

**FINANCE MEMORANDUM
#1-2022**

DATE: Feb. 28, 2022
TO: Honorable Mayor Meredith Leighty and City Council Members
THROUGH: Heather Geyer, City Manager *hmg*
FROM: Jason Loveland, Director of Finance *12*
SUBJECT: CB-1979 – Supplemental Appropriation

PURPOSE

To consider CB-1979, a special ordinance on first reading to amend the 2021 Operating and Capital Improvement Budget.

BACKGROUND

Section 8.12 of the City Charter allows for budget amendments to be made after the adoption of the budget if there are available funds to appropriate.

UPDATE

A summary of proposed budget amendments is listed below:

Fund	Department	Purpose	Revenue	Expense
General	n/a	Building permits	\$385,000	
	n/a	Electrical permits	\$57,000	
	n/a	Plan review fees	\$58,000	
	Planning	Technical services		\$(450,000)
Totals for General Fund			\$500,000	\$(450,000)

In 2021, building permit and fee revenue line items exceeded budget projections due to the construction of new residential units located at the Karl's Farm development.

Expenditures for building services also exceeded budget as the City uses a third-party, SAFEbuilt, Inc., to administer its building department programs. The City compensates SAFEbuilt 75% of the building permit and fees collected. As building permit and related fee revenues increase, so does the expense associated with providing the services.

BUDGET/TIME IMPLICATIONS

Fund	Adopted Budget Change in Fund Balance	Revenue	Expenditure	Amended Budget Change in Fund Balance
General	\$(642,401)	\$500,000	\$(450,000)	\$(592,401)

If CB-1979 is approved on first reading, a public hearing and second reading of the proposed ordinance would be scheduled for March 14, 2022.

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STAFF RECOMMENDATION

Staff recommends approval of CB-1979 on first reading.

STAFF REFERENCE

If Council members have any questions, please contact Jason Loveland, Director of Finance, at jloveland@northglenn.org or 303.450.8817.

CB-1979 – Supplemental Appropriation

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S BILL

ORDINANCE NO.

No. CB-1979
Series of 2022

Series of 2022

A BILL FOR A SPECIAL ORDINANCE AMENDING THE 2021 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, 2021

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT THE 2021 BUDGET SHALL BE AMENDED AS FOLLOWS:

Section 1. Supplemental Appropriation. The 2021 Operating and Capital Improvement Budget is amended to reflect revenues and expenditures of the respective Funds as follows:

		2021 Adopted Budget, as Amended	2021 Supplemental Appropriation	2021 Amended Budget
General Fund	Revenues	\$ 26,894,968	\$ 500,000	\$ 27,394,968
	Expenditures	27,537,369	450,000	27,987,369
	Net Change	\$ (642,401)	\$ 50,000	\$ (592,401)

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 their 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 ____ day of _____,
2022.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

PASSED ON SECOND AND FINAL READING this ____ day of _____,
2022.

MEREDITH LEIGHTY
Mayor

ATTEST

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney