

**FINANCE MEMORANDUM**  
**#10-10**

**DATE:** April 8, 2010

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

**FROM:** Bill Simmons, City Manager *MA*  
Shawn Cordsen, Finance Director *SC*

**SUBJECT:** Finance Committee Resolution

**BACKGROUND:**

At its February 24<sup>th</sup> meeting the Finance Committee completed an updated draft of the "RESOLUTION AUTHORIZING THE CITY OF NORTHGLENN FINANCE COMMITTEE TO REVIEW CERTAIN FINANCIAL MATTERS". The resolution was presented and discussed at the March 18<sup>th</sup> study session in which modifications to the language were suggested.

**UPDATE:**

The above item was discussed by the Finance Committee at the March 31<sup>st</sup> meeting and in accordance with the recommendations of the City Council, the language contained in Section 3 of the resolution has been modified. The Finance Committee has requested that the revised resolution be presented to Council for consideration.

**STAFF REFERENCE:**

If Councilmembers have any comments or questions, you may contact Shawn Cordsen at scordsen@northglenn.org or at 303-450-8719.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-71  
Series of 2010

\_\_\_\_\_  
Series of 2010

A RESOLUTION AUTHORIZING THE CITY OF NORTHGLENN FINANCE COMMITTEE  
TO REVIEW CERTAIN FINANCIAL MATTERS

WHEREAS, the City Council desires to reaffirm the existence of and expand the functions of the City of Northglenn Finance Committee (the "Finance Committee"), a committee made up of three (3) members of City Council, as set forth below.

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

Section 1. The City Council hereby reaffirms the existence of the Finance Committee, consisting of three (3) members of the Council, all of whom shall be appointed by the City Council.

Section 2. The Finance Committee is hereby authorized to undertake the following functions and duties related to City's finances: To review

- A. Financial statements and balances;
- B. Requests for qualifications and proposals during the selection of the City's auditors and make a formal recommendation to the Council;
- C. Monthly payables reports;
- D. Random P Card charges;
- E. Municipal assets;
- F. The use and authorization of overtime by employees;
- G. Employee reports relating to financial mismanagement; and
- H. Miscellaneous financial issues arising from the above including meeting periodically with the Auditors;

Section 3. The Finance Committee is hereby authorized to undertake the following functions and duties when requested by the Mayor or Council Member in writing:

- A. To investigate and report on any allegation or discovery of fiscal impropriety by any member of the Council or its employees.
- B. Such duties, responsibilities or investigations of a temporary nature as directed by the Council.

Section 4. The Finance Committee shall be subject to the following additional provisions:

- A. Appointments shall be made by the City Council for a term of two (2) years;

- B. Because the Committee consists of three (3) members of the City Council, its meetings shall be posted and declared to be public meetings in accordance with C.R.S. § 24-6-402(2)(b);
- C. The Committee shall meet bi-monthly at a minimum;
- D. The Committee shall appoint a chair-person and a vice chair-person from among its appointed members;
- E. The chairperson shall make reports quarterly to the City Council;
- F. The meetings of the Committee shall be held in the City Council Chambers or an alternate location with public access.

DATED, at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_ 2010.

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JOYCE E. DOWNING  
Mayor

ATTEST:

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JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

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COREY Y. HOFFMANN  
City Attorney