



CITY OF
Northglenn

2020 PROPOSED BUDGET
DEPARTMENT AND
CAPITAL IMPROVEMENT PRESENTATION

August 19, 2019

PRESENTATION OVERVIEW

- Budget process overview
- Department and Capital Improvement Plan discussions
- Outline next steps in budget process
- Receive Council feedback/direction on the proposed budget

2020 BUDGET PROCESS

- Aug. 5 – Proposed 2020 Budget presentation
- ***Aug. 19 – Council feedback on proposed budget, department and CIP presentations***
- Sept. 16 – Budget discussion (if necessary)
- Oct. 14 – Public Hearing
- Oct. 28 – Budget Adoption

2020 BUDGET PRESENTATION



Legislative Department
Proposed Budget – Page 34

DEPARTMENT SUMMARY

	<u>2019</u>	<u>2020</u>	<u>Change</u>	<u>% Change</u>
Staff - Full Time Equivalency (FTE)	-	-	-	0.0%
Expenditures:				
Personnel	\$ 137,980	\$ 148,737	\$ 10,757	7.8%
Purchased Services	407,017	407,017	-	0.0%
Supplies/Non-Capital Equipment	13,870	13,870	-	0.0%
Miscellaneous	214,152	197,905	(16,247)	-7.6%
Contingency	50,000	50,000	-	0.0%
Total Expenditures	\$ 823,019	\$ 817,529	\$ (5,490)	-0.7%



DIVISION SUMMARY

Division/Program(s)	2019	2020	\$ Change	% Change
City Council	\$ 817,932	\$ 812,442	\$ (5,490)	-0.7%
Boards & Authorities	5,087	5,087	-	0.0%
Total Expenditures	\$ 823,019	\$ 817,529	\$ (5,490)	-0.7%

KEY INITIATIVES

Administration Division

- Dues/fees - \$5,000
 - CML, DRCOG, U.S. Conference of Mayors, Metro Mayors Caucus, NLC, NATA, Metro North Chamber of Commerce, Adams County Economic Development, Colorado Legal Services and Rocky Mountain Climate Organization

2020 BUDGET PRESENTATION



City Manager Department
Proposed Budget – Page 42

DEPARTMENT SUMMARY

	2019	2020	Change	% Change
Staff - Full Time Equivalency (FTE)	7.0	8.0	1.0	14.3%
Expenditures:				
Personnel	\$ 772,186	\$ 892,258	\$ 120,072	15.5%
Purchased Services	656,735	396,025	(260,710)	-39.7%
Supplies/Non-Capital Equipment	74,847	36,336	(38,511)	-51.5%
Miscellaneous	45,400	24,150	(21,250)	-46.8%
Total Expenditures	\$ 1,549,168	\$ 1,348,769	\$ (200,399)	-12.9%

DIVISION SUMMARY

Division/Program(s)	2019	2020	\$ Change	% Change
Administration/Operations	\$ 417,122	\$ 547,624	\$ 130,502	31.3%
Public Communications	582,190	432,722	(149,468)	-25.7%
Economic Development	549,856	368,423	(181,433)	-33.0%
Total Expenditures	\$1,549,168	\$1,348,769	\$ (200,399)	-12.9%

KEY INITIATIVES

Administration Division

- 1.0 FTE - \$111,000
 - Assistant to City Manager
- Employee survey - \$20,000*
- Compensation plan update - \$7,000
- Organizational development - \$6,000
- Dues/fees - \$5,000
 - Adams County Youth Initiative

* one-time expense

KEY INITIATIVES

Administration Division (continued)

- Performance appraisal system update - \$35,000*
 - Evaluation of existing program to align with core values and the compensation system

* one-time expense

KEY INITIATIVES

Public Communications Division

- RTD N-Line grand opening - \$15,000*
- Equipment - \$10,100*
 - Laptops, camera

* one-time expense

KEY INITIATIVES

Economic Development Division

- NURA expenses - \$25,000
 - Dues / fees
 - Training / registration
 - Communications
 - Professional Services

2020 BUDGET PRESENTATION



City Clerk Department
Proposed Budget – Page 50

DEPARTMENT SUMMARY

	<u>2019</u>	<u>2020</u>	<u>Change</u>	<u>% Change</u>
Staff - Full Time Equivalency (FTE)	3.5	4.0	0.5	14.3%
Expenditures:				
Personnel	\$ 287,416	\$ 332,982	\$ 45,566	15.9%
Purchased Services	67,345	66,200	(1,145)	-1.7%
Supplies/Non-Capital Equipment	20,500	22,040	1,540	7.5%
Miscellaneous	1,000	1,205	205	20.5%
Total Expenditures	\$ 376,261	\$ 422,427	\$ 46,166	12.3%

DIVISION SUMMARY

Division/Program(s)	2019	2020	\$ Change	% Change
Administration/Operations	\$ 376,261	\$ 422,427	\$ 46,166	12.3%
Total Expenditures	\$ 376,261	\$ 422,427	\$ 46,166	12.3%

KEY INITIATIVES

Administration Division

- 0.5 FTE – \$23,903
 - Administrative Specialist PT to FT

2020 BUDGET PRESENTATION



Management Services Department
Proposed Budget – Page 56

DEPARTMENT SUMMARY

	<u>2019</u>	<u>2020</u>	<u>Change</u>	<u>% Change</u>
Staff - Full Time Equivalency (FTE)	14.80	14.80	-	0.0%
Expenditures:				
Personnel	\$ 1,303,758	\$ 1,325,069	\$ 21,311	1.6%
Purchased Services	912,711	964,137	51,426	5.6%
Supplies/Non-Capital Equipment	44,677	46,177	1,500	3.4%
Capital Outlay	-	-	-	#DIV/0!
Miscellaneous	97,050	97,050	-	0.0%
Contingency	-	-	-	0.0%
Total Expenditures	<u>\$2,358,196</u>	<u>\$2,432,433</u>	<u>\$ 74,237</u>	<u>3.1%</u>



DIVISION SUMMARY

Division/Program(s)	2019	2020	\$ Change	% Change
Municipal Court	\$ 605,334	610,209	\$ 4,875	0.8%
Human Resources	1,141,943	1,203,408	61,465	5.4%
Community Engagement	520,819	528,716	7,897	1.5%
VALE	90,100	90,100	-	0.0%
Total	\$2,358,196	\$2,432,433	\$ 74,237	3.1%

KEY INITIATIVES

Municipal Court Division

- Professional services - \$11,300
 - Printing supplies & mailing services
 - Armored vehicle service
 - Westlaw online legal research for Judge

KEY INITIATIVES

Human Resources Division

- Increase to property/liability insurance - \$29,626 (CIRSA)
 - Provides for an approximate increase of 5%
 - Adding Police detainee hospital coverage
- Tuition reimbursement - \$15,000

2020 BUDGET PRESENTATION



Technology Department
Proposed Budget – Page 68

DEPARTMENT SUMMARY

	<u>2019</u>	<u>2020</u>	<u>Change</u>	<u>% Change</u>
Staff - Full Time Equivalency (FTE)	6.0	6.0	-	0.0%
Expenditures:				
Personnel	\$ 718,562	\$ 724,340	\$ 5,778	0.8%
Purchased Services	304,250	315,000	10,750	3.5%
Supplies/Non-Capital Equipment	127,950	128,200	250	0.2%
Capital Outlay	40,000	14,000	(26,000)	-65.0%
Miscellaneous	700	700	-	0.0%
Total Expenditures	<u>\$1,191,462</u>	<u>\$1,182,240</u>	<u>\$ (9,222)</u>	<u>-0.8%</u>

DIVISION SUMMARY

Division/Program(s)	2019	2020	\$ Change	% Change
Administration/Operations	\$ 1,191,462	\$ 1,182,240	\$ (9,222)	-0.8%
Total	\$1,191,462	\$1,182,240	\$ (9,222)	-0.8%

KEY INITIATIVES

Administration Division

- Server replacement - \$14,000
- Springbrook (ERP) upgrade - \$11,000*

* one-time expense

2020 BUDGET PRESENTATION



Finance Department
Proposed Budget – Page 76

DEPARTMENT SUMMARY

	<u>2019</u>	<u>2020</u>	<u>Change</u>	<u>% Change</u>
Staff - Full Time Equivalency (FTE)	11.6	11.6	-	0.0%
Expenditures:				
Personnel	\$ 959,423	\$ 984,830	\$ 25,407	2.6%
Purchased Services	350,550	391,050	40,500	11.6%
Supplies/Non-Capital Equipment	6,150	5,650	(500)	-8.1%
Miscellaneous	1,400	1,400	-	0.0%
Total Expenditures	\$1,317,523	\$1,382,930	\$ 65,407	5.0%

DIVISION SUMMARY

Division/Program(s)	2019	2020	\$ Change	% Change
Administration/Operations	\$ 951,480	\$ 988,698	\$ 37,218	3.9%
Utility Billing	366,043	\$ 394,232	28,189	7.7%
Total	\$1,317,523	\$1,382,930	\$ 65,407	5.0%

KEY INITIATIVES

Administration Division

- Bank / credit card fees - \$30,000
- Software fee increases - \$10,000

2020 BUDGET PRESENTATION



Planning & Development Department
Proposed Budget – Page 86

DEPARTMENT SUMMARY

	<u>2019</u>	<u>2020</u>	<u>\$ Change</u>	<u>% Change</u>
Staff - Full Time Equivalency (FTE)	12.0	12.0	-	0.0%
Expenditures:				
Personnel	\$ 1,011,332	\$ 1,028,336	\$ 17,004	1.7%
Purchased Services	679,236	617,580	(61,656)	-9.1%
Supplies/Non-Capital Equipment	19,600	19,600	-	0.0%
Capital Outlay	10,866	31,800	20,934	0.0%
Miscellaneous	3,470	3,470	-	0.0%
Total Expenditures	<u>\$1,724,504</u>	<u>\$1,700,786</u>	<u>\$ (23,718)</u>	<u>-1.4%</u>

DIVISION SUMMARY

Division/Program(s)	2019	2020	\$ Change	% Change
Administration	\$ 166,168	\$ 166,876	\$ 708	0.4%
Operations	1,011,355	958,413	(52,942)	-5.2%
Neighborhood Services	546,981	575,497	28,516	5.2%
Total	\$1,724,504	\$1,700,786	\$ (23,718)	-1.4%

KEY INITIATIVES

Operations Division

- Comprehensive plan (carry-over) - \$200,000*
- Sustainability through zero waste at City events - \$30,000

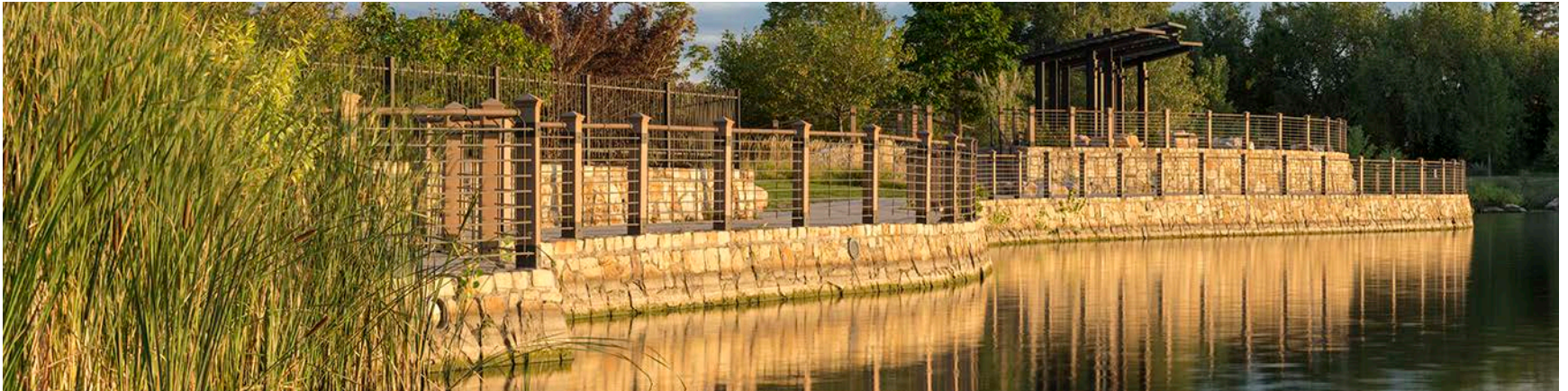
* one-time expense

KEY INITIATIVES

Neighborhood Services Division

- Radios - \$31,800

2020 BUDGET PRESENTATION



Parks, Recreation & Culture Department
Proposed Budget – Page 94

DEPARTMENT SUMMARY

	<u>2019</u>	<u>2020</u>	<u>Change</u>	<u>% Change</u>
Staff - Full Time Equivalency (FTE)	50.1	51.4	1.3	2.6%
Expenditures:				
Personnel	\$ 3,346,589	\$ 3,610,029	\$ 263,440	7.9%
Purchased Services	393,450	470,850	77,400	19.7%
Supplies/Non-Capital Equipment	506,266	505,231	(1,035)	-0.2%
Capital Outlay	5,388,555	760,500	(4,628,055)	-85.9%
Miscellaneous	5,300	4,700	(600)	-11.3%
Total Expenditures	<u>\$ 9,640,160</u>	<u>\$5,351,310</u>	<u>\$ (4,288,850)</u>	<u>-44.5%</u>

DIVISION SUMMARY

Division/Program(s)	2019	2020	\$ Change	% Change
Park Operations	\$ 1,766,139	\$ 1,759,185	\$ (6,954)	-0.4%
Recreation Operations	2,589,496	2,847,125	257,629	9.9%
Capital Improvement Projects	5,284,525	745,000	(4,539,525)	-85.9%
Total	\$ 9,640,160	\$5,351,310	\$ (4,288,850)	-44.5%

KEY INITIATIVES

Parks Operations Division

- 1.0 FTE and reclass - \$78,476
 - Parks Maintenance Coordinators (2)
- Facilities maintenance - \$45,000
 - Athletic field laser grading
 - Pavillion maintenance*
- Equipment Replacements - \$8,500
 - Pro force debris blower

* one-time expense

KEY INITIATIVES

Recreation Operations Division

- .3 FTE - \$36,462
 - Reclassify .5 FTE Recreation Assistant to a .8 FTE Recreation Coordinator
- Enhanced recreation programs - \$33,200*
 - Day camp, NYTA, Roving Rec on the Road
- Equipment Replacement - \$7,000
 - Floor autoscrubber

* off-set by revenue

CAPITAL PROJECTS - CTF

Project	2020	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	5-Year Total
	Proposed Budget					
Greenway Trail Replacement	\$ 200,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 400,000
Jaycee Ballfield Lights	220,000	-	-	-	-	220,000
Bocce Ball Court	-	10,000	-	-	-	10,000
Total	\$ 420,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 630,000

CAPITAL PROJECTS - CIP

Project	2020					5-Year Total
	Proposed Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	
Emergency Park Repairs	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 125,000
E.B. Rains Renovations	-	750,000	-	-	-	750,000
Citywide Playground Maintenance	50,000	50,000	50,000	50,000	50,000	250,000
Justice Center West Park	40,000	-	-	-	-	40,000
Justice Center West Park-Grant	150,000	-	-	-	-	150,000
Justice Center West Park-Grant	60,000	-	-	-	-	60,000
Total	\$ 325,000	\$ 825,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 1,375,000

2020 BUDGET PRESENTATION



Police Department
Proposed Budget – Page 104

DEPARTMENT SUMMARY

	<u>2019</u>	<u>2020</u>	<u>Change</u>	<u>% Change</u>
Staff - Full Time Equivalency (FTE)	91.5	93.5	2.0	2.2%
Expenditures:				
Personnel	\$ 8,893,193	\$ 9,006,213	\$ 113,020	1.3%
Purchased Services	1,274,265	1,308,959	34,694	2.7%
Supplies/Non-Capital Equipment	448,589	423,489	(25,100)	-5.6%
Capital Outlay	210,000	295,000	85,000	40.5%
Miscellaneous	2,300	2,300	-	0.0%
Total Expenditures	\$ 10,828,347	\$ 11,035,961	\$ 207,614	1.9%

DIVISION SUMMARY

Division/Program(s)	2019	2020	\$ Change	% Change
Administration	\$ 2,055,957	\$ 1,950,758	\$ (105,199)	-5.1%
Support Operations	2,711,297	2,467,144	(244,153)	-9.0%
Patrol Division	5,859,288	6,420,198	560,910	9.6%
Animal Control	201,805	197,861	(3,944)	-2.0%
Total	\$ 10,828,347	\$ 11,035,961	\$ 207,614	1.9%

KEY INITIATIVES

Administration Division

- Mailing service - \$5,000
- NMTF - \$14,069

Support Division

- ACSO records guard terminal - \$8,625

KEY INITIATIVES

Patrol Division

- 3.0 FTEs and reclass - \$255,072
 - Police Officers (3.0)
 - Reclassify Administrative Specialist
- Vehicle replacements - \$295,000
 - Patrol Supervisor's and 3 Patrol vehicles
- Uniform allowance - \$14,000
- DNA testing – \$10,000

KEY INITIATIVES

Department Goals

- Expand crime prevention efforts
- Expand traffic and speed enforcement
- Retain and recruit personnel to meet approved staffing level
- Conduct department-side compliance assessment

2020 BUDGET PRESENTATION



Public Works Department
Proposed Budget – Page 112

DEPARTMENT SUMMARY

	<u>2019</u>	<u>2020</u>	<u>\$ Change</u>	<u>% Change</u>
Staff - Full Time Equivalency (FTE)	74.0	77.25	3.25	4.4%
Expenditures:				
Personnel	\$ 6,250,652	\$ 6,640,271	\$ 389,619	6.2%
Purchased Services	2,488,950	2,523,675	34,725	1.4%
Supplies/Non-Capital Equipment	3,072,343	3,289,100	216,757	7.1%
Capital Outlay	26,810,277	74,132,611	47,322,334	176.5%
Miscellaneous	39,310	41,085	1,775	4.5%
Total Expenditures	<u>\$ 38,661,532</u>	<u>\$ 86,626,742</u>	<u>\$ 47,965,210</u>	<u>124.1%</u>

DIVISION SUMMARY

Division/Program(s)	2019	2020	\$ Change	% Change
Administration/Operations	\$ 470,448	\$ 444,849	\$ (25,599)	-5.4%
Facilities	522,092	582,447	60,355	11.6%
Fleet	496,646	517,340	20,694	4.2%
Streets	895,013	1,220,237	325,224	36.3%
Engineering	1,780,324	1,978,147	197,823	11.1%
Water Operations	1,296,359	1,263,695	(32,664)	-2.5%
Lab Operations	563,676	615,795	52,119	9.2%
Electrical & Mechanical	777,238	818,904	41,666	5.4%
Distribution & Collection	1,594,802	1,467,410	(127,392)	-8.0%
Water Resources Operations	1,877,100	1,973,552	96,452	5.1%
Wastewater Operations	2,024,638	2,006,188	(18,450)	-0.9%
Industrial Pre-Treatment	130,624	101,874	(28,750)	-22.0%
Stormwater Operations	123,259	141,435	18,176	14.7%
Sanitation Operations	1,769,536	1,662,258	(107,278)	-6.1%
Capital Improvement Projects	24,339,777	71,832,611	47,492,834	195.1%
Total	\$ 38,661,532	\$ 86,626,742	\$ 47,965,210	124.1%

KEY INITIATIVES

General Fund

- 2.0 FTEs - \$119,700
 - Facilities Maintenance Technician (1.0)
 - Traffic Technician (1.0)
- Equipment replacements - \$420,000
 - Bucket boom truck, street sweeper

KEY INITIATIVES

Water Fund

- 1.25 FTEs - \$144,146
 - Environmental Manager (1.0)
 - Seasonal Specialist (.25)
- Treatment plant & equipment repairs - \$180,000
- Equipment replacements - \$175,000
 - Crane truck, dump truck, lab

KEY INITIATIVES

Wastewater Fund

- Treatment plant repairs - \$185,000

KEY INITIATIVES

Stormwater Fund

- Software - \$1,200
- Permit fees - \$1,200
- Ditch maintenance - \$15,000

KEY INITIATIVES

Sanitation Fund

- Equipment replacement - \$340,000
 - Trash truck, roll off containers (3)
- Recycle tip fees - \$108,000
- Sustainability evaluations - \$50,000*
 - Composting, single stream recycling

* one-time expense

CAPITAL PROJECTS - CIP

Project	2020	2021	2022	2023	2024	5-Year Total
	Proposed Budget	Estimate	Estimate	Estimate	Estimate	
Residential Street Program	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 4,500,000
Traffic Signal Program	146,407	100,000	100,000	100,000	100,000	546,407
120th Widening Design	3,965,000	-	-	-	-	3,965,000
120th Widening Design-Grant	6,997,000	-	-	-	-	6,997,000
Civic Center Master Plan*	51,000,000	-	-	-	-	51,000,000
Civic Center Master Plan Debt	2,800,000	2,800,000	2,800,000	2,800,000	2,800,000	14,000,000
School Zone Safety Assessment	70,000	50,000	100,000	50,000	100,000	370,000
Justice Center COP Debt	1,468,019	1,468,269	1,466,769	1,468,519	1,468,269	7,339,845
City Hall Space Assessment	365,000	-	-	-	-	365,000
South Huron Street Rehabilitation	-	600,000	1,200,000	-	-	1,800,000
Community Center Drive Bridge	40,000	600,000	-	-	-	640,000
Total	\$ 67,751,426	\$ 6,518,269	\$ 6,566,769	\$ 5,318,519	\$ 5,368,269	\$ 91,523,252

* Debt issue



CAPITAL PROJECTS - WATER

Project	2020	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	5-Year Total
	Proposed Budget					
Water Line Replacement	\$ 319,152	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 719,592
Standley Lake Pipeline	150,000	150,000	150,000	150,000	150,000	750,000
North Low Zone Tank Painting	275,000	-	-	-	-	275,000
Waste Handling Improvements	300,000	2,700,000	-	-	-	3,000,000
Laboratory Information Management :	100,000	-	-	-	-	100,000
Filter to Waste Automation	180,000	-	-	-	-	180,000
Bull Reservoir Pump Replacement	600,000	-	-	-	-	600,000
Total	\$ 1,924,152	\$ 2,950,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 5,624,592



CAPITAL PROJECTS – WASTEWATER

Project	2020 Proposed Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	5-Year Total
Collection System Rehab	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
Bunker Hill Lift Station	1,850,000	-	-	-	-	1,850,000
Lift Station B Assessment	250,000	-	-	-	-	250,000
Lift Station A & Forcemain Repl*	3,135,627	25,000,000	-	-	-	28,135,627
Lift Station Flow Meters	500,000	-	-	-	-	500,000
Lift Station SCADA	150,000	-	-	-	-	150,000
Total	\$ 6,135,627	\$ 25,250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 32,135,627

* Debt issue



CAPITAL PROJECTS - STORMWATER

Project	2020 Proposed Budget	2021 Estimate	2022 Estimate	2023 Estimate	2024 Estimate	5-Year Total
Grange Hall Creek MDP & FHAD	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Storm Drainage Improvements	218,985	100,000	100,000	100,000	100,000	618,985
Total	\$ 288,985	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 688,985



2020 PROPOSED BUDGET FUTURE MEETINGS

Sept. 16 – Budget Review (if necessary)

Sept. 24 – Recommended Budget

Oct. 8 – Public Hearing

Oct. 22 – Budget Adoption

CONCLUSION

Council feedback and direction