

FINANCE MEMORANDUM
#18-03

DATE: May 14, 2018

TO: Honorable Mayor Carol A. Dodge and City Council Members

FROM: James A. Hayes, AICP, City Manager *JH*
Jason Loveland, Director of Finance *AL*

SUBJECT: CB-1905 – Supplemental Appropriation and CIP Carry over

PURPOSE:

City Council is considering a Special Ordinance to amend the 2018 Operating and Capital Improvement Budget. The amendments are associated with CIP carry over of 2017 appropriations and additional expenditures detailed in this memo.

BACKGROUND:

Section 5-8-11 of the City's Municipal Code states:

“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:

The capital project adjustments being carried forward from 2017 to 2018 have been attached to this memo.

The attached worksheets detail the unspent balance, or carry over, of each capital improvement project as of December 31, 2017. Unspent funds associated with completed projects are considered project savings and as such will be recognized through higher 2017 ending fund balances. If a project remained unfinished at the end of 2017, the worksheet provides the requested carryover of the remaining 2017 appropriation to fiscal year 2018. 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 2018 budget process to those which remained unspent as of December 31, 2017.

The CIP carry over is categorized into the following Funding Sources:

- Conservation Trust Fund (CTF)
- Community Development Block Grant Fund (CDBG)
- Property tax dedicated for road reconstruction (4.000 Mills)
- ½% Sales Tax
- Adams County Open Space Tax (ADCOO)
- Adams County Transportation Tax (ADCOT)
- General Fund dollars committed to capital improvements (General)
- Local, State, or Federal grant funds (Grant)

- Water Fund (WF)
- Wastewater Fund (WWF)
- Stormwater Fund (SWF)

Additionally, there are non-CIP related budget amendments listed below:

Purpose	Fund	Department	Revenue	Expense
Dues/Fees	General	City Council		\$10,000
NAHF Contribution	General	City Council		\$38,905
Public Communications Specialist – new position	General	City Manager		\$38,655
Land Acquisition	General	Non-Departmental		\$62,238
Zoning Code & Sustainability Contracts	General	Planning		\$87,637
Vehicle Replacement	General	Police		\$110,000
Croke Pedestrian Bridge Repair	Conservation Trust	Parks		\$25,885
Huron St. Fencing	Capital Projects	Parks		\$225,000
NWOS ADCOO Grant	Capital Projects	Parks	\$1,700,000	\$1,700,000
NWOS ADCOO Grant	Capital Projects	Parks	\$340,000	\$340,000
Lab HVAC, Equipment and FF&E	Wastewater	Public Works		\$499,300
UV Upgrades	Wastewater	Public Works		\$285,000
Sewer Truck TV Equipment replacement	Wastewater	Public Works		\$37,359
TOTALS			\$2,040,000	\$3,459,979

BUDGET IMPLICATIONS:

The Ordinance will increase 2018 Budget expenditures by \$9,029,893 while revenues will increase by \$2,040,000:

Fund	Adopted Net Change in Fund Balance	Supplemental Appropriation, net	Amended Net Change in Fund Balance
General	\$383,855	(\$347,435)	\$36,420
Conservation Trust	(\$1,105,940)	(\$447,199)	(\$1,553,139)
Capital Projects	(\$11,998,842)	(\$4,857,610)	(\$16,856,452)
Water/Wastewater	\$854,026	(\$1,321,482)	(\$467,456)
Stormwater	\$100,242	\$1,363	\$101,605

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 2018 operating and capital improvement expenditures of the city.

RECOMMENDATION:

Staff recommends approval of CB-1905 to amend the 2018 Operating and Capital Improvement Budget.

STAFF REFERENCE:

If Council members have any comments or questions, you may contact Jason Loveland at jloveland@northglenn.org or at 303.450.8817.

ATTACHMENTS:

Carry over worksheets

CITY OF NORTHGLENN
Capital Improvement Program

Project Description	2017 Adopted Budget	2017 Expenditures	Unspent Balance	Carry Over Allocation 2018 Budget Process	Remaining Balance Available for Carry Over	Proposed Carryover	2018 Current Budget Appropriation	2018 Revised Budget Appropriation	Funding Source
CONSERVATION TRUST FUND									
Greenway Trail Replacement	\$ 50,000	\$ 42,536	\$ 7,464	\$ -	\$ 7,464	\$ -	\$ 350,000	\$ 350,000	CTF
Pedestrian Bridge Repair	35,000	3,500	31,500	-	31,500	31,500	-	31,500	CTF
Kiwanis Splash Pad	296,000	5,093	290,907	196,000	94,907	94,907	196,000	290,907	CTF
Kiwanis Splash Pad - Grant	300,000	5,093	294,907	-	294,907	294,907	-	294,907	CTF
NW Open Space Facility Improvement	1,000,000	-	1,000,000	1,000,000	-	-	1,000,000	1,000,000	CTF
Webster Lake Fountain Replacement	15,000	9,235	5,765	-	5,765	-	-	-	CTF
Total	\$ 1,696,000	\$ 65,457	\$ 1,630,543	\$ 1,196,000	\$ 434,543	\$ 421,314	\$ 1,546,000	\$ 1,967,314	

CITY OF NORTHGLENN
Capital Improvement Program

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CDBG FUND									
Pedestrian Mobility	\$ 205,347	\$ 195,751	\$ 9,596	\$ -	\$ 9,596	\$ -	\$ -	\$ -	CDBG
Total	\$ 205,347	\$ 195,751	\$ 9,596	\$ -	\$ 9,596	\$ -	\$ -	\$ -	

CITY OF NORTHGLENN
Capital Improvement Program

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CAPITAL PROJECTS FUND									
Emergency Park Repairs	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	ADCOO
Irrigation Central Control	-	-	-	-	-	-	25,000	25,000	ADCOO
NWOS Facilities Improvement	114,445	80,794	33,651	-	33,651	33,651	-	33,651	ADCOO
NWOS Facilities Improvement - Grant	114,445	80,241	34,204	-	34,204	34,204	-	34,204	GRANT
Parks Barn Replacement	725,000	3,570	721,430	675,000	46,430	46,430	675,000	721,430	1/2% Sales Tax
Fox Run Open Space	73,817	71,475	2,342	-	2,342	-	-	-	GENERAL
Fox Run Open Space - Grant	76,910	70,685	6,225	-	6,225	-	-	-	GRANT
Citywide Fence Maintenance	172,000	-	172,000	-	172,000	-	-	-	GENERAL
Theatre & Rec Center Marquee	152,625	1,218	151,407	-	151,407	151,407	-	151,407	ADCOO
Justice Center West Park	-	-	-	-	-	-	300,000	300,000	GENERAL
Kiwanis Bath House Renovation	500,000	7,732	492,268	400,000	92,268	92,268	400,000	492,268	ADCOO
Kiwanis Bath House Renovation	500,000	7,732	492,268	-	492,268	492,268	-	492,268	GRANT
Rotary Park Dugout Replacement	30,000	-	30,000	-	30,000	30,000	-	30,000	ADCOO
Village Greens Park Equipment	35,000	-	35,000	-	35,000	35,000	-	35,000	ADCOO
Webster Lake Promenade Sculpture	35,000	35,000	-	-	-	-	-	-	GENERAL
Residential Street Program	577,403	355,243	222,160	149,925	72,235	72,235	899,925	972,160	ADCOT
Traffic Signal Program	192,990	91,310	101,680	92,990	8,690	8,690	192,990	201,680	ADCOT
Concrete Program	50,000	45,657	4,343	-	4,343	-	100,000	100,000	ADCOT
Civic Center Master Plan project	201,901	137,359	64,542	-	64,542	64,542	4,875,000	4,939,542	1/2% Sales Tax
Justice Center	22,020,445	9,518,589	12,501,856	10,020,445	2,481,411	2,481,411	10,020,445	12,501,856	1/2% Sales Tax
Debt Service - Justice Center	950,000	927,487	22,513	-	22,513	-	1,463,919	1,463,919	1/2% Sales Tax
School Zone Safety Assessment	200,042	91,312	108,730	108,725	5	-	158,725	158,725	GENERAL
99th Ave Reconstruction	350,000	234,610	115,390	-	115,390	-	-	-	GENERAL
Marketplace Ped Bridge Assessment	-	13,183	(13,183)	-	(13,183)	(13,183)	400,000	386,817	NURA
Utility Studies	89,885	11,845	78,040	-	78,040	78,040	-	78,040	GENERAL/NURA
Ralston House Development	242,413	247,848	(5,435)	-	(5,435)	-	-	-	GENERAL
104th and Grant Intersection Analysis	-	320	(320)	-	(320)	-	-	-	NURA
112th North Metro Rail - Grant	728,000	-	728,000	-	728,000	728,000	-	728,000	GRANT
112th North Metro Rail	285,860	2,213	283,647	-	283,647	207,647	76,000	283,647	GENERAL
South Huron Landscape	160,000	141,341	18,659	-	18,659	-	-	-	GENERAL
City Hall Space Assessment	-	-	-	-	-	-	40,000	40,000	GENERAL
City Hall Roof Replacement	90,000	-	90,000	-	90,000	90,000	-	90,000	GENERAL
Total	\$ 28,693,181	\$ 12,176,764	\$ 16,516,417	\$ 11,447,085	\$ 5,069,332	\$ 4,632,610	\$ 19,652,004	\$ 24,284,614	

CITY OF NORTHGLENN
Capital Improvement Program

Project Description	2017 Adopted Budget	2017 Expenditures	Unspent Balance	Carry Over Allocation 2018 Budget Process	Remaining Balance Available for Carry Over	Proposed Carryover	2018 Current Budget Appropriation	2018 Revised Budget Appropriation	Funding Source
<u>WATER AND WASTEWATER FUND</u>									
Water Line Replacement	\$ 259,691	\$ 67,195	\$ 192,496	\$ 10,000	\$ 182,496	\$ -	\$ 279,444	\$ 279,444	WF
Standley Lake Pipeline	151,192	137,500	13,692	5,000	8,692	-	175,000	175,000	WF
Water Plant Filter Media Replacement	185,000	166,297	18,703	-	18,703	-	185,000	185,000	WF
Terminal Reservoir Phase II	800,000	18,840	781,160	-	781,160	11,360	769,800	781,160	WF
Farmers Highline Flume Gate	80,000	17,417	62,583	-	62,583	62,583	-	62,583	WF
Flume at Lupton Bottom	15,000	-	15,000	-	15,000	15,000	-	15,000	WF
North Low Zone Tank Painting	180,000	8,403	171,597	-	171,597	171,597	-	171,597	WF
Plant Clarifier Rehabilitation	-	-	-	-	-	-	170,000	170,000	WF
Waste Handling Improvements	-	-	-	-	-	-	300,000	300,000	WF
Lab Information Management System	-	-	-	-	-	-	180,000	180,000	WF
Collection System Rehab	515,979	436,390	79,589	22,368	57,221	57,221	265,979	323,200	WWF
Bunker Hill Lift Station	-	-	-	-	-	-	100,000	100,000	WWF
Lift Station B Assessment	-	-	-	-	-	-	250,000	250,000	WWF
WWTP Headworks & Clarifier	5,651,871	5,469,809	182,062	-	182,062	182,062	-	182,062	WWF
Forcemain Assessment	-	-	-	-	-	-	-	-	WWF
Berthoud Pass Ditch Maintenance	20,000	-	20,000	-	20,000	-	350,000	350,000	1/2% Tax
UV Upgrades	-	-	-	-	-	-	550,000	550,000	WWF
Total	\$ 7,858,733	\$ 6,321,851	\$ 1,536,882	\$ 37,368	\$ 1,499,514	\$ 499,823	\$ 3,575,223	\$ 4,075,046	

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Capital Improvement Program

Project Description	2017 Adopted Budget	2017 Expenditures	Unspent Balance	Carry Over Allocation 2018 Budget Process	Remaining Balance Available for Carry Over	Proposed Carryover	2018 Current Budget Appropriation	2018 Revised Budget Appropriation	Funding Source
STORMWATER FUND									
Grange Hall Creek MDP & FHAD	\$ 100,000	\$ -	\$ 100,000	\$ 30,000	\$ 70,000	\$ 70,000	\$ -	70,000	SWF
Grange Hall Creek Phase I - Larson	1,500,000	1,463,465	36,535	-	36,535	-	-	-	SWF
Brantner Gulch MPD & FHAD	-	-	-	-	-	-	100,000	100,000	SWF
Storm Drainage System Improvement	54,829	126,192	(71,363)	-	(71,363)	(71,363)	100,000	28,637	SWF
	-	-	-	-	-	-	-	-	
Total	\$ 1,654,829	\$ 1,589,657	\$ 65,172	\$ 30,000	\$ 35,172	\$ (1,363)	\$ 200,000	\$ 198,637	
CITY-WIDE TOTAL	\$ 40,108,090	\$ 20,349,480	\$ 19,758,610	\$ 12,710,453	\$ 7,048,157	\$ 5,552,384	\$ 24,973,227	\$ 30,525,611	

SPONSORED BY: MAYOR DODGE

COUNCILMAN'S BILL

ORDINANCE NO.

No. CB-1905
Series of 2018

Series of 2018

A BILL FOR A SPECIAL ORDINANCE AMENDING THE 2018 BUDGET RECOGNIZING REVENUES AND APPROPRIATING EXPENDITURES BY SUPPLEMENTAL APPROPRIATION, 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, 2018

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT THE 2018 BUDGET SHALL BE AMENDED AS FOLLOWS:

Section 1. Recognition of revenues and supplemental appropriations.

(a) General Fund. Amend the 2018 General Fund budget to increase appropriations in the amount of \$347,435 as follows:

- (Item 1) \$10,000 added to the 2018 budget for costs associated with dues and fees.
- (Item 2) \$38,905 added to the 2018 budget for costs associated with the Northglenn Arts and Humanities Foundation contribution.
- (Item 3) \$38,655 added to the 2018 budget for costs associated with an additional position, Public Communications Specialist.
- (Item 4) \$62,238 added to the 2018 budget for costs associated to acquire land.
- (Item 5) \$87,637 added to the 2018 budget for costs associated with operating contracts not spent in the prior year for planning projects.
- (Item 6) \$110,000 added to the 2018 budget for costs associated with the replacement of two police vehicles.

(b) Conservation Trust Fund. Amend the 2018 Conservation Trust Fund budget to increase appropriations in the amount of \$447,199 as follows:

- (Item 1) \$25,885 added to the 2018 budget for costs associated with the Croke Reservoir Pedestrian Bridge project.
- (Item 2) \$31,500 increase to account for the 2017 remaining balance available for the Croke Reservoir Pedestrian Bridge project.

(Item 3) \$94,907 increase to account for the 2017 remaining balance available for the Kiwanis Splash Pad project.

(Item 4) \$294,907 increase to account for the 2017 remaining balance available for the Kiwanis Splash Pad project grant funding.

(c) Capital Projects Fund. Amend the 2018 Capital Projects Fund budget to increase revenue in the amount of \$2,040,000 as follows:

(Item 1) \$1,700,000 added to the 2018 budget to recognize revenues of the Adams County Open Space grant award for the Northwest Open Space project.

(Item 2) \$340,000 added to the 2018 budget to recognize revenues of the Adams County Open Space grant award for the Northwest Open Space project.

(d) Capital Projects Fund. Amend the 2018 Capital Projects Fund budget to increase appropriations in the amount of \$6,897,610 as follows:

(Item 1) \$225,000 added to the 2018 budget for the costs associated with the Huron St. Fence project.

(Item 2) \$1,700,000 added to the 2018 budget for the costs associated with the Northwest Open Space grant award from Adams County Open Space.

(Item 3) \$340,000 added to the 2018 budget for the costs associated with the Northwest Open Space grant award from Adams County Open Space.

(Item 4) \$33,651 increase to account for the 2017 remaining balance available for the Northwest Open Space Facilities Improvement project.

(Item 5) \$34,204 increase to account for the 2017 remaining balance available for the Northwest Open Space Facilities Improvement project grant funding.

(Item 6) \$46,430 increase to account for the 2017 remaining balance available for the Parks Maintenance Facility project.

(Item 7) \$151,407 increase to account for the 2017 remaining balance available for the Theatre and Recreation Center Marquee project.

(Item 8) \$92,268 increase to account for the 2017 remaining balance available for the Kiwanis Bath House Renovation project.

(Item 9) \$492,268 increase to account for the 2017 remaining balance available for the Kiwanis Bath House Renovation project grant funding.

(Item 10) \$30,000 increase to account for the 2017 remaining balance available for the Rotary Park Dugout project.

- (Item 11) \$35,000 increase to account for the 2017 remaining balance available for the Village Greens Park equipment project.
- (Item 12) \$72,235 increase to account for the 2017 remaining balance available for the Residential Street Program.
- (Item 13) \$8,690 increase to account for the 2017 remaining balance available for the Traffic Signal Program.
- (Item 14) \$64,542 increase to account for the 2017 remaining balance available for the Civic Center Master Plan project.
- (Item 15) \$2,481,411 increase to account for the 2017 remaining balance available for the Justice Center project.
- (Item 16) (\$13,183) decrease to account for the 2017 remaining balance available for the Marketplace Pedestrian Bridge project.
- (Item 17) \$78,040 increase to account for the 2017 remaining balance available for the Utility Studies project.
- (Item 18) \$728,000 increase to account for the 2017 remaining balance available for the 112th North Metro Rail project grant funding.
- (Item 19) \$207,647 increase to account for the 2017 remaining balance available for the 112th North Metro Rail project.
- (Item 20) \$90,000 increase to account for the 2017 remaining balance available for the City Hall Roof Replacement project.

(e) Water and Wastewater Fund. Amend the 2018 Water and Wastewater Fund budget to increase appropriations in the amount of \$1,321,482 as follows:

- (Item 1) \$499,300 added to the 2018 budget for costs associated with the Wastewater Treatment Plant Headworks and Clarifier project lab improvements.
- (Item 2) \$285,000 added to the 2018 budget for costs associated with the Wastewater Treatment Plant Headworks and Clarifier project ultra-violet upgrades.
- (Item 3) \$37,359 added to the 2018 budget for costs associated with sewer truck capital equipment purchases.
- (Item 4) \$11,360 increase to account for the 2017 remaining balance available for the Terminal Reservoir Phase II project.

- (Item 5) \$62,583 increase to account for the 2017 remaining balance available for the Farmers Highline Flume Gate project.
- (Item 6) \$15,000 increase to account for the 2017 remaining balance available for the Flume at Lupton Bottom project.
- (Item 7) \$171,597 increase to account for the 2017 remaining balance available for the North Low Zone Tank Painting project.
- (Item 8) \$57,221 increase to account for the 2017 remaining balance available for the Collection System Rehabilitation project.
- (Item 9) \$182,062 increase to account for the 2017 remaining balance available for the Wastewater Treatment Plant Headworks and Clarifier project.

(f) Stormwater Fund. Amend the 2018 Water and Wastewater Fund budget to decrease appropriations in the amount of (\$45,171) as follows:

- (Item 1) \$70,000 increase to account for the 2017 remaining balance available for the Grange Hall Creek project.
- (Item 2) (\$71,363) decrease to account for the 2017 remaining balance available for the Storm Drainage System Improvement 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 ____ day of _____,
2018.

ANTONIO B. ESQUIBEL
Mayor Pro Tem

ATTEST:

LISA ANDREWS, CMC
Deputy City Clerk

PASSED ON SECOND AND FINAL READING this ____ day of _____,
2018.

CAROL A. DODGE
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney