

**ORDINANCE No. 7**

**(Series of 2020)**

**AN ORDINANCE APPROPRIATING AN INCREASE IN THE**

- **ASSET MANAGEMENT PLAN FUND EXPENDITURES OF \$28,615,536;**
- **WHEELER OPERA HOUSE FUND OF \$1,084,691;**
- **HOUSING DEVELOPMENT FUND OF \$13,695,697;**
- **STORMWATER FUND OF \$75,507;**
- **WATER UTILITY FUND OF \$1,266,455;**
- **ELECTRIC UTILITY FUND OF \$1,746,775;**
- **TRUSCOTT I HOUSING FUND OF \$323,467;**
- **MAROLT HOUSING FUND OF \$266,680;**
- **EMPLOYEE HOUSING FUND \$666,775;**
- **INFORMATION TECHNOLOGY FUND OF \$174,990.**

**AN ORDINANCE DECREASING AN APPROPRIATION IN THE**

- **GENERAL FUND OF \$493,000;**
- **PARKS AND OPEN SPACE FUND OF \$1,202,628;**
- **TOURISM PROMOTION FUND OF \$940,900;**
- **PUBLIC EDUCATION FUND OF \$823,000**
- **KIDS FIRST FUND OF \$432,440;**
- **TRANSPORTATION FUND OF \$1,157,860;**
- **PARKING FUND OF \$145,137;**
- **GOLF COURSE FUND OF \$312,535.**

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, Tourism Promotion Fund, Public Education 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 12th day of May 2020.**

**A public hearing on the ordinance shall be held on the 26th day of May 2020, in the City Council Chambers, City Hall, Aspen, Colorado.**

ATTEST:



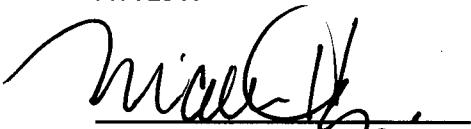
Nicole Henning, City Clerk



Torre, Mayor

**FINALLY ADOPTED AFTER PUBLIC HEARING on the 26th day of May 2020.**

ATTEST:

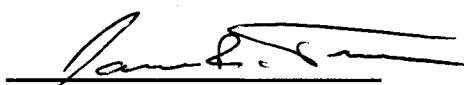


Nicole Henning, City Clerk



Torre, Mayor

**Approved as to Form:**



Jim True, City Attorney



## MEMORANDUM

**TO:** City Council

**FROM:** Sara Ott, City Manager  
Pete Strecker, Finance Director

**MEETING DATE:** May 26, 2020

**RE:** Second Reading – 2020 Spring Supplemental

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**Request of Council:** Staff is requesting Council consideration of needed budgetary adjustments to address a combination of events including: (1) the lapse of annual appropriations at the end of 2019 for which there is still capital and operational project work to complete; (2) unforeseen changes that have occurred since the original 2020 Budget was adopted in November last year; and (3) technical actions to address internal transfers, one-time grant supported items, and equipment replacement funding. In total, the Spring Supplemental requests an increase of \$44,317,003.

**Changes from First Reading:** In alignment with possible revisions documented during first reading, the 2020 Spring Supplemental now reflects the following adjustments:

- a reduction to the Council operating budget equal to \$12,000;
- adjustments to three capital carryforward budgets that net to an increase of \$54,315; and
- a new appropriation of \$300,000 for tourism promotion (services provided by ACRA).

**Previous Actions:** Council adopted the original 2020 Budget in November 2019, when there was a different economic environment than the present. With the COVID pandemic reaching the mountain communities in early March and severely limited economic activity in the Valley and beyond, City Council took emergency action and adopted two ordinances (Ord. #4 and #5, Series 2020) to appropriate \$6 million in relief and recovery funding. The Council also adopted Resolution #34, Series 2020 to soften the immediate impact to the General Fund of carrying \$3.5 million of this \$6 million relief and recovery package, allowing for an interfund advance from the City's Wheeler Opera House Fund with repayment terms for a 10 year period and at a rate equal to the current Treasury rate for the same duration.

**Summary and Background:** Staff held a work session with Council on May 4, 2020 to walk through the combined “routine” Spring Supplemental items as well as the impact of COVID on both revenue expectations and recommended cost cutting measures proposed by the Administration to limit the impact to the financial health of the organization. The attached documents reflect the summarized Spring Supplemental package, separated by type of request. Given that the Council already took action within Ordinances #4 and #5, those impacts have been shown separately from the proposed supplemental request presented today, leaving a revised supplemental request of \$44,317,003.

To support the increased authority within the Spring Supplemental request, note the opening balance change for 2020 equal to \$89.3M - this is predominately a reflection of the unspent appropriation authority for 2019 capital projects that extended beyond the one fiscal year.

Additionally, it does reflect 2019 revenue collections above initial conservative projections when the budget was developed and includes savings from underspent operational budgets.

The proposed revised annual spending plan results in an ending fund balance across City funds equal to \$144.0M – this is greater than the original \$127.4M anticipated and allows for some additional buffer in the event that current actions are not sufficient in this uncertain economy.

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	Original Budget	Ord #4 & Ord #5 (Series 2020)	Spring Supplemental	Revised Budget
<b>Proj. Opening Balance</b>	<b>\$123,305,817</b>	<b>\$0</b>	<b>\$89,290,241</b>	<b>\$212,596,058</b>
Original Revenues	\$151,495,585	\$0	\$0	\$151,495,585
New Revenues	\$0	\$0	\$617,380	\$617,380
Transfers	\$0	\$0	\$199,590	\$199,590
COVID Reductions (Exh G)	\$0	\$0	(\$25,016,960)	(\$25,016,960)
COVID Increases	\$0	\$3,500,000	\$0	\$3,500,000
<b>Revenues</b>	<b>\$151,495,585</b>	<b>\$3,500,000</b>	<b>(\$24,199,990)</b>	<b>\$130,795,595</b>
Base	\$74,897,470	\$0	\$0	\$74,897,470
New Requests (Exh B)	\$1,979,440	\$0	\$198,270	\$2,177,710
Savings Program (Exh C)	\$0	\$0	\$3,826,330	\$3,826,330
Carry Forwards (Exh D)	\$0	\$0	\$1,049,930	\$1,049,930
Technical (Exh F)	\$0	\$0	\$468,980	\$468,980
COVID Increases	\$0	\$6,000,000	\$0	\$6,000,000
COVID <u>Net</u> Reduction (Exh H)	\$0	\$0	(\$8,848,060)	(\$8,848,060)
<b>Operating Budget</b>	<b>\$76,876,910</b>	<b>\$6,000,000</b>	<b>(\$3,304,550)</b>	<b>\$79,572,360</b>
Original	\$28,660,750	\$0	N/A	\$28,660,750
New Requests (Exh B)	\$0	\$0	\$1,050,980	\$1,050,980
Carry Forwards (Exh E)	\$0	\$0	\$51,378,513	\$51,378,513
Technical (Exh F)	\$0	\$0	\$101,760	\$101,760
COVID <u>Net</u> Reduction (Exh H)	\$0	\$0	(\$4,909,700)	(\$4,909,700)
<b>Capital Outlay</b>	<b>\$28,660,750</b>	<b>\$0</b>	<b>\$47,621,553</b>	<b>\$76,282,303</b>
<b>Debt Service</b>	<b>\$7,408,320</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,408,320</b>
<b>Net Appropriations</b>	<b>\$112,945,980</b>	<b>\$6,000,000</b>	<b>\$44,317,003</b>	<b>\$163,262,983</b>
Original Transfers	\$34,501,270	\$0	\$0	\$34,501,270
Technical (Exh F)	\$0	\$0	\$199,590	\$199,590
COVID Reductions (Exh H)	\$0	\$0	(\$2,107,520)	(\$2,107,520)
COVID Increases	\$0	\$3,500,000	\$0	\$3,500,000
<b>Transfers</b>	<b>\$34,501,270</b>	<b>\$3,500,000</b>	<b>(\$1,907,930)</b>	<b>\$36,093,340</b>
<b>Total Appropriations</b>	<b>\$147,447,250</b>	<b>\$9,500,000</b>	<b>\$42,409,073</b>	<b>\$199,356,323</b>
<b>Proj. Ending Balance</b>	<b>\$127,354,152</b>	<b>(\$6,000,000)</b>	<b>\$22,681,178</b>	<b>\$144,035,330</b>

**Additional Staff Comments:** Responding to questions that arose during first reading:

- Municipal office construction at Rio Grande Place is on budget at this time. Estimated completion of the project is being assessed as project work has been delayed due to the impacts of public health orders on construction. Note that the threshold for the project completion was set in the official borrowing documents a June 6, 2022.
- Other municipal office space renovation planned for the Armory building was anticipated to commence once the new office space was completed and staff could move in. This project was to be paid with cash in the City's Asset Management Plan Fund. With the current economic environment, staff has recommended a carryforward appropriation of just \$200,000 of the unspent funds from 2019, to allow for existing invoices to be paid. The project otherwise recommended to be put on hold until a future date and \$1,177,182 from past authority is recommended to be returned to fund balance.
- Excluding the proposed 50% reduction to the departmental savings program, cuts to employee housing transfers, and more general reductions to supplies or training budgets applied across the organizations, some other notable areas of impact tied to budget reduction measures include:

**2019 Reductions (Increases 2020 Opening Fund Balance):**

- ComDev – File and plan set scanning (\$31,160); Uphill Economy – City Contribution (\$36,010)
- Asset – Old Powerhouse preservation project funding (\$709,999)
- Streets – Routine Paving (\$875,000)
- Engineering – Paving 4<sup>th</sup> St Design and Construction (\$107,510)
- Parks – Cozy Point (\$209,100); Parks Campus Drainage & Paving (\$147,899); Tiehack / Maroon Creek Bridges Concrete Repairs (\$60,000); Oklahoma Flats Trail Railing Replacement (\$36,333)
- Transportation – Rubey Park Bus Terminal Maintenance (\$30,000)
- Stormwater – Park Avenue Conveyance Project (\$100,000)
- Water – Reclaimed Waterline (\$100,000)
- Parking – 30 Additional Parking Spaces in Garage Design (\$89,135)
- Employee Housing –Water Place II Design (\$2,978,616)

**2020 Reductions:**

- Asset – Armory Renovation (\$740,000)
- Streets – General Fund Fleet Replacements (\$204,000)
- Conservation – EV Charging Station (\$70,000)
- Engineering – Galena & Main (\$70,000); Ute Ave. Traffic Calming and Trail Connection (\$100,000 – partial reduction)
- Env. Health – Rio Grande Recycling Cardboard Compactor (\$125,000)
- Parks – Galena Plaza Corridor (\$500,000); Glory Hole Park (\$200,000); Maroon Creek Trail Improvements (\$160,000); Snowmaking (\$150,000); John Denver Sanctuary Interpretation (\$90,000 – partial reduction); Herron Park Playground (\$65,000 – partial reduction)
- Wheeler Opera House – Loading Dock & Landscaping (\$291,000); Pavers & Snowmelt (\$255,000); Lighting & Audio Equipment (\$137,000 – partial reduction)
- Kids First – Childcare Capacity Planning & Design (\$150,000)

- Finally, with regards to staffing, the proposed budget reductions reflect the following actions around personnel:
  - All merit increases were suspended beginning April 1;
  - All goals and outcome bonuses were eliminated for 2020;
  - 55 part-time positions at the Wheeler Opera House, Recreation and Red Brick Center for the Arts were laid off as of April 1, 2020 (paid through March 31);
  - Rehiring of the following full-time positions has been frozen:
    - Accountant
    - Communication Specialist II (shared with EHS / Comms)
    - Communication Specialist II (shared with Police / Comms)
    - Field Inspection Manager
    - Kids First Resource Teacher Intern
    - Open Space and Natural Resources Manager
    - Operations Manager (Recreation – Ice)
    - Community Development Planner
    - Community Development Sr. Planner
    - Systems Analyst – Parks, Recreation, Golf
    - Operations Assistant – Wheeler Opera House
    - Recreation Specialist II
  - 24 seasonal positions at Parks and Open Space and Golf have been filled using full-time staff from the Wheeler, Clerks, Kids First, Parking, Special Events and Recreation departments to maintain employment for these staff members and allowing for a quick reassignment to their home departments when facilities are able to re-open and programs can commence.

**Recommendations:** Staff recommends approval of the revised spending plan for 2020, allowing for the re-appropriation of one-time capital and operational project budgets that lapsed at the end of 2019, approval of new requested funding, and to also reduce spending in other areas to respond to a new economic environment.

**City Manager Comments:**

# CITY OF ASPEN 2020 APPROPRIATIONS BY FUND

Exhibit A

 <b>CITY OF ASPEN</b>	<b>Fund Name</b>	<b>Projected Opening Balance</b>	<b>Revenues</b>				<b>Expenses</b>				<b>2020 Amended Expense Budget</b>	<b>2020 Ending Balance</b>
			<b>2020 Adopted Revenue</b>	<b>Ordinances #4 &amp; #5</b>	<b>2020 Spring Supplemental</b>	<b>2020 Amended Revenue Budget</b>	<b>2020 Adopted Expense</b>	<b>Ordinances #4 &amp; #5</b>	<b>2020 Spring Supplemental</b>			
<b>General Governmental Fund</b>												
001 - General Fund		\$21,738,324	\$36,091,050	\$3,500,000	(\$3,493,260)	\$36,097,790	\$36,709,130	\$3,500,000	(\$493,000)	\$39,716,130	\$18,119,984	
<b><i>Subtotal General Gov't Funds</i></b>		<b>\$21,738,324</b>	<b>\$36,091,050</b>	<b>\$3,500,000</b>	<b>(\$3,493,260)</b>	<b>\$36,097,790</b>	<b>\$36,709,130</b>	<b>\$3,500,000</b>	<b>(\$493,000)</b>	<b>\$39,716,130</b>	<b>\$18,119,984</b>	
<b>Special Revenue Governmental Funds</b>												
100 - Parks and Open Space Fund		\$7,722,372	\$13,692,910	\$0	(\$4,214,700)	\$9,478,210	\$14,180,960	\$0	(\$1,202,628)	\$12,978,332	\$4,222,250	
120 - Wheeler Opera House Fund		\$32,616,443	\$5,865,220	\$0	(\$1,972,000)	\$3,893,220	\$5,459,320	\$3,500,000	\$1,084,691	\$10,044,011	\$26,465,652	
130 - Tourism Promotion Fund		\$103,630	\$2,993,610	\$0	(\$1,240,900)	\$1,752,710	\$2,991,800	\$0	(\$940,900)	\$2,050,900	(\$194,560)	
131 - Public Education Fund		\$0	\$2,920,000	\$0	(\$823,000)	\$2,097,000	\$2,920,000	\$0	(\$823,000)	\$2,097,000	\$0	
132 - REMP Fund		\$5,238,857	\$914,010	\$0	\$0	\$914,010	\$1,945,400	\$0	\$0	\$1,945,400	\$4,207,467	
141 - Transportation Fund		\$7,714,320	\$5,404,090	\$0	(\$1,325,100)	\$4,078,990	\$6,809,520	\$0	(\$1,157,860)	\$5,651,660	\$6,141,650	
150 - Housing Development Fund		\$48,525,279	\$21,687,160	\$0	(\$4,359,000)	\$17,328,160	\$16,488,840	\$1,000,000	\$13,695,697	\$31,184,537	\$34,668,902	
152 - Kids First Fund		\$6,279,775	\$2,334,325	\$0	(\$679,000)	\$1,655,325	\$2,709,290	\$1,500,000	(\$432,440)	\$3,776,850	\$4,158,250	
160 - Stormwater Fund		\$1,673,013	\$1,436,490	\$0	\$0	\$1,436,490	\$1,364,030	\$0	\$75,507	\$1,439,537	\$1,669,966	
<b><i>Subtotal Special Revenue Funds</i></b>		<b>\$109,873,689</b>	<b>\$57,247,815</b>	<b>\$0</b>	<b>(\$14,613,700)</b>	<b>\$42,634,115</b>	<b>\$54,869,160</b>	<b>\$6,000,000</b>	<b>\$10,299,067</b>	<b>\$71,168,227</b>	<b>\$81,339,577</b>	
<b>Debt Service Governmental Fund</b>												
250 - Debt Service Fund		\$1,026,470	\$6,244,110	\$0	\$0	\$6,244,110	\$6,238,030	\$0	\$0	\$6,238,030	\$1,032,550	
<b><i>Subtotal Debt Service Fund</i></b>		<b>\$1,026,470</b>	<b>\$6,244,110</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,244,110</b>	<b>\$6,238,030</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,238,030</b>	<b>\$1,032,550</b>	
<b>Capital Projects Governmental Funds</b>												
000 - Asset Management Plan Fund		\$47,271,740	\$9,723,680	\$0	(\$111,000)	\$9,612,680	\$3,502,700	\$0	\$28,615,536	\$32,118,236	\$24,766,184	
<b><i>Subtotal Capital Fund</i></b>		<b>\$47,271,740</b>	<b>\$9,723,680</b>	<b>\$0</b>	<b>(\$111,000)</b>	<b>\$9,612,680</b>	<b>\$3,502,700</b>	<b>\$0</b>	<b>\$28,615,536</b>	<b>\$32,118,236</b>	<b>\$24,766,184</b>	
<b>Enterprise Proprietary Funds</b>												
421 - Water Utility Fund		\$8,189,182	\$10,162,120	\$0	(\$699,300)	\$9,462,820	\$11,973,150	\$0	\$1,266,455	\$13,239,605	\$4,412,397	
431 - Electric Utility Fund		\$5,161,141	\$10,169,550	\$0	(\$1,106,600)	\$9,062,950	\$10,083,450	\$0	\$1,746,775	\$11,830,225	\$2,393,866	
451 - Parking Fund		\$7,082,783	\$4,939,030	\$0	(\$1,522,500)	\$3,416,530	\$8,429,050	\$0	(\$145,137)	\$8,283,913	\$2,215,400	
471 - Golf Course Fund		\$576,062	\$2,578,450	\$0	(\$856,110)	\$1,722,340	\$2,341,270	\$0	(\$312,535)	\$2,028,735	\$269,667	
491 - Truscott I Housing Fund		\$894,922	\$2,401,400	\$0	\$0	\$2,401,400	\$2,268,290	\$0	\$323,467	\$2,591,757	\$704,565	
492 - Marolt Housing Fund		\$2,041,095	\$1,453,120	\$0	\$0	\$1,453,120	\$2,457,590	\$0	\$266,680	\$2,724,270	\$769,945	
<b><i>Subtotal Enterprise Funds</i></b>		<b>\$23,945,185</b>	<b>\$31,703,670</b>	<b>\$0</b>	<b>(\$4,184,510)</b>	<b>\$27,519,160</b>	<b>\$37,552,800</b>	<b>\$0</b>	<b>\$3,145,705</b>	<b>\$40,698,505</b>	<b>\$10,765,840</b>	
<b>Internal Proprietary Funds</b>												
501 - Employee Benefits Fund		\$3,867,693	\$5,538,880	\$0	\$0	\$5,538,880	\$5,806,600	\$0	\$0	\$5,806,600	\$3,599,973	
505 - Employee Housing Fund		\$3,902,169	\$2,576,640	\$0	(\$1,797,520)	\$779,120	\$421,410	\$0	\$666,775	\$1,088,185	\$3,593,104	
510 - Information Technology Fund		\$970,788	\$2,369,740	\$0	\$0	\$2,369,740	\$2,347,420	\$0	\$174,990	\$2,522,410	\$818,118	
<b><i>Subtotal Internal Service Funds</i></b>		<b>\$8,740,650</b>	<b>\$10,485,260</b>	<b>\$0</b>	<b>(\$1,797,520)</b>	<b>\$8,687,740</b>	<b>\$8,575,430</b>	<b>\$0</b>	<b>\$841,765</b>	<b>\$9,417,195</b>	<b>\$8,011,195</b>	
<b>ALL FUNDS</b>		<b>\$212,596,058</b>	<b>\$151,495,585</b>	<b>\$3,500,000</b>	<b>(\$24,199,990)</b>	<b>\$130,795,595</b>	<b>\$147,447,250</b>	<b>\$9,500,000</b>	<b>\$42,409,073</b>	<b>\$199,356,323</b>	<b>\$144,035,330</b>	
<b><i>Less Interfund Transfers</i></b>												
<b>NET APPROPRIATIONS</b>			<b>\$116,994,315</b>	<b>\$0</b>	<b>(\$22,292,060)</b>	<b>\$94,702,255</b>	<b>\$112,945,980</b>	<b>\$6,000,000</b>	<b>\$44,317,003</b>	<b>\$163,262,983</b>		



## 2020 SPRING SUPPLEMENTAL REVENUE DETAIL

Department/Description	New Revenue	Transfer
<b>Asset Management Plan Fund:</b> Because of CDOT grant funding requirements, the timeline for completion of the Garmisch Bus Stop and Pedestrian Improvements project was advanced one year. The grant redistributed cost sharing between the Transportation fund and the Asset Management fund, reducing the original transfer amount of \$156,000 from Transportation to \$45,000.	\$0	(\$111,000)
<b>000 - Asset Management Fund Total:</b>	<b>\$0</b>	<b>(\$111,000)</b>
<b>Transfer from Wheeler Opera House Fund:</b> Transfer from the Wheeler Fund to cover a portion of the grant review process assessment and overhaul, managed by the Quality Office within the Manager's Office. See "New Requests" for further specifics around this ask.	\$0	\$9,000
<b>Transfer from Multiple Funds:</b> Transfers from non-General Fund departments associated with the Central Savings program per City Financial Policies, equal to 10% of operational savings in the preceding year.	\$0	\$93,590
<b>City Manager Subtotal:</b>	<b>\$0</b>	<b>\$102,590</b>
<b>Net Zero Impact - 100% Grant funded Food Safety Program:</b> The Environmental Health and Sustainability Department was awarded two grants for a total of \$6,000 to enhance the food safety program in the City of Aspen. The first provides \$3,000 to go towards providing food safety trainings for restaurants which can cover costs such as language translation services, materials and supplies, and refreshments for the trainings. The second, also for \$3,000, goes to cover travel and lodging expenses plus registration for the Food Program Manager to attend two conferences on food protection. One is put on by the FDA and the other by the state of Colorado. This request is to extend spending authority in the lines listed to allow for the use of the awarded grant dollars	\$6,000	\$0
<b>Net Zero Impact - 100% Grant funded Radon Program:</b> EH&S requests the budget authority for a Radon Reimbursement Grant budget of \$4,880. With this grant, staff provides radon test kits and education to residents in Aspen. Staff will provide training to the public on 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 and lowering radon 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 social media, newspaper ads, banners on Main Stand informational post cards and posters posted throughout the community.	\$4,880	\$0
<b>Environmental Health Subtotal:</b>	<b>\$10,880</b>	<b>\$0</b>
<b>001 - General Fund Total:</b>	<b>\$10,880</b>	<b>\$102,590</b>
<b>Wheeler: Aspen Public House Pipe Repair &amp; On Going Maintenance:</b> An unexpected repair to the pipe that carries grease from the restaurant floor drains and dishwashing stations was required in order for the restaurant to continue running efficiently and safely. This pipe must be maintained and pumped monthly in order to abide with the required building code. In order to ensure that the tenant properly maintains this item, Wheeler will schedule and oversee vendor in the monthly process (\$750/month) and will charge the cost back to the tenant in the monthly rent bill.	\$9,000	\$0
<b>120 - Wheeler Opera House Fund Total:</b>	<b>\$9,000</b>	<b>\$0</b>

Department/Description	New Revenue	Transfer
<b>Updated revenue projection:</b> Based on current trends revenue projections for Fire Charge (\$25,500) and Raw Water (\$54,000) were increased.	\$79,500	\$0
<b>Grant Funded:</b> The Bureau of Reclamation grant will be used to implement water AMI and meter replacement projects.	\$500,000	\$0
<b>421 - Water Utility Fund Total:</b>	<b>\$579,500</b>	<b>\$0</b>
<b>Updated revenue projection:</b> Based on current trends revenue projections for Electric Development Fee (\$18,000) were increased.	\$18,000	\$0
<b>Transfer from Water Utility Fund:</b> Revised apportionment of the automated metering (AIM) project between the two utility funds based on the benefits provided to each fund. A corresponding expense is shown in the "Technical" section of this Spring Supplemental, with the result being a slightly smaller cost burden to the Electric Utility.	\$0	\$208,000
<b>431 - Electric Utility Fund Total:</b>	<b>\$18,000</b>	<b>\$208,000</b>
<b>Total Revenue / Transfers In:</b>	<b>\$617,380</b>	<b>\$199,590</b>



## 2020 SPRING SUPPLEMENTAL NEW REQUESTS

Department/Description	Operating	Capital
<b>50486 Garmisch Bus Stop and Pedestrian Improvements:</b> CDOT awarded the City of Aspen a \$600,000 grant for the Garmisch Bus Stop and Pedestrian Improvements project. This is a reimbursement grant that requires the project be completed by the end of 2021. The design work needs to be completed by fall of 2020, in order to solicit bids, conduct public outreach, and start construction in 2021. Funding and project timelines need to be accelerated in order to meet the grant deadline. \$156,000 was planned to be spent in 2021; however, this will need to be moved up to 2020 and the planned construction (\$939,000) will be moved to 2021. The current funding requirement from the Transportation fund and the AMP fund will be reduced by \$300,000 each. <b>One-time</b>	\$0	\$156,000
<b>Ice Garden Sanitary Sewer Replacement:</b> The discharging sanitary sewer on the north east corner of the Ice Garden Center is in poor condition and could shut down the center if a break occurs. Funds would replace approximately one block of pipe. Roots and age have minimized the current capacity of discharge and staff anticipates this section of pipe to have remaining limited life. The project originally started under the Asset group to finalize design and was transferred to Engineering for construction in the summer of 2019. <b>One-time</b>	\$0	\$134,000
<b>Airport Signal Repair:</b> City Council approved the placement of a foundation and replacement of the light pole that was damaged by a City vehicle on April 14, 2020 by Resolution #027. CDOT requested the City proceed with the contracting and management of the project to reduce the cost by up to 25% and decrease the time needed for placement of the signal. An insurance claim will be potentially required to cover cost after placement is complete. <b>One-time</b>	\$0	\$75,980
<b>000 - Asset Management Fund Total:</b>		<b>\$0    \$365,980</b>
<b>City Manager Administrative Assistant (0.7 FTE):</b> The City Manager's Office previously shared a position with the Finance Department to perform two full time functions, that of an Administrative Assistant for the Manager's Office as well as the City's Procurement Officer. With the departure of this tenured individual, the City has evaluated the needs of the organization and requests that these two roles be separated and funded at a higher level to allow for a net increase of 1.0 FTE across the organization. Given the City's volume of procurement and the needs of the Manager's Office (including Council support), broadening the expectations of these two positions to match the demands associated with both roles necessitates two full time staff. <b>On-going</b>	\$61,640	\$0
<b>Arts, Nonprofit, HHS Grant Program Evaluation:</b> Based on feedback through previous award cycles, City Staff has initiated a RFQ to seek out an organization to help administer an evaluation of the City's grant application and award process. This evaluation will include all grant awarding, including health and human services (HHS), parks, recreation and the arts. The cost of the evaluation is estimated at \$18,000 and is proposed to be split between the General Fund and the Wheeler Opera House Fund. <b>One-time</b>	\$18,000	\$0
<b>City Manager Subtotal</b>		<b>\$79,640    \$0</b>

Department/Description	Operating	Capital
<b>Procurement Officer (0.3 FTE):</b> The City Manager's Office previously shared a position with the Finance Department to perform two full time functions, that of an Administrative Assistant for the Manager's Office as well as the City's Procurement Officer. With the departure of this tenured individual, the City has evaluated the needs of the organization and requests that these two roles be separated and funded at a higher level to allow for a net increase of 1.0 FTE across the organization. Given the City's volume of procurement and the needs of the Manager's Office (including Council support), broadening the expectations of these two positions to match the demands associated with both roles necessitates two full time staff.	\$32,830	\$0
The Procurement Officer role has changed to require a much higher level of engagement, including increased audit and compliance, legal, and award disclosure requirements. Because of these changes and of the separation from the administrative roles previous layered on this position, the cost of this FTE is higher than previously budgeted. <b>On-going</b>		
<b>Software Hosting Costs:</b> Due to the delay in implementing new sales and lodging tax software, the Finance Department is covering the maintenance and hosting costs for the legacy system longer than expected. The additional cost for the year is slightly less than \$9,000 and provides for technical assistance with the system that continues to be "temperamental". Ultimately, Finance would like to turn on the new system in Oct/Nov to take advantage of the functionality of the new system, but understands that the current environment is not the right moment to make the system live. <b>One-time</b>	\$8,800	\$0
	<b>Finance Subtotal:</b>	<b>\$41,630</b>
<b>Fee-in-Lieu Study Extension:</b> In August of 2019, City Council approved a professional services contract with White and Smith, in partnership with TischlerBise, for a study of Aspen's Fee-in-Lieu (FIL) for affordable housing mitigation. The study is evaluating the calculation, updates methods, legal sufficiency of related code language and methodology, and relationship of the FIL to the Affordable Housing Credits Program. The report will make recommendations for improvements to the program. Per Council direction following discussion of the report, a new contract with the consultant team would provide direction on any additional requested analysis. <b>One-time</b>	\$25,000	\$0
	<b>Planning Subtotal:</b>	<b>\$25,000</b>
	<b>001 - General Fund Total:</b>	<b>\$146,270</b>
<b>Theater Project Study Phase II - Organizational Assessment:</b> Following input from City Council in Fall 2019, the Wheeler Opera House staff increased the scope of work for the Theatre Projects 2019 contract (Phase I Feasibility Study). Phase II will include conducting an organizational/departmental review of the Wheeler Opera House to determine the Wheeler's success in meeting its strategic goals over the last five years as well as a review and recommendations for the long-term sustainability and organization of the department. This additional scope of work will include operations analysis, staff interviews and final recommendations. The study begins on March 29 and will be completed by July 1, 2020. <b>One-time</b>	\$35,000	\$0

Department/Description	Operating	Capital
<b>Aspen Public House Pipe Repair and Maintenance:</b> An unexpected repair (\$9,000) to the pipe that carries grease from the restaurant floor drains and dishwashing stations was required in order for the restaurant to continue running efficiently and safely. This pipe must be maintained and pumped monthly in order to abide with the required building code. In order to ensure that the tenant properly maintains this item, Wheeler will schedule and oversee vendor in the monthly process (\$750/month) and will charge the cost back to the tenant in the monthly rent bill.	\$17,000	\$0
	<b>120 - Wheeler Fund Total:</b>	<b>\$52,000</b>
<b>Yellow Brick Entrance Concrete Repair:</b> The entrance landings and stairs have been deteriorating for a number of years. The plan calls for removing the existing paint, patching, and cleaning the concrete stairs and landings at east and west main entrances, repairing and encapsulating the steel stair nosing's in an epoxy paint, and adding a clear protective coating to the concrete surfaces. With a focus on historic sensitivity, this process will improve the aesthetics at the entrances and protect the stairs from further deterioration. This work is expected to last for ten years with minor touch ups. <b>One-time</b>	\$0	\$45,000
	<b>152 - Kid's First Fund Total:</b>	<b>\$0</b>
<b>50745 Drying Bed Maintenance and Rebuild:</b> The backwash pond for the clarifier residuals needs to have the materials removed and taken to the landfill. The second piece of the project is to rebuild the drying bed for placement of the new materials stored from the plant. <b>One-time</b>	\$0	\$160,000
	<b>421 - Water Utility Fund Total:</b>	<b>\$0</b>
<b>Renovations of Existing Employee Housing Units:</b> Units within the current City of Aspen inventory have been occupied for decades without significant improvements. As these units turnover, the City needs to perform renovations to make them livable for new tenants. The prior City Manager unit on Cemetery Lane will be renovated and converted into two units, providing additional housing in the city. Units at Water Place need carpet, paint, and countertop replacements, plus one unit needs changes to plumbing for kitchen and laundry locations. The proposed renovations will give these units new or extended useful life and help the City to ensure an appropriate level of housing for its staff. <b>One-time.</b>	\$0	\$480,000
	<b>505 - Employee Housing Fund Total:</b>	<b>\$0</b>
<b>Total New Requests - Operating / Capital:</b>	<b>\$198,270</b>	<b>\$1,050,980</b>



## 2020 DEPARTMENTAL SAVINGS

Fund/Department	Central Savings "10%"	Department Savings "50%"
City Clerk (113)	\$20	\$27,290
City Manager (114)	\$455,550	\$285,650
Human Resources (115)	\$8,920	\$44,120
City Attorney (116)	\$3,530	\$80,380
Finance (117)	\$12,910	\$321,960
Asset Management (119)	\$8,420	\$41,580
Planning (122)	\$6,050	\$144,800
Building (123)	\$2,430	\$32,520
Police (221)	\$8,920	\$44,120
Streets (321)	\$4,180	\$290,080
Engineering (327)	\$7,210	\$35,070
Environmental Health (431)	\$5,230	\$102,210
Special Events (532)	\$6,220	\$133,070
Recreation / ARC / AIG (Based on Subsidy) - 542	\$10,680	\$109,500
Red Brick Center for the Arts (552)	\$7,290	\$78,150
001 - General Fund	\$547,560	\$1,770,500
100 - Parks and Open Space Fund	\$960	\$104,970
120 - Wheeler Opera House Fund	\$0	\$0
141 - Transportation Fund	\$6,410	\$161,980
152 - Kids First Fund	\$5,950	\$127,460
160 - Stormwater Fund	\$24,110	\$122,790
421 - Water Utility Fund	\$0	\$252,830
431 - Electric Utility Fund	\$42,950	\$356,870
451 - Parking Fund	\$0	\$55,550
471 - Golf Fund	\$5,210	\$73,210
510 - Information Technology Fund	\$0	\$167,020
<b>Total Savings to Be Appropriated</b>	<b>\$633,150</b>	<b>\$3,193,180</b>
<b>Total Central / Departmental Savings:</b>		<b>\$3,826,330</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 for finding efficiencies in their operations that 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. 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. Expenditures of \$10,000 or more must be approved by the City Manager. Departments and Funds can accrue these savings to a maximum of 15% of their operating budgets.

\*City of Aspen financial policies, adopted December 11, 2017.

**Note: Financial constraints related to the COVID19 pandemic mean that the 2020 departmental carryforward amount**



## 2020 OPERATIONAL CARRY FORWARDS

Department/Description	Amount
<b>ERP - Support Contract</b> - Funds will be used to support benefits/payroll configuration, benefits self-service, open enrollment, and other Human Resources related systems.	\$15,000
	<b>Human Resources Subtotal:</b> <b>\$15,000</b>
<b>ERP - Support Contract</b> - Funds will be used to support payroll, procurement, reporting, and configuration of various finance related systems.	\$41,700
	<b>Finance Subtotal:</b> <b>\$41,700</b>
<b>Historic Preservation Review Sheets</b> - Approved by Council on November 27, 2017. In 2017, Community Development Staff undertook enforcement on a historic preservation project where work was taking place contrary to HPC approvals and building permits. The enforcement action resulted in a \$30,000 financial assurance the owner was required to post during construction that would not be refunded. Council approved moving the forfeited funds into ComDev's operating budget to create new processes to prevent future violations. Phase 1 of this project was completed in 2018, and resulted in a number of suggested Phase 2 implementation steps. Progress was made in 2019, but other workload, in particular Council directed amendments to preservation benefits, took priority. One-quarter of the original budget remains and will be used to conclude the project in 2020.	\$6,980
<b>Historic Preservation Benefits Outreach</b> - Approved by Council May 29, 2018. City Council identified amendments to historic preservation benefits as a priority in 2018, and authorized staff to conduct public outreach. Although outreach, such as an online survey, was completed, staff did the work in-house and funding was not used. Adoption of the requested amendments took until summer 2019 to complete. Staff would like to focus the unspent funds, plus additional savings in the Community Development Department budget, promoting remaining benefits. This could include developing a technical assistance program on the care of historic buildings and public education tools about Aspen's designated properties, such as creating a book, brochures, or marker program.	\$35,000
<b>Electronic Permit System Training</b> - Council approved funds for the design, build, and implementation of a new permits management system for the City. All development permits are live in the system, and land use applications are just starting to be put into the system. These funds will be used to train both staff and stakeholders in the system's operation. In addition, we need to invest funds to train staff involved with system administration to increase internal capacity to address ongoing maintenance and system issues.	\$30,870
<b>Wireless Facilities Design Guidelines and Public Outreach</b> - Approved August 8, 2019. Staff request funds be carried forward to complete the final work on the Wireless Communications Facilities Design Guidelines to ensure the City has robust requirements related to wireless facilities, particularly in the right-of-way. Funds have thus far enabled staff to provide information to the community about the changed local regulations in response to state and federal rules, as well as provided an opportunity for the community to weigh in on other changes they desire. Council passed Ordinance #3 Series 2020 on April 28, 2020.	\$30,260

Department/Description	Amount
<b>Census Organizing Project</b> - Approved on April 9, 2019. 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.	\$16,190
<b>Affordable Housing Fee-in-Lieu Update</b> - Approved on August 26, 2019. The land use code requires an update to the cash-in-lieu charged for affordable housing mitigation every five years. City Council requested this study be accelerated by a year and completed in 2019. The project focuses on more Aspen-specific costs, rather than national or statewide averages as the current fee does. Additionally, the fee will be updated to reflect the elimination of categories 6 and 7 in the Housing Guidelines. The rollover of these funds from 2019 will allow the contract for White and Smith, in partnership with TischlerBise, to complete the FIL report.	\$33,450
<b>Lift 1A Planning</b> - Approved by Council in 2019 as a supplemental funding request. Staff requests carryover of the supplemental funding to address potential additional review and partnership needs that may arise as part of the ongoing Lift 1 process. All stakeholders are working together in moving forward with final development applications for the project. As the City is heavily involved in this effort, funds will assist the City in covering miscellaneous additional expenses that may arise, including any costs related to seeking a tramway board variance, community outreach, and additional work that may be needed as the proposal is revised and finalized.	\$15,000
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<b>Community Development Subtotal:</b>	<b>\$167,750</b>
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<b>001 - General Fund Total:</b>	<b>\$224,450</b>
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Aggregate Equipment/Maintenance/Repair Carry Forwards	\$466,780
Aggregate PC Replacement Carry Forwards	\$339,480
Aggregate Workstation Replacement Carry Forwards	\$19,220
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<b>Other Operational Carry Forward Requests Total:</b>	<b>\$825,480</b>
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<b>Total Operational Carry Forward Requests:</b>	<b>\$1,049,930</b>



## 2020 CAPITAL CARRY FORWARDS

Project Title	Lifetime Budget	2019 Carry Forward	Completion Estimate
50922 HWY 82 Roundabout Evaluation	\$128,000	\$128,000	Fall 2020
50486 Garmisch Bus Stop and Pedestrian Improvements	\$1,416,000	\$111,365	Fall 2022
50473 Paving 4th Street Design and Construction	\$110,000	\$0	Fall 2020
50903 Summer Road Improvements - 2019	\$70,000	\$22,000	Fall 2020
50488 Ute Avenue Traffic Calming and Trail Connection	\$240,000	\$52,500	Spring 2021
50844 Phase 1 Main St Improvements to signals with CDOT Coordination	\$40,000	\$40,000	Spring 2021
50842 City Survey Monument Maintenance	\$20,000	\$8,961	Summer 2020
<b>Engineering Subtotal:</b>		<b>\$362,826</b>	
50952 ARC Downstairs Remodel	\$450,000	\$100,000	12/1/2020
50360 AIG Cooling Tower replacement	\$85,000	\$84,728	11/1/2020
50956 Water Feature Replacement	\$95,000	\$44,277	12/1/2020
50945 Sound Baffling	\$90,000	\$34,617	10/1/2020
50797 ARC Siding	\$15,000	\$10,522	10/31/2020
<b>Recreation Subtotal:</b>		<b>\$274,144</b>	
50064_APD Project	\$22,861,668	\$9,758	9/1/2020
50074_Pedestrian Mall - Planning and Design (ONLY)	\$1,942,000	\$979,782	12/31/2020
50060_Old Powerhouse Preservation Project	\$3,551,700	\$0	12/31/2024
51112 City Offices - 425 Rio Grande	\$33,040,260	\$26,307,409	12/31/2021
51113 City Offices - Armory Renovation	\$13,911,660	\$200,000	12/31/2024
51114 City Offices - Existing Rio Grande Building	\$1,200,000	\$1,200,000	12/31/2021
51120 Rio Grande Place Road Base Improvements	\$379,300	\$24,380	12/31/2020
<b>Asset Management Subtotal:</b>		<b>\$28,721,329</b>	
51059 Core City Network - AMP - 2019	\$195,700	\$195,700	7/1/2021
<b>Information Technology Subtotal:</b>		<b>\$195,700</b>	
50259_Electronic Permitting System	\$719,350	\$19,262	6/1/2020
<b>Community Development - Planning Subtotal:</b>		<b>\$19,262</b>	
50829 Electrical Restraint Device and Cameras	\$89,000	\$31,055	12/31/2020
51012 Dispatch Center Equipment - 2019	\$113,200	\$113,200	12/31/2020
<b>Police Subtotal:</b>		<b>\$144,255</b>	
51014 Fleet - 2019	\$585,800	\$237,600	2/29/2020
51016 Electrical - Streets Facilities - 2019	\$54,200	\$0	11/30/2020
50834 Exterior Streets Facilities 2018	\$48,200	\$0	11/30/2020
<b>Streets Subtotal:</b>		<b>\$237,600</b>	
<b>000 - Asset Management Fund Total:</b>		<b>\$29,955,116</b>	
50309_Castle Creek Music School Trail	\$1,109,000	\$1,109,000	9/30/2020
51186 Galena Plaza and Pedestrian Corridor	\$1,226,120	\$163,598	10/31/2021
50974 Parks Campus Drainage and Paving	\$150,000	\$0	10/31/2020
50285_Cozy Point Grading/Drainage Improvements	\$180,000	\$0	10/31/2020
50977 Cozy Point Ranch Management Plan Implementation*	\$250,000	\$0	10/31/2020
51001 Tiehack / Maroon Creek Bridges Concrete Repairs	\$60,000	\$0	10/31/2020
50971 Fleet - Parks - 2019	\$349,000	\$47,721	6/30/2020

Project Title	Lifetime Budget	2019 Carry Forward	Completion Estimate
50779 Oklahoma Flat Trail Railing Replacement	\$55,000	\$0	8/31/2020
50872 John Denver Sanctuary	\$94,579	\$30,834	8/31/2020
50078_Hunter/Smuggler Co-Op Implementation - Recreation	\$125,000	\$0	11/30/2020
50322 Glory Hole Park	\$225,000	\$0	10/31/2020
51111 Lift 1A/Dolinsek Planning	\$30,000	\$5,000	10/31/2021
50986 Irrigation Efficiency Improvements	\$200,000	\$17,839	10/31/2020
50772 Archery Range Improvements	\$15,000	\$0	10/31/2020
<b>100 - Parks and Open Space Fund Total:</b>		<b>\$1,373,992</b>	
51036 Production Improvements - 2019	\$166,550	\$106,577	5/1/2020
51030 Interior - Wheeler Opera House - 2019	\$57,000	\$15,277	6/1/2020
51042 Core City Network - Wheeler - 2019	\$6,000	\$6,000	12/31/2020
51041 Wheeler Building and Site Improvements	\$2,283,420	\$1,775,415	11/1/2020
51031 Electrical - Wheeler Opera House - 2019	\$124,000	\$103,722	12/31/2020
<b>120 - Wheeler Opera House Fund Total:</b>		<b>\$2,006,991</b>	
51109 CMAQ Grant for WE-Cycle Stations and Equipment	\$180,000	\$180,000	12/31/2020
51085 Rubey Park Maintenance - 2019	\$138,400	\$0	12/31/2020
<b>141 - Transportation Fund Total:</b>		<b>\$180,000</b>	
50542_PPP Development Rental Housing	\$25,650,000	\$13,595,215	12/31/2020
51225 Lumber Yard Housing Development	\$76,675,000	\$61,960	12/31/2028
51088 Burlingame Phase 3 - Public Outreach and Design	\$500,000	\$38,102	12/31/2024
<b>150 - Housing Development Fund Total:</b>		<b>\$13,695,277</b>	
51020 Park Avenue Stormwater Conveyance - 2019	\$100,000	\$0	12/1/2020
50849 Master Planning - River Management Plan Phase II	\$60,000	\$60,000	12/1/2020
51021 Mud and Debris Flow Alert System - 2019	\$50,000	\$50,000	12/1/2020
50129_Aspen Mtn Drainage Basin Improvements	\$250,506	\$30,896	4/1/2020
50126_SW Master Planning 2016	\$225,000	\$31,637	12/1/2020
50850 Master Planning - Riparian Area Master Plan	\$60,000	\$19,134	6/1/2020
<b>160 - Stormwater Fund Total:</b>		<b>\$191,667</b>	
50135_Reclaimed Waterline Completion at ACSD	\$1,742,910	\$0	2022 - 2023
50132_New Equipment Storage Building	\$880,000	\$312,733	12/31/2020
50565 Castle Creek Headgate/Pipeline	\$160,000	\$124,950	12/31/2020
50568 Reservoir and Water Treatment Plant and Improvements	\$120,000	\$119,915	12/31/2020
50745 Backwash Pond - Master Plan & Solids Mitigation	\$1,110,000	\$81,778	12/31/2020
50566 Maroon Creek Headgate/Pipeline	\$160,000	\$67,401	12/31/2020
50939 Maroon Creek Hydro Building Repairs	\$60,000	\$59,024	12/31/2020
50942 Integrated Resource Plan	\$275,000	\$51,895	2020-2021
50573 Altitude Valve at Tiehack Tank	\$50,000	\$50,000	12/31/2020
50937 WTP Campus - Exterior Building Improvements	\$645,000	\$47,600	12/31/2022
50927 Fleet - Water - 2019	\$45,000	\$45,000	12/31/2020
50755 USGS Gaging Stations - 2018	\$40,000	\$40,000	12/31/2020
50556_Water Site Maintenance	\$125,000	\$34,872	12/31/2020
51079 Core City Network - Water - 2019	\$12,700	\$12,700	12/31/2021
50571 12 Inch Line to Tiehack Tank Feed	\$1,835,000	\$12,614	12/31/2020
50933 Kayak Course Improvements - 2019	\$10,000	\$10,000	12/31/2020
50265_Core City Network - Water - 2016	\$8,240	\$1,163	12/31/2021
<b>421 - Water Utility Fund Total:</b>		<b>\$1,071,645</b>	

Project Title	Lifetime Budget	2019 Carry Forward	Completion Estimate
50594 Electric AMI - Mesh Network	\$1,800,000	\$1,776,620	2021-2022
50891 Electric System Replacement - 2019	\$200,000	\$35,000	12/31/2020
50595 Other Renewable Opportunities - 2018	\$50,000	\$0	2021-2022
50897 Core City Network - Electric - 2019	\$3,500	\$3,500	12/31/2021
50266_Core City Network - Electric - 2016	\$2,580	\$1,395	12/31/2021
<b>431 - Electric Utility Fund Total:</b>		<b>\$1,816,515</b>	
51119 30 Additional Parking Spaces	\$95,000	\$0	12/31/2020
50605 Kiosk - Airport	\$110,000	\$16,673	7/20/2020
51026 Core City Network - Parking - 2019	\$6,000	\$6,000	12/31/2020
50267_Core City Network - Parking - 2016	\$5,600	\$5,600	12/31/2020
<b>451 - Parking Fund Total:</b>		<b>\$28,273</b>	
50783 Fleet - Golf - 2018	\$154,000	\$0	12/31/2020
50203_Fleet - Golf - 2016	\$135,250	\$0	12/31/2020
51008 Core City Network - Golf - 2019	\$10,350	\$10,350	12/31/2020
50198_Exterior - Golf and Nordic Clubhouse	\$7,400	\$0	12/31/2020
51007 Golf Course Annual Improvements - 2019	\$10,000	\$0	12/31/2020
50784 Facility Work - Golf and Nordic Clubhouse	\$104,400	\$0	12/31/2020
50271_Core City Network - Golf - 2016	\$5,600	\$2,045	12/31/2020
<b>471 - Golf Course Fund Total:</b>		<b>\$12,395</b>	
51072 Truscott Phase I - 400-1000 Roof and Gutter Replacement	\$657,427	\$319,057	12/31/2020
50624 Truscott Asphalt Overlay	\$40,000	\$0	12/31/2020
51073 Truscott Boiler in Clubhouse	\$25,000	\$0	12/31/2020
51074 Truscott Clubhouse Deck Replacement	\$25,000	\$0	12/31/2020
50854 Truscott Snow Removal Equipment Replacement	\$10,000	\$0	12/31/2020
<b>491 - Truscott I Housing Fund Total:</b>		<b>\$319,057</b>	
51066 Marolt - Full Exterior Paint & Repair	\$275,000	\$275,000	11/1/2020
<b>492 - Marolt Housing Fund Total:</b>		<b>\$275,000</b>	
50231_540 Employee Housing - Construction	\$5,426,830	\$124,775	12/31/2020
50681_Water Place Phase II - Design	\$3,350,000	\$62,000	12/31/2021
<b>505 - Employee Housing Fund Total:</b>		<b>\$186,775</b>	
50237_Galena Plaza Fiber	\$125,000	\$80,177	7/1/2021
51055 Small Cell - 2019	\$60,000	\$60,000	12/31/2020
51043 Fiber Investments - 2019	\$115,000	\$55,736	12/31/2020
51044 Network Services - 2019	\$86,000	\$50,000	12/31/2020
50819 Microsoft Active Directory Upgrade	\$18,150	\$11,635	12/31/2020
51048 CitySource Refresh - 2019	\$8,000	\$0	12/31/2020
50879 Community Broadband – Create Aspen MeetMe Center	\$86,000	\$4,193	12/31/2020
51107 Streets Generator	\$30,000	\$4,069	9/1/2020
<b>510 - Information Technology Fund Total:</b>		<b>\$265,810</b>	
<b>Total Capital Carry Forward:</b>		<b>\$51,378,513</b>	



## 2020 TECHNICAL ADJUSTMENTS

Department/Description	Operating	Capital	Transfer
<b>Net Zero Impact</b> - The GIS flyover project (51252 GIS Aerial Photography - 2020) update came in under budget. The unspent authority (plus additional departmental savings) is requested within the Engineering operational budget to pay for temporary labor costs to incorporate the updated data into the GIS layers.	\$0	(\$29,560)	\$0
<b>000 - Asset Management Fund Total:</b>			
<b>Tobacco Tax for Human Services:</b> Revenues collected from the City's tobacco tax will be used to pay for a portion of an intergovernmental agreement for the provision of mental health services in Pitkin County. The adopted 2020 budget included \$74,078 in funding for this IGA. The total cost to the City of the IGA is \$107,550. The resolution to adopt the agreement is scheduled to go before Council on May 12, 2020.	\$33,420	\$0	\$0
<b>Mayor and Council Subtotal:</b>			
<b>Net Zero Impact - 100% Grant funded Food Safety Program:</b> The Environmental Health and Sustainability Department was awarded two grants for a total of \$6,000 to enhance the food safety program in the City of Aspen. The first provides \$3,000 to go towards providing food safety trainings for restaurants which can cover costs such as language translation services, materials and supplies, and refreshments for the trainings. The second, also for \$3,000, goes to cover travel and lodging expenses plus registration for the Food Program Manager to attend two conferences on food protection. One is put on by the FDA and the other by the state of Colorado. This request is to extend spending authority in the lines listed to allow for the use of the awarded grant dollars	\$6,000	\$0	\$0
<b>Net Zero Impact - 100% Grant funded Radon Program:</b> EH&S requests the budget authority for a Radon Reimbursement Grant budget of \$4,880. With this grant, staff provides radon test kits and education to residents in Aspen. Staff will provide training to the public on 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 and lowering radon 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 social media, newspaper ads, banners on Main Stand informational post cards and posters posted throughout the community.	\$4,880	\$0	\$0
<b>Net Zero Impact - 100% Grant Funded:</b> In late 2019, the Colorado Department of Local Affairs (DOLA) awarded a \$24,740 grant to the City of Aspen in support of ComDev's Uphill Economy initiative. The Department requests that Council increase the Community Development Department's appropriation in the amount of the grant to enable the Department to further the goals of the Uphill Economy program.	\$24,740	\$0	\$0
<b>Environmental Health Subtotal:</b>			
<b>Net Zero Impact - GIS Flyover Temporary Labor Support:</b> In order to incorporate the scheduled 2020 flyover data, the City needs to bring in temporary labor to update the multiple GIS layers. Each department's savings were reduced, as was project 51252 GIS Aerial Photography - 2020 for the unneeded authority that remained once the bids were collected.	\$47,840	\$0	\$0
<b>Engineering Subtotal:</b>			
<b>001 - General Fund Total:</b>	<b>\$116,880</b>	<b>\$0</b>	<b>\$0</b>

Department/Description	Operating	Capital	Transfer
<b>Transfer - Arts, Non-Profit, &amp; HHS City of Aspen Grant Program Evaluation (50% Contribution)</b> The City of Aspen, led by the Quality Office, is completing an assessment of the overall grants program and has completed vendor selection. The allocated amount needed to cover the cost of administering this evaluation is estimated at \$18,000 to be split between the City of Aspen General Fund and the Wheeler Opera House Fund. The Wheeler's 50% project contribution (\$9,000) was authorized but not budgeted for in the 2020 planning cycle. The Wheeler Arts Grants account for approximately 25% of the overall grant pool.	\$0	\$0	\$9,000
<b>120 - Wheeler Opera House Fund Total:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,000</b>
<b>Transfer</b> - Reduced the transfer to the Asset Management fund based on the timing and grant funding of the 50486 Garmisch Bus Stop and Pedestrian Improvements project. See new requests for additional details.	\$0	\$0	(\$111,000)
<b>141 - Transportation Fund Total:</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$111,000)</b>
<b>50568 Reservoir and Water Treatment Plant and Improvements:</b> (Resolution #29 Apr 14, 2020) Replacement of slide gates, overflow piping at reservoir, chara weed removal, East WTP flocculator rebuild, replacing two filter inlet valves, and concrete repair work.	\$0	\$131,320	\$0
<b>Transfer</b> - Revised apportionment of the automated metering (AIM) project between the two utility funds based on the benefits provided to each fund resulting in a slightly smaller cost burden to the Electric Utility.	\$0	\$0	\$208,000
<b>421 Water Utility Fund Total:</b>	<b>\$0</b>	<b>\$131,320</b>	<b>\$208,000</b>
<b>Workers' Compensation</b> was not loaded in the system when the 2020 Budget Resolution was calculated for adoption. This action corrects this oversight.			
001 - General Fund	\$185,760	\$0	\$0
100 - Parks and Open Space Fund	\$70,260	\$0	\$0
120 - Wheeler Opera House Fund	\$14,130	\$0	\$0
141 - Transportation Fund	\$1,940	\$0	\$0
150 - Housing Development Fund	\$1,330	\$0	\$0
152 - Kids First Fund	\$2,170	\$0	\$0
160 - Stormwater Fund	\$6,900	\$0	\$0
421 - Water Utility Fund	\$27,200	\$0	\$0
431 - Electric Utility Fund	\$13,880	\$0	\$0
451 - Parking Fund	\$15,850	\$0	\$0
471 - Golf Course Fund	\$9,610	\$0	\$0
491 - Truscott I Housing Fund	\$1,220	\$0	\$0
492 - Marolt Housing Fund	\$1,130	\$0	\$0
510 - Information Technology Fund	\$720	\$0	\$0
<b>Transfer:</b> The City is updating its GIS maps with an updated flyover and costs are being distributed to various user departments.			
572 - Parks and Open Space	\$0	\$0	\$1,000
132 - Transportation	\$0	\$0	\$1,000
421 - Kids First	\$0	\$0	\$500
328 - Stormwater	\$0	\$0	\$1,000
322 - Water	\$0	\$0	\$1,000
323 - Electric	\$0	\$0	\$1,000
136 - Parking	\$0	\$0	\$1,000
582 - Golf Course	\$0	\$0	\$500
118 - Information Technology	\$0	\$0	\$1,000

Department/Description	Operating	Capital	Transfer
<b>Transfer: To Central Savings.</b>			
100 - Parks and Open Space Fund	\$0	\$0	\$960
141 - Transportation Fund	\$0	\$0	\$6,410
152 - Kids First Fund	\$0	\$0	\$5,950
160 - Stormwater Fund	\$0	\$0	\$24,110
431 - Electric Utility Fund	\$0	\$0	\$42,950
471 - Golf Fund	\$0	\$0	\$5,210
<b>Total Technical Adjustments - Operating / Capital / Transfers:</b>	<b>\$468,980</b>	<b>\$101,760</b>	<b>\$199,590</b>



## 2020 COVID REVENUE ADJUSTMENTS

Fund	Taxes	Fees	Transfers	Total Reductions
001 - General Fund	(\$2,331,000)	(\$1,275,730)	\$0	(\$3,606,730)
100 - Parks and Open Space Fund	(\$4,114,700)	\$0	(\$100,000)	(\$4,214,700)
120 - Wheeler Opera House Fund	(\$1,981,000)	\$0	\$0	(\$1,981,000)
130 - Tourism Promotion Fund	(\$1,240,900)	\$0	\$0	(\$1,240,900)
131 - Public Education Fund	(\$823,000)	\$0	\$0	(\$823,000)
141 - Transportation Fund	(\$1,325,100)	\$0	\$0	(\$1,325,100)
150 - Housing Development Fund	(\$4,359,000)	\$0	\$0	(\$4,359,000)
152 - Kids First Fund	(\$679,000)	\$0	\$0	(\$679,000)
421 - Water Utility Fund	\$0	(\$1,278,800)	\$0	(\$1,278,800)
431 - Electric Utility Fund	\$0	(\$1,332,600)	\$0	(\$1,332,600)
451 - Parking Fund	\$0	(\$1,522,500)	\$0	(\$1,522,500)
471 - Golf Course Fund	\$0	(\$646,110)	(\$210,000)	(\$856,110)
505 - Employee Housing Fund	\$0	\$0	(\$1,797,520)	(\$1,797,520)
<b>Total Across Funds</b>	<b>(16,853,700)</b>	<b>(6,055,740)</b>	<b>(2,107,520)</b>	<b>(25,016,960)</b>



# 2020 COVID EXPENSE ADJUSTMENTS

Fund	Labor	Other Operating	Capital	Transfers	Total
000 - Asset Management Plan Fund	\$0	\$0	(\$1,676,000)	\$0	(\$1,676,000)
001 - General Fund	(\$1,478,410)	(\$1,824,270)	\$0	(\$892,910)	(\$4,195,590)
100 - Parks and Open Space Fund	(\$245,480)	(\$233,200)	(\$1,835,300)	(\$443,250)	(\$2,757,230)
120 - Wheeler Opera House Fund	(\$33,080)	(\$181,000)	(\$703,000)	(\$86,180)	(\$1,003,260)
130 - Tourism Promotion Fund	\$0	(\$940,900)	\$0	\$0	(\$940,900)
131 - Public Education Fund	\$0	(\$823,000)	\$0	\$0	(\$823,000)
141 - Transportation Fund	(\$8,280)	(\$1,367,880)	\$0	(\$33,150)	(\$1,409,310)
150 - Housing Development Fund	(\$1,650)	\$0	\$0	\$0	(\$1,650)
152 - Kids First Fund	(\$89,230)	(\$83,730)	(\$406,700)	(\$50,400)	(\$630,060)
160 - Stormwater Fund	(\$34,190)	(\$101,610)	\$0	(\$138,480)	(\$274,280)
421 - Water Utility Fund	(\$19,490)	(\$451,870)	\$0	(\$165,450)	(\$636,810)
431 - Electric Utility Fund	(\$58,140)	(\$345,280)	\$0	(\$87,830)	(\$491,250)
451 - Parking Fund	(\$23,140)	(\$184,970)	\$0	(\$95,930)	(\$304,040)
471 - Golf Course Fund	(\$39,340)	(\$137,670)	(\$198,700)	(\$48,750)	(\$424,460)
491 - Truscott I Housing Fund	(\$2,140)	\$0	\$0	(\$8,930)	(\$11,070)
492 - Marolt Housing Fund	(\$2,010)	\$0	\$0	(\$8,330)	(\$10,340)
510 - Information Technology Fund	(\$11,580)	(\$126,520)	(\$90,000)	(\$47,930)	(\$276,030)
<b>Total</b>	<b>(\$2,046,160)</b>	<b>(\$6,801,900)</b>	<b>(\$4,909,700)</b>	<b>(\$2,107,520)</b>	<b>(\$15,865,280)</b>

*Total Labor + Other Operating:* (\$8,848,060)