

**FINANCE MEMORANDUM  
#12-2021**

**DATE:** Sept. 27, 2021  
**TO:** Honorable Mayor Meredith Leighty and City Council Members  
**THROUGH:** Heather Geyer, City Manager *hmg*  
**FROM:** Jason Loveland, Director of Finance *12*  
**SUBJECT:** CB-1976 – Supplemental Appropriation

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**PURPOSE**

To consider CB-1976, 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 the proposed budget amendments, by fund, are listed below:

<b>Fund</b>	<b>Department</b>	<b>Purpose</b>	<b>Revenue</b>	<b>Expense</b>
General	City Manager	Crisis Response Unit (CRU) operations	\$112,003	\$(112,003)
	All departments	American Rescue Plan Act (ARPA) premium pay	\$380,000	\$(380,000)
	Police	Forfeiture funds for office furnishings		\$(17,591)
<b>Totals for General Fund</b>			<b>\$492,003</b>	<b>\$(509,594)</b>
Water	Public Works	Bull Reservoir pump station project		\$(440,427)

At the Aug. 16 study session, Council provided direction to use ARPA funds to pay for the CRU Pilot Program. The budget amendment for 2021 recognizes ARPA revenue and allocates the estimated dollars the program will spend for personnel, supplies and equipment.

At the Aug. 23 Council meeting, staff proposed recommendations for utilizing the \$9.7 million ARPA allocation the City received. Council agreed with the recommendation to use up to \$380,000 for premium pay to essential workers who were the most at-risk during the COVID-19 pandemic. The 2021 Budget amendment recognizes the ARPA revenue and allocates funds to be spent for premium pay.

On Aug. 24, the Police Department Forfeiture Committee, comprised of the City Manager, Chief of Police, Assistant District Attorney, and Accounting Manager, approved using funds to pay for office furniture. The forfeiture fund has \$79,177 available.

Bids were received on Aug. 26 for the Bull Reservoir pump station project, which consists of replacing pumps installed in 1982. The project has a \$588,070 budget for 2021. Total project

cost estimates after receiving bids is \$1,028,497. Additional funding of \$440,427 is needed to complete the project.

**BUDGET/TIME IMPLICATIONS**

<b>Fund</b>	<b>Adopted Budget Change in Fund Balance</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Amended Budget Change in Fund Balance</b>
General	\$(624,810)	\$492,003	\$(509,594)	\$(642,401)
Water	\$(2,614,490)		\$(440,227)	\$(3,054,717)

If CB-1976 is approved on first reading, a public hearing and second reading of the proposed ordinance will be scheduled for Oct. 11, 2021.

**STAFF RECOMMENDATION**

Staff recommends approval of CB-1976 on first reading.

**STAFF REFERENCE**

If Council members have any questions, please contact Jason Loveland, Director of Finance, at [jl Loveland@northglenn.org](mailto:jl Loveland@northglenn.org) or 303.450.8817.

SPONSORED BY: MAYOR LEIGHTY

COUNCILMAN'S BILL

ORDINANCE NO.

No. CB-1976  
Series of 2021

\_\_\_\_\_  
Series of 2021

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:

		<b>2021 Adopted Budget</b>	<b>2021 Supplemental Appropriation</b>	<b>2021 Amended Budget</b>
General Fund	Revenues	\$ 26,402,965	\$ 492,003	\$ 26,894,968
	Expenditures	27,027,775	509,594	27,537,369
	Net Change	\$ (624,810)	\$ (17,591)	\$ (642,401)
Water Fund	Revenues	\$ 12,881,500	\$ -	\$ 12,881,500
	Expenditures	15,495,990	440,427	15,936,417
	Net Change	\$ (2,614,490)	\$ (440,427)	\$ (3,054,917)
<b>Total</b>	Revenues	\$ 39,284,465	\$ 492,003	\$ 39,776,468
	Expenditures	\$ 42,523,765	\$ 950,021	\$ 43,473,786
	Net Change	\$ (3,239,300)	\$ (458,018)	\$ (3,697,318)

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 \_\_\_\_\_,  
2021.

\_\_\_\_\_  
MEREDITH LEIGHTY  
Mayor

ATTEST:

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

PASSED ON SECOND AND FINAL READING this \_\_\_\_ day of \_\_\_\_\_,  
2021.

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MEREDITH LEIGHTY  
Mayor

ATTEST

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JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

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COREY Y. HOFFMANN  
City Attorney