

**AGENDA FOR THE
ENGLEWOOD CITY COUNCIL
STUDY SESSION
MONDAY, SEPTEMBER 23, 2013**



- I. **Executive Session**
At 6:00 p.m. in the City Council Conference Room, City Council and the Urban Renewal Authority will discuss a real estate (Acoma) matter pursuant to C.R.S. 24-6-402-4(a).
- II. **Executive Session**
At 6:30 p.m. in the City Council Conference Room, City Council will discuss a real estate (Acoma) matter pursuant to C.R.S. 24-6-402-4(a).
- III. **2014 Proposed Budget**
At 6:45 p.m. in the Community Room, City Manager Gary Sears and Financial & Administrative Services Director Frank Gryglewicz will discuss the 2014 Budget with City Council.
- IV. **City Manager's Choice.**
- V. **City Attorney's Choice.**
- VI. **Council Member's Choice.**

Memorandum

To: Mayor Randy Penn and City Council
Through: Gary Sears, City Manager
From: Frank Gryglewicz, Director of Finance and Administrative Services
Date: September 18, 2013
Re: September 23, 2013 Study Session – Budget Workshop

Attached is the *revised* 2014 Proposed Budget General Fund Statement of Revenue, Expenditure, and Changes in Fund Balance that includes Fire Inspection Fees of \$100,000 and the associated Assistant Fire Marshal Position (\$104,000). Also attached is a spreadsheet providing updated 2013 information. The upcoming bills for ordinance scheduled for Councils consideration on October 7, 2013 includes the Fire Inspection Fees (\$100,000), and the Assistant Fire Marshal Position (\$104,000).

The 2014 Proposed Budget includes:

- Sales Tax revenues have been increased conservatively to reflect a recovering economy as well as some additional sales venues being online for the entire year
- Most other revenue sources are conservatively budgeted
- Transfers from other funds will be used to make lease payments and maintain Unassigned Fund Balance
- No tax increases are proposed
- Service Levels are maintained
- Police Impact Team is included in the Police Department Budget
- Increases in Commodities, Contractual, and Capital have been absorbed
- Contractual and non-contractual wage increases are budgeted
- Required pension contributions will be funded
- Hiring will be limited to only the most critical positions
- Increases in health care premiums are included in the 2014 Budget
- Public Improvement Fund will continue to pay for maintenance of infrastructure
- New Fire Inspection Fees are effective January 1, 2014
- An Assistant Fire Marshal Position is included

The Public Improvement Plan (PIF) and the Multiple Year Capital Year Plan (MYCP) will fund approximately \$1.3 million and \$1.2 respectively, of identified projects. There are many large and small capital projects without an identified funding source.

This information will be discussed at the September 23, 2013 Study Session (Budget Workshop).

Attachment

General Fund Budget - 2014 Proposed Budget

Statement of Revenue, Expenditure and Changes in Fund Balance

	9/3/2013	9/23/2013		
	2014	2014		
	Proposed	Proposed	Difference	Description
	Budget	Budget		
Beginning Fund Balance	\$ 8,726,474	\$ 8,726,474	\$ -	
Sources of Funds				
Property Tax	2,898,000	2,898,000	-	
Specific Ownership Tax	230,000	230,000	-	
Sales & Use Taxes	22,883,003	22,883,003	-	
Cigarette Tax	179,000	179,000	-	
Franchise Fees	3,069,500	3,069,500	-	
Hotel/Motel Tax	10,000	10,000	-	
Licenses & Permits	832,550	932,550	100,000	New Fire Inspection Fees
Intergovernmental Revenue	1,243,281	1,243,281	-	
Charges for Services	3,340,803	3,340,803	-	
Recreation Program Fees	2,594,232	2,594,232	-	
Library Fines	20,000	20,000	-	
Fines & Forfeitures	1,348,450	1,348,450	-	
Interest Income	8,164	8,164	-	
Other	274,300	274,300	-	
Contribution from Component Units	638,829	638,829	-	
Total Revenue	39,570,112	39,670,112	100,000	
Other Financing Sources	1,248,820	1,248,820	-	
Total Sources of Funds	40,818,932	40,918,932	100,000	
Uses of Funds				
Legislation	354,570	354,570	-	
City Manager's Office	703,758	703,758	-	
City Attorney's Office	818,514	818,514	-	
Municipal Court	1,026,895	1,026,895	-	
Human Resources	468,826	468,826	-	
Finance & Administrative Services	1,625,150	1,625,150	-	
Information Technology	1,378,942	1,378,942	-	
Community Development	1,235,802	1,235,802	-	
Public Works	5,504,669	5,504,669	-	
Police	11,543,760	11,543,760	-	
Fire	8,099,076	8,202,319	103,243	Assistant Fire Marshal Position
Library Services	1,250,536	1,250,536	-	
Parks & Recreation Services	5,804,158	5,804,158	-	
Departments Expenditure Subtotal	39,814,656	39,917,899	103,243	
Contribution to Component Units	-	-	-	
Contingencies	200,000	200,000	-	
Debt Service-Civic Center	1,573,000	1,573,000	-	
Debt Service-Other	435,820	435,820	-	
Other Expenditure Subtotal	2,208,820	2,208,820	-	
Total Expenditure	42,023,476	42,126,719	103,243	
Other Financing Uses	-	-	-	
Total Uses of Funds	42,023,476	42,126,719	103,243	
Net Sources (Uses) of Funds	(1,204,544)	(1,207,787)	(3,243)	
Fund Balance Before Designated Amounts	7,521,930	7,518,687	(3,243)	
Restricted-TABOR Emergency Reserve	1,200,000	1,200,000	-	
Committed-LTAR	2,619,375	2,619,375	-	
Committed-Contractual Reserve	-	-	-	
Designated Fund Balance	3,819,375	3,819,375	-	
Unassigned Fund Balance	\$ 3,702,555	\$ 3,699,312	(3,243)	
Unassigned Fund Balance as a percentage of Total Revenue	9.36%	9.33%		
Fund Balance Before Designated Amounts as a percentage of Total Revenue	19.01%	18.95%		
Fund Balance Before Designated Amounts as a percentage of Total Expenditure	17.90%	17.85%		

General Fund Comparative Revenue, Expenditure & Fund Balance Report as of August 31, 2013

Percentage of Year Completed = 67%

Fund Balance January 1	\$ 8,626,388	\$ 9,070,810	\$ 9,070,810	\$ 8,817,685	\$ 8,817,685	\$ 8,494,679	\$ 8,494,679			
	2013				2012			2011		
	Budget	Aug-13	% Budget	YE Estimate	Dec-12	Aug-12	% YTD	Dec-11	Aug-11	% YTD
Revenues										
Property Tax	2,898,000	2,835,631	97.85%	2,898,000	2,874,816	2,784,428	96.86%	2,994,213	2,904,205	96.99%
Specific Ownership Tax	230,000	155,153	67.46%	230,000	243,293	143,873	59.14%	246,062	146,316	59.46%
Sales & Use Taxes	22,336,277	15,524,661	69.50%	22,536,277	22,363,618	15,313,404	68.47%	21,737,110	14,977,952	68.90%
Cigarette Tax	184,000	125,059	67.97%	184,000	189,618	121,643	64.15%	190,763	120,966	63.41%
Franchise Fees	3,067,552	1,896,061	61.81%	3,067,552	2,930,888	1,705,558	58.19%	2,631,393	1,593,447	60.56%
Hotel/Motel Tax	9,000	7,918	87.98%	9,000	10,395	6,551	63.02%	9,820	6,383	65.00%
Licenses & Permits	767,153	1,189,712	155.08%	1,300,000	983,359	553,204	56.26%	778,536	490,912	63.06%
Intergovernmental Revenue	1,387,598	853,797	61.53%	1,387,598	1,865,722	1,214,656	65.10%	1,724,807	1,225,801	71.07%
Charges for Services	3,277,773	2,196,238	67.00%	3,440,000	3,441,525	2,108,193	61.26%	3,384,318	2,138,440	63.19%
Recreation	2,629,173	2,080,067	79.11%	2,430,000	2,615,642	2,239,259	85.61%	2,635,221	2,247,447	85.28%
Fines & Forfeitures	1,368,450	906,113	66.21%	1,320,000	1,381,453	950,874	68.83%	1,284,758	868,401	67.59%
Interest	100,000	2,100	2.10%	10,000	84,045	64,616	76.88%	91,034	78,309	86.02%
EMRF Rents	638,829	380,562	59.57%	638,829	551,295	426,244	77.32%	425,159	264,411	62.19%
Miscellaneous	156,294	212,432	135.92%	275,000	354,130	270,895	76.50%	173,381	130,180	75.08%
Total Revenues	39,050,099	28,365,504	72.64%	39,726,256	39,889,799	27,903,398	69.95%	38,306,575	27,193,170	70.99%
Expenditures										
Legislation	330,436	149,994	45.39%	331,187	316,043	175,228	55.44%	298,731	169,204	56.64%
City Attorney	783,147	466,878	59.62%	824,661	712,036	475,127	66.73%	706,841	443,728	62.78%
Court	962,993	615,851	63.95%	971,518	886,249	591,623	66.76%	848,775	549,371	64.73%
City Manager	679,653	461,701	67.93%	674,619	658,047	445,778	67.74%	639,184	415,277	64.97%
Human Resources	481,392	261,037	54.23%	460,237	469,343	300,866	64.10%	430,792	266,638	61.89%
Financial Services	1,583,684	1,001,054	63.21%	1,560,053	1,464,305	988,601	67.51%	1,446,313	918,018	63.47%
Information Technology	1,340,211	902,578	67.35%	1,330,425	1,373,943	864,161	62.90%	1,332,766	851,774	63.91%
Public Works	5,308,257	3,462,369	65.23%	5,234,717	5,202,903	3,654,839	70.25%	5,259,875	3,299,166	62.72%
Fire Department	7,889,065	5,296,148	67.13%	7,952,582	8,100,554	5,421,128	66.92%	7,666,842	4,888,906	63.77%
Police Department	11,250,771	7,598,654	67.54%	11,224,012	10,788,935	7,238,261	67.09%	10,395,239	6,595,191	63.44%
Community Development	1,324,774	717,655	54.17%	1,247,947	1,262,451	836,345	66.25%	1,359,264	860,238	63.29%
Library	1,251,293	765,359	61.17%	1,180,815	1,180,771	756,166	64.04%	1,145,613	730,782	63.79%
Recreation	5,711,776	3,783,726	66.24%	5,593,051	5,649,246	3,986,160	70.56%	5,717,147	3,915,187	68.48%
Debt Service	2,062,574	1,629,625	79.01%	2,062,574	2,056,951	1,608,277	78.19%	2,096,463	1,684,891	80.37%
Contingency	150,000	75,917	50.61%	150,000	143,810	79,499	55.28%	152,423	106,211	69.68%
Total Expenditures	41,110,026	27,188,546	66.14%	40,798,398	40,265,587	27,422,059	68.10%	39,496,268	25,694,582	65.06%
Excess revenues over (under) expenditures	(2,059,927)	1,176,958	-57.14%	(1,072,142)	(375,788)	481,339		(1,189,693)	1,498,588	
Net transfers in (out)	1,139,574	1,139,574	100.00%	1,139,574	628,913	1,185,465	188.49%	1,512,699	1,450,575	95.89%
Total Fund Balance	\$ 7,706,035	\$ 11,387,342	147.77%	\$ 9,138,242	\$ 9,070,810	\$ 10,484,489	115.58%	\$ 8,817,685	\$ 11,443,842	129.78%

Fund Balance Analysis

Total Fund Balance	\$ 7,706,035	\$ 11,387,342	\$ 9,138,242	\$ 9,070,810	\$ 8,817,685
Restricted Fund Balance					
-Emergencies (TABOR)	1,150,000	1,200,000	1,200,000	1,200,000	1,150,000
Committed Fund Balance					
-LTAR	2,619,375	2,619,375	2,619,375	2,619,375	2,406,649
-COPS Grant	298,512	157,910	100,000	298,512	298,512
Restricted/Committed	\$ 4,067,887	\$ 3,977,285	\$ 3,919,375	\$ 4,117,887	\$ 3,855,161
Estimated Unassigned Fund Balance	\$ 3,638,148	\$ 7,410,057	\$ 5,218,867	\$ 4,952,923	\$ 4,962,524
As a percentage of projected revenues	9.16%	18.65%	13.14%	12.42%	12.95%
As a percentage of projected expenditures	8.92%	18.16%	12.79%		
Target	3,905,010	-	5,857,515		