

AGENDA ITEM SUMMARY

FORT COLLINS CITY COUNCIL

ITEM NUMBER: 20

DATE: February 3, 2004

STAFF: Doug Smith

SUBJECT

First Reading of Ordinance No. 019, 2004, Appropriating Prior Year Reserves.

RECOMMENDATION

Staff recommends adoption of the Ordinance on First Reading.

FINANCIAL IMPACT

Reappropriating these monies does not affect the projected year-end reserve balances because, for budgetary purposes, all appropriated monies are considered spent when estimating reserves prior to completion of audited numbers.

EXECUTIVE SUMMARY

City Council authorized expenditures in 2003 for various purposes. The authorized expenditures were not spent or could not be encumbered in 2003 because:

- There was not sufficient time to complete bidding in 2003 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 2003 and reappropriation of those dollars is necessary for completion of the project in 2004.
- To carry on programs, services, and facility improvements in 2004 with unspent dollars previously appropriated in 2003.

The above circumstances, the unexpended and/or unencumbered monies lapsed into individual fund balances at the end of 2003.

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

General Fund	\$ 2,614,082
Cultural Services and Facilities Fund	\$ 296,411
Natural Areas Fund	\$ 1,244,112
Transportation Services Fund	\$ 92,400
Equipment Fund	\$ 30,000
Enterprise Funds	
Light and Power Fund	\$ 384,188
Storm Drainage Fund	\$ 156,873
Wastewater Fund	\$ 182,671
Water Fund	\$ 461,277

BACKGROUND

GENERAL FUND

City Plan - \$179,925. These funds were appropriated by Council for the City Plan update, the Downtown Strategic Plan, and the Northside Neighborhoods Plan. These plans have planning processes that span more than one budget year therefore, these funds are needed in 2004 for the completion and adoption process of these plans.

Historic Preservation - \$15,532. These funds were allocated in 2003 by Council for various historic preservation projects. These funds were to be used to complete and update information for the Eastside and Westside Survey. However, bids were received from the consultants too late in 2003 to meet the purchasing deadlines.

Affordable Housing Land Bank - \$47,718. These funds were appropriated by Council in 2003 for the purchase of Land Bank properties. The remaining funds from 2003 are needed in 2004 to purchase additional Land Bank property.

Affordable Housing Competitive Process - \$1,036,611. These funds were appropriated in 2003 by Council for the Spring and Fall cycles of the affordable housing competitive process. Projects were awarded during the 2003 Fall cycle but, will not be completed until 2004. These funds will be used in 2004 to complete the awarded projects.

Affordable Housing Trust - \$10,910. These funds were allocated for the affordable housing Rebate Fee Program. The final project was not completed in 2003. These funds will be required in 2004 to pay the final rebate.

Community Opportunity Investments - \$356,651. The Community Opportunity Investments funds are appropriated to address potential projects and needs that were discussed during the budget process and other projects that may be identified during the year that might be of benefit to the City. A major portion of the reappropriated amount (up to \$200,000) will be used in 2004 for the West Nile mitigation program. During 2003, \$522,593 was appropriated for potential

needs. At the end of 2003, there were one-time funds in the amount of \$356,651 that have not been spent or included in the 2004 budget. This item reappropriates the remaining one-time funds for potential projects and needs in 2004.

Camera Radar and Red-Light Camera Systems - \$200,000. At the end of 2003, \$654,547 of estimated ticket revenue that was appropriated for camera radar and red-light camera programs had not been spent or encumbered. These appropriations are set aside to pay the costs which City Departments incur related to the use of camera radar and red-light camera systems and related to other programs intended to address traffic related issues. This item reappropriates \$200,000 of the total amount for unexpected equipment failures or other camera radar program related expenses in 2004. The unappropriated and unspent camera radar revenues will be saved in a reserve for future camera radar needs.

Bohemian Foundation - \$19,853. In 2003, the Bohemian Foundation contributed \$21,000 to the Restorative Justice Program in Fort Collins Police Services. (This program also receives funding from a state grant.) The donation was appropriated late in 2003. These private foundation funds are to be used for ongoing training and program evaluation, services which are not funded by the grant. The balance remaining in the 2003 budget needs to be reappropriated.

Larimer Emergency Telephone Authority Funding - \$43,781. The Larimer Emergency Telephone Authority (LETA) collects a monthly fee from all county telephone users to purchase equipment, train users and maintain equipment used to process E911 phone calls and dispatch appropriate Emergency Services Providers. In 2003, LETA developed a formula for the anticipated annual budget for these services for each Public Safety Answering Point (PSAP - Emergency Services Dispatch Center) based on the number of Dispatchers and the number of E911 phones calls received in the Center. The LETA Board has provided direction that the PSAP's be allowed to use the funds remaining from the 2003 allocation for additional purchases during 2004. The amount from the 2003 LETA funding to be reappropriated for 2004 is \$19,998.

In the same manner, a formula was developed for each Public Safety Answering Point for Emergency Medical Dispatch (EMD) based on the number of dispatchers and the number of EMD calls handled by the Center. The LETA Board provided the same direction for the remaining 2003 EMD funds. The amount from the 2003 EMD funding to be reappropriated for 2004 is \$23,783.

Rape Aggression Defense Education - \$1,323. The Victim Services Team in Fort Collins Police Services received a contribution from a private foundation to provide self-defense classes to women in our community. The balance remaining in the 2003 budget needs to be reappropriated into Police Services to continue the program.

Facility Major Maintenance and Repair - \$153,000. Due to a required accounting change, the Major Maintenance and Repair project budget was moved from the Capital Projects Fund into the General Fund. Because appropriations in the General Fund lapse at the end of the year, these funds need to be reappropriated to complete facilities alteration, maintenance and repair projects. The projects were funded in 2003, but could not be completed due to contractor and labor scheduling, the customer's schedule, weather conditions, and material delivery delays. The

projects are: fire alarm system upgrade at City Hall; compressed natural gas installation at Transfort; alterations and repairs at the Park Shop; alterations at the Police indoor range; and, repairs at 200 and 212 West Mountain facilities. Funds need to be reappropriated to complete these facilities alteration, maintenance and repair projects.

City Attorney Computers - \$5,936. The City Attorney's Office replaced three obsolete computers late in 2003. Payment for the computers could not be processed by the end of the year. This item reappropriates the funds set aside in 2003 to pay for the computers in early 2004.

Gift Catalog Reserve - \$3,130. These are funds from the Gift Catalog Reserve that were appropriated in 2003, but not spent. The funds will be used for special projects as requested by the donors in either Parks or Recreation. No suitable projects were available in 2003. Therefore, the funds need to be reappropriated in 2004 when eligible projects will be determined.

New Signs for Properties Under Development Review - \$2,235. The Current Planning Department appropriated revenue received to post signs on properties that are under development review. The new signs were ordered in 2003 and were invoiced. The signs were received but the invoices were not processed within the 2003 purchasing deadlines. This is a request to reappropriate the \$2,235 to pay for the signs that were received in 2003.

Computer and Office Equipment - \$2,351. In 2003, \$11,000 was appropriated by the Natural Resources Department to facilitate the purchase of computers and office equipment for two new employees. One of the new employees did not remain with the City and the position has not yet been filled. This item reappropriates the remaining funds to be used when the position is filled in 2004.

Sustainability Management System Project - \$4,806. The Natural Resources Department issued an RFP for the Sustainability Management System project. This project will provide a systematic model for implementing sustainability strategies throughout the organization. Of the \$59,000 set aside for this project, \$4,806 remains. This item reappropriates the remaining unencumbered balance for completion of this project in 2004.

Environmental Newsletter - \$1,100. In 2003, the Natural Resources Department published the winter edition of the Environmental Newsletter. The invoices for this edition did not arrive by December 31 and the purchase order lapsed. This item reappropriates the funds needed to pay for the newsletter in 2004.

Udall Property Maintenance - \$3,115. In 2002, the Natural Resources Department received property donated by the Estate of Robert H. Udall. Along with the property the City also received a donation of \$125,000 to be invested, so the interest could be used for repairs and maintenance on the donated property. This item reappropriates the balance of the interest to be used for repairs and maintenance on the property in 2004.

Rivendell Recycling Drop-Off Center - \$23,477. In 2000, Council approved establishment of a recycling drop-off center, which is located at Rivendell School. The 2003 budget included \$74,176 for operating the facility, \$49,176 in one-time funds and \$25,000 in ongoing funds.

Operating expenses in 2003 were \$50,699. As noted during the 2004 budget process, funds available from 2003 will be used to help cover the recycling operations expenses. This item reappropriates the remaining balance to be used for recycling operational expenses in 2004 which may be over the ongoing funding.

Waste Reduction Initiatives - \$29,939. In 2003, a total of \$30,000 in one-time funding was approved to implement new initiatives to help the community reach its goal of diverting 35% of the waste stream from landfills. Due to a delay in hiring and an unexpected vacancy most of these funds were not spent. This item reappropriates the funds for use on the waste reduction initiatives in 2004.

Marketing Position - \$25,000. In 2003, a contractual marketing position, that is shared between the Natural Resources Department and the Communications and Public Involvement Department, was budgeted. The current contract was started in late June. This item reappropriates Natural Resources 2003 funds earmarked for the position, to be used to complete the contract in 2004.

Smoking Ordinance - \$5,000. In late 2003, the ordinance banning smoking in public areas and restaurants went into effect. This item reappropriates Natural Resources Department 2003 funds earmarked for enforcement of the smoking ban.

Radon Program - \$2,631. In 2003, \$2,631 was appropriated from the sale of radon test kits. Since this Natural Resources Department appropriation occurred late in the year, the funds could not be spent. This item reappropriates the funds to be used in the radon program in 2004.

City Climate Protection Program - \$20,817. The Natural Resources Department 2003 budget included an approved 0.5 FTE Environmental Planner contractual position in the Clean Air Program, funded by the Utilities Department, to support the City's Climate Protection Program. This item reappropriates the unspent balance, resulting from an unexpected delay in hiring. Funding will be used to continue the position in 2004.

Second Carbon Monoxide Monitoring Site - \$3,330. Council approved funding for the Natural Resources Department for a second carbon monoxide monitoring site. The monitoring equipment has been installed and the site is operational. This item reappropriates the balance in the project fund for operational expenses in 2004.

Desktop Management System - \$20,500. A project was initiated in 2003 to research and evaluate various Desktop Management systems. These types of systems allow technical support staff to better manage, upgrade and monitor desktop PCs. This type of system also helps staff to be more productive, and with a support position cut in the 2004 budget, a desktop management system will help the IT Department meet growing demands for service. These funds are requested to purchase a desktop management system.

Web Development Position - \$32,500. One of the web developer positions in the E-Government Division was cut from the 2004 budget. The continuation of the contractual position for an additional 6 months will allow the IT Department to complete projects begun in 2003, including the City's Intranet redesign, community event scheduling application, and assisting with

implementation of several CLRS on-line applications. These unspent funds are requested to extend the web development position contract for six months.

Cable Equipment Lease Purchase - \$50,000. The elimination of the Cable programming funding in the Communications and Public Involvement budget results in a loss of revenue for the Cable 27/Media Integration Division for 2004/2005. The Information Technology Department requests that \$50,000 of unspent 2003 funds be reappropriated in order to meet production equipment lease purchase commitments for 2004.

GIS Strategic Plan - \$36,500. The Geographic Information Services division received funding for contractual services for the GIS strategic plan implementation. Some of those funds were not expended last year because other projects, such as the Police Computer Aided Design System implementation, which required considerable involvement and services from GIS took precedence. One of the major projects that the strategic plan identified is an address system with cross-referencing capabilities that serves several departments and solves persistent problems with mailings. A contractual GIS programmer/analyst was hired with those funds and we would like to continue this contract to complete the strategic plan implementation and meet departmental needs. The amount requested is \$36,500.

Network Equipment Installation - \$5,000. Equipment was purchased in 2003 to expand the connectivity between the server room and the communications room. This project will accommodate the addition of servers that provide internet access for various applications, as well as enhance the ability of network staff to troubleshoot problems remotely. The majority of the equipment was purchased in 2003, but has not yet been installed. Other end of year priorities caused the installation phase of this project to be delayed. These unspent funds are requested for labor and material costs to connect the equipment to the network.

Tape Backup Equipment - \$10,000. The current tape backup system used for Internet Access servers no longer has the capacity to backup all the data on the servers. This situation was discovered in December, 2003, and there was not time to complete the comparative analysis of available systems to select the one most suitable for this purpose. A complete backup of all the servers cannot be done with current equipment, putting the City at risk of data loss should their be a hardware failure. This request is to replace the tape backup equipment.

Equipment Loan Pool - \$261,411. Each year funds are appropriated to provide a revolving loan pool for the timely replacement of operating equipment (vehicles, machinery, and computer systems). Operating managers may borrow from the loan pool to bridge the period of time when the equipment is needed and the next available lease purchase package is started. The loan pool is paid back on approval of the lease purchase package. The balance in the Equipment Loan Pool reserve, at the end of 2003, is \$261,411. This amount is requested for reappropriation to provide an equipment loan pool for 2004.

EQUIPMENT FUND

Replacement Pool Vehicle - \$30,000. Fleet Services began the bidding process for the purchase of a replacement pool vehicle in 2003, but at the end of the year, there was not adequate time to

complete the process. This item will reappropriate the funds budgeted in 2003, for the purpose of proceeding with the purchase of the replacement pool vehicle in 2004.

CULTURAL SERVICES AND FACILITIES FUND

Art in Public Places - \$296,411. City Council approved legislation in 1995 creating an Art-in-Public Places (APP) Program. The purpose of the program is to encourage and enhance artistic expression and appreciation adding value to the community through acquiring, exhibiting and maintaining public art. The program is funded by setting aside 1% of all eligible City construction projects (including Utility projects) over \$250,000, as defined in the APP guidelines. Funds totaling \$553,943 were appropriated in the Cultural Services and Facilities Fund in 2003. As of December 31, 2003, \$257,532 had been spent or encumbered leaving a balance of \$296,411. This balance represents funding for projects that were either postponed, delayed or are anticipated multi-year projects. This item reappropriates the \$296,411 in the Cultural Services and Facilities Fund to be used for the APP program in 2004.

NATURAL AREAS FUND

Natural Areas Acquisition Funds - \$1,244,112. The City receives proceeds from the County Help Preserve Open Space sales tax to be used for natural areas land acquisitions. Natural Areas Fund appropriations totaled \$8,525,196, in 2003, from prior year reserves and anticipated revenues in 2003. A total of \$7,281,084 was spent in 2003, leaving unspent appropriations of \$1,244,112 at year-end. Several anticipated acquisitions did not close during 2003, however, staff is continuing to aggressively pursue land acquisition and anticipates requiring these funds in 2003. This item reappropriates the remaining balance, of unspent appropriations, totaling \$1,244,112, to be used for natural area land acquisition and other purposes specified in the County's Help Preserve Open Spaces Initiative in 2004.

TRANSPORTATION SERVICES FUND

Transportation Master Plan Update - \$15,000. Adoption of the Transportation Master Plan Update, originally scheduled for 2003, was delayed to 2004. Appropriations, totaling \$15,000, budgeted in 2003 need to be reappropriated to cover final printing expenses and additional consulting expenses for additional meetings held, in conjunction with the master plan update. This item appropriates \$15,000 from the Transportation Services Fund prior year reserves to be used to complete the Transportation Master Plan Update.

Mason Street Parking Lot Lighting - \$16,000. Improvements to the lighting for the Mason Street parking lot are necessary to address safety concerns and to make the lot more visible and user-friendly. The improvements were scheduled for 2003 but were unable to be completed due to design issues. This item reappropriates \$16,000 from the Transportation Services Fund prior year reserves for the purpose of providing lighting improvements at the Mason Street parking lot.

Parking Ticketing Management System - \$21,400. The Parking Division purchased a new ticketing management system and a new vehicle recognition system near the end of 2003. However, since the implementation for the system will take until February, 2004, funds totaling

\$21,400, for staff training, consultant travel expenses, and unanticipated minor expenses (contingency), need to be reappropriated for 2004.

Old Town Parking Structure Maintenance and Repairs - \$40,000. Due to delays in receiving estimates and weather constraints, repair projects planned for the Old Town Parking Structure during 2003 were not completed. The next projects on the list from the structure condition appraisal include concrete repairs and caulking for levels 1-4, restriping, replacing exterior canvas canopy, replacing worn signage, and replacing damaged lexan panels in the lobby area. This item appropriates \$40,000 from the Transportation Services Fund prior year reserves to be used for scheduled repairs at the Old Town Parking Structure.

ENTERPRISE FUNDS:

LIGHT AND POWER FUND

Art in Public Places - \$384,188 City Council approved legislation in 1995 creating an Art-in-Public Places (APP) program. The purpose of the program is to encourage and enhance artistic expression and appreciation adding value to the community through acquiring, exhibiting and maintaining public art. The program is funded by setting aside 1% of all eligible City construction projects (including Utility projects) over \$250,000, as defined in the APP guidelines. Funds totaling \$385,188 were appropriated in the Light and Power Fund and included in the 2003 budget. As of December 31, 2003, \$1,000 had been spent or encumbered leaving a balance of \$384,188. This balance represents funding for projects that were either postponed, delayed or are anticipated multi-year projects. This item reappropriates the \$384,188 in the Light and Power Fund to be used for the APP program in 2004.

STORM DRAINAGE

Art in Public Places - \$156,873. City Council approved legislation in 1995 creating an Art-in-Public Places (APP) program. The purpose of the program is to encourage and enhance artistic expression and appreciation adding value to the community through acquiring, exhibiting and maintaining public art. The program is funded by setting aside 1% of all eligible City construction projects (including Utility projects) over \$250,000, as defined in the APP guidelines. Funds totaling \$183,151 were appropriated in the Storm Drainage Fund and included in the 2003 budget. As of December 31, 2003, \$26,278 had been spent or encumbered leaving a balance of \$156,873. This balance represents funding for projects that were either postponed, delayed or are anticipated multi-year projects. This item reappropriates the \$156,873 in the Storm Drainage Fund to be used for the APP program in 2004.

WASTEWATER FUND

Art in Public Places - \$182,671. City Council approved legislation in 1995 creating an Art-in-Public Places (APP) program. The purpose of the program is to encourage and enhance artistic expression and appreciation adding value to the community through acquiring, exhibiting and maintaining public art. The program is funded by setting aside 1% of all eligible City construction projects (including Utility projects) over \$250,000, as defined in the APP guidelines. Funds totaling \$182,671 were appropriated in the Wastewater Fund and included in

the 2003 budget. As of December 31, 2003, nothing had been spent or encumbered leaving a balance of \$182,671. This balance represents funding for projects that were either postponed, delayed or are anticipated multi-year projects. This item reappropriates the \$182,671 in the Wastewater Fund to be used for the APP program in 2004.

WATER FUND

Art in Public Places - \$461,277. City Council approved legislation in 1995 creating an Art-in-Public Places (APP) program. The purpose of the program is to encourage and enhance artistic expression and appreciation adding value to the community through acquiring, exhibiting and maintaining public art. The program is funded by setting aside 1% of all eligible City construction projects (including Utility projects) over \$250,000, as defined in the APP guidelines. Funds totaling \$511,277 were appropriated in the Water Fund and included in the 2003 budget. As of December 31, 2003, \$50,000 had been spent or encumbered leaving a balance of \$461,277. This balance represents funding for projects that were either postponed, delayed or are anticipated multi-year projects. This item reappropriates the \$461,277 in the Water Fund to be used for the APP program in 2004.

ORDINANCE NO. 019, 2004
OF THE COUNCIL OF THE CITY OF FORT COLLINS
APPROPRIATING PRIOR YEAR RESERVES

WHEREAS, Article V, Section 11 of the Charter of the City of Fort Collins, hereinafter “the Charter”, requires that all appropriations unexpended or unencumbered at the end of the fiscal year shall lapse to the applicable general or special fund, except that appropriations for capital projects and federal or state grants shall 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 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.

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

Section 1. That there is hereby appropriated for expenditure from prior year reserves in the General Fund the sum of TWO MILLION SIX HUNDRED FOURTEEN THOUSAND EIGHTY-TWO DOLLARS (\$2,614,082) for the following purposes:

City Plan	\$179,925
Historic Preservation	15,532
Affordable Housing Land Bank	47,718
Affordable Housing Competitive Process	1,036,611
Affordable Housing Trust	10,910
Community Opportunity Investments	356,651
Camera Radar and Red-Light Camera Systems	200,000
Bohemian Foundation	19,853
Larimer Emergency Telephone Authority Funding	43,781
Rape Aggression Defense Education	1,323
Facility Major Maintenance and Repair	153,000
City Attorney Computers	5,936
Gift Catalog Reserve	3,130
New Signs for Properties under Development Review	2,235
Computer and Office Equipment	2,351
Sustainability Management System Project	4,806
Environmental Newsletter	1,100
Udall Property Maintenance	3,115
Rivendell Recycling Drop-Off Center	23,477
Waste Reduction Initiatives	29,939
Marketing Position	25,000
Smoking Ordinance	5,000
Radon Program	2,631

City Climate Protection Program	20,817
Second Carbon Monoxide Monitoring Site	3,330
Desktop Management System	20,500
Web Development Position	32,500
Cable Equipment Lease Purchase	50,000
GIS Strategic Plan	36,500
Network Equipment Installation	5,000
Tape Backup Equipment	10,000
Equipment Loan Pool	<u>261,411</u>
Total General Fund	\$2,614,082

Section 2. That there is hereby appropriated from prior year reserves in the Equipment Fund, the sum of THIRTY THOUSAND DOLLARS (\$30,000) to be used for the purchase of a replacement pool vehicle.

Section 3. That there is hereby appropriated for expenditure from prior year reserves in the Cultural Services and Facilities Fund the sum of TWO HUNDRED NINETY-SIX THOUSAND FOUR HUNDRED ELEVEN DOLLARS (\$296,411) to be used for the purpose specified in the City's Art-in-Public Places program.

Section 4. That there is hereby appropriated from prior year reserves in the Natural Areas Fund, the sum of ONE MILLION TWO HUNDRED FORTY-FOUR THOUSAND ONE HUNDRED TWELVE DOLLARS (\$1,244,112) to be used for natural area land acquisition and other purposes specified in the County's Help Preserve Open Spaces Initiative.

Section 5. That there is hereby appropriated for expenditure from prior year reserves in the Transportation Services Fund the sum of NINETY-TWO THOUSAND FOUR HUNDRED DOLLARS (\$92,400) to be used for the following purposes:

Transportation Master Plan Update	\$15,000
Mason Street Parking Lot Lighting	16,000
Parking Ticketing Management System	21,400
Old Town Parking Structure Maintenance and Repairs	<u>40,000</u>
Total Transportation Services Fund	\$92,400

Section 6. That there is hereby appropriated for expenditure from prior year reserves in the Light and Power Fund the sum of THREE HUNDRED EIGHTY-FOUR THOUSAND ONE HUNDRED EIGHTY-EIGHT DOLLARS (\$384,188) to be used for the purpose specified in the City's Art-in-Public Places program.

Section 7. That there is hereby appropriated for expenditure from prior year reserves in the Storm Drainage Fund the sum of ONE HUNDRED FIFTY-SIX THOUSAND EIGHT HUNDRED SEVENTY-THREE DOLLARS (\$156,873) to be used for the purpose specified in the City's Art-in-Public Places program.

Section 8. That there is hereby appropriated for expenditure from prior year reserves in the Wastewater Fund the sum of ONE HUNDRED EIGHTY-TWO THOUSAND SIX HUNDRED SEVENTY-ONE DOLLARS (\$182,671) to be used for the purpose specified in the City's Art-in-Public Places program.

Section 9. That there is hereby appropriated for expenditure from prior year reserves in the Water Fund the sum of FOUR HUNDRED SIXTY-ONE THOUSAND TWO HUNDRED SEVENTY-SEVEN DOLLARS (\$461,277) to be used for the purpose specified in the City's Art-in-Public Places program.

Introduced, considered favorably on first reading, and ordered published this 3rd day of February, A.D. 2004, and to be presented for final passage on the 17th day of February, A.D. 2004.

Mayor

ATTEST:

City Clerk

Passed and adopted on final reading this 17th day of February, A.D. 2004.

Mayor

ATTEST:

City Clerk