


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



**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

- 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 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!



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2023 TENTATIVE FUTURE AGENDAS

<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"> ○ Proclamation: National Day of Prayer – May 4 ○ CB- UDO Errata – Public Hearing & 2nd Reading – Brook ○ CB- Industrial Pretreatment & Cross-Connection Amendments – 1st Reading – Kent ○ Discussion Item: Use of Electronic Participation in Non-Emergency Situations – Heather ○ Executive Session pursuant to Section 4.5(d) of the City Charter for legal consultation and advice regarding safety training 	<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"> ○ City Hall Public Art Final Design Presentation – Amanda ○ Housing Policy Recommendations – Brook ○ Proposition 123 (Affordable Housing Funding) – Heather ○ Introduction to Emergency Preparedness – Chief 	<p>45 mins</p> <p>45 mins</p> <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"> ○ Financial Report: March 2023 – Jason ○ CB- Industrial Pretreatment & Cross-Connection Amendments – Public Hearing & 2nd Reading – Kent ○ CR- FCI FGMP #2 (Foundation) – Brook ○ Discussion Item: NLC Capstone Project Presentation – Heather, Jessica 	
<p>May 15 (Study & Special)</p> <p><i>Items due May 1</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> ○ Economic Development & NURA Year-End and Q1 Reports ○ Standley Lake Security Assessment – Corona Environmental ○ Quarterly Agenda Planning – Heather <p>Special Meeting – following the study session</p> <ul style="list-style-type: none"> ○ Executive Session pursuant to Section 4.5(d) of the City Charter for legal consultation and advice regarding the Standley Lake Security Assessment 	<p>30 mins</p> <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"> ○ 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 – 1st Reading – Brook 	
<p>June 5 (Study & Special)</p> <p><i>Items due May 22</i></p>	<p>Study Session – 6:00 p.m. (Start later due to City Hall groundbreaking?)</p> <ul style="list-style-type: none"> ○ <p>Special Meeting (if June 26 regular meeting is canceled for lack of quorum due to attendance at CML Conference)</p> <ul style="list-style-type: none"> ○ 	

2023 TENTATIVE FUTURE AGENDAS

June 12 (Regular) <i>Items due May 26</i>	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 nd 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) <i>Items due June 12</i>	Regular Council Meeting – 6:00 p.m. ○ Presentation: June Neighborhood Beautification Awards – Jenni ○ Note: CML Conference attendance may affect Council attendance (June 25-28 @Gaylord Rockies, Aurora)	
July 3 (Study) <i>Items due June 19</i>	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