

AGENDA ITEM SUMMARY

April 21, 2020

City Council

STAFF

Darin Atteberry, City Manager
Travis Storin, Interim Chief Finance Officer
Lawrence Pollack, Budget Director
John Duval, Legal

SUBJECT

Second Reading of Ordinance No. 042, 2020, Reappropriating Funds Previously Appropriated in 2019 But Not Expended or Not Encumbered in 2019.

EXECUTIVE SUMMARY

Prior to the Second Reading of this Ordinance, the 2020 Reappropriation requests were reviewed again in light of tightening revenue due to COVID-19. The Executive Lead Team evaluated each request to determine if they were either recovery-related or contractually binding. This additional review removed 12 requests and reduced the amount within another one, as detailed in the Background/Discussion section of this Agenda Item Summary. The items being removed from consideration are still important but did not pass the additional scrutiny required in this challenging economic time.

This Ordinance, unanimously adopted on First Reading on March 3, 2020, reappropriates monies in 2020 that were previously authorized by Council for expenditures in 2019 for various purposes. The authorized expenditures were not spent or could not be encumbered in 2019 because:

- there was not sufficient time to complete bidding in 2019 and, therefore, there was no known vendor or binding contract as required to expend or encumber the monies,
- the project for which the dollars were originally appropriated by Council could not be completed during 2019 and reappropriation of those dollars is necessary for completion of the project in 2020, or
- the funds appropriated to be spent in 2019 to carry on some of the programs, services, and facility improvements were not spent or encumbered in 2019 for other reasons but continue to be needed for the same purposes in 2020.

In the above circumstances, the unexpended and/or unencumbered monies lapsed into individual fund balances at the end of 2019 and reflect no change in Council policies.

Monies reappropriated for each City fund by this Ordinance are as follows (updated prior to Second Reading):

General Fund	\$199,008
Keep Fort Collins Great Fund	7,500
Transportation CEF Fund	1,750,000
Transportation Fund	50,000
Data and Communications Fund	214,125
Total	<u>\$2,220,633</u>

STAFF RECOMMENDATION

Staff recommends adoption of the Ordinance on Second Reading.

BACKGROUND / DISCUSSION

The 2020 reappropriation requests that were **removed** prior to Second Reading by the Executive Lead Team are as follows, by fund:

GENERAL FUND

City Clerk’s Office	Continued Population of Ordinance Repository - \$10,000
City Clerk’s Office	Boards and Commissions Software/Enhancements - \$9,000
<u>Environmental Services</u>	<u>CAP Energy Policy - \$40,000</u>
Amount reduced	\$59,000

KEEP FORT COLLINS GREAT FUND

Natural Areas	West Nile Virus - Efficacy Study- \$20,000
Economic Health Office	Business Retention & Engagement – reduced by \$15,000
Environmental Services	CAP Energy Policy - \$15,000
<u>Environmental Services</u>	<u>Road to Zero Waste Plan Update- \$13,597</u>
Amount reduced	\$63,597

CULTURAL SERVICES FUND

<u>Cultural Services</u>	<u>Lincoln Center Sustainable Performance Hall Lighting- \$171,498</u>
Amount reduced	\$171,498

TRANSPORTATION SERVICES FUND

<u>Streets</u>	<u>Hickory SMP- \$240,000</u>
Amount reduced	\$240,000

PARKING FUND

<u>Parking</u>	<u>Replacement Signage for Downtown-Flexible Enforcement Hours- \$30,000</u>
Amount reduced	\$30,000

DATA & COMMUNICATIONS FUND

Information Technology (IT)	Electronic Record Search - \$103,000
Information Technology (IT)	Event Log and Performance Monitoring Tool- \$139,300
<u>Information Technology (IT)</u>	<u>SharePoint Online - \$20,290</u>
Amount reduced	\$262,590

Total amount reduced prior to Second Reading \$826,685

The 2020 reappropriation requests within this Ordinance are as follows, by fund:

GENERAL FUND

Natural Areas

1. Response to the Northern Integrated Supply Project (NISP) - \$24,478

Purpose for funds: The purpose of this offer is to fund legal and consulting services in support of the City's engagement with the NISP permitting process. Given the broad impact NISP will have on this community, and the complex layers of permits required, the City has prioritized engagement with NISP to ensure it maximizes its influence to protect City assets affected by NISP.

Reason funds not expensed in 2019: The City expected the permitting process of NISP to progress more quickly in 2019 than it actually did. Consistent progress and work have occurred on building collaborations and negotiating to improve outcomes for the City within the context of NISP. However, the final permitting phase is still not complete. Staff plans to use these funds to hire external expertise and legal counsel to support various aspects of our engagement with NISP in 2020. Most specifically in 2020, staff will be

focused on the Adaptive Management framework and governance, integration of technical bases, and engaging with our community and the permitting authority when the Record of Decision is released (anticipated early 2020).

City Manager's Office

2. Emergency Preparedness and Security - \$50,000

Purpose for funds: The 2019 offer provided funding to maintain the current level of service provided by the Office of Emergency Preparedness and Security (EPS), which benefits residents, visitors and employees of Fort Collins by providing preservation of life, safety, property conservation and environmental protection in pre-disaster, disaster and post-disaster periods. EPS is also now responsible for coordinating and providing internal and external services in the area of security, addressing both internal and external security issues and threats.

Reason funds not expensed in 2019: In 2019 there was a nationwide search for a Director of Emergency Preparedness and Security which was not completed until July 2019. During the time of the search there was a concentrated effort by the interim Director to limit the spending of funds so the new Director could set the strategic direction of the program. Once the Director was in place, emergency and security programming was initiated in the fourth quarter and has continued into 2020. This request is to reappropriate \$50,000 to fund critical programming and training that is foundational to daily operations and aligns with the strategic vision being developed.

Municipal Court

3. Court-Appointed Defense Counsel Funding Request - \$18,750

Purpose for funds: In 2019, as required by law, Chief Judge Lane ordered that court-appointed defense counsel be assigned to represent certain defendants on traffic and non-traffic misdemeanor cases. Defense counsel was appointed on approximately 330 cases in 2019, several of which are still in progress. The fee paid by the City for such representation is billed at the rate of \$75/hour up to a maximum of \$1,675 per case if the case does not go to trial or \$2,480 if the case goes to trial. We are requesting that a portion of the remaining funds from our 2019 budget be reappropriated into the same expense account for 2020.

Reason funds not expensed in 2019: Due to the complexity of and circumstances related to these cases, the Court has 59 outstanding cases with defense counsel appointments that started in 2019 and have not yet reached final disposition. Therefore, the assigned defense counsel will not be submitting bills to the Court until the case(s) have been concluded, sometime in the next few weeks/months.

Social Sustainability

4. Affordable Housing Programs (AHF) - \$105,780

Purpose for funds: The Affordable Housing Funds are allocated annually through the Competitive Process to support critical affordable housing needs in the City of Fort Collins. Because of the cyclical nature of housing development, funding may be either unallocated or unexpended during a program year. Pursuant to Ordinance No. 028, 1994, any amounts appropriated by Council and not expended during the fiscal year should lapse into the Affordable Housing Reserve.

Reason funds not expensed in 2019: \$25,047 represents FY19 funding that was not allocated to an affordable housing project. \$10,434 represents unspent program support costs and \$70,299 represents funding that was previously committed to the Homebuyer Assistance Program but not yet contracted. The HBA funding cannot be contracted until individual homeowners make application to program for specific properties under contract. The balance of funds will be added to the Spring 2020 Competitive Process to be allocated to an eligible affordable housing project.

KEEP FORT COLLINS GREAT FUND

Economic Health

5. Business Retention and Engagement- \$7,500 (decreased by \$15,000)

Purpose for funds: These funds are in support of Innovation After Hours, which focuses on workforce development and highlights local companies' best practices, as well as innovative ways of doing business. These monthly events feature timely topics around entrepreneurship, startup to scaleup success stories, and keynote speakers from industry, academia, and government sectors.

Reason funds not expensed in 2019: Funds were not expended in 2019 due to delay in timing of event.

TRANSPORATION CAPITAL EXPANSION FEE FUND

Engineering

6. Transportation Capital Expansion Fee Developer Reimbursements- \$1,750,000

Purpose for funds: The purpose of this offer is to appropriate Transportation Capital Expansion Fee (TCEF) funds for the purpose of reimbursing development for the construction of eligible transportation related improvements. The TCEF Program will frequently partner with development to construct arterial and collector level roadways adjacent to the development's frontage. After eligible improvements are accepted by the City, the TCEF program will reimburse the developer for these improvements. The TCEF Program anticipates several large reimbursements for 2020, including improvements associated with the following developments: The Crowne at Old Town North, Northfield, Waterfield Fourth, Mountains Edge, Taft Place, and the Standard. This offer will ensure the TCEF Program's ability to reimburse development for eligible improvements constructed in 2020.

Reason funds not expensed in 2019: The TCEF Program reimburses development for eligible improvements after they are constructed and accepted by the City. Several of the above-mentioned developments did not meet their anticipated 2019 completion dates and are now expecting to be completed in 2020. The TCEF Program is still responsible to reimburse these developments for eligible improvements. With these projects being delayed, TCEF funds budgeted for 2019 need to be re-appropriated to 2020 to accommodate the anticipated reimbursements.

TRANSPORTATION SERVICES FUND

Traffic

7. Neighborhood Traffic Mitigation Program - \$50,000

Purpose for funds: Traffic in neighborhoods can affect the quality of life for residents, bicycles, pedestrians as well as drivers. The Neighborhood Traffic Mitigation Program is a collaborative effort between neighborhoods and City staff to implement traffic calming options. Neighborhoods wanting to install speed bumps are required to complete a petition before construction can take place. Traffic is requesting \$50,000 to be re-appropriated from the 2019 budget to install speed bumps in several neighborhood.

Reason funds not expensed in 2019: Prior to speed bumps being installed, neighborhood consensus with super majority support is required. In the fall of 2019, several neighborhoods completed petitions, however there was not enough time to schedule and install the bumps before the asphalt plants closed for the season. The streets are Stanford Road, Wabash Street, Caribou Drive and Creekwood Drive. That construction is now scheduled for 2020.

DATA & COMMUNICATIONS FUND

Information Technology (IT)

8. Electronic Plan Review - Phase Two - \$35,510

Purpose for funds: The purpose of these funds is to continue the development and implementation of phase two of the Electronic Plan Review system for the Community Development and Neighborhood Services (CDNS) department as well as Utilities and City Partners including PFA. The funds will be utilized to support consulting services with True Point Solutions to assist IT and CDNS with system improvements and increased functionality to the existing Accela system, which includes configuration, scripting, report design and development, testing, and support. These improvements are intended to help better track and manage improved building permit processes. This phase of the project is anticipated to be completed by Q1 2020.

Reason funds not expensed in 2019: Phase two of this project was approved by City Council on October 1, 2019, in Ordinance No. 112, 2019. Per the Agenda Item Summary and Ordinance, this project was slated to go through Q1 of 2020. Therefore, it was anticipated that these funds would not be fully expensed by the end of 2019. The City has already encumbered the majority of the funding authorized by Ordinance No. 112 with True Point Solutions. The funds being requested are for any unanticipated ancillary support costs and/or work order items that may occur through scope changes as the project progresses.

9. IT Network Switch Replacements- \$178,615

Purpose for funds: The funds for this reappropriation request will fund the procurement and professional services needed to replace two core switches along with two other switches that are reaching their end-of-life cycle in July 2020. This infrastructure equipment is critical in nature in that it connects to the eight individual fiber rings that supports the City's entire network system. The professional services needed for this replacement includes the discovery, configuration, implementation, and testing of the cores as this is projected to be a three-month replacement project.

Reason funds not expensed in 2019: In mid-2019, Information Technology staff began the evaluation of replacing the core switches one year before lifecycle expiration. This included multiple discussions with professional services and presentations on potential solutions to replace the switches. During this same timeframe, a transition of City Network responsibilities from IT to the Connexion team was being identified and determined. The timing of the final transition did not leave adequate time for Connexion to evaluate IT's solution proposal to assess if the proposal would fit within Connexion's network architecture plans. In light of the timing of the lifecycle deadline, critical nature of these switches, and other competing priorities, professional services funding needs to be carried into 2020 to complete the replacement of these switches.

CITY FINANCIAL IMPACTS

This Ordinance increases 2020 appropriations by \$2,220,663. A total of \$199,008 is requested for reappropriation in the General Fund, \$7,500 from the Keep Fort Collins Great Fund, and \$2,014,125 is requested from various other City funds. Of those other funds, the majority is \$1,750,000 in the Transportation Capital Expansion Fee Fund. Reappropriation requests represent amounts budgeted in 2019 that were not expended or encumbered at year-end. The appropriations are from 2019 prior year reserves.

ATTACHMENTS

1. First Reading Agenda Item Summary, March 3, 2020 (w/o attachments) (PDF)

AGENDA ITEM SUMMARY

City Council

March 3, 2020

STAFF

Darin Atteberry, City Manager
Travis Storin, Accounting Director
Lawrence Pollack, Budget Director
John Duval, Legal

SUBJECT

First Reading of Ordinance No. 042, 2020, Reappropriating Funds Previously Appropriated in 2019 But Not Expended or Not Encumbered in 2019.

EXECUTIVE SUMMARY

The purpose of this item is to reappropriate monies in 2020 that were previously authorized by City Council for expenditures in 2019 for various purposes. The authorized expenditures were not spent or could not be encumbered in 2019 because:

- there was not sufficient time to complete bidding in 2019 and, therefore, there was no known vendor or binding contract as required to expend or encumber the monies,
- the project for which the dollars were originally appropriated by Council could not be completed during 2019 and reappropriation of those dollars is necessary for completion of the project in 2020, or
- the funds appropriated to be spent in 2019 to carry on some of the programs, services, and facility improvements were not spent or encumbered in 2019 for other reasons but continue to be needed for the same purposes in 2020.

In the above circumstances, the unexpended and/or unencumbered monies lapsed into individual fund balances at the end of 2019 and reflect no change in Council policies.

Monies reappropriated for each City fund by this Ordinance are as follows:

General Fund	\$258,008
Keep Fort Collins Great Fund	71,097
Cultural Services Fund	171,498
Transportation CEF Fund	1,750,000
Transportation Fund	290,000
Parking Fund	30,000
Data and Communications Fund	476,715
Total	<u>\$3,047,318</u>

STAFF RECOMMENDATION

Staff recommends adoption of the Ordinance on First Reading.

BACKGROUND / DISCUSSION

The Executive Team has reviewed the reappropriation requests to ensure alignment with organization priorities and the Budget staff reviewed the requests to verify that all met qualification requirements. The 2020 reappropriation requests are as follows, by fund:

These 2020 reappropriation requests were also reviewed with the Council Finance Committee on Monday, February 24, 2020.

GENERAL FUND

Natural Areas

1. Response to the Northern Integrated Supply Project (NISP) - \$24,478

Purpose for funds: The purpose of this offer is to fund legal and consulting services in support of the City's engagement with the NISP permitting process. Given the broad impact NISP will have on this community, and the complex layers of permits required, the City has prioritized engagement with NISP to ensure it maximizes its influence to protect City assets affected by NISP.

Reason funds not expensed in 2019: The City expected the permitting process of NISP to progress more quickly in 2019 than it actually did. Consistent progress and work have occurred on building collaborations and negotiating to improve outcomes for the City within the context of NISP. However, the final permitting phase is still not complete. Staff plans to use these funds to hire external expertise and legal counsel to support various aspects of our engagement with NISP in 2020. Most specifically in 2020, staff will be focused on the Adaptive Management framework and governance, integration of technical bases, and engaging with our community and the permitting authority when the Record of Decision is released (anticipated early 2020).

City Clerk's Office

2. Continued Population of Ordinance Repository - \$10,000

Purpose for funds: OrdBank is a service available through our codifier, Municipal Code Corporation (MCC), that allows the City to store, search, and link original ordinances from a Code section's history note, Supplement History Table, and Code Comparative Table. It allows browsing of a permanent ordinance repository and affords the City the opportunity to include historical ordinances in the repository. This provides a "one stop shop" experience beneficial to public and internal customers and is particularly helpful for research and development of future Code amendments. Appropriation of these funds will add six more years (2006 through 2011) of ordinances amending City Code, Land Use Code and Traffic Code language to be added to the repository.

Reason funds not expensed in 2019: The City has been adding to the MCC ordinance repository since 2016 as resources allow. This is typically done near the end of the year when codification (Code amendment) is winding down and remaining funds are identified. Due to staffing shortages in the 4th quarter of 2019, this project was delayed.

3. Boards and Commissions Software/Enhancements - \$9,000

Purpose for funds: These funds, originally established as ongoing funding for boards and commissions tracking software, will be used to make enhancements to the chosen product called Engage. Engage is a

custom-built data management platform used to track all City volunteers, and as such, does not immediately provide all of the functionality specific to managing boards and commissions membership. Fortunately, additional customization is readily available through Squarei Technologies, the Engage provider. Desired customization includes additional data fields, enhanced reporting capabilities, and ability to integrate with other tools (such as the City event calendar).

Reason funds not expensed in 2019: The Boards and Commissions Coordinator left her position in August, which remained vacant until December 30. Although other staff members met with the Engage developer about desired enhancements, there was not adequate time or knowledge to adequately scope needs.

City Manager's Office

4. Emergency Preparedness and Security - \$50,000

Purpose for funds: The 2019 offer provided funding to maintain the current level of service provided by the Office of Emergency Preparedness and Security (EPS), which benefits residents, visitors and employees of Fort Collins by providing preservation of life, safety, property conservation and environmental protection in pre-disaster, disaster and post-disaster periods. EPS is also now responsible for coordinating and providing internal and external services in the area security, addressing both internal and external security issues and threats.

Reason funds not expensed in 2019: In 2019 there was a nationwide search for a Director of Emergency Preparedness and Security which was not completed until July 2019. During the time of the search there was a concentrated effort by the interim Director to limit the spending of funds so the new Director could set the strategic direction of the program. Once the Director was in place, emergency and security programming was initiated in the fourth quarter and has continued into 2020. This request is to reappropriate \$50,000 to fund critical programming and training that is foundational to daily operations and aligns with the strategic vision being developed.

Municipal Court

5. Court-Appointed Defense Counsel Funding Request - \$18,750

Purpose for funds: In 2019, as required by law, Chief Judge Lane ordered that court-appointed defense counsel be assigned to represent certain defendants on traffic and non-traffic misdemeanor cases. Defense counsel was appointed on approximately 330 cases in 2019, several of which are still in progress. The fee paid by the City for such representation is billed at the rate of \$75/hour up to a maximum of \$1,675 per case if the case does not go to trial or \$2,480 if the case goes to trial. We are requesting that a portion of the remaining funds from our 2019 budget be reappropriated into the same expense account for 2020.

Reason funds not expensed in 2019: Due to the complexity of and circumstances related to these cases, the Court has 59 outstanding cases with defense counsel appointments that started in 2019 and have not yet reached final disposition. Therefore, the assigned defense counsel will not be submitting bills to the Court until the case(s) have been concluded, sometime in the next few weeks/months.

Social Sustainability

6. Affordable Housing Programs (AHF) - \$105,780

Purpose for funds: The Affordable Housing Funds are allocated annually through the Competitive Process to support critical affordable housing needs in the City of Fort Collins. Because of the cyclical nature of housing development, funding may be either unallocated or unexpended during a program year. Pursuant to Ordinance No. 28, 1994, any amounts appropriated by Council and not expended during the fiscal year should lapse into the Affordable Housing Reserve.

Reason funds not expended in 2019: \$25,047 represents FY19 funding that was not allocated to an affordable housing project. \$10,434 represents unspent program support costs and \$70,299 represents funding that was previously committed to the Homebuyer Assistance Program but not yet contracted. The HBA funding cannot be contracted until individual homeowners make application to program for specific properties under contract. The balance of funds will be added to the Spring 2020 Competitive Process to be allocated to an eligible affordable housing project.

Environmental Services

7. CAP Energy Policy - \$40,000 (plus an additional \$15,000 in Keep Fort Collins Great Fund (KFCG) totals \$55,000 for request)

Purpose for funds: These resources support the development and deployment of Our Climate Future, a combined update to the Climate Action Plan, Energy Policy and Road to Zero Waste updates, which include an equity-centered planning process and outcomes. The funding will support consultants for the technical aspects of the planning process (\$40,000 General Fund) as well as additional community partners and plan ambassadors to support community engagement to be coordinated by the City of Fort Collins Communications & Public Involvement Office (\$15,000 KFCG).

Reason funds not expended in 2019: Due to the equity-centered planning process, an additional phase was added to the planning process (entitled "Understanding Community Priorities"). This meant the 2019 focus was almost entirely on community engagement instead of securing the consultants needed to develop and analyze the plan's strategies. There is an RFP out for the consultant team as well as additional recruitment are all underway. All funds are anticipated to be expended in 2020.

KEEP FORT COLLINS GREAT FUND

Natural Areas

8. West Nile Virus - Efficacy Study- \$20,000

Purpose for funds: The purpose of this offer is to improve understanding of the efficacy of adult mosquito control efforts in Fort Collins. The West Nile Virus (WNV) Technical Advisory Committee has identified a need for field studies to show the efficacy of adult mosquito treatments. Although the WNV program operates a robust trapping network, the timing of data collection contributes to variability in pre-treatment and post-treatment efficacy analysis. These funds would decrease the variability and improve understanding of the causal relation between treatment and vector index reduction.

Reason funds not expended in 2019: The Centers for Disease Control initiated preliminary pro-bono work on developing a treatment efficacy study in 2019. However, due to the impacts of a rain event on the single 2019 adult mosquito treatment event, the CDC could not generate sufficient data. If the 2020 CDC budget allows, CDC and the City will continue to work together to develop a study. If that is not possible, these funds will fund an efficacy study performed by a consultant.

Economic Health

9. Business Retention and Engagement- \$22,500

Purpose for funds: These funds are intended for the Business Engagement Action Plan team development of Customer Service Training Tools and Innovation After Hours. Piloting a new Innovation After Hours focusing on workforce and highlighting local companies' best practices, as well as innovative ways of doing business.

Reason funds not expended in 2019: In 2019, City Manager's Office requested that the Customer Service initiative be reviewed at the City-organizational level instead of only at the business stakeholder level. Funds

were not expended due to timing of onboarding a new project manager. This approach allows for a holistic approach to customer service.

Environmental Services

10. CAP Energy Policy - \$15,000 (plus an additional \$40,000 in General Fund totals \$55,000 for request)

Please see description in #7 under General Fund.

11. Road to Zero Waste Plan Update- \$13,597

Purpose for funds: These resources allow the Waste Reduction and Recycling program area to update the Road to Zero Waste (RtZW) plan in 2019/2020 as part of the Our Climate Future (OCF) planning process. OCF is a combined update to the Climate Action Plan, Energy Policy and Road to Zero Waste updates, which include an equity-centered planning process and outcomes. The Road to Zero Waste plan was originally adopted by City Council in 2013 and has been a foundational, strategic document for the Environmental Services Department, the organization, and the community. An evolution of the road map, including a review of interim Zero Waste goals, is needed to adapt priorities and strategies to changes that have occurred from the local level all the way to the global level.

Reason funds not expended in 2019: Due to the equity-centered planning process, an additional phase was added to the planning process (entitled "Understanding Community Priorities"). This meant the 2019 focus was almost entirely on community engagement instead of securing the consultants needed to develop and analyze the plans' strategies. There is an RFP out for the consultant team as well as additional recruitment are all underway. All funds are anticipated to be expended in 2020.

CULTURAL SERVICES FUND

Cultural Services

12. Lincoln Center Sustainable Performance Hall Lighting- \$171,498

Purpose for funds: This offer will purchase energy-efficient LED lighting for the Lincoln Center Performance Hall. The new fixtures will reduce energy consumption by 75,000 kWh each year, reduce utility costs by \$12,000 per year, reduce the labor to replace lamps, and reduce electric greenhouse gas emissions by at least 66 tons each year. This offer replaces the Performance Hall's 47 house lights with LED lamps and data distribution and dimming for those units; and integrates house lights with the emergency lighting system, dramatically improving safety during any evacuation event. The existing system is inadequate and may not meet current code. Many existing bulbs in the performance hall are failing and need to be replaced on a regular basis, making this the ideal time to replace this existing system with a more cost-effective and environmentally sustainable LED lighting system.

Reason funds not expended in 2019: Due to turnover in technical staff, Cultural Services did not have the expertise to complete the project in a timely and cost-effective manner. This was communicated to executive management in June, resulting in the decision to postpone the project until 2020.

TRANSPORTATION CAPITAL EXPANSION FEE FUND

Engineering

13. Transportation Capital Expansion Fee Developer Reimbursements- \$1,750,000

Purpose for funds: The purpose of this offer is to appropriate Transportation Capital Expansion Fee (TCEF) funds for the purpose of reimbursing development for the construction of eligible transportation related improvements. The TCEF Program will frequently partner with development to construct arterial and

collector level roadways adjacent to the development's frontage. After eligible improvements are accepted by the City, the TCEF program will reimburse the developer for these improvements. The TCEF Program anticipates several large reimbursements for 2020, including improvements associated with the following developments: The Crowne at Old Town North, Northfield, Waterfield Fourth, Mountains Edge, Taft Place, and the Standard. This offer will ensure the TCEF Program's ability to reimburse development for eligible improvements constructed in 2020.

Reason funds not expensed in 2019: The TCEF Program reimburses development for eligible improvements after they are constructed and accepted by the City. Several of the above-mentioned developments did not meet their anticipated 2019 completion dates and are now expecting to be completed in 2020. The TCEF Program is still responsible to reimburse these developments for eligible improvements. With these projects being delayed, TCEF funds budgeted for 2019 need to be re-appropriated to 2020 to accommodate the anticipated reimbursements.

TRANSPORTATION SERVICES FUND

Streets

14. Hickory SMP- \$240,000

Purpose for funds: Streets is requesting \$240,000 to be re-appropriated from the 2019 SMP budget to cover the costs of the Hickory Phase 2 project which was scheduled to be completed in 2019. Phase 2 includes overlay maintenance from the railroad tracks East to College Avenue.

Reason funds not expensed in 2019: Hickory Street Phase 2 was postponed because Utilities needs to complete work prior to the street maintenance work being completed. The utilities work will be completed in 2020, and the Streets department will be able to complete the project in 2020.

Traffic

15. Neighborhood Traffic Mitigation Program - \$50,000

Purpose for funds: Traffic in neighborhoods can affect the quality of life for residents, bicycles, pedestrians as well as drivers. The Neighborhood Traffic Mitigation Program is a collaborative effort between neighborhoods and City staff to implement traffic calming options. Neighborhoods wanting to install speed bumps are required to complete a petition before construction can take place. Traffic is requesting \$50,000 to be re-appropriated from the 2019 budget to install speed bumps in several neighborhood.

Reason funds not expensed in 2019: Prior to speed bumps being installed, neighborhood consensus with super majority support is required. In the fall of 2019, several neighborhoods completed petitions, however there was not enough time to schedule and install the bumps before the asphalt plants closed for the season. The streets are Stanford Road, Wabash Street, Caribou Drive and Creekwood Drive. That construction is now scheduled for 2020.

PARKING FUND

Parking

16. Replacement Signage for Downtown - Flexible Parking Enforcement Hours - \$30,000

Purpose for funds: Signage in the downtown area regarding timed public parking spaces needs updating to be consistent with messaging and to improve aesthetics to help improve the downtown experience. Prior to updating existing signage, Parking Services wanted to ensure that proper verbiage and messaging was aligned with long-term needs. Existing signage indicates hours of regulation, and in some signs/areas, days of regulation. By updating the downtown signage, it will provide the flexibility of enforcement to meet community needs, which is also supported by the Parking Advisory Board and the Downtown Business

Association. Based on newer parking signs adjacent to the Firehouse Alley Parking Structure, on Chestnut Street, a similar design would support downtown needs and provide the flexibility to alter/update as necessary.

Reason funds not expensed in 2019: The reason the approved budget for the downtown signage was not spent in 2019 was because Parking Services wanted to ensure that the updated sign design in the downtown area would meet community needs for the longer-term. Inground sensors were installed in the downtown parking stalls to capture specific data sets, including occupancy, duration of stay, and parking space turnover. Parking Services had intended to use the parking sensor data collected over 2019 to inform a decision of the appropriate downtown signage. In lieu of data collection, Parking Services has begun conversations with community partners, the Parking Advisory Board, the Downtown Business Association, and the Downtown Development Authority. these funds will be spent in 2020.

DATA & COMMUNICATIONS FUND

Information Technology (IT)

17. Electronic Plan Review - Phase Two - \$35,510

Purpose for funds: The purpose of these funds is to continue the development and implementation of phase two of the Electronic Plan Review system for the Community Development and Neighborhood Services (CDNS) department as well as Utilities and City Partners including PFA. The funds will be utilized to support consulting services with True Point Solutions to assist IT and CDNS with system improvements and increased functionality to the existing Accela system, which includes configuration, scripting, report design and development, testing, and support. These improvements are intended to help better track and manage improved building permit processes. This phase of the project is anticipated to be completed by Q1 2020.

Reason funds not expensed in 2019: Phase two of this project was approved by City Council on October 1, 2019, in Ordinance No. 112, 2019. Per the Agenda Item Summary and Ordinance, this project was slated to go through Q1 of 2020. Therefore, it was anticipated that these funds would not be fully expensed by the end of 2019. The City has already encumbered the majority of the funding authorized by Ordinance No. 112 with True Point Solutions. The funds being requested are for any unanticipated ancillary support costs and/or work order items that may occur through scope changes as the project progresses.

18. Electronic Record Search - \$103,000

Purpose for funds: This request is to fund the purchase and implementation of an Electronic Record Search solution that will enable organizations across the City to collaborate effectively and efficiently when Open Records and other searches are requested. Open records requests are received throughout the City organization and at times require exhaustive searches of the records of many different departments in a strictly limited period of time. The primary departments that take the lead in coordinating and assisting with records searches for requests that touch on multiple departments are the City Clerk's Office, City Attorney's Office and Information Technology. It is anticipated that this system will assist departments throughout the City in complying with the statutory mandate to provide public records upon request by members of the public. This item was a priority at the time it was initially funded and continues to be critical to addressing an existing gap in the City's systems for identifying and producing requested records.

Reason funds not expensed in 2019: The original idea was to bring in a completely new tool to meet identified electronic search functionality goals and that run concurrently with the Document Management replacement system. Initially, a tool set within Office 365 was identified as a potential solution, however after further analysis, the solution would have required additional resources and process rewrite beyond the scope of the original intent. Shortly after this discovery, the project stalled due to IT bandwidth capacity issues for supporting higher priority, large scale projects. Recently in 2019, in light of staffing changes and further dialogue, the primary departments involved in this project intentionally delayed pursuing a procurement until early 2020 so that the future Chief Privacy Officer would have an opportunity to provide additional input in identifying the proper tool needed based on the Officer's recommended records management processes.

19. Event Log and Performance Monitoring Tool- \$139,300

Purpose for funds: This request would fund the procurement of an Event Log and Performance Monitoring Tool to quickly evaluate the City's IT systems to pinpoint operational inefficiencies and help detect cyber threats that can inhibit day-to-day City operations. The tool will also enhance the City's ability to monitor and provide a proactive response to infrastructure operations and incident resolution, quickly isolate and resolve issues, and avoid any potential downtime. Funds in this request will also support the need for professional services to assist in the implementation of this solution.

Reason funds not expensed in 2019: This project was slated to begin in the 3rd quarter of 2019. However, the Data Management team's resources were consumed with higher level, priority projects supporting Connexion and Light & Power, and there wasn't available bandwidth to begin procuring this tool in 2019. These delays were reported in the quarterly Safe Strategy Map review sessions. The team has had opportunity for continued analysis of potential solutions and is targeting Q2 of 2020 to procure this tool with full implementation by Fall of 2020.

20. IT Network Switch Replacements- \$178,615

Purpose for funds: The funds for this reappropriation request will fund the procurement and professional services needed to replace two core switches along with two other switches that are reaching their end-of-life cycle in July 2020. This infrastructure equipment is critical in nature in that it connects to the eight individual fiber rings that supports the City's entire network system. The professional services needed for this replacement includes the discovery, configuration, implementation, and testing of the cores as this is projected to be a three-month replacement project.

Reason funds not expensed in 2019: In mid-2019, Information Technology staff began the evaluation of replacing the core switches one year before lifecycle expiration. This included multiple discussions with professional services and presentations on potential solutions to replace the switches. During this same timeframe, a transition of City Network responsibilities from IT to the Connexion team was being identified and determined. The timing of the final transition did not leave adequate time for Connexion to evaluate IT's solution proposal to assess if the proposal would fit within Connexion's network architecture plans. In light of the timing of the lifecycle deadline, critical nature of these switches, and other competing priorities, professional services funding needs to be carried into 2020 to complete the replacement of these switches.

21. SharePoint Online - \$20,290

Purpose for funds: Funding this offer will enable the continuation of the planning, migration and implementation of the SharePoint Online collaboration software included with the Office 365 plan which includes Outlook, Word, Excel, PowerPoint, Publisher, OneNote, OneDrive, MS Teams, and SharePoint Online. Several of the Microsoft products utilize the SharePoint Online platform for collaboration, task/project management and storage, and in some cases, cannot function without SharePoint. This tool will enhance and standardize processes to increase efficiency and reduce costs as expected by City Leaders, staff, and residents.

Reason funds not expensed in 2019: Through 2019, the internal team responsible for this project engaged in the planning foundations, contracted with a vendor, analyzed the infrastructure to help develop standards and templates, priority sites for migration were identified, and the team deployed MS Teams with accompanying training currently ongoing into 2020. However, the project experienced intermittent delays over the course of the year due to higher priority project commitments by team members. These delays were reported in the quarterly HPG Strategy Map review sessions. Despite these delays, particular elements and milestones of this project were accomplished. At present, a test migration is scheduled for mid-February and the project team is targeting Q2 of 2020 for full deployment of the SharePoint implementation.

CITY FINANCIAL IMPACTS

This Ordinance increases 2020 appropriations by \$3,047,318. A total of \$258,008 is requested for reappropriation in the General Fund, \$71,097 from the Keep Fort Collins Great Fund, and \$2,718,213 is requested from various other City funds. Of those other funds, the majority is \$1,750,000 in the Transportation Capital Expansion Fee Fund. Reappropriation requests represent amounts budgeted in 2019 that were not expended or encumbered at year-end. The appropriations are from 2019 prior year reserves.

COPY

ORDINANCE NO. 042, 2020
OF THE COUNCIL OF THE CITY OF FORT COLLINS
REAPPROPRIATING FUNDS PREVIOUSLY APPROPRIATED
IN 2019 BUT NOT EXPENDED OR NOT ENCUMBERED IN 2019

WHEREAS, City Council authorized expenditures in 2019 for various purposes in the General Fund, Keep Fort Collins Great Fund, ~~Cultural Services & Facilities Fund~~, Transportation Capital Expansion Fee Fund, Transportation Services Fund, ~~Parking Fund~~, and Data and Communications Fund, portions of which were not spent or encumbered in 2019; and

WHEREAS, Article V, Section 11 of the City Charter requires that all appropriations unexpended or unencumbered at the end of the fiscal year lapse to the applicable general or special fund, except that appropriations for capital projects and federal or state grants do not lapse until the completion of the capital project or until the expiration of the federal or state grant; and

WHEREAS, Article V, Section 9 of the City 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, City staff have determined that the amounts to be appropriated as described herein are available and currently unappropriated; and

WHEREAS, it is in the best interests of the City and its residents to re-appropriate funds for the expenditures below, in furtherance of these expenditures and their respective public purposes authorized in 2019 for which such appropriated funds were not expended or not encumbered during 2019.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FORT COLLINS as follows:

Section 1. That the City Council hereby makes and adopts the determinations and findings contained in the recitals set forth above.

Section 2. That there is hereby appropriated for expenditure from prior year reserves in the General Fund the sum of ~~TWO HUNDRED FIFTY EIGHT THOUSAND EIGHT DOLLARS (\$258,008)~~ **ONE HUNDRED NINETY-NINE THOUSAND EIGHT DOLLARS (\$199,008)** for the following purposes:

Response to the Northern Integrated Supply Project (NISP)	\$24,478
Continued Population of Ordinance Repository	40,000
Boards & Commissions Software/Enhancements	9,000
Emergency Preparedness and Security	50,000
Municipal Court: Court-Appointed Defense Counsel Funding Request	18,750
Affordable Housing Programs (AHF)	105,780

CAP Energy Policy	40,000
Total General Fund	<u>\$258,008</u>
	\$199,008

Section 3. That there is hereby appropriated for expenditure from prior year reserves in the Keep Fort Collins Great Fund the sum of ~~SEVENTY ONE THOUSAND NINETY SEVEN DOLLARS (\$71,097)~~ **SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$7,500)** for the following purposes:

West Nile Virus Efficacy Study	\$20,000
Business Retention and Engagement	22,500
	\$7,500
CAP Energy Policy	15,000
Road to Zero Waste Plan Update	<u>13,597</u>
Total Keep Fort Collins Great Fund	<u>\$71,097</u>
	\$7,500

~~Section 4. That there is hereby appropriated for expenditure from prior year reserves in the Cultural Services & Facilities Fund the sum of ONE HUNDRED SEVENTY ONE THOUSAND FOUR HUNDRED NINETY EIGHT DOLLARS (\$171,498) for Lincoln Center Sustainable Performance Hall Lighting.~~

Section 54. That there is hereby appropriated for expenditure from prior year reserves in the Transportation Capital Expansion Fee Fund the sum of ONE MILLION SEVEN HUNDRED FIFTY **THOUSAND** DOLLARS (\$1,750,000) to be used for Transportation Capital Expansion Fee developer reimbursements.

Section 65. That there is hereby appropriated for expenditure from prior year reserves in the Transportation Services Fund the sum of ~~TWO HUNDRED NINETY THOUSAND DOLLARS (\$290,000)~~ **FIFTY THOUSAND DOLLARS (\$50,000)** for the following purposes:

Hickory SMP	-\$240,000
Neighborhood Traffic Mitigation Program	<u>\$50,000</u>
Total Transportation Services Fund	<u>\$290,000</u>
	\$50,000

~~Section 7. That there is hereby appropriated for expenditure from prior year reserves in the Parking Fund the sum of THIRTY THOUSAND DOLLARS (\$30,000) for replacement of signage to allow for flexible enforcement of Downtown parking hours.~~

Section 86. That there is hereby appropriated for expenditure from prior year reserves in the Data and Communications Fund the sum of ~~FOUR HUNDRED SEVENTY SIX THOUSAND SEVEN HUNDRED FIFTEEN DOLLARS (\$476,715)~~ **TWO HUNDRED FOURTEEN THOUSAND ONE HUNDRED TWENTY-FIVE DOLLARS (\$214,125)** for the following purposes:

Electronic Plan Review - Phase Two	\$35,510
Electronic Record Search	103,000
Event Log & Performance Monitoring Tool	139,300
IT Network Switch Replacements	178,615
SharePoint Online	20,290
Total Data and Communications Fund	<u>\$476,715</u>
	\$214,125

Introduced, considered favorably on first reading, and ordered published this 3rd day of March, A.D. 2020, and to be presented for final passage on the 21st day of April, A.D. 2020.

Mayor

ATTEST:

City Clerk

Passed and adopted on final reading on the 21st day of April, A.D. 2020.

Mayor

ATTEST:

City Clerk