# CITY MANAGER'S OFFICE MEMORANDUM #7-2023

**DATE:** March 13, 2023

**TO:** Honorable Mayor Meredith Leighty and City Council Members

FROM: Heather Geyer, City Manager

**SUBJECT:** City Council Quarterly Agenda Planning

# **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. There are no financial implications.

### 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

Council Meeting March 13, 2023



# **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 2024

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

Jan. 1 – New Year's Day

# **UPCOMING MEETINGS**

- Review meetings March 20 to July 3
  - Study sessions
  - Regular meetings
  - Special meetings

# ITEMS NOT YET SCHEDULED

- 1. Study session on Fentanyl (Council request)
- 2. Evaluation of DA's Adult and Youth Diversion Program (Council request)
- 3. Colorado Legal Services presentation (Need to update IGA)

- 4. Maiker Housing update? (Staff suggestion)
- 5. Community Reach presentation? (Staff suggestion)
- 6. Study session on violent crime (Council request)

# COUNCIL CONSENSUS

- Scheduling of items through July 3
- Next Quarterly Agenda Planning Session is May 15.

# THANK YOU!



# **ATTACHMENT 2**

# 2023 TENTATIVE FUTURE AGENDAS

MEETING DATE	AGENDA ITEMS	TIME/ PLACEMENT
March 15 (Study)	Study Session – Wednesday, 5:00 p.m. (Dinner provided depending on # of interviews)	
March 20 (Special)  Items due March 6	Special Meeting – 6:00 p.m.  CR- Ward 1 Council Member Appointment (30-day deadline)  CR- Designation of Safety Sensitive Zones – Heather  CR- FCI Constructors IGMP – CLT/Utilities – Brook  CR- FCI Constructors FGMP #1 – Long Lead Items – Brook  Discussion Item: 2022 Pavement Condition Index – Kent  Discussion Item: Rocky Flats 101 – Kent  Discussion Item: UDO Errata (will include landscaping & parking surfaces) – Brook  Executive Session pursuant to Section 4.5(d) of the City Charter for legal consultation and advice regarding the PD workplace assessment	45 mins 30 mins 30 mins
March 27 (Regular)	Canceled due to lack of quorum	
April 3 (Study)  Items due March 20	Study Session – 6:00 p.m.  O RTD Updates – GM & CEO Debra Johnson & Director Vince Buzek O City Hall Public Art Design Proposal – Amanda O Discussion Item: Crime Prevention Through Environmental Design (CPTED) Assessment Follow-up – Amanda O Employee Engagement Survey Results – Polco	45 mins 45 mins 45 mins
April 10 (Regular)	Legislative Policy Committee Meeting – 5:00 p.m.	
Items due March 27	Regular Council Meeting – 6:00 p.m.  Proclamation: National Volunteer Week – April 16-22  Presentation: Municipal Court Quarterly Update – Judge Bailhache  Financial Report: January & February 2023 – Jason  CB- 2021 International Building Codes – Public Hearing & 2 <sup>nd</sup> Reading – Brook  CB- UDO Errata – 1 <sup>st</sup> Reading – Brook  CR- Sustainability Plan Amendment – Brook  CR- Historic Preservation Commission Ex-Officio Member  CR- Outside Agency Funding Committee Member  CR- Parks & Recreation Advisory Board Ex-Officio Member  CR- Comprehensive Plan Ratification – Brook  CR- Alexan Development Agreement – Brook  Discussion Item: 2023 Police Department Event Overview – Chief	Consent 30 mins
April 17 (Study)  Items due April 3	Study Session – 6:00 p.m.  O Parks Naming Policy – Amanda O Electric Scooters and E-Bicycle Follow-up – Amanda O Recreation Center First Year Overview & Annual Report – Amanda O Deeper Dive into Boards & Commissions (recruitment, recognition, diversity & compensation) – stand-alone item – Heather, Johanna	45 mins 45 mins 30 mins 45 mins

# 2023 TENTATIVE FUTURE AGENDAS

April 24 (Regular)	Legislative Policy Committee Meeting – 5:00 p.m.	
Items due April 10	<ul> <li>Regular Council Meeting – 6:00 p.m.</li> <li>Proclamation: National Day of Prayer – May 4</li> <li>CB- UDO Errata – Public Hearing &amp; 2<sup>nd</sup> Reading – Brook</li> <li>CB- Industrial Pretreatment &amp; Cross-Connection Amendments – 1<sup>st</sup> Reading – Kent</li> <li>Discussion Item: Use of Electronic Participation in Non-Emergency Situations – Heather</li> <li>Executive Session pursuant to Section 4.5(d) of the City Charter for legal consultation and advice regarding safety training</li> </ul>	45 mins
May 1 (Study)	Study Session – 6:00 p.m.	45
Items due April 17	<ul> <li>City Hall Public Art Final Design Presentation – Amanda</li> <li>Housing Policy Recommendations – Brook</li> <li>Proposition 123 (Affordable Housing Funding) – Heather</li> <li>Introduction to Emergency Preparedness – Chief</li> </ul>	45 mins 45 mins 45 mins 45 mins
May 8 (Regular)	Legislative Policy Committee Meeting – 5:00 p.m.	
Items due April 24	Regular Council Meeting – 6:00 p.m. <ul> <li>Financial Report: March 2023 – Jason</li> <li>CB- Industrial Pretreatment &amp; Cross-Connection Amendments – Public Hearing &amp; 2<sup>nd</sup> Reading – Kent</li> <li>CR- FCI FGMP #2 (Foundation) – Brook</li> <li>Discussion Item: NLC Capstone Project Presentation – Heather, Jessica</li> </ul>	
May 15 (Study & Special)	Study Session – 6:00 p.m.  o Economic Development & NURA Year-End and Q1 Reports o Standley Lake Security Assessment – Corona Environmental	30 mins
Items due May 1	<ul> <li>Quarterly Agenda Planning – Heather</li> <li>Special Meeting – following the study session</li> <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>	30 mins
May 22 (Regular)  Items due May 8	Regular Council Meeting – 6:00 p.m.  O Proclamation: Pride Month – June 2023 (or move to June 5 if a special meeting is held; City's Pride event scheduled for June 10)	
	CB- Housing Policy Adoption – 1 <sup>st</sup> Reading – Brook	
June 5 (Study & Special)	Study Session – 6:00 p.m. (Start later due to City Hall groundbreaking?)	
Items due May 22	Special Meeting (if June 26 regular meeting is canceled for lack of quorum due to attendance at CML Conference)	

# 2023 TENTATIVE FUTURE AGENDAS

June 12 (Regular)  Items due May 26	Regular Council Meeting – 6:00 p.m.  Presentation: 2022 Audit – RSM US LLP  Financial Report: April 2023 – Jason  CB- Housing Policy Adoption – Public Hearing & 2 <sup>nd</sup> Reading – Brook  CR- FCI FGMP #3 (Building) – Brook  CR- Adams County Open Space Grant Acceptance – Amanda (or June 26 depending on ADCO's schedule)  CR- Audit Acceptance – Jason	
June 19 (Study)	Canceled for the observance of Juneteenth	
June 26 (Regular)  Items due June 12	Regular Council Meeting – 6:00 p.m.  o Presentation: June Neighborhood Beautification Awards – Jenni o Note: CML Conference attendance may affect Council attendance (June 25-28 @Gaylord Rockies, Aurora)	
Luly 2 (Otroday)	Churchy Consider CoOO is in	
July 3 (Study)  Items due June 19	Study Session – 6:00 p.m.  Senior Continuum of Care – Heather  Crisis Response Unit Quarterly Update – Jessica	45 mins 30 mins

### 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
- Study Session on Fentanyl (Council request)
- 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
- 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
- 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

# 2023 TENTATIVE FUTURE AGENDAS

- 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
- Study on Violent Crime (Council request)
- CB- Healthy Kids Beverage Policy Brook

# 2024

**New Performance Review System**