

ADMINISTRATION MEMORANDUM

11-12

DATE: May 26, 2011

TO: Honorable Mayor Joyce Downing and City Council Members

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

SUBJECT: City Services Provided 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."

At the April 7th Study Session City Council was provided with the enclosed cost estimate of City services provided to NURA during the first quarter of 2011. Upon the initial presentation of that report, City Council requested additional information regarding the nature of the services provided. As such, staff has created the attached list of services provided to NURA by City Staff.

STAFF REFERENCE:

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

NURA Workload - January-March 2011

Employee	Billable Rate	Hours				Dollar Equivelant			
		January	February	March*	Total	January	February	March*	Total
City Manager	\$ 75.86	20.00	30.00	40.00	90.00	\$ 1,517.20	\$ 2,275.80	\$ 3,034.40	\$ 6,827.40
Executive Assistant	\$ 29.02	31.00	22.50	28.50	82.00	\$ 899.62	\$ 652.95	\$ 827.07	\$ 2,379.64
Economic Development Manager	\$ 43.78	115.00	105.00	-	220.00	\$ 5,034.70	\$ 4,596.90	\$ -	\$ 9,631.60
Director of Planning & Development	\$ 60.00	3.75	10.75	9.00	23.50	\$ 225.00	\$ 645.00	\$ 540.00	\$ 1,410.00
City Planner	\$ 38.08	2.25	1.50	-	3.75	\$ 85.68	\$ 57.12	\$ -	\$ 142.80
Director of Finance	\$ 53.12	3.50	2.00	1.25	6.75	\$ 185.92	\$ 106.24	\$ 66.40	\$ 358.56
Treasury Manager	\$ 38.57	0.75	1.00	0.75	2.50	\$ 28.93	\$ 38.57	\$ 28.93	\$ 96.43
Accounting Manager	\$ 38.78	3.25	7.25	4.50	15.00	\$ 126.04	\$ 281.16	\$ 174.51	\$ 581.70
Accountant II	\$ 29.52	1.25	1.75	1.50	4.50	\$ 36.90	\$ 51.66	\$ 44.28	\$ 132.84
Overhead**	27.91%					\$ 2,271.87	\$ 2,429.68	\$ 1,316.12	\$ 6,017.67
Total		180.75	181.75	85.50	448.00	\$ 10,411.85	\$ 11,135.07	\$ 6,031.71	\$ 27,578.63

*March figures represent a partial month as the timesheets were requested on March 29th.

**Overhead costs include office space, electricity, and various business equipment (i.e. computers, copiers, telephones, etc.)

Analysis:

The study took place over twelve weeks. At 40 hours per week the total number of work hours is 496 per employee, of which two days or 16 hours were considered holiday leave.

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)