

**NORTHGLENN POLICE DEPARTMENT**

**CITY COUNCIL MEMORANDUM #09-07**

**TO:** Honorable Mayor Kathleen M. Novak and City Council Members

**FROM:** William Simmons, City Manager *WMS*  
Shawn Cordsen, Director of Finance *SC*  
Russell L. Van Houten, Chief of Police *RVH*

**DATE:** August 27, 2009

**SUBJECT:** CR 09-79 Addendum to the North Metro Task Force Inter-governmental Agreement

**RECOMMENDATION:**

Attached to this memorandum is a Resolution which, if approved, would authorize the Mayor to sign an Addendum to the North Metro Task Force ("NMTF") Inter-governmental Agreement ("IGA"). Staff recommends approval of the proposed Resolution.

**BACKGROUND:**

The Cities of Brighton, Commerce City, Federal Heights, Northglenn, Thornton, and Westminster along with the City and County of Broomfield and Adams County entered into an "IGA", last amended in 2007, to work jointly to combat narcotics and dangerous drug and related crime. The member agencies share the responsibility of acting as the host agency. The "IGA" does not adequately provide guidance on how the hosting takes place and how a variety of administrative responsibilities are shared. The Addendum you are being asked to approve sets forth guidelines. Guidelines of particular note are:

- a. The City of Thornton will be the host from October 1, 2009 through September 30, 2012 and will provide the following support – Finance and Budget Administration, Legal Services through their City Attorney's Office, and the Thornton Police Department will furnish a Commander whose salary and benefits will be shared by the member agencies,
- b. The City and County of Broomfield will continue provide Information Technology support through September 30, 2012,
- c. The City and County of Broomfield will continue to fill the Administrative Technician position whose salary and benefits will continue to be shared by the member agencies through September 30, 2012,
- d. the City of Westminster will provide Janitorial Services and Supply support through September 30, 2012,
- e. Adams County will continue to maintain Original Records and Storage of Evidence through September 30, 2012, and
- f. The City of Commerce City will provide personnel to fill the Administrative Supervisor position whose salary and benefits will continue to be shared by member agencies.

**BUDGET IMPLICATIONS:**

The Police Department Budget includes moneys for the North Metro Task Force Annual Assessment. The additional cost to the City related specifically to this Addendum (our share of the salary and benefits of the Commander) in 2010 is \$3,346.00. Our total assessment for 2009 was \$26,406.00. The assessment for 2010 will be \$29,752.00

**STAFF REFERENCE:**

If Council members have any comments or questions they may contact Chief Van Houten at 303-450-8864 or by e-mail at [rvanhouten@northglenn.org](mailto:rvanhouten@northglenn.org).

SPONSORED BY: MAYOR NOVAK

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-79  
Series of 2009

\_\_\_\_\_  
Series of 2009

A RESOLUTION APPROVING THE ADDENDUM TO THE AGREEMENT BETWEEN ADAMS COUNTY, THE CITY AND COUNTY OF BROOMFIELD, AND THE CITIES OF BRIGHTON, COMMERCE CITY, FEDERAL HEIGHTS, NORTHGLENN, THORNTON AND WESTMINSTER TO ESTABLISH THE NORTH METRO TASK FORCE AS A SEPARATE LEGAL ENTITY

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

Section 1. The Addendum to the Agreement between Adams County, the City and County of Broomfield, and the Cities of Brighton, Commerce City, Federal Heights, Northglenn, Thornton and Westminster to establish the North Metro Task Force as a separate legal entity, attached hereto as **Exhibit 1**, is hereby approved and the Mayor is authorized to execute same on behalf of the City.

DATED at Northglenn, Colorado, this \_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
KATHLEEN M. NOVAK  
Mayor

ATTEST:

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

APPROVED AS TO FORM:

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

**ADDENDUM TO THE AGREEMENT ESTABLISHING  
THE NORTH METRO TASK FORCE AS A LEGAL ENTITY**

THIS ADDENDUM, is made and entered into among ADAMS COUNTY, CITY AND COUNTY OF BROOMFIELD, AND THE MUNICIPALITIES OF BRIGHTON, COMMERCE CITY, FEDERAL HEIGHTS, NORTHGLENN, THORNTON, AND WESTMINSTER, hereinafter referred to individually as a "Party" and collectively as the "Parties".

WITNESSETH:

WHEREAS, the Parties entered into an Agreement establishing the North Metro Task Force [hereinafter "Task Force"] as a separate legal entity as authorized by § 29-1-203 C.R.S. and the Colorado Constitution, Article XIV, Section 18(2); and

WHEREAS, the purpose of said Agreement was to create the Task Force for the administration and operation of the combined personnel, resources, and equipment of the Parties in connection with the identification, investigation, and prosecution of individuals and groups involved in the trafficking of illegal drugs and other criminal enterprises; and

WHEREAS, said Agreement established the Governing Board of the North Metro Task Force [hereinafter "Board"], the purpose of which is to establish bylaws and policy, and to approve procedures and oversee operational and administrative matters of concern to the Task Force; and

WHEREAS, said Agreement directed the Board to appoint one of the Parties to serve as "Host Agency" of the Task Force, with the Host Agency to be reappointed by the Board every three (3) years. The Host Agency is responsible for supplying to the Task Force a Task Force Commander and shall supply support to the Task Force in all areas, including, but not limited to, Finance, Budget Administration, Information Technology, and Facility Management. The current Host Agency is City and County of Broomfield; and

WHEREAS, the Board recognizes the administrative and financial burden a Party faces as Host Agency, and wishes to share that burden among the Parties; and

WHEREAS, the City of Thornton has been selected by the Board to serve the next three (3) year cycle as Host Agency of the Task Force, with a term of service from October 1, 2009 to September 30, 2012.

NOW THEREFORE, IT IS MUTUALLY AGREED by and among each of the Parties as follows:

1.0 Host Agency. The City of Thornton shall serve as Host Agency to the Task Force, with a term of service from October 1, 2009 to September 30, 2012.

2.0 Services Provided by Host Agency. The City of Thornton agrees to provide to the Task Force, during the term as Host Agency, the necessary personnel to fill the position of Task Force Commander, and shall be responsible for the administration of the Task Force program in all areas, including, but not limited to, Finance and Budget Administration, unless otherwise provided for herein. The City of Thornton shall also provide to the Task Force the availability of the City Attorney's Office to act as attorney for the Task Force.

3.0 Information Technology. The City and County of Broomfield agrees to provide to the Task Force the services and support required to meet the Task Force's needs in the area of Information Technology for the period of October 1, 2009 to September 30, 2012. Said service shall not include the acquisition of any hardware or software as such acquisition will be made by the Task Force.

4.0 Janitorial Services and Supply. The City of Westminster agrees to provide to the Task Force the janitorial services and supplies needed to maintain all office space occupied by the Task Force for the period of October 1, 2009 to September 30, 2012.

5.0 Maintenance of Original Records and Evidence. Adams County agrees to provide to the Task Force the storage and administrative management of all official records, reports, and evidence, generated and collected by the Task Force for the period of October 1, 2009 to September 30, 2012.

6.0 Administrative Personnel. The City of Commerce City agrees to provide to the Task Force the personnel for the position of Administrative Supervisor for the period of October 1, 2009 to September 30, 2012. The City and County of Broomfield agrees to provide to the Task Force the personnel for the position of Administrative Technician for the period of October 1, 2009 to September 30, 2012. All administrative personnel assigned to the Task Force shall remain employees of the home agency from which they are assigned. Said positions will be fully funded and reimbursed to the employer by the Task Force.

IN WITNESS WHEREOF the Parties have caused their names to be affixed as set forth below.

ADAMS COUNTY, COLORADO

BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Deputy Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Adams County Attorney's Office

CITY & COUNTY OF BROOMFIELD

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City & County of Broomfield Attorney

CITY OF BRIGHTON, COLORADO

\_\_\_\_\_  
Mayor Date

Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Brighton City Attorney



CITY OF COMMERCE CITY, COLORADO

\_\_\_\_\_  
Mayor Date

Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Commerce City Attorney

CITY OF FEDERAL HEIGHTS, COLORADO

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Federal Heights City Attorney

CITY OF NORTHGLENN, COLORADO

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Northglenn City Attorney

CITY OF THORNTON, COLORADO

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Thornton City Attorney

CITY OF WESTMINSTER, COLORADO

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

Address:  
\_\_\_\_\_  
\_\_\_\_\_  
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ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Westminster City Attorney