

**FINANCE MEMORANDUM**  
**#09-23**

**DATE:** December 10, 2009

**TO:** Honorable Mayor Kathleen M. Novak and City Council Members

**FROM:** Bill Simmons, City Manager *WAS*  
Shawn Cordsen, Finance Director *SC*

**SUBJECT:** Capital Improvement Program (CIP) Carry Over

**BACKGROUND:**

According to Section 5-8-11 of the City Code:

“After adoption of the budget, the City Council shall enact an ordinance appropriating funds for municipal operations for the ensuing fiscal year. Appropriations shall lapse at fiscal year end for all funds except for funds appropriated pursuant to the capital projects program created by section 8.5 of the City Charter. Appropriation for projects identified in the capital projects program shall continue, and be carried forward to succeeding years, until the project is completed.”

**UPDATE:**

Staff has created a worksheet detailing the carry over balance of each project. As part of the process, proposed carry over amounts have been developed for those projects which have been completed or expected to cost less than originally budgeted. Furthermore, adjustments have been made to align the estimated carry over amounts which were originally included in the 2009 budget to that which actually remained as of the end of 2008.

For purposes of simplifying the report, staff focused on the 2008 & 2009 active projects. Therefore, while the information provided is in relation to pages 233-235 of the '09 budget document, future planned (i.e. 2010 and beyond) projects have been excluded.

**RECOMMENDATION:**

Staff is requesting a supplemental appropriation to the 2009 Budget for the identified unfinished projects.

**STAFF REFERENCE:**

If Councilmembers have any comments or questions, you may contact Shawn Cordsen at scordsen@northglenn.org or at 303-450-8719.

CITY OF NORTHGLENN  
CAPITAL IMPROVEMENT PROGRAM

Project Description	Fiscal Year 2008			2009 Adopted Budget		Fiscal Year 2009			Undesignated Amounts
	Final Budget	Annual Expenditures	Unspent Allocations	Estimated Carry Over	Adopted Budget	Approved Amendments	Proposed Carry Over	Proposed Total Budget	
<b>GENERAL FUND</b>									
Police Department Remodel	71,850	58,898	12,952	27,767	-	-	(14,815)	12,952	-
Huron St Impr & Shoreline Stab Design	201,496	169,088	32,408	-	-	-	32,408	32,408	-
Webster Lake Shoreline Rehabilitation	225,000	6	224,994	100,000	-	-	-	100,000	124,994
Playground Equipment Replacement	30,000	26,378	3,622	-	-	-	3,622	3,622	-
Irrigation Valve Replacement	24,961	22,613	2,348	-	20,000	-	-	20,000	2,348
Integrated Technology Master Plan	477,365	121,103	356,262	-	-	-	356,262	356,262	-
Integrated Technology Master Plan	14,461	2,163	12,298	-	-	-	12,298	12,298	-
Huron Crossing Playground Equip Replace	-	-	-	-	29,940	-	-	29,940	-
Village Green Parks Improvements	80,000	51,846	28,154	-	-	-	28,154	28,154	-
City Fence Maintenance - Wash and 104th	100,000	-	100,000	100,000	-	-	-	100,000	-
Traffic Signals Cabinet Replacement	29,219	29,199	20	-	14,000	-	-	14,000	20
Residential Street Overlay	2,074,355	1,628,787	445,568	274,070	636,000	-	(70)	910,000	171,568
Croke Shoreline Reconstruction	3,203,754	2,915,411	288,343	-	-	-	47	47	288,296
General Design Services	386,821	340,256	46,565	-	-	-	46,565	46,565	-
Jacobucci Land Purchase	-	-	-	-	186,702	-	-	186,702	-
Malley and Larson Crosswalk Improvements	-	-	-	-	65,000	-	-	65,000	-
Rec Center Repairs from 2008	373,919	351,673	22,246	-	-	-	-	-	22,246
Recreation Center Theater Lighting	-	-	-	-	10,060	-	-	10,060	-
Rec. Ctr. Shaft Wall , HVAC in Electrical Rm	-	-	-	-	45,000	-	-	45,000	-
Rec. Ctr. Enclose Stairways	-	-	-	-	75,000	-	-	75,000	-
NNDC Renovation-reimb for demolition	13,700	13,700	-	-	-	-	-	-	-
104th Greenway Trails	22,602	22,602	-	-	-	-	-	-	-
Sensory Park Playground	67,500	67,500	-	-	-	-	-	-	-
104th & I-25 Traffic Signal	22,882	-	22,882	-	-	-	-	-	22,882
Weld County Road 11 Realignment Design	10,000	5,000	5,000	-	-	-	-	-	5,000
120th Bridge Replacement	228,051	119,864	108,187	-	-	-	-	-	108,187
Contingency	-	-	-	-	250,000	-	-	250,000	-
<b>General Fund Subtotal</b>	<b>7,657,936</b>	<b>5,946,087</b>	<b>1,711,849</b>	<b>501,837</b>	<b>1,331,702</b>	<b>-</b>	<b>464,471</b>	<b>2,298,010</b>	<b>745,541</b>
<b>CDBG FUND</b>									
Crosswalk Improvements	185,000	-	185,000	185,000	50,000	-	-	235,000	-
Neighborhood Renewal Initiative	-	-	-	-	150,000	-	-	150,000	-
<b>CDBG Fund Subtotal</b>	<b>185,000</b>	<b>-</b>	<b>185,000</b>	<b>185,000</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>385,000</b>	<b>-</b>
<b>CONSERVATION TRUST FUND</b>									
Citywide Fence Maintenance	150,000	-	150,000	150,000	-	-	-	150,000	-
Playground Equipment Replacement	49,556	13,853	35,703	-	-	-	35,703	35,703	-
Greenway Trail Concrete Replacement	100,000	100,000	-	-	175,000	-	-	175,000	-
Sperry & Central Park Drainage Impr	20,000	12,033	7,967	-	-	-	-	-	7,967
Naiad Dr Park Improvements	106,000	97,044	8,956	-	-	-	8,956	8,956	-
Larson Park Fence	150,000	975	149,025	149,025	-	-	-	149,025	-
NWOS/Rotary Baseball Fields	25,000	25,518	(518)	-	-	-	-	-	(518)
Huron St Corridor Landscape Design	6,218	4,672	1,546	-	-	-	-	-	1,546
Tennis Court Resurfacing	44,000	39,266	4,734	-	-	-	-	-	4,734
<b>Conservation Trust Subtotal</b>	<b>650,774</b>	<b>293,361</b>	<b>357,413</b>	<b>299,025</b>	<b>175,000</b>	<b>-</b>	<b>44,659</b>	<b>518,684</b>	<b>13,729</b>

CITY OF NORTHGLENN  
CAPITAL IMPROVEMENT PROGRAM

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	Final Budget	Annual Expenditures	Unspent Allocations	Estimated Carry Over	Adopted Budget	Approved Amendments	Proposed Carry Over	Proposed Total Budget	
<b>STORMWATER FUND</b>									
Washington Street Detention Rehabilitation	60,000	-	60,000	60,000	40,000	-	-	100,000	-
South Outfall Area Improvements	50,000	41,713	8,287	-	-	-	8,287	8,287	-
Croke Reservoir Storm Drain Overflow	160,000	160,000	-	-	-	-	-	-	-
Video Inspection Storm Sewer	776	-	776	-	-	-	-	-	776
Misc. City-wide improvements	45,186	42,458	2,728	-	-	-	-	-	2,728
<b>Stormwater Fund Subtotal</b>	<b>315,962</b>	<b>244,171</b>	<b>71,791</b>	<b>60,000</b>	<b>40,000</b>	<b>-</b>	<b>8,287</b>	<b>108,287</b>	<b>3,504</b>
<b>WATER AND WASTEWATER FUND</b>									
WWTP Headworks	136,311	104,359	31,952	-	-	-	-	-	31,952
Bull Reservoir Pump Station Replacement	63,000	57,850	5,150	-	-	-	5,150	5,150	-
WTP Master Plan Update	40,000	39,482	518	-	-	-	518	518	-
Manhole & Valve Box Adjustments	14,153	13,165	988	-	-	25,000	-	25,000	988
Fox Run Wet Well Modifications	30,000	-	30,000	30,000	-	-	-	30,000	-
Lift Station A Facility Assessment	25,000	-	25,000	-	-	-	-	-	25,000
Webster Lake Outlet Repairs	-	-	-	-	15,000	-	-	15,000	-
Webster Lake Water Quality Mitigation	20,000	16,413	3,587	-	-	-	-	-	3,587
Pump and Motor Replacements	11,000	4,202	6,798	-	-	34,500	6,798	41,298	-
Lift Station A Slide Gate	15,000	12,055	2,945	-	-	-	2,945	2,945	-
Big Dry Creek Alluvium Study	50,000	3,459	46,541	-	-	-	46,541	46,541	-
99th Avenue Water Line Replacement	-	-	-	-	200,000	-	-	200,000	-
Standley Lake Pipeline Inspection	-	-	-	-	145,000	-	-	145,000	-
Odor Control Improvements	319,432	302,120	17,312	-	-	-	17,312	17,312	-
WWTF Blower Room Hoist Reinforcing	-	-	-	-	-	30,000	-	30,000	-
Water Rate Study	37,095	30,522	6,573	-	-	-	6,573	6,573	-
Backwash Water Reclaim Filters	50,000	-	50,000	-	-	-	-	-	50,000
Lift Station A Rehabilitation	526	-	526	-	-	-	-	-	526
Bull Reservoir Outlet & Line Repair	498,000	99,223	398,777	-	-	-	398,777	398,777	-
Bull Reservoir CMP Pipe Repair	16,000	12,511	3,489	-	-	-	-	-	3,489
Water Modeling	37,964	31,983	5,981	-	-	-	-	-	5,981
WTF Administrative Office	5,000	1,512	3,488	-	-	-	-	-	3,488
WTF Ventilation	27,955	20,670	7,285	-	-	-	-	-	7,285
WTF Clearwell Addition	5,240	-	5,240	-	-	-	-	-	5,240
WTF Pump Rehabilitation	87	-	87	-	-	-	-	-	87
Water line Replacement	44,113	30,033	14,080	-	-	-	-	-	14,080
Sewer Modeling	3,939	-	3,939	-	-	-	-	-	3,939
WTF Security System	113,549	112,833	716	-	-	-	-	-	716
Croke Canal Headworks (SLOC)	83,020	42,398	40,622	-	-	-	-	-	40,622
Croke Shoreline Reconstruction	270,000	270,000	-	-	-	-	-	-	-
Big Dry Creek Gaging Station	33,000	11,859	21,141	-	-	-	-	-	21,141
Muriel Drive	5,823	-	5,823	-	-	-	-	-	5,823
WWTP Service Bldg Roof Replacement	125,191	115,468	9,723	-	-	-	-	-	9,723
Waste Pump Replacement	-	-	-	-	-	-	-	-	-
<b>Water &amp; Wastewater Fund Subtotal</b>	<b>2,080,398</b>	<b>1,332,117</b>	<b>748,281</b>	<b>30,000</b>	<b>360,000</b>	<b>89,500</b>	<b>484,614</b>	<b>964,114</b>	<b>233,667</b>

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<b>WATER CONNECTION FUND</b>									
WTP Clearwater Expansion	-	-	-	-	2,200,000	-	-	2,200,000	-
Bull Reservoir Outlet & Liner Repair	479,816	-	479,816	-	-	130,416	479,816	610,232	-
<b>Water Connection Fund Subtotal</b>	<b>479,816</b>	<b>-</b>	<b>479,816</b>	<b>-</b>	<b>2,200,000</b>	<b>130,416</b>	<b>479,816</b>	<b>2,810,232</b>	<b>-</b>
<b>CITY-WIDE TOTAL</b>	<b>11,369,886</b>	<b>7,815,736</b>	<b>3,554,150</b>	<b>1,075,862</b>	<b>4,306,702</b>	<b>219,916</b>	<b>1,481,847</b>	<b>7,084,327</b>	<b>996,441</b>

SPONSORED BY: MAYOR NOVAK

COUNCILMAN'S BILL

ORDINANCE NO.

No. CB-1702  
Series of 2009

\_\_\_\_\_  
Series of 2009

A BILL FOR A SPECIAL ORDINANCE AMENDING THE 2009 BUDGET RECOGNIZING REVENUES AND APPROPRIATING EXPENDITURES BY APPROPRIATION AMENDMENT, FOR THE PAYMENT OF THE COSTS AND EXPENSES OF THE MUNICIPAL GOVERNMENT, AGENCIES AND OFFICES OF THE CITY OF NORTHGLENN, COLORADO, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2009

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT THE 2009 BUDGET SHALL BE AMENDED AS FOLLOWS:

**Section 1. Appropriation amendments, transfer of appropriations and recognition of revenues.**

**(a) General Fund. Amend the 2009 General Fund budget to increase appropriations in the amount of \$464,471 as follows:**

- (Item 1) \$14,815 reduction to accurately account for the 2009 remaining balance available for the remodel of the police department.
- (Item 2) \$32,408 to finance improvements to Huron Street and the Croke shoreline rehabilitation which was budgeted in 2008 but will not complete until 2009.
- (Item 3) \$3,622 to finance playground equipment replacements at Sensory Park which were budgeted in 2008 but will not complete until 2009.
- (Item 4) \$368,560 to finance the integrated technology master plan which was budgeted in 2008 but will not complete until after 2009.
- (Item 5) \$28,154 to finance replacement of the playgrounds at Village Green Parks I & II which were budgeted in 2008 but will not complete until 2009.
- (Item 6) \$70 reduction to accurately account for the 2009 remaining balance available for the residential street overlay project.
- (Item 7) \$47 to finance the Croke shoreline rehabilitation which was budgeted in 2008 but for which the final payment was not made until 2009.
- (Item 8) \$46,565 to finance general design services for the 104<sup>th</sup> Street Bridge and corridor master plan which were budgeted in 2008 but will not complete until 2009.

**(b) Conservation Trust Fund. Amend the 2009 Conservation Trust Fund budget to increase appropriations in the amount of \$44,659 as follows:**

- (Item 1) \$35,703 to finance improvements at Sensory Park which were budgeted in 2008 but will not complete until 2009.
- (Item 2) \$8,956 to finance improvements to Naiad Drive Park (built in conjunction with Croke Reservoir) which were budgeted in 2008 but will not complete until 2009.

**(c) Stormwater Fund. Amend the 2009 Stormwater Fund budget to increase appropriations in the amount of \$8,287 as follows:**

- (Item 1) \$8,287 to finance south outfall area improvements which was budgeted in 2008 but will not complete until 2009.

**(d) Water and Wastewater Fund. Amend the 2009 Water and Wastewater Fund budget to increase appropriations in the amount of \$484,614 as follows:**

- (Item 1) \$5,150 to finance the replacement of the Bull Reservoir pump station which was budgeted in 2008 but will not complete until 2009.
- (Item 2) \$518 to finance the update of the WTP Master Plan which was budgeted in 2008 but will not complete until 2009.
- (Item 3) \$6,798 to finance WTP low zone pump and motor replacements which was budgeted in 2008 but will not complete until 2009.
- (Item 4) \$2,945 to finance the rehabilitation of the Lift Station A slide gate which was budgeted in 2008 but will not complete until 2009.
- (Item 5) \$46,541 to finance the Big Dry Creek alluvium study which was budgeted in 2008 but will not complete until 2009.
- (Item 6) \$17,312 to finance odor control, landscaping, and electrical system improvements which were budgeted in 2008 but will not complete until 2009.
- (Item 7) \$6,573 to finance the water rate study which was budgeted in 2008 but will not complete until 2009.
- (Item 8) \$398,777 to finance the Bull Reservoir outlet and line repair which was budgeted in 2008 but will not complete until 2009.

**(e) Water Connection Fund. Amend the 2009 Water Connection Fund budget to increase appropriations in the amount of \$479,816 as follows:**

- (Item 1) \$479,816 to finance the Bull Reservoir outlet and liner repair which was budgeted in 2008 but will not complete until 2009.

**Section 2. The City Council of the City of Northglenn, Colorado, hereby finds and declares that in making appropriations provided by this ordinance:**

- (a) No appropriation for debt service has been reduced or transferred.
- (b) No appropriation has been reduced below any amount required by law to be appropriated.
- (c) No appropriation has been reduced by more than the unencumbered balance thereof.
- (d) In the case of each transfer of all or part of any unencumbered appropriation, such transfer has been requested and approved by the City Manager.
- (e) In the case of each reduction of an appropriation, the City Manager has rendered his report and recommendations thereon and has requested and approved such reduction.
- (f) In the case of the appropriation amendment, the City Manager has certified that there are funds available for appropriation.

**Section 3. This Ordinance and each part, provision and section thereof, shall take effect on \_\_\_\_\_ of December, 2009.**

INTRODUCED, READ AND ORDERED POSTED this 10<sup>th</sup> day of December, 2009.

  
 KATHLEEN M. NOVAK  
 Mayor

ATTEST:

  
 JOHANNA SMALL, CMC  
 City Clerk


PASSED ON SECOND AND FINAL READING this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
 KATHLEEN M. NOVAK  
 Mayor

ATTEST:

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

APPROVED AS TO FORM:

  
 COREY Y. HOFFMANN  
 City Attorney