

ADMINISTRATION MEMORANDUM
10-07

DATE: February 24, 2011

TO: Honorable Mayor Joyce Downing & City Council Members

FROM: William Simmons, City Manager *WAS*
Ryan Stachelski, Economic Development Manager *RS*

SUBJECT: Small Business Resource Guide

In an effort to provide enhanced customer service to our new and existing business community a small business resource guide has been created. The small business resource guide is a snapshot of information and resources intended to assist businesses with common business questions. The resource guide is not intended to fully answer all relevant questions for each topic, but rather to quickly point the business to resources that can help them with their particular issue.

The guide will be used as a tool at the first point of contact with the City. Businesses often contact different departments depending on their particular question. By putting the resource guide in the hands of the people first contacted by businesses, we are enhancing the City's ability to provide a clear and consistent message of the resource the community has to offer businesses. This resource guide will also be part of a welcome packet to new business.

Funding for the printing of this resource guide is in the 2011 Northglenn Urban Renewal 2011 budget. The guide will be printed and distributed during the first quarter of 2011. The resource guide will be checked for updated information in the fourth quarter of each year and be reprinted as updates are required and budget allows.

A draft of the Small Business Resource Guide is attached. The draft is complete with the exception of the front cover. Pictures of local businesses will be added to the cover design.

STAFF REFERENCE:

If Council members have any comments or questions, they may contact Ryan Stachelski at 303.450.8743 or rstachelski@northglenn.org.

Attachments:

1. Draft Small Business Resource Guide

Northglenn Small Business Resource Guide

Information to help entrepreneurs & owners succeed.



You Are Economic Development!

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Welcome to the City of Northglenn!

You are always welcome in Northglenn, where you will be impressed with the perfect combination of small-town friendliness and a vibrant, pro-business environment. The city of Northglenn Economic Development Division invites you to discover the opportunities and resources that our unique community has to offer.

Northglenn Economic Development actively supports its many dynamic business owners, corporate executives and entrepreneurs and encourages them to take advantage of:

- *Free listing on the city's business directory*
- *Monthly economic development e-newsletter*
- *Demographic and market information*
- *Economic development Web site*
- *One-on-one business counseling*
- *Business training class*
- *Real estate database*
- *Business assistance and incentive programs*

These are only a few of the ways that the city of Northglenn Economic Development Division is working to help your business. Contact us to find out how we can help your business be a success!

*Northglenn Economic Development
11701 Community Center Drive
Northglenn, CO 80233
303.450.8743
development@northglenn.org
www.northglenn.org/ed*

Northglenn @ a glance...

Demographic and Economics

Population	34,621
Median Age	33.6
Median Household Income	\$53,007
Per Capita Income	\$24,322
Households	13,366
Average Household Size	2.61
City Property Tax Mill Levy Rate	11.597
City Sales/Use Tax Rate	4%
Colorado Sales Tax Rate	2.9%
Total Sales Tax Rate	8.85%

Commercial & Industrial Lease Rate

Retail Lease Rate Range	\$10-30
Office Lease Rate Range	\$12-20
Industrial Lease Rate Range	\$3-8
Land Costs	\$4-12

*all prices are per square foot



Northglenn @ a glance

Transportation

The city of Northglenn is centrally located to an intermodal system throughout the Denver metropolitan region. Whether you travel by road, air, rapid transit, bicycle or on foot, Northglenn is the center of your transportation choices.

Domestic and International Air Travel

- 30 minutes to Denver International Airport (DIA)
- 45 minutes to Front Range Airport
- 20 minutes to Jefferson County Airport

Major Roadways

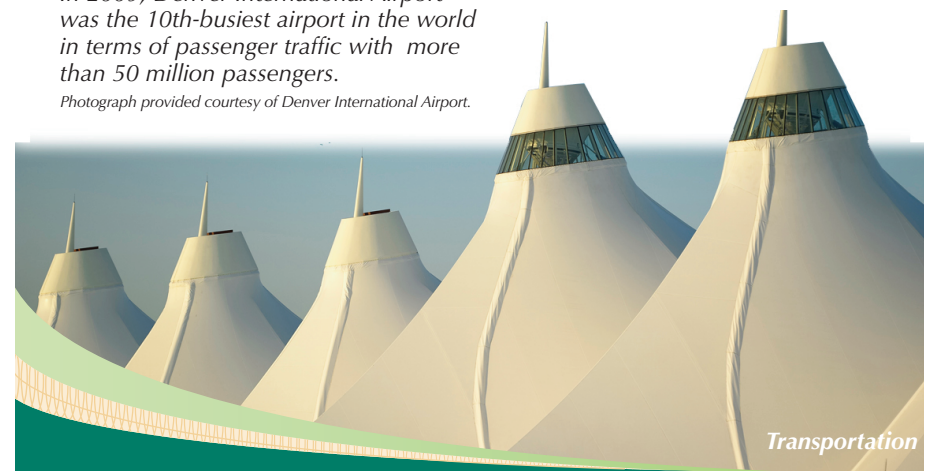
- Interstate 25, Interstate 70, Interstate 270, Interstate 76, US Highway 36, E-470, and the Northwest Parkway are all 10 minutes, if not closer, from Northglenn.

Public Transportation

- Wagon Road park 'n Ride bus facility at I-25 and 120th Ave.
- Future mass transit will serve Northglenn (projected 2019 with full funding).

In 2009, Denver International Airport was the 10th-busiest airport in the world in terms of passenger traffic with more than 50 million passengers.

Photograph provided courtesy of Denver International Airport.



Transportation

Important Phone Numbers

City of Northglenn

Building Permits	303.450.8745
City Clerk	303.450.8755
City Hall	303.451.8326
City Manager	303.450.8709
Economic Development	303.450.8743
Liquor Licenses	303.450.7857
Municipal Court	303.450.8701
Planning and Zoning	303.450.8836
Sales Tax and Business Licenses	303.450.8729
Solicitor's License	303.450.8757
Water/Sewer Bill	303.450.8770

Adams County

Health Department	303.452.9547
Motor Vehicle	303.654.6010
Property Tax	303.654.6160

Regional Phone Numbers

Colorado Department of Revenue	303.232.2416
Colorado Secretary of State	303.894.2200
Internal Revenue Service	303.825.7041
Metro North Chamber of Commerce	303.450.0335
North Metro Small Business Info	303.460.1032
Small Business Development Center	303.592.5920
Tri-County Health Department	303.452.9547

Entrepreneur To Do List

Have you...???

- Written a description of the products and services that you will be providing or producing? yes no
- Defined your market? This includes both the area you want to sell in and the clients to whom you want to sell. yes no
- Written a long-term (two to five-plus years) and a short-term (present to two years) business plan defining your goals and objectives? yes no
- Written a two-year financial plan? Do this for three cases: expected, best, and worst. yes no
- Outlined the money requirements for your start-up, taking into account all three scenarios: expected, best, and worst? yes no
- Decided under what business form you will operate: sole proprietorship, partnership, LLC, or a corporation? yes no
- Asked the advice of an attorney, an accountant, a banker and an insurance agent? yes no
- Secured ALL of your licensing requirements? All businesses in the city of Northglenn, including retail, service, industrial, home-based, non-profit and churches, need a city business license. Businesses collecting sales tax also need a state business license. Different types of businesses may have different licensing requirements in addition to their general city and state business licenses. yes no
- Called the city zoning office to make sure the property is properly zoned for your business's intended use? Please also note that this applies even if you intend to work out of your house. yes no

If you answered NO to any of these questions, then stop!

There are resources to help you. If you have ANY question about how to complete this "To Do" list, please contact the Northglenn Economic Development Division at 303.450.8743 or development@northglenn.org.

Northglenn Economic Development – How We Can Help

City of Northglenn Resources



Commitment to Service

The city of Northglenn and the Northglenn Urban Renewal Authority (NURA) will always provide property owners, business owners and developers with the highest level of pre-development review in an effort to educate people about opportunities and save pre-development dollars. The city also works to expedite the permitting and planning process.

Sign Permits

The city recognizes that commercial businesses needs signage. Commercial signs must meet the standards the city has established for each of the city's zone districts. The Planning and Development Department administers sign regulations and permits. They have copies of the regulations available that fully explain what is allowed. A sign plan must be submitted and approved for all new signs prior to being presented to the Building Division for approval of the construction via a building permit. Permits are not needed for certain signs, and the Planning and Development Department can help you determine what is required. You may change the copy or message on a legally-established sign without a sign permit. However, any other modifications (electrical, structural) require a permit.

Northglenn Planning and Development
11701 Community Center Drive
Northglenn, CO 80233
303.450.8836
development@northglenn.org
www.northglenn.org

Incentives

The city and NURA are partners in the redevelopment of the community. They have a toolbox of business and development assistance and incentive programs that can be custom fit to support projects.

Northglenn Economic Development
11701 Community Center Drive
Northglenn, CO 80233
303.450.8743
development@northglenn.org
www.northglenn.org/ed

Development Review

Depending on the nature of your proposed project or activity, various levels of review and permitting may be required. Your initial contact with a staff member will help determine if submittal to the city's Development Review Committee (DRC) or other permits are required for your proposed project.

Northglenn Planning and Development
11701 Community Center Drive
Northglenn, CO 80233
303.450.8836
development@northglenn.org
www.northglenn.org

City Hall, located at 11701 Community Center Drive, is open from 8 a.m. to 5 p.m. weekdays. For more information, or to contact someone at the city, call 303-451-8326.



Zoning

All properties within the city are zoned. Zoning regulates what land uses are allowed and establishes rules for how property can be developed (i.e., setbacks, height restrictions, etc.). There are many different zone districts within the city, including residential, commercial and industrial.

Before signing any sale, lease or rental agreements call the Planning and Development Department. This is a safeguard to help you determine where you can legally locate your business. Please note that this is also true for home-based businesses.

Northglenn Planning and Development
11701 Community Center Drive
Northglenn, CO 80233
303.450.8836
development@northglenn.org
www.northglenn.org

Building Permits

Since October 2009, SAFEbuilt, Inc. has provided building division services for the city. SAFEbuilt is the state's leading provider of building division services for public agencies. SAFEbuilt provides full-service building division services, building code plan reviews, complete project support and building code inspections for Northglenn. SAFEbuilt provides a building official, combination inspector, and a full-time permit technician at City Hall to serve as a direct contact with the citizens of Northglenn.

SAFEbuilt
11701 Community Center Drive
Northglenn, CO 80233
303.450.8745
Inspection Request Line: 303.450.8748
Fax: 303.254.7609

SAFEbuilt

Change in Use

A change in the use of land or buildings may arise by a simple alteration in the nature of the use, or through alterations and additions which modify the use. There are certain types of change of use which do not require planning permission. Before moving forward with any business that is a change in use to any building or land use, contact the Planning and Development Department for requirement clarifications.

Northglenn Planning and Development
11701 Community Center Drive, Northglenn, CO 80233
303.450.8836
development@northglenn.org
www.northglenn.org

Utilities – Water and Sanitation

The city provides businesses with water and sanitation services. The city's water comes from Standley Lake Reservoir, which receives its water from Clear Creek. The city's water service is run through the Utilities Division of the Public Works Department. Staff is constantly monitoring the city's Water Treatment Facility and Wastewater Treatment Plant and the quality of the city's water through extensive tests.

Northglenn Utilities Division of Public Works
11701 Community Center Drive, Northglenn, CO 80233
303.450.8770
www.northglenn.org

Demographic and Market Information

A vital part of opening any new business is knowing the market. The city of Northglenn can assist any business with free demographic and market information to assist new and existing businesses in Northglenn. Northglenn can provide a range of information from the basic population, income, age and race to more complex market information about consumer spending, traffic counts and market sales potential.

Northglenn Economic Development
11701 Community Center Drive, Northglenn, CO 80233
303.450.8743
development@northglenn.org
www.northglenn.org/ed

Community Resources

Gas and Electricity

Xcel Energy

Xcel Energy provides natural gas and electric service to businesses in Northglenn. Xcel is the largest utility in Colorado.

1.800.481.4700
www.xcelenergy.com 

United Power

United Power is a progressive, consumer-owned electric utility servicing the Weld County portion of Northglenn.

303.659.0551
www.unitedpower.com 

Telecommunications

The city has high-tech and high-speed telecommunications structures set up for businesses. Major telecommunication providers include Qwest offering DSL, Sprint, Verizon, Cingular wireless, T-Mobile and AT&T offering wireless data and Comcast offering high speed internet. The city's geographic location makes it possible to offer one-bounce satellite uplinks that provide real-time connections to six continents in one business day.

Trash

Trash and garbage collection is not provided to businesses by the city of Northglenn, with the exception of home-based businesses. Businesses can select any waste collection company available in the area.

Fire District

The North Metro Fire Prevention District works to ensure all buildings in our community meet locally-adopted fire codes and hazardous material regulations. Inspections are conducted during the construction, remodeling and operational stages of all commercial and public buildings.

Requests for all inspections and acceptance testing of fire protection systems must be made and confirmed with the Fire Prevention District at least two business days in advance. Re-inspection fees may apply for any failed inspection that requires an inspector to return to a site for further testing or inspection.

North Metro Fire Rescue District
 101 Lamar St., Broomfield, CO, 80020
 720.887.8217 to schedule an inspection.
 ext. 2230 for Kevin Crawford
 or ext. 2226 for Lindsey Smith
www.northmetrofire.org



Health Department

Tri-County Health Department (TCHD) is the largest local health department in Colorado. Its mission is to protect, promote and improve the health, environment and quality of life for the residents of Adams, Arapahoe and Douglas counties.

TCHD oversees Colorado's retail food establishment rules and regulations in Northglenn. If selling or serving food to the public, a license from TCHD is required. TCHD also oversees a number of other types of businesses, such as day care and body art establishments.

Tri-County Health Department
 Administration Office
 16162 South Willow Drive, Suite 100
 Greenwood Village, CO 80111
 303.220.9200



Northglenn Office
 10190 Bannock St., No.100
 Northglenn, CO 80260
 303.452.9547
www.tchd.org

Business Resources

Northglenn Urban Renewal Authority (NURA)

NURA is a quasi-governmental agency created by the city of Northglenn, in accordance with state law, for the purpose of supporting the redevelopment process in urban renewal areas. NURA has created a number of incentives to support new projects. These incentives include: land transactions, federal and state grants, Business Upgrade Assistance Program, Tax Exempt Bond Financing, and Tax Increment Financing (TIF). Businesses are encouraged to contact NURA to see if NURA may be able to help in a businesses property redevelopment project.

Northglenn Economic Development
11701 Community Center Drive
Northglenn, CO 80233
303.450.8743
development@northglenn.org
www.northglenn.org/ed

Metro North Chamber of Commerce

Established in 1959, your Metro North Chamber of Commerce is the premier business representative for Northglenn and the Metro North Region. Your chamber works to provide you support through strong advocacy at the local and state level while offering opportunities to help your businesses grow and develop. In addition to various programs you can get involved in, there are numerous services and benefits available exclusively to members. From Workers' Comp, discount health and dental programs to networking and lead development opportunities, your chamber is bursting with opportunity.

Metro North Chamber of Commerce
14583 Orchard Parkway, Suite 306
Westminster, CO 80023
303.288.1000
info@metronorthchamber.com
www.metronorthchamber.com



Small Business Association

The U.S. Small Business Administration (SBA) was created in 1953 as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation. The SBA recognizes that small business is critical to our economic recovery and strength, to building America's future and to helping the United States compete in today's global marketplace. Although SBA has grown and evolved in the years since it was established in 1953, the bottom line mission remains the same. The SBA helps Americans start, build and grow businesses. Through an extensive network of field offices and partnerships with public and private organizations, SBA delivers its services to people throughout the United States.

Colorado District Office
721 19th St., Suite 426
Denver, CO 80202
303.844.2607
www.sba.gov



Denver/Boulder Better Business Bureau (BBB)

The Denver/Boulder Better Business Bureau's mission is to be the leader in advancing marketplace trust. BBB accomplishes this mission by creating a community of trustworthy businesses, setting standards for marketplace trust, encouraging and supporting best practices, celebrating marketplace role models and denouncing substandard marketplace behavior.

Better Business Bureau
1020 Cherokee St.
Denver, Colorado 80204
303.758.2100
www.denver.bbb.org



Small Business Development Center

The North Metro Small Business Center helps start-ups understand the realities of small business ownership, perform an analysis of their strengths and weaknesses and take advantage of our many valuable resources. They guide business owners toward solutions, offering a variety of services, including:

Free, confidential one-on-one counseling on:

- Start-up issues – registration, licensing, market research, financing and insurance
- Business planning for prestart-up, start-up, existing and emerging businesses
- Strategic plan assistance
- Development of marketing strategies
- Financial statement analysis, budgeting and projections

Entrepreneurial seminars and classes:

- Start-up orientation
- Business planning orientation
- Financial analysis workshops
- Prospecting
- Management
- Marketing
- NxLevelL business plan writing class

Front Range Community College
Room C2006
3645 West 112th Ave.
Westminster, CO 80031
303.460.1032
chris.luchs@frontrange.edu



Adams County Economic Development (ACED)

Adams County Economic Development (ACED) is a 501(c)(6) private, nonprofit, full-service economic development agency serving Adams County, its nine municipalities, more than 8,000 businesses and more than 400,000 residents. ACED is dedicated to playing a leadership role in aggressively driving economic vitality and sustainable business development in the region.

ACED offers the following services:

- Business attraction and prospect development
- Existing business retention and expansion support
- The most comprehensive, online Adams County commercial and industrial real estate database
- Regulatory coordination
- Enterprise Zone administration
- Incentive package negotiation
- Marketing Adams County as a business location
- Research and demographics
- Representation at trade shows and industry associations
- Economic development publications and reports
- Economic impact studies

Adams County Economic Development
12050 Pecos St., Suite 200
Westminster, CO 80234
303.450.5106
info@adamscountyed.com
www.adamscountyed.com



SCORE

Service Corporation of Retired Executives (SCORE) offers free counseling to any small business or person planning a small business. Long-term assistance with marketing, bookkeeping and business planning is available.

Longmont SCORE Chapter
303-844-3985 ext. 214



Denver SCORE Chapter
721 19th St., 4th Floor, Room 426
Denver, CO 80202
303-844-3985 ext. 213
score62@scoredenver.org
www.scoredenver.org

Access to Capital

Colorado Housing and Finance Authority (CHFA)

CHFA is a public enterprise working to finance affordable housing, business and economic growth opportunities for Colorado. CHFA offers financing in three main areas: 1) home finance; 2) rental finance and 3) business finance.

1981 Blake St.
Denver, CO 80202
303.297.chfa (2432)
800.877.chfa (2432)
www.chfainfo.com



Colorado Enterprise Fund

Colorado Enterprise Fund (CEF) is a nonprofit community development financial institution founded in 1976 to help small businesses. CEF provides small business loans up to \$250,000 to entrepreneurs who are unable to obtain financing from traditional sources. If you receive a loan from CEF, you will have access to management consulting and business training from our experienced staff.

1888 Sherman St., Suite 530
Denver, CO 80203
303.860.0242
microloans@coloradoenterprisefund.org
www.coloradoenterprisefund.org



Colorado Lending Source

Colorado Lending Source (CLS) processes, administers and services SBA 504 loans under both the Accredited Lender Program (ALP) and the Preferred Certified Lender Program (PCLP). As the only PCLP lender in the state of Colorado, and one of only a handful in the nation, Colorado Lending Source has the delegated authority to provide its partner bank lenders and borrowers with efficient and expedited loan processing closing and servicing

assistance. CLS has also added SBA 7(a) packaging services in order to provide smaller lending institutions, who may not have SBA personnel on staff, with better access to this valuable loan program.

518 17th St., Suite 1800
Denver, CO 80202
303.657.0010
info@coloradolendingssource.org
www.coloradolendingssource.org



Accion

ACCION New Mexico • Arizona • Colorado is an award-winning nonprofit organization that invests in the community's most important asset – human potential. ACCION increases access to business credit, make loans and provide training to help emerging and existing entrepreneurs realize their dreams. ACCION empowers people to be catalysts for positive change – one small business at a time.

P.O. Box 181367
Denver, CO 80218
303.904.9362
accion@accionco.org
www.accionnm.org





Business Licenses and Taxes



City Licensing

All businesses operating in Northglenn must apply for a sales tax or use tax license. Even Northglenn businesses that do not “sell” anything must obtain a City Use Tax License. Persons making infrequent taxable sales must obtain a license to collect and remit the city tax. The licensing process ensures that the area is properly zoned for the activity and that the city has a record of the business information. It takes approximately five to 10 days to issue a new license, depending on the complexity of the new business. Businesses must obtain a license before opening to the public. The cost of a license is \$15 and must be renewed every year by Dec. 31.

*Northglenn Finance Department
11701 Community Center Drive
Northglenn, CO 80233
303-450-8729
www.northglenn.org*

State Sales Tax Licensing

If you sell, rent or lease tangible personal property in Colorado, you must obtain a state sales tax license. A 2.9% state sales tax must be collected by all businesses selling tangible, personal property located in Colorado. For a general sales tax reference guide, DRP 0099 is at www.taxcolorado.com.

*State of Colorado Sales Tax License
Colorado Department of Revenue
www.colorado.gov/revenue*

Tax Rates

Sales Tax (Except food for home consumption)

Northglenn	4.00%
State of Colorado ¹	4.10%
Adams County ²	0.75%
TOTAL	8.85%

Sales Tax (Food for home consumption)

Northglenn	3.00%
State of Colorado ¹	NONE
Adams County ²	NONE
TOTAL	3.00%

Use Tax

Northglenn	4.00%
State of Colorado ¹	4.10%
TOTAL	8.10%

Accommodations Tax

Northglenn	5.00%
State of Colorado ¹	4.10%
Adams County ²	0.75%
TOTAL	9.85%

¹Total state tax of Colorado is composed of:

State of Colorado	2.90%
Regional Transportation District (RTD)	1.00%
Science/Cultural Facilities District	0.10%
Stadium District	0.10%
TOTAL	4.10%

²Paid Directly to the State of Colorado on State tax return

City Sales Tax

The city sales tax must be collected on all sales, leases and rentals of items in the city, including items delivered into the city. Certain services such as cable television, telephone, gas and electric are also taxable. Professional services such as accounting, advertising and legal are generally not taxable.

Northglenn sales tax must be charged on merchandise delivered to purchasers located within the city. Northglenn sales tax should not be charged on merchandise delivered to purchasers located outside the city. Contact the city where an item is being delivered to determine if that city's sales tax should be collected. City boundaries are difficult to identify and mailing addresses do not always correspond to the correct boundaries. Be careful not to rely on mailing addresses to decide which tax to collect.

*Sales Tax Division
11701 Community Center Drive
Northglenn, CO 80233
303.450.8729
www.northglenn.org*

State Sales Tax

If you sell tangible personal property to anyone in Colorado, you need to collect retail sales tax. (If the sale is made inside Northglenn, you must also collect city sales tax). A retail sale is taxable unless what is being bought is to be resold or used to manufacture something else. Sales tax is not imposed on the sale of real property. If you do not plan to request the "Business Start-Up Kit" from the Small Business Assistance Center, you may apply for your sales tax license at the local office in Denver.

*Colorado Department of Revenue
1375 Sherman St.
Denver, CO 80261
303.238.7378
www.colorado.gov/revenue*

State Use Tax

This tax is a complement to the sales tax and is imposed on the storage, use or consumption of tangible personal property brought into Colorado on which sales tax has not been paid. The amount of tax is paid on the purchase price or fair market value. If you purchase tangible personal property when buying a business (furniture, fixtures, equipment, supplies) and did not pay sales tax at the time of the sale, you as the purchaser are liable for the state and city use tax.

*Colorado Department of Revenue
1375 Sherman St.
Denver, CO 80261
303.238.7378
www.colorado.gov/revenue*

State and Federal Withholding, FICA & W-4

Employers are required to withhold an amount for the payment of state and federal income tax and FICA from the wages paid to their employees. Employers are further required to match their FICA payment and pay a state and federal unemployment tax. It will cost an employer 12% to 15% of the amount paid for wages to cover the various taxes and Worker's Compensation Insurance, even if he/she does not provide any additional benefits. These must be paid on all employees, full or part time, with the exception of independent contractors. It is necessary to fill out a W-2 form for each employee at the end of the year. Payroll services are available and recommended for any business with greater than one employee.

To obtain a Colorado tax I.D. number, sales tax account and a Colorado wage withholding account, complete the Colorado Business Registration (CR-100), available online.

*Colorado Department of Revenue
1375 Sherman St.
Denver, CO 80261
303.238.7378
www.colorado.gov/revenue*

Unemployment Taxes

Detailed information about state of Colorado unemployment taxes is available online.

www.colorado.gov/CDLE

Independent Contractors

Both the IRS and the state have tightened their rulings of who can be classified as an independent contractor. Generally, if a person is paid by the hour or day, and not by the job performed, require a uniform, furnish tools of the trade or provide any supervision over the performance of the work, the chances are you have an employee and will be required to pay the tax. To be completely sure, you should contact the IRS, the Colorado Employment Office and the Colorado Department of Revenue. You must issue a form 1099 if your business is not registered as a corporation.

IRS Taxpayer Assistance Center
600 17th St., Denver, CO 80202
303.446.1675
www.irs.gov/businesses



Colorado Department of Revenue
1375 Sherman St., Denver, CO 80261
303.238.7378
www.colorado.gov/revenue

Mileage and Fuel Tax

If you operate a truck exceeding 10,000 pounds empty weight, you will be required to apply for a Mileage and Fuel Tax account. If you do not travel beyond a 25-mile radius of the city limits, you may apply for a metro plate at the county motor vehicle office rather than setting up a Gross Ton Mileage (GTM) account.

Colorado Department of Revenue
Motor Vehicle Division
303.205.5602
www.colorado.gov/revenue/dmv

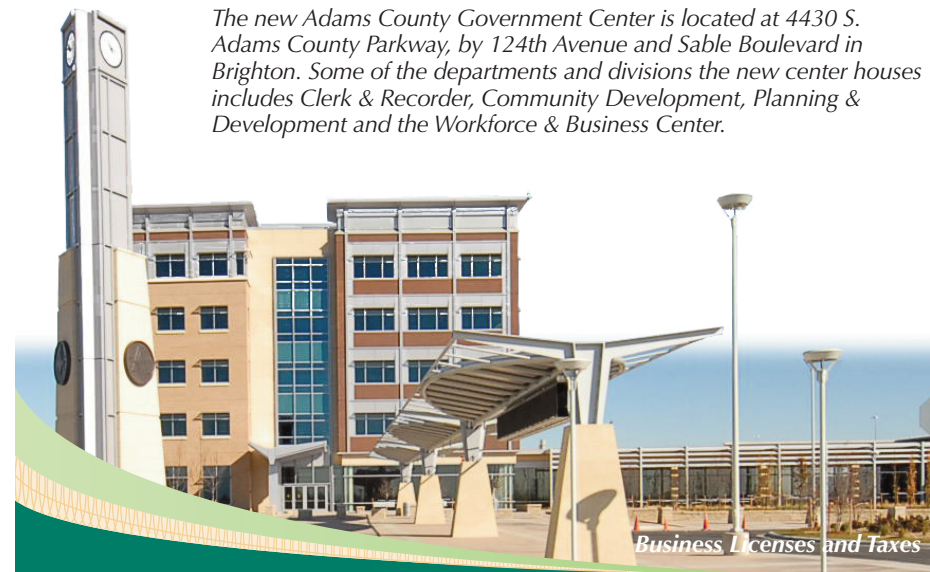
Personal Property Declaration

Each year you must file with the county assessor a statement as to the original cost, year acquired and description of your personal property (furniture, fixtures, and equipment) which is used in your business. If you have not received the form by the first week of February, you should contact the Adams County Assessor's Office. The form must be filed no later than April 15 of each year. This serves as the basis for determining your assessed value. The person who owns the property at noon on Jan. 1 of any given year is liable for the assessment for the entire year. The Assessor's Office does not prorate the assessment. If you wish to protest the assessed valuation of the property, this must be done between June 20 and July 10 at the Assessor's Office.

Adams County Government Center
4430 S. Adams County Parkway
Brighton, CO 80601
303.654.6038
assessor@co.adams.co.us



The new Adams County Government Center is located at 4430 S. Adams County Parkway, by 124th Avenue and Sable Boulevard in Brighton. Some of the departments and divisions the new center houses includes Clerk & Recorder, Community Development, Planning & Development and the Workforce & Business Center.



Personal Property Tax

Personal Property Tax is imposed on income-producing tangible personal property. Even though the value of your personal property is assessed in January, you are not mailed a tax bill until January of the following year. If you purchase a business, you should contact the Adams County Treasurer's Office to determine the status of the taxes. A search should be done by the name of the business and by the address. A tax search is important because unpaid personal property taxes are a lien against the property.

Adams County Government Center
4430 S. Adams County Parkway
Brighton, CO 80601
303.654.6038

assessor@co.adams.co.us



Workers' Compensation

All employers in Colorado are required to have Worker's Compensation coverage if they have any employees for any length of time. Corporate officers (owning 10% or more of corporate stock) who work actively in the business must be covered unless they elect to reject the coverage in writing. Sole proprietors and working partners must have the option of electing the coverage. All premium costs are to be made by the employer.

Colorado Department of Labor and Employment
Division of Workers' Compensation
633 17th St., Suite 400
Denver, CO 80202
303.318.8700

www.colorado.gov/CDLE

Vehicle Use in Your Business

If your vehicle is used for commercial purposes in your business, it requires a commercial vehicle license. If gross vehicle weight is 26,001 pounds or higher, a commercial driver's license is required, otherwise the vehicle may be operated with a normal operator's license. The Colorado State Highway Department regulates the size and weight of vehicles operating on Colorado highways.

Colorado Driver's License office
500 Malley Drive, Northglenn, CO 80233
Monday through Friday, 8 a.m. to 5 p.m.
720.929.8636

www.colorado.gov/revenue/dmv

Unemployment Insurance

The Unemployment Insurance Fund is a fund established by law to provide benefits to employees who lose their jobs through no fault of their own. Several factors can determine the benefit amount. The employer is required to pay state and federal unemployment insurance tax on wages paid to all employees. The federal unemployment insurance rate is 6.2% on the first \$7,000 in wages paid to each employee every year. As a new employer, you should qualify for a 5.4% credit for an effective rate of 0.8%.

Colorado Department of Labor and Employment
633 17th St., Suite 400
Denver, CO 80202-3660
303.318.8700

www.colorado.gov/CDLE



Business Declaration



Registering Your Business Name

Whether you have decided to operate your business as a sole proprietorship, general partnership or corporation, or if you plan to operate your business with a trade name other than your own legal name or the true name of the corporation, you must register with the State Department of Revenue. As a limited liability partnership, corporation or LLC, you are required to register the name with the Secretary of State, Business Division.

Secretary of State, Business Division
1560 Broadway, Suite 200
Denver, CO 80202
303.894.2200 & press 2
business@sos.state.co.us
www.sos.state.co.us

Article of Incorporation

Corporations, limited partnerships and limited liability companies file organizational paperwork with the Colorado Secretary of State. Sole proprietors, general partnerships and all other organizations should still register trade names.

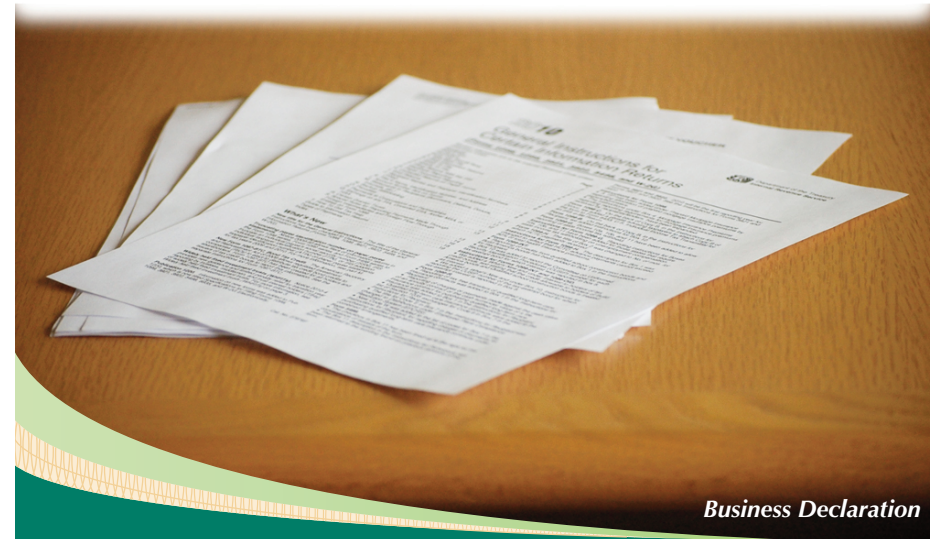
Secretary of State, Business Division
1560 Broadway, Suite 200
Denver, CO 80202
303.894.2200 & press 2
business@sos.state.co.us
www.sos.state.co.us/biz/FileDoc.doc

Employer Identification Number (EIN)

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need an EIN. You may apply for an EIN in various ways, including online. This is a free service offered by the Internal Revenue Service.

IRS Taxpayer Assistance Center
600 17th St.
Denver, CO 80202
303.446.1675
www.irs.gov/businesses

Business owners must file paperwork with the federal, state, city and county governments to lawfully conduct business. If you have questions about the process, please feel free to contact the city's Economic Development Division at 303.450.8743.



Labor Laws

Civil Rights and Employment Discrimination

If you have any questions about civil rights or what might be employment discrimination, you may contact the Colorado Civil Rights Commission. This commission enforces all Colorado laws concerning individual rights and employment discrimination.

Colorado Department of Regulatory Agencies
Division of Civil Rights
1560 Broadway, Suite 1050
Denver, CO 80202
303.894.2997
www.dora.state.co.us



Federal Wage and Hour Law

Nearly all manufacturers, wholesalers and contractors and many retail and service businesses are subject to federal minimum wage, overtime and child labor requirements.

U.S. Department of Labor
Wage and Hour Division
1801 California St., Suite 935
Denver, CO 80202
720.264.3250
www.dol.gov



Workforce Development

Colorado FIRST Training Grants

Incentive Grants – Incentive grants are for companies that are relocating to Colorado or are already located here and undertaking a major expansion. Grant awards are typically based on the number and quality of the jobs created.

Competitive Grants – Competitive grants are for companies adding a significant number of new full-time jobs to their Colorado-based business. Training content and delivery must take place during the fiscal year (July 1 to June 30). There are five grant periods each fiscal year: June, August, October, January and March.

Front Range Community College
Corporate Solutions & Small Business Development
3645 West 112th Ave.
Westminster, CO 80031
303.469.7143
Claudia.Ossola@frontrange.edu
www.frontrange.edu



Educational Training Classes

The North Metro Small Business Center helps start-ups understand the realities of small business ownership, perform an analysis of their strengths and weaknesses and take advantage of our many valuable resources. We guide business owners toward solutions, offering a variety of services.

Free, confidential, one-on-one counseling on:

- Start-up issues – registration, licensing, market research, financing and insurance
- Business planning for prestart-up, start-up, existing, and emerging businesses
- Strategic plan assistance
- Development of marketing strategies

- Financial statement analysis, budgeting, and projections

Entrepreneurial seminars and classes:

- Start-up orientation
- Business planning orientation
- NxLevel business plan writing class
- Financial analysis workshops
- Prospecting
- Management
- Marketing

Front Range Community College
Small Business Development Center
3645 West 112th Ave., Room C2006
Westminster, CO 80031
303.460.1032
wcicpd@frontrange.edu
www.frontrange.edu



Executive Programs

Executive Programs combine the unique resources of the University of Colorado's three business schools to create relevant educational programs for working business professionals. In addition to the degree programs, the department offers training programs for major Colorado corporations and provides ongoing educational seminars to alumni. All students in Executive Programs are working business professionals.

University of Colorado
1250 14th St.
Denver, CO 80248
303.623.1888
www.colorado.edu/ExecEd



Community Colleges

At Front Range Community College, we believe that learning is a partnership among students, faculty, and staff. Our role – and the guiding principle of our institution – is to help you achieve success. We believe that students can fulfill their role by taking advantage of all that FRCC has to offer.

Front Range Community College
Westminster Campus
3645 West 112th Ave.
Westminster, CO 80031
303.404.5000
www.frontrange.edu



Brighton Center
1850 E. Egbert St., Suite 100
Brighton, CO 80601
303.404.5099
www.frontrange.edu

Workforce Center

The center's focus is to be the leader in workforce development that maximizes opportunities and partnerships, promotes the economic growth of the community and enhances the quality of life in Adams County.

Please contact us for additional information about how the Workforce & Business Center can assist you with your career-seeking and recruiting needs.

Adams County Workforce Center
Adams County Government Center
4430 S. Adams County Parkway
Brighton, CO 80601
303.654.6038
assessor@co.adams.co.us



Elected Officials

Mayor

Mayor Joyce Downing
11701 Community
Center Drive
Northglenn, CO
80233-8061
303.450.8709
mayor@northglenn.org
Term expires in Nov. 2013



Leslie Carrico
1061 E. 119th Place
Northglenn, CO 80233
303.451.5046
lcarrico@northglenn.org
Term expires: Nov. 2011



Ward 3

Susan Clyne
Mayor Pro Tem
11032 Pinyon Drive
Northglenn, CO 80234
720.308.8759
sclyne@northglenn.org
Term expires: Nov. 2013



Ward 1

Sheri L. Paiz
11701 Community
Center Drive
Northglenn, CO
80233-8061
720.872.8265
spaiz@northglenn.org
Term expires: Nov. 2011



Ervin Baker
10679 Carrol Lane
Northglenn, CO 80233
303.452.8314
ebaker@northglenn.org
Term expires: Nov. 2011



Carol Dodge
3057 E. 108th Drive
Northglenn, CO 80233
303.601.3633
cdodge@northglenn.org
Term expires: Nov. 2013



Ward 4

Gene Wieneke
1360 Kennedy Drive
Northglenn, CO 80234
303.457.0858
gwieneke@northglenn.org
Term expires: Nov. 2011



Ward 2

Joe Brown
2007 E. 115th Place
Northglenn, CO 80233
303.255.9166
joebrown@northglenn.org
Term expires: Nov. 2013



Kim Snetzinger
10729 Varese Lane
Northglenn, CO 80234
303.913.7195
ksnetzinger@northglenn.org
Term expires: Nov. 2013



Map of Northglenn



Boards and Commissions

Boards and commissions give citizens a voice in the city's government and provide a means of influencing decisions that shape the quality of life for residents of by advising the city or council on topics relating to their board. Each member's participation is crucial to the success of the city as they provide valuable insight from the citizen's point of view. Call 303-450-8757 for more information.

- Board of Adjustment
- Citizens' Affairs Board
- Election Commission
- Historic Preservation Commission
- Liquor Licensing Authority
- Northglenn Urban Renewal Authority (NURA)
- Parks and Recreation Advisory Board
- Planning Commission
- Victim Assistance and Law Enforcement (VALE) Board
- Youth Commission



Find us online at:
www.northglenn.org