

CITY MANAGER'S OFFICE MEMORANDUM
#13-2021

DATE: Sept. 27, 2021

TO: Honorable Mayor Meredith Leighty and City Council Members

FROM: Heather Geyer, City Manager *hmg*

SUBJECT: Draft City of Northglenn Lobbying Protocols

PURPOSE

To consider draft lobbying protocols, formalizing the purpose, function, and processes of the Legislative Policy Committee. Staff presented the draft protocols to the Legislative Policy Committee on April 12 and May 24. Committee feedback is incorporated in Attachment 2.

BACKGROUND

The Legislative Policy Committee was created in 2016 to identify legislative issues that may impact the residents of the City or influence municipal operations. The committee develops a formal policy statement, known as the Legislative Issues Guide, adopted by City Council annually. This document provides guidance for the committee when reviewing and responding to proposed legislation that is of interest to the City.

The Legislative Policy Committee was created without formally documenting the committee's function or processes. Two documents refer to the Legislative Policy Committee's purpose and function:

1. Council Handbook - A Legislative Policy Committee was created in 2016 to identify legislative issues that may impact the residents of the City or influence municipal operations. The Committee consists of appointed Council members with support provided by the City Manager, City Attorney, and the City's lobbyist. Meetings are generally held on the second and fourth Mondays during the legislative session at 5:45 p.m. in the City Manager's Conference Room. The City Manager is the staff liaison to the committee.

2. City Council Committee and Liaison Assignments Document - Legislative Policy Committee - Reviews and reacts to proposed legislation on behalf of City Council and the City. Reviews requests for qualifications and proposals for the selection of the City's lobbyist.

Council has discussed the process for taking positions on bills and communicating information to Council a couple of times since the committee was created. Documentation of these past Council discussions is included in Attachment 3.

A summary of the process developed in 2018 includes:

- The lobbyist would distribute the dossier to all of Council in advance of the meetings.
- A Legislative Policy Committee update item would be added to the regular City Council meeting agendas from January through May.
- The committee would update Council on positions they took on bills. If a bill was covered by the legislative policy guide/statement, the committee had authority to take action such as determining a position, providing testimony, issuing a letter, rulemaking etc.
- If a bill wasn't covered by the City's legislative policy guide/statement, the committee would ask for feedback from Council during the update.

- The lobbyist would be invited to a Council meeting after the legislative session ended to provide an overview/wrap-up.
- The committee would work to include the City's positions on more issues for the next session to address concerns that the legislative policy guide was too broad and did not address many issues.

TIME IMPLICATIONS

Following Council direction on the draft lobbying protocols, staff will bring forward the protocols for formal adoption by City Council at the Oct. 11, 2021, City Council meeting on the consent agenda.

STAFF RECOMMENDATION

Staff recommends City Council provide feedback on the draft lobbying protocols.

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. Draft City of Northglenn Lobbying Protocols
3. Past City Council Meeting Minutes and Study Session Notes

DRAFT LOBBYING PROTOCOLS

Heather Geyer

City Manager

303.450.8706

hgeyer@northglenn.org

Council Meeting

Sept. 27, 2021



CITY OF
Northglenn

HISTORY OF THE COMMITTEE

- **Formed in 2016**
- **Current Guidance:**
 - **Council Handbook**
 - **Council committee and liaison document**
- **No Document Formalizing Purpose, Function, Process**
- **City Manager researched other organizations – cities of Westminster and Fort Collins**

PROTOCOLS

- **About the committee – Section 1, page 1**
- **Membership – Section 2 – page 1**
- **Staff support – Section 3, page 1**
- **Meeting facilitation – Section 4, page 1**
- **Voting – Section 5, pages 1, 2**
- **Legislative Issues Guide – Section 6, page 2**
- **Annual Legislative Dinner – Section 7, page 2**
- **Annual Legislative Debrief – Section 8, page 2**
- **Legislative review process – Section 9, page 2**

PROTOCOLS

CONT'D

- **Official City position – Section 10, pages 3, 4**
- **Rulemaking – Section 11, page 4**
- **Representing City – Section 12, page 4**
- **Testimony at Capitol – Section 13, page 4**
- **Lobbyist interaction – Section 14, pages 4, 5**
- **Lobbyist selection – Section 15, page 5**
- **Changes to Protocols – Section 16, page 5**

ANNUAL REVIEW

- **Legislative Issues Guide**
- **Adopted by Council via resolution**

NEXT STEPS

- **Oct. 11 Council meeting – adoption of draft protocols**

QUESTIONS?

Heather Geyer

City Manager

303.450.8706

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DRAFT City of Northglenn Lobbying Protocols

Section 1. About the Legislative Committee

The Legislative Policy Committee is a committee of City Council, created in 2016, that reviews and reacts to proposed legislation on behalf of the City Council and the City. In taking positions on bills, the Legislative Policy Committee interprets and applies various policies that are included in the City's policy statement or Legislative Issues Guide, updated annually and adopted by City Council. Each year, the Legislative Policy Committee works with a lobbying firm, hired for the majority of bill tracking and identification.

The City currently maintains memberships with the Colorado Municipal League (CML) and Colorado Communities for Climate Action (CC4CA) – both groups maintain a full-time presence at the Capitol and engage in bill identification and advocacy consistent with their own adopted policy agendas. The City influences both groups' policy agendas, and while not perfectly consistent with the City's, both generally advance and protect the City's interests. In addition, Northglenn actively participates in various trade organizations (such as the National League of Cities and North Area Transportation Alliance), which represent specific areas of interest to City operations.

Section 2. Membership

The Legislative Policy Committee will consist of members of the City Council, to be appointed by the City Council using the selection process for City Council committee and liaison assignments. Appointments will be made following each regular municipal election pursuant to Section 2-2-3(b) of the Northglenn Municipal Code. Appointed members will serve two-year terms.

Section 3. Staff Support

Staff supports the work of the Legislative Policy Committee through attendance by the City Manager, Assistant to the City Manager, the City Attorney and City's lobbying team. The City Manager and Department Directors support the Legislative Committee by contributing expertise in various areas of municipal service. The City Attorney's Office also reviews selected bills and may provide confidential legal analysis. Northglenn also works with community partners to support local projects and staff collaborates with representatives from Adams County and other municipalities on shared priorities. Northglenn actively seeks to protect municipal interests and forge innovative partnerships to leverage positive outcomes for residents.

Section 4. Meeting Facilitation

The Legislative Policy Committee members will not operate with a designated chair; instead, members will rotate meeting facilitation and this information will be provided on the posted agenda.

Section 5. Voting

The Legislative Policy Committee uses a simple majority (of those in attendance) in voting on bill positions. Voting is reserved for members of the Committee. Bills can also be referred to the full City Council for feedback or consideration.

Section 6. Legislative Issues Guide

The Legislative Policy Committee will review the Legislative Issues Guide prior to the start of each Legislative Session. This process typically begins in August and the guide is distributed in January. The Legislative Issues Guide is posted to the City Council web page and hard copies are sent to State legislators as well as neighboring communities.

Section 7. Annual Legislative Dinner

The Legislative Policy Committee holds an annual dinner with the City's legislative representatives. This dinner is typically held in December or around the start of the legislative session in January.

Section 8. Annual Legislative Debrief

The lobbying team will meet with City Council in a Study Session following the completion of the Legislative Session to provide a recap of the session.

Section 9. Legislative Review Process

Bills introduced in the Colorado General Assembly, and as may be applicable, legislation from the United States Congress, and Federal, State or County regulations or rulemakings are reviewed by City staff and the City's lobbyists. Bills, regulations and rules that are identified as having a potential impact on the City will be brought to the Legislative Policy Committee for review and discussion. Staff and/or the lobbying team, in turn, convey that information to the appropriate State or Federal representative and advocate for the adopted position.

Due to the time-sensitive nature of the General Assembly, there may not be an opportunity to convene the Legislative Policy Committee prior to the City's input being requested. If a bill's subject matter is addressed in the Legislative Issues Guide, City staff will proactively work with State and Federal representatives to advance the City's position as expressed in the Legislative Issues Guide and other Council-adopted plans and policies. Staff will provide an update to Council via email or through the City Manager in a City Council meeting.

Staff will provide regular updates to the Legislative Policy Committee and the full City Council regarding bills of consequence to the City and will consult with the Legislative Policy Committee regarding bills for which direction under the adopted policy is unclear. The Legislative Policy Committee is required to bring bills to City Council for discussion and direction on a City position when the City's position on a bill is unclear, or a discussion with City Council as a whole is appropriate.

The Legislative Policy Committee will make an effort to involve City boards and commissions whenever possible, recognizing that timing and the speed at which some bills move through the process may make this difficult.

The City's lobbying team will also update the Legislative Policy Committee weekly during the legislative session and as needed during the interim session via email. City Council will receive updates as described in Section 10.

Section 10. Official City Position

Throughout the legislative session, the Legislative Policy Committee may take official positions in support of or opposition to proposed legislation that is being considered by the General Assembly. The Legislative Policy Committee may also take an “amend,” “support, if amended,” “oppose,” and “oppose, unless amended” position on a bill to facilitate greater collaboration, negotiation power, and building and maintaining a relationship with a bill sponsor.

It is important that policy issues being reviewed by the Legislative Policy Committee are shared with City Council to ensure that they are priorities of the City. Prior to stating any official City position, staff and the City lobbying team will review the legislation to determine the potential impact on the City. After thorough review, staff will provide the Legislative Committee with a brief summary of the legislation and a recommendation. In order to release an official City position, the majority of the Legislative Committee must agree upon a position of support, opposition, or neutrality on the legislation or issue.

It is important for the Legislative Policy Committee to hear a recommended position by staff, brought forward by the City Manager. The City Manager will request Department Directors, and others to include Council appointees, when appropriate, to present information and a recommended position to the Legislative Policy Committee. Staff will present background information on proposed legislation and any identified operational impacts, unfunded mandates or other policy considerations the Committee should hear. Staff positions on legislation will be presented to the Legislative Policy Committee. If the Legislative Policy Committee does not take a recommended staff position, the Legislative Policy Committee needs to report this to the City Council at the next available meeting.

If a position is time sensitive, the City Manager will email the Legislative Policy Committee and request a consensus through email. Legislative Policy Committee members will respond directly to the City Manager and will not “reply all.”

The City Manager and staff, in their official capacity, are not authorized to take a position different than the Legislative Policy Committee and/or City Council. This restriction on members of City staff taking a position includes positions taken through other member organizations with which City staff may be affiliated such as, by way of example, the Colorado Municipal Judges Association, Colorado Association of Chiefs of Police or the Colorado chapter of the American Planning Association. The International City County Management Association (ICMA) does not take positions on legislation. The City Manager follows the ICMA Code of Ethics and remains politically neutral on matters of partisan politics. City staff is not authorized to take a position on behalf of Northglenn through other member organizations without approval of the City Manager and then the Legislative Policy Committee and/or the City Council.

Each official position will accurately indicate which Legislative Policy Committee members voted in support of the position taken, those that voted against the position taken and the recommended staff position if one was provided. Staff may agree to work with bill sponsors, as guided by the Legislative Issues Guide, to amend a bill with the goal of the Legislative Policy Committee being able to take a position on the bill once it has been satisfactorily amended.

Official positions on specific bills frequently have a time sensitivity that requires staff and the lobbying team to utilize emails to the Legislative Policy Committee. Once the Legislative

Policy Committee takes an official position on a bill or issue, the City's legislative bill tracker will be updated by the City lobbying team and made available to the entire City Council, legislators and the public.

Section 11. Rulemaking

Rulemaking is the process that executive and independent agencies use to create, or promulgate, regulations. For Northglenn, Colorado state agencies typically engage in rule making. In general, legislatures first set broad policy mandates by passing statutes, then agencies create more detailed regulations through rulemaking. This process typically includes public notice and opportunities for public comment. City Council members may engage in this process by following the process outlined under "Official City Position."

Section 12. Representing the City at CML, DRCOG, and Other Groups

Members of City Council serve as representatives of the City for a variety of groups, including Metro Mayor's Caucus, CML, Denver Regional Council of Governments (DRCOG), and CC4CA. At these meetings, Council members are frequently asked to take positions concerning legislation, and in some cases, legislation for which the City has not yet taken formal action. In instances where an official City position has been agreed upon, Council members are to vote in alignment with the previously determined position of the Legislative Policy Committee and/or entire City Council. In those instances where the City has not taken formal action on a bill or issue and the bill or issue is clearly aligned with the City's position as outlined in the adopted Legislative Issues Guide, the Council member should use their best judgement in casting a vote that aligns with the guidance provided in the Legislative Issues Guide.

If a Council member votes in a public forum on an issue or bill that the Legislative Policy Committee and/or City Council (if required) has not taken action on, the voting Council member must report to the Legislative Policy Committee at the next possible meeting the vote that was cast on behalf of the City.

Section 13. Testimony at the Capitol

Council members, board and commission members, the City Attorney or staff are occasionally requested to testify on the City's behalf on various pieces of proposed legislation at the State Capitol. When testifying, City Council members, board and commission members, and/or staff must notify the City Manager to ensure that the Legislative Policy Committee and/or City Council has taken an official position on the legislation or issue. Notifying the City Manager ensures both City Council and the City's lobbyists are advised that a City representative will testify on a particular bill. It is important that lines of communication between staff and lobbyists remain open at all times to ensure that the City's lobbying efforts are as effective as possible and that we coordinate our efforts with other groups such as CML.

If testimony is not in support of the City's official position on the legislation, the City Council member, board or commission member, or staff should note that they are testifying on their own behalf and not as a representative of the City.

Section 14. Lobbyist Interaction

In order to streamline interaction and avoid confusion with City Council, the lobbyists, staff, and members of the Legislative Policy Committee will coordinate all correspondence with the lobbyists through email and the City Manager.

Any interaction (whether City Council members, board and commission members, or staff) with State senators or representatives on behalf of the City must have the Legislative Policy Committee's approval and agreement that the issue is a priority. The City Manager must be apprised of any contacts made on specific legislation in order to ensure that the lobbyists are well informed to maximize their effectiveness and prevent the occurrence of conflicting messaging.

Section 15. Lobbyist Selection

Selection of the Lobbying Team follows the City's procurement process and guidelines. This includes issuing a Request for Proposal (RFP), a process for review of bids, interviews with selected top ranked firms, and a selection/overall recommendation by the Committee. The City Manager works with the selected Lobbying Team to develop a contract for a timeframe of three years with annual renewals. If either party chooses to end this relationship, the City Manager and City Attorney will advise the Legislative Committee of their contractual obligations and the City Manager will issue a solicitation for lobbying services.

Section 16. Changes to Protocols

The Lobbying Protocols can be amended by a vote of the City Council in the form of a resolution.

City Council Study Session – March 5, 2018

Members present: Mayor Dodge, Mayor Pro Tem Esquibel, Council members Leighty, Downing, Whitman, Duran Mullica, Willford.

Members absent: Council members Sauers and Brown.

Video timestamp: 0:52:40

Legislative Policy Committee:

6:52 – 7:36

Jim – handed out copies of the Legislative Policy Statement booklet. The document can't address every bill that has merit or may get introduced during the session. Committee has done a good job being thoughtful about a variety of bills. Understands discussion during the regular Council meeting last week elevated a need for a process discussion and considering: if check-ins are needed during the legislative session, is the policy statement good enough, is it updated enough, etc. He's just coming back from vacation so Corey and Geoff Wilson are also present for the discussion.

Corey – worked with David (acting city manager) to put together the memo for tonight. Question is for Council to decide how to best use the Legislative Policy Committee. The legislative policy guide can always be revisited if Council has concerns. He is trying to take good notes so he knows what the direction is.

Jenny – it has become apparent that there is no process for checking in with other Council members. The Committee is taking positions on bills and there were questions from staff on whether full Council support was needed if the Committee wants to take action in the form of providing testimony, sending the lobbyist to talk to legislators, sending a letter, etc. – and that is part of why she asked at the last Council meeting to discuss creating a process or policy so all of Council is clear on the positions the Committee is taking. With the expulsion of Steve Lebsock, NG doesn't have representation so it's more important now for the Committee to be able to direct the lobbyist to take positions on legislation. She previously suggested having the lobbyist/Committee present information at each regularly scheduled Council meeting, allow for discussion, and have Council formally adopt the Committee's positions. Second suggestion was to have the lobbyist present his activity to Council to provide a full legislative wrap-up so Council can assess their impact.

Marci – needs to clarify – is Council talking about representation around bills or representation on who will fill Lebsock's seat?

Jenny – right now, the city does not have a full House member to speak on behalf of NG.

Julie – does the rest of Council want to know what the Committee is up to? Does Council want to have information on which bills the Committee is opposing/supporting? What is a mechanism for bringing bills back to Council to get full-fledged support that are not addressed

within the policy statement? She is concerned about transparency and providing information to the rest of Council to use if someone approaches them to ask why NG is supporting a certain bill. The Committee is trying to gauge what the rest of Council wants.

Joyce – feels we should develop a mechanism or a process. Okay to have updates during the legislative session. Doesn't want the Committee to assume the entire Council is supportive of certain bills. She would be on board to have a process and receive information at Council meetings.

Meredith – would also like a process – and for other committees, too without taking up too much time during Council meetings. Being a little more pro-active would be good. Supports the idea.

Jim – explained how the Committee operates now. Geoff sends an update email to Jim on Sunday and attaches a link to a web based system containing the bills. They display that on a screen during Committee meetings and get rapid fire updates on the bills. This takes roughly an hour to go through and they discuss the bills, if needed. This could be boiled-down for Council meetings.

Carol – receiving information about what the Committee is supporting or opposing prior to the meeting would be helpful so the rest of Council could read it ahead of time. Are they suggesting adopting the positions by resolution?

Jenny – not sure if that's necessary, but maybe having some sort of consensus or record of what the Committee is supporting/opposing.

Carol – what about the bills they're not sure about? There may be times when the Committee needs an answer quickly or before a Council meeting takes place.

Jenny – should only talk about new bills that have been introduced or bills that have changed. Doesn't want to go through every single bill at each Council meeting – just new or updated bills. They could figure out the timing of providing information to Council. Things will get hairy at the end of the legislative session, but those should all be bills that have been introduced. Re: the agenda item – Corey and Jim can share the information from the Committee.

Carol – is Geoff bringing forward all bills or NG-centric bills?

Jenny – only NG-centric bills. There is not enough time for all bills. Geoff flags bills that may be of interest to NG.

Corey – question re: taking positions on bills that the legislative issues guide doesn't provide guidance on. Is this every bill or only bills that aren't covered by the booklet? For example, the teen suicide bill – it doesn't fit into any of the issues in the booklet, but the Committee felt it was important to take a position on. Two parts: 1. Make sure the rest of Council is aware of information from the dossier Geoff provides; and 2. In terms of policy guidance, the guidance the Committee is seeking is related to bills that aren't covered by the city's policy guide.

Marci – prefers to stay focused on the issues addressed in the guide and not having individual members decide what rises to the top to avoid personal preferences. If Council is asking the lobbyist to attend more meetings here, we should look at the lobbyist's contract.

Jim – process question regarding what we need to provide on the agenda. It's not the best approach to have Geoff wait until the end of the meeting to share information. Will there be adequate time?

Corey – if Council has all of the information about what the Committee is considering, it could be something as simple as 'legislative policy committee update – discussion and possible action on position on new bills' being placed on the agenda. If there are new policy issues where there could be a split on Council, do they want to vote on that? Or do they want to have a broad consensus to take a position? It's really a Council protocol question. Discussion re: transparency and how best to give direction on positions.

Jim – clarifying what Corey said about the agenda item to accomplish this. We could add a standing item to the agenda and provide the dossier to the entire Council? Yes. It's a matter of highlighting the bills discussed at the Legislative Policy Committee meetings.

Carol – could the Committee live with what is addressed in the booklet for the remainder of the current legislative session and then look at what needs to be changed for the next session?

Julie – would be ok with that but would like to see a focus on health and public health for residents. She knows that's a little broad. Discussion re: bills that would require city funding/support.

Jenny – the booklet is broad, but she doesn't feel it fully encompasses everything that could affect NG. No conversation around the opioid epidemic. Are we making an assumption that this would be covered under public safety? Nothing in the booklet about the environment or recycling and is mostly focused on sales tax and urban renewal. There was just a paint bill the Committee opposed – where would that fall? Could make an argument that a bill would be covered, but doesn't believe the guide actually reflects certain issues. She feels Council should have a discussion and be more open and transparent. She is asking for a conversation each week – not asking for an hour or a half hour. She's asking for a check-in on what's happening and what's coming forward to direct the lobbyist.

Carol – ok with that part, but the difference is she doesn't feel the Committee needs to take a position on certain bills. It's not the City Council's role to take positions on state issues. She's not sure the residents would feel it's the best use of Council's time either.

Jenny – disagrees. That is why we have a lobbyist and a committee. NG needs to have a voice that is heard.

Joyce – we haven't always had a Legislative Policy Committee. It's new – have only had it for over a year. She's hearing valid information and opinions on both sides. She agrees the policy

statement needs to address more issues. Suggests the Committee comes up with improvements. The prior committee didn't think about certain things. She is not opposed to looking at different legislation – regional issues that other organizations might look at (DRCOG). Respects what the Committee is doing and wants to know what they're doing. She wouldn't like it if the Committee supported something she wasn't comfortable with.

Carol – but are you comfortable with the process of it not being unanimous and going with consensus? If it's just consensus, Joyce's opinion would get overruled.

Joyce – if it's that important, she as an individual could go down to the state legislature and speak about the bill – and that would be to speak as an individual, not representing the city.

Antonio – agrees with Joyce, Jenny and Julie. If the issues need fixing, bring it back and get consensus. Some issues have national headlines and he gets calls about them – for example banning assault weapons. The public doesn't know the different levels of government. We have a city attorney, lobbyist, and a city manager to say stop, if needed.

Marci – she will vote against supporting issues that she feels are outside of the City Council's role. She sees different roles for individuals, Council, the State, etc. Will have huge conversations about the city taking positions on state/federal issues. It isn't a matter of voting against the city, it's a matter of voting for what is right.

Joyce – she's just saying once the vote is taken, she's supporting the action of Council as a whole.

Meredith – what happens if an issue is brought forward that they think is not a city issue? Is it a two-part process to first decide if it's a city issue and then decide if the city supports it?

Corey – it could be. What is framed as a city issue, ideally, should be in the booklet. The goal is to identify issues that matter to the city both short- and long-term. For example – public safety. He believes the statement is inclusive as opposed to exclusive. NG has never taken a position on a teen suicide prevention bill. Is it a public safety issue? The Committee thought so. It would be a good issue/discussion to bring forward since it wasn't contemplated in the guide.

Meredith – can a more difficult bill be used as an example? No one is pro-teen suicide.

Corey – but that doesn't necessarily make it a typical city issue. Normally, you'd know who to talk to about certain issues, but Geoff might not know who to reach out to since teen suicide is not a typical city issue. It doesn't make it wrong, it's just not normally in a municipal wheelhouse. Teen suicide is bad, but that doesn't make it a typical city issue.

Meredith – if we need discussion to determine whether it's a municipal issue at every Council meeting, we're not going to get anywhere based on this discussion.

Julie – if the issue is covered by the booklet, it won't need discussion with the entire group. Only bills outside of the booklet/policy guide would need to be discussed. They have only had 2-3 bills so far that were outside of the policy guide. The number is small.

Jenny – question about a specific bill – speed limit bill. The Committee wanted to support the bill, but no one from the Committee could go testify. The Committee wanted to send a letter in place of testimony, but there were questions about whether they had the authority to issue a letter of support.

Corey – thought that issue was well within the policy guide – discretionary. He never had a concern that a letter wasn't authorized. This didn't make it to his desk, but when he heard about the discussion he never had a concern that it wasn't authorized. Since the issue/bill was within the guide, testimony or a letter was appropriate. How that direction was communicated was up to the team. He doesn't know what happened, but it wasn't a question of whether the Committee had the authority to go forward.

Jim – that issue was specifically under home rule.

Carol – hears that everyone agrees Council should have this as an agenda item and to talk about it.

Meredith – wants to be in the loop and her only concern is the process and the amount of time required. Two part conversation because if the first question (is it a city issue?) doesn't happen, then an assumption is occurring somewhere.

Geoff – everyone is going to start receiving the dossier. If someone has heartburn about something, they can raise the issue – it's like an opt-out option since we'll be circulating the dossier. The policy guide provides direction between Council meetings. The guide was envisioned as a dynamic document. He shares Corey's broad interpretation – for example, public safety would include the opioid issue.

Corey – the Legislative Policy Committee meetings are open to the public. If Council receives the dossier and wants to be part of the discussion, they can attend the public Committee meetings.

Carol – we'll add this as an item to the agenda. She is fine with changing the guide to include issues related to public health or opioids. How will we address current items coming forward?

Corey – suggests posting it on the agenda as a Committee update with discussion and possible action.

Council consensus to add the agenda item.

Carol – next year the legislative policy statement will include more issues. At the last CML Policy Committee meeting, the CML Committee took action to minimize the education piece of the

CML policy statement. The CML Board was appalled and there was confusion about why it happened. Her point is that other entities go through these types of growing pains, too.

Jim – needs clarification – we’re talking about updates at regular Council meetings? Yes, because action can only be taken at regular meetings.

Jenny – couple questions: for next regular Council meeting, what does Council want? An overview of the bills the Committee has previously taken positions on or information about new bills and bills that fall outside of the policy statement? The latter. What about inviting Geoff to present info to Council at the end of the legislative session? Yes.

Antonio – would Geoff’s presentation be at a study session or regular meeting? Either one.

Jim – it was done in June last year. We spent the entire summer revising the policy statement – wordsmithing it, etc. We have a good process in place. The policy statement gets revised every year.

**CITY MANAGER'S OFFICE
MEMORANDUM #18-13**

DATE: March 5, 2018
TO: Honorable Mayor Carol A. Dodge and City Council members
FROM: James A. Hayes, AICP, City Manager
SUBJECT: Legislative Policy Committee



DISCUSSION ITEM

The City Manager's office is bringing this discussion item forward as a result of a conversation that occurred during the Communications portion of the February 26, 2018 City Council agenda.

In consultation with City Attorney Corey Hoffmann, this memorandum attempts to frame the issues for discussion about the operation of the City's Legislative Policy Committee, and how best to receive direction on legislative issues that come before the Legislative Policy Committee.

This memorandum is being brought forward at this March 5, 2018 City Council Study Session because the Legislature only has two months remaining in the current legislative session.

The issues for discussion are as follows:

- What is the most effective manner for the Legislative Policy Committee and Geoff Wilson as the City's lobbyist to keep the remainder of the City Council advised of matters that come before the Legislative Policy Committee;
- In the event there is a question regarding the City taking a position on a matter that is not covered by the City's general policy statement, what is the most effective way to have the Council as a whole give direction on positions to be taken on pending legislation; and
- What is the best way and the timing of Geoff Wilson as the City's lobbyist reporting to City Council both before the new legislative session on issues of interest to the City, and summarizing what occurred on issues of interest to the City after each legislative session.

**CITY OF NORTHGLENN
CITY COUNCIL MINUTES
February 26, 2018**

CALL TO ORDER Mayor Dodge called a regular meeting of the Northglenn City Council to order on Monday, February 26, 2018 at 7:00 p.m. in the City Hall Council Chambers, 11701 Community Center Drive, Northglenn.

ROLL CALL Present were: Mayor Dodge, Mayor Pro Tem Esquibel, Council members Sauers, Leighty, Downing, Whitman, Duran Mullica, and Willford.

ABSENT Council member Brown.

STAFF PRESENT Acting City Manager Willett, City Attorney Hoffmann, and City Clerk Small.

PLEDGE OF ALLEGIANCE The Pledge of Allegiance was given.

AGENDA ADDITIONS AND DELETIONS: None.

INTERVIEWS:
Jennifer Ketterling

Jennifer Ketterling came forward to be interviewed by Council for a position on the Citizens' Affairs Board. Ms. Ketterling spoke about her interest in serving on the Board and stated the Citizens' Affairs Board can provide a smaller, less formal venue for residents to speak about City issues.

Heathre Palige

Heathre Palige came forward to be interviewed by Council for a position on the Citizens' Affairs Board. Ms. Palige spoke about her experience, her desire to be involved in the community, and providing opportunities for residents to communicate with the City.

Jarrett Lobb

Jarrett Lobb came forward to be interviewed by Council for a position on the Youth Commission. Jarrett spoke about his interest in serving on the Commission and how he would like to improve the community as a member of the Commission.

Jacob Tow

Jacob Tow came forward to be interviewed by Council for a position on the Youth Commission. Jacob stated he wants to be more involved in the community and spoke about increasing public outreach for City events.

PRESENTATIONS:

Adams 12 Five Star
School District Update

Adams 12 Five Star Schools District Board of Education Director Jamey Lockley and Superintendent Chris Gdowski came forward to introduce themselves to the new City Council members. Ms. Lockley stated the Board of Education is committed to a partnership with the City and spoke about increased graduation rates and educational awards presented to Adams 12 schools.

Superintendent Gdowski spoke about Adams 12 educational improvements, the success of the District, and facility improvements made possible by the passage of the 2016 Bond Program. Mr. Gdowski provided information about ELEVATE, a year-long engagement process to bring parents, community members, students, and staff together to develop a five-year strategic plan to set priorities and elevate student success in the District, and invited Council members to participate in the ELEVATE Summit on April 5, 2018.

Mr. Gdowski addressed questions from Council regarding student safety, security plans and communication during security incidents, the ELEVATE program, mental health services, graduation and drop-out rates for minority students, and improvements at the STEM Lab School.

Adams County Mayors
and Commissioners
Youth Awards Nominees

City Council joined Ms. Jenni Murphy, Community Outreach Coordinator, to recognize students nominated for the Adams County Mayors and Commissioners Youth Awards. Ms. Murphy provided information about each student's accomplishments and the adversity they have overcome. The students recognized were: Ivon Garcia Aguilar, Angelica Archuleta, Jennifer Barron, Darlynn Blea, Autum Brown, Jescely Castillo Camara, Chloe Crosley, Tiffany Deeds, Grisel Dominguez, Jeremiah Engels, Lizeth Galindo, Devan Garcia, Diamond Gomez, Aliana Monae Guillory, Alize Gussman, Alexandra Holtry, Angelica Martinez, Kyler May, Angelica O'Riley, Alejandro Rodriguez, Destiny Skattum, James Spilman, Kira Thomas, Elexia Thompson, and Noah Vigil.

Recess:

The City Council meeting recessed to a reception in honor of the nominees at 8:33 p.m.

Reconvene:

The City Council meeting reconvened at 8:48 p.m.

**PUBLIC INVITED
TO BE HEARD**

Mayor Dodge called for any person wishing to address City Council on matters of community interest related to City business not set for public hearing to come forward.

Mr. Alan Richardson stated he supports the Connect Northglenn Bicycle and Pedestrian Master Plan. Mr. Richardson inquired about water restrictions for 2018 and suggested the City implement a consistent watering program every year during the summer season.

**CONSENT AGENDA
MOTION TO PASS**

Council member Sauers **MOVED** and it was **SECONDED** by Council member Whitman to approve the consent agenda.

MOTION PASSED

There was no discussion and the motion **PASSED**.

IN FAVOR - Dodge, Esquibel, Sauers, Leighty, Downing,
Whitman, Mullica, Willford.

OPPOSED - None.

ABSENT - Brown.

The following items were approved on the consent agenda:

- Minutes of the February 12, 2018 Regular Meeting
- CR-33 – Planning Commission Reappointment – Katie Caldwell

PUBLIC HEARINGS:

CB-1903 – Rezoning
of Certain Real Property
at 11295 Washington
Street

Mayor Dodge opened the public hearing on CB-1903 and read an opening statement regarding the hearing on the rezoning application for the property located at 11295 Washington Street. There were no objections to the jurisdiction of the City Council or to the form or substance of the proceedings.

Mr. Brook Svoboda, Director of Planning and Development, presented information about the application to rezone the property at 11295 Washington Street from C-3 and C-4 Conditional Commercial to Planned Unit Development (PUD). Mr. Svoboda spoke about the proposed development of the property, which includes the construction of a new indoor sports complex with a retail component, and provided information about parking and circulation, drainage, and traffic considerations. Mr. Svoboda stated the rezoning request was approved by the Planning Commission on January 16, 2018.

Mr. John Wray, applicant, was placed under oath and answered questions from Council regarding access to the proposed development and overflow parking for the site.

Mayor Dodge called for anyone wishing to speak against CB-1903 to come forward. There was no response.

Mayor Dodge called for any other interested person wishing to speak on CB-1903 to come forward. There was no response and the public hearing was closed.

ORDINANCES –
SECOND READING:

CB-1903 – Rezoning
of Certain Real Property
at 11295 Washington
Street

City Clerk Small read the title.

MOTION TO PASS

Council member Downing **MOVED** and it was **SECONDED** by Council member Sauers to approve CB-1903 on second reading.

MOTION PASSED

There was discussion and the motion **PASSED**.
IN FAVOR - Dodge, Esquibel, Sauers, Leighty, Downing,
Whitman, Mullica, Willford.
OPPOSED - None.
ABSENT - Brown.

RESOLUTIONS:

CR-28 – Municipal
Judge Reappointment/
Contract Amendment

City Clerk Small read the title.

MOTION TO PASS

Council member Downing **MOVED** and it was **SECONDED** by Council member Sauers to approve CR-28.

Acting City Manager Willett provided a summary of CR-28.

MOTION PASSED

There was discussion and the motion **PASSED**.
IN FAVOR - Dodge, Esquibel, Sauers, Leighty, Downing,
Whitman, Mullica, Willford.
OPPOSED - None.
ABSENT - Brown.

CR-30 – Connect
Northglenn Adoption

City Clerk Small read the title.

MOTION TO PASS

Council member Downing **MOVED** and it was **SECONDED** by Council member Sauers to approve CR-30.

Acting City Manager Willett provided a summary of CR-30.

MOTION PASSED

There was no discussion and the motion **PASSED**.
IN FAVOR - Dodge, Esquibel, Sauers, Leighty, Downing,
Whitman, Mullica, Willford.
OPPOSED - None.
ABSENT - Brown.

CR-36 – Police
Department Radio
Purchases

City Clerk Small read the title.

MOTION TO PASS

Council member Downing **MOVED** and it was **SECONDED** by Council member Whitman to approve CR-36.

Acting City Manager Willett provided a summary of CR-36.

MOTION PASSED

There was no discussion and the motion **PASSED**.
IN FAVOR - Dodge, Esquibel, Sauers, Leighty, Downing,
Whitman, Mullica, Willford.
OPPOSED - None.
ABSENT - Brown.

CR-37 – Police
Department Vehicle
Purchases

City Clerk Small read the title.

MOTION TO PASS

Council member Downing **MOVED** and it was **SECONDED** by Council member Sauers to approve CR-37.

Acting City Manager Willett provided a summary of CR-37.

MOTION PASSED

There was discussion and the motion **PASSED**.
IN FAVOR - Dodge, Esquibel, Sauers, Leighty, Downing,
Whitman, Mullica, Willford.
OPPOSED - None.
ABSENT - Brown.

CR-38 – Capital
Equipment Purchase –
Streets Patch Truck;

CR-39 – Capital
Equipment Purchase –
Dump Truck; and
CR-40 – Capital
Equipment Purchase –
Valve Turner Truck

City Clerk Small read the titles.

MOTION TO PASS

Council member Downing **MOVED** and it was **SECONDED** by Council member Sauers to approve CR-38, CR-39, and CR-40.

Acting City Manager Willett provided a summary of CR-38, CR-39, and CR-40.

MOTION PASSED

There was discussion and the motion **PASSED**.
IN FAVOR - Dodge, Esquibel, Sauers, Leighty, Downing,
Whitman, Mullica, Willford.
OPPOSED - None.
ABSENT - Brown.

CR-41 – Minor
Drainage Repairs Project
Contract Addendum

City Clerk Small read the title.

MOTION TO PASS

Council member Downing **MOVED** and it was **SECONDED** by Council member Sauers to approve CR-41.

Acting City Manager Willett provided a summary of CR-41.

MOTION PASSED

There was no discussion and the motion **PASSED**.
IN FAVOR - Dodge, Esquibel, Sauers, Leighty, Downing,
Whitman, Mullica, Willford.
OPPOSED - None.
ABSENT - Brown.

DISCUSSION ITEMS:

Ralston House Update

Mr. Rob Webber, Public Works Operations Manager, spoke about the construction contract for the Ralston House project and provided information about the groundbreaking event on March 1, 2018.

Northglenn Justice
Center Update

Mr. David Willett, Acting City Manager, provided information about the contractor's contingency log for the Justice Center project and reviewed the owner's contingency items. Mr. Willett addressed questions from Council about the kennel included in the facility.

COMMUNICATIONS:

Council

Council member Sauers commended the Adams County Mayors and Commissioners Youth Award nominees who were recognized earlier in the meeting. Council member Sauers reported the Police Department's Citizen Academy starts next month and reminded residents to register for the academy. Council member Sauers announced she and Council member Leighty will host a Ward 1 meeting on April 7 at 2:00 p.m. at The Glenn.

Council member Leighty spoke about the Read Across America events on March 2 at The Studio School and Stukey Elementary School, and thanked Council members for signing up to participate in the events with the Youth Commission.

Council member Downing spoke about National Service Recognition Day in April and stated she will forward information about the program to Council. Council member Downing announced that Mr. Walt Stonehocker passed away yesterday and spoke about the Stonehocker family's involvement in the community.

Mayor Dodge reported she attended the Colorado Municipal League (CML) Legislative Workshop at the History Colorado Museum and stated Governor Hickenlooper and state legislators spoke about current legislation. Mayor Dodge reported she attended the Metro North Chamber of Commerce Economic Forecast Breakfast and spoke about the information that was presented by a futurist at the event. Mayor Dodge spoke about the Art on Parade judging event and reported she will host a Coffee with the Mayor Saturday Edition at Atlanta Bread Company at 10:00 a.m. on March 31.

Mayor Pro Tem Esquibel spoke about an opportunity to participate in a Problem Based Learning (PBL) session at Northglenn High School on Friday, March 2, and asked anyone interested in participating in the event to contact him.

Council member Whitman reported on the Anythink Library's Strategic Plan and their focus to develop career building skills and business community resources, and encouraged businesses to take advantage of the Library's self-guided business planning tools. Council member Whitman reported the North Metro Fire Rescue District will be holding an election in May for two positions on the District's Board.

Council member Duran Mullica inquired about an e-mail regarding the Business Lunch & Learn event to addresses homeless concerns

and effects on the business community, and stated she is concerned about the message to be provided at the meeting since Council has not established a message yet.

Police Chief May stated the focus of the meeting is to provide business owners with education on dealing with homeless individuals near their businesses. Council member Whitman stated another purpose of the meeting is to provide an outlet for businesses to voice their concerns.

Council member Willford reported on the Ward 4 meeting held last Wednesday and stated over 60 residents attended. Council member Willford thanked staff for their help and spoke about the various items and concerns presented by residents at the meeting. Council member Willford spoke about the approval of increased funding for the Northglenn Arts & Humanities Foundation (NAHF) at the last Council meeting and stated she would like to determine if \$2 per capita is adequate funding for their actual needs. Council member Willford reported on the Legislative Policy Committee and spoke about establishing a process to involve the entire Council in action the Committee takes. Council member Willford suggested adding a legislative update item to Council meeting agendas during the legislative session to discuss proposed legislation and taking positions on bills that may not be addressed by the Legislative Policy Statement. Council member Willford suggested inviting the City's lobbyist to provide a presentation to Council at the end of the legislative session and also suggested establishing reporting procedures for all committees.

There was discussion about the Legislative Policy Committee's actions and consideration of bills that are not specific to Northglenn, but may support the community. There was discussion about the City's Legislative Policy Statement, determining Council positions by majority or unanimous vote, and the Committee's authority to take positions on legislation that is addressed by the policy statement. There was consensus to discuss the item further at an upcoming study session.

Council member Willford stated she would like to instruct staff to move forward on preparing a sexual harassment policy for City Council members. Council member Willford reported she will be absent from the March 12 City Council meeting due to her attendance at the National League of Cities (NLC) Conference.

City Attorney Hoffmann reported staff is already working on a grievance policy and stated the sexual harassment policy related to City Council members will be included in that process.

**PUBLIC INVITED
TO BE HEARD**

Mayor Dodge invited any member of the public wishing to speak on items previously addressed by Council to come forward. There was no response.

ADJOURNMENT

The City Council meeting adjourned at 9:59 p.m.


JOHANNA SMALL, CMC
City Clerk


CAROL A. DODGE
Mayor

Regular City Council Meeting – February 26, 2018

Members present: Mayor Dodge, Mayor Pro Tem Esquibel, Council members Sauers, Leighty, Downing, Whitman, Duran Mullica, and Willford.

Members absent: Council member Brown.

Video timestamp: 2:46:35

Communications – Council member Willford

Jenny – Legislative Policy Committee update – the Committee met and discussed how they can involve the full Council around the decisions on which bills the Committee supports, opposes or monitors. She wants to get Council consensus on the process because it feels like there's not one. Suggests adding a legislative update item to the City Council agenda for meetings in January through May. The Committee would present what is discussed in their meetings, which would cover all of the bills they believe they should take a position on – whether it's support, neutral or oppose. In subsequent meetings, Council will hear about new bills coming forward. Any areas needing discussion can be done at the Council meetings. At the conclusion of the legislative session, the lobbyist could provide a presentation to Council to give an overview of the session and provide info on what to look forward to in the next session. This would keep Council on the same page, help Council be aware, and let the community know what issues the city supports.

Carol – does the committee only take action on NG issues?

Jenny – yes, and also issues that would impact residents. Either way it's a good opportunity to talk about what's going on in the community.

Julie – for example – the Committee considered supporting a youth suicide prevention bill. Is it NG specific? No. Does it support our community? Yes. That's when the Committee started talking about having a larger conversation with the entire Council.

Joyce – agrees with that. The process is that any committee is an advisory committee and the Council then decides what to support as the city. Is that correct?

Corey – the policy statement is intended to be a guide for the Committee. If a position on a given bill is answered by what's in the policy statement, it's the Committee's understanding that they are empowered to take that position since the policy statement has been adopted by Council. The previous example given (youth suicide prevention bill) isn't covered by the policy statement at all so that would be the type of bill that would be brought forward to Council to discuss a position.

Julie – the Committee has been taking positions on bills this session that haven't been brought to Council.

Joyce – are those bills covered by the policy statement?

Jenny – the problem is the policy statement is very broad. Pretty much anything the Committee wants to take a position on could be covered by the statement. So that's what the Committee is trying to figure

out – how do they keep Council updated and be transparent while doing the Committee’s work? A new agenda item wouldn’t be lengthy – they’d run through the list of bills fairly quickly.

Corey – and Council would receive a written document. The dossier would be provided with the Committee’s update.

Jenny – would like any of the positions the Committee directs the city’s lobbyist to take action on to be disclosed to the public and the new agenda item would be an added layer to get Council the information to see if there are any concerns about the positions. They’re looking for consensus to add the item to the agenda for January through May.

Carol – so the Committee is looking for Council consensus on the positions, not a unanimous position?

Jenny – looking for feedback from Council on the bills, not unanimous support.

Carol – she’s not opposed, but worries about partisan politics coming into play at this level. She doesn’t want Council to be sitting on the dais arguing partisan politics. How can that be handled?

Corey – Council can govern that with its internal policies. If Council is split 5-4 on supporting a bill, they may choose to not formally support the bill since there isn’t a strong consensus to support the bill. What that looks like is something that ultimately Council will have to decide.

Carol – Council probably needs to discuss this in a study session with the city manager present to figure out how many votes it would take to support a bill.

Corey – again, we’re only talking about bills that are outside of the policy statement.

Carol – but those would be the ones she worries would play into partisan politics and she doesn’t want to have those discussions as the City Council since they are a non-partisan body. Does Council feel okay having a discussion at a study session to discuss the process with the city manager present?

Jenny – sure, if Council feels like they need additional information around the process or to flush it out more. She doesn’t feel it needs to be anything more than a majority vote since that’s how other items are approved when Council votes. She hears Carol’s concerns about turning this into a partisan discussion, but she feels we’re already wading into that water by having a lobbyist and a Legislative Policy Committee. She thinks talking about what legislation the Committee is moving forward with isn’t a bad thing and will help everyone.

Marci – she doesn’t think it’s a bad thing, but is concerned about the partisan issue. She likes the idea of having an update from the Committee and supports having a discussion to nail the process down.

Jenny – maybe at that time Council can look at how other committees report back to their Councils. She appreciates the time during communications but hearing about events might be better used by hearing about what committees are doing. She would ask that the discussion is held sooner rather than later based on the legislative session schedule.

Regular City Council Meeting – January 28, 2019

Members present: Mayor Dodge, Mayor Pro Tem Esquibel, Council members Sauers, Leighty, Downing, Brown, Whitman, Willford.

Members absent: Council member Duran Mullica.

Legislative Policy Update – Council member Willford

Jenny – during the update she reminded Council that Geoff sends out a dossier weekly where they can access bills the Committee will be discussing and Council is always welcome to attend the Legislative Policy Committee meetings if they have questions.
