Please call me at 303/762-2401 or e-mail me at fgryglewicz@englewoodgov.org if you have questions.

Attachment

City of Englewood, Colorado Comparison of Total Sales and Use Tax, Area 7-Outside City Sales Tax and Area 1-Cinderella City Sales Tax

