


**CITY MANAGER'S OFFICE MEMORANDUM**  
**#35-2019**

**DATE:** July 1, 2019  
**TO:** Honorable Mayor Antonio B. Esquibel and City Council Members  
**FROM:** Heather Geyer, City Manager   
**SUBJECT:** City Council Attendance/Process for Council Liaison Appointments

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**PURPOSE**

At the June 17, 2019 City Council Study Session, as part of the discussion with Item D: North Metro Fire Rescue District Liaison Appointment, the following two topics were raised:

1. City Council Attendance
2. Process for Council Liaison Appointments

These two items are being brought back for discussion per City Council direction. If there is a desire by City Council to clarify expectations surrounding these two topics, or additional topics, Council might want to consider a complete review given the current transition after the Ward 4 Council member appointment is made on July 22<sup>nd</sup> and then an additional review/discussion after the November 2019 election.

**BACKGROUND**

There are two important documents for Council's reference: 1) 2017 Council Handbook and 2) Mayor and Council Protocol Operating Guidelines. The Council Handbook is not formally adopted by City Council and has been used for new Council member orientation. The Council Protocol was last revised by Resolution No. 14-74, Series of 2014.

City Council Attendance

At the July 17<sup>th</sup> meeting, City Council had a discussion about attendance at City Council meetings, both study sessions and regular meetings and the transparency around Council attendance. The current practice has been for a City Council member to notify the City Manager and/or City Clerk of an absence. Any absences at a regular or special meeting are documented in the meeting minutes. These minutes are available online on the City Website. The City does not prepare minutes for study sessions and attendance is not available for these meetings online.

In reviewing the City documents, there are no attendance requirements for members of City Council outlined in the City Charter or City Code. Additionally, there is not guidance surrounding the topic in the Council Protocol. However, in the Council Handbook the following statement is included about attendance on page 20:

*Council members are expected to attend meetings and stay in attendance during each meeting. Members should contact the Mayor or the City Clerk if they are absent from a meeting. Prior notice of absences will allow staff to anticipate whether a quorum will be present.*

### Process for Council Liaison Appointments

There is no formal process outlined or adopted by Council via Resolution for how Council liaison appointments are made. The Council Handbook includes language on page 12 regarding when Council liaison appointments are made following an election. In the past, deference had been given to the Mayor in recommending these appointments. This was a practice and not formally adopted by Council via Resolution. In regards to liaison attendance, a topic also discussed at the June 17<sup>th</sup> meeting, the Council Handbook does not include any formal responsibilities. Council did discuss one option of discussing upcoming meetings at City Council meetings to ensure appropriate coverage by members of City Council if a liaison could not attend.

The City Council Policies document addresses the appointment of Council members to standing committees such as the Finance Committee, Performance Appraisal Committee, and Outside Agency Funding Committee. The policy states that, subject to Council approval, the Mayor may also appoint special or select committees at their discretion or as requested by the City Council to expedite certain business and affairs of the City.

### Code of Conduct

Different, but related to the two topics outlined above, Council adopted by Resolution No. 08-92 the following Code of Conduct in 2008 which is included in the Council Handbook:

1. *Respect the person and the position*
2. *Listen to others to understand without assuming motives or intentions, or bias or prior judgement*
3. *Come prepared and do your homework*
4. *Ask questions focusing on the "what;" provide direct response with explanation*
5. *Communicate in an open, direct manner and preferably by person – be cautious in use of email*
6. *Decide, then move on to the next issues*
7. *Allow individuals to learn and modify their position*
8. *Share your opinions, ideas, concerns and problems during discussion*
9. *Focus on the issue; avoid personal attacks*

### **STAFF RECOMMENDATION**

Based on the two identified discussion topics, staff is seeking direction from City Council on any changes Council would like to make to the Council Protocol.

### **BUDGET/TIME IMPLICATIONS**

There is no budget impact to this item.

### **STAFF REFERENCE**

For additional information, please contact Heather Geyer, City Manager at [hgeyer@northglenn.org](mailto:hgeyer@northglenn.org) or 303.450.8706.

### **ATTACHMENTS**

1. 2017 Council Handbook
2. Mayor and City Council Protocol Operating Guidelines
3. Council Policies
4. Council Liaison Appointments



CITY OF  
Northglenn

# 2017

## Council Handbook

Northglenn City Clerk's Office

office 11701 Community Center Drive  
Northglenn, CO 80233

mail PO Box 330061  
Northglenn, CO 80233

phone 303-450-8757

email [jsmall@northglenn.org](mailto:jsmall@northglenn.org)

web [northglenn.org](http://northglenn.org)





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## **City of Northglenn**

### **Community History**

In 1957, what is now Northglenn consisted primarily of agricultural land in unincorporated Adams County. Initial growth of the city boundaries began with two residential subdivisions in the southwest corner of the City at approximately 99<sup>th</sup> Avenue and Huron Street. These first major subdivisions included commercial, industrial, recreational, and school areas centered around a regional shopping mall. This model of development was similar to the popular “live-work communities” being constructed today. By 1960, Perl-Mack Homes began showing and selling homes ranging in price from \$13,500 to \$20,350.

The population at this time was estimated to be roughly 500 residents. Growth in the area continued steadily throughout the 1960s with the population reaching approximately 26,000 people by 1969. The residents voted for incorporation of over 2,500 acres in 1969, officially establishing the City of North Glenn (originally two words) on April 18, 1969.

By December 1971, the City offered its citizens police protection, animal control, trash collection, street maintenance, building inspection, a municipal court, zoning and land use control, and licensing and code enforcement. The City’s first master plan was adopted in 1972. In 1973, the City’s first recreation center was built (Westview) and the City’s horse patrol was created. The City adopted a Home Rule Charter on December 4, 1974.

Over the next three decades, Northglenn nearly doubled in size, annexing an additional 2,250 acres of land, including Section 36 in Weld County. Northglenn has grown from those few small subdivisions in the southwest corner of the City to almost seven square miles of urbanized area from 104<sup>th</sup> Avenue to 120<sup>th</sup> Avenue stretching across both sides of Interstate 25.

### **City Services**

The City of Northglenn provides a full range of services including:

- Police
- Streets and road maintenance
- Parks, Recreation, and Cultural facilities
- Planning, Engineering, and Community services
- Utilities – Water, Wastewater, and Stormwater
- Sanitation – Trash and Recycling services
- Municipal Court
- General Administration – Leadership, City Clerk’s Office, Communications, Economic Development, Financial services, Fleet and facilities services, Human Resources, Information Technology

Fire protection services are provided by the North Metro Fire Rescue District and the Rangeview Library District provides library services for residents of Northglenn. All public schools in Northglenn are part of the Adams 12 Five Star School District.

### **City Data**

- Total fiscal year budget (2018): \$64,656,313
- City fiscal year: January 1 – December 31
- Number of employees: 266.09 FTE
- Ad Valorem Tax Rate: 11.597 mills

## Community Profile

### Demographic/Economic Snapshot

- Population: 37,359
- Median Age: 33
- Median Household Income: \$52,886
- Median Sales Price of Existing Homes: \$196,700
- Property Tax Rate: 11.597 mills

### Housing Snapshot

- Households: 13,492
- Average Household Size: 2.64
- Percent of Multifamily: 41
- Home Ownership: 57%

### Land Use

- Area in Square Miles: 7.5 (6.5 square miles located in Adams County; 1 square mile located in Weld County – Section 36)
- Street Lane Miles: 105
- Parks and Open Space Acres: 337

### Occupation by Industry

- Sales & Office: 29%
- Business, Science & Arts: 24%
- Services: 18%
- Production & Transportation: 16%
- Natural Resource & Construction: 13%

## City Facilities

### City Hall, 11701 Community Center Drive, Northglenn, CO 80233

- Administration (City Manager, Communications, Economic Development)
- Building Department
- City Clerk
- Finance
- Information Technology
- Management Services
- Municipal Court
- Planning & Development
- Police Department
- Public Works Administration

### Recreation Center, 11801 Community Center Drive, Northglenn, CO 80233

- Aquatics, Gymnasium, Weight Room, Multi-purpose Rooms
- D.L. Parsons Theatre
- Northglenn Senior Center

Maintenance and Operations, 12301 Claude Court, Northglenn, CO 80233

- Code Enforcement
- Engineering
- Facilities Maintenance
- Fleet Services
- Parks Maintenance
- Sanitation (Trash and Recycling)
- Stormwater Management
- Streets Services
- Water Resources

Wastewater Treatment Plant, 5445 Weld County Road 2, Brighton, CO 80603

- Wastewater Operations
- Industrial Pretreatment
- The Wastewater Treatment Plant is located on 320 acres of land in Weld County

Water Treatment Facility, 2350 W. 112<sup>th</sup> Avenue, Northglenn, CO 80234

- Water Operations
- Water Conservation
- Laboratory Operations
- Electrical and Mechanical Services

## **Goals and Strategic Plan**

The City of Northglenn is committed to providing residents, businesses, and visitors with dependable municipal services while ensuring the long-term financial health of the community.

### **Strategic Goals**

1. Upgraded city infrastructure and facilities
2. Fiscally responsible city government
3. Strong, competitive businesses
4. Community governance with civic partnerships
5. Clean and beautiful city

### **Business Principles**

In support of the above goals, City Council has developed a set of business principles to guide the organization's operations and decision making process. The business principles are as follows:

1. Strive to "break even" financially on all programs, but understand the social, political and economic repercussions.
2. Develop infrastructure plans that maintain asset value and improve long-term service capabilities. Infrastructure plans should be developed on a "working smarter" concept rather than simply "working harder".
3. Plans and programs should be built for the future and should include regional impacts and regional strategies that utilize neighboring community growth to Northglenn's advantage.
4. If programs do not add value to the community or cannot be justified from a financial standpoint, consolidate or eliminate those programs. In other words, give the customers what they want.
5. Correlate abilities to offer programs with overall costs including personnel, training, communication, and required skills.
6. Don't add new programs without ensuring that funding is available and that funding levels will not detract from or diminish other relevant programs.
7. Make sure that programs and capital projects are evenly spread throughout the City of Northglenn.
8. Conduct analysis of needs and develop a master plan of facilities and programs. The master plan should be based on demographics, stated interest and feedback from citizens that might be impacted by the program or project.

### **Strategic Plan**

The City's 2014 Strategic Plan focused on "Vitalization" and the following statement: "Vitalization will bring energy and life to the City through redevelopment, civic engagement, and a renewed sense of community."

**Form of Government**

Northglenn is a home-rule city with a Council-Manager form of government. The Council-Manager government combines the leadership of elected officials with the managerial experience of an appointed manager. The governing body, which consists of the members of Council, has the power and authority to set policy. The Council hires a professional manager to carry out the policies and oversee the day-to-day operations of the City.

**City Charter**

The City Charter defines the powers and responsibilities of the Mayor, Mayor Pro Tem, and Council members. All powers of the City and the determination of all matters of policy are vested in the Council, except as otherwise provided in the Charter.

**Northglenn Municipal Code**

The Northglenn Municipal Code (NMC) consists of those codified ordinances of general municipal regulations and laws of the City of Northglenn. The Municipal Code is available online at [www.northglenn.org/municode](http://www.northglenn.org/municode). A hard copy is available in the City Clerk's office and in the Council mail room.

The Municipal Code is arranged in the following chapters:

- Chapter 1 – General Provisions
- Chapter 2 – Administration
- Chapter 3 – Procedure
- Chapter 4 – Public Safety
- Chapter 5 – Finances
- Chapter 6 – Contracts and Purchasing
- Chapter 7 – Automobiles and Traffic
- Chapter 8 – Municipal Court
- Chapter 9 – General Offenses and Nuisance Control
- Chapter 10 – Building Regulations
- Chapter 11 – Planning and Zoning
- Chapter 12 – Subdivision Regulations
- Chapter 13 – Elections
- Chapter 14 – Animal Control
- Chapter 15 – Local Improvement Districts
- Chapter 16 – Public Property, Utilities and Services
- Chapter 17 – Parks and Recreation
- Chapter 18 – Licensing
- Chapter 19 – Special Proceedings
- Chapter 20 – Miscellaneous Provisions
- Chapter 21 – Sign Code

**City Council's Role**

The City Council serves as the City's legislative body. The City Council shall have and exercise the legislative and corporate powers of the City, and shall have the management and control of the finances of all the property, real and personal, belonging to the City.

The City Council provides for the salaries, compensation, and fees of all City employees in the following manner:

- City Council, Mayor, Mayor Pro Tem, City Manager, City Attorney, and City Clerk by resolution.
- All Department Heads by resolution, annually, which sets the minimum and maximum salary range.
- All other City employees by ordinance, either directly setting such salary or by ordinance authorizing the City Manager to set such salaries.

### **City Manager's Role**

The City Manager is the chief administrative officer of the City. He/she shall have and exercise all the administrative powers vested in the City. The City Manager is appointed by and serves at the pleasure of the City Council. The manager supervises the enforcement of all laws and ordinances of the City, except to the extent that the administration of such enforcement is assigned to other City officials by law or ordinance.

Other duties of the manager:

- Issues administrative regulations and general administrative procedures in the form of rules, which are not in conflict with the City Charter, laws of Colorado, or ordinances of the City.
- Appoints, removes, and supervises, except as otherwise provided in the City Charter, all directors of departments and other departmental employees.
- Prepares an annual budget estimate and submits a proposed budget to Council.
- Keeps the Council fully informed as to the financial condition and future needs of the City.
- Recommends to the Council for adoption such measures, resolutions, acts and policies as he/she may deem necessary or desirable for the efficient and proper operation of the City and the performance of its functions.
- Authorizes expenditures on behalf of the City.
- Prepares and submits to the Council an annual report of the City's affairs, including a summary of the activities of each department.
- Proposes a plan of administrative organization of the City government for adoption by the Council.
- Prepares and submits to the Council such reports as may be required by the body.
- Performs such other functions and duties as may be prescribed by Charter, ordinance, or resolution of the Council.

### **Powers Expressly Withheld from Council**

The Council shall concern itself with the administrative services solely and directly through the City Manager, and neither the Council, its members, nor committees shall either dictate the appointment or direct or interfere with the work of any officer or employee under the City Manager.

### **City Council Protocol and Operating Guidelines**

The following protocol was established in 2008 and revised in 2014. The protocol addresses operational items of the City Council and staff.

#### **Protocol 1 – Administrative Service**

The Council deals with the administrative service solely and directly through the City Manager, and neither the Council, its members, nor committees shall either dictate the appointment or direct or interfere with the work of any officer or employee under the City Manager.

### **Protocol 2 – Assigning Projects**

The Mayor and members of the City Council cannot assign staff projects to the City Manager, the City Attorney, or the City Clerk, which will require more than 2 hours of staff time without the advance assent of the City Council.

### **Protocol 3 – Agenda**

- The City Manager prepares the agenda.
- Council members contact the City Clerk to place an item on the agenda with a copy to the City Manager.
- Council members can add an item to the agenda at a Council meeting for discussion only.
- All agenda items and backup must be provided to the City Clerk by the Wednesday prior to agenda Friday.
- For study sessions, Council members should provide origin, outcomes, and issues for discussion.
- The final agenda with all backup will be online for the Council to review on Wednesdays with the final, public agenda to be posted on the Friday prior to the meeting date.
- The Mayor will sponsor staff-initiated agenda items.

### **Protocol 4 – Questions on Agenda Items**

- Council should send the question to the City Manager before the meeting.
- The City Manager’s response to the question will be provided to all Council members.

### **Protocol 5 – Urgent Information**

Contact information (phone numbers) will be provided for the Mayor, Council members, and City Manager.

### **Protocol 6 – Email**

- Mayor – Council
  - o Avoid blind copy to others
  - o Share as much information with others that you can
  - o Time-sensitive items will be communicated in a timely manner
- Council – Staff
  - o No direction to staff
  - o Staff will avoid polling the Mayor and Council except for water rights purchases
  - o Background information on topics for discussion or direction at study sessions or meetings will be provided in advance to all members
  - o Informational emails and event notices will be provided
- Council – Community
  - o Ward Council members determine response: “respond on behalf of...”
  - o Send copy to all lists on the email
- Be care with “Reply to All”

### **Protocol 7 – Events in Wards**

If a Council member becomes aware of a non-City sponsored event in a ward other than his/her own that would be of general issue, he/she should share that information as soon as possible with the Council members representing that ward.

### **Boards, Commissions, and Committees**

The City of Northglenn has 10 boards and commissions, which provide various opportunities for citizens to become involved in the City. The City Clerk's office manages the boards and commissions application process. The interview and selection of applicants is an open process and occurs throughout the year. Board and commission members are appointed by resolution at regular City Council meetings.

#### **Board of Adjustment (BOA)**

Hears and decides appeals or requests for variances with regard to the enforcement of the Zoning Code. The Board is comprised of 5 regular members and 2 alternate members.

Meetings: Third Tuesday of the month at 7:00 p.m. on an as-needed basis in Council Chambers, City Hall.  
Staff Support: Planning and Development

#### **Citizens' Affairs Board (CAB)**

Established by the City Charter to provide a body to which citizens and other interested persons may freely present complaints and proposals. Inquiries and requests received by the Board are directed to the City Manager for response. The CAB consists of 5 regular members. Each ward of the City is represented by at least one member of the Board residing in such ward.

Meetings: First Wednesday of each month at 6:00 p.m. in Council Chambers, City Hall.  
Staff Support: City Clerk's Office

#### **Election Commission**

Assists the City Clerk with conducting municipal elections and performs duties required by the Municipal Election Code. The Commission consists of 2 regular members and the City Clerk.

Meetings: As needed.  
Staff Support: City Clerk's Office

#### **Historic Preservation Commission**

Created to protect, preserve, and enhance the City's cultural, social, economic, political and architectural heritage. The Commission consists of 7 regular members and 2 alternate members.

Meetings: First Tuesday of each month at 5:15 p.m., Stonehocker Farmhouse, 10950 Fox Run Parkway.  
Staff Support: Parks, Recreation and Cultural Services/Planning & Development

#### **Liquor Licensing Authority (LLA)**

Grants or denies licenses for the retail sale of alcohol beverages and special events. The Authority may suspend and revoke licenses for violations of the Colorado Liquor and Beer Code. The Authority consists of 5 regular members and 2 alternate members.

Meetings: First and third Mondays of each month at 9:00 a.m. in Council Chambers, City Hall.  
Staff Support: City Clerk's Office

#### **Marijuana Licensing Authority (MLA)**

Grants or denies licenses for the operation of medical and retail marijuana businesses. The City Council currently serves as the local licensing authority.



Meetings: Held during City Council meetings as needed on the second and fourth Mondays of each month at 7:00 p.m. in Council Chambers, City Hall.

Staff Support: City Clerk's Office

**Northglenn Urban Renewal Authority (NURA)**

Created to improve business areas in Northglenn by eliminating blight, assisting private development and redevelopment projects, and planning and building public and public-related commercial improvements as necessary to achieve those goals. The Authority consists of between 5 and 11 members.

Meetings: Second Wednesday of each month at 5:45 p.m. in Council Chambers, City Hall.

Staff Support: City Manager's Office

**Parks and Recreation Advisory Board**

Serves as an advisory board to the City Council in the formation of short term and long-range plans for parks, facilities, and programs. Reviews the Parks Master Plan, capital improvement projects for the City's annual budgets, and vendor applications for city parks. The Board consists of 5 regular members, representing each Ward of the City and one member who represents the City at-large.

Meetings: Second Thursday of each month at 5:30 p.m. in Council Chambers, City Hall.

Staff Support: Parks, Recreation and Cultural Services

**Planning Commission**

Considers permit applications for land use matters, makes recommendations to City Council on zoning requests, reviews site plans and subdivision plans, and is active in the development of the City's Master Plan. The Commission consists of 7 regular members.

Meetings: First Tuesday of the month at 7:00 p.m. in Council Chambers, City Hall.

Staff Support: Planning and Development

**Victim Assistance and Law Enforcement (VALE) Board**

Established to enhance victim assistance, community programs, and law enforcement in their efforts to assist victims and witnesses of municipal and state criminal violations. Programs supported by the Board provide victims and witnesses of crimes involving violence or the potential for violence with assistance services during and after the prosecution of cases. The Board also provides a grant process for the VALE program. The VALE Board consists of 5 regular members and 2 alternate members.

Meetings: Held on an as-needed basis.

Staff Support: Municipal Court

**Youth Commission**

Makes recommendations to City Council and staff regarding programs, activities, and facilities pertaining to youth in the community. Members must be residents of the City of Northglenn or enrolled in an Adams 12 Five Star School and must be between the ages of 13-18. The Board of Directors of the Youth Commission consists of between 7 and 15 members.

Meetings: First Tuesday of each month at 7:00 p.m. at the Northglenn Recreation Center.

Staff Support: Parks, Recreation and Cultural Services

### **Council Committees**

Three members of the Council will be appointed for each standing or special committee unless otherwise authorized by Council. Vacancies will be filled in the same manner. Subject to Council approval, the Mayor may also appoint special or select committees at his/her discretion or as requested by the Council to expedite certain business and affairs of the City.

### **Finance Committee**

The Council Finance Committee consists of three members who are appointed by City Council. The Committee's duties include the review of:

- Financial statements and balances;
- Requests for qualifications and proposals during the selection of the City's auditors;
- Monthly payables reports;
- Random purchasing card charges;
- Municipal assets;
- The use and authorization of overtime by employees;
- Employee reports relating to financial mismanagement; and
- Miscellaneous financial issues arising from the above including meeting periodically with the auditors.

The Committee is also authorized to undertake the following functions when requested by the Mayor or a Council member in writing:

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

The Finance Committee meets bimonthly on the last Wednesday of the month in the City Manager's Conference Room. The Director of Finance is the staff liaison to the Committee.

### **Legislative Policy Committee**

A Legislative Policy Committee was created in 2016 to identify legislative issues that may impact the residents of the City or influence municipal operations. The Committee develops a formal policy statement, which is adopted by the City Council, to use as guiding policies when reviewing and responding to proposed legislation that is of interest to the City of Northglenn. The Committee consists of appointed Council members with support provided by the City Manager, City Attorney, and the City's Lobbyist, Geoff Wilson.

Meetings are generally held on the second and fourth Mondays at 5:30 p.m. in the City Manager's Conference Room. The City Manager is the staff liaison to the Committee.

### **Outside Agency Funding Committee**

Resolution No. 17-03, Series of 2017, reaffirmed the duties of the Outside Agency Funding (OAF) Committee and authorized the Committee to review applications and approve funding for non-profit organizations who have requested grants or sponsorships from the City. Sponsorship requests should be forwarded to the City Manager or City Clerk for consideration by the Committee.

The OAF Committee utilizes the following criteria when reviewing applications for funding:

Criteria for Grants:

1. The organization is a non-profit entity.

2. The organization serves citizens of the City of Northglenn directly.
3. The organization will not use the funding to promote political or religious purposes and is non-partisan.
4. The organization is preferably located within the City of Northglenn.
5. The organization's purpose does not violate any portion of the City of Northglenn Home Rule Charter.
6. The organization is not associated with any personal interest of a member of the City Council or a City of Northglenn employee that may be deemed a violation of the ethics policy.

Criteria for Sponsorships:

1. The organization is a non-profit entity based in the Denver Metro area.
2. The organization may serve citizens or businesses directly or it may be beneficial for the City to sponsor for name recognition or other benefits.
3. The organization will not use the funding to promote political or religious purposes and is non-partisan.
4. The organization need not be located within the City of Northglenn.
5. The organization's purpose does not violate any portion of the City of Northglenn Home Rule Charter.
6. The organization is not associated with any personal interest of a member of the City Council or a City of Northglenn employee, that may be deemed a violation of the ethics policy.

**Performance Appraisal Committee**

The Council Performance Appraisal Committee consists of three members of the Council, one of whom shall be the Mayor. The Committee is authorized to undertake the following functions and duties related to the performance reviews of the City Council's employees:

- To develop the process and procedures to be utilized in conducting the performance review process of the Council employees;
  - To undertake the performance reviews of the Council employees on an annual basis, with such process being initiated no later than September of each year;
  - To assist and advise the City Council in conveying to the Council employees the City of Northglenn's goals and objectives as it relates to the performance of the Council employees;
  - To communicate with the City Council regarding the progress of the Performance Appraisal Committee in undertaking the performance reviews;
  - To oversee, when appropriate, the ability of any Council employee to provide the City Council with information outlining the Council employee's own interpretation of accomplishments and performance during the previous year;
  - To supervise and organize the components of the performance review process;
  - To present information to the City Council in executive session in order to finalize performance reviews for each Council employee;
  - To present the results of the evaluation process to each of the Council employees in separate meetings and to oversee the determination by the City Council of whether to retain each Council employee and any performance improvement plans deemed necessary by the City Council.
- See Resolution No. 06-58, Series of 2006, for a complete listing of duties and functions.*

The Performance Appraisal Committee meets on an as-needed basis.

### **Liaisons to Boards, Commissions, and Committees**

At the organizational meeting of the City Council following each regular City election, Council members are appointed to serve as liaisons or ex-officio members on various boards and committees. Any Council member desiring to serve on a certain board should inform the Mayor. Appointments are subject to approval by a majority vote of the Council.

Council representatives to such boards, commissions, and committees should keep the Council informed of ongoing business through periodic updates under the Communications portion of the regular City Council meeting agenda or by other means as appropriate.

### **Regional Representatives**

The role of the Council on regional boards will vary depending on the nature of the appointment. Representing interests of Northglenn is appropriate on some boards; this is generally the case when other local governments have its own representation. Other appointments, such as the Denver Regional Council of Governments Board, are broader in nature; these boards depend on its members taking a more regional approach.

The positions taken by the appointed representative are to be in alignment with the positions that the Council has taken on issues that directly impact the City of Northglenn. If an issue should arise that is specific to Northglenn and the Council has not taken a position, the issue should be discussed by the Council prior to taking a formal position at a regional board to assure it is in alignment with the Council's position.

### **Mayor and Mayor Pro Tem**

The Mayor presides at the meetings of the City Council. If he/she is absent or unable to act, the Mayor Pro Tem serves in his/her absence. City Charter Section 3.3 addresses the selection of the Mayor Pro Tem, stating the Mayor Pro Tem shall be elected by Council from its own membership, and said election shall take place at the organizational meeting following each general municipal election. The term of the Mayor Pro Tem is for two years.

### **City Council Appointees**

The City Council appoints the City Manager, City Attorney, City Clerk, and Municipal Judge.

### **City Manager**

The City Manager is appointed by the Council to serve as the chief administrative officer of the City. The Manager is appointed for an indefinite period and may be removed by the Council at pleasure. The Manager's powers and duties are set out in City Charter Section 6.2 and Northglenn Municipal Code Chapter 2, Article 3.

### **City Attorney**

The City Council appoints a City Attorney to serve at the pleasure of the Council. He/she must be an attorney at law admitted to practice in the State of Colorado. The City Attorney is the legal representative of the City and advises the Council and City officials in matters related to their official powers and duties. The City Council may also employ special counsel to serve under the direction of the City Attorney.

**City Clerk**

The City Clerk is appointed by the Council pursuant to Section 6.4 of the City Charter. The City Clerk performs duties as required by the City Charter, City Council, statutes, and ordinances. The Clerk serves at the pleasure of the Council and may employ deputies and other employees as necessary.

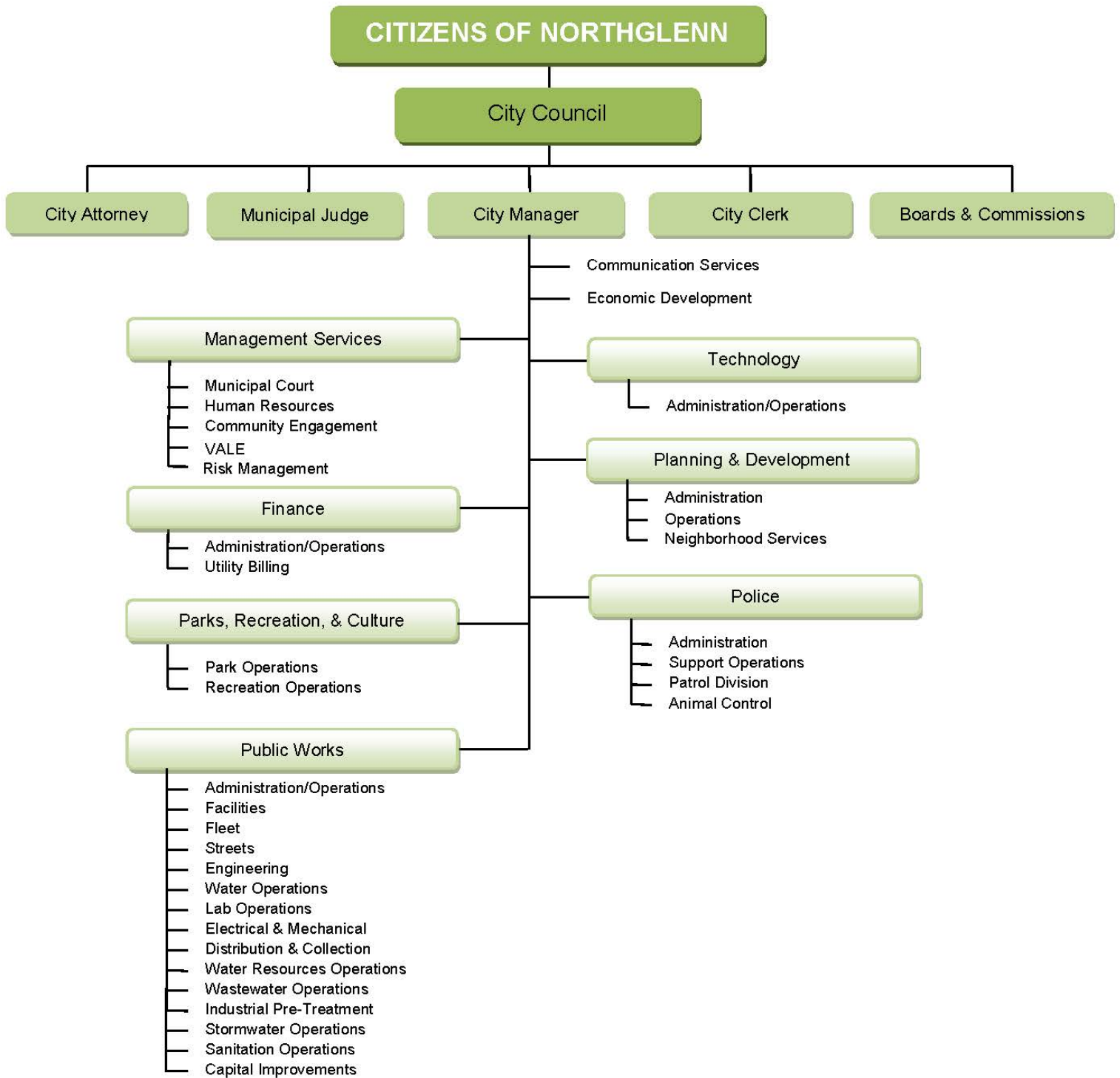
**Municipal Judge**

The Municipal Judge is appointed by the Council to preside over the Municipal Court. The Judge is appointed for a term of up to two years and may be reappointed for subsequent terms. The City Manager appoints Municipal Court personnel, staff, or employees, subject to the approval of the Municipal Judge, as the City Manager deems necessary to process the caseload of the Court.

**Council Employee Evaluations**

The City Council conducts evaluations of its employees annually. The Council Performance Appraisal Committee coordinates the evaluations, which generally occur in October/November.

# Organizational Chart



## **City Departments and Services**

### **Legislative**

The Legislative Department includes three divisions: City Council, City Attorney, and Boards and Commissions. The City Council is comprised of the mayor and two council members from each of the City's four wards. The City Council serves as the legislative and governing body of the City of Northglenn and is responsible for establishing City policies and goals.

### **City Attorney**

The City Attorney serves as legal counsel for the City and represents the City in litigation in state and federal courts and before local administrative agencies. The City Attorney advises Council, City Manager, administrative staff, and board members on legal matters and drafts ordinances, resolutions and contracts for the City. The City Attorney is also responsible for the prosecution of all cases in Municipal Court.

City Attorney:

Corey Y. Hoffmann

Hoffmann, Parker, Wilson & Carberry, P.C.

Direct: 303-951-2094

Main: 303-825-6444

### **City Manager**

The City Manager's Office oversees the daily activities, directs the operations of all city departments, and implements policy decisions made by City Council, as well as enforcing city ordinances. Included in the City Manager's department is Communications and Economic Development. Communications provides public information to citizens to support transparency in government and foster an informed community through media relations, community partnerships and working with the city administration and other departments. Economic Development activities provide networking, business retention and attraction, maintains a program of business incentives, and provides support to the Northglenn Urban Renewal Authority (NURA).

Staff: James Hayes, City Manager

Susan Baca, Executive Assistant to the City Manager

### **City Clerk**

The City Clerk serves as the official records custodian of the City and is responsible for preserving the legislative history of the City Council. The main functions of the City Clerk's office are: elections, boards and commissions, City Council support, legal compliance, licensing, and records management. The City Clerk's office also functions as a Passport Acceptance Facility on behalf of the US Department of State. The City Clerk is appointed by and reports directly to the City Council.

Staff: Johanna Small, City Clerk

### **Finance**

The Finance Department is responsible for the administration and recording of all financial activities of the City, including revenue collection, cash management, accounts payable, payroll, utility billing, sales tax collection, as well as, general accounting and reporting. The Department oversees the procurement

function of the City and is responsible for the production of the Annual Operating and Capital Improvement Budget and Comprehensive Annual Financial Report.

Staff: Jason Loveland, Director of Finance

### **Technology**

The Information Technology Department provides reliable, secure, and cost effective technology infrastructure, applications, and support to the City. Services by this department include purchasing computer hardware and software, telecommunications and network management, application development, end-user support and training, and information/data security.

Staff: Bob Lehr, Director of Information Technology

### **Management Services**

The Management Services Department consists of three divisions: Human Resources, Municipal Court and Community Engagement. Human Resources is responsible for recruiting, retaining, and training employees. The Municipal Court has jurisdiction over all cases involving violations of the provisions of the City Charter, Municipal Code, and other ordinances of the City. The Community Engagement division creates connections and provides involvement, interaction and problem resolution through volunteer services, community outreach, neighborhood programs, events, and proactive relations with residents.

Staff: Paula Jensen, Director of Management Services

### **Parks, Recreation and Cultural Services**

The Department of Parks, Recreation and Cultural Services offers recreational and leisure services, and maintains parks, right-of-ways and open spaces. Divisions within Parks, Recreation and Cultural Services include Parks Maintenance & Operations, Aquatics, Youth & Marketing, Operations, Fitness & Sports, Theatre, Culture and Senior Programs.

Staff: Amanda Peterson, Director of Parks, Recreation & Cultural Services

### **Planning and Development**

The Planning & Development Department is responsible for the administration of the City's land use and development functions including building, planning, and neighborhood services (code enforcement). The department guides the City's ongoing development and redevelopment activities by recruiting new investment and working to integrate new development projects into the existing fabric of the community. The department is also responsible for the administration and enforcement of the City's building, electrical, plumbing, and mechanical codes, as well as enforcement of the City's zoning ordinance and nuisance abatement program.

Staff: Brook Svoboda, Director of Planning & Development

### **Police Department**

The Northglenn Police Department is a full service municipal law enforcement agency consisting of three primary divisions: Administration, Patrol, and Support. The Administrative Division consists of the Office of the Police Chief, the Training Unit, the Professional Standards Unit and the Operational Analysis and Community Impact Unit (Crime and Management Analysis). The Patrol Division provides 24 hour per day, seven days per week uniformed officer response to emergency and non-emergency calls for service,



directed patrol, crime prevention, school safety and security, traffic accident response and traffic enforcement. The Patrol Division also provides tactical intervention with a SWAT element, Community Relations Section and includes Animal Control. The Support Division consists of the Investigations Unit, the Property/Evidence Unit, the Records Unit, and the Victim Services Unit.

Staff: Jim May, Chief of Police

### **Public Works**

The Public Works Department consists of three divisions: Utility Planning and Engineering, Maintenance and Operations, and Utilities. The Department is responsible for the capital improvements, maintenance and repair of the City's transportation and utility infrastructure, public buildings, and city-owned fleet and machinery. The Department also manages and operates a water treatment plant and a wastewater treatment plant, and the City's trash collection and recycling services.

Staff: David Willett, Director of Public Works

## Meetings and Meeting Procedures

### Open Meetings Act

The Open Meetings Act is commonly referred to as the Sunshine Law and can be found at C.R.S. 24-72-201, et seq. When 3 or more Council members gather to discuss city business, such gatherings constitute a meeting that must be posted and open to the public pursuant to the Open Meetings Act.

A “meeting” is defined as “any kind of gathering, convened to discuss public business, in person, by telephone, electronically, or by other means of communication.”

Council members should notify the City Clerk whenever they have scheduled or will be attending a meeting to discuss City business and are aware that 3 or more Council members have been invited to attend the meeting. Staff will prepare the appropriate meeting notices and post such notices to ensure compliance with the Open Meetings Act. Please be aware that notices must be posted at least 24 hours prior to the meeting.

### Ward Meetings

City Council members hold ward meetings periodically to meet with their constituents. The agendas and scheduling of ward meetings are determined by the Council members representing the wards. In addition to speaking with constituents at the meetings, residents contact Council members often by phone, email, or in person to discuss issues or concerns they may have. Council members should contact the Executive Assistant to the City Manager for assistance with reserving rooms or facilities for Ward meetings.

### General Meeting Procedures

The Mayor is the presiding officer and acts as the Chair at Council meetings. In the absence or incapacity of the Mayor, the Mayor Pro Tem serves as the presiding officer.

The Mayor, unless unavailable, shall sign all ordinances, resolutions, contracts, and other documents which have been adopted by the City Council and require an official signature, except when the City Manager has been authorized by Council action to sign documents.

To assist the City Council in the development of a structure for orderly discussion of items, the Council has generally followed the procedures below:

1. **Obtaining the Floor:** A member of the City Council or staff shall first address the Mayor and gain recognition. Comments and questions should be limited to the issue before the Council. Cross-exchange between Council members and the public should be avoided.
2. **Questions to Staff:** A Council member may, after recognition by the Mayor, address questions to the designated staff member.
3. **Interruptions:** Once recognized, a Council member should not be interrupted while speaking except to make a point of order or personal privilege.
4. **Discussion Limit:** A Council member should not speak more than once on a particular subject until every other Council member has had the opportunity to speak. Council members are encouraged to discuss items during the decision-making process.

5. **Tabling Procedure:** If a Council member desires to table a matter to a certain time and date, they should make a motion to table the item. Once a motion to table has been made and seconded, discussion on the matter should stop and a vote on the motion to table should occur immediately.
6. **Right of Protest:** A Council member is not required to state reasons for a dissenting vote. Often times, Council members will state their reasons for voting a certain way as part of the discussion during the decision-making process.

### **Code of Conduct**

The following house rules, or code of conduct, was adopted by the Council in 2008 by Resolution No. 08-92:

1. Respect the person and the position
2. Listen to others to understand without assuming motives or intentions, or bias or prior judgment
3. Come prepared and do your homework
4. Ask questions focusing on the “what;” provide a direct response with explanation
5. Communicate in an open, direct manner and preferably by person – be cautious in use of email
6. Decide, then move on to the next issues
7. Allow individuals to learn and modify their position
8. Share your opinions, ideas, concerns and problems during discussion
9. Focus on the issue; avoid personal attacks

### **Other Protocol**

Members of the Council should preserve decorum during meetings, and should not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer.

Members of City staff and all other persons attending meetings should observe the Council’s Code of Conduct and adhere to the same standards of decorum as the members of Council.

### **Regular Meetings**

City Council is required to meet to conduct business at least twice each month. Regular Council meetings are held on the second and fourth Monday at 7:00 p.m. Video recordings of regular meetings are available on the City’s website. Audio recordings and meeting minutes are also posted online for all regular meetings.

### **Study Sessions**

Council holds study sessions, or work sessions, twice each month on the first and third Monday at 6:00 p.m. Study sessions are intended to permit less formal discussion among Council members and staff. They are not for decision-making on policy, but rather to permit education and open-ended exploration of an issue, and to offer informal direction to staff on policy related items. No formal action is taken at study session meetings and public comment is allowed at Council’s discretion. Video and audio recordings of study sessions are available on the City’s website. Meeting minutes are not prepared for study sessions.

### **Special Meetings**

Special City Council meetings may be called by the City Clerk on the written request of the Mayor or of any two members of the Council, or the City Manager, on at least 24 hours written notice to each member of Council. Notice of special meetings is delivered by the City Clerk via email to the City Council. A special meeting may be held on shorter notice if a quorum of the Council consents. No business shall be transacted at any special meeting of the Council unless it has been stated in the notice of such meeting.

### **Executive Sessions**

Executive Sessions are closed meetings held by the City Council for specific purposes. Proceedings are confidential and matters discussed or information received during an executive session must remain confidential. This is imperative to protect the City's interests and to limit risk. No formal action shall be taken in any executive session.

Section 4.5 of the City Charter establishes the following purposes for which Council may meet in executive session:

- Personnel matters.
- Review of applications for any appointive position; interviews and appointments shall be conducted at an open meeting.
- Claims against the City, whether in litigation or otherwise.
- Legal consultation and advice.
- Litigation.
- Deliberation and/or review of any matters heard by the Council in a quasi-judicial capacity.
- Negotiations concerning the purchase, sale, lease or other acquisition of real or personal property, or interests therein, or concerning any contracts except those required to be the subject of competitive bidding.

### **Agendas and Packets**

Council agendas and packets are posted to the City's website by 3:00 p.m. on the Wednesday prior to the Monday meeting. The agenda and packet items are protected for the Council review period, which is Wednesday through Friday afternoon. This period provides Council an opportunity to review and ask questions about the information, and for staff to revise the documents, if needed, prior to making the information available to the public. To view the agenda and packet items, Council members should enter their GroupWise user name and password when prompted. At 3:00 p.m. on Friday afternoons, the agenda and packet will be released to the public and an email will be sent to Council identifying any changes that have been made since the information was posted for Council's review.

### **Attendance**

Council members are expected to attend meetings and stay in attendance during each meeting. Members should contact the Mayor or the City Clerk if they will be absent from a meeting. Prior notice of absences will allow staff to anticipate whether a quorum will be present.

### **Quorum**

A majority of the members of the Council in office at the time shall be a quorum for the transaction of business at all Council meetings. Unless there is a vacancy on Council, 5 members constitute a quorum. In the absence of a quorum, those present may adjourn a meeting to a later time or date and in the absence of all members, the City Clerk may adjourn a meeting for not longer than one week.

### **Motions**

A motion is a vehicle for initiating action on a proposal. A motion is made by a Council member stating, "I move to..." and then stating the action proposed. A main motion is used to initiate the consideration of a new item of business. After being seconded, a main motion is subject to being debated, amended, tabled, or withdrawn before a final vote is taken. If a motion does not receive a second, it dies. Motions should be distinctly worded. If a member of the Council is unsure of what the motion is, it is appropriate to ask that the motion be restated.

**Procedure:**

- State the motion.  
A motion is made by the Mayor or a Council member (the “maker”) stating his or her proposal.
- Second required.  
Any other Council member (including the Mayor) who supports the proposal, or who simply wishes for the proposal to be discussed, may “second” the motion.
- Lack of a second.  
If there is no second stated immediately, the Mayor should ask whether there is a second. If no Council member seconds the motion, the motion dies and the proposal is not considered.
- Discussion.  
Once a motion has been made and seconded, the Mayor will open discussion on the matter.
- Secondary motions.  
Secondary motions, such as a motion to amend the main motion or a motion to table the item may be made during the discussion.
- Action.  
After discussion is complete, the Council will vote on the motion under consideration.

**Voting**

Each Council member who is present must vote on all questions. The exception to this is no member of the Council shall vote on any question in which he/she has a substantial personal or financial interest, other than the common public interest, or on any question concerning his own conduct. In this case, the Council member must verbally disclose this interest to the Council. If a member refuses to vote, except when not so required, the member shall be deemed delinquent in his/her duties.

**Meeting Minutes**

The City Clerk prepares minutes of all regular and special Council meetings. Council minutes are considered “action minutes” and convey a brief summary of discussion and action taken during the meetings. Council members should contact the City Clerk with requests to amend or correct the minutes.

- The minutes shall contain the following information:
- The date, time, and place of the meeting;
- The members present;
- The motions, resolutions, orders, ordinances, and measures proposed and their disposition;
- The results of all votes and the vote of each member by name; and
- The substance of any discussion on any matter.

**Public Participation**

Members of the public are encouraged and invited to participate in the legislative process by submitting written comments before the meeting or speaking in person at a meeting.

It is important that members of the public address City Council using the microphone at the podium in Council Chambers. Individuals should also state their name and address and provide this information in the sign-in book on the podium so the information may be included in the meeting minutes and record of the meeting.

### **Adjournment and Continuation**

All regularly scheduled meetings will adjourn at 11:00 p.m., and all unfinished business must be placed on the next regularly scheduled meeting agenda, unless a majority of the City Council present votes to continue the meeting until completion of all unfinished business.

### **Order of Business**

Below is the agenda order for regular City Council meetings:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Response to Citizen Inquiry
5. Agenda Additions and Deletions
6. Interviews
7. Proclamations
8. Presentations
9. Public Invited to be Heard – 5 Minutes per Speaker
10. Financial Report
11. Consent Agenda
12. Items Removed from Consent Agenda
13. Public Hearings
14. Ordinances – Second Reading
15. Ordinances – First Reading
16. Resolutions
17. Marijuana Licensing
18. Communications
19. Public Invited to be Heard – 3 Minutes per Speaker
20. Adjournment

### **Call to Order**

The Mayor calls the meeting to order. If the Mayor arrives after the meeting has begun, the Mayor resumes duties once business on a particular topic has been concluded. At any meeting where the Mayor and the Mayor Pro Tem are not present, the Parliamentarian will preside over the meeting.

### **Roll Call**

The City Clerk will call the Council members' names for roll call. After roll call, those in attendance are asked to stand and recite the Pledge of Allegiance.

### **Response to Citizen Inquiry**

The City Manager will utilize this section of the agenda to provide a public response to citizen inquiries when appropriate.

### **Agenda Additions and Deletions**

Council members have the opportunity to ask for items to be added to or deleted from the agenda. Any items added to the agenda at the meeting are for discussion only, unless the item is considered to be urgent.

State law provides that the Council can take action only on such matters which have been properly noticed and posted on the agenda, unless special circumstances are found to exist. Subject to that exception, action or approval on items not posted on the agenda is not allowed, and such items should be placed on the agenda of the next regular meeting.

### **Interviews**

Individuals who have applied to serve on a City board or commission are scheduled for interviews with the City Council. The interview is an opportunity for the Council to meet members of the community and to learn about the individual's interest in serving on a board or commission. If there are no objections from the Council or the board/commission, a resolution appointing the applicant to the appropriate board/commission will be scheduled for a subsequent Council meeting by the City Clerk's Office.

### **Proclamations**

Proclamations are prepared for special recognition of individuals, groups, and events of significance. All requests for proclamations are subject to approval by and are prepared for the Mayor's signature on behalf of the City Council. Proclamations may be presented at a City Council meeting or at an outside meeting or event.

### **Presentations**

Presentations by staff or outside agencies are scheduled as needed for Council meetings. Standing presentations include the Economic Development Update, which is scheduled for the first regular meeting of each month, and quarterly reports from the Youth Commission.

### **Public Invited to be Heard – 5 Minutes per Speaker**

The Council allows two opportunities during regular meetings for the public to address matters not set for public hearing. The first opportunity is limited to 5 minutes per speaker and comments should be related to City business and limited to matters of community interest. The Council may refer comments or questions to the City Manager for a response at a later time.

### **Financial Report**

City Council receives a financial report from the Director of Finance during the first regular Council meeting of each month. The report addresses revenue and expenditures for the various funds, the City's investments, sales tax activities, and other financial matters.

### **Consent Agenda**

Routine and non-controversial items are placed on the consent agenda. The items are approved by one motion and without discussion. Examples of items that are placed on the Consent Agenda are: meeting minutes, appointments to boards and commissions, acceptance of grant awards, and routine action items.

### **Items Removed from Consent Agenda**

Any member of the Council may ask that an item be removed from the Consent Agenda for discussion. Those items are considered and voted on separately.

### **Public Hearings**

City Council holds public hearings on legislative items and quasi-judicial matters. Public hearings ensure due process by protecting an individual's rights prior to governmental action. Due process encourages objective decision making by providing those who have an interest in the city's decision with an opportunity to be heard.

All those who wish to be heard during a public hearing will be required by the Mayor to list their name and address for the record. Each party will be given an opportunity to present his or her views on the subject under consideration; however, City Council may set a time limit for speakers to be heard. Following the presentations of those in favor or opposed, the Mayor may afford any party an opportunity to rebut evidence of another party. Any witness who testifies shall be subject to cross-examination. Following the public hearing and upon recognition by the Mayor, Council members may question any individual who has spoken. During the public hearing, public input is non-debatable by members of the Council.

An example of a legislative item requiring a public hearing would be a proposed ordinance to amend the Municipal Code to adopt provisions for the regulation of parking RVs on residential streets. This legislative action would adopt a law that would apply citywide. Section 4.10 of the City Charter sets forth the procedure for adopting ordinances and requires Council to hold a public hearing on the ordinance after it is passed on first reading and prior to considering the ordinance on second reading. Members of the public may provide comments either “for” or “against” the proposed ordinance.

Examples of quasi-judicial hearings: zoning and land use decisions affecting an individual property; and licensing hearings for liquor licenses and marijuana business licenses. The Mayor is provided a script for quasi-judicial hearings, which states a specific process to be used for presenting the issue and hearing testimony on the issue.

### **Ordinances**

Section 4.6 of the City Charter states that the City Council shall act only by ordinance, resolution, or motion, and all legislative enactments shall be in the form of ordinances. Generally, all other actions are in the form of resolutions or motions.

An ordinance is submitted to Council in the form of a Councilman’s Bill. An ordinance may be proposed by the Mayor, any member of the Council, the City Manager, the City Attorney, or any officer of the City. Every ordinance must be sponsored by one or more members of the Council in order to be introduced at a Council meeting. Ordinances require two readings and a public hearing before the City Council, except if an emergency ordinance. Ordinances take effect 5 days after publication following final passage with the exception of emergency ordinances, which are effective upon final passage.

Special ordinances are adopted for a purpose required by law, but which does not enact legislation of a general and permanent character. Some examples of special ordinances are budget amendments, rezoning approvals, and the approval of franchise agreements.

### **Resolutions**

A resolution expresses City Council policy or directs certain types of administrative action, and may be changed by a subsequent resolution. Resolutions are effective on the date of adoption.

### **Marijuana Licensing**

As needed, applications for medical and retail marijuana business licenses are scheduled for consideration by the Council, acting as the local licensing authority. The regular portion of the City Council meeting is recessed and a meeting of the Marijuana Licensing Authority is called to order by the Mayor. After the business items have been acted on, the meeting is adjourned and the regular Council meeting is reconvened.



The City Clerk's Office provides marijuana licensing information to the City Council, and the City Attorney acts as legal counsel for the Marijuana Licensing Authority.

### **Communications**

The purpose of this section of the meeting is to provide members of the Council an opportunity to introduce discussion on matters not currently before the Council including brief announcements, questions of staff, and requests for items to be placed on the agenda at a future meeting. Examples of appropriate communications would be information of general interest received from outside agencies, comments or inquiries received from individuals or from the public, announcements of interest to the public, reports on City or regional board activities, and solicitations of Council's input on these efforts.

### **Public Invited to be Heard – 3 Minutes per Speaker**

The second opportunity for public comment during regular City Council meetings is limited to 3 minutes per speaker. Comments should be related to an item previously addressed by the Council during the meeting.

### **Adjournment**

If there is no further business, adjournment formally concludes the meeting.

### **Proposed Agenda List**

The City Clerk's office maintains a list of proposed agenda items so that Council is aware of upcoming issues and meeting schedules. The list is sent to Council via email periodically and also posted on the City's website. Council members may request that items be added to the list at any time by contacting the City Clerk.

### **Short List of Do's and Don'ts for Meetings**

#### **Do**

- Arrive on time and be prepared.
- Wait to be recognized by the Mayor before speaking.
- Speak clearly and into the microphone.
- Show respect for your colleagues even if they have differing opinions.
- Provide questions to staff in advance of the meeting.

#### **Don't**

- Feel compelled to "defend" your position if someone disagrees with you.
- Assume that others know what your silence on a subject means.
- Rely on the sentiment that "it has always been this way in the past."
- Have side conversations or spend excessive time on mobile devices.
- Act as a committee of one; governing a city requires a team effort – practically and legally.

## General Council Information and Business Procedures

### Council Calendar

A master calendar of City Council events, functions, and meetings will be maintained by the Executive Assistant to the City Manager. Functions, events, and meetings to be attended by individual Council members will be included on the master calendar at the request of individual Council members.

The calendar may be accessed in GroupWise by adding a Proxy to "Council Calendar." In the Main Window or Calendar, click *File > Proxy*. Type Council Calendar in the *Name* field, then click *OK*. To return to your own Mailbox/Calendar, click the folder list header drop-down list, then click your name.

### Administrative Support

City Council utilizes administrative support from the office of the City Manager. The Executive Assistant to the City Manager provides clerical support to the Mayor and Council members. Support includes making travel and meeting arrangements, conference and training registrations, and purchasing assistance.

Staff contact: Susan Baca, Executive Assistant to the City Manager  
sbaca@northglenn.org; 303-450-8709

### Access to City Hall

Prox cards are issued to all Council members and provide access to the upper level of City Hall after normal business hours. The prox card also provides access to the Council Mail Room. If a Council member misplaces their prox card, they should notify the Executive Assistant to the City Manager as soon as possible.

### Council Compensation

The City Council receives an honorarium (compensation) for their service as established by Charter Section 3.7. The Mayor receives an additional 40% and the Mayor Pro Tem receives an additional 15% per month for their duties. The Council honorarium is adjusted by 10% every four years.

Mayor:	\$494.54/bi-weekly	\$12,858.04/year
Mayor Pro Tem:	\$406.22/bi-weekly	\$10,561.72/year
Council member:	\$353.22/bi-weekly	\$9,183.72/year

Council members also receive a monthly stipend of \$370 to cover expenses related to supplies, subscriptions, phone and computer expenses, and vehicle expenses. City council members are paid biweekly on the same pay schedule as regular employees. There are generally 26 pay periods per year.

### Council Assigned Equipment

In order to discharge his/her duties, each Council member, who so requests, shall be provided the following equipment: personal computer (either desktop or laptop), Internet access, all-in-one printer, and cellular phone. All property must be returned to the City after the Council member's last term expires.

### City Purchasing/Credit Card

The Mayor will receive a City purchasing/credit card for use during his/her term. Expenses charged to the City purchasing card are limited to business related expenses and must follow the guidelines of the City's

Purchasing Card User's Guide Manual. Itemized receipts for all purchases must be submitted to the City Manager's Executive Assistant. The receipts will be processed and attached to a monthly purchasing card statement that will be submitted to the Mayor Pro Tem for approval.

- No personal purchases shall be made using the City's funds.
- Alcohol cannot be purchased with City funds.
- No costs associated with any political event or charity shall be made with City funds.
- No expenses associated with entertainment, including but not limited to, theatre events, movies, sporting events, and personal recreation, such as golfing, spa treatments, and fitness related expenses shall be made with City funds.
- No personal memberships shall be made with City funds.
- Sales tax is not to be charged on any purchase made in the State of Colorado. The City's tax-exempt number should be given to the vendor before the sale is completed. Information on the City's tax-exempt status can be acquired from the Finance Department.
- As a matter of policy, when a product not subject to competitive bidding is available within the City with comparable price, specification, quantity, and quality, the purchase shall be made from local sources.

### **Council Training and Travel**

All Council members are eligible for attendance at in-state and out-of-state meetings and conferences. The Mayor and Council are reimbursed for expenses incurred as a result of City business, training, or travel. Funds for Council travel are budgeted annually with equal amounts allotted to each member. If any individual Council member exceeds the budget amount, a request may be made to Council for additional funds.

Expenses that will be paid or reimbursed include:

- Conference registration (including a guest registration)
- Associated supplies and materials
- Council member's transportation (coach fare)
- Hotel accommodations
- Parking
- Meals
- Gratuities

It is the Council member's responsibility to justify the business purpose of the trip. In the event that a spouse or guest is normally invited to attend a function, the City will reimburse for those costs, excluding the spouse's or guest's travel costs. A function is defined as any event to which the Council member and a guest or spouse are invited to attend such as recognition events, awards events, and banquets. If training and travel funds are not used, the amounts do not carryover and will go back into the General Fund.

The Executive Assistant to the City Manager will make travel arrangements for Council members and will process conference and meeting registrations upon request.

Rental cars are allowable during out of town conferences at City expense, provided the cars are used for business purposes only.

**Advances**

Advances may be requested no later than 5 days prior to the travel departure. Advances will not exceed \$75 per day, and any advance in excess of substantiated expenses must be returned to the City within 14 days of travel.

Itemized receipts are required for all business-related expenses unless the per-diem allowance is used.

**Mileage Reimbursement**

For destinations located more than 35 miles away from City Hall, travel using a personal vehicle in lieu of other means of transportation is reimbursable at the City's current mileage rate, plus the itemized expenses or per-diem allowances for meals and incidentals. The mileage per diem reimbursement request must be submitted to the Executive Assistant to the City Manager within 14 days of the travel or reimbursement will be forfeited.

**Memberships**

The City is a member of the following organizations:

Alliance for Innovation

Adams County Economic Development (ACED)

Colorado Municipal League (CML)

Denver Regional Council of Governments (DRCOG)

Metro Mayors Caucus Civic Results (MMC)

Metro North Chamber of Commerce (MNCC)

National League of Cities (NLC)

North Area Transit Alliance (NATA)

Regional Air Quality (RAQ)

**Training Opportunities**

Many organizations provide conferences and workshops throughout the year for elected officials. Council members should contact the Executive Assistant to the City Manager to register for such events. Certain organizations offer discounted registration fees for groups and this allows the City to take advantage of such discounts when possible. Council members should receive periodic notices from the Colorado Municipal League regarding training opportunities via email. Contact the Executive Assistant to the City Manager if you are not receiving these communications.

**Annual Conferences**

National League of Cities – Annual Congressional Cities Conference in March

Colorado Municipal League – Annual Conference in June

National League of Cities – Annual City Summit (formerly Congress of Cities) in November

## **Communications**

### **Mail**

The Executive Assistant to the City Manager receives daily mail addressed to the Mayor and Council members and will process it as follows:

#### Communication addressed to the "City Council"

All correspondence addressed to the "City Council" is treated as public information. Mail addressed to the City Council as a whole is opened and a copy is made for each member of the Council.

#### Communication addressed to individual Council members

Communication addressed specifically to individual City Council members is treated as personal mail and is not opened by staff. No copies are made or distributed. Should a response be needed, it is up to the individual Council member to whom the correspondence was addressed to forward the information to staff.

### **Telephone Calls**

Citizens attempting to communicate with the City Council often call the offices at City Hall. Such calls are referred to the City Manager's office. The Executive Assistant to the City Manager will take a message and refer it to the appropriate Council member, or give the caller the telephone number of the City Council member so they may call them directly.

### **Individual Meetings**

Council members who wish to meet with their constituents may use various rooms at City Hall. Council members should call the Executive Assistant to the City Manager as soon as they know a room is needed so that it can be reserved for their use. No more than 2 Council members may attend a meeting to discuss City matters without the meeting becoming a public meeting and therefore requiring notice of the meeting to be posted in advance.

### **Constituent Requests or Complaints**

Members of the Council will frequently receive requests or complaints. In most cases, City staff can resolve these issues. Council members should forward the requests or complaints to the City Manager or have the citizen contact staff directly to resolve the issue.

### **Use of City Letterhead and City Logo**

These guidelines are provided to ensure City letterhead and the City logo are used solely for official City business. Correspondence is any paper, electronic communication, photograph, or other tangible object used for visual communication.

### **Official City Council Positions**

The primary use of City letterhead is to communicate official Council positions on matters of public concern. It is the role of the Mayor, or in the Mayor's absence, the Mayor Pro Tem, to communicate these positions. No other Council member shall communicate official City Council positions utilizing City letterhead or the City logo, or any approximation of either, in their correspondence.

### **Correspondence by Individual Council members concerning City Matters**

Individual Council members may use City letterhead or the City logo in correspondence on all matters concerning official City business, including a Council member's independent opinion on any official

matter. However, when using City letterhead or the City logo, it must be made clear that any opinion expressed by an individual Council member is that member's opinion only, and not the official opinion of the City or the Council as a whole.

**Prohibited Use of City Letterhead and Logo by a Council member**

Council members shall not use City letterhead or the City logo for their own private purpose, or on behalf of private individuals or organizations. Additionally, Council member shall not use City letterhead or the logo for purposes expressly prohibited by law.

In any particular instance, if a Council member is uncertain as to the applicability or interpretation of the foregoing policy, he or she shall seek the advice of the City Attorney prior to sending any proposed correspondence on City letterhead or bearing the City logo.

**Council Email**

The policy of the City of Northglenn, as well as of the State of Colorado, is that the decision-making process is a matter of public business and may not be conducted in secret. Furthermore, it is the policy of the City that all public records shall be open for inspection by any person at reasonable times except as otherwise provided by law.

Electronic mail (also referred to as email) means an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. "Electronic mail" includes electronic messages that are transmitted through a local, regional, or global computer network.

The contents of computers and email may be subject to the Open Records Act, court orders, and the like. Therefore, such information may be disclosed by the City to other parties or agencies.

Email and similar correspondence of any employee and official may be a public record under the public records law and may be subject to public inspection under C.R.S. 24-72-203. Although employees may be required to use passwords or restricted codes to access computers and electronic mail, employees and officials are cautioned that these systems are owned by the City, are intended for business use and all computers, computer information and email messages are presumptively considered the City's records. The City also must be able to respond to requests for public information and for records needed for litigation purposes. Therefore, the City must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems.

Because the City reserves the right to obtain access to all email messages left on or transmitted over these systems, employees and officials should not assume that such messages are private and confidential, or that the City will not access and review this information. Employees should also have no expectation that any information stored on their computer, whether on a hard drive, computer disks, or in any other manner, will be private. Information that has been deleted from the computer may be retrievable.

## Ways to Stay Informed

### Council Calendar

The Executive Assistant to the City Manager maintains a Council Calendar for meetings, events, and appointments. Council members should forward notices and invitations for inclusion on the calendar.

### Events Calendar

The Executive Assistant to the City Manager prepares a list of events and distributes the information to the City Council every other month.

### City Manager's Weekly Reports

The City Manager distributes a weekly report to City Council, which includes media mentions, major project updates, City Council action items, and upcoming calendar events.

### Northglenn E-News

Residents and the public can sign up to receive information about City events and activities with more detail than is provided on social media posts. A link to subscribe to the automated service is available on the home page of northglenn.org.

### Other Newsletters and Publications

Staff can assist Council with subscribing to newsletters and publications from organizations such as the Colorado Municipal League (CML), Denver Regional Council of Governments (DRCOG), and National League of Cities (NLC). Many publications are available electronically, and the City maintains copies of certain publications from CML in the offices of the City Manager and City Clerk.

### Online Resources

City website	<a href="http://www.northglenn.org">www.northglenn.org</a>
City meetings, agendas and packets	<a href="http://www.northglenn.org/webdocs">www.northglenn.org/webdocs</a>
Facebook	<a href="http://www.facebook.com/cityofnorthglenn">www.facebook.com/cityofnorthglenn</a>
Twitter	<a href="http://www.twitter.com/NorthglennCo">www.twitter.com/NorthglennCo</a>

### Other Agency Websites

Adams County	<a href="http://www.co.adams.co.us">www.co.adams.co.us</a>
Weld County	<a href="http://www.co.weld.co.us">www.co.weld.co.us</a>
Colorado Municipal League	<a href="http://www.cml.org">www.cml.org</a>
Denver Regional Council of Governments	<a href="http://www.drcog.org">www.drcog.org</a>
Metro Mayors Caucus	<a href="http://www.metromayors.org">www.metromayors.org</a>
National League of Cities	<a href="http://www.nlc.org">www.nlc.org</a>
State of Colorado	<a href="http://www.colorado.gov">www.colorado.gov</a>
State Legislature Homepage	<a href="http://www.leg.state.co.us">www.leg.state.co.us</a>

## Glossary of Terms

**Abatement** – A complete or partial cancellation of a levy imposed by a government. Abatements usually apply to tax levies, special assessments, and service charges.

**Abatement of Nuisance** – The elimination of a situation that endangers the public health, safety and welfare.

**Abstain** – To formally decline to vote on a question.

**Accommodation Tax** – The City levies a 5.0% tax on all lodging and accommodations provided for a period of less than 30 consecutive days.

**Ad Hoc** – For a particular purpose; for a limited time.

**Ad Valorem Tax** – A tax levied on the assessed value of real property.

**Affidavit** – A written statement made under oath.

**Agenda** – A written list of topics for discussion and/or action at a meeting of the governing body (or other board or authority).

**Amendment** – A change or addition that changes the meaning or scope of an original formal document, usually laws or regulations, but can include plans, specifications, contracts, etc.

**Annexation** – The process by which a municipality, upon meeting certain requirements, expands its incorporated limits.

**Appropriation** – A sum of money authorized by a legislative body to be spent for a specific purpose. Appropriations are made for fixed amounts by fund and are granted in the operating budget for a one-year period.

**Assessed valuation** – An appraisal of real or personal property that serves as the basis for levying property taxes.

**At-large** – Representing the entire City and not one specific ward.

**Audit** – An examination of the City's accounting records by an independent firm to determine the accuracy and validity of records and reports and the conformity of procedures with established policies. The Governmental Accounting Standards Board (GASB) sets standards for financial reporting for units of government that are referred to as Generally Accepted Accounting Principles (GAAP).

**Balanced budget** – A budget in which proposed expenditures and provisions of contingencies do not exceed the total estimated revenues including surpluses from prior years.

**Bid** – A formal quotation, based on common specifications, for the provision of goods or services.

**Bill** – A term used to denote a law or statute passed by certain legislative bodies.

**Blight** – Social and/or physical decay of the community.

**Block** – A tract of land bounded by dedicated streets.



**Bond** – A written promise to pay a sum of money on a specific date at a specific interest rate. The interest payments and the repayment of principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large capital projects, such as buildings, streets, and bridges.

**Budget** – A financial plan for a specified period of time (fiscal year) that matches estimated revenues and expenditures with various municipal services. The budget document is the official published statement prepared by the Finance Department that includes all budget information as approved by City Council.

**Capital assets** – Assets with an initial value greater than \$5,000 and a useful life, which exceeds one year.

**Capital improvement** – A non-recurring expenditure in association with the acquisition, construction, or physical improvement of land, buildings, or infrastructure, whereby such expenditure results in the creation of a new asset or the extension of an existing asset's useful life, value, and/or operational capacity.

**Capital Improvement Program (CIP)** – A plan of proposed capital outlays and the means of financing them for the current fiscal period.

**Capital outlay** – Money spent to add or expand property, facilities, and capital assets with the expectation that they will benefit the organization for a length of time exceeding one year.

**Cash basis accounting** – A method of accounting in which revenues are recorded when received in cash and expenditures are recorded when paid.

**Certificate of Occupancy** – A document granting permission to occupy or use building or land and certifying that the structure or use conforms to the requirements set forth in applicable codes and ordinances.

**Certificates of participation** – Financing in which an individual buys a share of the lease revenues of an agreement made by a municipal or governmental entity, rather than the bond being secured by those revenues.

**Certification** – A formal, written declaration that certain facts are true and valid.

**Certified copy** – A certified extract of an official record sealed by the appropriate government official.

**Charter** – A document required by home rule cities/towns that defines the powers and responsibilities of the local government; a city's constitution. A charter must be approved through an election by a majority vote of the citizens, and may only be amended by a vote of the City's electors.

**Charrette** – A creative, intense work session with public workshops and open houses.

**Clustering** – The concentrating of certain land uses in particular areas.

**Code** – A systematic statement of a body of law given by statutory authority.

**Codification** – A process of organizing and arranging all legislation of a general and permanent nature into a Municipal Code.

**Comprehensive Plan** – A long-range plan intended to guide the growth and development of a community or region.

**Conflict of interest** – A term used in connection with a public official’s relationship to matters of private interest or personal gain and on which the official must abstain from voting.

**Consensus** – General agreement among a group.

**Consent agenda** – A policy of the governing body to approve, in one motion, routine and/or non-controversial items, as determined prior to the meeting. A Council member may request that any item be removed for separate discussion.

**Constituent** – A person served by an elected official, normally a voter or resident.

**Construction of capital improvements** – Includes the design, engineering, and construction of new capital improvements in a manner approved by the City Council.

**Contiguous** – Sharing a common boundary.

**Contingency** – An appropriation of funds to handle unexpected events and emergencies that occur during the course of the fiscal year.

**Cooperative purchasing** – Procurement conducted by or on behalf of more than one public agency.

**De-Bruce** – By election, opt out of TABOR limits on taxation. The City of Northglenn “De-Bruced” in November 1994.

**Debt service** – Payment of principal and interest on an obligation resulting from the issuance of bonds and notes according to a predetermined payment schedule. The timetable for paying off debts.

**Dedication** – Appropriation of land by the owner for the use of the public and accepted for such use by or on behalf of the public.

**Deed** – A legal document conveying ownership of real property.

**Density** – The number of buildings, offices, or housing units on a particular area of land.

**Development Plan** – Specific guidelines, requirements or policies for planned growth.

**Easement** – An interest in land owned by another that entitles its holder to a specific limited use.

**Effluent** – A term applied to the water discharged from a sewage treatment device.

**Elector** – An individual meeting the qualifications to vote.

**Eminent domain** – Eminent domain, or condemnation, is the taking of private property for public purposes. Both the federal and state constitutions require “just compensation” when property is condemned. Article XX of the Colorado Constitution specifically grants broad powers of eminent domain to home rule municipalities.

**Enterprise fund** – A fund in which the services provided are financed and operated similarly to a private business. An enterprise fund is operated so that the costs of providing goods or services to the public are financed or recovered primarily through user fees or charges.

**Entitlement** – The amount of payment to which a state or local government is entitled as determined by the federal government under an allocation formula contained in applicable statutes.

**Environmental impact statement** – A specific type of planning study. The impact study represents the combined efforts of many professionals such as biologists, environmentalists, planners, engineers, etc., and concentrates on the likely impact on the local environment that a certain project might be expected to have.

**Equal protection** – Equal protection is a constitutional law concept that all people receive the same protection of the law. That is similarly situated people are treated similarly without regard to their race, creed, color, etc.

**Executive Session** – A segment of a meeting of the governing body, closed to the public, to discuss specific topics prescribed by the City Charter.

**Expenditure** – The actual spending of funds for goods, services, or other designated purposes.

**Feasibility study** – A preliminary survey to determine the design, aesthetics, construction, and economic aspects of a proposed project.

**Findings of fact** – Determinations from the evidence of a case either by the court or an administrative agency.

**Fiscal year** – The 12-month period which establishes the beginning and ending period for recording financial transactions. The fiscal year for the City of Northglenn is January 1 to December 31.

**Food sales tax** - A tax imposed on the sale of food for home consumption. The City's food sales tax rate is 3%. The purpose of the food sales tax is to pay water and wastewater related debt service.

**Franchise** – A special right granted by a municipality to a private company or other private entity to use public streets, alleys, or other public right-of-ways. Historically, franchises were most commonly granted to public utilities such as electric and gas utilities and transportation systems. More recently, franchises for cable television have become commonplace in Colorado.

**Franchise fee** – A percent of profit to the grantor of the franchise.

**Fund** – An accounting concept used to separate or subdivide the financial activity of a city for legal and managerial purposes. All financial activity of a municipality must be classified in relation to a fund.

**Fund balance** – The difference between the debits and credits of a particular fund. In other words, how much money, working capital and/or retained earnings are left over in the fund at the end of the time period in question. Does not apply to enterprise funds.

**General fund** – The general operating fund of the City that accounts for all financial resources whose use is not restricted to any specific purpose(s). The General Fund pays for services such as city administration, police, parks and recreation.

**General obligation bond** – A financial instrument giving borrowing power to a municipality, based upon the pledging of taxing power to retire the debt and pay interest.

**Grants** – Contributions of gifts of cash or other assets from another government to be used or expended for a specified purpose, activity or facility.

**Home rule charter** – A home rule charter city is one that has its powers and structure determined by an election of its citizens in adopting a charter, as opposed to a statutory city whose structure and powers are prescribed by state statute.

**Impact fees** – Set-aside fees collected from citizens and developers for infrastructure adjustments to the community; monies to be used as the development further impacts the municipality.

**Infrastructure** – The physical assets of the City, such as streets, water and sewer lines, public buildings, and parks.

**Initiative** – The citizen initiative process is the direct power of the voters to propose a new legislative measure or course of action, in the form of an ordinance or resolution, and secure its submission to the City Council or the electorate for approval.

**Injunction** – A legal order or direction. A writ requiring a person to refrain from doing a certain action.

**Interested person** – A person or representative of a person or association that has a direct financial interest in a decision that a local official is authorized to make.

**Intergovernmental revenues** – Revenue the City receives from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

**Land use** – A broad term used to classify land according to present use and according to the suitability for future uses.

**Levy** – To impose taxes, special assessments, or service charges for the support of governmental activities.

**Lien** – A claim or charge on property for payment of debt, obligation or duty.

**Line item** – A specific item or group of similar items defined by detail in a unique account in the financial records; revenue, expenditure and justifications are reviewed, anticipated and appropriated at this level.

**Litigation** – A lawsuit; legal action, including all proceedings therein.

**Lot** – A portion or parcel of land considered as a legal unit.

**Marijuana sales tax** – The City levies a 2.0% tax on retail marijuana sales. The sales tax is restricted for the purpose of maintenance and construction of City facilities.

**Master Plan** – A comprehensive long-range plan intended to guide the growth and development of a community or region and one that includes analysis, recommendations, and proposals for the community's population, economy, housing, transportation, community facilities and land use.

**Mill levy** – The tax rate that is applied to the assessed value of a property. One mill is \$1 per \$1,000 of assessed value. The mill levy in Northglenn is currently 11.597 mills. 7.597 mills is used for ongoing operating expenditures and 4.000 mills is dedicated to road reconstruction projects.

**Minutes** – A written summary of actions taken at a meeting.

**Mitigate** – Make less severe; Lessen the gravity of an offense.

**Mixed use** – More than one zoning use in a designated area.

**Motion** – The means by which business is brought before the Council (or other board or authority).

**Municipality** – A political unit having corporate status and, usually, powers of self-government.

**Non-conforming use** – A use which was lawful prior to the initial adoption of, or an amendment to, a zoning ordinance, but which does not comply with the terms of the ordinance.

**Non-partisan** – Representing no political party.

**Nuisance** – Any activity, operation, condition, building, structure, place, premises, or thing which is injurious to the health or safety of the citizens of Northglenn, or which is indecent or offensive to the senses, so as to interfere with the comfortable enjoyment of life or property. *(See NMC Section 9-11-3 for detailed definitions of public nuisances.)*

**Open space** – Any parcel or area of land or water essentially unimproved and set aside, dedicated, designed or reserved for public or private use.

**Operating budget** – The comprehensive financial plan of the City which consists of a listing of anticipated revenues and proposed expenditures for each function of government for the designated fiscal year.

**Order** – Adoption of findings for a decision.

**Ordinance** – An enforceable municipal law, statute or regulation that applies to all citizens within that municipality; penalty provisions may apply.

**Pending** – Not yet decided; being in continuance.

**Performance bond** – Bond from a contractor that guarantees the work/services will be performed in accordance with the contract.

**Planned unit development (PUD)** – A device that allows a development to be planned and built as a unit.

**Plat** – A map representing a tract of land, showing the boundaries and location of individual properties and streets.

**Police power** – The power of a city to establish penal ordinances that prohibit conduct, adopt zoning regulations, remove nuisances, and otherwise provide for the health, safety, and welfare of the community and its residents.

**Procurement** – The buying, purchasing, renting, leasing, or otherwise obtaining any supplies, services, construction or other item.

**Property tax** – A tax levied on the assessed value of real property.

**Public hearing** – Provides citizens the opportunity to express their position on a specific issue, both for and against, as mandated either by statute or by order of proper authority after due notice.

**Public meeting** – Any meeting of a governmental body at which public business is discussed or decided or policy formulated. (See CML's definition)

**Public record** – Any record retained by a government body as further defined by statute and open to inspection.

**Quasi-judicial** – Referring to the actions of a governmental entity in which there are hearings, orders, judgments or other activities similar to those conducted by courts.

**Quorum** – The prescribed number of members of the governing body (or other board or authority) that must be present to legally transact business.

**Referendum** – The practice of submitting to popular vote a measure passed on or proposed by the governing body.

**Request for Proposal (RFP)** – A document that serves as a formal request for entities outside the City to submit proposals for providing goods or services.

**Repeal** – To revoke or annul.

**Rescind** – To revoke, repeal or annul a decision.

**Reserve** – A portion of a fund balance or retained earnings that is legally restricted to a specific future use or is not available for appropriation or expenditure.

**Resolution** – A decision, opinion, policy or directive of a municipality expressed in a formally drafted document and voted upon by the City Council.

**Revenue** – Funds the government receives as income, such as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, and interest income.

**Revenue bonds** – Bonds sold for which the principal and interest are payable exclusively from the earnings of a specific revenue source and which do not pledge the property credit or general tax revenue of a city.

**Rezone** – To change the zoning classification of particular lots or parcels of land.

**Right-of-way** – A strip of land owned by a government agency over which the public has right of passage such as streets, parkways, medians, sidewalks, easements, and driveways constructed thereon.

**Sales tax** – A tax imposed on the sale or use of all tangible personal property. The City's sales tax rate is 4% for all local retail sales.

**Section** – A piece of land one square mile in area.

**Setback** – The distance between any property line and a structure.

**Shall vs. May** – Shall means it must be done; may means it is optional.

**Site plan** – A plan, to scale, showing uses and structures proposed for a parcel of land.

**Sole source** – An award for supplies or services without competitive bidding when only one source is available.

**Special assessment** – A compulsory levy made against certain properties to defray part of all of the cost of a specific improvement or service deemed to primarily benefit those properties.

**Special district** – Any quasi-municipal corporation and political subdivision organized or acting pursuant to the provisions of Title 24 of the Colorado Revised Statutes. A form of local government created by a local community to meet a specific need. Examples of special districts: fire protection district, library district, parks and recreation district, school district, water and sanitation district.

**Statute** – A law enacted by the legislative branch of the state or federal government.

**Subdivision** – The division of a single tract or other parcel of land into two or more lots.

**Sunshine Law** – A law that mandates that meetings of governmental agencies and departments be open to the public.

**Supplemental appropriation** – If, after adoption of the budget, the City receives unanticipated revenues or revenues not assured at the time of the adoption of the budget, the City Council may authorize the expenditure of such funds by enacting a supplemental budget appropriation. Supplemental appropriations are approved by ordinance.

**Survey** – The process by which a parcel of land is measured and its boundaries and contents ascertained.

**Table** – To suspend consideration of a pending legislative bill or measure.

**Tax** – Compulsory charges levied by a governmental unit for the purpose of raising revenue. Tax revenues are used to pay for services or improvements provided for the benefit of the general public.

**Tax increment financing (TIF)** – Funding from net increases in real property tax revenues within a community redevelopment area established pursuant to state statute.

**Taxpayer's Bill of Rights (TABOR)** – In November 1992, the voters of the State of Colorado approved an amendment to Article X, Section 20, of the State Constitution. This amendment limits growth in both state and local government expenditures and revenues. In order to increase revenues and/or expenditures above the limitations, to increase any taxes, to increase the mill levy or to increase bonded debt, a local government must first obtain voter approval in an election held for such purposes annually in November. The City is required to reserve 3% of fiscal year spending for emergencies by TABOR.

**Tract** – A parcel of land generally held for subdividing.

**Use tax** – A complementary tax to the City sales tax, imposed on building and construction materials that are purchased outside the City for use or consumption within the City.

**User fees/charges** – The payment of fees or charges for receipt of a service by the user who benefits from using the service. I.e. for utility services.

**Vacate** – To annul; to set aside; to cancel or rescind.

**Variance** – The relaxation of the terms of the zoning regulations in relation to height, area, size, or open space where specific physical conditions, unique to the site, create an unreasonable hardship in the development of the site for uses or accessory uses.

**Verbatim** – In the exact words; word for word.

**Waive** – To give up possession, claim or right.

**Zone** – A specifically delineated area or district in a municipality within which there are regulations for the use, placement, spacing, and size of land and buildings.

### **Commonly Used Acronyms**

**501(c)3** – Tax-exempt, non-profit organization

**ACA** – Affordable Care Act

**ACED** – Adams County Economic Development

**ACLU** – American Civil Liberties Union

**ADA** – Americans with Disabilities Act

**ADCO** – Adams County

**ADCOG** – Adams County Council of Governments

**ADCOM** – Adams County Communications Center (911 Dispatch)

**ADT** – Average Daily Traffic

**AG** – Attorney General

**AKA** – Also Known As

**BOA** – Board of Adjustment

**BOCC** – Board of County Commissioners

**BRE** – Business Retention and Expansion Committee

**CAB** – Citizens’ Affairs Board

**CAFR** – Comprehensive Annual Financial Report

**CBI** – Colorado Bureau of Investigations

**CCIS** – Colorado Crime Information System

**CC&R** – Covenants, Conditions & Restrictions

**CCR** – Code of Colorado Regulations

**CDBG** – Community Development Block Grant

**CDOT** – Colorado Department of Transportation

**CDPHE** – Colorado Department of Public Health and Environment

**CDWA** – Church Ditch Water Authority

**CFR** – Code of Federal Regulations

**CGFOA** – Colorado Governmental Finance Officers Association

**CIP** – Capital Improvement Program

**CML** – Colorado Municipal League

**CMO** – City Manager’s Office

**CO** – Certificate of Occupancy

**COBRA** – Consolidated Omnibus Budget Reconciliation Act

**COGCC** – Colorado Oil and Gas Conservation Commission

**COML** – Colorado Open Meetings Law

**COOP** – Continuity of Operations Plan

**COP** – Certificates of Participation

**COPS** – Community Oriented Policing Services and Centralized Organization for Police Selection

**CORA** – Colorado Open Records Act

**CPAEAN** – Citizens Police Academy Alumni Association of Northglenn

**CPI** – Consumer Price Index



**CRM** – Citizen Relationship Management System  
**CRS** – Colorado Revised Statutes  
**CTF** – Conservation Trust Fund  
**CWA** – Clean Water Act

**DABS** – Digital Advertising Billboard Signage Program  
**DACA** – Deferred Action for Childhood Arrivals  
**DBA** – Doing Business As  
**DIA** – Denver International Airport  
**DLG** – Division of Local Governments  
**DOJ** – Department of Justice  
**DOL** – Department of Labor  
**DOLA** – Department of Local Affairs  
**DOR** – Department of Revenue  
**DORA** – Department of Regulatory Agencies  
**DOW** – Division of Wildlife  
**DRC** – Development Review Committee  
**DRCOG** – Denver Regional Council of Governments

**EAC** – Employee Advisory Committee  
**EAP** – Employee Assistance Program  
**EDC** – Economic Development Council  
**EIS** – Environmental Impact Statement  
**EOC** – Emergency Operations Center  
**EOP** – Emergency Operations Plan  
**EPA** – Environmental Protection Agency

**FCPA** – Fair Campaign Practices Act  
**FEMA** – Federal Emergency Management Agency  
**FHA** – Federal Housing Administration  
**FHWA** – Federal Highway Administration  
**FKA** – Formerly Known As  
**FLSA** – Fair Labor Standards Act  
**FMLA** – Family Medical Leave Act  
**FOIA** – Freedom of Information Act (Federal)  
**FPPA** – Fire Police Pension Association  
**FRICO** – Farmers Reservoir and Irrigation Company  
**FSA** – Flexible Spending Account  
**FTE** – Full Time Equivalent  
**FY** – Fiscal Year

**GAAP** – Generally Accepted Accounting Principles  
**GASB** – Governmental Accounting Standards Board  
**GFOA** – Governmental Finance Officers Association  
**GID** – General Improvement District  
**GIS** – Geographic Information System  
**GL** – General Ledger  
**GO** – General Obligation

**GOCO** – Great Outdoors Colorado  
**GPS** – Global Positioning System

**HB** – House Bill  
**HEAL** – Healthy Eating Active Living  
**HIPAA** – Health Insurance Portability & Accountability Act  
**HOA** – Homeowner’s Association  
**HOT** – High Occupancy Toll Lanes  
**HOV** – High Occupancy Vehicle  
**HUD** – Department of Housing & Urban Development  
**HUTF** – Highway Users Trust Fund

**ICMA** – International City/County Management Association  
**IGA** – Intergovernmental Agreement  
**ILA** – Institute for Local Government  
**IRA** – Individual Retirement Account

**LED** – Liquor Enforcement Division (State of Colorado)  
**LEED** – Leadership in Energy and Environmental Design  
**LLA** – Liquor Licensing Authority  
**LOI** – Letter of Intent  
**LOS** – Level of Service

**M&O** – Northglenn Maintenance and Operations Facility  
**MED** – Marijuana Enforcement Division (State of Colorado)  
**MIP** – Marijuana Infused Products  
**MLA** – Marijuana Licensing Authority  
**MOA** – Memorandum of Agreement  
**MOI** – Memorandum of Intent  
**MOU** – Memorandum of Understanding  
**MUTCD** – Manual on Uniform Traffic Control Devices

**NAHF** – Northglenn Arts & Humanities Foundation  
**NATA** – North Area Transportation Alliance  
**NCIC** – National Crime Information Center  
**NEC** – National Electrical Code  
**NIMS** – National Incident Management System  
**NLC** – National League of Cities  
**NMC** – Northglenn Municipal Code  
**NMFRD** – North Metro Fire Rescue District  
**NNDC** – Northglenn Neighborhood Development Corporation  
**NPD** – Northglenn Police Department  
**NPDES** – National Pollutant Discharge Elimination System  
**NRC** – Northglenn Recreation Center  
**NSO** – Northglenn Senior Organization  
**NSO** – Neighborhood Services Officer  
**NURA** – Northglenn Urban Renewal Authority  
**NWOS** – Northwest Open Space

**OPEB** – Other Post Employment Benefits

**PC** – Planning Commission

**PEG** – Public Education and Government

**PIF** – Property Improvement Fee

**PIO** – Public Information Officer

**PIP** – Public Improvement Plan

**PO** – Purchase Order

**PSA** – Professional Services Agreement

**PUC** – Public Utilities Commission

**PUD** – Planned Unit Development

**RAQC** – Regional Air Quality Council

**RFP** – Request for Proposals

**RFQ** – Request for Qualifications

**ROW** – Right-of-Way

**RTD** – Regional Transportation District

**SB** – Senate Bill

**SBA** – Small Business Administration

**SCADA** – Supervisory Control and Data Acquisition

**SCFD** – Scientific and Cultural Facilities District

**SID** – Special Improvement District

**SLJOC** – Standley Lake Joint Operating Committee

**SOP** – Standard Operating Procedures

**SOV** – Single Occupant Vehicle

**SRO** – School Resource Officer

**SWAT** – Special Weapons and Tactics

**TABOR** – Taxpayer’s Bill of Rights

**TCO** – Temporary Certificate of Occupancy

**TIF** – Tax Increment Financing

**TIGER** – Transportation Investment Generating Economic Recovery

**TIP** – Transportation Improvement Program

**TMO** – Transportation Management Organization

**TOD** – Transit Oriented Development

**UBC** – Uniform Building Code

**UDFCD** – Urban Drainage and Flood Control District

**URA** – Urban Renewal Area

**VALE** – Victim Assistance and Law Enforcement

**WTF** – Water Treatment Facility

**WWTP** – Wastewater Treatment Plant

**YTD** – Year to Date

## **Mayor and City Council Protocol Operating Guidelines**

Adopted by Resolution No. 08-96, Series of 2008

Revised by Resolution No. 14-74, Series of 2014

### **Protocol 1 Administrative Service**

- The Council shall deal with the administrative service solely and directly through the City Manager, and neither the Council, its members, nor committees shall either dictate the appointment or direct or interfere with the work of any officer or employee under the City Manager.

### **Protocol 2 Assigning Projects**

- Neither the Mayor nor any member of the City Council shall assign a staff project to the City Manager, the City Attorney or the City Clerk which will require more than two (2) hours of staff time without the advance assent of the City Council.

### **Protocol 3 Agenda**

- City Manager prepares the agenda.
- Council members contact the City Clerk to place an item on the agenda with a copy to the City Manager.
- Council members can add an item at the Council meeting for discussion only.
- All agenda items and backup to the Clerk by the Wednesday prior to Agenda Friday.
- For study sessions, Council members should provide: origin, outcomes, issues for discussion and type of study
- Final agenda with all backup will be online for Mayor – Council members on Wednesday, with the Final, Public Agenda to be posted on Friday.
- Sponsorship for management initiated issues will come from the Mayor.

### **Protocol 4 Question on an Agenda Item**

- Send question to Manager before meeting
- Manager's response to the question goes to all Council members

### **Protocol 5 Urgent Information**

- Contact Mayor, Council members and Manager using phone numbers provided

### **Protocol 6 Email**

- a. Mayor-Council
  - Avoid blind copy to others
  - Share as much information with others that you can
  - On time sensitive items information, input and decision (selectively) are to be communicated in a timely manner.
- b. Council-Staff
  - No direction to staff
  - Staff to avoid polling of Mayor-Council except for water rights

- Background information on topics for discussion or direction at study sessions or meetings should be provided in advance to all members
  - Continue providing informational or event emails
  - c. Council-Community
    - Ward Council members determine response: “respond on behalf of...”
    - Send copy to all lists on the email
- \*\* Warning: Be Careful with “Reply to All”

<b>Protocol 7    Events in Wards</b>
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- If a Council member becomes aware of a non-City sponsored event in a Ward other than his/her own that would be of general issue, he/she should share that information as soon as possible with the Council members representing that Ward.



# City Council Policies

## Revision Schedule

Revised May 1999	–	Resolution No. 99-33
Revised June 2001	–	Resolution No. 01-38
Revised February 2002	–	Resolution No. 02-28
Revised February 2003	–	Resolution No. 03-11
Revised October 2005	–	Resolution No. 05-49
Revised March 2006	–	Resolution No. 06-49
Revised March 2012	–	Resolution No. 12-30

# POLICIES OF THE NORTHGLENN CITY COUNCIL

## I. **FORM OF GOVERNMENT**

City Charter – Article I, Section 1.4

Municipal Code – Chapter 2, Article I

## II. **AUTHORITY**

City Charter – Article III, Sections 3.1 – 3.3

City Charter – Article IV, Section 4.1

Municipal Code – Chapter 2, Sections 2-2-1, 2-2-3, and 2-2-6

## III. **COUNCIL MEETINGS**

### A. Regular Council Meetings

City Charter – Article IV, Section 4.1

Municipal Code – Chapter 3, Section 3-3-3

Upon adoption of these policies, City Council shall meet in regular session the **SECOND** and **FOURTH MONDAY** of each month. Meetings shall begin at 7:00 p.m., at City Hall Council Chambers, 11701 Community Center Drive, unless such meeting place, time and date is otherwise established by City Council at a prior meeting. When a meeting falls on a recognized holiday, the meeting shall be held at a date to be determined by Council, but no later than the next scheduled meeting.

### B. Recessed Meetings

City Council may continue or recess any session, but not for a period longer than the next regular meeting. The first order of business at the next regular meeting shall be that business not concluded at the preceding session.

### C. Special Meetings

City Charter – Article IV, Section 4.2 and 4.3

Municipal Code – Chapter 3, Section 3-3-3(b)

D. Executive Sessions

City Charter – Article IV, Section 4.5

Municipal Code – Chapter 3, Section 3-3-3(d)

See also Resolution 06-72.

E. Study Sessions

City Council may hold Study Sessions on an "as needed" basis to be determined by the City Manager or by a majority vote of the City Council at a regular meeting.

F. Meetings to be Public

City Charter – Article IV, Section 4.5

Municipal Code – Chapter 3, Section 3-3-3(d)

G. Presiding Officer

City Charter – Article III, Section 3.2(b) Municipal Code – Chapter 2,  
Section 2-2-1

H. Mayor Pro-Tempore

City Charter – Article III, Section 3.3

Municipal Code – Chapter 2, Section 2-2-6

I. Temporary Chairman

City Charter – Article III, Section 3.3

J. Quorum

City Charter – Article IV Section 4.4

Municipal Code – Chapter 3, Section 3-3-3(c)

K. Adjournment and Continuation

All regularly scheduled meetings will adjourn at 11:00 p.m., and all unfinished business must be placed on the next regularly scheduled meeting



agenda, unless a majority of the City Council present votes to continue the meeting until completion of all unfinished business.

L. Agenda Deadlines

An agenda packet including an agenda, pertinent materials to the items on the agenda, and minutes from the preceding regular and/or special meeting will be made available to Council members no later than 3:00 p.m. the Wednesday immediately preceding the regularly scheduled Council meetings.

M. Additions to the Agenda

Unless an issue is of an immediate or emergency nature, late additions to the City Council Agenda packet will not be considered after distribution.

N. Public invited to be heard

Public is allowed the right to speak at the beginning of the meeting under public invited to be heard for no more than five (5) minutes. Public shall be allowed to speak again at the end of the meeting for three (3) minutes.

See Resolution 10-87 for additional detail.

IV. **COUNCIL EMPLOYEES**

A. City Manager

City Charter – Article VI, Section 6.1 -Section 6.2

Municipal Code – Chapter 2, Sections 2-3-1 through 2-3-7

B. City Attorney

City Charter – Article VI, Section 6.3

Municipal Code – Chapter 2, Sections 2-6-1 through 2-6-5

C. City Clerk

City Charter – Article VI, Section 6.4

Municipal Code – Chapter 2, Sections 2-4-1 through 2-4-4

**V. PARLIAMENTARY PROCEDURES**

City Charter – Article IV, Section 4.1

A. Rules of Order

Council shall follow Robert's Rules of Order-Newly Revised unless suspended by a two-thirds majority vote of Council members present. The Chair may use discretion and vary or suspend the Rules if it impedes or prevents the best interest of the City.

B. Parliamentarian

The Mayor appoints a Parliamentarian of the Council with the consent of Council at its organizational meeting following each general municipal election.

The Chair rules on all points of order and procedure; however, he or she may be challenged by a member of the Council. In the event of a challenge, the Parliamentarian will decide the rule.

**VI. VOTING**

City Charter – Article IV, Section 4.7

Municipal Code – Chapter 3, Section 3-3-3(1)

A. Financial Interest

City Charter- Article IV, Section 4.7

Municipal Code- Chapter 3, Section 3-3-3(1)

**VII. PUBLIC HEARINGS**

Municipal Code – Chapter 3, Section 3-1-4

All those who wish to be heard on an issue at a Council meeting will be required by the Chair to list their name and address for the record.

Each party will be given an opportunity to present his or her views on the subject under consideration; however, City Council may set a time limit for speakers to be

heard.

Following the presentations of those in favor or opposed, the Chair may afford any party an opportunity to rebut evidence of another party. Any witness who testifies shall be subject to cross-examination.

Following the Public Hearing and upon recognition by the Chair, Council members may question any individual who has spoken. During the public hearing, public input is non-debatable by members of the Council.

## VIII. **BOARDS AND COMMISSIONS**

City Charter – Article XII, Section 12.1

City Charter – Article XIII, Sections 13.1 through 13.14

### A. Vacancy

Upon the opening of a vacancy in a regular membership, current senior alternate members of any board or commission shall be the first candidates considered for the vacancy. The name of the alternate member shall be placed in a resolution filling such vacancy.

### B. Applications

Board and Commission vacancies will be published in City communications and on our website. All applications shall be submitted in writing or sent to the City Clerk by e-mail.

### C. Interviews

The new applicants are interviewed by the Board or Commission for which they have applied. The Chairman of the Board or Commission then recommends the appointment to the City Council. City Council will also interview applicants.

### D. Appointments

The City Council, or Mayor, as appropriate, will place a resolution on the

next available Council agenda with the name of the recommendation from the Board or Commission for consideration to appoint the person recommended by the Board or Commissions.

E. Records of Minutes

City Charter- Article XII, Section 12.1 (8)

F. Limited Powers of Board or Commission

No Board or Commission shall have the power of employing any person, utilizing services of any City employee, or incurring any expense unless specifically authorized by the City Council. Any expenditure on behalf of any Board or Commission shall be specifically budgeted and approved by City Council.

**IX. COMMITTEES**

Three members of the Council will be appointed for each standing or special committee unless otherwise authorized by Council. Vacancies will be filled in the same manner. Subject to Council approval, the Mayor may also appoint special or select committees at his discretion or as requested by the Council to expedite certain business and affairs of the City.

A. Finance/Audit Committee

See Resolution 08-97.

B. Performance Appraisal Committee

See Resolution 06-58.

C. Outside Agency Funding Committee

See Resolution 06-63.

**X. ORDINANCES, RESOLUTIONS AND MOTIONS**

City Charter – Article IV, Section 4.8-4.14

Municipal Code – Chapter 3, Sections 3-1-1 through 3-1-4

A. Emergency Ordinances

City Charter – Article IV, Section 4.11

B. Special Ordinances

Municipal Code – Chapter 3, Sections 3-2-1 – 3-2-4

C. Motions as Informal Resolutions

City Charter – Article IV, Section 4.6

Municipal Code – Chapter 3, Section 3-3-3(e)

D. Review by City Attorney

All ordinances shall be prepared and/or reviewed by the City Attorney that they are in correct form prior to introduction of such ordinance at any meeting of Council.

E. Reading of Ordinances and Resolutions

City Charter – Article IV, Section 4.10(b)

F. Procedure

City Charter – Article IV, Section 4.10

Municipal Code – Chapter 3, Article I

XI. **MUNICIPAL JUDGE**

City Charter – Article VI, Section 6.11

Municipal Code – Chapter 8, Section 8-1-4- 8-1-6

A. Publication – Applications

Vacancies for the positions of Municipal Judge shall be published in a newspaper of local circulation prior to the date that the terms of office expire.

All applications shall be submitted in writing to the City Council

B. Interviews

If there are more than five (5) applicants for the vacancies, the Mayor may appoint a committee of three (3) Council members to screen the written

applications to five applicants. The Council shall interview the applicants recommended by the committee.

C. Reappointment

Letter from the Municipal Judge requesting reappointment. The Council may reappoint the Municipal Judge in accordance with the provisions of the City Charter and Municipal Code.

**XII. QUASI-JUDICIAL PROCEDURES**

Municipal Code – Chapter 3, Sections 3-7-1 through 3-7-14

**XIII. POWERS EXPRESSLY WITHHELD FROM COUNCIL**

City Charter – Article III, Section 3.10

Municipal Code – Chapter 2, Section 2-2-12

A. Secretarial Services

See Resolution 86-27.

City Council shall utilize administrative support from the Office of the City Manager.

**XIV. COUNCIL ASSIGNED EQUIPMENT**

Any Councilmember that receives City equipment under this policy shall return equipment in good working condition, reasonable wear and tear excepted, within thirty (30) days after leaving office.

A. Equipment

In order to discharge his/her duties, each Councilmember, who so requests, shall be provided the following equipment: personal computer (either desktop or laptop), Internet access, all-in-one printer, cellular phone and/or pager. All property must be returned to City after Councilmember's last term expires.

See Equipment Clearance Form attached.

A monthly stipend is provided to Council for monthly expenses such as:

phone related expenses, supplies, subscriptions, computer related expenses,  
cell phone, vehicle expenses, and high speed internet access.

**XV. COUNCIL EXPENSE REPORTING SYSTEM**

Resolution 03-11

**XVI. NAMING OF PARKS**

Guidelines for the naming of Parks and Recreation Facilities are set forth in  
Resolution 09-112.

**XVII. GENERAL RULES AND PROCEDURES**

City Charter – Article IV, Section 4.1

Municipal Code – Chapter 3, Section 3-3-2

The Council shall determine the rules of procedure governing meetings, and may  
amend, extend or delete said rules by a two-thirds affirmative vote by the City  
Council.

**EMPLOYEE CLEARANCE NOTICE**

\_\_\_\_\_

Employee Name Date

Effective date of Termination:\_\_\_\_\_

1. Is any City-owned property involved in this termination?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No

2. Indicate number and type of items:

A – Laptop/Desktop\_\_\_\_\_ B – Mouse/Accessories\_\_\_\_\_

C – Computer Case\_\_\_\_\_ D – Router\_\_\_\_\_

E – Printer/All in One\_\_\_\_\_ F – Cell Phone/Pager\_\_\_\_\_

G – Proximity Card\_\_\_\_\_ H – Purchasing Card\_\_\_\_\_

I – City Keys\_\_\_\_\_

J – Other (please explain) \_\_\_\_\_

3. Has all property been returned? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. Person responsible for handling return of said property:

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

City Council Signature Date

\_\_\_\_\_

Dept. Head Signature (or designee) Date

\_\_\_\_\_

H.R. Representative Date



### Council Expense Stipend

Fax/Computer Related Expense	\$60	(Combined Fax & Computer Expense)
Phone Related Expense	\$25	(Cut in half)
Supplies	\$25	(Same)
Cell Phone Expense	\$60	(Same)
Vehicle Expense	\$150	(Increased for gas price increase)
High Speed Internet Access	\$50	(Same)

Total: \$370



**NORTHGLENN CITY COUNCIL**  
2017-2019 Board/Commission/Committee  
Membership Assignments

	<b>Board/Commission</b>	<b>Meeting Day/Time</b>	<b>Member Assignment</b>
Council Committees:	Business Relations Coordinator	2 <sup>nd</sup> Fri, 8:00 a.m.	Marci Whitman
	Finance Committee	Last Weds every other month, 6:00 p.m.	Carol Dodge Becky Brown Joyce Downing
	Legislative Policy Committee	2 <sup>nd</sup> & 4 <sup>th</sup> Mondays, 5:30 p.m.	Julie Duran Mullica Jordan Sauers Jenny Willford
	Outside Agency Funding Committee	As needed (typically prior to regular Council meetings)	Becky Brown Meredith Leighty Joyce Downing
	Performance Appraisal Committee (Mayor required to be a member)	As needed	Carol Dodge Marci Whitman Joyce Downing Becky Brown Julie Duran Mullica Jenny Willford
City:	Historic Preservation Commission Ex-Officio	1 <sup>st</sup> Tues, 5:00 p.m.	Jenny Willford
	Northglenn Arts & Humanities Liaison	1 <sup>st</sup> Weds, 5:30 p.m.	Carol Dodge
	Northglenn Senior Organization Liaison	4 <sup>th</sup> Fri, 12:00 noon	Carol Dodge
	Northglenn Urban Renewal Authority	2 <sup>nd</sup> Weds, 5:45 p.m.	Becky Brown
	Parks & Recreation Advisory Board Ex-Officio	2 <sup>nd</sup> Thurs, 5:30 p.m.	Jenny Willford
	Planning Commission Ex-Officio	1 <sup>st</sup> & 3 <sup>rd</sup> Tues, 7:00 p.m.	Joyce Downing
	Victim Assistance & Law Enforcement Board (terms not tied to organizational meeting)	As needed, 5:30 p.m.	Joyce Downing Jordan Sauers, Alternate
	Youth Commission Ex-Officio	1 <sup>st</sup> & 3 <sup>rd</sup> Tues, 7:00 p.m.	Meredith Leighty
	Police Pension Board (Mayor required to be a member)	Quarterly, 2 <sup>nd</sup> Weds, 8:30 a.m.	Carol Dodge
Regional:	Adams 12 Five Star School Board Liaison	1 <sup>st</sup> & 3 <sup>rd</sup> Weds, 7:00 p.m.	Antonio Esquibel
	Colorado Communities for Climate Action		Jenny Willford
	Denver Regional Council of Governments	3 <sup>rd</sup> Weds, 6:30 p.m.	Julie Duran Mullica Joyce Downing, Alternate
	Metro Mayors Caucus	1 <sup>st</sup> Weds, 7:30 – 10:00 a.m.	Carol Dodge
	Metro North Chamber of Commerce Business & Government Affairs Committee	Wednesdays during Legislative session, 7:30 a.m.	Julie Duran Mullica
	North Area Transportation Alliance	4 <sup>th</sup> Thurs, 7:30 a.m.	Julie Duran Mullica
	North Metro Fire Rescue District Board Liaison	3 <sup>rd</sup> Tues, 5:00 p.m.	Jordan Sauers
	Rangeview Library District Board Liaison	3 <sup>rd</sup> Weds, 5:00 p.m.	Marci Whitman
	Rocky Flats Stewardship Council	No less than 4 times per year, 8:30 a.m.	Joyce Downing
State:	Colorado Municipal League Policy Committee	During Legislative session & prior to annual CML conference, 10:00 a.m.	Jenny Willford Carol Dodge, Alternate
	Colorado Municipal League Executive Board	At least 4 times per year, 10:30 a.m. – 2:00 p.m.	Carol Dodge (Elected position thru CML)