


**CITY MANAGER'S OFFICE MEMORANDUM
#32-2024**

DATE: Sept. 23, 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 December 2024 and review meeting cancellations and additions. There are no financial implications.

STAFF RECOMMENDATION

The item is for informational purposes only.

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

QUARTERLY AGENDA PLANNING

Heather Geyer

City Manager

303.450.8706

hgeyer@northglenn.org

Council Meeting

Sept. 23, 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 December 2024**
- **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

- ~~• Feb. 12* (rescheduled from Jan. 22)~~
- ~~• April 1~~
- ~~• July 1~~
- Sept. 23 (moved up from Oct. 7)



UPCOMING MEETINGS

2024 Cancellations

- Nov. 11 – Veterans Day
- Dec. 23 – Does City Council want to meet prior to Christmas holiday?

Meeting Additions

- None



ITEMS TO HIGHLIGHT

- 1. Oct. 7 – Marketplace Subarea Plan, Draft Strategic Plan**
- 2. Oct. 14 – 2025 Budget – Public Hearing**
- 3. Oct. 21 – CGI Advertising Banners, Number of Pets, Police Officer Health Programs, Ring Camera Grant Research**
- 4. Oct. 28 – 2025 Budget Adoption, Two Discussion Items: Civic Campus Revisioning Exercise; Parks, Recreation and Culture Playbook**



ITEMS TO HIGHLIGHT

CONT'D

- 5. Nov. 25 – Discussion Item – Safety Sensitive Zone Program Evaluation**
- 6. Dec. 2 – Civic Campus Development Scenario Exercise, E. 112th Flooding Damage Reduction & Mitigation Project**
- 7. Dec. 9 – City Manager Performance Review**



ITEMS TO HIGHLIGHT

CONT'D

- 8. Dec. 16 – Evaluation of Special Events, Personnel Handbook Updates, Council Debrief with City Manager on Performance Review**



ITEMS TO BE SCHEDULED

- **Washington Point Market Feasibility Report**
- **UDO Amendment – Transit Related Communities**
- **Marketplace Sub Area Plan (2nd Meeting)**
- **Prioritization of unfunded Strategic Plan Projects**
- **Code Enforcement – Q1**



AGENDA REVIEW SCHEDULE FOR 2025

- **Jan. 13**
- **April 14**
- **July 14**
- **Oct. 13**



COUNCIL CONSENSUS

- **Scheduling of items through December 2024**



QUESTIONS?



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2024 TENTATIVE FUTURE AGENDAS

ATTACHMENT 2

MEETING DATE	AGENDA ITEMS	TIME/ PLACEMENT
<p>September 23 (Regular)</p> <p><i>Items due Sept 9</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: School Attendance Awareness Month – September ○ CR- Support for Submission of Great Outdoors Colorado Grant Request for Odell Barry Park – Amanda ○ CR- Authorization for Submission of Land Water Conservation Fund Grant Request for Odell Barry Park – Amanda ○ CR- 2025 Recreation User Fee Schedule – Amanda ○ CR- Parks & Recreation Fee Waiver Policy – Amanda ○ CR- Financial Audit Services – Jason ○ CR- Thornton IGA for New Traffic Light at 104th Avenue and Washington Street – Sarah ○ CR- Webster Lake Flume Replacement – Sarah ○ Discussion Item: Easements and Rights-of-Way – Brook ○ Discussion Item: Municipal Charging Station(s) Protocol, Update, Next Steps – Brook ○ Discussion Item: Quarterly Agenda Planning – Heather ○ Executive Session pursuant to Section 4.5(d) of the City Charter for legal consultation and advice regarding 1) the Justice Center foundation; and 2) the City’s obligations relating to gender identity and gender expression 	<p>Consent</p> <p>Consent</p>
<p>October 7 (Study)</p> <p><i>Items due Sept 23</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> ○ Advertising Banners – Diana ○ Marketplace Subarea Plan – Brook ○ Draft 2025-2029 Strategic Plan Review – Heather 	
<p>October 14 (Regular)</p> <p><i>Items due Sept 30</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: Business Appreciation Week ○ Proclamation: Italian Heritage Month – October ○ Presentation: Good Neighbor Awards – David ○ Presentation: Rocky Mountain Partnership – Lisandra Gonzales, CEO ○ Financial Report: August 2024 – Jason ○ Public Hearing – Proposed 2025 Budget – Jason 	
<p>October 21 (Study)</p> <p><i>Items due October 7</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> ○ Number of Pets Allowed – Chief ○ Police Officer Health Programs – Chief ○ Ring Camera Grant Program Research – Chief 	

2024 TENTATIVE FUTURE AGENDAS

<p>October 28 (Regular)</p> <p><i>Items due October 14</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"> ○ Presentation: Youth Commission Quarterly Report ○ CB- UDO Amendment – Accessory Dwelling Units – 1st Reading – Brook ○ CB- UDO Amendment – Housing Occupancy Limits – 1st Reading – Brook ○ CB- UDO Amendment – Minimum Parking Standards – 1st Reading – Brook ○ CR- Planning Commission Reappointment – Sonia DiCarlo ○ CR- Youth Commission Reappointment – Kate Feil ○ CR- Intergovernmental Common Interest Agreement with Westminster & Thornton regarding Negotiations with FRICO – Corey ○ CR- Certification of Delinquent Nuisance Liens – Johanna ○ CR- Certification of Delinquent Utility Liens – Johanna ○ CR- 2025 Pay Plan and Personnel Summary – Tamara ○ CR- 2024 Mill Levy Certification, Collectable in 2025 – Jason ○ CR- 2025 Annual Operating & Capital Improvement Budget Adoption – Jason ○ CR- Adoption of 2025-2029 Strategic Plan – Heather ○ Discussion Item: Parks, Recreation, and Culture’s Northglenn Playbook – Amanda ○ Discussion Item: Civic Campus Revisioning Exercise – Brook 	<p>Consent</p> <p>Consent</p> <p>Consent</p> <p>30 mins</p> <p>40 mins</p>
<p>November 4 (Study)</p> <p><i>Items due October 21</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> ○ Municipal Court Update – Judge Bailhache ○ Crisis Response Unit Update – Jessica Hulse ○ Traffic Calming Policy – Sarah 	
<p>November 11 (Regular)</p>	<ul style="list-style-type: none"> ○ Canceled due to Veterans Day 	
<p>November 18 (Special)</p> <p><i>Items due Nov 4</i></p>	<p>Special Meeting – 6:00 p.m.</p> <ul style="list-style-type: none"> ○ Proclamation: Shop Small & Small Business Saturday – Nov. 30 ○ Presentation: Economic Development & NURA Q2/Q3 Report – Allison ○ Financial Report: September 2024 – Jason ○ CB- UDO Amendment – Accessory Dwelling Units – Public Hearing & 2nd Reading – Brook ○ CB- UDO Amendment – Housing Occupancy Limits – Public Hearing & 2nd Reading – Brook ○ CB- UDO Amendment – Minimum Parking Standards – Public Hearing & 2nd Reading – Brook ○ CR- City Attorney Contract Amendment – Corey ○ Discussion Item: Climate Action and Resilience Plan Final Draft – Brook ○ Executive Session pursuant to Section 4.5(d) of the City Charter for legal consultation and advice regarding collective bargaining 	

2024 TENTATIVE FUTURE AGENDAS

<p>November 25 (Regular)</p> <p><i>Items due Nov 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"> ○ Presentation: Diversity, Inclusivity & Social Equity Board Update ○ CR- Records Terminal Guard IGA – Chief ○ CR- Riverdale Animal Shelter IGA – Chief ○ Discussion Item: Safety Sensitive Zones – Chief 	<p>Consent Consent</p>
<p>December 2 (Study)</p> <p><i>Items due Nov 18</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> ○ Civic Campus Development Scenario Exercise – Brook ○ E. 112th Flooding Damage Reduction & Mitigation Project – Sarah 	<p>1 hour</p>
<p>December 9 (Regular)</p> <p><i>Items due Nov 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"> ○ Financial Report: October 2024 – Jason ○ CR- Historic Preservation Commission Reappt – Lauren Weatherly ○ CR- Liquor Licensing Authority Reappointment – Larry Harvey ○ CR- Liquor Licensing Authority Reappointment – Lee Stewart ○ CR- Liquor Licensing Authority Reappointment – Maxine Foster ○ CR- VALE Board Reappointment – Pat Marquez ○ Executive Session pursuant to Section 4.5(a) of the City Charter for personnel matters regarding Council appointee evaluations for City Manager evaluation (Council exercise) 	<p>Consent Consent Consent Consent Consent</p>
<p>December 16 (Study)</p> <p><i>Items due December 2</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> ○ Evaluation of Special Events – Diana ○ Employee Handbook Revisions – Tamara <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 for City Manager evaluation (debrief with Council) 	
<p>December 23 (Regular)</p> <p><i>Items due December 9</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"> ○ 	

Recurring Items:

- Municipal Judge Triannual Check-ins with Council – Judge Bailhache
- Quarterly Agenda Planning – Heather (2025: Jan. 13, April 14, July 14, Oct. 13)
- Crisis Response Unit Quarterly Updates – Jessica
- Economic Development and NURA Reports – Allison

TBD:

- Deeper Dive into Boards & Commissions (recruitment, recognition, diversity & compensation) – stand-alone item – Heather, Johanna
- Juvenile Assessment Center Presentation – Heather
- Rescinding Wayfinding/Kiosk Program – Allison (October)
- Fraternal Order of Police Request for Collective Bargaining – Dan Shube
- City Manager Performance Check-in – Heather
- CR- Brownfields Grant Acceptance – Brook

2024 TENTATIVE FUTURE AGENDAS

- CR- Purchasing Policy – Jason
- Washington Point Market Feasibility Report – Allison
- CB- UDO Amendment – Transit Related Communities – Brook
- CR- Adams County Grant Acceptance IGA (CRU) – Heather

2025:

- CR- Employee Handbook Updates – Tamara – January 13
- CR- Municipal Judge Reappointment – January
- Marketplace Sub Area Plan (2nd meeting) – Brook – February 3
- Prioritization of Unfunded Strategic Plan Projects
- Code Enforcement – Brook – Q1
- Climate Action – Brook – March 3
- CR- Climate Action and Resilience Plan Adoption – Brook – April 14