




**PLANNING AND DEVELOPMENT DEPARTMENT
MEMORANDUM 13-01**

DATE: January 28th, 2013
TO: Honorable Mayor Joyce Downing and City Council Members
FROM: David Willet, Acting City Manager 
Brook Svoboda, Director of Planning and Development 
Jason Loveland, Finance Director 
SUBJECT: CB-1792 Community Development Block Grant Funding - Supplemental
Appropriations for Help for Homes Program

BACKGROUND

The approval of this supplemental appropriation will enable the City to address the current “on hold” grant requests that have been reviewed and approved for edibility to be implemented while the County develops a standardized grant program.

In August 2012 Council approved a supplemental appropriation for the Help for Homes program for approximately \$115,000. At the time the request was presented to Council, Staff was informed by Adams County that an amendment to the existing Help for Homes contract would be required to reflect the \$115k and that this would take approximately 30 days to process and approve. After drafting the contract amendment, several management level staff at Adams County left or resigned, and the new administration required our request be processed as a new contract application – creating a 90+ day turnaround timeframe. After completing and submitting the application staff was informed that our request was denied based on the County’s desire to incorporate a standardized grant program. The denial of the request was based on the County’s desire to implement a standardized grant program that would be used by all agencies. There are 4 programs, the County’s program, and three other local jurisdiction grant programs with separate guidelines and reporting provisions. City staff then requested if the City could re-submit a contract amendment for the grant requests that are on our wait list – approximately \$42,000 in requests. The County has agreed to the request, and approved the contract amendment of \$42,000.

Because the 2012 Help for Homes program was denied, the Council approved supplemental appropriation in August of 2012 was not reconciled and reflected in the 2013.

The 2013 Budget did not appropriate funding for the Help for Funds Program. This supplemental appropriation would cover the remaining requests that were put on hold in 2012. Staff will present to Council the proposed “standardized” residential grant program from the County once a draft has been created at a future Council Study session.

BUDGET/TIME IMPLICATIONS:

This supplemental appropriation amendment and CB-1792 will allocate all funds for CDBG through 2013.

RECOMMENDATION

Staff recommends Council approve CB-1792

STAFF REFERENCE

Brook Svoboda, Director of Planning and Development bsvoboda@northglenn.org or 303.450.8937

ATTACHMENTS

ATTACHMENT #1 Contract Amendment & Change Order Approval

ATTACHMENT 1

Adams County Community Development

CONTRACT AMENDMENT AND
CHANGE ORDER APPROVAL

City of Northglenn

Help for Homes Program

Section 1. General Information

Project Name			Date
Help for Homes			11/30/12
Agency			
City of Northglenn			
Contact	Phone	Email	Fax
Brook Svoboda	303-450-8937	bsvoboda@northglenn.org	303-476-1256
Project Manager	Phone	Email	Fax
Brook Svoboda	303-450-8937	bsvoboda@northglenn.org	303-476-1256

Section 2. Affected Areas

Check all that apply.

<input type="checkbox"/> Project Start Date	<input checked="" type="checkbox"/> Project End Date	<input checked="" type="checkbox"/> Contract Amount	<input type="checkbox"/> Project Costs
<input type="checkbox"/> Project Scope	<input type="checkbox"/> Technology	<input type="checkbox"/> Major Deliverables/ Outcomes	<input type="checkbox"/> Roles/Responsibilities

An approved Change Control Request MUST accompany this form. If there are changes in the contract amount or contract completion date, at a minimum, REVISE:

- Project Plan
- Project Schedule

Section 3. Change Summary

Currently Recorded Dates/Costs				Requested Revisions to Dates/Costs			
Start Date	End Date	Contract Amount	Project Cost	Start Date	End Date	Contract Amount	Project Cost
10/1/10	12/31/12	\$128,635	\$128,635	10/1/10	04/30/13	\$170,635	\$170,635

Section 4. Project Budget Transfer (If Applicable)

Pgm Yr	Project Name	ACT #	Increase	Decrease	Balance
TOTAL					

Section 5. Justification Summary

The City is requesting an additional \$42,000 in funding to address the "gap" time frame between the current program and the implementation of the proposed new program. If the new program is adopted and the City's current program has a remaining fund balance the City would amend and transfer the remaining balance to the new program – subject to review and acceptance of the new program.

SIGNATURE PAGE

In Witness Whereof, the parties have caused this contract to be duly executed as of the date first above written.

Adams County, Colorado

By (Signature) Date _____

Title

By (Signature) Date _____

Title

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S BILL

ORDINANCE NO.

No. CB-1792
Series of 2013

Series of 2013

A BILL FOR A SPECIAL ORDINANCE AMENDING THE 2013 BUDGET RECOGNIZING REVENUES AND APPROPRIATING EXPENDITURES BY SUPPLEMENTAL APPROPRIATION, FOR THE PAYMENT OF THE COSTS AND EXPENSES OF THE MUNICIPAL GOVERNMENT, AGENCIES AND OFFICES OF THE CITY OF NORTHGLENN, COLORADO, FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2013

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT THE 2013 BUDGET SHALL BE AMENDED AS FOLLOWS:

Section 1. Recognition of revenues and supplemental appropriation.

- (a) **CDBG Fund. Amend the 2013 CDBG Fund budget to increase forecasted revenues in the amount of \$42,000 as follows:**

\$42,000 to account for a Community Development Block Grant funds awarded in conjunction with the Help for Homes program.

Recognize an increase in 2013 CDBG Fund restricted fund balance in the amount of \$42,000 represented by the above revenue recognition.

- (b) **CDBG Fund. Amend the 2013 CDBG Fund budget to increase appropriations in the amount of \$42,000 as follows:**

\$42,000 to authorize the expenditure of a Community Development Block Grant funds awarded for the purposes of administering a residential rehabilitation program for income qualified property owners.

Recognize a decrease in 2013 CDBG Fund restricted fund balance in the amount of \$42,000 represented by the above expenditure appropriations.

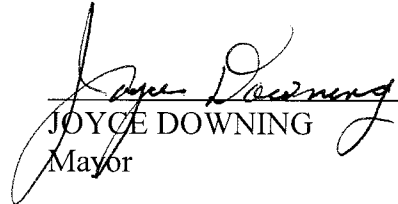
Section 2. The City Council of the City of Northglenn, Colorado, hereby finds and declares that in making appropriations provided by this ordinance:

- (a) No appropriation for debt service has been reduced or transferred.
- (b) No appropriation has been reduced below any amount required by law to be appropriated.
- (c) No appropriation has been reduced by more than the unencumbered balance thereof.
- (d) In the case of each transfer of all or part of any unencumbered appropriation, such

transfer has been requested and approved by the City Manager.

- (e) In the case of each reduction of an appropriation, the City Manager has rendered his report and recommendations thereon and has requested and approved such reduction.
- (f) In the case of the appropriation amendment, the City Manager has certified that there are funds available for appropriation.

INTRODUCED, READ AND ORDERED POSTED this 28th day of January, 2013.



JOYCE DOWNING
Mayor

ATTEST:



JOHANNA SMALL, CMC
City Clerk

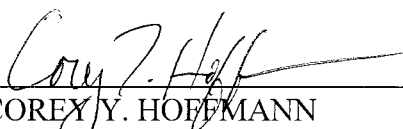
PASSED ON SECOND AND FINAL READING this _____ day of _____, 2013.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:



COREY Y. HOFFMANN
City Attorney