


ADMINISTRATION MEMORANDUM

11-16

DATE: June 16, 2011

TO: Honorable Mayor Joyce Downing and City Council Members

FROM: Bill Simmons, City Manager 

SUBJECT: CR-64 – Procedure for Documenting the Costs and Expenses for Support Services Charged by the City to NURA

BACKGROUND:

The July, 2010 Cooperation Agreement between the City and the Northglenn Urban Renewal Authority (NURA) contains the following provision related to City expenses of services provided to NURA:

“The City shall provide NURA detailed accounting statements and records of all expenses related to City services provided to NURA on a quarterly basis. NURA shall be billed by the City quarterly. The Parties agree to establish a procedure for documenting the costs and expenses related to the support services provided by the City to NURA.”

As per direction, staff has developed the enclosed procedures and forms for documenting the costs and expenses for the support services charged by the City to NURA. Staff is seeking acceptance of the procedure and methodology via ratification of the enclosed resolution.

STAFF REFERENCE:

Please contact William Simmons, City Manager at bsimmons@northglenn.org or 303-450-8709 with any questions or comments.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-64
Series of 2011

Series of 2011

A RESOLUTION APPROVING THE PROCEDURE FOR DOCUMENTING THE COSTS AND EXPENSES FOR SUPPORT SERVICES CHARGED BY THE CITY OF NORTHGLENN TO THE NORTHGLENN URBAN RENEWAL AUTHORITY

WHEREAS, the City of Northglenn (the "City") and the Northglenn Urban Renewal Authority ("NURA") are required by the Intergovernmental Cooperation Agreement between the parties approved in July of 2010 to agree on a procedure for the City's documenting the costs and expenses for support services charged to NURA; and

WHEREAS, the procedure set forth in Exhibit A to this Resolution identifies the procedure and methodology for the City's documentation to NURA of such services, and the City by this Resolution and NURA by a separate Resolution desire to approve the procedure set forth herein.

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

Section 1. The procedure for documenting the costs and expenses for support services charged by the City to NURA, attached hereto as **Exhibit A**, and incorporated herein by this reference, is hereby approved by the City. Said procedure shall be effective upon approval by NURA of a companion Resolution approving the same procedure.

DATED at Northglenn, Colorado, this ____ day of _____, 2011.

JOYCE DOWNING
Mayor

ATTEST:

APPROVED AS TO FORM:

JOHANNA SMALL, CMC
City Clerk

COREY Y. HOFFMANN
City Attorney

Exhibit A

**NURA Workload
Quarterly Invoice Supporting Documentation**
Billing Period: _____

Position	Current Rate	Hours				Amount			
		Month 1	Month 2	Month 3	Total	Month 1	Month 2	Month 3	Total
1.					-				-
2.					-				-
3.					-				-
4.					-				-
5.					-				-
6.					-				-
7.					-				-
8.					-				-
9.					-				-
Overhead Costs					-				-
Total		-	-	-	-	\$ -	\$ -	\$ -	\$ -

Documentation & Reporting of Support Services Provided By The City to NURA

1. All positions assigned to conduct business or perform services for NURA will be subject to the following procedures.
2. Current rates will be determined by position on an hourly basis and shall include the total cost of compensation (salaries, taxes, benefits, etc.).
3. Overhead costs shall be determined annually and based on the overhead costs as reported in the current year General Fund budget.
4. City staff will track and record the amount of time to the nearest quarter hour for which they spend conducting or providing services to NURA.
5. At the end of each quarter the information will be compiled and an amount due calculated. Such information will be submitted to NURA on a quarterly basis as supplemental documentation to the City's standard invoice.

City Staff Services Provided to NURA by Position

- City Manager
 - Coordinate and direct the delivery of staff services to NURA
 - Attend NURA meetings
 - Advise NURA on redevelopment activities
 - Monitor NURA budget
 - Liaison between City Council and NURA

- Executive Assistant
 - Attend and record all regular and special NURA meetings 2nd and 4th Wednesday
 - Prepare minutes
 - Prepare packet materials and post agenda's
 - Set up and clean up for NURA meetings
 - Purchase supplies for NURA
 - Prepare original documents for signatures

- Economic Development Manager
 - Coordinate staff services to NURA
 - Attend NURA meetings
 - Plan, coordinate and supervise overall functions of NURA
 - Manage financial operation of NURA, including preparation of annual budget
 - Coordinate redevelopment strategies and urban renewal plans
 - Prepare and coordinate agendas and presentation for NURA meetings, study sessions and planning retreats
 - Prepares NURA annual report
 - Administer the Business Upgrade Assistance Program
 - Assume responsibility for economic development activities in urban renewal areas
 - Recommends redevelopment policies and procedures
 - Undertake business recruitment, retention and expansion program in urban renewal areas
 - Maintain working relationships with developers and business operators in the urban renewal areas.
 - Conducts retention visits and negotiate business assistance and incentive agreements
 - Maintains inventory and database of available land and building in urban renewal area
 - Represents NURA in economic development contracts with prospects, existing businesses, and at trade shows

- Director of Planning & Development
 - Meetings (w/ ED Manager, ACED, NURA, 120th project, brokers, businesses, tenants, etc.)
 - 120th project research, work product, and communications with the development community

- City Planner
 - Meetings (w/ ED Manager, ACED, NURA, 120th project, brokers, businesses, tenants, etc.)
 - 120th project research, work product, and communications with the development community

- Director of Finance
 - Develop and/or suggest financial policy and procedures to ensure adequate internal control measures and efficient and effective financial support operations.
 - Perform financial analysis and verification of financial reports to determine accuracy, so as to determine and direct proper cash flow priorities and investment activities.
 - Meet, discuss, and provide information regarding NURA-related financial matters with the Board Members, City Manager, Economic Development Manager, Director of Planning & Development, & consultants.

- Treasury Manager
 - Download UMB, Wells Fargo, Cutwater, ColoTrust, & CSafe statements (monthly)
 - Calculated and verify monthly investment amortization, interest earnings, interest receipt, maturities, calls, advisory fees, safekeeping fees (monthly)
 - Prepare monthly reporting for cash and investments (monthly)

- Accounting Manager
 - Bank reconciliation (monthly)
 - Prepare monthly financial reporting (monthly)
 - Audit liaison for annual audit (annually)
 - Prepare audit workpapers (annually)
 - Prepare audited financial statements (annually)

- Accountant II
 - Process payments - A/P (weekly)
 - Pcard administration (as needed)
 - Record deposits (weekly)
 - Record investment activity (monthly)