


**CITY MANAGER'S OFFICE MEMORANDUM  
#60-2019**

**DATE:** December 16, 2019  
**TO:** Honorable Mayor Meredith Leighty and City Council Members  
**FROM:** Heather Geyer, City Manager   
**SUBJECT:** CB-1940 – Amendment to the City Code Adding an Economic Development Department

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**PURPOSE**

To consider an amendment to the Municipal Code to create an Economic Development Department within the City Manager's Office. Creation of the department is necessary as a result of the reclassification of the Economic Development Manager to an Economic Development Director.

**BACKGROUND**

Section 2-8-1(a) of the City Code follows Section 6.5 of the City Charter, upon recommendation of the City Manager, the City Council establishes and creates the City Departments. Currently, the following departments exist:

1. The Department of Parks, Recreation and Cultural Services;
2. The Department of Finance;
3. The Department of Public Works;
4. The Police Department;
5. The Department of Management Services;
6. The Department of Planning and Development;
7. The Department of Technology; and
8. The Department of Communications.

In order to align and right-size the Economic Development Manager position with other existing director positions, the Department of Economic Development needs to be created. The Economic Development Director will report to the City Manager as has been done under the current Economic Development Manager title. Additionally, the Economic Development Department will continue to reside within the City Manager's Office.

City Council approved CB-1940 on first reading at the November 25, 2019 regular City Council meeting. A public hearing and second reading of the proposed ordinance were scheduled for December 16, 2019.

**STAFF RECOMMENDATION**

Staff recommends approval of CB-1940 on second reading.

**BUDGET/TIME IMPLICATIONS**

There are no additional budget implications for the addition of the Economic Development Department beyond the reclassification of the position included in Resolution No. 19-117, 2020 Pay Plan, approved by City Council on October 28, 2019. If CB-1940 is approved on second reading, the ordinance will take effect five days after publication.

**STAFF REFERENCE**

For additional information, please contact Heather Geyer, City Manager, at [hgeyer@northglenn.org](mailto:hgeyer@northglenn.org) or 303.450.8706.

CB-1940 – Amendment to the City Code Adding an Economic Development Department

SPONSORED BY: MAYOR ESQUIBEL

COUNCILMAN'S BILL

ORDINANCE NO.

No. CB-1940  
Series of 2019

\_\_\_\_\_  
Series of 2019

A BILL FOR AN ORDINANCE AMENDING SECTION 2-8-1(a) OF THE NORTHGLENN MUNICIPAL CODE ADDING THE ECONOMIC DEVELOPMENT DEPARTMENT AS A CITY DEPARTMENT

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. Section 2-8-1(a) of the Northglenn Municipal Code is amended by the addition thereto of a new subsection (a)(9), along with corresponding non-substantive amendments, to read as follows:

(a) Pursuant to Section 6.5 of the Northglenn City Charter, and upon recommendation of the City Manager, the City Council establishes and creates the following City Departments:

\* \* \*

- (7) The Department of Technology;
- (8) The Department of Communications; AND
- (9) THE DEPARTMENT OF ECONOMIC DEVELOPMENT.

INTRODUCED, READ AND ORDERED POSTED this 25<sup>th</sup> day of November, 2019.

  
ANTONIO B. ESQUIBEL  
Mayor

ATTEST:

  
\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

PASSED ON SECOND AND FINAL READING this \_\_\_\_ day of \_\_\_\_\_,  
2019.

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MEREDITH LEIGHTY  
Mayor

ATTEST:

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JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

  
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COREY Y. HOFFMANN  
City Attorney