

**FINANCE MEMORANDUM**  
**#16-12**

**DATE:** June 27, 2016

**TO:** Honorable Mayor Joyce Downing and City Council Members

**FROM:** James A. Hayes, AICP, City Manager *JH*  
Jason Loveland, Director of Finance *92*

**SUBJECT:** CB-1869 – Increase of the City Manager’s Spending Authority.

**BACKGROUND:**

On June 13, 2016, City Council discussed the spending authority of the City Manager as defined in Municipal Code Section 6-2-4. The discussion was part of the bi-annual review of the City’s Purchasing Policy. Staff and the Finance Committee recommended the City Manager spending authority be increased from \$25,000 to \$50,000. There was consensus by Council to bring the attached Ordinance forward.

**PROS/CONS:**

Increased operational efficiency when processing budgeted purchases.

No change to the competitive bidding requirement threshold of \$25,000.

Council oversight of budgeted expenditures is reduced.

**BUDGET IMPACT:**

The proposed Ordinance does not result in a budgetary impact.

**RECOMMENDATION:**

Staff recommends approval of this Ordinance.

**STAFF REFERENCE:**

Contact Jason Loveland at [jloveland@northglenn.org](mailto:jloveland@northglenn.org) or at 303-450-8817.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S BILL

ORDINANCE NO.

No. CB-1869  
Series of 2016

\_\_\_\_\_  
Series of 2016

A BILL FOR AN ORDINANCE AMENDING THE NORTHGLENN MUNICIPAL CODE TO INCREASE THE CITY MANAGER'S SPENDING AUTHORITY

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. Section 6-2-4 of the Northglenn Municipal is amended to read as follows:

Section 6-2-4. Purchasing--Limitations. All purchases including contracted personal services pursuant to this article shall be made only with approval of City Council if such purchase is in excess of ~~twenty-five~~ FIFTY thousand dollars (~~\$25,000~~ \$50,000), or is not included in the budget, or may obligate the City beyond the current fiscal year. Approval is not required for the following categories of expenditures:

(a) Individual purchases of bulk items or operating supplies which are budgeted annually provided funds are available, and for which a bid has been accepted by the City. Such bulk items and operating supplies shall include, but are not limited to, chemicals, paving materials, fertilizers, salt and sand.

(b) Nor shall approval be required for major recurring budgeted expenditures such as gas, electric, water and sewer utility costs, gasoline, postage meter costs, legal fees, federal and state withholding taxes, credit union withholding, wage and salary related expenses, and insurance premiums, provided that budgeted funds are available for such payments.

(c) Expenditures from the Police Forfeiture Trust Fund, up to five thousand dollars (\$5,000.00) may be approved by the City Manager without City Council approval. City bidding requirements for such expenditures may be waived if time is of the essence or security could be compromised by the bidding procedures. The City Manager shall, on a confidential basis, no less than quarterly, report all expenditures from this Trust Fund to the City Council.

(d) Expenditures from the Water Rights Fund for the purchase of water or water rights to be used in the City's municipal water system may be approved by the City Manager without City Council approval, provided, however, that no such water or water rights shall be purchased without the approval, which may be obtained by the City Manager telephonically or electronically, of not less than five members of the City Council, who shall be contacted by the City Manager in an order set by the City Council from time to time by resolution or motion. The City Manager shall report all expenditures from the Water Rights Fund to the full City Council at the next regular City Council meeting.

INTRODUCED, READ AND ORDERED POSTED this \_\_\_\_ day of \_\_\_\_\_,  
2016.

\_\_\_\_\_  
JOYCE DOWNING  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

PASSED ON SECOND AND FINAL READING this \_\_\_\_ day of \_\_\_\_\_,  
2016.

\_\_\_\_\_  
JOYCE DOWNING  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney