



2016 Budget Retreat

City of Commerce City
August 24, 2015
Pres 15-237

Agenda

- Comprehensive Plan Indicators Report 3:00 - 3:30
- 2016 Proposed Budget 3:30 - 4:30
 - Overview/Discussion
 - Review City Manager's Budget Recommendations
 - Update on FYTD 2015 Revenues & Expense
 - Legislative Budget Overview
 - Timeline
- CIP Introduction 4:30 – 6:00
 - Definition of CIP
 - CIP Criteria/Project Ranking
- Dinner 6:00 – 6:30
- CIP Continued 6:30 – 8:00
 - Review of 2016 Proposed Projects
 - Project Funding Source Exercise
- Policy Options on 2K O&M Funding 8:00 – 9:00
- Final Decision on GF Expenditures

City's Budget Philosophy

1. Balanced budget where ongoing expenditures match ongoing revenues - evaluating expenditures in current year & next budget year
2. Direct one-time revenues toward one-time expenditures & capital projects
3. Keep our workforce whole (employees are our #1 resource)
4. Provide first class service to our citizens & public; maintain current service levels
5. Continually improve operational efficiency
6. Project at least one year in advance to anticipate future budget situations
7. Position City to sustain economic downturns & robust growth
8. Maintain healthy reserves & use them as last resort
9. Continue to implement City Council goals & various approved City plans
10. Have decisions made by Sept 2 to finalize the process for presentation Oct 19

Budget Accomplishments

- Staff was asked to present flat budget requests (except for contractual increases) & they have done well coming back with reasonable requests
- City Manager has reviewed and approved budget requests that align with the City's strategic goals and fit within resource constraints

2016 General Fund Recommendations

Request	Amount
General Fund Operations	\$53,389,483
General Fund Operations – 2K	\$2,197,651
Housing Authority	\$60,000
Elected Officials Retirement Fund	\$39,360
Debt Service	\$3,811,475
Debt Service – 2K	\$4,533,575
Fund Balance – 2K	\$3,512,712
Transfer to CIPP	\$858,000
<u>URA Fund</u>	<u>\$83,000</u>
Estimated Expense Subtotal	\$68,485,256

2016 General Fund Recommendations

Request	Amount
Estimated Revenues	\$68,375,610
General Fund Revenue 2014	\$200,000
<u>Estimated Expenditures</u>	<u>(\$68,485,256)</u>
Preliminary Surplus	\$90,354

2016 Additional Requests-GF

Request	Requested	Recommended	Source
New Vehicle Requests (PW,PR)	\$641,000	\$220,250	Fleet Retained Earnings
New Position Requests (PR,PW,PD)	\$1,355,066	\$271,639	General Fund
Facility Requests (PR,PW)	\$875,554	\$95,054	Facilities Retained Earnings
Special Consideration Requests (PD,CD)	\$1,241,402	\$301,402	General Fund
IT Requests (PD,PW,CD,IT)	\$264,345	\$256,345	IT Retained Earnings
<u>Enhancement Requests</u> (FD,IT,CM,CD,PD,PR)	<u>\$303,561</u>	<u>193,015</u>	General Fund, Court Surcharge
Subtotal	\$4,680,928	\$1,337,705	

2016 Additional Requests-2K

Request	Requested	Recommended	Source
Facility Requests (PW,PR)	469,000	469,000	2k Funds
New Vehicle Requests (PW,PR)	\$98,000	\$98,000	2K Funds
<u>New Position Requests (PR)</u>	<u>\$109,198</u>	<u>\$109,198</u>	2K Funds
Subtotal	\$676,198	\$676,198	

2016 CIPP Requests – General Fund

Project	Requested
Police Radios	\$71,000
Warning Towers	\$80,000
Facilities Parking Lot Maintenance	\$52,000
Concrete Flatwork Program	\$90,000
Sidewalk Connectivity Program	\$115,000
<u>Central Park Blvd Connection</u>	<u>\$450,000</u>
Total	\$858,000

2015 Jan – Jun (50%)

Revenues & Expenditures

Classification	Amended Budget	YTD Transactions	% Rec'd / Used
Revenues - no 2-K	\$54,934,439	\$24,399,286	44%
Transfers In	\$ 0	(\$56,731)	
<u>2-K Revenue</u>	<u>\$9,155,930</u>	<u>\$ 4,269,907</u>	<u>47%</u>
Total Revenue	\$64,090,369	\$28,612,462	45%
Expenditures	\$64,090,369	\$28,554,496	45%
Net Difference	\$0	\$57,966	

- Revenues are trending slightly above expenditures through June 2015
- Finance staff will continue to monitor revenues and expenditures and report that monthly to management

2016 – 2017 Budget Legislative

Legislative Summary- 2016

.....●

Budget Category	2015	2016	\$ Change	% Change
Salaries and Benefits	\$107,419	\$113,628	\$6,209	5.8%
Materials and Supplies	\$4,350	\$4,350	\$0	0%
Services and Charges (w/o allocations)	<u>\$394,596</u>	<u>\$394,596</u>	<u>\$0</u>	<u>0%</u>
TOTAL	\$506,365	\$512,574	\$6,209	1.2%

Overall Variance Summary

Description	2015 Budget	2016 Proposed	NOTES
Salaries Regular	\$99,688	\$105,348	
Retirement Benefits FICA/Match	\$6,265	\$6,710	
Retirement Benefits Medicare/Match	\$1,466	\$1,570	
Outside Services General	\$67,800	\$67,800	
Boards & Commissions	\$38,200	\$38,200	
Technology Services	\$1,000	\$1,000	
Membership & Dues	\$47,550	\$49,565	Increase to CML, MMC, and Noise
Meetings & Conferences	\$65,400	\$61,885	Dec to cover Inc in Mem/Dues & Non City Grant
Training	\$1,800	\$1,800	
Mileage Reimbursement	\$9,000	\$9,000	
Discretionary Funds	\$4,500	\$4,500	
Cell Phone Maintenance/Services	\$20,736	\$20,736	
Non-City Agency Grant Program General	\$120,000	\$120,000	
Non-City Agency Grant Program Golf Tournaments	\$8,900	\$8,900	
Non-City Agency Grant Program Non-Profit Fundraisers	\$2,900	\$2,900	
Non-City Agency Grant Program Non City	\$6,810	\$8,310	Increase for Kids First Roast
Office Supplies General	\$750	\$750	
Operating Supplies General	\$3,600	\$3,600	
Division Total: Legislative	\$506,365	\$512,574	

New Items

734-003 Non-City Agency Grants

2014 Budget	2015 Budget	
\$6,810.00	\$8,310.00	Difference \$1,500.00

Transaction	Units	Cost Per Unit	Total Amount	
Adams County 4H Benefit Dinner	1	250	\$250.00	
Boys & Girls Club Annual Gala	1	2500	\$2500.00	
Commerce City Historical Society Annual Luncheon	1	200	\$200.00	
EduExpo Sponsorship	1	2600	\$2,600.00	
Kids First Annual Roast	1	1500	\$1,500.00	New
Miscellaneous	1	760	\$760.00	
Rotary Trap & Clays Invitational	1	500	\$500.00	

What's Next?

- August 25 – Following this Budget Meeting
 - Staff will incorporate Council's direction into budget
 - Final decisions made by Sept 2 to finalize the process for presentation Oct 19
- October 19 – Proposed Budget submitted to Council
- October 19 – Council opens & continues public hearing
- November 2 – Council closes public hearing, acts on budget & certifies mill levy