



450 S. Parish Avenue
Johnstown, CO 80534
970.587.4664
JohnstownCO.gov

TOWN COUNCIL WORK SESSION

450 S. Parish, Johnstown, CO
Monday, June 24, 2024 at 6:00 PM

MISSION STATEMENT: Enhancing the quality of life of our residents, businesses, and visitors through community focused leadership.

AGENDA

CALL TO ORDER

AGENDA ITEMS

- [1.](#) FY 2025 Preliminary Planning

ADJOURN

AMERICANS WITH DISABILITIES ACT NOTICE

In accordance with the Americans with Disabilities Act and other applicable laws, persons who need accommodation in order to attend or participate in this meeting should contact Town Hall at 970-587-4664 no later than 48 hours before the meeting in order to request such assistance.

De conformidad con la Ley de Discapacitados Estadounidenses y otras leyes vigentes, los individuos que necesitan adaptaciones funcionales para asistir o participar en esta reunión deberán comunicarse con la Municipalidad marcando el 970 587- 4664 a lo más tardar 48 horas antes de dicha reunión para solicitarla.



TOWN COUNCIL WORK SESSION COMMUNICATION

AGENDA DATE: June 24, 2024

SUBJECT: Fiscal Year (FY) 2025 Budget Planning

ATTACHMENTS: 1. Presentation

PRESENTED BY: Matt LeCerf, Town Manager

WORK SESSION ITEM DESCRIPTION:

Enclosed in preparation for the June 24, 2024 Council Work Session is a presentation that illustrates Governmental Fund Accounting. This sets the framework for understanding how we begin planning for the FY 2025 budget. It is the intention of Staff that we will work with Town Council during this work session to understand what some of the goals and objectives you want to achieve in FY 2025 to enable Staff to incorporate these financial obligations and plans into the budget.

As a precursor to the work session, I am requesting that each individual member of the Town Council bring to the work session the top 3 items (projects, initiatives, goals) you desire to be either accomplished or started in FY 2025. I am unsure based on the requests that we will be able to incorporate all of the requests into the FY 2025 budget. This will be depend on funding, bandwidth, opportunities for grants to leverage projects, and the overall scope of the work requested. Consequently, I may also ask that you vote independently for the items that you feel are the most important and critical for the community to pursue and explore to ensure that there is a consensus.

We look forward to the discussion to implement your direction.

Reviewed and Approved for Presentation,

Town Manager

Town Funds

Town of Johnstown



The Community that Cares

What is a Fund?

Funds are defined as a self-balancing set of accounts, recording cash and revenues, together with related liabilities and balances, that are segregated for carrying on specific activities or attaining certain, specific objectives or goals.



General Fund



Water Fund



Streets Fund

How do Funds work?

Revenues

Property Taxes
Sales Taxes
Licenses



General Fund



Expenditures

Public Safety
Building Inspections
Elections

Revenues

Utility Bills
Water Taps
Water Leases



Water Fund



Expenditures

Water
Water Plant Maintenance
Water lines

Revenues

HUTF Money
Trash Service
Vehicle Sales Taxes



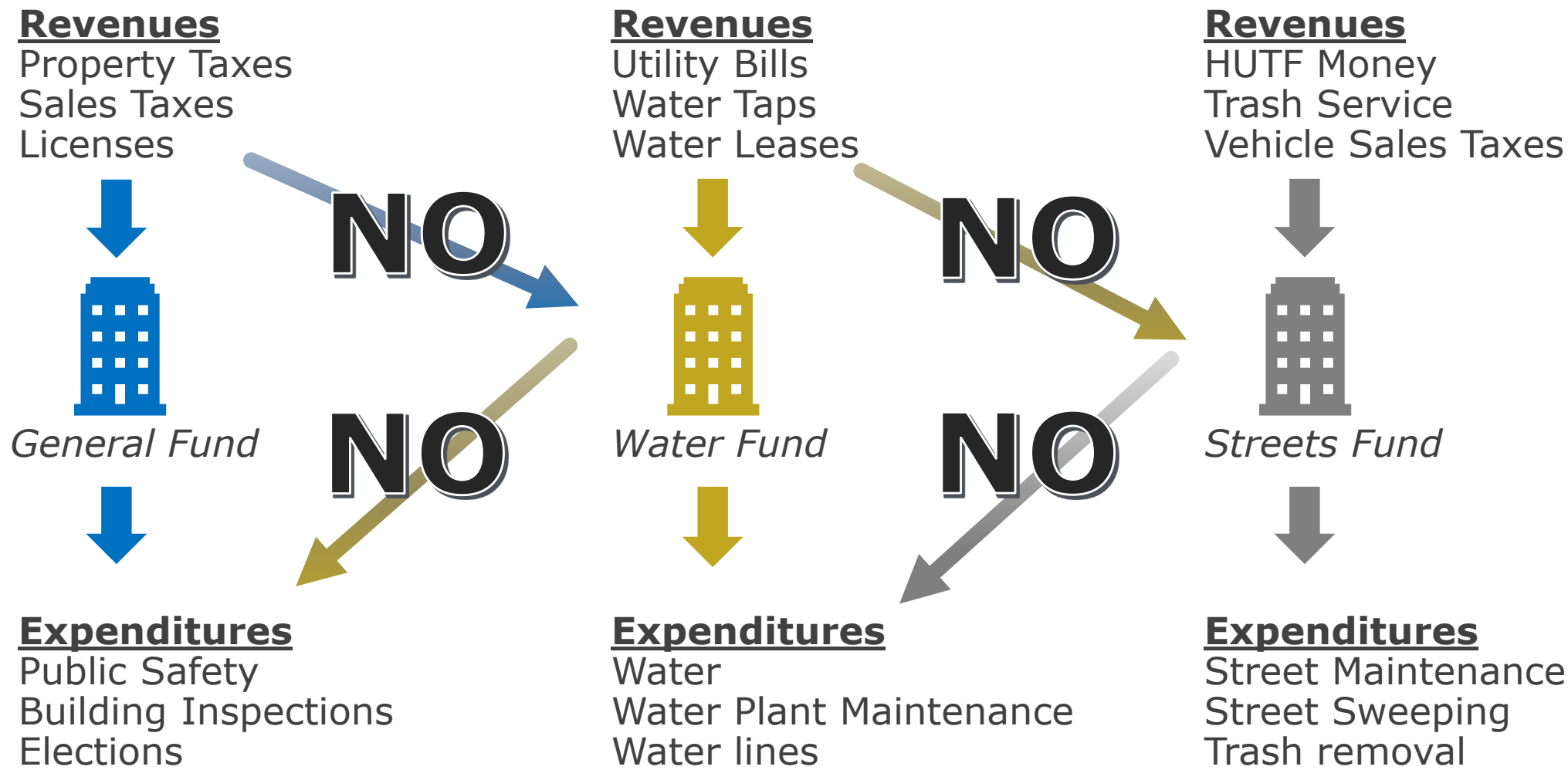
Streets Fund



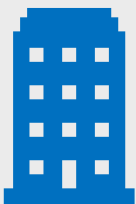
Expenditures

Street Maintenance
Street Sweeping
Trash removal

How do Funds work?



Governmental Funds



General Fund

Revenues:

- Property Taxes
- Sales Taxes
- Licenses
- Permits
- Grants

Expenditures:

- Police Services
- Elections
- Business Licenses
- Dog Licenses
- Bldg. Inspections
- Planning Services
- Municipal Court

Parks and Open Space



Conservation Trust



Street and Alley



Capital Projects



Library



Recreation Center



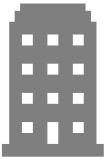
Tax Allocations



Art



Special Revenue Funds

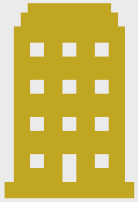


Governmental Funds – Special Revenue

- Special Revenue Funds are established for the purpose of accounting for monies received by the Town of Johnstown that are restricted in nature and can only be utilized for specific purposes:
 - Streets and Alley Fund – acquisition, construction and maintenance of assets and capital facilities associated with alleys and streets of Johnstown.
 - Conservation Trust Fund – acquisition, development and maintenance of new conservation sites or capital improvements or maintenance for recreational purposes on a public site.
 - Parks and Open Space Fund – acquisition, improvement, and maintenance of parks and open spaces.
 - Capital Projects Fund – acquisition of property and equipment, the construction of transportation, public buildings, and public infrastructure, and the planning and engineering studies to implement the above-mentioned capital facilities.
 - Arts and Culture Fund – arts and culture purposes.
 - Library Fund – construction, maintenance and operation of the Town Library.
 - Recreation Center Fund – construction and operation of the Town’s Recreation Center.
 - Tax Allocation Fund – development area sales and use tax agreement accounting.



Enterprise Funds



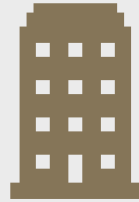
Water Fund

Revenues:

- Water User Charges
- Water Tap Fees
- Water Investment
- Impact Fees
- Water Leases
- Grants
- Interest

Expenditures:

- Water Treatment Costs
- Water Delivery Costs
- Infrastructure Maintenance
- Infrastructure Expansion
- Administrative/Billing Costs



Sewer Fund

Revenues:

- Sewer User Charges
- Sewer Tap Fees
- Grants
- Interest

Expenditures:

- Waste Water Treatment Costs
- Infrastructure Maintenance
- Infrastructure Expansion
- Administrative/Billing Costs



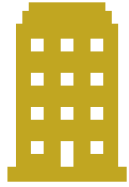
Drainage Fund

Revenues:

- Drainage User Charges
- Drainage Impact Fee
- Grants
- Interest

Expenditures:

- Infrastructure Maintenance
- Infrastructure Development
- Administrative/Billing Costs

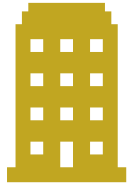


Enterprise Funds



- Enterprise funds are used to account for funds that are operated in a manner similar to a private business.
- Goods or services are provided to the general public on a continuing basis and the costs of those goods or services are recovered primarily through user charges.
- These funds DO NOT receive any revenue from taxes.



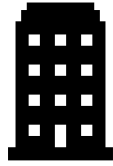


Enterprise Funds – Legal Restrictions



Article X, Section 20 of the Colorado Constitution defines an enterprise in the following manner:
“Enterprise” means a government owned business authorized to issue its own revenue bonds and receiving under 10% of annual revenue in grants from all Colorado state and local governments combined.





Fiduciary Funds

Cemetery Perpetual Fund

- This fund functions similar to a trust fund with limited approved expenditures.
- Revenues in this fund have come from sales of grave sites in the cemetery.
- This fund does not receive any revenue from taxes.



The Community that Cares

Fund Balance

June 2024



The Community that Cares

Fund Balance

Fund balance is defined as the excess or deficiency of the assets of a fund over its liabilities at any point in time.

The Town cannot legally produce a budget that has a negative fund balance. C.R.S. 29-1-103 (2) states “No budget adopted pursuant to this section shall provide for expenditures in excess of available revenues and beginning fund balances.”

Town of Johnstown, Colorado Statement of Revenues, Expenditures, and Changes in Fund Balances - General Fund Period Ending May 31, 2024 Unaudited

General Fund	2024 Actuals May	2024 Adopted Budget	% Complete
Beginning Fund Balance*	57,780,682	57,780,682	
Revenues:			
Taxes & Fees	20,104,901	32,347,410	62.2%
Licenses & Permits	1,307,772	2,193,300	59.6%
Fines & Forfeitures	131,976	215,000	61.4%
Intergovernmental	34,130	50,000	68.3%
Earnings on Investment	1,219,712	500,000	243.9%
Miscellaneous Revenue	535,832	380,000	141.0%
Transfers In	-	-	
Total Operating Revenues	23,334,322	35,685,710	65.4%
Expenditures:			
Legislative	817,389	1,925,100	42.5%
Town Manager	765,495	2,117,435	36.2%
Town Clerk	191,785	542,300	35.4%
Events	613	282,050	0.2%
Finance	329,069	708,120	46.5%
Planning	220,722	698,050	31.7%
Reimbursements	268,160	350,000	76.6%
Engineering	171,076	1,313,495	13.0%
Inspections	130,135	403,400	32.3%
Police	2,708,883	10,265,820	26.4%
Public Works	301,885	686,100	44.0%
Buildings	133,320	1,003,300	13.3%
Transfers Out	989,286	55,356,967	1.8%
Total Expenditures	7,027,816	75,650,137	9.3%
Excess (Deficiency) of Revenues and Other Sources over Expenditures	16,306,505	(39,964,426)	
Prior Period Adjustment			
Ending Fund Balance*	74,087,187	17,816,256	

Fund Balance

GENERAL FUND EXPENSE SUMMARY

	Personnel Services	Contract Services	Commodity	Other Charges	Total Operating Costs	Capital Outlay	Impact Outlay	Debt Service	Total
Council	65,400	365,000	9,000	485,700	925,100	1,000,000	-	-	1,925,100
Events	125,600	19,000	6,200	101,250	252,050	30,000	-	-	282,050
Town Manager	1,213,875	474,800	165,300	187,460	2,041,435	76,000	-	-	2,117,435
Town Clerk	386,150	100,150	44,200	11,800	542,300	-	-	-	542,300
Finance	388,020	298,000	19,900	5,200	711,120	-	-	-	711,120
Planning	634,250	21,200	32,600	8,000	696,050	-	-	-	696,050
Bldg Inspections	92,950	301,700	8,000	750	403,400	-	-	-	403,400
Engineering	1,090,205	19,340	68,950	15,000	1,193,495	120,000	-	-	1,313,495
Police	4,781,120	306,400	480,300	203,000	5,770,820	495,000	4,000,000	-	10,265,820
Public Works	533,850	45,750	80,200	26,300	686,100	-	-	-	686,100
Buildings	-	316,800	4,500	32,000	353,300	650,000	-	-	1,003,300
Reimbursements	-	350,000	-	-	350,000	-	-	-	350,000
Totals	\$9,311,420	\$2,618,140	\$919,150	\$1,076,460	\$13,925,170	\$2,371,000	\$4,000,000	\$0	\$20,296,170

Total Cash Available

\$ 34,742,377

Ending Fund Balance

\$ 14,446,207

Current Status – 2024 Budget

June 2024



The Community that Cares

General Fund

Item 1.

<u>General Fund</u>	
Beginning Balance	54,413,633
Revenues:	35,685,710
Transfers:	(55,356,967)
Expenditures:	
Operating Costs	(13,925,170)
Capital Costs	(6,371,000)
Ending Fund Balance:	14,446,206
Less: Required Reserves	(5,722,667)
Less Budget Amendments:	
Land - Lot A Country Acres	(335,000)
Police Dept Expansion	(2,248,063)
Parish House	(20,000)
Available Balance:	6,120,476
Impact Restricted:	
Police Facility	2,197,649
Public Facility	3,410,176
	5,607,825

Special Revenue Funds

<u>Parks & Open Space Fund</u>	
Beginning Balance	6,000,367
Revenues:	1,116,450
Transfers:	1,140,000
Expenditures:	
Operating Costs	(1,621,450)
Capital Costs	(2,076,000)
Ending Fund Balance:	<u>4,559,367</u>
Available Balance:	<u>4,559,367</u>
Impact Restricted:	
Parks Development Fee	5,769,415
Capital - Impact qualified	<u>(1,935,000)</u>
Total Impact Remaining	3,834,415
Available Unrestricted Funds	724,952

<u>Conservation Trust</u>	
Beginning Balance	247,112
Revenues:	104,000
Transfers:	-
Expenditures:	
Operating Costs	-
Capital Costs	(350,000)
Ending Fund Balance:	<u>1,112</u>
Available Balance:	<u>1,112</u>

Special Revenue Funds

<u>Street & Alley Fund</u>	
Beginning Balance	18,208,907
Revenues:	7,557,375
Transfers:	-
Expenditures:	
Operating Costs	5,501,250
Capital Costs	6,384,000
Ending Fund Balance:	<u>13,881,032</u>
Available Balance:	<u>13,881,032</u>
Impact Restricted:	
Transportation Impact	8,319,342
Signal Impact	277,567
Total Impact Remaining	<u>8,596,909</u>
Available Unrestricted Funds	5,284,123

<u>Arts Fund</u>	
Beginning Balance	17,522
Revenues:	149,580
Transfers:	-
Expenditures:	
Operating Costs	-
Capital Costs	-
Ending Fund Balance:	<u>167,102</u>
Available Balance:	<u>167,102</u>

Special Revenue Funds

<u>Capital Projects Fund</u>	
Beginning Balance	10,732,306
Revenues:	900,000
Transfers:	(50,000)
Expenditures:	
Operating Costs	(9,500)
Capital Costs	(2,979,000)
Ending Fund Balance:	8,593,806
Less Budget Amendments:	
Reallocation	-
Available Balance:	8,593,806

<u>Rec Center</u>	
Beginning Balance	-
Revenues:	-
Transfers:	503,000
Expenditures:	
Operating Costs	(503,000)
Capital Costs	-
Ending Fund Balance:	-
Available Balance:	-

Enterprise Funds

<u>Water Fund</u>		
Beginning Balance		9,653,578
Revenues:		82,519,858
Transfers:		50,700,000
Expenditures:		
Operating Costs		(5,683,750)
Capital Costs		(39,277,500)
Ending Fund Balance:		<u>97,912,186</u>
Available Balance:		<u>97,912,186</u>

<u>Sewer Fund</u>		
Beginning Balance		57,295,136
Revenues:		8,458,775
Transfers:		-
Expenditures:		
Operating Costs		(4,043,840)
Capital Costs		(41,722,500)
Debt Service		(2,767,650)
Ending Fund Balance:		<u>17,219,921</u>
Available Balance:		<u>17,219,921</u>

Enterprise Funds

<u>Drainage Fund</u>	
Beginning Balance	4,097,395
Revenues:	1,242,560
Transfers:	-
Expenditures:	
Operating Costs	(1,377,490)
Capital Costs	(1,038,400)
Ending Fund Balance:	2,924,065
	-
Available Balance:	2,924,065

Fiduciary Funds

<u>Cemetery Perpetual</u>		
Beginning Balance		187,098
Revenues:		16,160
Transfers:		-
Expenditures:		
Operating Costs		-
Capital Costs		-
Ending Fund Balance:		203,258
		-
Available Balance:		203,258

Capital Improvement Plan

June 2024



The Community that Cares

Capital Improvement Plan

2024 - 2033

The Town of Johnstown's CIP is a comprehensive, ten-year plan for capital investment in maintaining and enhancing public infrastructure. The CIP provides a list of all capital projects and their estimated costs over the ten-year period. The CIP serves as a guide that provides the framework for meeting current and future needs of the community.

- ▶ Adopted plan contains \$106,021,520 in capital projects in 2025.



Capital Improvement Plan 2024 - 2033

The Town of Johnstown’s CIP is a comprehensive, ten-year plan for capital investment in maintaining and enhancing public infrastructure. The CIP provides a list of all capital projects and their estimated costs over the ten-year period. The CIP serves as a guide that provides the framework for meeting current and future needs of the community.

- ▶ Current adopted plan contains \$106,021,520 in capital projects in 2025.
 - ▶ Water - \$80,360,000
 - ▶ Sewer - \$14,698,520
 - ▶ Drainage - \$1,600,000
 - ▶ Streets – \$4,620,000
 - ▶ Parks - \$3,250,000
 - ▶ General Fund - \$1,493,000



The Community that Cares



Budget Priorities – Projects in Process

Governmental Funds

- ▶ Police Department Renovation
- ▶ Letford & Centennial Master Plan Development
- ▶ Development Services Building
- ▶ Trail Development

Enterprise Funds

- ▶ Water treatment plant
- ▶ Wastewater treatment plant
- ▶ Raw water line
- ▶ Storm Drainage Master Plan
- ▶ Country Acres

