



# 2016 – 2017 Budget City Manager's Office

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Prepared for City Council Review  
August 17, 2015

# Department Summary- 2016

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Budget Category	2015	2016	\$ Change	% Change
Personnel Services	\$1,668,891	\$1,732,012	\$63,121	3.8%
Materials and Supplies	\$16,600	\$16,200	(\$400)	(2.4%)
Services and Charges	\$679,946	\$787,160	\$107,214	15.8%
<b>TOTAL</b>	<b>\$2,365,437</b>	<b>\$2,535,372</b>	<b>\$169,935</b>	<b>7.2%</b>



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# Division Summary- 2016

Summary	Administration	City Clerk	Communications	Econ Development
2015 Personnel Services	\$677,243	\$195,528	\$474,120	\$322,000
<b>2016 Personnel Services</b>	<b>\$703,682</b>	<b>\$205,729</b>	<b>\$492,305</b>	<b>\$330,296</b>
2015 Materials & Supplies	\$5,125	\$2,600	\$7,875	\$1,000
<b>2016 Materials &amp; Supplies</b>	<b>\$5,125</b>	<b>\$2,200</b>	<b>\$7,875</b>	<b>\$1,000</b>
2015 Services & Charges	\$99,157	\$22,690	\$433,754	\$124,345
<b>2016 Services &amp; Charges</b>	<b>\$182,068</b>	<b>\$22,650</b>	<b>\$458,502</b>	<b>\$123,940</b>
2015 Budget Total	\$781,525	\$220,818	\$915,749	\$447,345
<b>2016 Budget Total</b>	<b>\$890,875</b>	<b>\$230,579</b>	<b>\$958,682</b>	<b>\$455,236</b>
<b>\$ Change</b>	<b>\$109,350</b>	<b>\$9,761</b>	<b>\$42,933</b>	<b>\$7,891</b>
<b>% Change</b>	<b>14.0%</b>	<b>4.4%</b>	<b>4.7%</b>	<b>1.8%</b>



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# Additional Requests

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1. \$21,000 – Federal & State Lobbying Fees
2. \$6,000 – Telephone Town Hall Fees, Conduct 4 per year



# Significant Line Item Variances

Brief Description of Variance	Division	Budget Category	2015	2016	\$ Change	% Change
Outside Services - Liquor License	City Clerk - 232	731-054	\$3,000	\$4,500	\$1,500	50.0%
City News - Printing	Comm - 234	744-001	\$36,000	\$37,080	\$1,080	3.0%
City News - Postage	Comm - 234	744-002	\$45,600	\$46,968	\$1,368	3.0%
Telephone Town Halls	Comm - 234	731-168	\$8,000	\$14,000	\$6,000	75.0%
Federal & State Lobbying	Comm - 234	731-000	\$74,368	\$95,368	\$21,000	28.2%
Membership - Metro Denver EDC	ED - 246	731-160	\$30,850	\$33,350	\$2,500	8.1%
CoStar Software Increase	ED -246	731-194	\$11,910	\$13,035	\$1,125	9.4%
<b>BUDGET TOTAL</b>			<b>\$209,728</b>	<b>\$244,301</b>	<b>\$34,573</b>	<b>16.5%</b>



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# Proposed Budget Reductions

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No proposed budget reductions. ☹️

- ✓ Funds moved within division line items for transparency; to accurately reflect expenses; and align with work plan.



# Additional Issues and/or Key Initiatives

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- Administrative Policy Development
- Organizational Development Work
- Increasing alignment with City Council goals
- Increasing community engagement through additional telephone town halls
- Increased emphasis on activities related to business retention & expansion, small business development and retail development
- RFP for Document Management