


**CITY MANAGER'S OFFICE MEMORANDUM**  
**#4-2025**

**DATE:** Jan. 13, 2025  
**TO:** Honorable Mayor Meredith Leighty and City Council Members  
**FROM:** Heather Geyer, City Manager   
**SUBJECT:** City Council Quarterly Agenda Planning

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**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 as 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 April 14, 2025 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

# CITY COUNCIL

# QUARTERLY AGENDA PLANNING

**Heather Geyer**

*City Manager*

*303.450.8706*

*[hgeyer@northglenn.org](mailto:hgeyer@northglenn.org)*

**Council Meeting**

*Jan. 13, 2025*



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 April 14, 2025**
- **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 2025***

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



# ***UPCOMING MEETINGS***

## **Cancellations**

- Jan. 20 – Martin Luther King, Jr. Day
  
- Feb. 17– Presidents' Day

## **Meeting Additions**

- None



# ***ITEMS TO HIGHLIGHT***

1. Jan. 27 – Municipal Judge Reappointment/Contract Extension, Natural Medicine, Executive Session for Review of Municipal Judge Applications and City Manager Performance Review (Council exercise)
2. Feb. 3 – Council Debrief from 2024 City Summit, Memorial Sign Program, City Hall Parking Lot
3. Feb. 10 – Municipal Judge Interviews, Executive Session for City Manager Performance Review (debrief with Council)



# ***ITEMS TO HIGHLIGHT***

**CONT'D**

4. Feb. 24 – Back-Up Date for Municipal Judge Interviews, Limiting Number of Pets Ordinance 1<sup>st</sup> Reading
5. March 3 – Climate Action and Resilience Plan, Presentation of 2025 City Manager Performance Goals
6. March 10 – Limiting Number of Pets Ordinance Public Hearing & 2<sup>nd</sup> Reading





# ***ITEMS TO HIGHLIGHT***

CONT'D

7. March 17 – Traffic Calming Policy, Traffic Cameras, Code Enforcement Discussion
8. March 24 – UDO Amendments (Transit Related Communities, ADUs, Minimum Parking Standards) Public Hearing & 2<sup>nd</sup> Reading



# ***ITEMS TO HIGHLIGHT***

CONT'D

9. April 7 – Adams County Mayors & Commissioners Youth Awards
10. April 14 – City Council Ward Redistricting Ordinance – 1<sup>st</sup> Reading, Climate Action and Resilience Plan Adoption, Quarterly Agenda Planning
11. TBD List



# ***COUNCIL CONSENSUS***

- **Scheduling of items through April 14, 2025**



***QUESTIONS?***



**CITY OF**  
**Northglenn**

2025 TENTATIVE FUTURE AGENDAS

ATTACHMENT 2

MEETING DATE	AGENDA ITEMS	TIME/ PLACEMENT
January 20 (Study)	<ul style="list-style-type: none"> <li>○ <b>Canceled due to Martin Luther King, Jr. Day</b></li> </ul>	
January 27 (Regular)  <i>Items due January 13</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> <li>○ CB- Supplemental Appropriation – Public Hearing &amp; 2<sup>nd</sup> Reading – Jason</li> <li>○ CR- Employee Handbook Updates – Tamara</li> <li>○ CR- Brownfields Grant Acceptance – Brook</li> <li>○ CR- Municipal Judge Reappointment/Contract Extension – Jason</li> <li>○ CR- Standley Lake Pipeline Joint Operating Committee Escrow Payment – Sarah</li> <li>○ Marijuana Licensing: CR- Approval/Denial of Doc’s Apothecary Change of Location Application – Johanna</li> <li>○ Discussion Item: Natural Medicine – Corey</li> <li>○ Executive Sessions: 1) pursuant to Section 4.5(b) of the City Charter for the review of applications for any appointive position regarding the Municipal Judge; and 2) pursuant to Section 4.5(a) of the City Charter for personnel matters regarding Council appointee evaluations for the City Manager (Council exercise)</li> </ul>	Consent Consent Consent Consent
February 3 (Study)  <i>Items due January 17</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> <li>○ Council Debrief from 2024 City Summit – Mayor Leighty, Mayor Pro Tem Lukeman-Hiromasa, Council member Kondo</li> <li>○ Memorial Sign Program – Jason</li> <li>○ City Hall Parking Lot – Jason</li> <li>○ The Arc Adams County Off-Site Signage Request – Allison</li> </ul>	
February 10 (Regular)  <i>Items due January 27</i>	Legislative Policy Committee Meeting – 4:30 p.m.  Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> <li>○ Financial Report: December 2024 – Jason</li> <li>○ Municipal Judge Interviews – Jason</li> <li>○ Executive Session pursuant to Section 4.5(a) of the City Charter for personnel matters regarding Council appointee evaluations for the City Manager (debrief with Council)</li> </ul>	
February 17 (Study)	<ul style="list-style-type: none"> <li>○ <b>Canceled due to Presidents’ Day</b></li> </ul>	
February 24 (Regular)  <i>Items due February 10</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> <li>○ Backup date for Municipal Judge Interviews – Jason</li> <li>○ Presentations: Youth Commission Annual Report</li> <li>○ CB- Limiting Number of Pets – 1<sup>st</sup> Reading – Chief</li> <li>○ Executive Session pursuant to Section 4.5(d) of the City Charter for legal consultation and advice regarding the Justice Center</li> </ul>	
March 3 (Study)  <i>Items due February 17</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> <li>○ Climate Action and Resilience Plan – Brook</li> <li>○ Presentation of 2025 City Manager Performance Goals – Heather</li> </ul>	

## 2025 TENTATIVE FUTURE AGENDAS

<p>March 10 (Regular)</p> <p><i>Items due February 24</i></p>	<p>Legislative Policy Committee Meeting – 4:30 p.m.</p> <p>Regular Council Meeting – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ Presentations: Good Neighbor Awards</li> <li>○ CB- Limiting Number of Pets – Public Hearing &amp; 2<sup>nd</sup> Reading – Chief</li> <li>○ CB- UDO Amendments (Transit Related Communities, ADUs, Minimum Parking Standards) – 1<sup>st</sup> Reading – Brook</li> </ul>	
<p>March 17 (Study)</p> <p><i>Items due March 3</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ Traffic Calming Policy – Sarah</li> <li>○ Code Enforcement – Brook</li> <li>○ Traffic Cameras – Chief</li> </ul>	
<p>March 24 (Regular)</p> <p><i>Items due March 10</i></p>	<p>Regular Council Meeting – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ CB- UDO Amendments (Transit Related Communities, ADUs, Minimum Parking Standards) – Public Hearing &amp; 2<sup>nd</sup> Reading – Brook</li> </ul>	
<p>April 7 (Study)</p> <p><i>Items due March 24</i></p>	<p>Recognition ceremony for Northglenn nominees</p> <ul style="list-style-type: none"> <li>○ Adams County Mayors &amp; Commissioners Youth Awards</li> </ul>	
<p>April 14 (Regular)</p> <p><i>Items due March 31</i></p>	<p>Legislative Policy Committee Meeting – 4:30 p.m.</p> <p>Regular Council Meeting – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ Proclamation: National Volunteer Week – April 20-26, 2025</li> <li>○ Financial Report: January &amp; February 2025 – Jason</li> <li>○ CB- City Council Ward Redistricting – 1<sup>st</sup> Reading – Johanna</li> <li>○ CR- NURA Council Member Commissioner Position Reappointment – Allison</li> <li>○ CR- Climate Action and Resilience Plan Adoption – Brook</li> <li>○ Discussion Item: Quarterly Agenda Planning – Heather</li> </ul>	
<p>April 21 (Study)</p> <p><i>Items due April 7</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ Crisis Response Unit Update – Jessica</li> <li>○</li> </ul>	
<p>April 28 (Regular)</p> <p><i>Items due April 14</i></p>	<p>Regular Council Meeting – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ Proclamation: National Day of Prayer – May 1</li> <li>○ Presentations: Youth Commission Report</li> <li>○ CB- City Council Ward Redistricting – Public Hearing &amp; 2<sup>nd</sup> Reading – Johanna</li> </ul>	
<p>May 5 (Study)</p> <p><i>Items due April 21</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○</li> <li>○</li> </ul>	
<p>May 12 (Regular)</p> <p><i>Items due April 28</i></p>	<p>Legislative Policy Committee Meeting – 4:30 p.m.</p> <p>Regular Council Meeting – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ Financial Report: March 2025 – Jason</li> <li>○</li> </ul>	

## 2025 TENTATIVE FUTURE AGENDAS

May 19 (Study) <i>Items due May 5</i>	Study Session – 6:00 p.m. ○ ○	
May 26 (Regular)	○ <b>Cancelled due to Memorial Day</b>	
June 2 (Study) <i>Items due May 19</i>	Study Session – 6:00 p.m. ○ ○	
June 9 (Regular) <i>Items due May 23</i>	Regular Council Meeting – 6:00 p.m. ○ Financial Report: April 2024 – Jason ○	
June 16 (Study) <i>Items due June 2</i>	Study Session – 6:00 p.m. ○ ○	
June 23 (Regular) <i>Items due June 9</i>	Regular Council Meeting – 6:00 p.m. ○ Presentations: June Neighborhood Beautification Awards ○	

### Recurring Items:

- Municipal Judge Triannual Check-ins with Council
- Quarterly Agenda Planning – Heather (July 14, Oct. 13)
- Crisis Response Unit Quarterly Updates – Jessica (August, December)
- Economic Development and NURA Reports – Allison
- Good Neighbor Awards: July 14, October 13
- Neighborhood Beautification Awards: July 28, August 25

### TBD:

- Deeper Dive into Boards & Commissions (recruitment, recognition, diversity & compensation) – stand-alone item – Heather, Johanna
- Juvenile Assessment Center Presentation – Heather/Chief
- City Manager Performance Check-in – Heather
- Marketplace Sub Area Plan – Brook
- Marketplace Sub Area Plan (2<sup>nd</sup> meeting) – Brook
- Website Redesign/Update – Diana – Q1
- Speed Corridors & Automated Enforcement Tools/Safety Sensitive Zone Follow-up (Council request)
- Banner Program – Diana
- Washington Point Update – Allison
- City-Owned Kiosk Program – Allison
- E. 112<sup>th</sup> Ditch & Roadway Project Update – Sarah – Q1
- Council Conference/Training Debriefing Procedure
- Revisions to City Workplace Violence Process – Heather/Chief
- 2025 City Manager Performance Review (Council receives self-reflection document June 30, Council Executive Session July 7, Council debrief w/City Manager July 21 (timeline keeps the process outside of the 2025 election and prior to the Aug. 20 anniversary date) – Heather
- CR- Adoption of 2025-2029 Strategic Plan – Heather
- Meeting with the Diversity, Inclusivity, and Social Equity Board