

Budget Advisory Committee

City of Englewood, Colorado

City Manager's Office

1000 Englewood Parkway

Englewood, CO 80110-2373

Website: www.Englewoodgov.org



AGENDA

Englewood Civic Center

City Council Conference Room, Third Floor

Tuesday, February 25, 2014

4:30pm to 6:00pm

These meetings are recorded, please be mindful of side conversations.

1. Call to Order and Roll Call of Members
2. Clarification to the Meeting Recording – January 28, 2014
3. New Business
 - Introduction of New Member – John Moore
 - New Member Orientation – Gary Sears
 - Review Ordinance establishing the Budget Advisory Committee and the written report to be provided to City Council
 - Review 2014 Capital Projects Supplemental Resolution
4. Old Business – December 17, 2013 Agenda Items Deferred
 - Discussion of Deliverable Items continued from the 12/17/2013 Meeting:
 - Compile a list of Items that we think are important for inclusion in the citizens budget document, for example:
 - 1. Where does the money come from?
 - 2. How do we spend it?
 - 3. Outcomes and Services
 - 4. Future vision and values
 - Compile a list of Revenue generation ideas
 - Compile a list of what we can do as a body, how we see our role as a body
5. Budget Advisory Members' Choice
6. Adjourn

Please note: If you have a disability and need auxiliary aids or services, please notify the City of Englewood (303-762-2409) at least 48 hours in advance of when services are needed. Thank you.

BY AUTHORITY

ORDINANCE NO. 16
SERIES OF 2013

COUNCIL BILL NO. 13
INTRODUCED BY COUNCIL
MEMBER JEFFERSON

AN ORDINANCE AMENDING TITLE 2, OF THE ENGLEWOOD MUNICIPAL CODE 2000 BY THE ADDITION OF A NEW CHAPTER 14, ESTABLISHING A BUDGET ADVISORY COMMITTEE FOR THE CITY OF ENGLEWOOD, COLORADO.

WHEREAS, The City's finances and budget activities are important to the very essence of the City of Englewood's community; and

WHEREAS, the City Council recognizes the importance of citizen involvement in setting the scope of the budget activities in the City; and

WHEREAS, this year as well as all future years the Budget Advisory Committee shall meet with the Revenue and Budget Manager, the Director of Finance and Administrative Services and the City Manager at meetings which shall be open to the public and recorded in the same manner as other boards and commissions; and

WHEREAS, each City department shall present its budget to the City Manager and Budget Advisory Committee; and

WHEREAS, Council recognizes that there is a steep learning curve in understanding the budget and making recommendations; and

WHEREAS, the Budget Advisory Committee will be learning the budget process in the initial year; and

WHEREAS, the City Manager shall put together a curriculum or outline of the budget process with the Budget Advisory Committee coordinating agendas for this year and next to reach the Budget Advisory Committee goals and requirements set forth in this Ordinance; and

WHEREAS, the goals/outcomes and accomplishments of the Budget Advisory Committee shall be reviewed at the yearly Council Budget Workshop.

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

Section 1. The City Council of the City of Englewood hereby approves amending Title 2, of the Englewood Municipal Code 2000, by adding a new Chapter 14, establishing the Budget Advisory Committee, which shall read as follows:

2-14: BUDGET ADVISORY COMMITTEE:

20-14-1: Purpose: The Budget Advisory Committee (BAC) is established by Council and the City Manager to advise the City on the development, implementation, and evaluation of the annual City Budget. Participation in Budget Advisory Committee is an opportunity not only to advise on the prioritization of how city tax dollars are spent, but also to advise policymakers in their decision-making process in an open and transparent process.

2-14-2: Composition and Membership: The Committee will be comprised of five (5) members appointed by City Council and a non-voting Council liaison.

2-14-3: Terms of Members: Members will be appointed to overlapping terms of three (3) years. The City Council shall make appointments to fill vacancies for unexpired terms.

2-14-4: Compensation:

- A.** The members of the Committee shall serve without compensation.
- B.** Reasonable expenses directly related to performing the duties of the Committee shall be allowed.

2-14-5: Powers and Duties:

The Budget Advisory Committee shall have the following powers and duties:

- A.** The Committee shall meet at least once each month at a time to be established by the City Manager.
- B.** At the start of each budget year the City Manager shall meet with the Budget Advisory Committee and shall review projections of major revenue sources.
- C.** The City Manager shall work with the Budget Advisory Committee to establish budget guidelines for the coming year.
- D.** Each department shall present its budget to the Revenue and Budget Manager, the Director of Finance and Administrative Services, the City Manager and Budget Advisory Committee. Said meetings shall be open to the public and recorded in the same manner as other boards and commissions.
- E.** Annual capital improvement recommendations shall be made only by the Planning and Zoning Commission as required by the Englewood Home Rule Charter not the Budget Advisory Committee.

F. Once the budgets have been reviewed and have incorporated requests for new programs and/or personnel authorized by the City Manager, the Budget Advisory Committee shall submit a written report of its findings and recommendations (BAC Report). The BAC Report shall be delivered to Council prior to the public hearing regarding the budget.

2-14-6: Appointment of Officers and Adoption of Rules:

A. The Committee shall organize, adopt administrative rules and procedures and elect from its members such officers as it shall deem necessary to accomplish its purposes. Officers of the Committee shall be elected for one-year (1) terms. No officer shall serve in the same capacity for more than two (2) consecutive terms.

B. The chairperson may appoint such standing or special sub-committees from the membership of the Committee as the Committee shall determine necessary or useful in carrying out its purposes and powers. The purpose, term and members of each sub-committee shall be determined by the chairperson.

2-14-7: Sunset Provision: The Budget Advisory Committee and the provisions of Title 2, Chapter 14, shall terminate in three (3) years unless the Committee and the provisions of Title 2, Chapter 14, are renewed by Council ordinance.

Section 2. Safety Clauses. The City Council, hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the City of Englewood, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The City Council further determines that the Ordinance bears a rational relation to the proper legislative object sought to be obtained.

Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect impair or invalidate the remainder of this Ordinance or its application to other persons or circumstances.

Section 4. Inconsistent Ordinances. All other Ordinances or portions thereof inconsistent or conflicting with this Ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 5. Effect of repeal or modification. The repeal or modification of any provision of the Code of the City of Englewood by this Ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purposes of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Introduced, read in full, and passed on first reading on the 6th day of May, 2013.

Published by Title as a Bill for an Ordinance in the City's official newspaper on the 10th day of May, 2013.

Published as a Bill for an Ordinance on the City's official website beginning on the 8th day of May, 2013 for thirty (30) days.

Read by title and passed on final reading on the 20th day of May, 2013.


Published by title in the City's official newspaper as Ordinance No. 16, Series of 2013, on the 24th day of May, 2013.


Published by title on the City's official website beginning on the 22nd day of May, 2013 for thirty (30) days.

This Ordinance shall take effect thirty (30) days after publication following final passage.

ATTEST: 




 Randy P. Penn, Mayor



Loucrishia A. Ellis, City Clerk

I, Loucrishia A. Ellis, City Clerk of the City of Englewood, Colorado, hereby certify that the above and foregoing is a true copy of the Ordinance passed on final reading and published by title as Ordinance No. 16, Series of 2013.


Loucrishia A. Ellis

COUNCIL COMMUNICATION

Date: February 18, 2014	Agenda Item: 11 c i	Subject: Resolution appropriating funds for a variety of capital projects not included in the 2014 Budget
Initiated By: Finance and Administrative Services Department		Staff Source: Frank Gryglewicz, Director

COUNCIL GOAL AND PREVIOUS COUNCIL ACTION

City Council has continually supported acquiring, repairing, and upgrading its valuable infrastructure assets. One of the City's outcomes has been "a City that provides and maintains quality infrastructure."

City Council discussed a variety of possible capital projects for funding in 2014 that were not included in the original budget at the January 27, 2014 Study Session.

Council determined to appropriate \$567,000 for Building System Replacements, Road and Bridge Repair, Permit Tracking System development, and a Solar Garden Project.

RECOMMENDED ACTION

Staff recommends City Council approve the attached resolution for a supplemental appropriation to the 2014 Budget for the following:

SOURCES AND USES OF FUNDS:

PUBLIC IMPROVEMENT FUND:

SOURCE OF FUNDS:

Unassigned Fund Balance	\$567,000
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USE OF FUNDS:

Building Systems Replacement	\$300,000
Road and Bridge Repair	\$100,000
Transfer to the Capital Project Fund	<u>\$167,000</u>
Total Uses	\$567,000

CAPITAL PROJECTS FUND:

SOURCE OF FUNDS:

Transfer in from Public Improvement Fund	\$167,000
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USE OF FUNDS:

Permit Tracking System Project	\$137,000
Solar Garden Project	<u>\$30,000</u>
Total Use of Fund	\$167,000

BACKGROUND, ANALYSIS, AND ALTERNATIVES IDENTIFIED

The City of Englewood owns and maintains a wide and varied infrastructure asset base, including, streets, buildings, "rolling stock," computer systems, and other assets. All of these assets require constant monitoring, repairing, upgrading, and replacement.

Many of the City's assets have been in service many years and are approaching the end of their useful lives and will require a comprehensive plan to fund the replacement. The \$300,000 for Building System Replacements is seed money for a program to fund needs in the various buildings the City maintains. The Road and Bridge Repairs will fund repairs on Dartmouth Bridge.

The Permit Tracking System will help improve customer service. The Solar Garden project will help the City in its "green" energy efforts.

The attached memorandum from Deputy Manager Flaherty is provided for additional information.

FINANCIAL IMPACT

This action will reduce the Public Improvement Fund's Unassigned Fund Balance by \$567,000.

LIST OF ATTACHMENTS

Memorandum from City Manager's Office re: 2014 Capital Project Appropriations
Proposed Resolution



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 11, 2014

SUBJECT: 2014 Capital Project Appropriations

During the January 27, 2104 City Council Study Session, Council gave approval for formal consideration of appropriations for four capital projects:

- | | |
|----------------------------------|-----------|
| • Building Systems Replacement | \$300,000 |
| • Road and Bridge Repair | \$100,000 |
| • Permit Tracking System Project | \$137,000 |
| • Solar Garden Project | \$ 30,000 |

The appropriations resolution will come forward on February 18, 2014. The resolution appropriates funds for each of the above projects; however, any subsequent contracts related to these projects will be subject to Council review and approval. The specifics of each project are described below.

- Building Systems Replacement – The Public Works Director and Buildings Operation Manager will establish priorities from the several building systems projects and implement the most critical.
- Road and Bridge Repair – The appropriation will fund a replacement of a “test section” of the Dartmouth Bridge over the South Platte River.
- Permit Tracking System – The Information Technology Director, with input from affected department directors and staff, will initiate a review of the City’s current “Trakit” software system and plan for implementation of system upgrades for on-line functionality.
- Solar Gardens Project – City staff will evaluate proposals from the Clean Energy Collective, the firm that is administering the Arapahoe County solar array on behalf of Xcel Energy. An agreement for City purchase, or lease purchase, of solar panels will be established.

In addition to the supplemental appropriations being considered on February 18, additional capital funding remains available, should Council wish to consider projects not currently included. Those projects for which funding could be considered at a later date include Fire Department equipment, a City Council meeting web-streaming system and the Hampden Avenue streetscape design. Two projects presented on January 27 have been withdrawn by Department Directors include the Police locker room remodeling project and 2014 funding for the River Run trailhead at Broken Tee Golf Course. These projects will either be deferred or funded from other sources.

RESOLUTION NO. _____
SERIES OF 2014

A RESOLUTION APPROVING A SUPPLEMENTAL APPROPRIATION OF FUNDS TO THE 2014 BUDGET FOR A VARIETY OF CAPITAL PROJECTS THAT WERE NOT INCLUDED IN THE 2014 BUDGET.

WHEREAS, the City of Englewood is required by City Charter to ensure that expenditures do not exceed legally adopted appropriations; and

WHEREAS, the 2014 Budget was submitted and approved by the Englewood City Council on October 21, 2013; and

WHEREAS, the City Council of the City of Englewood has continually supported acquiring, repairing, and upgrading its valuable infrastructure assets; and

WHEREAS, one of the City's outcomes has been "a City that provides and maintains quality infrastructure"; and

WHEREAS, City Council discussed a variety of possible capital projects for funding in 2014 that were not included in the original 2014 Budget; and

WHEREAS, the Englewood City Council desires to appropriate \$567,000 for Building System Replacements, Road and Bridge Repair, Permit Tracking System development, and a Solar Garden Project.

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

Section 1. The Budget for the City of Englewood, Colorado, is hereby amended for the year 2014, as follows:

2014 SUPPLEMENTAL APPROPRIATION

PUBLIC IMPROVEMENT FUND:

SOURCE OF FUNDS:

Unassigned/Unrestricted Reserves	\$567,000
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USE OF FUNDS:

Building Systems Replacement	\$300,000
Road and Bridge Repair	\$100,000
Transfer to the Capital Project Fund	<u>\$167,000</u>
Total Use of Funds	\$567,000

CAPITAL PROJECTS FUND:

SOURCE OF FUNDS:

Transfer in from Public Improvement Fund \$167,000

USE OF FUNDS:

Permit Tracking System Project \$137,000
Solar Garden Project \$ 30,000
Total Use of Fund \$167,000

Section 2. The City Manager and the Director of Finance and Administrative Services are hereby authorized to make the above changes to the 2014 Budget for the City of Englewood.

ADOPTED AND APPROVED this 18th day of February, 2014.

ATTEST:

Randy P. Penn, Mayor

Loucrishia A. Ellis, City Clerk

I, Loucrishia A. Ellis, City Clerk for the City of Englewood, Colorado, hereby certify the above is a true copy of Resolution No. _____, Series of 2014.

Loucrishia A. Ellis, City Clerk