



**FINANCE MEMORANDUM**  
**#13-13**

**DATE:** December 9, 2013

**TO:** Honorable Mayor Joyce Downing and City Council Members

**FROM:** John R. Pick, City Manager   
Jason Loveland, Director of Finance 

**SUBJECT:** CR-136 – 2014 Annual Operating & Capital Improvement Budget Adoption

**PURPOSE:**

Pursuant to Article VIII of the City Charter, staff is pleased to present the Recommended 2014 Annual Operating & Capital Improvement Budget for the City of Northglenn. The document identifies the allocation of available resources and acts as an operations guide in an effort to meet the service needs of the community.

The City of Northglenn, like other local governments, utilizes funds to account for the activity of specific operations, programs, and/or functions. Each fund maintains an independent, self-balancing ledger and budget subject to appropriation. In accordance with State statute, no fund may overspend the appropriation established by City Council. The funds established by City Council and appropriated in this budget are as follows:

General Fund  
Special Revenue Funds  
- Conservation Trust Fund  
- Community Development Block Grant (CDBG) Fund  
Capital Projects Fund  
Enterprise Funds  
- Water & Wastewater Fund  
- Stormwater Fund  
- Sanitation Fund

The total budget for all funds is \$42,903,356. The City tracks staffing levels using full-time equivalents (FTE), which accounts for full-time, part-time and seasonal personnel. The 2014 Budget includes 249.32 FTE.

City Council was presented the 2014 Proposed Budget on September 16 and reviewed the document during Study Sessions on October 7 and October 21.

The Public Hearing of the 2014 Annual Operating & Capital Improvement Budget was held on November 25, 2013.

**STAFF REFERENCE:**

If Council Members have any comments or questions, please contact Jason Loveland at [jloveland@northglenn.org](mailto:jloveland@northglenn.org) or at 303-450-8817.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-136  
Series of 2013

\_\_\_\_\_  
Series of 2013

A RESOLUTION ADOPTING THE 2014 BUDGET OF THE CITY OF NORTHGLENN, COLORADO, AND APPROPRIATING THE SUMS SET FORTH THEREIN

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The 2014 Budget of the City of Northglenn, Colorado, as set forth in the attached document, shall be and is hereby adopted as the official budget for the fiscal year of 2014.

Section 2. The adoption of the 2014 Budget by this Resolution shall and does hereby constitute appropriation of several sums specified therein as expenditures from the various funds and of the total of such expenditures, pursuant to the provisions of the City of Northglenn Home Rule Charter.

DATED at Northglenn, Colorado, this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
JOYCE DOWNING  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney

## Fund Appropriation Summary

	<b>2014 Beginning Fund Balance</b>	<b>2014 Revenues &amp; Other Sources</b>	<b>2014 Expenditures &amp; Other Uses</b>	<b>2014 Surplus/ (Deficit)</b>	<b>2014 Ending Fund Balance</b>
General Fund	\$ 12,315,895	\$ 20,181,870	\$ 20,495,412	\$ (313,542)	\$ 12,002,353
Conservation Trust Fund	380,730	368,297	260,000	108,297	489,027
CDBG Fund	-	-	-	-	-
Capital Projects Fund	7,274,713	4,457,689	6,578,778	(2,121,089)	5,153,624
Water & Wastewater Fund	13,586,223	12,341,970	13,681,808	(1,339,838)	12,246,385
Stormwater Fund	339,211	424,143	225,865	198,278	537,489
Sanitation Fund	1,653,237	1,479,417	1,661,493	(182,076)	1,471,161
<b>Total</b>	<b>\$ 35,550,009</b>	<b>\$ 39,253,386</b>	<b>\$ 42,903,356</b>	<b>\$ (3,649,970)</b>	<b>\$ 31,900,039</b>

## General Fund Summary

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
<b>Revenue:</b>				
Taxes	\$ 13,734,501	\$ 13,762,387	\$ 14,343,129	\$ 14,569,184
Intergovernmental	1,862,910	1,724,964	1,775,731	1,724,855
Licenses & Permits	484,191	482,968	462,033	458,679
User Charges & Fees	2,141,212	2,186,696	2,210,919	2,187,617
Fines & Forfeitures	952,314	929,260	1,065,727	1,123,535
Other Revenue	84,960	134,000	118,000	118,000
<b>Total Revenue</b>	<b>19,260,088</b>	<b>19,220,275</b>	<b>19,975,539</b>	<b>20,181,870</b>
<b>Expenditures:</b>				
Personnel	\$ 12,912,068	\$ 13,864,132	\$ 13,367,591	\$ 14,416,321
Purchased Services	2,122,449	2,536,034	2,379,892	2,623,933
Supplies/Non-Capital Equipment	1,938,613	1,800,848	1,899,613	1,963,415
Capital Outlay	547,419	487,810	496,612	534,000
Miscellaneous	181,120	277,200	204,332	313,743
Contingency	3,730	100,000	-	100,000
<b>Total Expenditures</b>	<b>17,705,399</b>	<b>19,066,024</b>	<b>18,348,040</b>	<b>19,951,412</b>
<b>Excess/(Deficiency) of Revenues Over Expenditures</b>	<b>1,554,689</b>	<b>154,251</b>	<b>1,627,499</b>	<b>230,458</b>
<b>Other Financing Sources/(Uses):</b>				
Transfers In/(Out)	(200,000)	(200,000)	(200,000)	(400,000)
Debt Issuance/(Payments)	-	-	-	-
Sale of Assets	-	-	-	-
Insurance Recovery/(Claims)	(111,246)	(100,000)	(75,000)	(100,000)
Economic Incentives	(52,330)	(44,000)	(115,000)	(44,000)
<b>Total Other Financing Sources/(Uses)</b>	<b>(363,576)</b>	<b>(344,000)</b>	<b>(390,000)</b>	<b>(544,000)</b>
<b>Net Change In Fund Balance:</b>	<b>1,191,113</b>	<b>(189,749)</b>	<b>1,237,499</b>	<b>(313,542)</b>
<b>Cumulative Fund Balance</b>				
Beginning Fund Balance	9,887,283	10,984,308	11,078,396	12,315,895
Ending Fund Balance	<b>11,078,396</b>	<b>10,794,559</b>	<b>12,315,895</b>	<b>12,002,353</b>
<b>Less Restrictions, Commitments, &amp; Assignments:</b>				
3% TABOR Reserve Restriction	571,061	582,301	562,141	614,862
Operating Reserve Commitment	3,946,183	4,270,205	4,122,369	4,508,991
<b>Unassigned Fund Balance</b>	<b>\$ 6,561,152</b>	<b>\$ 5,942,053</b>	<b>\$ 7,631,385</b>	<b>\$ 6,878,500</b>

## Conservation Trust Fund Summary

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
<b>Revenue:</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	358,645	369,012	366,797	366,797
Licenses & Permits	-	-	-	-
User Charges & Fees	-	-	-	-
Fines & Forfeitures	-	-	-	-
Other Revenue	3,054	5,500	1,500	1,500
<b>Total Revenue</b>	<b>361,699</b>	<b>374,512</b>	<b>368,297</b>	<b>368,297</b>
<b>Expenditures:</b>				
Personnel	\$ -	\$ -	\$ -	\$ -
Purchased Services	-	-	-	-
Supplies/Non-Capital Equipment	-	-	-	-
Capital Outlay	1,165,314	423,810	333,966	260,000
Miscellaneous	-	-	-	-
Contingency	-	-	-	-
<b>Total Expenditures</b>	<b>1,165,314</b>	<b>423,810</b>	<b>333,966</b>	<b>260,000</b>
<b>Excess/(Deficiency) of Revenues Over Expenditures</b>	<b>(803,615)</b>	<b>(49,298)</b>	<b>34,331</b>	<b>108,297</b>
<b>Other Financing Sources/(Uses):</b>				
<b>Total Other Financing Sources/(Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Change In Fund Balance:</b>	<b>(803,615)</b>	<b>(49,298)</b>	<b>34,331</b>	<b>108,297</b>
<b>Cumulative Fund Balance</b>				
Beginning Fund Balance	1,150,014	332,099	346,399	380,730
Ending Fund Balance	<b>346,399</b>	<b>282,801</b>	<b>380,730</b>	<b>489,027</b>
<b>Less Restrictions, Commitments, &amp; Assignments:</b>				
Assigned Fund Balance	-	-	-	-
<b>Unassigned Fund Balance</b>	<b>\$ 346,399</b>	<b>\$ 282,801</b>	<b>\$ 380,730</b>	<b>\$ 489,027</b>

## CDBG Fund Summary

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
<b>Revenue:</b>				
Intergovernmental	\$ 144,392	\$ -	\$ 322,334	\$ -
<b>Total Revenue</b>	<b>144,392</b>	<b>-</b>	<b>322,334</b>	<b>-</b>
<b>Expenditures:</b>				
Capital Outlay	\$ 345,156	\$ -	\$ -	\$ -
Miscellaneous	111,067	-	10,503	-
<b>Total Expenditures</b>	<b>456,223</b>	<b>-</b>	<b>10,503</b>	<b>-</b>
<b>Excess/(Deficiency) of Revenues Over Expenditures</b>	<b>(311,831)</b>	<b>-</b>	<b>311,831</b>	<b>-</b>
<b>Net Change In Fund Balance:</b>	<b>(311,831)</b>	<b>-</b>	<b>311,831</b>	<b>-</b>
<b>Cumulative Fund Balance</b>				
Beginning Fund Balance	-	-	(311,831)	-
Ending Fund Balance	<b>(311,831)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Less Restrictions, Commitments, &amp; Assignments:</b>				
Assigned Fund Balance	-	-	-	-
<b>Unassigned Fund Balance</b>	<b>\$ (311,831)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Capital Projects Fund Summary

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
<b>Revenue:</b>				
Taxes	\$ 2,866,267	\$ 2,875,495	\$ 2,938,991	\$ 2,973,949
Intergovernmental	1,105,280	1,121,774	1,166,740	1,066,740
Licenses & Permits	-	-	-	-
User Charges & Fees	-	-	-	-
Fines & Forfeitures	-	-	-	-
Other Revenue	15,478	13,500	17,000	17,000
<b>Total Revenue</b>	<b>3,987,025</b>	<b>4,010,769</b>	<b>4,122,731</b>	<b>4,057,689</b>
<b>Expenditures:</b>				
Personnel	\$ -	\$ -	\$ -	\$ -
Purchased Services	-	-	-	-
Supplies/Non-Capital Equipment	-	-	-	-
Capital Outlay	2,953,939	2,174,947	2,117,878	6,578,778
Miscellaneous	-	-	-	-
Contingency	-	-	-	-
<b>Total Expenditures</b>	<b>2,953,939</b>	<b>2,174,947</b>	<b>2,117,878</b>	<b>6,578,778</b>
<b>Excess/(Deficiency) of Revenues Over Expenditures</b>	<b>1,033,086</b>	<b>1,835,822</b>	<b>2,004,853</b>	<b>(2,521,089)</b>
<b>Other Financing Sources/(Uses):</b>				
Transfers In/(Out)	200,000	200,000	200,000	400,000
<b>Total Other Financing Sources/(Uses)</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>400,000</b>
<b>Net Change In Fund Balance:</b>	<b>1,233,086</b>	<b>2,035,822</b>	<b>2,204,853</b>	<b>(2,121,089)</b>
<b>Cumulative Fund Balance</b>				
Beginning Fund Balance	3,836,774	5,194,366	5,069,860	7,274,713
Ending Fund Balance	<b>5,069,860</b>	<b>7,230,188</b>	<b>7,274,713</b>	<b>5,153,624</b>
<b>Less Restrictions, Commitments, &amp; Assignments:</b>				
4.000 Mill Restricted Fund Balance	855,421	1,046,888	1,010,298	(2,680,961)
1/2% Sales/Use Tax Restricted Balance	3,670,040	5,624,521	3,810,302	5,675,765
ADCOO Restricted Fund Balance	213,254	129,387	277,421	172,216
ADCOT Restricted Fund Balance	331,145	407,451	282,426	479,371
<b>Unassigned Fund Balance</b>	<b>\$ -</b>	<b>\$ 21,941</b>	<b>\$ 1,894,266</b>	<b>\$ 1,507,233</b>

## Water & Wastewater Fund Summary

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
<b>Revenue:</b>				
Taxes	\$ 2,481,927	\$ 2,472,768	\$ 2,546,582	\$ 2,589,668
Intergovernmental	119,800	123,500	123,500	123,500
Licenses & Permits	-	-	-	-
User Charges & Fees	10,227,963	10,119,779	9,576,802	9,576,802
Fines & Forfeitures	-	-	-	-
Other Revenue	53,250	45,500	52,000	52,000
<b>Total Revenue</b>	<b>12,882,940</b>	<b>12,761,547</b>	<b>12,298,884</b>	<b>12,341,970</b>
<b>Expenditures:</b>				
Personnel	\$ 3,712,307	\$ 3,875,590	\$ 3,789,201	\$ 4,024,262
Purchased Services	1,187,551	1,640,806	1,621,530	1,546,794
Supplies/Non-Capital Equipment	2,323,391	1,711,060	1,769,009	1,844,807
Capital Outlay	1,088,099	5,038,224	3,804,730	3,564,169
Miscellaneous	32,547	28,250	28,590	28,650
<b>Total Expenditures</b>	<b>8,343,895</b>	<b>12,293,930</b>	<b>11,013,060</b>	<b>11,008,682</b>
<b>Excess/(Deficiency) of Revenues Over Expenditures</b>	<b>4,539,045</b>	<b>467,617</b>	<b>1,285,824</b>	<b>1,333,288</b>
<b>Other Financing Sources/(Uses):</b>				
Debt Issuance/(Payments)	(2,820,611)	(2,826,926)	(2,760,611)	(2,669,626)
Sale of Assets	2,484	-	-	-
Insurance Recovery/(Claims)	(1,964)	(3,500)	(3,500)	(3,500)
<b>Total Other Financing Sources/(Uses)</b>	<b>(2,820,091)</b>	<b>(2,830,426)</b>	<b>(2,764,111)</b>	<b>(2,673,126)</b>
<b>Net Change In Fund Balance:</b>	<b>1,718,954</b>	<b>(2,362,809)</b>	<b>(1,478,287)</b>	<b>(1,339,838)</b>
<b>Cumulative Fund Balance</b>				
Beginning Fund Balance	13,345,556	15,712,616	15,064,510	13,586,223
Ending Fund Balance	<b>15,064,510</b>	<b>13,349,807</b>	<b>13,586,223</b>	<b>12,246,385</b>
<b>Less Restrictions, Commitments, &amp; Assignments:</b>				
3% TABOR Reserve Restriction	312,030	305,175	295,359	305,175
Debt Service Reserve Restriction	709,683	97,538	273,461	(88,602)
Water Right Purchase Restriction	1,488,978	1,568,271	1,897,070	2,179,066
Capital/Infrastructure Commitment	2,000,000	2,000,000	2,000,000	2,000,000
Operating Reserve Commitment	1,813,949	1,813,927	1,802,083	1,861,129
<b>Unassigned Fund Balance</b>	<b>\$ 8,739,870</b>	<b>\$ 7,564,896</b>	<b>\$ 7,318,250</b>	<b>\$ 5,989,617</b>



## Stormwater Fund Summary

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
<b>Revenue:</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	-	-	-	-
Licenses & Permits	-	-	-	-
User Charges & Fees	413,801	417,659	423,643	423,643
Fines & Forfeitures	-	-	-	-
Other Revenue	2,420	3,000	500	500
<b>Total Revenue</b>	<b>416,221</b>	<b>420,659</b>	<b>424,143</b>	<b>424,143</b>
<b>Expenditures:</b>				
Personnel	\$ 71,463	\$ 71,890	\$ 73,806	\$ 72,565
Purchased Services	6,465	32,550	32,550	32,550
Supplies/Non-Capital Equipment	14,035	20,000	20,000	20,000
Capital Outlay	1,127,811	100,000	100,000	100,000
Miscellaneous	600	750	750	750
<b>Total Expenditures</b>	<b>1,220,374</b>	<b>225,190</b>	<b>227,106</b>	<b>225,865</b>
<b>Excess/(Deficiency) of Revenues Over Expenditures</b>	<b>(804,153)</b>	<b>195,469</b>	<b>197,037</b>	<b>198,278</b>
<b>Other Financing Sources/(Uses):</b>				
<b>Total Other Financing Sources/(Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Change In Fund Balance:</b>	<b>(804,153)</b>	<b>195,469</b>	<b>197,037</b>	<b>198,278</b>
<b>Cumulative Fund Balance</b>				
Beginning Fund Balance	946,327	142,491	142,174	339,211
Ending Fund Balance	<b>142,174</b>	<b>337,960</b>	<b>339,211</b>	<b>537,489</b>
<b>Less Restrictions, Commitments, &amp; Assignments:</b>				
Assigned Fund Balance	-	-	-	-
<b>Unassigned Fund Balance</b>	<b>\$ 142,174</b>	<b>\$ 337,960</b>	<b>\$ 339,211</b>	<b>\$ 537,489</b>

## Sanitation Fund Summary

	2012 Audited Amounts	2013 Adopted Budget	2013 Year-End Forecast	2014 Adopted Budget
<b>Revenue:</b>				
Taxes	\$ -	\$ -	\$ -	\$ -
Intergovernmental	-	-	-	-
Licenses & Permits	-	-	-	-
User Charges & Fees	1,487,633	1,546,400	1,475,539	1,473,917
Fines & Forfeitures	-	-	-	-
Other Revenue	6,295	8,500	5,500	5,500
<b>Total Revenue</b>	<b>1,493,928</b>	<b>1,554,900</b>	<b>1,481,039</b>	<b>1,479,417</b>
<b>Expenditures:</b>				
Personnel	\$ 764,921	\$ 783,448	\$ 772,965	\$ 779,553
Purchased Services	351,755	347,229	345,097	345,729
Supplies/Non-Capital Equipment	181,331	191,462	195,900	176,711
Capital Outlay	242,302	370,000	370,000	349,000
Miscellaneous	189	400	400	500
<b>Total Expenditures</b>	<b>1,540,498</b>	<b>1,692,539</b>	<b>1,684,362</b>	<b>1,651,493</b>
<b>Excess/(Deficiency) of Revenues Over Expenditures</b>	<b>(46,570)</b>	<b>(137,639)</b>	<b>(203,323)</b>	<b>(172,076)</b>
<b>Other Financing Sources/(Uses):</b>				
Sale of Assets	-	-	-	-
Insurance Recovery/(Claims)	(537)	(10,000)	-	(10,000)
<b>Total Other Financing Sources/(Uses)</b>	<b>(537)</b>	<b>(10,000)</b>	<b>-</b>	<b>(10,000)</b>
<b>Net Change In Fund Balance:</b>	<b>(47,107)</b>	<b>(147,639)</b>	<b>(203,323)</b>	<b>(182,076)</b>
<b>Cumulative Fund Balance</b>				
Beginning Fund Balance	1,903,667	2,164,781	1,856,560	1,653,237
Ending Fund Balance	<b>1,856,560</b>	<b>2,017,142</b>	<b>1,653,237</b>	<b>1,471,161</b>
<b>Less Restrictions, Commitments, &amp; Assignments:</b>				
Assigned Fund Balance	-	-	-	-
<b>Unassigned Fund Balance</b>	<b>\$ 1,856,560</b>	<b>\$ 2,017,142</b>	<b>\$ 1,653,237</b>	<b>\$ 1,471,161</b>