


**FINANCE MEMORANDUM**  
**#16-04**

**DATE:** March 28, 2016

**TO:** Honorable Mayor Joyce Downing and City Council Members

**FROM:** David Willett, Acting City Manager  
Jason Loveland, Director of Finance 

**SUBJECT:** CB - 1864 – Supplemental Appropriation (Capital Improvement Program (CIP) Carry Over; Grant Awards; Council Travel; Logo Project)

**BACKGROUND:**

Section 5-8-11 of the City 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 2015 to 2016 have been attached to this memo.

Additionally, there are five non-CIP related projects requiring additional funds be added to the budget. Three grants received in 2015 have remaining funds to be carried over. Additional funding for Council Travel and the Logo Project are also included. The net impact to the General Fund is a decrease in projected fund balance of \$48,540.

<b>Purpose</b>	<b>Fund</b>	<b>Department</b>	<b>Revenue</b>	<b>Expense</b>
EPA Grant	General	City Manager	\$398,541.76	\$398,541.76
POST Grant	General	Police	\$7,494.85	\$7,494.85
BATTLE Grant	General	Police	\$8,842.47	\$8,842.47
Council Travel	General	Legislative		\$18,540.00
Logo Project	General	City Manager		\$30,000.00
<b>TOTALS</b>			<b>\$414,879.08</b>	<b>\$463,419.08</b>

The accompanying worksheets detail the unspent balance, or carry over, of each capital improvement project as of December 31, 2015. Unspent funds associated with completed projects are considered project savings and as such will be recognized through higher 2015 ending fund balances. If a project remained unfinished at the end of 2015, the worksheet

provides the requested carryover of the remaining 2015 appropriation to fiscal year 2016. 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 2016 budget process to those which actually remained unspent as of December 31, 2015.

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 by the City (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)

**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 2016 capital improvement allocation originally provided for in the adopted budget.

**STAFF REFERENCE:**

If Council members have any comments or questions, you may contact Jason Loveland at [jloveland@northglenn.org](mailto:jloveland@northglenn.org) or at 303-450-8817.

CITY OF NORTHGLENN  
Capital Improvement Program

Project Description	2015 Adopted Budget	2015 Expenditures	Unspent Balance	Carry Over Allocation 2016 Budget Process	Remaining Balance Available for Carry Over	Proposed Carry Over	2016 Current Budget Appropriation	2016 Revised Budget Appropriation	Funding Source
<b>CONSERVATION TRUST FUND</b>									
Greenway Trail Replacement	\$ 50,000	\$ 46,386	\$ 3,614	\$ -	\$ 3,614	\$ -	\$ 50,000	\$ 50,000	CTF
Locker Room Renovations	234,757	233,360	1,397	-	1,397	-	-	-	CTF
Recreation Center Pool Rehabilitation	150,000	120,520	29,480	-	29,480	-	-	-	CTF
Pedestrian Bridge Repair	25,000	12,332	12,668	-	12,668	12,668	-	12,668	CTF
Boiler Replacement	150,000	-	150,000	-	150,000	-	-	-	CTF
NWOS Facility Improvement	-	-	-	-	-	-	1,000,000	1,000,000	CTF
<b>Total</b>	<b>\$ 609,757</b>	<b>\$ 412,598</b>	<b>\$ 197,159</b>	<b>\$ -</b>	<b>\$ 197,159</b>	<b>\$ 12,668</b>	<b>\$ 1,050,000</b>	<b>\$ 1,062,668</b>	

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Capital Improvement Program

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<b>CDBG FUND</b>									
Larson Park Playground	\$ 264,987	\$ 251,738	\$ 13,249	\$ -	\$ 13,249	\$ 13,249	\$ -	\$ 13,249	CDBG
<b>Total</b>	<b>\$ 264,987</b>	<b>\$ 251,738</b>	<b>\$ 13,249</b>	<b>\$ -</b>	<b>\$ 13,249</b>	<b>\$ 13,249</b>	<b>\$ -</b>	<b>\$ 13,249</b>	

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Capital Improvement Program

Project Description	2015 Adopted Budget	2015 Expenditures	Unspent Balance	Carry Over Allocation 2016 Budget Process	Remaining Balance Available for Carry Over	Proposed Carry Over	2016 Current Budget Appropriation	2016 Revised Budget Appropriation	Funding Source
<b>CAPITAL PROJECTS FUND</b>									
Recreation Center HVAC	\$ 13,000	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	GRANT
Emergency Park Repairs	25,000	-	25,000	-	25,000	-	25,000	25,000	ADCOO
Irrigation Central Control	10,000	9,826	174	-	174	-	20,000	20,000	ADCOO
Webster Lake Trail Stabilization	11,892	44,072	(32,180)	-	(32,180)	-	-	-	GENERAL
Locker Room Renovations	283,540	283,540	-	-	-	-	-	-	GRANT
Larson Park Playground Replacement-Grant	76,586	22,279	54,307	-	54,307	54,307	-	54,307	GRANT
Larson Park Playground Replacement	80,000	55,741	24,259	-	24,259	24,259	-	24,259	ADCOO
Recreation Center Theatre Seats	136,950	99,359	37,591	-	37,591	14,660	-	14,660	ADCOO
NWOS Facilities Improvements	120,000	-	120,000	120,000	-	-	120,000	120,000	ADCOO
NWOS Facilities Improvements-Grant	120,000	-	120,000	-	120,000	-	120,000	120,000	GRANT
Theatre and Rec Center Marquee	120,000	-	120,000	120,000	-	-	120,000	120,000	ADCOO
Rec Restroom Renovation	143,712	185,694	(41,982)	-	(41,982)	-	-	-	ADCOO
Parks Barn Replacement	850,000	-	850,000	850,000	-	-	850,000	850,000	1/2% SALES TAX
Fox Run Open Space	40,000	-	40,000	40,000	-	-	40,000	40,000	GENERAL
Fox Run Open Space-Grant	-	-	-	-	-	-	94,355	94,355	GRANT
Recreation Center Pool Rehabilitation	150,000	120,460	29,540	-	29,540	-	-	-	GRANT
Tennis Court Repair & Construction	-	-	-	-	-	-	10,000	10,000	ADCOO
Parking Lot Repairs	-	-	-	-	-	-	100,000	100,000	GENERAL
Residential Street Program	542,667	479,378	63,289	-	63,289	63,289	825,000	888,289	ADCOT
Traffic Signal Program	100,000	103,298	(3,298)	-	(3,298)	-	100,000	100,000	ADCOT
Concrete Program	50,000	93,538	(43,538)	-	(43,538)	-	50,000	50,000	ADCOT
East 112th Ave Expansion	5,567,917	4,314,704	1,253,213	2,067,917	(814,704)	(814,704)	2,067,917	1,253,213	4.000 MILLS
TIGER HOV Lane	184,000	184,000	-	-	-	-	-	-	GENERAL
Garland Reconstruction	340,000	278,304	61,696	-	61,696	-	-	-	GENERAL
North Mor School	40,000	34,238	5,762	-	5,762	-	-	-	GENERAL
120th Widening Design	483,001	45,830	437,171	-	437,171	-	-	-	1/2% SALES TAX
Civic Center Master Plan	350,000	108,328	241,672	110,831	130,841	130,841	110,831	241,672	1/2% SALES TAX
99th Ave. Reconstruction	-	-	-	-	-	-	350,000	350,000	GENERAL
Community Center Drive Design	250,000	43,222	206,778	-	206,778	206,778	-	206,778	GENERAL
School Zone Safety Assessment	100,000	8,141	91,859	90,000	1,859	1,859	90,000	91,859	GENERAL
Marketplace Ped Bridge Assessment	-	-	-	-	-	-	50,000	50,000	NURA
Utility Studies	-	-	-	-	-	-	150,000	150,000	GENERAL/NURA
Ralston House Development	-	-	-	-	-	-	35,000	35,000	GENERAL
104th and Grant Intersection Analysis	-	-	-	-	-	-	35,000	35,000	GENERAL
Police & Courts Facility	-	695	(695)	-	(695)	(695)	2,500,000	2,499,305	1/2% SALES TAX
<b>Total</b>	<b>\$ 10,188,265</b>	<b>\$ 6,527,648</b>	<b>\$ 3,660,617</b>	<b>\$ 3,398,748</b>	<b>\$ 261,869</b>	<b>\$ (319,406)</b>	<b>\$ 7,863,103</b>	<b>\$ 7,543,697</b>	

CITY OF NORTHGLENN  
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<b>WATER AND WASTEWATER FUND</b>									
Water Line Replacement	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ 130,000	\$ 130,000	WF
Standley Lake Pipeline	202,700	159,000	43,700	-	43,700	-	155,000	155,000	WF
Install PLC for SCADA	229,314	-	229,314	229,314	-	-	229,314	229,314	WF
High Zone Storage Tank Painting	265,560	240,857	24,703	10,500	14,203	14,203	110,500	124,703	WF
Collection System Rehab	250,000	234,344	15,656	-	15,656	-	250,000	250,000	WWF
Bunker Hill Lift Station	300,000	-	300,000	-	300,000	-	-	-	WWF
Lift Station A Assessment	-	-	-	-	-	-	390,241	390,241	WWF
WWTP Headworks & Clarifier	7,257,956	792,389	6,465,567	6,357,956	107,611	107,611	9,537,956	9,645,567	WWF
Forcemain Assessment	250,000	4,900	245,100	-	245,100	-	-	-	WWF
Decommission Southern Lagoon	240,000	-	240,000	240,000	-	-	240,000	240,000	WWF
<b>Total</b>	<b>\$ 9,045,530</b>	<b>\$ 1,431,490</b>	<b>\$ 7,614,040</b>	<b>\$ 6,887,770</b>	<b>\$ 726,270</b>	<b>\$ 121,814</b>	<b>\$ 11,043,011</b>	<b>\$ 11,164,825</b>	

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<b>STORMWATER FUND</b>									
Grange Hall Creek MDP & FHAD	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ 100,000	SWF
Storm Drainage Improvements	100,000	12,669	87,331	-	87,331	-	100,000	100,000	SWF
<b>Total</b>	<b>\$ 200,000</b>	<b>\$ 12,669</b>	<b>\$ 187,331</b>	<b>\$ 100,000</b>	<b>\$ 87,331</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	
<b>CITY-WIDE TOTAL</b>	<b>\$ 20,308,539</b>	<b>\$ 8,636,143</b>	<b>\$ 11,672,396</b>	<b>\$ 10,386,518</b>	<b>\$ 1,285,878</b>	<b>\$ (171,675)</b>	<b>\$ 20,156,114</b>	<b>\$ 19,984,439</b>	

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S BILL

ORDINANCE NO.

No. CB-1864  
Series of 2016

\_\_\_\_\_  
Series of 2016

A BILL FOR A SPECIAL ORDINANCE AMENDING THE 2016 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, 2016

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT THE 2016 BUDGET SHALL BE AMENDED AS FOLLOWS:

**Section 1. Recognition of revenues and supplemental appropriations.**

**(a) General Fund. Amend the 2016 General Fund budget to increase forecasted revenues in the amount of \$414,879.08 as follows:**

- (Item 1) \$398,541.76 increase revenues to account for the 2015 remaining balance available for the EPA Brownfield Assessment Grant.
- (Item 2) \$7,494.85 increase revenues to account for the 2015 remaining balance available for the POST Grant.
- (Item 3) \$8,842.47 increase revenues to account for the 2015 remaining balance available for the BATTLE Grant.

**(b) General Fund. Amend the 2016 General Fund budget to increase appropriations in the amount of \$463,419.08 as follows:**

- (Item 1) \$398,541.76 increase to account for the 2015 remaining balance available for the EPA Brownfield Assessment Grant.
- (Item 2) \$7,494.85 increase to account for the 2015 remaining balance available for the POST Grant.
- (Item 3) \$8,842.47 increase to account for the 2015 remaining balance available for the BATTLE Grant.
- (Item 4) \$18,540 added to the 2016 budget to increase the Council Travel budget.
- (Item 5) \$30,000 added to the 2016 budget for available for the Logo Project budget.



**(c) Conservation Trust Fund. Amend the 2016 Conservation Trust Fund budget to increase appropriations in the amount of \$12,688 as follows:**

- (Item 1) \$12,688 increase to account for the 2015 remaining balance available for the Pedestrian Bridge Repair project.

**(d) CDBG Fund. Amend the 2016 CDBG Fund budget to increase appropriations in the amount of \$13,249 as follows:**

- (Item 1) \$13,249 increase to account for the 2015 remaining balance available for the Larson Park Playground project.

**(e) Capital Projects Fund. Amend the 2016 Capital Projects Fund budget to decrease appropriations in the amount of (\$319,406) as follows:**

- (Item 1) \$78,566 increase to account for the 2015 remaining balance available for the Larson Park Playground project.
- (Item 2) \$14,660 increase to account for the 2015 remaining balance available for the Recreation Center Theatre Seats project.
- (Item 3) \$63,289 increase to account for the 2015 remaining balance available for the Residential Street Program.
- (Item 4) (\$814,704) decrease to account for the 2015 remaining balance available for the East 112<sup>th</sup> Ave. Expansion project.
- (Item 5) \$130,841 increase to account for the 2015 remaining balance available for the Civic Center Master Plan project.
- (Item 6) \$206,778 increase to account for the 2015 remaining balance available for the Community Center Drive Design project.
- (Item 7) \$1,859 increase to account for the 2015 remaining balance available for the School Zone Safety Assessment project.
- (Item 8) (\$695) decrease to account for the 2015 remaining balance available for the Police & Court Facility Design project.

**(f) Water and Wastewater Fund. Amend the 2016 Water and Wastewater Fund budget to increase appropriations in the amount of \$121,814 as follows:**

- (Item 1) \$14,203 increase to account for the 2015 remaining balance available for the High Zone Storage Tank Painting project.
- (Item 2) \$107,611 increase to account for the 2015 remaining balance available for the Wastewater Treatment Plant Headworks and Clarifier 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 28<sup>th</sup> day of March, 2016.

  
JOYCE DOWNING  
Mayor

ATTEST:

  
JOHANNA SMALL, CMC  
City Clerk


PASSED ON SECOND AND FINAL READING this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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JOYCE DOWNING  
Mayor

ATTEST:

APPROVED AS TO FORM:

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

  
COREY Y. HOFFMANN  
City Attorney