

**ORDINANCE No. 8**

**(Series of 2019)**

**AN ORDINANCE APPROPRIATING AN INCREASE IN THE**

- **ASSET MANAGEMENT PLAN FUND EXPENDITURES OF \$36,621,433;**
- **GENERAL FUND OF \$2,947,245;**
- **PARKS AND OPEN SPACE FUND OF \$1,257,728;**
- **WHEELER OPERA HOUSE FUND OF \$321,883;**
- **HOUSING DEVELOPMENT FUND OF \$22,646,845;**
- **KIDS FIRST FUND OF \$123,248;**
- **STORMWATER FUND OF \$986,502;**
- **WATER UTILITY FUND OF \$2,921,697;**
- **ELECTRIC UTILITY FUND OF \$3,284,617;**
- **GOLF COURSE FUND OF \$200,231;**
- **TRUSCOTT HOUSING FUND OF \$61,878;**
- **MAROLT HOUSING FUND OF \$9,550;**
- **EMPLOYEE HOUSING FUND \$665,909;**
- **INFORMATION TECHNOLOGY FUND OF \$412,147.**

**AN ORDINANCE DECREASING AN APPROPRIATION IN THE**

- **TRANSPORTATION FUND OF \$2,039,375;**
- **PARKING FUND OF \$499,156.**

WHEREAS, by virtue of Section 9.12 of the Home Rule Charter, the City Council may make supplemental appropriations; and

WHEREAS, the City Manager has certified that the City has unappropriated current year revenues and/or unappropriated prior year fund balance available for appropriations in the following funds: Asset Management Plan Fund, General Fund, Parks And Open Space Fund, Wheeler Opera House Fund, Transportation Fund, Housing Development Fund, Kids First Fund, Stormwater Fund, Water Utility Fund, Electric Utility Fund, Parking Fund, Golf Course Fund, Truscott Housing Fund, Marolt Housing Fund, Employee Housing Fund, Information Technology Fund.

WHEREAS, the City Council is advised that certain expenditures, revenue and transfers must be approved.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ASPEN, COLORADO:

**Section 1**

Upon the City Manager's certification that there are current year revenues and/or prior year fund balances available for appropriation in the above mentioned funds, the City Council hereby makes supplemental appropriations as itemized in the Exhibit A.

**Section 2**

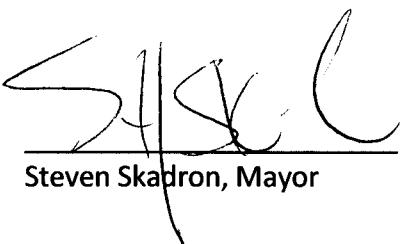
If any section, subdivision, sentence, clause, phrase, or portion of this ordinance is for any reason invalid or unconstitutional by any court or competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion thereof.

**INTRODUCED, READ, APPROVED AND ORDERED PUBLISHED AND/OR POSTED ON FIRST READING on the 22nd day of April, 2019.**

**A public hearing on the ordinance shall be held on the 13th day of May, 2019, in the City Council Chambers, City Hall, Aspen, Colorado.**

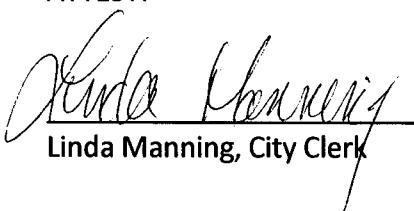
ATTEST:

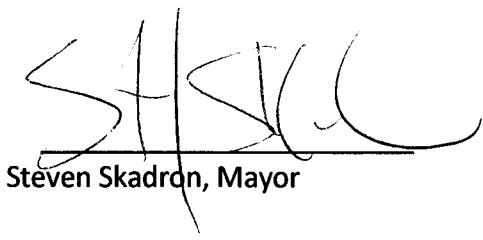
  
\_\_\_\_\_  
Linda Manning, City Clerk

  
\_\_\_\_\_  
Steven Skadron, Mayor

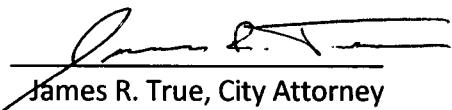
**FINALLY ADOPTED AFTER PUBLIC HEARING on the 13th day of May, 2019.**

ATTEST:

  
\_\_\_\_\_  
Linda Manning, City Clerk

  
\_\_\_\_\_  
Steven Skadron, Mayor

Approved as to Form:

  
\_\_\_\_\_  
James R. True, City Attorney

## TOTAL CITY OF ASPEN 2019 APPROPRIATIONS BY FUND

Fund Name	*Projected Opening Balance	Total 2019 Revenue Budget	Revenue Supplemental #1	2019 Amended Revenue Budget	Total 2019 Expenditure Budget	Expense Supplemental #1	2019 Amended Exp Budget	2019 Ending Balance
<b>General Governmental Fund</b>								
001 - General Fund	<b>\$17,079,391</b>	<b>\$36,070,360</b>	<b>\$71,000</b>	<b>\$36,141,360</b>	<b>\$35,827,190</b>	<b>\$2,947,245</b>	<b>\$38,774,435</b>	<b>\$14,446,316</b>
<b><i>Subtotal General Gov't Funds</i></b>	<b><i>\$17,079,391</i></b>	<b><i>\$36,070,360</i></b>	<b><i>\$71,000</i></b>	<b><i>\$36,141,360</i></b>	<b><i>\$35,827,190</i></b>	<b><i>\$2,947,245</i></b>	<b><i>\$38,774,435</i></b>	<b><i>\$14,446,316</i></b>
<b>Special Revenue Governmental Funds</b>								
100 - Parks and Open Space Fund	\$8,699,580	\$12,972,200	\$165,000	\$13,137,200	\$15,076,710	\$1,257,728	\$16,334,438	\$5,502,342
120 - Wheeler Opera House Fund	\$30,945,680	\$5,753,240	\$0	\$5,753,240	\$6,834,290	\$321,883	\$7,156,173	\$29,542,747
130 - Tourism Promotion Fund	\$113,804	\$2,893,180	\$0	\$2,893,180	\$2,891,430	\$0	\$2,891,430	\$115,554
131 - Public Education Fund	\$2,469	\$2,898,100	\$0	\$2,898,100	\$2,898,100	\$0	\$2,898,100	\$2,469
132 - REMP Fund	\$5,195,660	\$902,030	\$0	\$902,030	\$1,480,000	\$0	\$1,480,000	\$4,617,690
141 - Transportation Fund	\$6,640,536	\$6,990,730	(\$1,644,000)	\$5,346,730	\$9,449,460	(\$2,039,375)	\$7,410,085	\$4,577,181
150 - Housing Development Fund	\$54,258,346	\$10,065,520	\$0	\$10,065,520	\$7,593,310	\$22,646,845	\$30,240,155	\$34,083,711
152 - Kids First Fund	\$5,888,258	\$2,243,640	\$0	\$2,243,640	\$2,139,330	\$123,248	\$2,262,578	\$5,869,320
160 - Stormwater Fund	\$1,898,597	\$1,334,850	\$28,500	\$1,363,350	\$1,712,710	\$986,502	\$2,699,212	\$562,735
<b><i>Subtotal Special Revenue Funds</i></b>	<b><i>\$113,642,929</i></b>	<b><i>\$46,053,490</i></b>	<b><i>(\$1,450,500)</i></b>	<b><i>\$44,602,990</i></b>	<b><i>\$50,075,340</i></b>	<b><i>\$23,296,831</i></b>	<b><i>\$73,372,171</i></b>	<b><i>\$84,873,748</i></b>
<b>Debt Service Governmental Fund</b>								
250 - Debt Service Fund	\$317,441	\$6,419,210	\$0	\$6,419,210	\$6,413,140	\$0	\$6,413,140	\$323,511
<b><i>Subtotal Debt Service Fund</i></b>	<b><i>\$317,441</i></b>	<b><i>\$6,419,210</i></b>	<b><i>\$0</i></b>	<b><i>\$6,419,210</i></b>	<b><i>\$6,413,140</i></b>	<b><i>\$0</i></b>	<b><i>\$6,413,140</i></b>	<b><i>\$323,511</i></b>
<b>Capital Projects Governmental Funds</b>								
000 - Asset Management Plan Fund	\$26,261,786	\$32,601,630	\$30,637,100	\$63,238,730	\$14,881,350	\$36,621,433	\$51,502,783	\$37,997,733
<b><i>Subtotal Capital Fund</i></b>	<b><i>\$26,261,786</i></b>	<b><i>\$32,601,630</i></b>	<b><i>\$30,637,100</i></b>	<b><i>\$63,238,730</i></b>	<b><i>\$14,881,350</i></b>	<b><i>\$36,621,433</i></b>	<b><i>\$51,502,783</i></b>	<b><i>\$37,997,733</i></b>
<b>Enterprise Proprietary Funds</b>								
421 - Water Utility Fund	\$8,044,863	\$9,158,060	\$175,720	\$9,333,780	\$9,955,470	\$2,921,697	\$12,877,167	\$4,501,476
431 - Electric Utility Fund	\$3,307,833	\$10,586,263	\$2,150,000	\$12,736,263	\$10,993,350	\$3,284,617	\$14,277,967	\$1,766,129
451 - Parking Fund	\$6,283,709	\$4,831,750	\$0	\$4,831,750	\$5,599,380	(\$499,156)	\$5,100,224	\$6,015,235
471 - Golf Course Fund	\$1,008,718	\$2,439,050	\$0	\$2,439,050	\$2,926,140	\$200,231	\$3,126,371	\$321,397
491 - Truscott I Housing Fund	\$632,990	\$2,254,470	\$0	\$2,254,470	\$2,346,220	\$61,878	\$2,408,098	\$479,362
492 - Marolt Housing Fund	\$1,411,326	\$1,312,914	\$0	\$1,312,914	\$968,850	\$9,550	\$978,400	\$1,745,840
<b><i>Subtotal Enterprise Funds</i></b>	<b><i>\$20,689,439</i></b>	<b><i>\$30,582,507</i></b>	<b><i>\$2,325,720</i></b>	<b><i>\$32,908,227</i></b>	<b><i>\$32,789,410</i></b>	<b><i>\$5,978,817</i></b>	<b><i>\$38,768,227</i></b>	<b><i>\$14,829,439</i></b>
<b>Internal Proprietary Funds</b>								
501 - Employee Benefits Fund	\$4,379,201	\$5,502,640	\$0	\$5,502,640	\$5,661,360	\$0	\$5,661,360	\$4,220,481
505 - Employee Housing Fund	\$2,061,656	\$2,453,510	\$24,300	\$2,477,810	\$3,081,980	\$665,909	\$3,747,889	\$791,577
510 - Information Technology Fund	\$961,633	\$2,063,990	\$0	\$2,063,990	\$2,006,515	\$412,147	\$2,418,662	\$606,961
<b><i>Subtotal Internal Service Funds</i></b>	<b><i>\$7,402,490</i></b>	<b><i>\$10,020,140</i></b>	<b><i>\$24,300</i></b>	<b><i>\$10,044,440</i></b>	<b><i>\$10,749,855</i></b>	<b><i>\$1,078,056</i></b>	<b><i>\$11,827,911</i></b>	<b><i>\$5,619,019</i></b>
<b><i>ALL FUNDS</i></b>	<b><i>\$185,393,477</i></b>	<b><i>\$161,747,337</i></b>	<b><i>\$31,607,620</i></b>	<b><i>\$193,354,957</i></b>	<b><i>\$150,736,285</i></b>	<b><i>\$69,922,382</i></b>	<b><i>\$220,658,667</i></b>	<b><i>\$158,089,767</i></b>
<b><i>Less Interfund Transfers</i></b>								
<b><i>NET APPROPRIATIONS</i></b>	<b><i>\$185,393,477</i></b>	<b><i>\$131,429,047</i></b>	<b><i>\$32,950,150</i></b>	<b><i>\$164,379,197</i></b>	<b><i>\$120,417,995</i></b>	<b><i>\$71,264,912</i></b>	<b><i>\$191,682,907</i></b>	<b><i>\$158,089,767</i></b>

\*Projected Opening Balance - numbers are still being finalized

Request Title	Request	Justification
<b>000 - Asset Management Plan Fund; Engineering</b>		
<b>Critical Pedestrian Connection - Bleeker Street</b>	\$126,500 A sidewalk connection on the south side of Bleeker Street between Garmisch Street and Aspen Street that will connect the Yellow Brick building to joining sidewalks. This includes three ADA ramps, 8 tree relocations, a light relocation and designing/investigating the second phase that would connect the walk to the Red Brick building. Council indicated during the January 8th Work Session that Bleeker Street should be a priority. <u>One-time.</u>	
	<b>\$126,500</b>	
<b>001 - General Fund; Human Resources</b>		
<b>Recruiting Resources</b>	\$22,600 HR is requesting additional funding to cover web-based recruitment and social media costs, both of which have been previously covered through City Manager's Central Savings. HR is also requesting additional costs to cover fees associated with the increased number of background checks that need to be completed for new hires. Changing workforce demographics and technology have shifted how we search for applicants and how applicants find our open positions, along with a near record low unemployment rate (3.9% nationally). According to a recent report from ICMA, 62% of applicants use online job boards to find new job opportunities, with the top three online job boards for local government being Indeed, Governmentjobs & LinkedIn (all used by HR). HR is also actively reaching out to passive candidates through LinkedIn, etc. The current HR recruitment budget only captures the standard recruitment package focused on newspaper ad costs. Having recently moved away from Oracle consultants for technology assistance related to our web based performance evaluation and recruitment system (Taleo), HR uncovered Recruiting Dash as a cost effective consultant who specializes in Taleo. HR averages 3 tickets a month which reinforces the need to continue services with technology related to Recruiting Dash. If the Taleo recruitment system has a technical issue it prohibits applicants from applying. This support system helps HR maintain a seamless applicant experience. <u>Ongoing.</u>	
<b>Employee Assistance Program</b>	\$13,000 The City's Employee Assistance Program (EAP) provides behavioral health services for our city employees and dependents. Recently, HR increased the amount of counseling sessions from 5 to 8 as a pilot program and covered the expenses through its carry forward savings and thereafter through central savings. In our past city-wide surveys, employees have consistently validated their appreciation of this benefit while on the HDHP (health) plan. The employee feedback and metrics support maintaining the benefit long term. CoA utilization is the highest amongst the large employers in the Valley. Moreover, the CoA is above the benchmark data of 95 visits annually, and the CoA is at 128.5 annually. For this current year, TRIAD is predicting above threshold usage of approximately 161.5 sessions. The HR department continues to support employee's and their families mental health wellbeing as a benefit through innovative approaches such as this one. Larger employers have begun moving from 5 to 8 visits based on our successful model. This funding request fills the gap for funding in moving from 5 visits to 8 visits. <u>Ongoing.</u>	
	<b>\$35,600</b>	
<b>001 - General Fund; Mayor and Council</b>		
<b>City Manager Executive Search Firm</b>	\$43,000 The City of Aspen is seeking proposals for recruitment services from qualified executive services to assist City Council and Mayor in the national selection of a new City Manager. This process includes but is not limited to meeting with City Council and key stakeholder groups as necessary to facilitate the development of a comprehensive candidate profile along with extensive and thorough recruitment and selection activities. Specifically, the scope of work includes: development of a communication plan, advertising & marketing, candidate pool development, review of candidates, coordination and completion of the interview processes, providing progress Reports & timelines, reference and background checks, defining evaluation/selection criteria, and negotiations & follow-up. Lastly, the \$8,000 is included as travel expenses for finalists. <u>One-time.</u>	
	<b>\$43,000</b>	

Request Title	Request	Justification
<b>001 - General Fund; Community Development - Planning / Building</b>		
Wireless Facilities Design Guidelines and Public Outreach	\$75,000 Staff requests additional funds to ensure the City has robust requirements and design guidelines for new wireless infrastructure. This is in response to the changed rules from the state and federal governments regarding wireless facilities. A design guidelines document will provide detailed construction, location, and aesthetic requirements for all wireless deployments in the right-of-way. Additional work on requirements for private properties relating location, heights, and design are also anticipated to be part of this work. Some changes to internal processes to coordinate right-of-way and building permits with the master license agreements is also needed and would be supported by this work. Finally, community engagement on this topic is proposed. The funds will enable staff to provide information to the community about the changed local regulations in response to state and federal rules, as well as provide an opportunity for the community to weigh in on other changes they desire. <u>One-Time</u> .	
	<b>\$75,000</b>	
<b>001 - General Fund; Asset Management</b>		
Interim Office Space	\$109,100 <b>The City of Aspen Office Shuffle</b> - This request is to fund the operating costs for the Obermeyer office space: lease is \$74,000, cleaning services is \$11,000, internet and utilities is 11,300 and other services is \$12,800 for a total of \$109,100 in operational costs for the office space. <b>Background:</b> Asset Management Department took over the APD Obermeyer office space after APD moved into the new APD facility. Environmental Health moved into the office spaces in the Old Powerhouse building after Asset Management moved into the Obermeyer space. This funding is needed until the new City offices are constructed and Asset Management can move in. <u>Ongoing</u> .	
	<b>\$109,100</b>	
<b>001 - General Fund; Police</b>		
Juvenile Fund Donation	\$2,000 <b>Net Zero Impact:</b> A donation by the Locher and & Ziff family towards our Juvenile Fund. This money helps to support police department efforts with local kids, such as Picnic in the park, bike rodeo and other outreach and activities we do for the kids in our community. <u>One-time</u> .	
	<b>\$2,000</b>	
<b>001 - General Fund; Environmental Health</b>		
Radon Reimbursement Grant	\$4,650 <b>Net Zero Impact to CoA:</b> Requesting budget authority for a radon reimbursement grant budget of \$4,650. With this grant, staff provides radon test kits and education to residents in Aspen. Due to this grant, the EH&S dept. will be able to send 2 staff to the EPA Radon Stakeholder Conference in April. Also, staff will provide 2 trainings to the public on radon resistant new construction and radon awareness in real estate transactions. As part of the City's Radon Program, staff will assist homeowners with high radon by providing information on how they can lower their lung cancer risk by installing radon mitigation systems to levels below the EPA action level of 4 pCi/L. Radon grant dollars also cover the cost of the department's multi-media outreach campaign on radon, including newspaper ads, banners on Main St and informational posters posted throughout the community. <u>One-time</u> .	
	<b>\$4,650</b>	
<b>001 - General Fund; City Manager, ComDev, Police</b>		
Employee Payouts	\$410,720 Per City policy, payout of employee accrued grandfathered benefits, PTO and sick leave; plus in 2019, additional payouts for contract terms for the previous City Manager and other City of Aspen employees. <u>One-time</u> .	
	<b>\$410,720</b>	

Request Title	Request	Justification
<b>100 - Parks and Open Space Fund</b>		
Grindlay Bridge Repairs	\$50,000 This is an existing project from 2018 originally budget for \$40,000 with \$19,000 of work spent to-date. Staff determined the original project plan was not appropriate given the environmental sensitivity of the Roaring Fork river in that area. The original project scope included complete tear down of the existing bridge structure with heavy equipment operating in and around the river. Additionally, access for the heavy equipment necessary for the original project design was an issue. The design and plans were reworked resulting in a less intrusive approach and the new project budget is estimated to be \$90,000. <u>One-time.</u>	
Employee Payouts	\$42,930 Per City policy, payout of employee accrued grandfathered benefits, PTO and sick leave. <u>One-time.</u>	
	<b>\$92,930</b>	
<b>120 - Wheeler Opera House Fund</b>		
Main Air Cooled Chiller - Replacement	\$100,000 New funding request to replace the main air cooled chiller at the Wheeler. The mechanical system was to be recommissioned as part of the larger project in spring of 2020. It was discovered that the existing chiller will require extensive repairs this spring. It was determined that a replacement at this time is appropriate and responsible when looking at the larger mechanical system and past performance history.	
Shining Mountains Film Festival (Wheeler)	\$44,200 Shining Mountains Film Festival will be produced by Wheeler, in partnership with Aspen Film and a local advisory committee. Funds support the production of the festival as the third festival under the Wheeler umbrella. Content focuses on indigenous people's film programming produced in October annually. The 2019 festival will receive an estimated 75% WRETT subsidy. Offsetting revenue of \$11,000 is estimated. <u>Ongoing.</u>	
	<b>\$144,200</b>	
<b>141 - Transportation Fund</b>		
Rubey Park-Custodial/Cleaning Services	\$35,000 RFTA and the City share a custodial/cleaning contract for Rubey Park. In 2018 RFTA went through an RFP process for a contract for custodial services to a new vendor. The cost of the custodial service with the new vendor increased significantly. A supplemental request for 2019 of \$35,000 is needed for the custodial services at Rubey Park. <u>Ongoing.</u>	
Security Cameras for Transit Shuttle Vehicles	\$25,000 All full-size City buses are equipped with security cameras, but the smaller City shuttle vehicles do not. Due to some recent incidents on board the City shuttles, RFTA has recommended that security cameras be installed. These cameras will assist with investigating incidents involving passengers behaving badly, accidents, or other safety related incidents. <u>One-time.</u>	
	<b>\$60,000</b>	
<b>150 - Housing Development Fund</b>		
Foreclosures and Property Buy Backs	\$250,000 Funding request is due to potential increase in foreclosures and property buy backs.	
	<b>\$250,000</b>	
<b>160 - Stormwater Fund</b>		
Mail Trail Storm Pipe Replacement Project	\$118,000 An additional \$118,000 is needed to complete the project. Since the fall supplemental request the project has encountered the following obstacles and opportunities, which have created the need for additional funds: The bedding material for the existing pipe was not acceptable and needed to be replaced, Custom stairs were built to accommodate an additional trail closure, the bypass pumps were needed for an additional month, thawing machines were needed during extremely cold temps in December and January, contractor was asked to do some additional grading outside of the original limits of construction. A concrete sidewalk will be replaced in this area, and landscaping costs have increased to cover the additional disturbed areas. <b>Background:</b> The funds currently appropriated for this project are \$827,000. \$500,000 originally budgeted and \$327,000 requested and approved in Fall Supplemental. This new request brings the project estimate to \$945,000. <u>One-time.</u>	

Request Title	Request	Justification
<b>King Street Infrastructure Improvements</b>	\$95,880	In December of 2018, Council approved the contract of \$425,000. This contract plus \$32,000 for additional outreach, inspections and testing brings the revised estimate of this project to \$458,000. This project improves the storm sewer and sidewalk installation to alleviate flooding and create pedestrian connectivity. <b>Background:</b> Currently there is \$362,120 for inlet, pipe design and sidewalk at King Street, of which \$60,000 is funded from the AMP fund. In 2018 the bid came in higher than the original estimate. The contract was presented and approved by Council. <u>One-time</u> .
	<b>\$213,880</b>	
<b>421 - Water Utility Fund Employee Payouts</b>	\$13,300	Per City policy, payout of employee accrued grandfathered benefits, PTO and sick leave. <u>One-time</u> .
	<b>\$13,300</b>	
<b>431 - Electric Utility Fund Employee Payouts</b>	\$5,700	Per City policy, payout of employee accrued grandfathered benefits, PTO and sick leave. <u>One-time</u> .
	<b>\$5,700</b>	
<b>451 - Parking Fund 30 Additional Parking Spaces</b>	\$95,000	Funding request is for design services and land use entitlements for the development of additional parking in the lower level of the Rio Grande Parking Garage.
	<b>\$95,000</b>	
<b>471 - Golf Course Fund Employee Payouts</b>	\$43,610	Per City policy, payout of employee accrued grandfathered benefits, PTO and sick leave. <u>One-time</u> .
	<b>\$43,610</b>	
<b>TOTAL NEW REQUESTS</b>	<b>\$1,725,190</b>	

Fund/Department	Central Savings "10%"	Department Savings "50%"
<i>City Manager (114)</i>	\$345,100	\$98,120
<i>Human Resources (115)</i>	\$0	\$540
<i>City Clerk (113)</i>	\$0	\$42,880
<i>City Attorney (116)</i>	\$0	\$78,990
<i>Finance (117)</i>	\$15,460	\$258,430
<i>Planning (122)</i>	\$6,550	\$141,780
<i>Building (123)</i>	\$0	\$20,870
<i>Environmental Health (431)</i>	\$20	\$77,060
<i>Police (221)</i>	\$20,720	\$405,350
<i>Streets (321)</i>	\$180	\$379,700
<i>Special Events (532)</i>	\$980	\$152,740
<i>Recreation / ARC / AIG (Based on Subsidy) - 542</i>	\$23,550	\$161,570
<i>Red Brick Center for the Arts (552)</i>	\$14,540	\$72,720
<b>001 - General Fund</b>	<b>\$427,100</b>	<b>\$1,890,750</b>
100 - Parks and Open Space Fund	\$0	\$140,320
120 - Wheeler Opera House Fund	\$0	\$90,870
141 - Transportation Fund	\$1,400	\$130,910
152 - Kids First Fund	\$3,150	\$106,110
160 - Stormwater Fund	\$19,420	\$98,590
421 - Water Utility Fund	\$26,400	\$254,880
431 - Electric Utility Fund	\$6,830	\$204,570
451 - Parking Fund	\$0	\$101,690
471 - Golf Fund	\$750	\$47,710
510 - Information Technology Fund	\$6,400	\$177,990
<b>Total Savings to be appropriated</b>	<b>\$491,450</b>	<b>\$3,244,390</b>

The purpose of allowing carryforward savings is to provide an additional incentive for frugality by operating departments. Unlike traditional governments, which have a "use it or lose it" approach to annual operating budgets, Aspen's policy encourages departments to create savings in their annual operating budgets. Savings in annual operating budgets are distributed as follows:

50% of the savings are carried forward into the appropriate department's savings account.

10% is allocated to a Central Savings account.

40% is returned to the appropriate fund balance.

Carryforward Savings represent 50% of the previous year's operating budget savings from individual Departments or Funds. Departments and Funds are allocated these amounts as a reward to finding efficiencies in their operations that allow them to meet their operating goals while spending less than their appropriations. Prior year savings that are not expended are maintained in full and appropriated every year unless directed otherwise by the City Manager. These appropriations can be spent on items related to the Department's or Fund's mission but may not be used for ongoing expenditures. In addition, if a particular expenditure was denied as part of the budget process, departmental savings may not be used for this purpose without City Manager approval. If the expenditure is to exceed \$10,000, the City Manager must authorize the expenditure. Departments and Funds can accrue these savings to a maximum of 15% of their operating budgets.

*\*The above information is from the CoA financial policies, adopted December 11, 2017.*

Department / Project	Request
<b>001 - General Fund; Planning / Building Department</b>	
<b>Uphill Economy</b> - Staff requests that unspent Uphill funds from 2018 be carried forward to support implementation of Council's Uphill Economy Top Nine Goal. The 2017 Uphill Economic Development Plan provided prioritized short-, medium-, and long-term action items for the implementation of the plan. Of those, a top priority is the development of a four-season Uphill Recreation Plan (Rec Plan), promotion of Aspen as an Uphill R+D center with an uphill industry forum, building the uphill events schedule, and supporting regional economic diversification. These carry forward funds will enable the Department to continue the ongoing activities associated with this project.	\$94,120
<b>Historic Property Inventory</b> - Council approved \$25,000 in supplemental funding to the Department's 2016 budget for the historic property inventory project. Because of staff shortages and other Department priorities, work did not begin until 2017. These funds are required to finish the project in 2019. Any additional funds required will come from Department savings.	\$2,830
<b>Historic Preservation Review Sheets</b> - In 2018, Council approved moving forfeited bond funds into ComDev's operating budget to create new HPC sheets in an effort to prevent the issues that arose with an historic property where the work was contrary to its historic preservation approvals and permit. Phase 1 of this project was completed in 2018, and resulted in a number of suggested Phase 2 implementation steps, which will completed in 2019.	\$14,947
<b>Historic Preservation Benefits Outreach</b> - Staff did not spend the \$10,000 allocated to the project because we were able to keep outreach costs down by developing surveys and outreach info in-house. However, following the adoption of the code amendments (anticipated in Spring 2019), additional outreach to HPC and impacted community members is anticipated. This will include creation of additional documents that outline the updated code changes and provide a more streamlined process for historic projects.	\$10,000
<b>Census Organizing Project</b> - In 2018, Council approved the Census Organizing Project to develop and execute a plan for the City of Aspen to assist with the 2020 U.S. Census. These funds need to be carried forward in order to complete the project and support the City's collaborative efforts with Census project partners valley-wide.	\$10,686
<b>Electronic Permit System Training</b> - Council previously approved these funds in conjunction with the implementation of the City's new permits management system. Within the next 3 months, the entire system will be going live. The funds will be used to train both staff and stakeholders in the system's operation.	\$35,605
<b>File and Plan Set Scanning</b> - Council approved \$275,000 in supplemental funding for the Department's 2016 budget to award a contract to digitize all of the Building Department's address files and building plan sets. About \$50,000 was for temporary labor to prepare the files for scanning and to create the metadata associated with the files. ComDev has been able to absorb the labor costs for this project from its labor budget due to staff vacancies. When we started this project, all we had was the linear feet of shelving that housed address files and plan sets; we did not have an accurate count of pages to be scanned. As the contract cost is by page, we could only estimate the project costs. In addition, we didn't stop accepting paper plan sets until 2017 and we still haven't gone live with our new permitting system, so our inventory of paper files has continued to grow. The remaining funds originally approved for this project are now needed to pay for additional scanning costs.	\$72,339
<b>SPECIFIC OPERATIONAL CARRY FORWARD REQUESTS</b>	<b>\$240,527</b>
Aggregate Equipment/Maintenance/Repair Carry Forwards	\$240,527
Aggregate PC Replacement Carry Forwards	\$352,640
Aggregate Workstation Replacement Carry Forwards	\$239,913
<b>OTHER OPERATIONAL CARRY FORWARD REQUESTS</b>	<b>\$120,996</b>
<b>TOTAL OPERATIONAL CARRY FORWARD REQUESTS</b>	<b>\$713,549</b>
	<b>\$954,076</b>

Department / Project	Lifetime Budget	2019 Carry Forward Request
<b>000 - Asset Management Plan Fund; Finance</b>		
50503_Multi-Function Machine - Finance	\$7,000	\$7,000
	<b>\$7,000</b>	<b>\$7,000</b>
<b>000 - Asset Management Plan Fund; Planning</b>		
50259_Electronic Permitting System	\$699,350	\$93,079
	<b>\$699,350</b>	<b>\$93,079</b>
<b>000 - Asset Management Plan Fund; Engineering</b>		
50865 Spring Street Intersection Improvements	\$179,583	\$163,743
50464_Castle Creek Bridge / Hallam Street Improvement	\$5,381,312	\$86,212
50844 Phase 1 Main St Improvements to signals with CDOT Coordination	\$40,000	\$40,000
50473 Paving 4th Street Design and Construction	\$110,000	\$33,300
50485 Streets to Trails	\$210,000	\$21,798
50842 City Survey Monument Maintenance	\$20,000	\$20,000
50477 Ice Garden Drainage Improvements	\$93,000	\$15,300
50010_Cemetery_Snowbunny_Mountain View Intersection Improvements	\$28,132	\$9,237
	<b>\$6,062,027</b>	<b>\$389,590</b>
<b>000 - Asset Management Plan Fund; Police</b>		
50829 Electrical Restraint Device	\$23,000	\$23,000
	<b>\$23,000</b>	<b>\$23,000</b>
<b>000 - Asset Management Plan Fund; Streets</b>		
50833 General Fund Departments Fleet - 2018	\$781,532	\$478,800
50834 Exterior Streets Facilities 2018	\$42,175	\$42,175
	<b>\$823,707</b>	<b>\$520,975</b>
<b>000 - Asset Management Plan Fund; Recreation</b>		
50798 Plumbing - ARC - 2018	\$140,000	\$129,236
51110 Red Brick Arts - Boiler	\$95,000	\$95,000
50053_Electrical - Aspen Ice Garden	\$294,283	\$20,000
50796 ARC Paving	\$20,000	\$20,000
50038_Interior - Aspen Recreation Center	\$65,000	\$17,425
50797 ARC Siding	\$15,000	\$15,000
50386_LIA Scoreboard Replacement	\$30,000	\$14,136
51105 ARC Boiler Installation	\$90,000	\$10,273
50355 AIG Sewer Liner	\$33,000	\$7,334
50799 POS Equipment Replacement - 2018	\$6,000	\$3,005
50801 Upgrades to Technology - 2018	\$35,000	\$757
50357 Water Heater Replacements	\$14,000	\$2,404
	<b>\$837,283</b>	<b>\$334,570</b>
<b>000 - Asset Management Plan Fund; Asset Management</b>		
50060_Old Powerhouse Preservation Project	\$3,551,700	\$766,566
50074_Pedestrian Mall - Planning and Design (ONLY)	\$1,135,530	\$223,612
50064_APD Project	\$22,861,668	\$55,881
	<b>\$27,548,898</b>	<b>\$1,046,059</b>

Department / Project	Lifetime Budget	2019 Carry Forward Request
<b>100 - Parks and Open Space Fund</b>		
50309_Castle Creek Music School Trail	\$875,000	\$125,000
50285_Cozy Point Grading/Drainage Improvements	\$180,000	\$109,970
50105_Burlingame Phase II Parks	\$1,136,465	\$98,782
50284 Burlingame Trail Network Development	\$125,000	\$77,295
50872 John Denver Sanctuary	\$94,579	\$60,519
50779 Oklahoma Flat Trail Railing Replacement	\$55,000	\$55,000
50877 Bicycle Master Plan and Improvements - 2018	\$74,500	\$54,224
50780 Fleet - Parks - 2018	\$591,500	\$47,238
50770 Cozy Point Irrigation Improvements	\$50,000	\$42,490
50771 Cozy Point Ranch Riding Arena Improvements	\$50,000	\$41,615
50333 Maroon Creek Road Trail Development	\$100,000	\$40,000
51111 Lift 1A/Dolinsek Planning	\$30,000	\$19,247
50297_Parks Site Mechanical	\$21,800	\$21,800
50289_Grindlay Bridge Repairs	\$40,000	\$20,482
50306 Cozy Point Electrical Upgrade	\$35,000	\$16,616
50772 Archery Range Improvements	\$15,000	\$15,000
50314 Infield Renovation - Out Years	\$53,000	\$12,000
50263_Core City Network - Parks - 2016	\$2,800	\$2,200
	<b>\$3,529,644</b>	<b>\$859,478</b>
<b>120 - Wheeler Opera House Fund</b>		
50512 Orchestra Seating Replacement	\$255,500	\$53,689
50792 Assistive Listening Loop System Update	\$20,000	\$19,271
50264_Core City Network - Wheeler - 2016	\$2,210	\$2,210
	<b>\$277,710</b>	<b>\$75,170</b>
<b>141 - Transportation Fund</b>		
51109 CMAQ Grant for WE-Cycle Stations and Equipment	\$180,000	\$180,000
50881 Car-to-Go Expansion	\$60,000	\$60,000
50534_Shuttle Replacement - 2017	\$416,000	\$31,652
	<b>\$416,000</b>	<b>\$271,652</b>
<b>150 - Housing Development Fund</b>		
50542_PPP Development Rental Housing	\$25,650,000	\$22,236,035
50260_ACI - Repair and Renovation Project	\$3,257,030	\$160,440
	<b>\$28,907,030</b>	<b>\$22,396,475</b>
<b>160 - Stormwater Fund</b>		
50880 King Street Stormwater System	\$362,120	\$351,652
50130_Aspen Mtn Drainage Basin Imp. - Garmisch	\$827,000	\$81,485
50129_Aspen Mtn Drainage Basin Improvements	\$250,506	\$67,258
50849 Master Planning - River Management Plan Phase II	\$60,000	\$60,000
50850 Master Planning - Riparian Area Master Plan	\$60,000	\$60,000
50126_SW Master Planning 2016	\$225,000	\$31,637
	<b>\$1,784,626</b>	<b>\$652,032</b>

Department / Project	Lifetime Budget	2019 Carry Forward Request
<b>421 - Water Utility Fund</b>		
50135_Reclaimed Waterline Completion at ACSD	\$1,742,910	\$538,139
50132_New Equipment Storage Building	\$400,000	\$390,899
50568 Thomas Reservoir Valves	\$120,000	\$120,000
50745 Backwash Pond - Master Plan & Solids Mitigation	\$1,110,000	\$94,232
50137_Fire Mitigation Upgrades	\$248,000	\$86,339
50748 Water Campus Line Improvements	\$80,000	\$45,000
50565 Castle Creek Headgate/Pipeline	\$160,000	\$71,191
50747 PRV Replacements	\$120,000	\$71,111
50749 Water System Integrity Projects	\$225,000	\$60,000
50571 12 Inch Line to Tieback Tank Feed	\$1,100,000	\$59,423
50153_Water Rate Study & Infrastructure Update	\$110,000	\$57,012
50757 Reservoir Expansion - Leonard Thomas	\$1,320,000	\$55,000
50758 West Plant Controls	\$50,000	\$50,000
50755 Gaging Stations - 2018	\$40,000	\$40,000
50556_Water Site Maintenance	\$125,000	\$34,872
50586 Well Use Masterplan	\$75,000	\$22,500
50756 Water System Model	\$75,000	\$13,354
50265_Core City Network - Water - 2016	\$8,240	\$4,203
	<b>\$7,109,150</b>	<b>\$1,813,275</b>
<b>431 - Electric Utility Fund</b>		
50184_Micro Hydro Maroon / Castle Creek	\$600,000	\$75,000
50874 Fleet - Electric - 2018	\$245,000	\$245,000
50766 Electric System Replacement - 2018	\$200,000	\$90,176
50765 Electric AMP Master Plan	\$100,000	\$86,814
50595 Other Renewable Opportunities - 2018	\$100,000	\$50,000
50266_Core City Network - Electric - 2016	\$2,580	\$2,580
	<b>\$1,247,580</b>	<b>\$549,570</b>
<b>451 - Parking Fund</b>		
50267_Core City Network - Parking - 2016	\$5,600	\$5,600
	<b>\$5,600</b>	<b>\$5,600</b>
<b>471 - Golf Course Fund</b>		
50783 Fleet - Golf - 2018	\$154,000	\$47,408
50784 Facility Work - Golf and Nordic Clubhouse	\$104,400	\$16,759
50203_Fleet - Golf - 2016	\$135,250	\$10,000
50197_Ditch Reconstruction	\$30,000	\$10,000
50198_Exterior - Golf and Nordic Clubhouse	\$7,400	\$7,400
50883 Rental Clubs - 2018	\$20,000	\$6,409
50271_Core City Network - Golf - 2016	\$5,600	\$5,600
	<b>\$456,650</b>	<b>\$103,576</b>
<b>491 - Truscott Housing Fund</b>		
50854 Truscott Snow Removal Equipment Replacement	\$10,000	\$10,000
50855 Plumbing Building 100 Office/Clubhouse - 2018	\$8,100	\$8,100
	<b>\$18,100</b>	<b>\$18,100</b>

Department / Project	Lifetime Budget	2019 Carry Forward Request
<b>505 - Employee Housing Fund</b>		
50681_Water Place Phase II - Design	\$550,000	\$467,557
50231_540 Employee Housing - Construction	\$5,426,830	\$174,052
	<b>\$5,976,830</b>	<b>\$641,609</b>
<b>510 - Information Technology Fund</b>		
51107 Streets Generator	\$30,000	\$17,606
50879 Community Broadband – Create Aspen MeetMe Center	\$86,000	\$82,858
50819 Microsoft Active Directory Upgrade	\$18,150	\$18,150
50237_Galena Plaza Fiber	\$125,000	\$80,177
50811 IT Firewall Refresh	\$44,000	\$19,685
	<b>\$303,150</b>	<b>\$218,476</b>
<b>TOTAL CAPITAL CARRY FORWARD REQUESTS</b>	<b>\$86,033,335</b>	<b>\$30,019,286</b>

2019 Spring Supplemental  
Previously Approved Requests

Exhibit F

Department / Description	Amount	Subtotal
<b>000 - Asset Management Plan Fund; Asset Management</b>		
51077 City Offices 517 / 204	(\$6,500,000)	
51112 City Offices - 425 Rio Grande (includes new funding of \$2.44M approved by Council on May 6,	\$33,040,260	
51114 City Offices - Existing Rio Grande Building	\$1,200,000	
51113 City Offices - Armory Renovation	\$1,450,000	
Lift 1A contribution - Voters' approved	\$4,360,000	
		<b>\$33,550,260</b>
<b>000 - Asset Management Plan Fund; Asset Management</b>		
Rio Grande Place Road Base Improvements: Per engineering recommendation due to the discovery of poor soils beneath Rio Grande Place, contractors will perform sub excavation of the unsuitable material beneath the road surface to a depth of approximately 2 feet and import a Class 6 road base to ensure a suitable base for the new road.	\$379,300	
		<b>\$379,300</b>
<b>000 - Asset Management Plan Fund; Engineering</b>		
Spring and Main Street Improvements: Spring Street has a carry forward budget of \$154,960. The project completed design and was placed out to bid. The City received one bid that was \$411,828. Staff determined that this bid was too high and that placing the project out to bid in the spring would benefit the City. The City has received a bid that is \$283,608.95 and would like to proceed at this cost. The additional budget that would be required for the project would be \$114,000. The purpose of the project is to provide adequate pedestrian safety infrastructure at Main Street and Spring Street that will allow a better interaction between pedestrians and vehicles. In this past this intersection has been dangerous resulting in severe injuries to pedestrians. The project also includes new EV charging stations on Spring Street.	\$114,000	
		<b>\$114,000</b>
<b>141 - Transportation Fund</b>		
SHIFT - all aspects of the project have been closed as of April 1, 2019. 2019 SHIFT operational project budget authority was \$2,555,980. This budget is revised down to \$76,000, this funds the project analysis and closure. <b>Background:</b> The original budget of \$2,555,990 was funded: \$900,000 was funded from the Parking Fund, \$766,800 was funded from the General Fund and the balance of \$889,100 was funded from the Transportation Fund cash reserves.	(\$2,479,980)	
		<b>(\$2,479,980)</b>
<b>421 - Water Fund</b>		
51115 Utilities - Infrastructure Upgrade at Rio Grande and Mill Streets (Water Fund) with \$175K transfer from the Electric Utility Fund	\$777,690	
		<b>\$777,690</b>
<b>431 - Electric Fund</b>		
Formal appropriation of refinancing CCEC bonds in 2019. This funds paying off the debt principal of \$2,150,000, about \$22,000 in interest and \$38,000 in issuance costs. This also adds funding to align the annual debt service payment with the shorter repayment schedule, reduced from 2035 to 2025. There is an overall savings in interest of about \$450,000.	\$2,324,250	
		<b>\$2,324,250</b>
<b>Total Previously Approved Requests</b>		<b>\$34,665,520</b>

Department / Description	Amount
<b>Accounting Actions</b>	
<b>Net Zero Impact:</b> 100% reimbursed by CIRSA. This is the accounting action required to appropriate the reimbursement check from CIRSA, to repair the damage to the Chapel trail bridge.	
100 - Parks and Open Space Fund	\$165,000
<b>Net Zero Impact:</b> This is the accounting action required to reduce authority in the General Fund and increase authority in the Parking fund to pay for Parking's portion of the lease and operating costs in the Mill Building. <b>Background:</b> Parking Ops is scheduled to move from the existing Rio Grande Building to the Mill Building in 2019. The space that Parking is moving into is currently budgeted in the General Fund, Engineering department. This ops authority will be reduced and the ops budget in the Parking fund will be increased fund May through December 2019 lease and operational expenses, estimated at \$81,300. The full year of ops will be worked into the 2020 ops budget, estimated at \$124,600.	
001 - General Fund - Engineering (327)	(\$81,300)
451 - Parking Fund	\$81,300
<b>Net Zero Impact:</b> This is the accounting action required to transfer authority in the General Fund Red Brick facility ops budget and to authority in the Asset Management fund in the Red Brick Arts Boiler project 51110. <b>Background:</b> The project was originally estimated at \$104,500 being completed with internal staff, \$95,000 for the project and \$9,500 for staff time. The new estimate / bid is \$100,000.	
001 - General Fund - Red Brick Center for the Arts (552)	(\$5,000)
000 - Asset Management Fund	\$5,000
<b>Net Zero Impact:</b> This is the accounting action required to transfer departmental savings authority in the General Fund and the Parks and Open Space Fund to the Asset Management fund for improvements to the Tennis Storage Shed Expansion project.	
001 - General Fund - Recreation (542)	(\$11,000)
100 - Parks and Open Space Fund	(\$11,000)
000 - Asset Management Fund	\$22,000
<b>Net Zero Impact:</b> This is the accounting action required to transfer authority in the Transportation Fund capital project budget and to authority in the Asset Management fund so the work at the Spring Street Intersection can be managed and reported from one project in 2019. <b>Background:</b> The Spring Street Intersection Improvements Project and Funding was approved by Council in March 2019.	
141 - Transportation Fund	(\$10,100)
000 - Asset Management Fund	\$10,100

Department / Description	Amount
<b>Net Zero Impact:</b> This is the accounting action required to transfer existing budget authority from the General Fund central savings to Employee Housing Fund. <b>BACKGROUND</b> for City Owned Properties - HOA Dues: Asset is requesting additional funding to cover the relatively newly incurred HOA fees of the properties that have been acquired by the 505 fund over the last 3 years. These additional housing units added to the inventory and are used for interim and long term housing. The additional HOA expense had not been funded when the units were acquired. The expense has been covered from existing operations, negatively impacting funding required for normal operations and maintenance of City owned units. In 2019, this request will be funded from existing authority in central savings. The ongoing nature of this expense will be addressed in the 2020	
505 - Employee Housing Fund 001 - General Fund (central savings)	\$24,300 (\$24,300)

**Transfers Out and Double Counted Funding "Transfers"**

**2019 Project Funding Transfers**

<b>Parking Fund</b> - Reduced the Transfer to match the revised budget of the SHIFT	(\$900,000)
<b>General Fund</b> - Reduced the Transfer to match the revised budget of the SHIFT	(\$744,000)
<b>Transportation Fund</b> - Environmental Health SHIFT work no longer moving forward based on the change of the scope in the SHIFT scope; therefore, funding EH costs from Water and Electric Fund. Reduction to funding from the Transportation Fund	(\$33,000)
<b>Transportation Fund</b> - Environmental Health SHIFT work no longer moving forward based on the change of the scope in the SHIFT scope; therefore, funding EH costs from Water and Electric Fund. Reduction to funding from the Transportation Fund	\$13,000
<b>Transportation Fund</b> - Environmental Health SHIFT work no longer moving forward based on the change of the scope in the SHIFT scope; therefore, funding EH costs from Water and Electric Fund. Reduction to funding from the Transportation Fund	\$20,000
<b>51115 Utilities - Infrastructure Upgrade</b> - total project is \$777,690 fully funded in the Water Utility Fund. \$601,970 is Water Utility Fund work and funded from the cash reserves in this fund. \$175,720 is Electric Fund work and is funded by the cash reserves in the Electric Fund. This is the accounting action required to create an interfund transfer from the Electric Fund to the Water Fund to move these reserves.	
431 - Electric Utility Fund	\$175,720
001 - General Fund - moving central savings to a transfer line to send authority to 505 Employee Housing fund to pay for HOA dues in 2019.	\$24,300
001 - General Fund - moving departmental savings budget to a transfer line to send authority to 000 Asset Management Fund to pay for 50% of the tennis shed expansion project.	\$11,000
100 - Parks and Open Space Fund - moving departmental savings budget to a transfer line to send authority to 000 Asset Management Fund to pay for 50% of the tennis shed expansion project.	\$11,000
001 - General Fund - moving ops budget to a transfer line to send authority to 000 Asset Management Fund to pay for boiler work at the Red Brick facility in 2019.	\$5,000

Department / Description	Amount
141 - Transportation Fund - moving capital project budget to a transfer line to send authority to 000 Asset Management Fund to combine funding so the work at the Spring Street Intersection can be managed and reported from one project in 2019.	\$10,100
<b>2019 Transfers - Subtotal</b>	<b>(\$1,406,880)</b>
Transfer to Central Savings - Based on City of Aspen Financial Policies	
141 - Transportation Fund	\$1,400
152 - Kids First Fund	\$3,150
160 - Stormwater Fund	\$19,420
421 - Water Utility Fund	\$26,400
431 - Electric Utility Fund	\$6,830
471 - Golf Fund	\$750
510 - Information Technology Fund	\$6,400
<b>Transfer to Central Savings - Subtotal</b>	<b>\$64,350</b>
<b>Transfers Out and Double Counted Funding (Transfers) - required appropriations not true costs</b>	<b>(\$1,342,530)</b>
<b>Total Technical Adjustment</b>	<b>(\$1,177,530)</b>