



2016 – 2017 Budget City Manager's Office

Prepared for City Council Review
August 17, 2015



Department Summary- 2016

Budget Category	2015	2016	\$ Change	% Change
Personnel Services	\$1,685,573	\$1,732,012	\$46,439	2.8%
Materials and Supplies	\$16,600	\$16,200	(\$400)	-2.4%
Services and Charges	\$749,848	\$787,160	\$37,312	5.0%
TOTAL	\$2,452,021	\$2,535,372	\$83,351	3.4%



Division Summary- 2016

Summary	Administration	City Clerk	Communications	Econ Development
2015 Personnel Services	\$685,279	\$197,160	\$475,493	\$327,642
2016 Personnel Services	\$703,682	\$205,729	\$492,305	\$330,296
2015 Materials & Supplies	\$5,125	\$2,600	\$7,875	\$1,000
2016 Materials & Supplies	\$5,125	\$2,200	\$7,875	\$1,000
2015 Services & Charges	\$175,835	\$22,382	\$429,054	\$122,577
2016 Services & Charges	\$182,068	\$22,650	\$458,502	\$123,940
2015 Budget Total	\$866,239	\$222,142	\$912,422	\$451,219
2016 Budget Total	\$890,875	\$230,579	\$958,682	\$455,236
\$ Change	\$24,636	\$8,437	\$46,260	\$4,017
% Change	2.8%	3.8%	5.1%	0.9%



Additional Requests

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%
BUDGET TOTAL			\$209,728	\$244,301	\$34,573	16.5%



Proposed Budget Reductions

No proposed budget reductions. ☹️

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



Commerce
CITY

Additional Issues and/or Key Initiatives

- 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

