

**FINANCE MEMORANDUM
#18-2022**

DATE: Nov. 14, 2022
TO: Honorable Mayor Meredith Leighty and City Council Members
THROUGH: Heather Geyer, City Manager *hmg*
FROM: Jason Loveland, Director of Finance *JL 2*
SUBJECT: CB-1995 – City Manager Spending Authority

PURPOSE

To consider CB-1995, an ordinance on first reading to increase the City Manager’s spending authority from \$50,000 to \$75,000.

BACKGROUND

Municipal Code Section 6-2-4 establishes the City Manager’s spending authority. Contracted amounts greater than the established limit require City Council approval.

UPDATE

On Sept. 27, staff and the Finance Committee discussed the City Manager’s spending authority during the bi-annual review of the City’s Purchasing Policy. This discussion considered inflationary factors impacting the costs of goods and services and other municipal manager spending authority levels. The committee recommended an increase from \$50,000 to \$75,000.

During the discussion of the City’s Purchasing Policy revisions on Oct. 24, City Council was updated on the Finance Committee’s recommendation to the spending authority.

Below is a list of City Manager spending authorities for surrounding jurisdictions:

Municipality	City Manager Spending Authority
Wheat Ridge	\$75,000
Golden	\$100,000
Superior	\$100,000
Westminster	\$250,000
Arvada	\$500,000, or if not budgeted
Brighton	No limit, if budgeted
Greenwood Village	No limit, if budgeted
Longmont	No limit, if budgeted
Thornton	No limit, if budgeted

BUDGET/TIME IMPLICATIONS

There are no financial impacts to the City.

RECOMMENDATION

Staff recommends approval of CB-1995 on first reading.

STAFF REFERENCE

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

CB-1995 – City Manager Spending Authority

SPONSORED BY: MAYOR LEIGHTY

COUNCILMEMBER'S BILL

ORDINANCE NO.

No. CB-1995
Series of 2022

Series of 2022

A BILL FOR AN ORDINANCE AMENDING SECTION 6-2-4 OF THE NORTHGLENN MUNICIPAL CODE INCREASING 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 Code 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 ~~forty~~ SEVENTY-FIVE thousand dollars (~~\$50,000.00~~) (\$75,000.00), 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 _____,
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