



CITY CLERK'S OFFICE MEMORANDUM
#4-2024

DATE: March 18, 2024
TO: Honorable Mayor Meredith Leighty and City Council Members
THROUGH: Heather Geyer, City Manager 
FROM: Johanna Small, City Clerk 
SUBJECT: CR-67 – Revised Council Policies

PURPOSE

To consider CR-67, a resolution adopting revised City Council Policies.

BACKGROUND

On January 13, 2024, at the City Council Team Building session, Council discussed making the following revisions to the Council Policies related to Council appointees and parliamentary procedures:

- Adding the Municipal Judge to the list of Council appointees
- Removing the requirement for the Mayor to appoint a parliamentarian at the Council's organizational meeting following each general municipal election
- Revising language to state that Council shall follow *Robert's Rules of Order - Newly Revised* as a guide

In addition to the Council-directed revisions, staff identified other sections of the Council Policies where revisions are necessary due to actions previously taken by Council:

- Updating the document with gender-silent language
- Updating the reference regarding the policy for naming and renaming parks and recreation facilities

The following policy sections are proposed to be amended as shown below:

Section IV. Council **Employees Appointees**

- A. City Manager
City Charter – Article VI, Section 6.1 – Section 6.2
Municipal Code – Chapter 2, Sections 2-3-1 through 2-3-7
- B. City Attorney
City Charter – Article VI, Section 6.3
Municipal Code – Chapter 2, Sections 2-6-1 through 2-6-5
- C. City Clerk
City Charter – Article VI, Section 6.4
Municipal Code – Chapter 2, Sections 2-4-1 through 2-4-4
- D. Municipal Judge
City Charter – Article VI, Section 6.11
Municipal Code – Chapter 8, Sections 8-1-1 through 8-1-6

Section V. Parliamentary Procedures

City Charter – Article IV, Section 4.1

~~A. Rules of Order~~

~~Council shall follow *Robert's Rules of Order - Newly Revised* unless suspended by a two thirds majority vote of Council members present as a guide. The Chair may use discretion and vary or suspend the Rules if it impedes or prevents the best interest of the City. The Chair shall rule on all points of order and procedure.~~

~~B. Parliamentarian~~

~~The Mayor appoints a Parliamentarian of the Council with the consent of Council at its organizational meeting following each general municipal election.~~

~~The Chair rules on all points of order and procedure; however, the Mayor may be challenged by a member of the Council. In the event of a challenge, the Parliamentarian will decide the rule.~~

Section III. Council Meetings

~~I. Temporary Chairman Chair~~

~~City Charter – Article III, Section 3.3~~

Section VIII. Boards and Commissions

~~C. Interviews~~

~~The new applicants are interviewed by the board or commission for which they have applied. The **Chairman Chair** of the board or commission then recommends the appointment to the City Council. City Council will also interview applicants.~~

Section XVI. Naming of Parks

~~Guidelines for the naming of parks and recreation facilities are set forth in Resolution No. ~~09-112 23-78~~.~~

The Council Policies document attached as Exhibit A to CR-67 includes the revisions above in the final proposed format.

BUDGET/TIME IMPLICATIONS

There are no budget or time impacts.

RECOMMENDATION

Staff recommends approval of CR-67.

STAFF REFERENCE

If Council members have any questions, please contact Johanna Small, City Clerk, at jsmall@northglenn.org or 303.450.8757.

SPONSORED BY: MAYOR LEIGHTY

COUNCIL MEMBER'S RESOLUTION

RESOLUTION NO.

No. CR-67
Series of 2024

Series of 2024

A RESOLUTION ADOPTING COUNCIL POLICIES FOR THE CITY OF NORTHGLENN,
COLORADO

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

Section 1. The revised City Council Policies, attached hereto as **Exhibit A**, are hereby adopted, and all previous City Council policies and/or procedures are hereby repealed.

DATED at Northglenn, Colorado, this _____ day of _____, 2024.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, MMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney



City Council Policies

Revision Schedule

Revised May 1999	–	Resolution No. 99-33
Revised June 2001	–	Resolution No. 01-38
Revised February 2002	–	Resolution No. 02-28
Revised February 2003	–	Resolution No. 03-11
Revised October 2005	–	Resolution No. 05-49
Revised March 2006	–	Resolution No. 06-49
Revised March 2012	–	Resolution No. 12-30
Revised December 2021	–	Resolution No. 21-135
Revised October 2022	–	Resolution No. 22-147
Revised March 2024	–	<i>Pending Council action</i>

POLICIES OF THE NORTHGLENN CITY COUNCIL

I. FORM OF GOVERNMENT

City Charter – Article I, Section 1.4
Municipal Code – Chapter 2, Article I

II. AUTHORITY

City Charter – Article III, Sections 3.1 – 3.3
City Charter – Article IV, Section 4.1
Municipal Code – Chapter 2, Sections 2-2-1, 2-2-3, and 2-2-6

III. COUNCIL MEETINGS

A. Regular Council Meetings

City Charter – Article IV, Section 4.1
Municipal Code – Chapter 3, Section 3-3-3

Upon adoption of these policies, City Council shall meet in regular session the second and fourth Monday of each month. Meetings shall begin at 6:00 p.m., at City Hall Council Chambers, 11701 Community Center Drive, unless such meeting place, time and date is otherwise established by City Council at a prior meeting. When a meeting falls on a recognized holiday, the meeting shall be held at a date to be determined by Council, but no later than the next scheduled meeting.

B. Recessed Meetings

City Council may continue or recess any session, but not for a period longer than the next regular meeting. The first order of business at the next regular meeting shall be that business not concluded at the preceding session.

C. Special Meetings

City Charter – Article IV, Sections 4.2 and 4.3
Municipal Code – Chapter 3, Section 3-3-3(b)

D. Executive Sessions

City Charter – Article IV, Section 4.5
Municipal Code – Chapter 3, Section 3-3-3(d)

See also Resolution No. 06-72.

E. Study Sessions

City Council may hold Study Sessions on an "as needed" basis to be determined by the City Manager or by a majority vote of the City Council at a regular meeting.

F. Meetings to be Public

City Charter – Article IV, Section 4.5
Municipal Code – Chapter 3, Section 3-3-3(d)

G. Presiding Officer

City Charter – Article III, Section 3.2(b)
Municipal Code – Chapter 2, Section 2-2-1

H. Mayor Pro-Tempore

City Charter – Article III, Section 3.3
Municipal Code – Chapter 2, Section 2-2-6

I. Temporary Chair

City Charter – Article III, Section 3.3

J. Quorum

City Charter – Article IV, Section 4.4
Municipal Code – Chapter 3, Section 3-3-3(c)

K. Adjournment and Continuation

All regularly scheduled meetings will adjourn at 10:00 p.m., and all unfinished business must be placed on the next regularly scheduled meeting agenda, unless a majority of the City Council present votes to continue the meeting until completion of all unfinished business.

L. Agenda Deadlines

An agenda packet including an agenda, pertinent materials to the items on the agenda, and minutes from the preceding regular and/or special meeting will be made available to Council members no later than 3:00 p.m. the Wednesday immediately preceding the regularly scheduled Council meetings.

M. Additions to the Agenda

Unless an issue is of an immediate or emergency nature, late additions to the City Council Agenda packet will not be considered after distribution.

N. Public Invited to be Heard

Public is allowed the right to speak at the beginning of the meeting under public invited to be heard for no more than five (5) minutes. Public shall be allowed to speak again at the end of the meeting for three (3) minutes.

See Resolution No. 10-87 for additional detail.

IV. COUNCIL APPOINTEES

A. City Manager

City Charter – Article VI, Section 6.1 – Section 6.2
Municipal Code – Chapter 2, Sections 2-3-1 through 2-3-7

B. City Attorney

City Charter – Article VI, Section 6.3
Municipal Code – Chapter 2, Sections 2-6-1 through 2-6-5

C. City Clerk

City Charter – Article VI, Section 6.4
Municipal Code – Chapter 2, Sections 2-4-1 through 2-4-4

D. Municipal Judge

City Charter – Article VI, Section 6.11
Municipal Code – Chapter 8, Sections 8-1-1 through 8-1-6

V. PARLIAMENTARY PROCEDURES

City Charter – Article IV, Section 4.1

Rules of Order

Council shall follow *Robert's Rules of Order - Newly Revised* as a guide. The Chair may use discretion and vary or suspend the Rules if it impedes or prevents the best interest of the City. The Chair shall rule on all points of order and procedure.

VI. VOTING

City Charter – Article IV, Section 4.7
Municipal Code – Chapter 3, Section 3-3-3(1)

A. Financial Interest

City Charter – Article IV, Section 4.7
Municipal Code – Chapter 3, Section 3-3-3(1)

VII. PUBLIC HEARINGS

Municipal Code – Chapter 3, Section 3-1-4

All those who wish to be heard on an issue at a Council meeting will be required by the Chair to list their name and address for the record.

Each party will be given an opportunity to present their views on the subject under consideration; however, City Council may set a time limit for speakers to be heard.

Following the presentations of those in favor or opposed, the Chair may afford any party an opportunity to rebut evidence of another party. Any witness who testifies shall be subject to cross-examination.

Following the Public Hearing and upon recognition by the Chair, Council members may question any individual who has spoken. During the public hearing, public input is non-debatable by members of the Council.

VIII. BOARDS AND COMMISSIONS

City Charter – Article XII, Section 12.1

City Charter – Article XIII, Sections 13.1 through 13.14

A. Vacancy

Upon the opening of a vacancy in a regular membership, current senior alternate members of any board or commission shall be the first candidates considered for the vacancy. The name of the alternate member shall be placed in a resolution filling such vacancy.

B. Applications

Board and commission vacancies will be published in City communications and on our website. All applications shall be submitted in writing or sent to the City Clerk by e-mail.

C. Interviews

The new applicants are interviewed by the board or commission for which they have applied. The Chair of the board or commission then recommends the appointment to the City Council. City Council will also interview applicants.

D. Appointments

The City Council, or Mayor, as appropriate, will place a resolution on the next available Council agenda with the name of the recommendation from the board or commission for consideration to appoint the person recommended by the board or commission.

E. Records of Minutes

City Charter – Article XII, Section 12.1(8)

F. Limited Powers of Board or Commission

No board or commission shall have the power of employing any person, utilizing services of any City employee, or incurring any expense unless specifically authorized by the City Council. Any expenditure on behalf of any board or commission shall be specifically budgeted and approved by City Council.

IX. COMMITTEES

Three members of the Council will be appointed for each standing or special committee unless otherwise authorized by Council. Vacancies will be filled in the same manner. Subject to Council approval, the Mayor may also appoint special or select committees at the Mayor's discretion or as requested by the Council to expedite certain business and affairs of the City.

A. Finance/Audit Committee

See Resolution No. 10-68.

B. Legislative Policy Committee

See Resolution No. 21-110.

C. Outside Agency Funding Committee

See Resolution No. 17-03.

X. ORDINANCES, RESOLUTIONS AND MOTIONS

City Charter – Article IV, Sections 4.8 – 4.14

Municipal Code – Chapter 3, Sections 3-1-1 through 3-1-4

Emergency Ordinances

City Charter – Article IV, Section 4.11

A. Special Ordinances

Municipal Code – Chapter 3, Sections 3-2-1 – 3-2-4

B. Motions as Informal Resolutions

City Charter – Article IV, Section 4.6

Municipal Code – Chapter 3, Section 3-3-3(e)

C. Review by City Attorney

All ordinances shall be prepared and/or reviewed by the City Attorney that they are in correct form prior to introduction of such ordinance at any meeting of Council.

D. Reading of Ordinances and Resolutions

City Charter – Article IV, Section 4.10(b)

E. Procedure

City Charter – Article IV, Section 4.10

Municipal Code – Chapter 3, Article I

XI. MUNICIPAL JUDGE

City Charter – Article VI, Section 6.11

Municipal Code – Chapter 8, Sections 8-1-4 – 8-1-6

A. Publication – Applications

Vacancies for the positions of Municipal Judge shall be published in a newspaper of local circulation prior to the date that the terms of office expire. All applications shall be submitted in writing to the City Council.

B. Interviews

If there are more than five (5) applicants for the vacancies, the Mayor may appoint a committee of three (3) Council members to screen the written applications to five applicants. The Council shall interview the applicants recommended by the committee.

C. Reappointment

Letter from the Municipal Judge requesting reappointment. The Council may reappoint the Municipal Judge in accordance with the provisions of the City Charter and Municipal Code.

XII. QUASI-JUDICIAL PROCEDURES

Municipal Code – Chapter 3, Sections 3-7-1 through 3-7-14

XIII. POWERS EXPRESSLY WITHHELD FROM COUNCIL

City Charter – Article III, Section 3.10

Municipal Code – Chapter 2, Section 2-2-12

A. Secretarial Services

See Resolution No. 86-27.

City Council shall utilize administrative support from the Office of the City Manager.

XIV. COUNCIL ASSIGNED EQUIPMENT

Any Councilmember that receives City equipment under this policy shall return equipment in good working condition, reasonable wear and tear excepted, within thirty (30) days after leaving office, or purchase the equipment at Fair Market Value (FMV). For this policy, FMV is calculated using straight-line depreciation over a 4-year period (example, a \$1,500 laptop will lose \$375 of value per year).

A. Equipment

In order to discharge their duties, each Councilmember, who so requests, shall be provided the following equipment: personal computing device (tablet or laptop), necessary accessories for the device (examples include: keyboard, headphones/earbuds, charger, camera, case, bag), and all-in-one printer.

See Equipment Clearance Form attached.

A \$370 monthly stipend is provided to Council for monthly expenses such as: phone related expenses, supplies, subscriptions, technology related expenses, travel expenses within 35 miles of City Hall, and high-speed internet access.

XV. COUNCIL EXPENSE REPORTING SYSTEM

See Resolution No. 03-11.

XVI. NAMING OF PARKS

Guidelines for the naming of parks and recreation facilities are set forth in Resolution No. 23-78.

XVII. GENERAL RULES AND PROCEDURES

City Charter – Article IV, Section 4.1
Municipal Code – Chapter 3, Section 3-3-2

The Council shall determine the rules of procedure governing meetings, and may amend, extend or delete said rules by a two-thirds affirmative vote by the City Council.

EMPLOYEE CLEARANCE NOTICE

Employee Name

Date

Effective date of Termination: _____

1. Is any City-owned property involved in this termination?

_____ Yes

_____ No

2. Indicate number and type of items:

A – Laptop/Desktop _____

B – Mouse/Accessories _____

C – Computer Case _____

D – Router _____

E – Printer/All in One _____

F – Cell Phone/Pager _____

G – Proximity Card _____

H – Purchasing Card _____

I – City Keys _____

J – Other (please explain) _____

3. Has all property been returned? _____ Yes _____ No

4. Person responsible for handling return of said property:

Name

Title

City Council Signature

Date

Dept. Head Signature (or designee) Date

H.R. Representative Date