DEPARTMENT OVERVIEW

Finance
Mission Statement

Promoting fiscal responsibility within the City of Englewood with integrity, efficiency, excellence, accountability and teamwork

Finance is committed to:

• Ensuring generally accepted accounting principles are followed and appropriate internal controls are in place to safeguard the City’s assets
• Serving as custodians of the City’s financial records and a source of accurate financial information for City Council, City Staff, taxpayers, and Englewood citizens
• Developing, implementing and monitoring responsible fiscal policies
• Preparing a comprehensive and balanced annual budget
Empowering City Staff, City Council, taxpayers, and citizens to make informed decisions by providing accurate information and support.
Responsibilities

- Assist the City Manager to submit the annual operating and capital budget no later than September 15th of each year.
- Provide the budget for public inspection in the Office of the City Clerk.
- Hold a Public Hearing on the annual budget within three weeks after submission.
- Certify the tax levy not later than December 15th of each year.
- Ask Council, not less than thirty (30) days prior to the first day of the next fiscal year, to adopt a bill for the Budget and a bill for the Appropriation Ordinance.
- Manage fiscal year appropriations with diligence and take action to address any potential annual deficit.
Responsibilities

- Oversee treasury, bonded indebtedness, and City purchases and sales
- Independent audit by Certified Public Accountants experienced in municipal government shall be made annually of all City accounts and more frequently if deemed necessary by City Council
Division
Overview

Budget

• Develops budget assumptions based on local, state and nationwide economic indicators

• Provides financial analysis to drive informed decisions related to proposed fee/rate increases

• Works with City Staff to create annual operating and capital budgets

• Develops City Council budget communication clearly outlining estimated revenues and expenditures

• Maintains budget data within Tyler New World seeking efficiency and developing tools to enhance reporting
Division Overview

Finance & Accounting

• Establishes and assures adherence to City’s accounting and financial policies and procedures according to Generally Accepted Accounting Principles (GAAP)

• Produces the Comprehensive Annual Financial Report (CAFR)

• Oversees the City’s Merchant Card Processing, Central Cashiering, Accounts Payable functions

• Manages City’s investment strategy

• Maintains City’s primary ERP system – Tyler New World
Division Overview

Revenue & Business Licensing

- Manages City’s Tax & Licensing function

- Maintains MUNIRevs – the City’s tax and licensing system implemented in 2013; over 98% of taxpayer filings and forms are completed online

- Facilitates MUNIRevs enhancements to provide ease of use and better communication with taxpayers

- Conducts business audits ensuring compliance with City ordinances

- Works successfully with local taxpayers through relationships with the Colorado Municipal League (CML), the Chamber of Commerce and Alliance for Commerce in Englewood (ACE)
Division Overview

Procurement

• Enforces the City’s Procurement Policy (Approved May 1, 2019)
• Ensures purchase orders for supplies, materials, equipment and contractual services required by the City are procured with required documentation and approvals
  • Requests for Proposals
  • Competitive Bidding
  • Contracts
  • Pcards
• Provides citywide training on procurement vendor and purchase order system – Tyler New World
2019 Major Achievements

Passed the following City Ordinances:

• 2020 balanced budget in October 2019
• Procurement Policy in May 2019 (revising procedural documents)
• CML Standard Definitions in March 2019
  • Provides clarity and simplification for taxpayers operating in multiple jurisdictions
  • Brings City taxable items definitions up to date
• Universal Business Licensing in September 2019
• Delivered clean financial audit – 2018 CAFR and supporting policies and procedures
2019 Major Achievements

• Engaged City Staff and City Council on bond issuance revenue requirements for storm water, sanitary sewer and water critical projects, maintenance and operations and capital reserve needs

• Implemented Workiva software to streamline Budget and CAFR document preparation

• Supporting implementation of new credit card merchant process for Central Cashiering, Sales & Use Tax, Municipal Court, Library and Community Development
2020 Goals

• Prepare a balanced 2021 budget
• Deliver clean financial audit – 2019 CAFR and supporting policies and procedures
• Identify required revenue needs for the bond issuances related critical storm water, sanitary sewer and water capital projects, maintenance and operations, and capital reserves
• Finalize enhancements to MUNIRevs, including online Use Tax Form and Payment on Account Form for taxpayers' convenience
• Develop communication plan to support business licensing voluntary compliance by increasing tax seminar sessions and creating a comprehensive FAQ
2020 Goals

• Implement Tyler New World Contract Module
• Ensure compliance with Procurement policy
• Support implementation of new Utility Billing, Human Resources, Courts, and Permitting Systems
Budget Overview – Timeline

2020 City Council Budget Calendar

Q4
- Second Reading of the Budget Ordinances
  October 21, 2019
- First Reading of the Budget Ordinances
  October 7, 2019

Q1
- 2020 Budget Preview
  February 19, 2019
- Present Revenue and Expenditure Forecast and Underlying Assumptions
  March 25, 2019

Q3
- Budget Discussion to Finalize Changes
  September 23, 2019
- Budget Public Hearing
  September 16, 2019
- Proposed Budget Update
  September 9, 2019
- Proposed Budget Available
  September 6, 2019

Q2
- August Present Proposed Budget
  August 5, 12, and 19, 2019
- City Council Input on the following Proposed Operational/Capital Requests
  May 11, 2019
- P&Z Commission Capital Improvement List to CMO
  June 8, 2019

City Council Community Vision Workshop
- April 8, 2019
- Capital Projects Funds 2020-2024 Projects List to P&Z Commission
  April 16, 2019
- City Council Input on Preliminary Capital Projects Requests
  April 22, 2019

Englewood
COLORADO
2020 Budget
All Funds

**Sources of Funds**
- General Fund
- Enterprise Funds
- Capital Projects Funds
- Special Revenue Funds
- Debt Service Funds
- Internal Service Funds

**Uses of Funds**
- General Fund
- Enterprise Funds
- Capital Projects Funds
- Special Revenue Funds
- Debt Service Funds
- Internal Service Funds

### Budget Table

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Est Beginning Balance</th>
<th>Fund Sources</th>
<th>Fund Uses</th>
<th>Sources</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$19,240,867</td>
<td>$53,089,689</td>
<td>$53,089,689</td>
<td>50.2%</td>
<td>44.1%</td>
</tr>
<tr>
<td>Special Revenue Funds</td>
<td>$2,400,404</td>
<td>$1,699,585</td>
<td>$1,721,210</td>
<td>1.6%</td>
<td>1.4%</td>
</tr>
<tr>
<td>Debt Service Funds</td>
<td>$1,095,912</td>
<td>$2,816,500</td>
<td>$3,335,313</td>
<td>2.7%</td>
<td>2.3%</td>
</tr>
<tr>
<td>Capital Projects Funds</td>
<td>$6,663,329</td>
<td>$4,635,000</td>
<td>$10,334,000</td>
<td>4.4%</td>
<td>8.6%</td>
</tr>
<tr>
<td>Enterprise Funds</td>
<td>$23,053,423</td>
<td>$31,845,400</td>
<td>$39,154,797</td>
<td>30.1%</td>
<td>32.6%</td>
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<tr>
<td>Internal Service Funds</td>
<td>$7,080,987</td>
<td>$11,633,535</td>
<td>$15,839,682</td>
<td>11.2%</td>
<td>10.3%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$50,834,222</strong></td>
<td><strong>$108,731,709</strong></td>
<td><strong>$120,274,700</strong></td>
<td><strong>100.0%</strong></td>
<td><strong>100.0%</strong></td>
</tr>
</tbody>
</table>

Englewood, Colorado
2020 Budget
General Fund Revenues

- Sales & Use Taxes: 61.6%
- Property Tax: 8.7%
- Franchise Fees: 6.6%
- Charges for Services: 5.7%
- Licenses & Permits: 2.8%
- Intergovernmental Revenue: 2.3%
- Recreation Program Fees: 5.1%
- Contribution from Component Units: 3.1%
- All Other Revenue: 4.1%

All Other Revenue:
- Specific Ownership Tax: 1.0%
- Cigarette Tax: 0.3%
- Hotel/Motel Tax: 0.0%
- Library Fines: 0.0%
- Fines & Forfeitures: 1.3%
- Interest Income: 0.6%
- Other Income: 0.8%
- Total: 4.1%

Total Sources: $53,089,689
2020 Budget
General Fund Revenues

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Budget

2020 Budget
General Fund Expenditures

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Other Uses</td>
<td>$8,245,605 (16%)</td>
</tr>
<tr>
<td>City Manager's Office</td>
<td>$2,372,701 (4%)</td>
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<tr>
<td>Fire Contract</td>
<td>$6,084,500 (11%)</td>
</tr>
<tr>
<td>Finance</td>
<td>$1,568,044 (3%)</td>
</tr>
<tr>
<td>Information Technology</td>
<td>$3,439,345 (6%)</td>
</tr>
<tr>
<td>Community Development</td>
<td>$2,842,103 (5%)</td>
</tr>
<tr>
<td>Total</td>
<td>$53,089,689</td>
</tr>
</tbody>
</table>

All Other Uses
- Legislation: $334,808
- City Attorney's Office: $969,114
- Municipal Court: $1,262,559
- Human Resources: $1,476,657
- Communication: $694,073
- Contingencies: $428,691

Total: $5,155,902
Budget / Finance – On The Web

- Proposed 2020 Budget Report & Line Item Detail: OpenEnglewood* (also known as OpenGov)
- Historical Financial and Budget Reports: City of Englewood Website

*URL included in City Council Orientation Guide

Questions? Maria Sobota @ msobota@englewoodco.gov or 303.762.2416
Question 1:

How many pages are in the 2018 Comprehensive Annual Financial Report (CAFR)?

1. 97
2. 224
3. 182
Activity

Question 2:

Approximately how many utility bills are manually processed by Central Cashiering annually?

1. 10,000
2. 100,000
3. 70,000
Activity

Question 3:

How many combined years of service do the four longest term employees in Finance have?

1. 92
2. 102
3. 112
Activity

Question 4:

What percent of the General Fund Revenue is received through Sales and Use Tax?

1. 72%
2. 43%
3. 61%
Question 5:

What is the total 2020 General Fund Budget?

1. $53,089,689
2. $120,274,700
3. $44,446,174
Activity

Question 6:

What price did the City originally pay for Belleview Park?

1. $359,000
2. $4,080,000
3. $68,000
Activity

Question 7:

What type of animal did the City of Englewood once pay to have removed from Belleview Park?

1. Bear
2. Horse
3. Cow