

RESOLUTION NO. 22  
SERIES OF 2015

INTRODUCED BY: KLASINA VANDERWERF  
SECONDED BY: MARK GRIFFIN

**A RESOLUTION  
OF THE CITY COUNCIL  
OF THE CITY OF CHERRY HILLS VILLAGE  
ADOPTING THE CITY'S FUND BALANCE/FINANCE RESERVE POLICY**

**WHEREAS**, the City Council of the City of Cherry Hills Village is authorized under its home rule charter and pursuant to its general municipal powers to adopt policies and procedures in furtherance of its municipal functions and authority; and

**WHEREAS**, the City Council is authorized to control the finances and property of the City in accordance with C.R.S. § 31-15-302 and its home rule charter; and

**WHEREAS**, the City Council desires to adopt a policy related to the City's fund balances/finance reserve as presented in this Resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHERRY HILLS VILLAGE:**

**Section 1.** The City Council hereby adopts the City's Fund Balance/Finance Reserve Policy as more fully set forth in Exhibit A, attached hereto and incorporated herein.

**Section 2.** This Resolution shall be effective immediately upon adoption, and City Staff is directed to take steps necessary to document the foregoing policy's adoption in a policy log maintained in the office of the City Clerk.

Introduced, passed and adopted at the  
regular meeting of City Council this 21<sup>st</sup> day  
of April, 2015, by a vote of 6 yes and 0 no.

(SEAL)



Laura Christman, Mayor

ATTEST:

Approved as to form:

  
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Laura Smith, City Clerk

  
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Linda C. Michow, City Attorney

**EXHIBIT A**  
**FUND BALANCE/FINANCE RESERVE POLICY**

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**FUND BALANCE/RESERVE POLICY**

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The City of Cherry Hills Village recognizes the importance of maintaining an appropriate level of Undesignated Fund Balance to provide the required resources to meet operating needs and to allow for unforeseen needs of an emergency nature. After evaluating the City's operating characteristics, tax base, non-tax revenue sources, capital needs, local and economic outlooks, emergency and disaster risk and other contingent issues the City establishes the following policy regarding the Undesignated Fund Balances and Reserves for the City of Cherry Hills Village.

**I. Purpose**

To establish a Fund Balance/Reserve policy tailored to the needs of the City to ensure against unanticipated events that would adversely affect the financial condition of the City and jeopardize the continuation of necessary public services. This policy will ensure the City maintains adequate Fund Balance and Reserves to: 1) provide sufficient cash flow for daily financial needs, 2) offset significant economic downturns or revenue shortfalls, and 3) provide for unforeseen expenditures related to emergencies.

**II. Definitions**

**Emergency Reserve** – an additional reserve to provide for unforeseen reductions in revenues in the current year, or expenditures that are greater than the current year revenues.

**Fund Balance** – the cumulative difference of all revenues and expenditures.

**Reserved Fund Balance** – portion of the Fund Balance that is legally restricted to a specific use or otherwise not available for appropriation or expenditures.

**Unreserved Fund Balance** – a measure of how much Fund Balance is left over at the end of the current year which can be used for the subsequent year's budget.

**III. Policy**

It is the policy of the City Council to ensure the fiscal health of the community against unforeseen circumstances by maintaining Fund Balances and Emergency Reserves at sufficient levels for operations to continue. Use of excess Fund Balance is intended only for one-time or non-recurring expenditures. Find below the Council's approved Fund Balance/Reserve Policy for each fund of the City of Cherry Hills Village.

**IV. Fund Balance and Emergency Reserve Goals**

**A. General Fund** – In the General Fund, there shall be maintained an Unreserved Fund Balance equivalent to a minimum of six months of the current year's expenditures less capital outlay and transfers out budgeted for the fund. For purposes of this calculation, the expenditures shall be the budget as originally adopted by ordinance in December for the subsequent budget year. In addition, the City Council has determined that additional reserves be established in the General Fund to provide for unforeseen reductions in revenues in the current year, or expenditures that are greater than the current year revenues. The minimum reserve amount should be 10% of approved General Fund operating expenditures.

**B. Conservation Trust Fund** – This fund is a special revenue fund created to account for the proceeds of specific revenue sources that are legally restricted for specified expenditure purposes. No specific Fund Balance or reservation of Fund Balance is created by virtue of enactment of this policy. The amount of any reservation of Fund Balance shall be governed by the legal authority underlying the creation of this fund.

**C. Catherine H. Anderson Land Donation Fund** – This fund was created to account for resources designated to foster and encourage the preservation of natural open space through financial assistance to residents interested in preserving Village natural areas, but may also be used by the Council for park-related purposes. No specific requirement is established for this fund. However, at a minimum, the year end Reserved Fund Balance, and estimated revenues for the ensuing year must be sufficient to meet all outstanding fund encumbrances.

**D. SID #7 Bond Fund** – Debt service funds are subject to the creation of very specific reserve amounts as part of the ordinance which authorizes the issuance of the bonds. This policy does not create any specific reservation of Fund Balance for this fund. Reserve requirements for any outstanding bond issue will be consistent with the ordinance authorizing the issuance of the bonds.

**E. Arapahoe County Open Space Fund** - This fund is a special revenue fund created to account for the proceeds of specific revenue sources that are legally restricted to be expended for specified purposes. No specific Fund Balance or reservation of Fund Balance is created by virtue of enactment of this policy. The amount of any reservation of Fund Balance shall be governed by the legal authority underlying the creation of this fund.

**F. Water and Sewer Fund** – This fund is a special revenue fund created to account for all revenue and expenses associated with the consolidation of water and sewer utilities coming under the auspices of the City. No specific Fund Balance or reservation of Fund Balance is created by virtue of enactment of this policy.

**G. Parks and Recreation Fund** – There shall be maintained an Unreserved Fund Balance equivalent to a minimum of three months of current year expenditures less capital outlay and transfers out budgeted for the fund. In addition, there shall be maintained a 3% of operating expenditures as an Emergency Reserve.

**H. Capital Fund** – The Capital Fund was established to separately track and fund the costs of capital assets for the City. No specific Fund Balance or reservation of Fund Balance is created by virtue of enactment of this policy.

**V. Utilization of Minimum Reserves**

Appropriation from the minimum Unreserved Fund Balance shall require the approval of the City Council and shall be only for one-time expenditures and not for ongoing expenditures unless a viable revenue plan designated to sustain the expenditures is simultaneously adopted.

**VI. Replenishment of Minimum Fund Balance/Reserve Deficits**

If it is anticipated at the completion of any year that the projected or estimated amount of Unreserved Fund Balance will be less than the minimum requirement, then the City Manager shall prepare and submit in conjunction with the proposed budget a plan for the expenditure or expense reductions and/or revenue increases necessary to restore the minimum requirements in subsequent budget years.

**VII. Utilization of Surplus Reserves**

In the event that the Unreserved Fund Balance exceeds the minimum requirements, the excess may be utilized for any lawful purpose approved by the City Council. It is recommended that the first priority be given to utilizing the excess within the fund in which it was generated. In order to minimize the long term effect of such use, the excess shall be appropriated to fund one time expenditures or expenses which do not result in recurring operating costs.

**VIII. Annual Review**

Compliance with the provisions of this policy shall be reviewed as part of the annual budget adoption process.

