



FINANCE MEMORANDUM

#13-07

DATE: October 7, 2013

TO: Honorable Mayor Joyce Downing and City Council Members

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

SUBJECT: 2014 Proposed Budget Highlights – Finance Department

PURPOSE:

The following memorandum summarizes and highlights the significant changes between the 2013 Adopted Budget and the proposed 2014 budget for the Finance Department.

BACKGROUND:

The Finance Department is responsible for the administration and recording of all financial activities of the City. This includes revenue collection, cash management, accounts payable, payroll, utility billing, sales tax collection, as well as, purchasing, general accounting, budgeting and reporting. The Department oversees the front desk and main switchboard for the city.

The Finance Department operates within the following funds:

- General Fund (37.3%)
- Water & Wastewater Fund (62.6%)
- Sanitation Fund (0.1%)

The Finance Department is organized into two divisions which include:

- Administration/Operations (67.0%)
- Utility Billing (33.0%)

2014 HIGHLIGHTS:

- Personnel
 - o Personnel costs within the department increased \$18,839 due to the following elements:
 - Market Adjustments of \$20,588
 - Merit Allowance of \$9,783
 - The total change in personnel costs are different than the market/merit totals due to turnover and various insurance elections made by staff.

The remaining expenditure lines in the department remain virtually unchanged. The department's most important investment is its human capital which drives continued efforts to provide continuing education and competitive wages.

STAFF REFERENCE:

Contact Jason Loveland at jloveland@northglenn.org or at 303-450-8817.