


CITY MANAGER'S OFFICE MEMORANDUM
#01-2024

DATE: Feb. 12, 2024
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 April 1 and review meeting cancellations and additions. 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

Feb. 12, 2024



**CITY OF
Northglenn**

PURPOSE

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

- **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 April 1**
- **Review of upcoming meeting cancellations and additions**
- **Seek clarification on the purpose/scope of items and direction if needed**
- **Reprioritization of any agenda items**



AGENDA REVIEW SCHEDULE FOR 2024

1. Feb. 12* (rescheduled from Jan. 22)

2. April 1

3. July 1

4. Oct. 7



UPCOMING MEETINGS

2024 Cancellations

- Feb. 19 – Presidents' Day
- March 11 – NLC Conference

Meeting Additions

- March 16 – Strategic Planning
- March 18 – Special Meeting



ITEMS TO HIGHLIGHT

- 1. Feb. 26 – Electronic Participation Policy & Council Protocol 7 Urgent Information**
- 2. March 4 – Traffic Calming Policy Review & Response to Resident Requests**
- 3. March 18 – Crisis Response Unit quarterly update**
- 4. Monthly City Hall updates – 2nd meeting**



COUNCIL CONSENSUS

- **Scheduling of items through April 1**



QUESTIONS?



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MEETING DATE	AGENDA ITEMS	TIME/ PLACEMENT
February 19 (Study)	<ul style="list-style-type: none"> ○ Canceled due to Presidents Day 	
February 26 (Regular) <i>Items due Feb. 12</i>	Legislative Policy Committee Meeting – 5:00 p.m. Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> ○ Interview: Applicant, Historic Preservation Commission ○ Presentation: Introduction of Crystal Armendariz – Colorado Department of Transportation (CDOT) Local Government Liaison ○ Presentation: Youth Commission Annual Report ○ CB- Abandoned and Removed Shopping Carts in the Public Right-of-Way – Public Hearing & 2nd Reading – Heather ○ CR- Historic Preservation Commission Reappt – Joyce Downing ○ CR- Planning Commission Reappointment – Stratus Mushabe ○ CR- Youth Commission Reappointment – Suyash Shrestha ○ CR- Revised Council Policies – Corey/Johanna ○ CR- 2024 Janitorial Services – Kent ○ CR- Capital Equipment Purchase – Kent ○ Discussion Item: New City Hall Project Update – Brook/Eric ○ Discussion Item: Electronic Participation Policy ○ Discussion Item: Council Protocol 7 – Urgent Information Communication to Council – Heather ○ Executive Session pursuant to Section 4.5(d) of the City Charter for legal consultation and advice regarding the 112th Ditch and Roadway Project 	Consent Consent Consent
March 4 (Study & Special) <i>Items due Feb. 16</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> ○ Traffic Calming Policy – Kent ○ Response to Resident Requests – Heather Special Meeting – following the study session <ul style="list-style-type: none"> ○ Executive Session pursuant to Section 4.5(a) of the City Charter for personnel matters regarding City Manager-Council Expectations 	
March 11 (Regular)	<ul style="list-style-type: none"> ○ Canceled due to Council's attendance at NLC Conference 	
March 16	Strategic Planning Session – Saturday, Location & Time TBD	
March 18 (Special) <i>Items due March 4</i>	Special Meeting – 6:00 p.m. <ul style="list-style-type: none"> ○ CR- Marketplace Sub Area Plan – Brook ○ CR- Section 36 Sub Area Plan – Brook ○ Discussion Item: Crisis Response Unit Quarterly Update – Jessica 	

2024 TENTATIVE FUTURE AGENDAS

<p>March 25 (Regular)</p> <p><i>Items due March 11</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: Child Abuse Awareness & Prevention Month – April 2024 (CASA will accept) ○ Presentation: Good Neighbor Awards ○ Presentation: Northglenn Arts & Humanities Foundation Annual Report & Long-Range Plan ○ CR- Planning Commission Reappointment – Carolann Walters ○ CR- Northglenn Arts & Humanities Foundation Per Capita Funding – Amanda ○ Discussion Item: New City Hall Project Update – Brook/Eric 	<p>Consent</p> <p>Consent</p>
<p>April 1 (Study)</p> <p><i>Items due March 18</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> ○ Quarterly Agenda Planning – Heather ○ 	
<p>April 8 (Regular)</p> <p><i>Items due March 25</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 Volunteer Recognition Week – April 14-20 ○ Financial Report: February 2024 – Jason ○ CR- NURA Reappointment – Chris DeMay ○ CR- NURA Reappointment – Jerry Gavette 	<p>Consent</p> <p>Consent</p>
<p>April 15 (Study)</p> <p><i>Items due April 1</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> ○ Right-of-Way/Easements 101 – Brook ○ 	
<p>April 22 (Regular)</p> <p><i>Items due April 8</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 2 ○ Proclamation: Public Service Recognition Week (May 5-11) ○ Presentation: Youth Commission Quarterly Report ○ Discussion Item: New City Hall Project Update – Brook/Eric 	
<p>May 6 (Study)</p> <p><i>Items due April 22</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> ○ ○ 	
<p>May 13 (Regular)</p> <p><i>Items due April 29</i></p>	<p>Regular Council Meeting – 6:00 p.m.</p> <ul style="list-style-type: none"> ○ Presentation: Youth Commission Graduate Recognition ○ Financial Report: March 2024 – Jason ○ CR- Parks & Recreation Advisory Board Reappointment – Mary Peery ○ CR- Youth Commission Reappointment – Alex Sandhu 	<p>Consent</p> <p>Consent</p>
<p>May 20 (Study)</p> <p><i>Items due May 6</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> ○ ○ 	
<p>May 27 (Regular)</p>	<ul style="list-style-type: none"> ○ Canceled due to Memorial Day 	

2024 TENTATIVE FUTURE AGENDAS

<i>Note: Will need a special meeting in May due to the May 27th cancelation</i>		
June 3 (Study) <i>Items due May 20</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> ○ Fireworks Ordinance/Enforcement – Chief ○ 	
June 10 (Regular) <i>Items due May 24</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> ○ Proclamation: Juneteenth ○ Financial Report: April 2024 – Jason 	
June 17 (Study) <i>Items due June 3</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> ○ Crisis Response Unit Quarterly Update – Jessica ○ 	
June 24 (Regular) <i>Items due June 10</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> ○ Presentation: June Neighborhood Beautification Awards ○ Discussion Item: New City Hall Project Update – Brook/Eric 	
July 1 (Study) <i>Items due June 17</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> ○ Quarterly Agenda Planning – Heather ○ 	
July 8 (Regular) <i>Items due June 24</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> ○ Financial Report: May 2024 – Jason ○ 	
July 15 (Study & Special) <i>Items due July 1</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> ○ ○ <p>Special Meeting – following study session</p> <ul style="list-style-type: none"> ○ Executive Session pursuant to Section 4.5(a) of the City Charter for personnel matters regarding Council appointee evaluations (City Manager evaluation – Council exercise) 	
July 22 (Regular) <i>Items due July 8</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> ○ Presentation: July Neighborhood Beautification Awards ○ Presentation: Youth Commission Quarterly Report ○ Discussion Item: New City Hall Project Update – Brook/Eric ○ Executive Session pursuant to Section 4.5(a) of the City Charter for personnel matters regarding Council appointee evaluations (City Manager evaluation – City Manager’s debrief with Council) 	
August 5 (Study) <i>Items due July 22</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> ○ ○ 	
August 12 (Regular) <i>Items due July 29</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> ○ Presentation: Good Neighbor Awards ○ Financial Report: June 2024 – Jason 	

2024 TENTATIVE FUTURE AGENDAS

August 19 (Study) <i>Items due August 5</i>	Study Session – 6:00 p.m. ○ ○	
August 26 (Regular) <i>Items due August 12</i>	Regular Council Meeting – 6:00 p.m. ○ Presentation: August Neighborhood Beautification & Magnificent Tree Awards ○ Discussion Item: New City Hall Project Update – Brook	

Recurring Items:

- Municipal Judge Triannual Check-ins with Council – Judge Bailhache
- Quarterly Agenda Planning – Heather (October 7)
- Crisis Response Unit Quarterly Updates – Jessica
- Economic Development and NURA Reports – Allison
- Discussion Item: New City Hall Project Update – Brook/Eric (monthly until project completion)

TBD:

- Waste Optimization Study – Brook (on hold)
- Continuation of DEI Training with Monica Williams, The Equity Project – Heather
- Maiker Housing Update – Peter LiFari
- CR- Historic Preservation Commission Reappointment – Maryann Gillespie
- New Performance Review System Discussion
- Deeper Dive into Boards & Commissions (recruitment, recognition, diversity & compensation) – stand-alone item – Heather, Johanna
- Marijuana Licensing: Physician Preferred Products/Doc’s Apothecary Annual Renewal Application – to be scheduled after conclusion of State’s show cause hearing (State hearing continued to March)
- CR- Local Justice Assistance Grant Acceptance – Chief
- CR- DOLA Grant Acceptance – Chief
- Juvenile Assessment Center Presentation – Heather
- Detox Center Presentation – Heather
- Civic Campus Parking Analysis – Brook
- Right-of-Way/Easements 101 – Council request
- Number of Pets Allowed (Council request)
- Ring Camera Grant Program Research – Chief (Council request)
- Flock Safety Cameras and Use of Drones Update – Chief
- Northglenn Senior Organization 15-passenger Bus Request (Council request)
- Council Berthoud Ditch Tour (June)
- Special Recognition – Residents who helped the infant left in the roadway – Chief
- New City Hall Art – Jody Bliss Studio Tour (Council request)

2024 – 3rd Quarter:

- Move into New City Hall in August – Heather

2024 – 4th Quarter:

- Presentation: Good Neighbor Awards – October 14
- Presentation: Youth Commission Quarterly Report – October 28