


**CITY MANAGER'S OFFICE MEMORANDUM**  
**#7-2023**

**DATE:** Feb. 13, 2023  
**TO:** Honorable Mayor Meredith Leighty and City Council Members  
**FROM:** Heather Geyer, City Manager   
**SUBJECT:** City Council Quarterly Agenda Planning

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**PURPOSE**

To provide City Council an opportunity to engage in a quarterly agenda planning process.

**BACKGROUND**

City Manager Heather Geyer initiated a quarterly agenda planning process in December 2022 as a result of feedback from City Council. The goal is to better manage the length of meetings and provide the appropriate time for Council decision-making. Geyer has outlined the presentation included in Attachment 1 to guide City Council input and feedback.

**BUDGET/TIME IMPLICATIONS**

City Council input and feedback will be used to schedule/reprioritize items through the July 3 meeting.

**STAFF RECOMMENDATION**

Staff recommends City Council provide input and feedback on the Tentative Future Agendas included in Attachment 2.

**STAFF REFERENCE**

If Council Members have any questions, please contact Heather Geyer, City Manager, at hgeyer@northglenn.org or 303.450.8706.

**ATTACHMENTS**

1. Presentation
2. Tentative Future Agendas

# *CITY COUNCIL QUARTERLY AGENDA PLANNING*

**Heather Geyer**

*City Manager*

*303.450.8706*

*hgeyer@northglenn.org*

**Regular City Council  
Meeting**

*Feb. 13, 2023*



**CITY OF  
Northglenn**

# ***PURPOSE***

- **New process intended to assist the City Manager in agenda management**
- **Goal is to manage the length of meetings and provide the appropriate time for Council decision-making.**



# ***AGENDA***

- **Review Tentative Future Agendas document through July 3**
- **Review of upcoming meeting cancellations**
- **Seek clarification on the purpose/scope of items**
- **Reprioritization of agenda items**



# ***MEETING CANCELLATIONS***

## **2023**

- Feb. 20 – Presidents Day
- March 27 – NLC Conference (no quorum)
- June 19 – Juneteenth
- June 26 – CML Conference (quorum?)
- Sept. 4 – Labor Day
- Dec. 25 – Christmas Day

## **2024**

- Jan. 1 – New Year's Day



# ***UPCOMING MEETINGS***

- **Review meetings Feb. 27 to July 3**
  - **Study sessions**
  - **Regular meetings**
  - **Special meetings**



# ***ITEMS NOT YET SCHEDULED***

- 1. Study session on Fentanyl**
- 2. Evaluation of DA's Adult and Youth Diversion Program**
- 3. Colorado Legal Services presentation**
- 4. Maiker Housing update?**
- 5. Community Reach presentation?**



# ***COUNCIL CONSENSUS***

- **Scheduling of items through July 3**
- **Next Quarterly Agenda Planning Session is April 10**





***THANK YOU!***



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**Northglenn**

MEETING DATE	AGENDA ITEMS	TIME/ PLACEMENT
February 20 (Study)	<ul style="list-style-type: none"> <li>○ <b>Canceled for the observance of Presidents Day</b></li> </ul>	
February 27 (Regular)  <i>Items due Feb. 13</i>	Legislative Policy Committee Meeting – 5:00 p.m.  Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> <li>○ Presentation: Youth Commission Annual Report</li> <li>○ Presentation: NAHF Annual Report – Michael Stricker</li> <li>○ CB- Safety Sensitive Zones – Public Hearing &amp; 2<sup>nd</sup> Reading – Heather</li> <li>○ CR- Youth Commission Appointment – Suyash Shrestha</li> <li>○ CR- Northglenn Arts &amp; Humanities Foundation Per Capita Funding – Amanda</li> <li>○ CR- Comprehensive Plan Ratification – Brook</li> <li>○ CR- RTD O&amp;M IGA – N Line – Brook</li> <li>○ CR- DISE Board Ward 2 Member Appointment – Christina Cimino</li> <li>○ CR- DISE Board At-Large Member Appointment – Catherine Schyling</li> <li>○ Discussion Item: Stadium Tax Funding for Youth Recreation Programs – Amanda</li> <li>○ Discussion Item: Transportation Safety Study – Brook</li> <li>○ Discussion Item: Fleet Electrification Advisory Program (FEAP)/Deferred Maintenance – Brook</li> <li>○ Executive Session pursuant to Section 4.5(a) of the City Charter for personnel matters regarding a follow-up discussion with Civic Canopy</li> </ul>	Consent Consent           30 mins  15 mins 30 mins  45 mins
March 6 (Study)  <i>Items due Feb. 20</i>	Study Session – 6:00 p.m. (Dinner provided at 5:30 p.m.) <ul style="list-style-type: none"> <li>○ Healthy Drinks on Children’s Menus – Adams County Public Health Department – Brook</li> <li>○ Sustainability Committee Update and Sustainability Plan Amendment Recommendations – Brook</li> <li>○ 2023 City Special Events Plan – Diana</li> <li>○ Civic Center Phase 3: Demolition of Old Recreation Center, Site Remediation, Future Uses – Brook</li> </ul>	30 mins  30 mins  30 mins 60 mins
March 13 (Regular)  <i>Items due Feb. 27</i>	Legislative Policy Committee Meeting – 5:00 p.m.  Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> <li>○ Presentations: Good Neighbor Awards – David</li> <li>○ CB- 2021 International Building Codes – 1<sup>st</sup> Reading – Brook</li> <li>○ CR- Hazard Mitigation Plan Adoption – Brook</li> <li>○ CR- FCI IGMP – CLT/Utilities – Brook</li> <li>○ CR- FCI FGMP #1 – Long Lead Items – Brook</li> <li>○ CR- E-911 Authority IGA – Chief</li> <li>○ CR- York Street Bridge Improvements IGA (Thornton) – Kent</li> <li>○ Discussion Item: Safety Sensitive Zones Map – Heather</li> <li>○ Discussion Item: 2023 Strategic Planning Approach – Heather</li> <li>○ Discussion Item: UDO Errata (will include landscaping &amp; parking surfaces) – Brook</li> <li>○ Executive Session pursuant to Section 4.5(d) of the City Charter for legal consultation and advice regarding potential Justice Center design and construction issues</li> </ul>	15 mins 30 mins 45 mins  30 mins

## 2023 TENTATIVE FUTURE AGENDAS

<p>March 20 (Special &amp; Study)</p> <p><i>Items due March 6</i></p>	<p>Special Meeting – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ CR- Designation of Safety Sensitive Zones – Heather</li> </ul> <p>Study Session – following special meeting</p> <ul style="list-style-type: none"> <li>○ Proposition 123 (Affordable Housing Funding) – Heather</li> <li>○ 2022 Pavement Condition Index – Kent</li> <li>○ Rocky Flats 101 – Kent</li> <li>○ Introduction to Emergency Preparedness – Chief</li> </ul>	<p>45 mins</p> <p>30 mins</p> <p>30 mins</p> <p>45 mins</p>
<p>March 27 (Regular)</p>	<ul style="list-style-type: none"> <li>○ <b>Canceled for lack of quorum due to attendance at NLC Conference</b></li> </ul>	
<p>April 3 (Study)</p> <p><i>Items due March 20</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ City Hall Public Art Design Proposal – Amanda</li> <li>○ Discussion Item: Crime Prevention Through Environmental Design (CPTED) Assessment Follow-up – Amanda</li> <li>○ Recreation Center First Year Overview and Annual Report – Amanda</li> <li>○ Employee Engagement Survey Results – Polco</li> </ul>	<p>30 mins</p> <p>30 mins</p>
<p>April 10 (Regular)</p> <p><i>Items due March 27</i></p>	<p>Legislative Policy Committee Meeting – 5:00 p.m.</p> <p>Regular Council Meeting – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ Proclamation: National Volunteer Week – April 16-22</li> <li>○ Presentation: Municipal Court Quarterly Update – Judge Bailhache</li> <li>○ Financial Report: January &amp; February 2023 – Jason</li> <li>○ CB- 2021 International Building Codes – Public Hearing &amp; 2<sup>nd</sup> Reading – Brook</li> <li>○ CB- UDO Errata – 1<sup>st</sup> Reading – Brook</li> <li>○ CR- Sustainability Plan Amendment – Brook</li> <li>○ Discussion Item: 2023 Police Department Event Overview – Chief</li> <li>○ Discussion Item: Quarterly Agenda Planning – Heather</li> </ul>	<p>30 mins</p> <p>30 mins</p>
<p>April 17 (Study)</p> <p><i>Items due April 3</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ Parks Naming Policy – Amanda</li> <li>○ Electric Scooters and E-Bicycle Follow-up – Amanda</li> <li>○ Deeper Dive into Boards &amp; Commissions (recruitment, recognition, diversity &amp; compensation) – stand-alone item – Heather, Johanna</li> </ul>	<p>45 mins</p> <p>45 mins</p> <p>45 mins</p>
<p>April 24 (Regular)</p> <p><i>Items due April 10</i></p>	<p>Legislative Policy Committee Meeting – 5:00 p.m.</p> <p>Regular Council Meeting – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ Proclamation: National Day of Prayer – May 4</li> <li>○ CB- UDO Errata – Public Hearing &amp; 2<sup>nd</sup> Reading – Brook</li> <li>○ Discussion Item: Use of Electronic Participation in Non-Emergency Situations – Heather</li> </ul>	<p>45 mins</p>
<p>May 1 (Study)</p> <p><i>Items due April 17</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ City Hall Public Art Final Design Presentation – Amanda</li> <li>○ Housing Policy Recommendations – Brook</li> </ul>	<p>45 mins</p> <p>45 mins</p>
<p>May 8 (Regular)</p> <p><i>Items due April 24</i></p>	<p>Legislative Policy Committee Meeting – 5:00 p.m.</p> <p>Regular Council Meeting – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ Financial Report: March 2023 – Jason</li> <li>○ CR- FCI FGMP #2 (Foundation) – Brook</li> </ul>	

## 2023 TENTATIVE FUTURE AGENDAS

<p>May 15 (Study &amp; Special)</p> <p><i>Items due May 1</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ Economic Development &amp; NURA Year-End and Q1 Reports</li> <li>○ Standley Lake Security Assessment – Corona Environmental</li> </ul> <p>Special Meeting – following the study session</p> <ul style="list-style-type: none"> <li>○ Executive Session pursuant to Section 4.5(d) of the City Charter for legal consultation and advice regarding the Standley Lake Security Assessment</li> </ul>	<p>30 mins</p>
<p>May 22 (Regular)</p> <p><i>Items due May 8</i></p>	<p>Regular Council Meeting – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ CB- Housing Policy Adoption – 1<sup>st</sup> Reading – Brook</li> <li>○</li> </ul>	
<p>June 5 (Study &amp; Special)</p> <p><i>Items due May 22</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○</li> </ul> <p>Special Meeting (<i>if June 26 regular meeting is canceled for lack of quorum due to attendance at CML Conference</i>)</p> <ul style="list-style-type: none"> <li>○</li> </ul>	
<p>June 12 (Regular)</p> <p><i>Items due May 26</i></p>	<p>Regular Council Meeting – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ Presentation: 2022 Audit – RSM US LLP</li> <li>○ Financial Report: April 2023 – Jason</li> <li>○ CB- Housing Policy Adoption – Public Hearing &amp; 2<sup>nd</sup> Reading – Brook</li> <li>○ CR- FCI FGMP #3 (Building) – Brook</li> <li>○ CR- Adams County Open Space Grant Acceptance – Amanda (or June 26 depending on ADCO’s schedule)</li> <li>○ CR- Audit Acceptance – Jason</li> </ul>	
<p>June 19 (Study)</p>	<ul style="list-style-type: none"> <li>○ <b><i>Canceled for the observance of Juneteenth</i></b></li> </ul>	
<p>June 26 (Regular)</p> <p><i>Items due June 12</i></p>	<p>Regular Council Meeting – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ Presentation: June Neighborhood Beautification Awards – Jenni</li> <li>○</li> </ul> <p><i>Note: CML Conference attendance may affect Council attendance (June 25-28 @Gaylord Rockies, Aurora)</i></p>	
<p>July 3 (Study)</p> <p><i>Items due June 19</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ Senior Continuum of Care – Heather</li> <li>○ Crisis Response Unit Quarterly Update – Jessica</li> </ul>	<p>45 mins 30 mins</p>

### Future items to be scheduled:

- Municipal Judge Quarterly Check-ins with Council (3x per year)
- Quarterly Agenda Planning – Heather (4x per year)
- Continuation of DEI Training with Monica Williams, The Equity Project – Heather
- Economic Development and NURA Q2 & Q3 Reports – December 4
- City Clerk Evaluation – October
- City Manager Evaluation – August
- Good Neighbor Awards: July 11, October 9
- Neighborhood Beautification Awards: July 24, August 28 (+ Magnificent Tree Award)
- Council Ward Redistricting – Johanna
- Maiker Housing Update – Peter LiFari
- Colorado Legal Services Presentation – CLS Team member

## 2023 TENTATIVE FUTURE AGENDAS

- Study Session on Fentanyl (Council request)
- CR- DISE Board Appointment – Youth member
- CR- CCPP Board Appointments (following Ex-Officio member appointment & interviews)
- Evaluation of DA's Adult and Youth Diversion Program (Council request) – Heather, JJ
- CR- Fireworks or Drone Show Contract – Diana – Feb/March
- Presentation by Rick Doucet, CEO, Community Reach – Feb/March
- Electric Vehicle Action Plan (citywide) – Brook – Q1/Q2
- Presentation: RTD Fare Equity Study Update – RTD – Jan/Feb
- CR- The Link IGA – Chief
- Trap-Neuter-Release (Cats) Update – Chief – Fall 2023
- CR- November 7, 2023 Coordinated Election IGAs – Johanna – July 24
- Youth Commission Mid-Year Update – Amanda – August 28
- CR- Recreation User Fee Schedule – Amanda – September 25
- CR- Alexan Northglenn Development Agreement – Brook (April?)
- Stonehocker Feasibility Study – Brook
- Waste Optimization Study – Brook (on hold)
- CR- School Resource Officer IGA – Chief – Early Q3
- CR- High Visibility Impaired Driving Enforcement Grant Acceptance – Chief – Early Q3
- Police Department 2024 Budget – Chief – Early Q3
- CR- DOLA Grant Acceptance – Chief – Q3
- Police Department Holiday Event and Fireworks Enforcement – Chief – late July/early August
- CR- Adams County Terminal Guard IGA – Chief – Q4
- CR- Shared Victim Services IGA – Chief – Q4
- CR- Colorado Metropolitan Auto Theft Task Force (CMATT) IGA (if necessary) – Chief – Q4
- CR- Bullet Proof Vest Grant Acceptance – Chief – Q4
- CR- Local Justice Assistance Grant Acceptance – Chief – Q4
- Crisis Response Unit Quarterly Updates – Jessica – Oct. 2, Dec. 18
- 2024 Proposed Budget: Department & CIP Presentations – Aug. 7, Aug. 21, Draft Proposed Budget Presentation – Sept. 18; Public Hearing – Oct. 9; CR- Budget Adoption – Oct. 23
- CR- 2024 Pay Plan & Personnel Summary – Tamara – Oct. 23
- CR- Mill Levy Certification – Jason – Oct. 23
- Parks & Recreation Long Range Plan “Northglenn Playbook” – Amanda – July 17
- Safety Approach for City Facilities, Meetings and Events

## 2024

- New Performance Review System