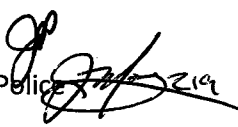
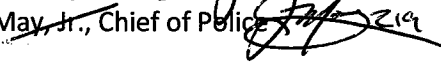


**NORTHGLENN POLICE DEPARTMENT  
COUNCIL MEMORANDUM 2013-09**

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

**FROM:** John R. Pick, City Manager   
James S. May, Jr., Chief of Police 

**DATE:** October 28, 2013

**SUBJECT:** CR #104 – Northglenn/Thornton Victim Services Unit IGA – 2013

**RECOMMENDATION:**

Staff recommends the adoption of the attached Resolution allowing the Mayor to sign an Intergovernmental Agreement between the City of Thornton and the City of Northglenn for victim services. This VSU IGA is for fiscal year 2013, which was delayed in being submitted due to concerns associated with it and the City of Thornton (see attached letter from Deputy Chief Tom Manka, Thornton Police Department). Services have continued to be provided throughout 2013 pending approval of this IGA.

**BACKGROUND:**

Since 1987 the Cities of Thornton and Northglenn have participated in a shared Victim Services Unit (VSU) providing critical and timely state mandated support to victims and witnesses of crime in their respective communities through the shared use of a Victim Services Supervisor, three Victim Advocate Specialists, one part-time Victim Advocate Specialist and approximately twenty citizen volunteers.

The IGA sets forth the formula for the sharing of the financial cost of the Victim Services Unit with the Thornton Police Department. The total Victim Services Unit budget for 2013 is \$414,293.00, which does not include the cost of the Thornton provided IT person at \$32,263.00. Each year, the VSU secures funds from a variety of sources to pay for the services it provides. The 17<sup>th</sup> Judicial District Victim and Witness Assistance Law Enforcement (V.A.L.E.) Grant funds 16% or \$64,199.00. The Federal Victims of Crime Act (V.O.C.A.) Grant funds 11 % or \$44,949.00. Donations from citizens fund .01% or \$500. The cities of Thornton and Northglenn fund the remaining 73% or \$306,982.00. Of the remaining \$306,982.00, the City of Thornton is responsible for 70% or \$214,887.40 plus the addition of IT support of \$4,531.50 totaling \$219,418.90, and the City of Northglenn pays the remaining 30% or \$92,094.60 minus the IT cost of \$4,531.50 totaling \$87,563.10.

The City Attorney has approved this IGA as to form

**BUDGET IMPLICATIONS:**

There is a financial cost to the City. Northglenn's participant share, \$87,563.10 is in the 2013 Police Department (GF) Administration Division, Professional Services budget.

**STAFF REFERENCE:**

If Council members have any comments or questions they may contact Chief James S. May, Jr. at (303) 450-8967 or [jmay@northglenn.org](mailto:jmay@northglenn.org), or Commander Beth Carmosino at (303) 450-8819 or [bcarmosino@northglenn.org](mailto:bcarmosino@northglenn.org).

TO: Chief Jim May  
Northglenn Police Department

DATE: September 25, 2013

FROM: Deputy Chief Tom Manka   
Thornton Police Department

SUBJECT: 2013 Shared Victim Services Intergovernmental Agreement

Chief May,

As you know the 2013 Victim Services budget and IGA had encountered a number of changes prior to this final agreement. The first impact and delay point was changes to the Vale grant allocation which originally attempted to add an additional 5 hours of salary to the part-time employee. This was not approved and this changed the grant amount but added back in through a separate category monies for a new computer for the Northglenn victim services office along with phone headsets and additional printing monies. This equipment funding amount of \$2,337.00 was not accounted for in the original budget that was submitted for your approval.

As we proceeded through the 1<sup>st</sup> quarter of this year, then supervisor Lauana Duckworth prepared an updated budget for victim services that was submitted for your review which actually was \$4,531.50 higher than the initial budget given the adjustments she attempted through the Vale grant. As Commander Carmosino noted this amount conflicted with approved budget and the budget was returned to us for corrections to the IGA which has been completed.

As Ms. Duckworth was working on the corrected IGA she notified us she would be retiring on June 14, 2013. The work efforts on the IGA stopped at this point and were picked up shortly after when the interim supervisor, Deborah Dunbar took over the unit and started her review of the budget process. I also became involved at this point and we completely changed the budgeting process to simplify and align the process to make it easier to understand and support during the budgetary process. This conversion took us time to make but I think it will make it easier for both Cities to accurately project the unit costs.

The final 2013 Northglenn costs will remain as originally budgeted, \$87,563.10.

We also completed the 2014 Shared Victim Services budget and IGA utilizing this format.

I apologize for the inconvenience we created by preparing the budget and IGA so late in the year but I felt it was in the best interest of both Cities to make the needed changes and create documents that accurately project costs and the 70/30 split. I can assure you that both the budgets and future IGA documents will be completed in a timelier manner than in the past.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-104  
Series of 2013

\_\_\_\_\_  
Series of 2013

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF THORNTON AND THE CITY OF NORTHGLENN FOR A SHARED VICTIM SERVICES PROGRAM

WHEREAS, the cities of Thornton and Northglenn have participated in a Shared Victim Services Program annually since 1987, providing critical and timely support to victims and witnesses of crimes in their respective communities; and

WHEREAS, the program is funded through the sharing of expenses by the City of Thornton, the City of Northglenn, the 17<sup>th</sup> Judicial Victim Assistance Law Enforcement (V.A.L.E.) funds and Victims of Crime Acts (V.O.C.A.) funds.

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

Section 1. The Intergovernmental Agreement between the City of Thornton and the City of Northglenn for the 2013 Shared Victim Services Program, attached hereto, is hereby approved and the Mayor is authorized to execute same on behalf of the City of Northglenn.

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

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

ATTEST:

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

APPROVED AS TO FORM:

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

**INTERGOVERNMENTAL AGREEMENT**  
**SHARED VICTIM SERVICES UNIT**  
**THORNTON/NORTHGLENN – 2013**

THIS AGREEMENT is made and entered into by and between the City of Thornton, Colorado (Thornton) and the City of Northglenn, Colorado (Northglenn) this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**I. PREAMBLE**

The Cities of Thornton and Northglenn (Cities) have, since 1987, annually participated in a Shared Victim Services Unit (the Unit) providing critical and timely support to victims and witnesses of crime in their respective communities, through the shared use of a Victim Service Supervisor, three Victim Advocate Specialists, one part-time Victim Advocate Specialist and citizens volunteering to assist with the Unit as provided herein.

1. The is Unit funded through the sharing of expenses by the Cities, 17<sup>th</sup> Judicial Victim Assistance Law Enforcement (V.A.L.E) funds and Victims of Crime Act (V.O.C.A) funds, and donations from citizens. The 2013 budget for the Unit is hereto attached as "Exhibit A".
2. Thornton has administered the Unit since 1990. During the term of this Agreement, Thornton shall maintain the administration of the Unit.

**II. VICTIM SERVICES**

1. The Cities have designated a Victim Services Supervisor to supervise employees, volunteer staff and coordinate the scope of services herein identified during the term hereof.
2. The Victim Services Unit shall provide services to the citizens of Thornton and Northglenn as required by the State of Colorado Victim Rights Act Title 24 – Article 4.1 Part III.

**III. ADMINISTRATION OF UNIT – COMPENSATION**

During the term of this Agreement, the City of Thornton shall receive and administer V.A.L.E. Grant money granted for the Unit for the year 2013 in the amount of \$64,199.00 and V.O.C.A. Grant money granted for the Unit for the year of 2013 in the amount of \$44,949.00 along with additional Unit contributions provided by the Cities as contemplated herein.

The V.A.L.E. grant will cover 16% and V.O.C.A. 11% of the total 2013 budget. The remaining 73% of the budgeted amount will be shared by Thornton and Northglenn with a 70-30 split. As a result, Thornton shall participate in and pay seventy percent 70%, Northglenn shall participate in and pay thirty percent 30% of the total funding required for the Unit, as reflected in the 2013 Budget. The Cities each respectively represents that funds will be available to provide payments as outlined by this agreement.

Northglenn shall remit its financial share of participation in the Unit for the year 2013 in the amount of \$87,563.10 to be paid in equal payments of \$21,890.78. The first and second quarter payments are due on April 1 with subsequent payments due on July 1, and October 1, 2013. At the end of the 2013 fiscal year, Thornton will report on all expenditures to Northglenn and return all unexpended funds.

The Supervisor of the Unit shall be an employee of the City of Thornton. The Supervisor will receive those benefits provided to an employee not eligible to receive or occupy the status of Career Service Employee under the City Charter and Ordinances of Thornton, such status commonly know as an "FLSA" Excluded Employee. Other employees of the Unit shall include:

1. Three full-time Victim Advocate Specialists shall be employees of the City of Thornton. These are "Career Services" positions within the City of Thornton. These employees will receive those benefits provided to employees eligible to receive or occupy the status of Career Service Employee under the City Charter and Ordinances of the City of Thornton.
2. One part-time contract Victim Advocate Specialist position shall be an employee of the City of Thornton. This position will receive those benefits provided for part-time contract employees.
3. The Supervisor and Victim Advocate Specialists of this Unit will additionally receive reimbursement for any reasonable and necessary automobile mileage expenses incurred in the performance of assigned duties, and the rate currently established for employees of the City of Thornton. The City of Thornton shall administer the shared funds paid to defray such expenses. The Cities will also provide office equipment, training and other necessary materials required to carry out the services to be provided by the Victim Services Unit.

**IV. TERM OF AGREEMENT**

This Agreement shall commence operation from January 1, 2013 and shall terminate December 31, 2013, unless this Agreement is renewed or extended by intergovernmental agreement between the Cities.

**V. TERMINATION**

Either party may terminate this IGA by providing 60 days notice of termination to the other party. Upon receipt of such notice, the other party may continue the Victim Service Unit at its expense.

**VI. SEVERABILITY**

Should any court of competent jurisdiction declare any provision of this Agreement invalid, the remaining provisions herein shall remain in full force and effect regardless of such declaration.

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**[SIGNATURES ON THE FOLLOWING PAGE]**

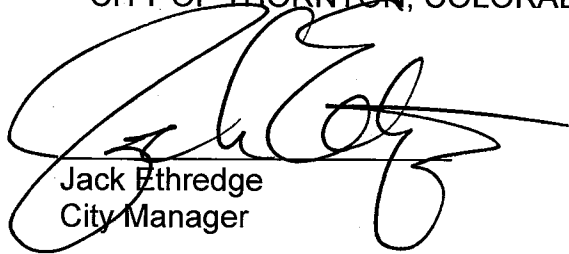


APPROVED AS TO FORM:

CITY OF THORNTON, COLORADO

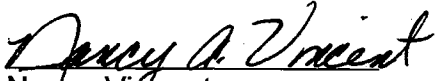


Margaret Emerich  
City Attorney



Jack Ethredge  
City Manager

ATTEST:



Nancy Vincent  
City Clerk

APPROVED AS TO FORM:

CITY OF NORTHGLENN, COLORADO

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Corey Hoffmann  
City Attorney

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Joyce Downing  
Mayor

ATTEST:

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Johanna Small  
City Clerk

## 2013 VICTIM SERVICES BUDGET (JDE FORMAT)

	<u>BUDGET</u>	<u>THORNTON</u>	<u>NORTHGLENN</u>	<u>VALE</u>	<u>VOCA</u>
Regular Salaries	\$ 238,427.00	\$ 117,394.20	\$ 50,311.80	\$ 45,000.00	\$ 25,721.00
Part-Time Salaries	\$ 38,083.00	\$ 2,795.10	\$ 1,197.90	\$ 17,199.00	\$ 16,891.00
Overtime Pay	\$ 2,550.00	\$ 1,785.00	\$ 765.00		
Stand-By Pay	\$ 4,080.00	\$ 2,856.00	\$ 1,224.00		
Pension Contributions	\$ 17,666.00	\$ 12,366.20	\$ 5,299.80		
Social Security	\$ 21,660.00	\$ 15,162.00	\$ 6,498.00		
Health/Life Insurance	\$ 65,456.00	\$ 44,419.20	\$ 19,036.80	\$ 2,000.00	
Training & Travel	\$ 14,953.00	\$ 10,467.10	\$ 4,485.90		
Awards/Incentives	\$ 1,750.00	\$ 1,225.00	\$ 525.00		
RHS Contributions	\$ 263.00	\$ 184.10	\$ 78.90		
<b>Personnel</b>	<b>\$ 404,888.00</b>	<b>\$ 208,653.90</b>	<b>\$ 89,423.10</b>	<b>\$ 64,199.00</b>	<b>\$ 42,612.00</b>
Dues, Subs. & Pubs	\$ 848.00	\$ 593.60	\$ 254.40		
<b>Contractual Services</b>	<b>\$ 848.00</b>	<b>\$ 593.60</b>	<b>\$ 254.40</b>		
Supplies	\$ 1,365.00	\$ 955.50	\$ 409.50		
Victim Services Expense	\$ 4,000.00	\$ 2,800.00	\$ 1,200.00		
V.S. Special Supplies	\$ -				
V.S. Donations or SUP Supplies	\$ 500.00				
<b>Commodities</b>	<b>\$ 5,865.00</b>	<b>\$ 3,755.50</b>	<b>\$ 1,609.50</b>	<b>\$ -</b>	
Information Technology	\$ 32,263.00	\$ 32,263.00			
Reprographics	\$ 2,692.00	\$ 1,884.40	\$ 807.60		
<b>Internal Service Charges</b>	<b>\$ 34,955.00</b>	<b>\$ 34,147.40</b>	<b>\$ 807.60</b>		
<b>TOTAL</b>	<b>\$ 446,556.00</b>	<b>\$ 247,150.40</b>	<b>\$ 92,094.60</b>	<b>\$ 64,199.00</b>	<b>\$ 42,612.00</b>
Total w/o VALE & VOCA	\$ 306,982.00	\$ 214,887.40	\$ 92,094.60		
& Thornton I.T. & Donation		\$ 4,531.50	\$ (4,531.50)		(Adjustment given previous V.S. budget and approved Northglenn PD Budget)
		\$ 219,418.90	\$ 87,563.10		
Percentage w/o VALE & VOCA & Thornton I.T.		70%	30%		
V.S. Special Supplies:					
(1) Computer	\$ 1,137.00	Additional equipment items included in grant			
(2) Headsets	\$ 700.00	Total VOCA allocation is \$44,949.00 for 2013.			
(3) Additional Printing	\$ 500.00	Equipment Approved after budget was completed.			
	<u>\$ 2,337.00</u>	(Not Shared)			