

SPONSORED BY: MAYOR NOVAK

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-101
Series of 2008

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A RESOLUTION ADOPTING THE CITY COUNCIL 2008 ACTION AGENDA, HOUSE RULES, AND PROTOCOL FOR THE CONDUCT OF BUSINESS FOR THE CITY OF NORTHGLENN

WHEREAS, the City Council of the City of Northglenn has developed an action agenda to address the City's priorities and the needs of citizens for the current year; and

WHEREAS, the Northglenn City Council strives to maintain the trust of the community and ensure high levels of professionalism; and

WHEREAS, the City Council members are responsible for serving the best interests of all the citizens of Northglenn, and have established house rules and operating guidelines to enhance the Council's teamwork and effectiveness.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City of Northglenn 2008 Action Agenda, as described on the attached Exhibit A, is hereby adopted as the City's schedule of priorities.

Section 2. The House Rules/Code of Conduct, attached hereto as Exhibit B, and the Mayor and City Council Protocol, attached hereto as Exhibit C, are hereby adopted by the City Council of the City of Northglenn, Colorado.

DATED at Northglenn, Colorado, this ____ day of _____, 2008.

KATHLEEN M. NOVAK
Mayor

ATTEST:

APPROVED AS TO FORM:

JOHANNA SMALL, CMC
Acting City Clerk

COREY Y. HOFFMANN
City Attorney

City of Northglenn Action Agenda 2008

TOP PRIORITY

**120th Development
Recreation Center
Streets: Funding Strategy and Actions
Water Rights and Services: Acquisition and Future Funding
Empty Grocery Stores: Strategy and Action**

HIGH PRIORITY

**Comprehensive Master Plan: Development
Solid Waste Collection and Recycling: Direction
City Services Plan
Code Enforcement: Evaluation, Refinement
Water and Sewer Infrastructure: Evaluation Report
Financial Software: Direction**

MODERATE PRIORITY

Northglenn Neighborhood Development Corporation

Foreclosures

The Marketplace: Evaluation, Long-Term Strategy

City Cost Reduction Plan with Recommendations and Actions

MANAGEMENT PRIORITY

104th Bridge

Private Insurance

House Rules Our Code of Conduct

- 1. Respect the person and for 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, 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**

Mayor and City Council Protocol Operating Guidelines

Protocol 1

Simple Information

- Contact City Manager, Department Heads or City Clerk
- Be clear on your expectations and timeframe
- Response goes to all Mayor and Council Members

Protocol 2

Research on a Topic

- Contact City Manager, with copy to Department Head
- If research is going to take more than 10 hours, bring topic to study session for Mayor or Council direction
- The Council Member may bring it to a study session for discussion and direction; response goes to all Mayor and Council Members

Protocol 3

Citizen Service Request

- a. Citizens without City Contact
 - Council member provides city contact (person and number) to the citizen
 - Council member takes the citizen's number; contacts Department Head and has them in contact with the citizen
- b. Citizens with Unsatisfactory Response
 - Gather information from the citizen: who, what happened, timeframe, next step
 - Contact the Department Head, share information, timeframe, expectations
 - Refer individual to the Ward Council (if appropriate)

Protocol 4

Question on an Agenda Item

- Send question to Department Head with copy to Mayor and Council before meeting
- Answer to the question goes to all
- Call the Department Head or Council member

Protocol 5

Urgent Information

- Contact Mayor and Council members using phone numbers provided

Protocol 6**Communications: Council and Staff**

- Staff initiated – follow the City Manager’s policy
- Mayor-Council respond to the person asking questions with copy to City Manager

Protocol 7**Employee Contact**

- a. Employee Initiated
 - Share activities, events
 - Ask the employee to follow the chain of command
 - Mayor-Council contact the City Attorney
- b. Council Initiated
 - Ask questions of technical persons and they are expected to respond
 - Not directing employees

Protocol 8**Email**

- a. Mayor-Council
 - Avoid blind copy to others
 - Share simple information
 - On time sensitive items information, input and decision (selective) are communicated
 - b. Council-Staff
 - No direction to staff
 - Avoid polling of Mayor-Council except for water rights
 - Identify topics for discussion or direction at study session with background information
 - Provide informational or event
 - 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”**

Protocol 9**Department Heads Contact**

- Mayor and Council Members may contact department heads for information and discussion on substance issues.
- Department Head will inform the City Manager.

Protocol 10**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 item at the Council meeting for discussion only.
- The complete agenda and background memos/information online by Friday.
- Council members should provide: origin, outcomes, issues for discussion, and type of study session
- Final agenda with all backup will be distributed to Mayor – Council members on Friday. Final Agenda posted on Tuesday.
- Sponsorship for management initiated issues will come from the Mayor.

Protocol 11**Study Session: General Discussion (Type .5)**

- The purpose of the general discussion at Study Sessions is to raise ideas, issues or concerns for open discussion among Mayor and Council members (a “family” discussion). Type .5 Study Sessions will be conducted every other month.