

# **AGENDA ITEM SUMMARY**

## **FORT COLLINS CITY COUNCIL**

**ITEM NUMBER: 6**

**DATE: October 16, 2007**

**STAFF: Chuck Seest**

### **SUBJECT**

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Second Reading of Ordinance No. 106, 2007, Appropriating Prior Year Reserves and Unanticipated Revenue in Various City Funds and Authorizing the Transfer of Appropriated Amounts Between Funds or Projects.

### **RECOMMENDATION**

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Staff recommends adoption of the Ordinance on Second Reading.

### **EXECUTIVE SUMMARY**

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The purpose of this annual "clean-up" ordinance is to combine dedicated revenues or reserves that need to be appropriated before the end of the year to cover the related expenses that were not anticipated and, therefore, not included in the 2007 budget. The unanticipated revenue is primarily from fees, charges, rents, contributions and grants that have been paid to City departments to offset specific expenses. Prior year reserves are primarily being appropriated for unanticipated operation expenses from reserves that are set aside for that purpose. This Ordinance was unanimously adopted on First Reading on October 2, 2007.

### **ATTACHMENTS**

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1. Copy of First Reading Agenda Item Summary - October 2, 2007.

## AGENDA ITEM SUMMARY

### FORT COLLINS CITY COUNCIL

ITEM NUMBER: 11

DATE: October 2, 2007

STAFF: Chuck Seest

COPY

#### SUBJECT

First Reading of Ordinance No. 106, 2007, Appropriating Prior Year Reserves and Unanticipated Revenue in Various City Funds and Authorizing the Transfer of Appropriated Amounts Between Funds or Projects.

#### RECOMMENDATION

Staff recommends adoption of the Ordinance on First Reading.

#### FINANCIAL IMPACT

This Ordinance increases total City 2007 appropriations by \$3,090,550. Of that amount, this Ordinance increases General Fund 2007 appropriations by \$581,994. Funding for the entire amount of these appropriations is \$969,677 from unanticipated revenue, \$1,742,077 from prior year reserves, and \$378,796 transferred from other funds. In addition, appropriations in the amount of \$183,158 are being transferred from one project to another project (this item does not increase overall City appropriations).

#### EXECUTIVE SUMMARY

Following is a list of funds that make up the increase in appropriations:

General Fund	\$ 239,639
Unanticipated Revenue	
Prior Year Reserves	
Drug Task Force Reserves	144,603
Library Donation Reserves	125,000
Other Restricted Reserves	72,752
Cultural Services and Facilities Fund	85,728
Transportation Services Fund	837,861
Transit Fund	238,816
Recreation Fund	152,900
Capital Projects Fund	217,579
Natural Areas Fund	26,000
Neighborhood Parkland Fund	11,567
Communications Fund	37,861
Self Insurance Fund	793,344
Conservation Trust Fund	100,000
Cemeteries	6,900

The purpose of this annual "clean-up" ordinance is to combine dedicated revenues or reserves that need to be appropriated before the end of the year to cover the related expenses that were not anticipated and, therefore, not included in the 2007 budget. The unanticipated revenue is primarily from fees, charges, rents, contributions and grants that have been paid to City departments to offset specific expenses. Prior year reserves are primarily being appropriated for unanticipated operation expenses from reserves that are set aside for that purpose.

This Ordinance appropriates prior year reserves and unanticipated revenue in various City funds, and authorizes the transfer of appropriated amounts between funds. The City Charter permits the City Council to provide by ordinance for payment of any expense from prior year reserves. The Charter also permits the City Council to appropriate unanticipated revenue received as a result of rate or fee increases or new revenue sources. Additionally, it authorizes the City Council to transfer any unexpended appropriated amounts from one fund to another upon recommendation of the City Manager, provided that the purpose for which the transferred funds are to be expended remains unchanged; the purpose for which they were initially appropriated no longer exists; or the proposed transfer is from a fund or capital project account in which the amount appropriated exceeds the amount needed to accomplish the purpose specified in the appropriation ordinance.

If these appropriations are not approved, the City will have to reduce expenditures even though revenue and reimbursements have been received to cover those expenditures.

## BACKGROUND

### A. GENERAL FUND

1. Fort Collins Police Services ("FCPS") has received revenue from various sources which needs to be appropriated to cover the related expenditures. A listing of these items follows:
  - a. \$3,298 - Vest Partnership Grant Reimbursement - Proceeds were received from prior years Bulletproof Vest Grant Partnership claims totaling \$3,298. These funds are used to fund the purchase of ballistic vests for police officers.
  - b. \$6,700- Seatbelt Enforcement Grant - In 2007, FCPS received a grant in the amount of \$6,700 from the Colorado Department of Transportation to be used for seatbelt compliance enforcement in 2007. These funds are used for the 2007 "Click it or Ticket" campaign. This item requests appropriation of this grant.
  - c. \$2,670 - Larimer County Drug Task Force Grant - The original grant from the Office of National Drug Control Policy, appropriated in 2006, was for \$55,320 to help fund the investigation of illegal narcotics activities. Prior to the close of the grant, the Larimer County Drug Task Force was awarded an additional \$2,670 to purchase camera equipment. This item increases the appropriations of the original grant project to a total of \$57,990.
  - d. \$25,000- DUI Enforcement Grant - FCPS was awarded a grant from the Colorado Department of Transportation (CDOT) Law Enforcement Assistance Fund (LEAF)

for 2007. This money is specifically for DUI detection and apprehension. The money will pay for officers to come in on an overtime basis for saturation patrol or to staff a designated DUI checkpoint.

- e. \$31,803 - Larimer County Drug Task Force - Throughout the history of the Larimer County Drug Task Force the federal forfeiture awards have accrued interest. In accordance with Federal guidelines, the interest earned is available for expenditure on specific items. The Larimer County Drug Task Force will use a portion of this interest earned to purchase a computer server and electronic surveillance equipment in 2007.
- f. \$18,600 - Chemical Test Fees - Pursuant to C.R.S. 16-11-501(2)(j), the costs of chemical tests (blood/breath tests) shall be reimbursed directly by the defendant to the law enforcement agency which administered and paid for the test. This revenue is used to help offset the cost of blood/breath testing and supplies.
- g. \$27,400 - Police Report Fees - Police reports purchased by the public and insurance agencies generate revenue of approximately \$7.50 per report. This fee is collected to help offset processing costs for copy machine rental.
- h. \$1,850 - Community Crime Prevention Grant - During 2007, the Crime Prevention Program received \$1,850 from the Wal-Mart foundation. This money is used to purchase supplies for future community outreach educational programs.
- i. \$112,800 - Larimer County Drug Task Force - The General Fund has a reserve for money collected for drug surcharge, restitution, and asset forfeiture by the Larimer County Drug Task Force. The Drug Task Force can use grant funds to cover overtime incurred, facility rental and confidential fund needs. The remaining obligations (utilities, office supplies, equipment, and other operational expenses) for this multi-jurisdictional entity are funded from this General Fund Reserve. In 2007, \$112,800 of reserve funds are needed to cover the remaining expenses.

FROM:	Unanticipated Revenue (Miscellaneous Police)	\$ 51,148
FROM:	Unanticipated Revenue (Seat Belt Grant 2007)	\$ 6,700
FROM:	Unanticipated Revenue (Drug Task Force Grant)	\$ 2,670
FROM:	Unanticipated Revenue (LEAF Grant)	\$ 25,000
FROM:	Prior Year Reserves (Drug Task Force)	\$ 144,603
FOR:	Police Services	\$ 195,751
FOR:	Seat Belt Grant 2007	\$ 6,700
FOR:	Drug Task Force Grant	\$ 2,670
FOR:	LEAF Grant	\$ 25,000

- 2. In 2007, a full-time City Planner was hired to manage the Urban Renewal Authority (URA) for North College. A portion of the URA planner is to be funded from Vendor Fee reserves. This item requests the appropriation of \$40,000 into the City Planning and Community Development Department budget to cover half of the cost for the URA City Planner position. In addition, \$27,000 needs to be appropriated into the City Planning and Community Development Department budget to be used for property maintenance for the land bank

properties owned and leased by the department. Some of the maintenance needed is tree trimming and removal, painting the exterior of the houses, and the purchase of replacement appliances.

FROM: Prior Year Reserves (Vendor Fees)	\$ 40,000
FROM: Prior Year Reserves (Affordable Housing)	\$ 27,000
FOR: City Planning and Community Development Department	\$ 67,000

- 3. Culture, Parks, Recreation and Environment (CPRE) Administration would like to appropriate the balance of the General Fund Gift Catalog Reserve to spend the donations for the purposes intended by the donors. The balance in the reserve at the end of 2006 was \$5,752. These funds will be spent by various department in CPRE including Recreation, Cemeteries, and Parks.

FROM: Prior Year Reserves (Gift Catalog)	\$ 5,752
FOR: CPRE Administration Expenses	\$ 5,752

- 4. The Parks Division received \$40,000 from the Downtown Development Authority in 2007 for the installation and removal of the ice rink in Old Town Square during the 2006-2007 holiday season. These funds need to be appropriated to reimburse the Parks Division for the expenses incurred installing and removing the ice rink.

The Parks Division also received \$14,424 from the Federal Emergency Management Agency (FEMA) in 2007 for the reimbursement of snow removal expenses incurred during the December 2006 blizzard. These funds need to be appropriated to reimburse the Parks Division for expenses incurred for this work. The funds will help pay for snow removal in 2007.

FROM: Unanticipated Revenue (DDA)	\$40,000
FROM: Unanticipated Revenue (FEMA)	\$14,424
FOR: Parks Maintenance Expenses	\$54,424

- 5. The Natural Resources Department receives a rebate from Waste-Not Recycling for revenue generated from the sale of recyclables collected at the City of Fort Collins Recycling Drop Off site located at 1702 Riverside Drive. This item appropriates revenue generated from the sale of recyclables to cover a portion of the costs incurred by the City for recycling.

FROM: Unanticipated Revenue (Natural Resources Misc.)	\$ 7,500
FOR: Natural Resources Recycling	\$ 7,500

- 6. The Colorado Department of Public Health and Environment has awarded the City a grant in the amount of \$3,247 for continuing education and outreach to encourage radon testing and mitigation. The grant also requires City matching funds in the amount of \$3,247 which are available in the General Fund Natural Resources 2007 budget. This item appropriates the grant money from the Colorado Department of Public Health and Environment and transfers the matching money from the General Fund Natural Resources operating budget into the grant project.

FROM: Unanticipated Revenue (Radon Grant) \$ 3,247  
 FOR: Radon Grant Project \$ 3,247  
 TRANSFER FROM: Natural Resources Operating Budget \$ 3,247  
 TRANSFER TO: Radon Grant Project \$ 3,247

7. The Library receives donations from a variety of sources including Friends of the Library. These donations are used for non-programming expenses and to supplement the library material budget. This request is to appropriate \$125,000 from the Library donations reserve for Library expenses.

FROM: Prior Year Reserves (Library Donations) \$ 125,000  
 FOR: Library Expenses \$ 125,000

8. Real Estate Services has performed property management services for various City-owned properties. These services include: finding tenants, monitoring use, collecting rents, and overseeing the upkeep and maintenance of the properties. This item appropriates the \$28,950 received for services to be used to pay the cost of these services. Real Estate Services is funded entirely by charges for their services.

FROM: Unanticipated Revenue (House Rental) \$28,950  
 FOR: Real Estate Services Expenses \$28,950

9. The Court's Bond Account is a trust account used to temporarily hold cash bonds that have been posted on pending cases; restitution paid through the Court for victims in misdemeanor cases; the State's portion of certain State-authorized fees collected in connection with traffic cases; and, jury fees, until those monies are paid out, either to the City, victims, or the State. The Court originally estimated \$90,000 would be received into this account in 2007. It now appears that the amount will be closer to \$105,000. Appropriations need to be increased by \$15,000 to cover the expenses.

FROM: Unanticipated Revenue (Court Bonds) \$ 15,000  
 FOR: Municipal Court Bonds \$ 15,000

10. The Neighborhood and Building Services Department requests the appropriation of \$45,000 in unanticipated revenue generated from payments received for abatement activities related to nuisance codes. This money will be used to cover the costs incurred for these abatements. These costs were higher than anticipated due to the snowstorms that occurred during late December 2006, as well as during the first part of 2007.

FROM: Unanticipated Revenue (Special Assessments & Fees) \$ 45,000  
 FOR: Neighborhood and Building Services Expenses \$ 45,000

**B. CULTURAL SERVICES AND FACILITIES FUND - LINCOLN CENTER**

1. The purpose of the City's Art in Public Places Program ("APP") is to levy and set aside for public art an amount equivalent to 1% of every eligible capital project with a cost in excess of \$250,000. This item results in an appropriation, totaling \$47,250, from a transfer from the Capital Projects Fund to the Cultural Services and Facilities Fund, representing the APP component of various Building on Basics (BOB) projects, approved by voters at the November 2005 election.

FROM: Unanticipated Revenue (Transfer from Capital Project Fund)	\$ 47,250
FOR: Art in Public Places	\$ 47,250

2. A total of \$150,000 was appropriated in 2006 in the Cultural Services and Facilities Fund, representing proceeds from the voter approved 0.25 cent sales and use tax for the Building on Basics (BOB) capital improvement program to be used for a Cultural Facilities Plan. In 2006, the City entered into a contract with Pfeiffer Partners for \$117,822, to provide a cultural facilities plan. This item appropriates the remaining \$32,178 from Cultural Services and Facility Fund prior year reserves to be used to complete the plan, including providing community forums, incidentals, and any additional consulting fees.

FROM: Cultural Services & Facilities Fund Prior Year Reserves	\$ 32,178
FOR: BOB Cultural Plan	\$ 32,178

3. The General Fund 2007 Budget included \$170,000 to cover several adjustments to employee compensation to correct pay inequities that resulted from freezing the pay plan in 2002. Corrections included compression between some supervisors and their subordinate employees, new hire employees who were paid at a higher rate than frozen longer term employees, merit increases for some employees to bring them to at least 4% over the pay range minimum, and some skill based pay adjustments. The Cultural Services and Facilities Fund will receive \$6,300 from the General Fund for needed compensation adjustments.

FROM: Unanticipated Revenue (Transfer from General Fund)	\$ 6,300
FOR: Cultural Services and Facilities Operating Expenses	\$ 6,300

**C. TRANSPORTATION SERVICES FUND - TRAFFIC**

1. The Traffic Construction program is Traffic Operation's "Work for Others" program. Expenditures for traffic signal work, traffic calming projects and installation of signs and pavement markings are tracked within this account and billed out to other City departments, municipalities and developments.

The original budget of \$723,554 was an estimate based on scheduled projects. Several traffic signal, signing, and striping projects have been pushed ahead and need to be completed this year. Additional appropriations, totaling \$100,000, are needed to complete these projects. This program will result in the construction or upgrading of approximately six traffic signals this year, along with many signing and striping projects. The appropriations will be used to pay for labor, materials and equipment needed to complete these projects. This request

appropriates funds from Traffic Operations unanticipated revenues in the amount of \$100,000 to the Traffic Construction budget.

FROM: Unanticipated Revenue (Traffic Construction)	\$ 100,000
FOR: Traffic Construction Expenses	\$ 100,000

**D. TRANSPORTATION SERVICES FUND - STREETS**

1. The Streets Department 2007 snow budget, totaling \$1,072,572, is based upon historical data including average number of storms and snowfall. Due to the harsh 2006-2007 winter season, the Streets Department snow budget is anticipated to be in a deficit of \$700,000 by the end of the year (2007).

Additional appropriations of \$700,000 are needed to balance the snow budget. This request appropriates funds from Transportation Services Fund prior year reserves, in the amount of \$559,116, and \$140,884 from unanticipated revenue in the form of reimbursements from FEMA for the December 2006 snowstorm. Any unused appropriations at the end of 2007 will go back to reserves.

FROM: Unanticipated Revenue (Miscellaneous Revenue)	\$ 140,884
FROM: Prior Year Reserves	\$ 559,116
FOR: Streets Department Expenses	\$ 700,000

2. In 2001, the Streets Department paid MIS for anticipated projects to be completed in 2001. Some of the projects were delayed and some were revised. This left \$37,861 unspent from the original estimated project payment in 2001. This item appropriates the unanticipated revenue in the amount of \$37,861 from the Communications Fund to complete the related projects in the Transportation Fund. The projects include a new network switch, card access readers, wireless network, and surveillance cameras. See Item J.1.

FROM: Unanticipated Revenue ( Transfer from Communications Fund)	\$ 37,861
FOR: Streets Department Expenses	\$ 37,861

**E. TRANSIT SERVICES FUND**

1. The 2007 Budget included a reduction of service for Dial-A-Ride (DAR) to the American with Disabilities Act (ADA) mandated levels. City Council directed staff to extend DAR service hours past the fixed route service levels from January 1, 2007 to March 31, 2007 and to fund this service through the savings realized due to a delayed start of the new fixed routes 17 and 18. However, at the February 27, 2007 City Council work session, Council directed staff to extend the evening service through December 31, 2007 for an additional cost of \$45,000 to be added to the Transfort/DAR budget out of the General Fund. Staff is requesting \$45,000 from the General Fund to pay the cost of providing DAR night service.

FROM: Unanticipated Revenue (Transfer from General Fund)	\$ 45,000
FOR: Dial-A-Ride Expenses	\$ 45,000



- 2. Under the direction of City Council (11/21/2006 – Council Budget), and with the understanding that funds in the amount of \$122,000 be made available, Dial-A-Ride service has continued to provide service to passengers (originally 84 in number and currently 58 that are certified as ADA-Eligible) that were disenfranchised due to the changes to the Dial-A-Ride program; this group of clients reside within the City Growth Management Area but outside the new service area that is defined as 3/4-mile from the fixed-route service area. \$122,000 is requested from the General Fund to compensate for operating expenses in the provision of this additional Dial-A-Ride service for the 58 people who were grandfathered into service.

FROM: Unanticipated Revenue (Transfer from General Fund)                   \$ 122,000  
 FOR: Dial-A-Ride Expenses   \$ 122,000

- 3. The General Fund 2007 Budget included \$170,000 to cover several adjustments to employee compensation to correct pay inequities that resulted from freezing the pay plan in 2002. This included skill rate increases for some Transit Fund employees. At the beginning of 2007, some Transfort skilled employees were still being compensated at a skill rate below their correct rate. In a memo from the City Manager’s Office, dated 12/5/2006, the City Manager indicated that all skill based employees would receive a pay increase to their appropriate level as of January 1, 2007. This item appropriates \$69,000 from the General Fund to pay for increased salaries and benefits allocated to those affected Transfort employees.

FROM: Unanticipated Revenue (Transfer from General Fund)                   \$ 69,000  
 FOR: Transit Services Operating Expenses   \$ 69,000

- 4. The FC Bikes program received sponsorships from various community organizations in the amount of \$1,675 to support Bike Week activities. This allowed staff to expand the program for 2007. Bike Week included activities such as Bike Pedal vs. Gas Pedal, Bike to Work Day, Downtown Bike Show, Cruise to the Movies, Bike n’ Jazz, Moonlight Ride, Bike Bazaar, and Bike Sunday. This item appropriates the unanticipated revenue from sponsorships into the FC Bikes program to offset expenses for Bike Week.

FROM: Unanticipated Revenue (Miscellaneous Revenue)                         \$ 1,675  
 FOR: FC Bikes Expenses   \$ 1,675

- 5. The City’s FC Bikes Program was established as a result of City Council direction to establish a Bicycle Coordinator position to serve as an ombudsman to the bicycle community and an event and project assistant for Transportation Planning. This item appropriates unanticipated grant revenue, in the form of CMAQ grant proceeds, totaling \$1,141, for the 2007 FC Bike Program.

FROM: Unanticipated Revenue (Transfer from General Fund)                   \$ 1,141  
 FOR: FC Bikes - 2007 Expenses   \$ 1,141

**F. RECREATION FUND**

The Recreation Division administers several restricted revenue accounts for various programs. Revenues for these programs include grants, fund-raising events and activities, and sponsorships. Items 1-5 appropriate specific expenditures from unanticipated revenue and restricted reserves established for these special revenue accounts.

1. Unanticipated revenue associated with the Youth special revenue account, in the Recreation Fund, will be appropriated through this item and used to continue to run Recreation-At-Your-Door Van special programs, Toys for Kids, and Northside programs.

FROM: Unanticipated Revenue (Youth Programs Special Reserve)	\$ 22,000
FOR: Youth Programming	\$ 22,000

2. Prior year reserves associated with the Youth Sports special revenue account will be appropriated through this item and used to purchase youth sports equipment.

FROM: Prior Year Reserves (Youth Sports Special Reserve)	\$ 5,000
FOR: Youth Sports Programming	\$ 5,000

3. Prior year reserves associated with the Animal Sales special revenue account will be appropriated through this item and used to purchase two new ponies for the Farm.

FROM: Prior Year Reserves (Animal Sales Special Reserve)	\$ 5,000
FOR: Lee Martinez Farm Programming	\$ 5,000

4. Unanticipated revenue associated with the Club Tico special revenue account will be appropriated through this item and used to help underwrite fund-raising activities.

FROM: Unanticipated Revenue (Club Tico/City Park Special Reserve)	\$ 1,000
FOR: Club Tico/City Park Programming	\$ 1,000

5. Unanticipated fund-raising revenue associated with the Senior Center special revenue account will be appropriated through this item and used to help purchase patio and pool room furniture for the Senior Center.

FROM: Unanticipated Revenue (Senior Center Special Reserve)	\$ 35,000
FOR: Senior Center Programming	\$ 35,000

6. Unanticipated revenue associated with Recreation programs will be appropriated through this item and used to offset expenses associated with additional programming in trips and travel, wellness, and City Park Pool/Concession.

FROM: Unanticipated Revenue (Miscellaneous)	\$ 73,000
FOR: Recreation Programming	\$ 73,000

- 7. An additional grant was received in association with the Youth Football Hub Grant and will be appropriated through this item and used to purchase youth football equipment.

FROM: Unanticipated Revenue (Grant Proceeds) \$ 11,900  
 FOR: Recreation Fund - Youth Football Hub Grant Project \$ 11,900

**G. CAPITAL PROJECTS FUND**

- 1. The City purchased 4913 South College Avenue, the future site of the South Transit Center, in December 2002. Prior to plans for construction of the future facility, the property has been rented. Rental revenue from the property will be \$7,020 for 2007. This item appropriates the unanticipated revenue from rental income to be used for construction of the Mason Corridor Project.

FROM: Unanticipated Revenue (Building Rental) \$ 7,020  
 FOR: Capital Projects Fund - BCC Mason Transportation Corridor \$ 7,020

- 2. The City of Fort Collins Safe Routes to School (SR2S) program received \$8,210 in funding from the Coalition for Activity and Nutrition to Defeat Obesity (CanDo) in order to develop a City-wide Task Force to address the issues relating to Safe Routes to School, as well as collecting data at schools and marketing of SR2S program. The CanDo program's mission is to improve the health of the community by increasing physical activity and healthy eating to reduce and prevent obesity. CanDo services the residents of Fort Collins and families served by Poudre School District. This item appropriates the total amount of funding (\$8,210) to be provided by the CanDo organization.

FROM: Unanticipated Revenue (CanDo Grant) \$ 8,210  
 FOR: Capital Projects Fund - Safe Route to School \$ 8,210

- 3. The roadway approach to the Fossil Creek Bridge was found to be defective. The warrantee period has expired on the bridge construction. After investigating the problem and discussing it with the firms involved in the construction of the bridge, these firms agreed to bear some of the cost of correcting the defects. The City's Streets Department and a contractor corrected the defect. The contribution from these firms was deposited into the City Bridget program and needs to be appropriated.

FROM: Unanticipated Revenue (Construction Inspection) \$ 8,500  
 FOR: Capital Projects Fund - City Bridge Program \$ 8,500

- 4. Operations Services performed maintenance, repairs, and alterations work related to the relocation of the Municipal Court to the 215 North Mason office building. This item appropriates the reimbursement from Municipal Court to Operations Services for work performed and charged to the Maintenance Repairs and Renovation project in the Capital Projects Fund.

FROM: Unanticipated Revenue (Work for Others) \$ 45,085  
 FOR: Major Repairs and Renovations Capital Project \$ 45,085

- 5. The contractor for Spring Canyon Community Park completed a sidewalk connection at Olander School which was cost effective for the School District. The payment by the School District to the City for the sidewalk work totaled \$9,326. This item appropriates the reimbursement from Poudre School District for a sidewalk to connect into Olander School in the Capital Projects Fund - Spring Canyon Park Community Park.

FROM: Unanticipated Revenue (Miscellaneous) \$ 9,326  
 FOR: Spring Canyon Community Park \$ 9,326

- 6. The development of Fossil Creek Community Park (the "Park") and arterial street improvements on Lemay Avenue, adjacent to the Park, were constructed during the same time period in order to increase efficiencies, reduce costs, and minimize the disruption to the public. In 2003, appropriations were transferred from the Fossil Creek Community Park project to the Lemay Avenue, Fossil Creek to Trilby Road Improvements project representing the Park's share of development costs along Lemay Avenue. Savings in the Lemay Avenue, Fossil Creek to Trilby Road Improvement Project have been identified, and a portion of the savings are attributable to the Park's participation in the roadway improvements. This item authorizes the transfer of the unspent appropriations, attributable to the Park's contribution to the Lemay Avenue roadway improvements, from the Lemay Avenue, Fossil Creek to Trilby Road project to the Fossil Creek Community Park project.

FROM: Lemay Avenue, Fossil Creek to Trilby Road \$ 163,811  
 TO: Fossil Creek Community Park \$ 163,811

- 7. Park Planning and Development applied for and has been awarded a grant from the Colorado Department of Local Affairs for the use of recycled tires in the subsurface of the playground at Spring Canyon Community Park. The grant award totals \$139,438. This item appropriates the grant proceeds in the Capital Projects Fund - Spring Canyon Community Park project for use therein.

FROM: Unanticipated Revenue (Grant Proceeds) \$ 139,438  
 FOR: Spring Canyon Community Park \$ 139,438

**H. NATURAL AREAS FUND**

- 1. The Natural Areas Department received a grant, totaling \$1,000, from Farmers' Insurance Group to be used to fund bus trips for Poudre School District students to City-acquired Natural Areas. This item appropriates the grant proceeds for use by the Natural Areas.

FROM: Unanticipated Revenue (Grant Proceeds) \$ 1,000  
 FOR: Natural Areas - School Trip Project \$ 1,000

- 2. The Natural Areas Department received a \$25,000 grant from the Colorado State Historical Society to be used to fund an Archaeological Study at Soapstone Prairie Natural Area. Matching funds, totaling \$16,100, are required and have been identified in the form of existing appropriations in the 2007 Natural Areas operating budget. This item appropriates the grant proceeds (\$25,000) in the Natural Areas Fund - Soapstone Prairie Archaeological

Study project and authorizes the transfer of matching funds (\$16,100) from the Natural Areas Fund 2007 operating budget to the Natural Areas Fund - Soapstone Prairie Archaeological Study project.

FROM: Unanticipated Revenue (Grant Proceeds)	\$ 25,000
FOR: Natural Areas - Soapstone Prairie Archaeological Study	\$ 25,000
FROM: Natural Areas Operations	\$ 16,100
TO: Natural Areas - Soapstone Prairie Archaeological Study	\$ 16,100

**I. NEIGHBORHOOD PARKLAND FUND**

1. KB Homes is developing the land adjacent to Provincetowne Park and required the granting of a stormwater easement across the park site. The revenue was deposited into the Provincetowne Park account in November 2006, to be used for improvements to the park.

FROM: Prior Year Reserves (Neighborhood Parkland Fund)	\$ 10,567
FOR: Neighborhood Parkland - Provincetowne Park	\$ 10,567

2. The North College Lofts project is adjacent to Lee Martinez Park and required the granting of a sanitary sewer easement across the park site. The cost of the easement was \$1,000. This item appropriates the revenue from the easement granted, to be used for improvements to the park.

FROM: Unanticipated Revenue (Miscellaneous)	\$ 1,000
FOR: Neighborhood Parkland - Lee Martinez Park	\$ 1,000

**J. COMMUNICATIONS FUND**

1. In 2001, the Streets Department paid MIS for anticipated projects to be completed in 2001. Some of the projects were delayed and some were revised. This left \$37,861 unspent from the original estimated project payment in 2001. This item requests the appropriation of \$37,861 from the Communications Fund prior year reserves to transfer the unspent money back to the Streets Department in the Transportation Fund. See Item D.2.

FROM: Prior Year Reserves (Communications)	\$ 37,861
FOR: Transfer to Streets Department	\$ 37,861

**K. SELF INSURANCE FUND**

1. The Self Insurance Fund pays for liability, property, workers compensation claims and administrative costs related to managing and reducing those claims. Each year the Self Insurance Fund does an actuarial report to set the amount of reserves needed for claims payable. The amount is then recorded in the annual financial report for the year. Because the audit report can not be completed until after the close of the year, it is difficult to estimate what will be the amount needed for claims payable. Last year the amount needed decreased by over \$1,000,000 (funds are added to undesignated operational reserves). With such a large

drop in 2006, it is anticipated that due to the claims history in 2007, the amount will increase. This item appropriates anticipated funds needed for year end claims payable.

FROM: Prior Year Reserves (Self Insurance Fund)	\$ 750,000
FOR: Self Insurance Claims Payable	\$ 750,000

2. This item is to transfer funds budgeted in Human Resources for the Department of Transportation (DOT) Compliance Coordinator to the Self Insurance Fund. Human Resources received \$43,344 in funding from other departments who contribute to the DOT Compliance Coordinator total compensation costs in 2007. This position was transferred to the Risk Management Division in the Self Insurance Fund. This transfer will move the funds from the General Fund to the Self Insurance Fund where the actual expenses are recorded.

FROM: Unanticipated Revenue (Transfer fm General Fund)	\$ 43,344
TO: Self Insurance Fund Expenses	\$ 43,344

**L. CONSERVATION TRUST FUND**

1. Portions of the Fossil Creek Trail were constructed under Highway 287 with the help of a \$100,000 grant from the State of Colorado Great Outdoors Colorado. This item appropriates the aforementioned grant proceeds in the Conservation Trust Fund - Fossil Creek Trail project as reimbursement for expenses incurred.

FROM: Unanticipated Revenue	\$ 100,000
FOR: Conservation Trust Fund - Fossil Creek Trail	\$ 100,000

**M. CEMETERIES FUND**

1. The General Fund 2007 Budget included \$170,000 to cover several adjustments to employee compensation to correct pay inequities that resulted from freezing the pay plan in 2002. Corrections included compression between some supervisors and their subordinate employees, new hire employees who were paid at a higher rate than frozen longer term employees, merit increases for some employees to bring them to at least 4% over the pay range minimum, and some skill based pay adjustments. The Cemeteries Fund will receive \$6,900 from the General Fund for needed compensation adjustments.

FROM: Unanticipated Revenue (Transfer from General Fund)	\$ 6,900
FOR: Cemeteries Operating Expenses	\$ 6,900

ORDINANCE NO. 106, 2007  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
APPROPRIATING PRIOR YEAR RESERVES AND  
UNANTICIPATED REVENUE IN VARIOUS CITY FUNDS  
AND AUTHORIZING THE TRANSFER OF APPROPRIATED  
AMOUNTS BETWEEN FUNDS OR PROJECTS

WHEREAS, the City has prior year reserves, excess revenue, and unanticipated revenue available to appropriate; and

WHEREAS, in accordance with Article V, Section 8(b), of the Charter of the City of Fort Collins (the "Charter"), any expense or liability entered into by an agent of the City, on behalf of the City, shall not be made unless an appropriation therefor shall have been made by the City Council; and

WHEREAS, Article V, Section 9 of the Charter permits the City Council to appropriate by ordinance at any time during the fiscal year such funds for expenditure as may be available from reserves accumulated in prior years, notwithstanding that such reserves were not previously appropriated; and

WHEREAS, Article V, Section 9, of the Charter also permits the City Council to make supplemental appropriations by ordinance at any time during the fiscal year, provided that the total amount of such supplemental appropriations, in combination with all previous appropriations for that fiscal year, does not exceed the current estimate of actual and anticipated revenues to be received during the fiscal year; and

WHEREAS, Article V, Section 10, of the Charter authorizes the City Council to transfer by ordinance any unexpended and unencumbered amount or portion thereof from one fund or capital project to another fund or capital project, provided the purpose for which the transferred funds are to be expended remains unchanged; and

WHEREAS, the City wishes to provide for the expenditures listed below and the City Manager recommends that these expenditures be made.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FORT COLLINS that the following funds are hereby authorized for transfer and appropriated for expenditure for the purposes stated below:

**A. GENERAL FUND**

1.	APP. FROM: Unanticipated Revenue (Miscellaneous Police)	\$ 51,148
	APP. FROM: Unanticipated Revenue (Seat Belt Grant 2007)	\$ 6,700
	APP. FROM: Unanticipated Revenue (Drug Task Force Grant)	\$ 2,670
	APP. FROM: Unanticipated Revenue (LEAF Grant)	\$ 25,000

	APP. FROM: Prior Year Reserves (Drug Task Force)	\$ 144,603
	FOR: Police Services	\$ 195,751
	FOR: Seat Belt Grant 2007	\$ 6,700
	FOR: Drug Task Force Grant	\$ 2,670
	FOR: LEAF Grant	\$ 25,000
2.	APP. FROM: Prior Year Reserves (Vendor Fees)	\$ 40,000
	APP. FROM: Prior Year Reserves (Affordable Housing)	\$ 27,000
	FOR: City Planning & Community Development Department	\$ 67,000
3.	APP. FROM: Prior Year Reserves (Gift Catalog)	\$ 5,752
	FOR: CPRE Administration Expenses	\$ 5,752
4.	APP. FROM: Unanticipated Revenue (DDA)	\$ 40,000
	APP. FROM: Unanticipated Revenue (FEMA)	\$ 14,424
	FOR: Parks Maintenance Expenses	\$ 54,424
5.	APP. FROM: Unanticipated Revenue (Natural Resources-Misc.)	\$ 7,500
	FOR: Natural Resources Recycling	\$ 7,500
6.	APP. FROM: Unanticipated Revenue (Radon Grant)	\$ 3,247
	FOR: Radon Grant Project	\$ 3,247
	TRANSFER FROM: Natural Resources Operating Budget	\$ 3,247
	TO: Radon Grant Project	\$ 3,247
7.	APP. FROM: Prior Year Reserves (Library Donations)	\$ 125,000
	FOR: Library Expenses	\$ 125,000
8.	APP. FROM: Unanticipated Revenue (House Rental)	\$ 28,950
	FOR: Real Estate Services Expenses	\$ 28,950
9.	APP. FROM: Unanticipated Revenue (Court Bonds)	\$ 15,000
	FOR: Municipal Court Bonds	\$ 15,000
10.	APP. FROM: Unanticipated Revenue (Special Assessmnts & Fees)	\$ 45,000
	FOR: Neighborhood & Building Services Expenses	\$ 45,000

**B. CULTURAL SERVICES AND FACILITIES FUND - LINCOLN CENTER**

1.	APP. FROM: Unanticipated Revenue (Transfer from Capital Projects Fund)	\$ 47,250
	FOR: Art in Public Places	\$ 47,250
2.	APP. FROM: Cultural Services & Facilities Fund Prior Year Reserves	\$ 32,178
	FOR: BOB Cultural Facilities Plan	\$ 32,178



3. APP. FROM: Unanticipated Revenue (Transfer fm General Fund) \$ 6,300  
 FOR: Cultural Services & Facilities Operating Expenses \$ 6,300

**C. TRANSPORTATION SERVICES FUND - TRAFFIC**

1. APP. FROM: Unanticipated Revenue (Traffic Construction) \$ 100,000  
 FOR: Traffic Construction Expenses \$ 100,000

**D. TRANSPORTATION SERVICES FUND - ENGINEERING**

1. APP. FROM: Unanticipated Revenue (Miscellaneous Revenue) \$ 140,884  
 APP. FROM: Prior Year Reserves \$ 559,116  
 FOR: Streets Department Expenses \$ 700,000

2. APP. FROM: Unanticipated Revenue (Transfer from Communications  
 Fund) \$ 37,861  
 FOR: Streets Department Expenses \$ 37,861

**E. TRANSIT SERVICES FUND**

1. APP. FROM: Unanticipated Revenue (Transfer fm General Fund) \$ 45,000  
 FOR: Dial-A-Ride Expenses \$ 45,000

2. APP. FROM: Unanticipated Revenue (Transfer fm General Fund) \$ 122,000  
 FOR: Dial-A-Ride Expenses \$ 122,000

3. APP. FROM: Unanticipated Revenue (Transfer fm General Fund) \$ 69,000  
 FOR: Transit Operating Expenses \$ 69,000

4. APP. FROM: Unanticipated Revenue (Miscellaneous Revenue) \$ 1,675  
 FOR: Fort Collins Bikes Expenses \$ 1,675

5. APP. FROM: Unanticipated Revenue (Transfer fm General Fund) \$ 1,141  
 FOR: Fort Collins Bikes - 2007 Expenses \$ 1,141

**F. RECREATION FUND**

1. APP. FROM: Unanticipated Revenue (Youth Programs Reserve) \$ 22,000  
 FOR: Youth Programming \$ 22,000

2. APP. FROM: Prior Year Reserves (Youth Sports Reserve) \$ 5,000  
 FOR: Youth Sports Programming \$ 5,000

3.	APP. FROM: Prior Year Reserves (Animal Sales Reserve) FOR: Lee Martinez Farm Programming	\$ 5,000 \$ 5,000
4.	APP. FROM: Unanticipated Revenue (Club Tico/City Park) FOR: Club Tico/City Park Programming	\$ 1,000 \$ 1,000
5.	APP. FROM: Unanticipated Revenue (Senior Center) FOR: Senior Center Programming	\$ 35,000 \$ 35,000
6.	APP. FROM: Unanticipated Revenue (Miscellaneous) FOR: Recreation Programming	\$ 73,000 \$ 73,000
7.	APP. FROM: Unanticipated Revenue (Grant Proceeds) FOR: Recreation Fund-Youth Football Hub Grant Project	\$ 11,900 \$ 11,900

**G. CAPITAL PROJECTS FUND**

1.	APP. FROM: Unanticipated Revenue (Building Rental) FOR: BCC - Mason Transportation Corridor	\$ 7,020 \$ 7,020
2.	APP. FROM: Unanticipated Revenue (CanDo Grant) FOR: Safe Route to School	\$ 8,210 \$ 8,210
3.	APP. FROM: Unanticipated Revenue (Construction Inspection) FOR: City Bridge Program	\$ 8,500 \$ 8,500
4.	APP. FROM: Unanticipated Revenue (Work for Others) FOR: Major Repairs & Renovations Capital Project	\$ 45,085 \$ 45,085
5.	APP. FROM: Unanticipated Revenue (Miscellaneous) FOR: Spring Canyon Community Park	\$ 9,326 \$ 9,326
6.	TRANSFER FROM: Lemay Avenue, Fossil Creek to Trilby Road TO: Fossil Creek Community Park	\$ 163,811 \$ 163,811
7.	APP. FROM: Unanticipated Revenue (Grant Proceeds) FOR: Spring Canyon Community Park	\$ 139,438 \$ 139,438

**H. NATURAL AREAS FUND**

1.	APP. FROM: Unanticipated Revenue (Grant Proceeds) FOR: Natural Areas - School Trip Project	\$ 1,000 \$ 1,000
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2.	APP. FROM: Unanticipated Revenue (Grant Proceeds)	\$ 25,000
	FOR: Natural Areas-Soapstone Prairie Archaeological Study	\$ 25,000
	TRANSFER FROM: Natural Areas Operations	\$ 16,100
	TO: Natural Areas-Soapstone Prairie Archaeological Study	\$ 16,100

**I. NEIGHBORHOOD PARKLAND FUND**

1.	APP. FROM: Prior Year Reserves (Neighborhood Parkland)	\$ 10,567
	FOR: Neighborhood Park - Provincetowne Park	\$ 10,567
2.	APP. FROM: Unanticipated Revenue (Miscellaneous)	\$ 1,000
	FOR: Neighborhood Park - Lee Martinez Park	\$ 1,000

**J. COMMUNICATIONS FUND**

1.	APP. FROM: Prior Year Reserves (Communications)	\$ 37,861
	FOR: Transfer to Streets Department	\$ 37,861

**K. SELF INSURANCE FUND**

1.	APP. FROM: Prior Year Reserves (Self Insurance Fund)	\$ 750,000
	FOR: Self Insurance Claims Payable	\$ 750,000
2.	APP. FROM: Unanticipated Revenue (Transfer fm General Fund)	\$ 43,344
	FOR: Self Insurance Fund Expenses	\$ 43,344

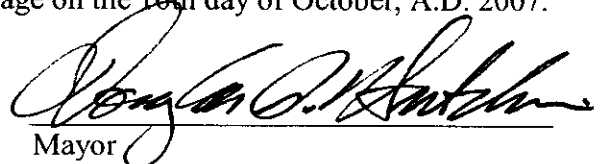
**L. CONSERVATION TRUST FUND**

1.	APP. FROM: Unanticipated Revenue	\$ 100,000
	FOR: Conservation Trust Fund -Fossil Creek Trail	\$ 100,000


**M. CEMETERIES FUND**

1.	APP. FROM: Unanticipated Revenue (Transfer fm General Fund)	\$ 6,900
	FOR: Cemeteries Operating Expenses	\$ 6,900

Introduced, considered favorably on first reading, and ordered published this 2nd day of October, A.D. 2007, and to be presented for final passage on the 16th day of October, A.D. 2007.

  
 Mayor

ATTEST:

  
 Chief Deputy City Clerk

Passed and adopted on final reading on the 16th day of October, A.D. 2007.

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Mayor

ATTEST:

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City Clerk