

**FINANCE MEMORANDUM
#4-2025**

DATE: April 14, 2025
TO: Honorable Mayor Meredith Leighty and City Council Members
THROUGH: Heather Geyer, City Manager *Jung*
FROM: Jason Loveland, Deputy City Manager *12*
SUBJECT: CB-2028 – Supplemental Appropriation and CIP Carry Over

PURPOSE

To consider CB-2028, a special ordinance on first reading to amend the 2025 Operating and Capital Improvement Budget. The amendments are associated with Capital Improvement Program (CIP) carry over of 2024 appropriations and additional revenues and expenditures summarized in this memo.

BACKGROUND

Section 5-8-11 of the Municipal Code states:

“After adoption of the budget, the City Council shall enact 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 CIP adjustments being carried forward from 2024 to 2025 are detailed in Attachment 1. The attachment identifies the unspent balance, or carry over, of each CIP project as of Dec. 31, 2024. Unspent project funds are considered project savings and are recognized through increased 2024 ending fund balances. If a project remained unfinished at the end of 2024, Attachment 1 lists the requested carry over of the remaining 2024 appropriation to fiscal year 2025.

A summary of all proposed budget amendments, by fund, are listed below:

Fund	Department	Purpose	Revenue	Expenditure
General		ARPA Grant	\$ 903,169	
	City Manager	ADCO ARPA Grant	\$ 446,800	\$ 446,800
	City Manager	Opioid Grant	\$ 164,000	\$ 164,000
	Planning	Fleet-zero grant	\$ 50,000	
	Planning	Charge Ahead Grant	\$ 45,000	
	Planning	EECBG Grant	\$ 29,680	
	Planning	EV Charging Stations		\$ 180,910
	Planning	2024 purchase orders		\$ 541,530
	Police	2024 purchase orders		\$ 251,820
Total			\$ 1,638,649	\$ 1,585,060

CB-2028 – Supplemental Appropriation and CIP Carry Over

April 14, 2025

Page 2 of 3

Conservation Trust	Parks & Rec	CIP carry over		\$ 1,166,984
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Capital Projects	Parks & Rec	Danahy Park Shelter & Playground	\$ 600,000	\$ 600,000
	Parks & Rec	Jaycee Park Improvements	\$ 400,000	\$ 400,000
	Parks & Rec, Public Works	CIP carry over	\$ 1,291,525	\$ 3,275,321
Total			\$ 2,291,525	\$ 4,275,321

Water	Public Works	2024 purchase orders		\$ 60,393
	Public Works	Increased vehicle cost		\$ 11,085
		CIP carry over		\$ 1,719,930
Total				\$ 1,791,408

Stormwater	Public Works	CIP carry over		\$ (621,120)
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Sanitation	Public Works	2024 purchase orders		\$ 621,570
	Public Works	Increased vehicle cost		\$ 18,467
Total				\$ 640,037

BUDGET/TIME IMPLICATIONS

Summary of Proposed Appropriation

Fund	Adopted Budget Change in Fund Balance	Revenue	Expenditure	Amended Budget Change in Fund Balance
General	\$ (1,713,685)	\$ 1,638,649	\$ (1,585,060)	\$ (1,660,096)
Conservation Trust	\$ (326,351)		\$ (1,166,984)	\$ (1,493,335)
Capital Projects	\$ (6,776,622)	\$ 2,291,525	\$ (4,275,321)	\$ (8,760,418)
Water	\$ (2,551,406)		\$ (1,791,408)	\$ (4,342,814)
Wastewater	\$ (1,404,033)			\$ (1,404,033)
Stormwater	\$ (873,809)		\$ 621,120	\$ (252,689)
Sanitation	\$ (515,456)		\$ (640,037)	\$ (1,155,493)
Total	\$ (14,161,362)	\$ 3,930,174	\$ (8,837,690)	\$ (19,068,878)

If CB-2028 is approved on first reading, a public hearing and second reading of the proposed ordinance will be scheduled for April 28, 2025.

STAFF RECOMMENDATION

Staff recommends approval of CB-2028 on first reading.

STAFF REFERENCE

If Council Members have any questions, please contact Jason Loveland, Deputy City Manager, at jloveland@northglenn.org or 303.450.8817.

ATTACHMENTS

1. CIP Carry Over
2. 2024 Purchase Orders

CB-2028 – Supplemental Appropriation and CIP Carry Over

CITY OF NORTHGLENN
Capital Improvement Program

Project Description	2024 Adopted Budget	2024 Expenditures	Budget Remaining	Proposed Carryover	2025 <u>CURRENT</u> Appropriation	2025 REVISED Appropriation
CONSERVATION TRUST FUND						
Greenway Trail Replacement	\$ 138,729	\$ 2,256	\$ 136,473	\$ 136,473	\$ 75,000	\$ 211,473
Ballfield Improvements	90,227	44,875	45,352	45,352	-	45,352
NWOS Facility Improvement	300,000	-	300,000	300,000	-	300,000
Playground Equipment Replacement	550,000	-	550,000	550,000	300,000	850,000
Bocce Ball Court	10,000	10,000	-	-	-	-
Pavilion/Shelter Replacement	82,767	82,767	-	-	-	-
Comprehensive Park & Trail Signage	30,000	-	30,000	30,000	-	30,000
Tunnel & Skatepark Safety Improvements	349,036	17,526	331,510	105,159	226,351	331,510
Jaycee Park Improvements	-	-	-	-	250,000	250,000
Total	\$ 1,550,759	\$ 157,424	\$ 1,393,335	\$ 1,166,984	\$ 851,351	\$ 2,018,335
CAPITAL PROJECTS FUND						
Greenway Trails	\$ 233,000	\$ -	233,000	\$ 233,000	\$ -	\$ 233,000
City-Wide Fence	14,216	21,554	(7,338)	-	320,000	320,000
Emergency Park Repairs	25,000	7,174	17,826	-	25,000	25,000
Alvin Thomas Park Improvements	900,000	-	900,000	900,000	-	900,000
Parks Storage Facility	711,342	-	711,342	-	711,342	711,342
NWOS Bridge Design	131,248	123,935	7,313	-	-	-
Tennis Court Repair	121,477	27,310	94,167	-	-	-
ADCO Wyco Tennis Court	4,700	2,725	1,975	-	-	-
Justice Center West Park	1,767,307	-	1,767,307	-	1,767,307	1,767,307
Playground Equipment Replacement	350,001	248,636	101,365	-	100,000	100,000
Playground Equipment Replacement	250,000	248,636	1,364	-	-	-
E.B. Rains Renovation	2,573,595	239,115	2,334,480	760,885	1,573,595	2,334,480
E.B. Rains Fence	28,539	28,190	349	-	-	-
Kiwanis Pool Repairs	2,417,801	2,369,142	48,659	48,659	-	48,659
Aqautic Adventure Course	305,100	287,395	17,705	-	-	-
Tunnel & Skatepark Safety Impr	385,000	29,733	355,267	355,267	-	355,267
Traffic Signal Wraps	75,000	50,000	25,000	25,000	-	25,000
Community Garden	-	-	-	-	50,000	50,000
Bleachers & Dugout Covers - NWOS & Rotary	-	-	-	-	25,000	25,000
Park Amenity Replacement	-	-	-	-	600,000	600,000
Huron Crossing Fence, Trail & Ped Lighting	-	-	-	-	50,000	50,000
Larson Glenn Fitness & Futsal	-	-	-	-	50,000	50,000
Festival Lawn Shade Structure	-	-	-	-	75,000	75,000
Residential Street Program	1,558,549	1,283,470	275,079	76,530	1,148,549	1,225,079
Traffic Signal Program	860,787	291,150	569,637	569,637	400,000	969,637
Concrete Program	139,362	4,202	135,160	95,798	139,362	235,160
120th Ave Widening	748,985	425,092	323,893	-	-	-
School Zone Safety	713,238	621,464	91,774	91,774	200,000	291,774
Parking Lot Repairs	200,000	-	200,000	-	200,000	200,000
Traffic Calming	250,000	119,276	130,724	-	500,000	500,000
Community Center Dr Bridge	533,413	998	532,415	-	532,415	532,415
Civic Center Master Plan Ph2-City Hall	18,536,169	17,892,496	643,673	643,673	-	643,673
Connect Northglenn Striping	342,433	127,778	214,655	-	-	-
120th Ave. Widening	1,023,114	1,021,216	1,898	37	-	37
RTD Path Lighting	174,757	156,764	17,993	-	-	-
Facilities Building - M&O	764,526	694,211	70,315	70,315	-	70,315
Bridge Rail Replacement	303,970	-	303,970	-	303,970	303,970
Entryway Signs	533,024	-	533,024	-	533,024	533,024
Civic Center Master Plan Ph2-Site Work	2,062,129	595,254	1,466,875	(595,254)	2,062,129	1,466,875
Citywide Street Lighting	58,860	-	58,860	-	58,860	58,860
I-25 Pedestrian Bridge Assessment	50,000	-	50,000	-	50,000	50,000
Transportation Master Plan	300,000	-	300,000	-	300,000	300,000
Civic Center COP Debt	2,673,300	2,668,050	5,250	-	2,672,050	2,672,050
Justice Center COP Debt	1,470,019	1,471,856	(1,837)	-	1,466,019	1,466,019

CITY OF NORTHGLENN
Capital Improvement Program

Project Description	2024 Adopted Budget	2024 Expenditures	Budget Remaining	Proposed Carryover	2025 <u>CURRENT</u> Appropriation	2025 REVISED Appropriation
Total	\$ 43,589,961	\$ 31,056,822	\$ 12,533,139	\$ 3,275,321	\$ 15,913,622	\$ 19,188,943
<u>WATER FUND</u>						
Water Line Replacement	\$ 691,392	\$ -	\$ 691,392	\$ -	\$ 791,392	\$ 791,392
Standley Lake Pipeline	200,000	200,000	-	-	200,000	200,000
Chemical Building	710,640	-	710,640	710,640	-	710,640
Chemical Building	600,000	-	600,000	600,000	-	600,000
Waste Handling Improvements	399,537	213,790	185,747	185,747	-	185,747
Automated Filter Backwash	1,047,747	386,315	661,432	-	600,000	600,000
FHL Flume Webster Lake	151,712	-	151,712	151,712	-	151,712
WTP Rehabilitation	400,000	243,678	156,322	-	250,000	250,000
Section 36 Water Lines	200,000	21,258	178,742	(21,258)	2,200,000	2,178,742
WTF Power Analysis	-	-	-	-	70,000	70,000
High Zone & Low Zone Fence	137,390	44,301	93,089	93,089	-	93,089
Total	\$ 4,538,418	\$ 1,109,342	\$ 3,429,076	\$ 1,719,930	\$ 4,111,392	\$ 5,831,322
<u>WASTEWATER FUND</u>						
Odor Control Improvements	\$ 1,047,803	\$ 1,044,243	\$ 3,560	\$ -	\$ -	\$ -
Collection System Rehab	1,023,352	-	1,023,352	-	1,223,352	1,223,352
Lift Station B Replacement	-	-	-	-	1,000,000	1,000,000
WWTP Rating Study	-	6,406	(6,406)	-	-	-
WWTP Rehabilitation	250,000	210,988	39,012	-	250,000	250,000
Revenue Bond Payments	1,493,400	1,295,949	197,451	-	1,437,000	1,437,000
Total	\$ 3,814,555	\$ 2,557,586	\$ 1,256,969	\$ -	\$ 3,910,352	\$ 3,910,352
<u>STORMWATER FUND</u>						
Storm Drainage System Improvement	\$ 1,182,932	\$ 721,120	\$ 461,812	\$ (621,120)	\$ 1,182,932	\$ 561,812
Melody Drive Storm Sewer Repair	265,000	-	265,000	-	-	-
Total	\$ 1,447,932	\$ 721,120	\$ 726,812	\$ (621,120)	\$ 1,182,932	\$ 561,812
CITY-WIDE TOTAL	\$ 54,941,625	\$ 35,602,294	\$ 19,339,331	\$ 5,541,115	\$ 25,969,649	\$ 31,510,764

2024 Purchase Orders				
PO #	Vendor	Description	Account	Amount
2434	C.G.R.S. Inc.	Oil & Gas Consultation	10-50-020-61100-0000-000	\$ 11,981.75
2865	Brendle Group	Climate Action & Resiliency Plan	10-50-020-61100-0000-000	\$ 37,576.79
2883	Economic Planning Systems	Sub Area Fiscal Analysis	10-50-020-61100-0000-000	\$ 12,871.05
2884	Kimley-Horn	Section 36 Sub Area Plan	10-50-020-61100-0000-000	\$ 114,982.32
2885	Kimley-Horn	Marketplace Sub Area Plan	10-50-020-61100-0000-000	\$ 164,805.47
3039	Jennifer Wahlers	Historic Preservation Consulting	10-50-020-61100-0000-000	\$ 18,402.50
3012	National Car Charging LLC	City Hall Fleet EV Charger	10-50-020-63200-0000-000	\$ 41,004.00
3013	National Car Charging LLC	City Hall Public EV Charger	10-50-020-63200-0000-000	\$ 48,324.00
3014	National Car Charging LLC	Justice Center EV Charger	10-50-020-63200-0000-000	\$ 28,486.00
3015	National Car Charging LLC	Maintenance & Operations EV Charger	10-50-020-63200-0000-000	\$ 28,486.00
3038	Alliance Electric Solutions LLC	EV Charger Installation	10-50-020-63200-0000-000	\$ 34,610.00
3000	O'meara Ford	Police Vehicle	10-60-150-63200-0000-303	\$ 32,400.00
3010	Premier Vehicle Installation	Police Vehicle	10-60-150-63200-0000-303	\$ 4,088.13
3011	Taylor's Transportation LLC	Police Vehicle	10-60-150-63200-0000-303	\$ 900.00
2938	Sill-Terhar Motors, Inc.	Police Vehicle	10-60-160-63200-0000-303	\$ 47,569.00
2976	Sill-Terhar Motors, Inc.	Police Vehicle	10-60-160-63200-0000-303	\$ 50,485.00
2978	Premier Vehicle Installation	Police Vehicle	10-60-160-63200-0000-303	\$ 20,548.06
2979	Taylor's Transportation LLC	Police Vehicle	10-60-160-63200-0000-303	\$ 450.00
2980	Premier Vehicle Installation	Police Vehicle	10-60-160-63200-0000-303	\$ 20,548.06
2982	Taylor's Transportation LLC	Police Vehicle	10-60-160-63200-0000-303	\$ 900.00
2983	Taylor's Transportation LLC	Police Vehicle	10-60-160-63200-0000-303	\$ 900.00
2985	Taylor's Transportation LLC	Police Vehicle	10-60-160-63200-0000-303	\$ 900.00
2986	Premier Vehicle Installation	Police Vehicle	10-60-160-63200-0000-303	\$ 23,287.38
2987	Premier Vehicle Installation	Police Vehicle	10-60-160-63200-0000-303	\$ 23,287.38
2988	Premier Vehicle Installation	Police Vehicle	10-60-160-63200-0000-303	\$ 23,287.38
2989	Portable Computer Systems, Inc.	Police Vehicle	10-60-160-63200-0000-303	\$ 919.91
3005	Taylor's Transportation LLC	Police Vehicle	10-60-160-63200-0000-303	\$ 450.00
3006	Taylor's Transportation LLC	Police Vehicle	10-60-160-63200-0000-303	\$ 450.00
3007	Taylor's Transportation LLC	Police Vehicle	10-60-160-63200-0000-303	\$ 450.00
2327	Leonard Rice Consulting	Aquifer Storage and Recovery Project	50-65-270-63100-0000-000	\$ 60,393.06
2816	Fari Machinery	2024 Curbtender Side-Loader Trash Truck	56-65-320-63200-0000-000	\$ 410,271.00
2817	Transwest Trucks, Inc.	2024 Roll-Off Truck With Freightliner Chassis	56-65-320-63200-0000-000	\$ 211,299.00
				\$ 1,475,313.24

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S BILL

ORDINANCE NO.

No. CB-2028
Series of 2025

Series of 2025

A BILL FOR A SPECIAL ORDINANCE AMENDING THE 2025 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, 2025

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT THE 2025 BUDGET SHALL BE AMENDED AS FOLLOWS:

Section 1. Supplemental Appropriation. The 2025 Operating and Capital Improvement Budget is amended to reflect revenues and expenditures and the carry-over of Capital Improvement Projects not completed in 2024 to the respective Funds as follows:

		2025 Adopted Budget	2025 Supplemental Appropriation	2025 Amended Budget
General Fund	Revenues	\$ 37,597,673	\$ 1,638,649	\$ 39,236,322
	Expenditures	39,311,358	1,585,060	40,896,418
	Net Change	\$ (1,713,685)	\$ 53,589	\$ (1,660,096)
Conservation Trust Fund	Revenues	\$ 525,000	\$ -	\$ 525,000
	Expenditures	851,351	1,166,984	2,018,335
	Net Change	\$ (326,351)	\$ (1,166,984)	\$ (1,493,335)
Capital Projects Fund	Revenues	\$ 9,137,000	\$ 2,291,525	\$ 11,428,525
	Expenditures	15,913,622	4,275,321	20,188,943
	Net Change	\$ (6,776,622)	\$ (1,983,796)	\$ (8,760,418)
Water Fund	Revenues	\$ 15,036,421	\$ -	\$ 15,036,421
	Expenditures	17,587,827	1,791,408	19,379,235
	Net Change	\$ (2,551,406)	\$ (1,791,408)	\$ (4,342,814)
Wastewater Fund	Revenues	\$ 6,854,000	\$ -	\$ 6,854,000
	Expenditures	8,258,033	-	8,258,033
	Net Change	\$ (1,404,033)	\$ -	\$ (1,404,033)

Stormwater Fund	Revenues	\$ 514,500	\$ -	\$ 514,500
	Expenditures	1,388,309	(621,120)	767,189
	Net Change	\$ (873,809)	\$ 621,120	\$ (252,689)
Sanitation Fund	Revenues	\$ 2,056,000	\$ -	\$ 2,056,000
	Expenditures	2,571,456	640,037	3,211,493
	Net Change	\$ (515,456)	\$ (640,037)	\$ (1,155,493)
Total	Revenues	\$ 71,720,594	\$ 3,930,174	\$ 75,650,768
	Expenditures	85,881,956	8,837,690	94,719,646
	Net Change	\$ (14,161,362)	\$ (4,907,516)	\$ (19,068,878)

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 their 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 _____, 2025.

SHANNON LUKEMAN-HIROMASA
Mayor Pro Tem

ATTEST:

JOHANNA SMALL, MMC
City Clerk

PASSED ON SECOND AND FINAL READING this _____ day of _____,
2025.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, MMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney