

**FINANCE MEMORANDUM**  
**#12-07**

DATE: April 23, 2012

TO: Honorable Mayor Joyce Downing and City Council Members

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

SUBJECT: CB-1764 – 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:**

At the April 5<sup>th</sup> & 16<sup>th</sup> Study Sessions, City Council discussed the proposed 2012 CIP Carry Over. During that discussion, staff identified changes to the initial carry over request including:

- An additional increase of \$18,500 to the NRC Fire Code Compliance project for the purchase and installation of a fire sprinkler protection net within the gymnasium
- A decrease in the carry over amount of \$98,500 to the West 112<sup>th</sup> Avenue Widening project to account for payments made in the previous period
- A decrease in the carry over amount of \$65,000 for the Webster Lake Fence project due to favorable bidding.
- An additional appropriation of \$4,302 for the WWTP Master Plan project.
- The elimination of the proposed \$151,451 carry over for the Collection System Rehabilitation project.

The accompanying worksheet details the unspent balance of each capital improvement project as of December 31, 2011. Unspent funds associated with completed projects are considered project savings and as such will be recognized through higher 2011 ending fund balances. If a project remained unfinished at the end of 2011, the worksheet provides the requested carry over of the remaining 2011 appropriation to fiscal year 2012. In certain cases, the requested carry over amounts are less than what was unspent due to revisions in project cost estimates, and/or the

realignment of estimated carry over amounts included in the 2012 budget process to those which actually remained unspent as of December 31, 2011.

A copy of the adopting ordinance has been enclosed.

**PROS/CONS:**

Carry over provisions allow for the completion of projects which are in progress as of the end of the year.

The process involves increasing the 2012 capital improvement allocation originally provided for in the adopted budget.

**STAFF REFERENCE:**

If Councilmembers have any comments or questions, you may contact Shawn Cordsen at [scordsen@northglenn.org](mailto:scordsen@northglenn.org) or at 303-450-8719.

CITY OF NORTHGLENN  
Capital Improvement Program

Project Description	2011 Appropriation	2011 Expenditures	Unspent Balance	Carry Over Allocation During 2012 Budget Process	Remaining Balance Available For Carry Over	Proposed Carry Over	2012 Current Budget Appropriation	2012 Revised Budget Appropriation	Funding Source
<b>CONSERVATION TRUST FUND</b>									
Greenway Trail Replacement	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	CTF
* Ballfield Improvements	9,110	8,915	195	-	195	-	-	-	CTF
NRC Fire Code Compliance	482,200	394,396	87,804	-	87,804	38,500	-	38,500	CTF
* Senior Center Flooring	23,000	23,995	(995)	-	(995)	-	-	-	CTF
* Irrigation Central Control	5,000	5,030	(30)	-	(30)	-	-	-	CTF
Recreation Center HVAC	925,000	27,015	897,985	845,000	52,985	52,985	845,000	897,985	CTF
Sensory Playground Repair	10,000	-	10,000	-	10,000	10,000	-	10,000	CTF
CIP-Jaycee Park Improvements	-	-	-	-	-	-	135,000	135,000	CTF
Rec Center Flooring	-	-	-	-	-	-	61,000	61,000	CTF
Locker Room Renovations	-	-	-	-	-	-	-	-	CTF
Sensory Playground Renovation	-	-	-	-	-	-	-	-	CTF
Parks Barn Replacement	-	-	-	-	-	-	-	-	CTF
Recreation Center Pool Liner	-	-	-	-	-	-	-	-	CTF
<b>Total</b>	<b>\$ 1,504,310</b>	<b>\$ 509,351</b>	<b>\$ 994,959</b>	<b>\$ 845,000</b>	<b>\$ 149,959</b>	<b>\$ 101,485</b>	<b>\$ 1,091,000</b>	<b>\$ 1,192,485</b>	
					<b>Project Savings:</b>	<b>\$ 48,474</b>			
<b>CDBG FUND</b>									
Pedestrian Mobility	\$ 250,000	\$ 204,844	\$ 45,156	\$ -	\$ 45,156	\$ 45,156	\$ -	\$ 45,156	CDBG
Grange Hall Creek	-	-	-	-	-	-	-	-	CDBG
<b>Total</b>	<b>\$ 250,000</b>	<b>\$ 204,844</b>	<b>\$ 45,156</b>	<b>\$ -</b>	<b>\$ 45,156</b>	<b>\$ 45,156</b>	<b>\$ -</b>	<b>\$ 45,156</b>	
					<b>Project Savings:</b>	<b>\$ -</b>			

CITY OF NORTHGLENN  
Capital Improvement Program

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<b>CAPITAL PROJECTS FUND</b>									
Integrated Technology Plan	\$ 227,248	\$ 104,104	\$ 123,144	\$ 81,324	\$ 41,820	\$ -	\$ 81,324	\$ 81,324	GENERAL
* Ballfield Improvements	20,000	20,000	-	-	-	-	-	-	ADCOO
* Ballfield Improvements	1,157	1,157	-	-	-	-	-	-	GRANT
* Irrigation Valve Replace	5,427	44	5,383	-	5,383	-	-	-	ADCOO
* Theatre Lighting Improvements	-	-	-	-	-	-	-	-	ADCOO
* Webster Lake Shoreline	30,400	27,366	3,034	-	3,034	-	-	-	ADCOO
Skate Park	150,000	147,674	2,326	-	2,326	2,326	-	2,326	ADCOO
Skate Park Adam Co Grant	550,000	550,000	-	-	-	-	-	-	GRANT
Skate Park GOCO Grant	95,000	95,000	-	-	-	-	-	-	GRANT
* Rec Center Fitness Equip	50,000	45,755	4,245	-	4,245	-	-	-	ADCOO
Recreation Center HVAC	275,000	27,015	247,985	189,816	58,169	58,169	189,816	247,985	ADCOO
Recreation Center HVAC	500,000	22,069	477,931	500,000	(22,069)	(22,069)	500,000	477,931	GRANT
Emergency Park Repairs	25,000	5,636	19,364	-	19,364	-	25,000	25,000	ADCOO
Al Thomas Playground	80,000	67,971	12,029	-	12,029	12,029	-	12,029	ADCOO
* Rec Center Gym Floor	65,000	63,261	1,739	-	1,739	-	-	-	ADCOO
Jaycee Park Improvements	-	-	-	-	-	-	135,000	135,000	GRANT
Irrigation Central Control	-	-	-	-	-	-	10,000	10,000	ADCOO
Danahy Playground Replace	-	-	-	-	-	-	75,000	75,000	ADCOO
Danahy Park Improvements	-	-	-	-	-	-	50,000	50,000	ADCOO
Rec Center Interior Paint	-	-	-	-	-	-	65,000	65,000	ADCOO
Webster Lake Trail Stabili	-	-	-	-	-	-	35,000	35,000	GENERAL
Fox Run Playground Replacement	-	-	-	-	-	-	-	-	ADCOO
Larson Park Playground Replace	-	-	-	-	-	-	-	-	ADCOO
Recreation Center Theatre Seats	-	-	-	-	-	-	-	-	ADCOO
NWOS Facilities Improvements	-	-	-	-	-	-	-	-	ADCOO
Senior Playground	-	-	-	-	-	-	-	-	ADCOO
Residential Street Program	342,000	340,691	1,309	18,191	(16,882)	(16,882)	411,791	394,909	ADCOT
Traffic Signal Program	14,000	14,425	(425)	-	(425)	(425)	14,000	13,575	ADCOT
West 112th Ave Widening	1,268,390	966,830	301,560	40,000	261,560	61,500	40,000	101,500	4.000 MILLS
* Huron Reconstruction	-	90,927	(90,927)	-	(90,927)	-	-	-	ADCOT
* Huron Reconstruction	213,249	213,249	-	-	-	-	-	-	GRANT
Fuel Tank Removal	25,000	12,650	12,350	-	12,350	12,350	-	12,350	GENERAL
Traffic Signal Improvement	50,000	49,686	314	-	314	-	50,000	50,000	ADCOT
Concrete Program	50,000	47,252	2,748	8,400	(5,652)	(5,652)	58,400	52,748	ADCOT
East 112th Ave Expansion	150,000	33,492	116,508	-	116,508	116,508	-	116,508	4.000 MILLS
120th Ave Rehabilitation	200,000	134,168	65,832	-	65,832	65,832	930,420	996,252	4.000 MILLS
Huron Street Rehabilitatio	-	-	-	-	-	-	250,000	250,000	4.000 MILLS
Washington & Muriel Signal	-	-	-	-	-	-	350,000	350,000	ADCOT
Webster Lake Fence	-	-	-	-	-	15,000	50,000	65,000	GENERAL
Economic Development Infrastructure	-	-	-	-	-	32,500	-	32,500	GENERAL
RV Waste Dump Station	-	-	-	-	-	-	-	-	GENERAL
<b>Total</b>	<b>\$ 4,386,871</b>	<b>\$ 3,080,422</b>	<b>\$ 1,306,449</b>	<b>\$ 837,731</b>	<b>\$ 468,718</b>	<b>\$ 331,186</b>	<b>\$ 3,320,751</b>	<b>\$ 3,651,937</b>	
						<b>Project Savings: \$ 137,532</b>			

CITY OF NORTHGLENN  
Capital Improvement Program

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<b>WATER AND WASTEWATER FUND</b>									
* Fox Run Wet Well Modificat	\$ 681	\$ 702	\$ (21)	\$ -	\$ (21)	\$ -	\$ -	\$ -	WF
WWTP Master Plan	11,284	25,111	(13,827)	-	(13,827)	4,302	10,000	14,302	WF
Water Line Replacement	250,000	192,057	57,943	-	57,943	-	50,000	50,000	WF
* West Low Zone Tank Repair	164,722	137,709	27,013	-	27,013	-	-	-	WF
* Gas Chromatograph	128,418	119,434	8,984	-	8,984	-	-	-	WF
Standley Lake Pipeline	300,000	-	300,000	200,000	100,000	100,000	250,000	350,000	WF
Water Meter/Reader Replace	150,000	149,971	29	-	29	-	150,000	150,000	WF
Chemical Building Impr	850,000	23,570	826,430	700,000	126,430	126,430	1,600,000	1,726,430	WF
Install PLC for SCADA	175,000	-	175,000	100,000	75,000	75,000	200,000	275,000	WF
High Zone Meter Vault	100,000	12,348	87,652	70,000	17,652	17,652	120,000	137,652	WF
Terminal Reservoir Mixing	-	-	-	-	-	-	196,000	196,000	WF
Croke Sandout Gates	-	-	-	-	-	-	35,000	35,000	WF
Standley Lake Bypass	-	-	-	-	-	-	35,000	35,000	WF
High Zone Storage Tank Painting	-	-	-	-	-	-	-	-	WF
Pump & Motor Replacement	46,798	13,500	33,298	-	33,298	33,298	-	33,298	WWF
Odor Control Improve	54,811	-	54,811	-	54,811	54,811	-	54,811	WWF
Collection System Rehab	250,000	98,549	151,451	-	151,451	-	250,000	250,000	WWF
* Bunker Hill Lift Station	-	-	-	-	-	-	-	-	WWF
Lift Station A Assessment	421,478	12,277	409,201	271,478	137,723	137,723	271,478	409,201	WWF
Lift Station B Assessment	100,000	-	100,000	100,000	-	-	100,000	100,000	WWF
* WWTP Forcemain Meter	300,000	-	300,000	-	300,000	-	-	-	WWF
WWTP Standby Generator	224,000	-	224,000	224,000	-	-	224,000	224,000	WWF
WWTP BNR Improvements	-	-	-	-	-	-	121,000	121,000	WWF
WWTP Headworks & Clarifier	-	-	-	-	-	-	-	-	WWF
Forcemain Assessment	-	-	-	-	-	-	-	-	WWF
WWTP UV Replacement	-	-	-	-	-	-	-	-	WWF
Bull Reservoir pH Control	-	-	-	-	-	-	-	-	WWF
Decommission Southern Lagoon	-	-	-	-	-	-	-	-	WWF
<b>Total</b>	<b>\$ 3,527,192</b>	<b>\$ 785,228</b>	<b>\$ 2,741,964</b>	<b>\$ 1,665,478</b>	<b>\$ 1,076,486</b>	<b>\$ 549,216</b>	<b>\$ 3,612,478</b>	<b>\$ 4,161,694</b>	
					<b>Project Savings:</b>	<b>\$ 527,270</b>			
<b>STORMWATER FUND</b>									
Grange Hall Creek	\$ 500,000	\$ -	\$ 500,000	\$ 400,000	\$ 100,000	\$ 100,000	\$ 400,000	\$ 500,000	SWF
Grange Hall Creek MDP & FHAD	-	-	-	-	-	-	-	-	SWF
Lincoln/107th Street Regrading	-	-	-	-	-	-	-	-	SWF
<b>Total</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 400,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 400,000</b>	<b>\$ 500,000</b>	
					<b>Project Savings:</b>	<b>\$ -</b>			
<b>CITY-WIDE TOTAL</b>	<b>\$ 10,168,373</b>	<b>\$ 4,579,845</b>	<b>\$ 5,588,528</b>	<b>\$ 3,748,209</b>	<b>\$ 1,840,319</b>	<b>\$ 1,127,043</b>	<b>\$ 8,424,229</b>	<b>\$ 9,551,272</b>	
					<b>Project Savings:</b>	<b>\$ 713,276</b>			

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S BILL

ORDINANCE NO.

No. CB-1764  
Series of 2012

\_\_\_\_\_  
Series of 2012

A BILL FOR A SPECIAL ORDINANCE AMENDING THE 2012 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, 2012

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT THE 2012 BUDGET SHALL BE AMENDED AS FOLLOWS:

**Section 1. Appropriation amendments and reduction appropriations.**

**(a) Conservation Trust Fund. Amend the 2012 Conservation Trust Fund budget to increase appropriations in the amount of \$101,485 as follows:**

- (Item 1) \$38,500 increase to account for the 2011 remaining balance available for the Northglenn Recreation Center Fire Code Compliance project.
- (Item 2) \$52,985 increase to account for the 2011 remaining balance available for the Recreation Center HVAC project.
- (Item 3) \$10,000 increase to account for the 2011 remaining balance available for the Sensory Playground Repair project.

**(b) CDBG Fund. Amend the 2012 CDBG Fund budget to increase appropriations in the amount of \$45,156 as follows:**

- (Item 1) \$45,156 increase to account for the 2011 remaining balance available for the Pedestrian Mobility project.

**(c) Capital Projects Fund. Amend the 2012 Capital Projects Fund budget to increase appropriations in the amount of \$331,186 as follows:**

- (Item 1) \$2,326 increase to account for the 2011 remaining balance available for the Skate Park project.
- (Item 2) \$36,100 increase to account for the 2011 remaining balance available for the Recreation Center HVAC project.
- (Item 3) \$12,029 increase to account for the 2011 remaining balance available for the Al Thomas Playground project.
- (Item 4) \$16,882 decrease to adjust for the 2011 remaining balance available for the Residential Street Program.

- (Item 5) \$425 decrease to account for the overspent 2011 balance available for the Traffic Signal Program.
- (Item 6) \$61,500 increase to account for the 2011 remaining balance available for the West 112<sup>th</sup> Ave Widening project.
- (Item 7) \$12,350 increase to account for the 2011 remaining balance available for the Fuel Tank Removal project.
- (Item 8) \$5,652 decrease to adjust for the 2011 remaining balance available for the Concrete Program.
- (Item 9) \$116,508 increase to account for the 2011 remaining balance available for the East 112<sup>th</sup> Ave Expansion project.
- (Item 10) \$65,832 increase to account for the 2011 remaining balance available for the 120<sup>th</sup> Ave Rehabilitation project.
- (Item 11) \$15,000 increase for the Webster Lake Fence project.
- (Item 12) \$32,500 increase for the Economic Development Infrastructure project.

**(d) Water and Wastewater Fund. Amend the 2012 Water and Wastewater Fund budget to increase appropriations in the amount of \$549,216 as follows:**

- (Item 1) \$4,302 increase for the WWTP Master Plan project.
- (Item 2) \$100,000 increase to account for the 2011 remaining balance available for the Standley Lake Pipeline project.
- (Item 3) \$126,430 increase to account for the 2011 remaining balance available for the Chemical Building Improvement project.
- (Item 4) \$75,000 increase to account for the 2011 remaining balance available for the Install PLC For SCADA project.
- (Item 5) \$17,652 increase to account for the 2011 remaining balance available for the High Zone Meter Vault project.
- (Item 6) \$33,298 increase to account for the 2011 remaining balance available for the Pump & Motor Replacement project.
- (Item 7) \$54,811 increase to account for the 2011 remaining balance available for the Odor Control Improvement project.
- (Item 8) \$137,723 increase to account for the 2011 remaining balance available for the Lift Station A Assessment project.

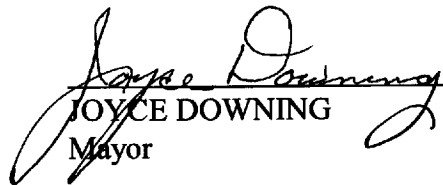
**(e) Stormwater Fund. Amend the 2012 Stormwater Fund budget to increase appropriations in the amount of \$100,000 as follows:**

- (Item 1) \$100,000 increase to account for the 2011 remaining balance available for the Grange Hall Creek project.

**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.

INTRODUCED, READ AND ORDERED POSTED this 23<sup>rd</sup> day of April, 2012.

  
JOYCE DOWNING  
Mayor

ATTEST:

  
JOHANNA SMALL, CMC  
City Clerk

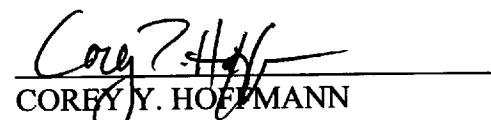
PASSED ON SECOND AND FINAL READING this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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JOYCE DOWNING  
Mayor

ATTEST:

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JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

  
COREY Y. HOFFMANN  
City Attorney