

**ADMINISTRATION MEMORANDUM**  
**12-25**

**DATE:** August 13, 2012

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

**FROM:** William A. Simmons, City Manager *WAS*  
Debbie Tuttle, Economic Development Manager *DT*

**SUBJECT:** CR-85 - City Staff Time Accounting Billing Modifications to NURA

**RECOMMENDATION**

Staff recommends approval of Resolution CR-85, which, if approved, would approve the cessation of tracking individual city staff time devoted to urban renewal related work, and the policy would be replaced with a quarterly payment to the City in the amount of \$30,000 effective as of the second quarter of 2012. It is recommended that this amount and the process be reviewed on an annual basis.

**BACKGROUND**

An intergovernmental Cooperation Agreement between the City and the Northglenn Urban Renewal (NURA) was signed on July 8<sup>th</sup>, 2010 (Resolution 10-100). On June 16, 2011 (**Exhibit A**) pursuant to Section V of the Agreement, new procedures for documenting the costs and expenses for support services charged by the City of Northglenn to NURA was approved.

After a year of utilizing this time accounting method, and reviewing quarterly average billing amounts, it was agreed by the NURA board that upon Council approval, an average billing of \$30,000 quarterly be implemented in place of using individual staff time accounting methods. It has been determined that it will be more efficient and cost effective than the previous accounting method.

On June 13, 2012 (**Exhibit B**) NURA agreed to no longer track individual city staff time devoted to urban renewal work with the approval of Council. It agreed to pay \$30,000 to the City on a quarterly basis for services provided by the City for NURA-related services effective as of the second quarter of 2012.

**BUDGET IMPLICATIONS**

The 2012 general fund budget has allocated \$120,000 in revenues from NURA for the agreed services. Staff is seeking approval of this resolution which will not have any budget implications.

**STAFF REFERENCE**

If Council members have any comments or questions, they may contact Bill Simmons at 303.450.8709 or [wsimmons@northglenn.org](mailto:wsimmons@northglenn.org) or Debbie Tuttle at 303.450.8743 or [dtuttle@northglenn.org](mailto:dtuttle@northglenn.org).

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-64  
Series of 2011

11-61  
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

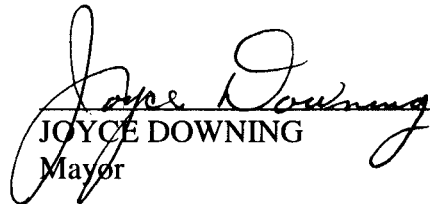
WHEREAS, the City of Northglenn (the "City") and the Northglenn Urban Renewal Authority ("NURA") are required by the Intergovernmental Cooperation Agreement between the parties approved in July of 2010 to agree on a procedure for the City's documenting the costs and expenses for support services charged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

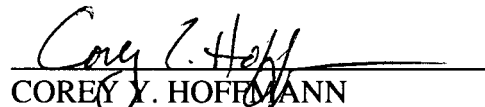
DATED at Northglenn, Colorado, this 16<sup>th</sup> day of June, 2011.

  
JOYCE DOWNING  
Mayor

ATTEST:

APPROVED AS TO FORM:

  
JOHANNA SMALL, CMC  
City Clerk

  
COREY Y. HOFFMANN  
City Attorney

**Exhibit A**

<b>NURA Workload</b>									
<b>Quarterly Invoice Supporting Documentation</b>									
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)

NORTHGLENN URBAN RENEWAL AUTHORITY

RESOLUTION NO.

N/12-15  
Series of 2012

**A RESOLUTION APPROVING THE CESSATION OF TRACKING OF CITY STAFF TIME DEVOTED TO URBAN RENEWAL RELATED WORK**

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE NORTHGLENN URBAN RENEWAL AUTHORITY, THAT:**

Section 1. Pursuant to Section V of the Intergovernmental Cooperation Agreement between the City of Northglenn and the Northglenn Urban Renewal Authority (NURA) dated July 8, 2010, NURA, subject to the City's approval, agrees to cease the tracking of City staff time devoted to urban renewal related work.

Section 2. Until agreed upon otherwise, NURA shall continue to pay \$30,000 to the City on a quarterly basis for all services provided by the City for NURA-related services effective as of the second quarter of 2012.

DATED this 13<sup>th</sup> day of June, 2012.



Rosie Garner  
Chairperson

ATTEST:



Debbie Tuttle  
Executive Director

APPROVED AS TO FORM:



Jeff Parker  
Board Attorney

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-85  
Series of 2012

\_\_\_\_\_  
Series of 2012

A RESOLUTION APPROVING THE CESSATION OF TRACKING CITY STAFF TIME DEVOTED TO URBAN RENEWAL RELATED WORK

WHEREAS, pursuant to Section V of that Intergovernmental Cooperation Agreement between the City of Northglenn (the "City") and the Northglenn Urban Renewal Authority ("NURA") dated July 8, 2010 (the "Cooperation IGA"), NURA desires to obtain the City's approval to cease the tracking of City staff time devoted to urban renewal related work;

WHEREAS, NURA adopted Resolution N/12-15, Series of 2012, a copy of which is attached hereto, setting forth the desire to cease such tracking of staff time, subject to the City's approval; and

WHEREAS, the City Council desires to authorize the cessation of the tracking of staff time devoted to urban renewal related work so long as the Parties agree upon an alternative procedure for tracking staff time on an annual basis.

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

Section 1. The City Council hereby approves the cessation of tracking City staff time devoted to urban renewal work.

Section 2. The City and NURA agree as part of each entity's annual budget and appropriation process to make a determination as to the necessary allocation of City time to urban renewal work and the payment by NURA of such time.

Section 3. Nothing in this Resolution shall be deemed to modify or impair NURA's obligation to pay the amount of Thirty Thousand Dollars (\$30,000.00) to the City on a quarterly basis for NURA-related services provided by the City.

Section 4. Resolution No. 11-61, Series of 2011, is hereby repealed in its entirety.

DATED at Northglenn, Colorado, this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
JOYCE 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