

**CITY MANAGER'S OFFICE MEMORANDUM
#17-2025**

DATE: April 14, 2025
TO: Honorable Mayor Meredith Leighty and City Council Members
FROM: Heather Geyer, City Manager *Hmg*
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 manage the length of meetings and provide the appropriate time for Council decision-making. City Manager 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 July 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

Council Meeting

April 14, 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 July 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

- May 26 – Memorial Day

Meeting Additions

- None



ITEMS TO HIGHLIGHT

- April 21 – City Hall Lobby Stairs Modification, City Hall Community Room Use Policy, Traffic Calming Policy, City Council Ward Redistricting, City Manager Performance Check-in
- April 28 – Supplemental Appropriation & CIP Carry Over, Marijuana licensing Authority item, Executive Session for legal consultation & advice regarding 1) application of the City’s sign code; and 2) managing public spaces
- May 5 – Domestic Violence and Prevention Training, CRU Update, and Section 36 Sub Area Plan
- May 12 – Marijuana Licensing Authority item, Safety Sensitive Zone Debrief



ITEMS TO HIGHLIGHT

CONT'D

- May 19 – School District Update on State Budget Impacts, Civic Center Preferred Alternative, Banner Program, Stormwater Assessment & Sanitation Program
- June 2 – 2024 Year–End NURA & Economic Development Report, Customer Service Expectations, 2.15 Strategic Plan – Future Proofing
- June 9 – Presentation of the 2024 Financial Audit, Marijuana Licensing item
- June 16 – 3.8 Strategic Plan – Image Enhancement
- June 23 – June Beautification Awards, Marijuana Licensing item
- July 7 – Noxious Weed and Open Space Management Plans
- July 14 – Good Neighbor Awards, Quarterly Agenda Planning



ITEMS NEEDING CLARIFICATION & SCHEDULING

- Council Executive Session to discuss 2025 City Manager Review Process
- Community Co-Production Policing Advisory Board Purpose
- Meeting with the Diversity, Inclusivity, & Social Equity Board



COUNCIL CONSENSUS

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



QUESTIONS?



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2025 TENTATIVE FUTURE AGENDAS

MEETING DATE	AGENDA ITEMS	TIME/ PLACEMENT
<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"> ○ Interview: Kim Bauer, NURA Applicant ○ Interview: Joshua Sievers – Citizens’ Affairs Board Applicant ○ Proclamation: National Volunteer Week – April 20-26 ○ Proclamation: Monarch Flyway Conservation Day – April 22 ○ Proclamation: Arbor Day – April 25 ○ Proclamation: Sexual Assault Awareness Month – April ○ Financial Report: January & February 2025 – Jason ○ CB- Supplemental Appropriation and CIP Carry Over – 1st Reading – Jason ○ CR- Historic Preservation Commission Reappointment – Diane Cooksey ○ CR- NURA Reappointment – Council Member Commissioner Position ○ CR- Adams County Speed Enforcement Saturation Patrols Mutual Aid Agreement – Chief ○ CR- DISE Board Ward 3 Member Appointment – Riley Winfred ○ CR- Climate Action and Resilience Plan Adoption – Brook ○ CR- Former City Hall Abatement & Demolition – Sarah ○ Discussion Item: Council Quarterly Agenda Planning – Heather ○ Executive Session pursuant to Section 4.5(d) of the City Charter for legal consultation & advice regarding the security for the City’s utility systems 	<p>Consent</p> <p>Consent</p> <p>Consent</p>
<p>April 21 (Study & Special)</p> <p><i>Items due April 7</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> ○ City Hall Lobby Stairs Modification – Brook ○ City Hall Community Room Use Policy – Jason, Johanna ○ Traffic Calming Policy – Sarah ○ City Council Ward Redistricting – Johanna <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 a City Manager performance check-in 	
<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"> ○ Interview: Parks & Recreation Advisory Board – Ward 1 Applicant ○ Proclamation: National Day of Prayer – May 1 ○ Proclamation: Small Business Week – May 4-10 ○ Proclamation: Public Service Recognition Week – May 4-10 ○ Presentations: Youth Commission Report ○ CB- Supplemental Appropriation and CIP Carry Over – Public Hearing & 2nd Reading – Jason ○ CR- NURA Commissioner Appointment – Kim Bauer ○ CR- Citizens’ Affairs Board Appointment – Joshua Sievers ○ CR- On-Call Emergency Utility Repair Contract – Sarah ○ CR- Adams 12 PTECH MOU – Allison ○ CR- Webster Lake Flume Replacement Addendum #1 – Sarah ○ CR- Adams County Transit Policy Council IGA – Amanda ○ Marijuana Licensing Authority: Fresh Cannabis Non-Renewal – Johanna ○ Executive Session pursuant to Section 4.5(d) of the City Charter for legal consultation & advice regarding 1) application of the City’s sign code; and 2) managing public spaces 	<p>Consent</p> <p>Consent</p> <p>Consent</p>

2025 TENTATIVE FUTURE AGENDAS

<p>May 5 (Study) <i>Items due April 21</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> ○ Domestic Violence Presentation & Training (Adams County & metro area statistics; training to understand and spot domestic violence; items or services to advocate for in the Adams County Family Justice Center) – Natasha Adler, Director of Survivor Services at Denver Safehouse ○ Crisis Response Unit Update – Jessica ○ Section 36 Sub Area Plan – Brook 	
<p>May 12 (Regular) <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"> ○ Proclamation: Asian American and Native Hawaiian/Pacific Islander Month – May ○ Proclamation: Mental Health Awareness Month – May ○ Proclamation: Public Works Week (requested by Sarah) ○ Presentation: Dedicated Service Award – Andy Hall, Parks & Recreation Advisory Board ○ Presentation: Dedicated Service Award – Leslie Carrico, NURA ○ Presentation: Legislative Session Wrap-up Report – Lobbying Team ○ Financial Report: March 2025 – Jason ○ CR- Parks & Recreation Advisory Board Appointment – Ward 1 ○ CR- Parks & Recreation Advisory Board Reappointment – Chris Unger ○ CR- Parks & Recreation Advisory Board Reappointment – Mary Mondragon ○ CR- Brownfields Project Engineering Contract – Sarah ○ Marijuana Licensing Authority: Fresh Cannabis Notice of Hearing on Non-Renewal Issuance – Johanna ○ Discussion Item: Safety Sensitive Zone Debrief – Chief 	<p>Consent Consent Consent</p>
<p>May 19 (Study) <i>Items due May 5</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> ○ School District Update on State Budget Impacts – Superintendent Gdowski ○ Civic Center Preferred Alternative – Brook ○ Banner Program – Diana ○ Stormwater Assessment & Sanitation Program – Sarah 	
<p>May 26 (Regular)</p>	<ul style="list-style-type: none"> ○ Cancelled due to Memorial Day 	
<p>June 2 (Study) <i>Items due May 19</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> ○ 2024 Year-End NURA & Economic Development Report – Allison ○ Customer Service Expectations – Heather ○ 2.15 Strategic Plan – Future Proofing – Heather 	
<p>June 9 (Regular) <i>Items due May 23</i></p>	<p>Regular Council Meeting – 6:00 p.m.</p> <ul style="list-style-type: none"> ○ Proclamation: Pride Month – June ○ Presentation: 2024 Audit ○ Financial Report: April 2025 – Jason ○ CR- 2024 Annual Comprehensive Financial Report Audit Acceptance – Jason ○ Marijuana Licensing Authority: Public Hearing on Fresh Cannabis Non-Renewal – Johanna 	<p>Consent</p>

2025 TENTATIVE FUTURE AGENDAS

June 16 (Study) <i>Items due June 2</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> ○ 3.8 Strategic Plan – Image Enhancement – Heather ○ 	
June 23 (Regular) <i>Items due June 9</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> ○ Proclamation: National Parks & Recreation Month – July ○ Presentations: June Neighborhood Beautification Awards ○ Marijuana Licensing Authority: CR- Findings of Fact on Fresh Cannabis Non-Renewal – Johanna 	
July 7 (Study) <i>Items due June 23</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> ○ Noxious Weed and Open Space Management Plans – Amanda ○ 	
July 14 (Regular) <i>Items due June 30</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> ○ Presentations: Good Neighbor Awards ○ Financial Report: May 2025 – Jason ○ Discussion Item: Quarterly Agenda Planning – Heather 	
July 21 (Study) <i>Items due July 7</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> ○ 2025 Compensation Study Results – Graves Consulting – Tamara ○ Crisis Response Unit Update – Jessica 	
July 28 (Regular) <i>Items due July 14</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> ○ Presentations: July Neighborhood Beautification Awards ○ 	
August 4 (Study) <i>Items due July 21</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> ○ 2026 Recommended Budget – Jason 	
August 11 (Regular) <i>Items due July 28</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> ○ Financial Report: June 2025 – Jason ○ 	
August 18 (Study) <i>Items due August 4</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> ○ 2026 Recommended Capital Improvement Program Budget – Jason ○ 	
August 25 (Regular) <i>Items due August 11</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> ○ Presentations: August Neighborhood Beautification Awards & Magnificent Tree Award 	
September 1 (Study)	<ul style="list-style-type: none"> ○ Cancelled due to Labor Day 	
September 8 (Regular) <i>Items due August 25</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> ○ Financial Report: July 2025 – Jason ○ Public Hearing: 2026 Proposed Budget – Jason 	

2025 TENTATIVE FUTURE AGENDAS

September 15 (Study)	Study Session – 6:00 p.m.	
<i>Items due August 29</i>	<ul style="list-style-type: none"> ○ ○ 	
September 22 (Regular)	Regular Council Meeting – 6:00 p.m.	
<i>Items due Sept. 8</i>	<ul style="list-style-type: none"> ○ ○ 	

Recurring Items:

- Municipal Judge Triannual Check-ins with Council
- Quarterly Agenda Planning: Oct. 13
- Crisis Response Unit Quarterly Updates – Jessica
- Economic Development and NURA Reports – Allison
- Good Neighbor Awards: Oct. 13
- City Manager Performance Check-in

TBD:

- Deeper Dive into Boards & Commissions (recruitment, recognition, diversity & compensation) – stand-alone item – Heather, Johanna
- Juvenile Assessment Center Presentation – Heather/Chief
- Marketplace Sub Area Plan – Brook
- Marketplace Sub Area Plan (2nd meeting) – Brook
- Washington Point Update – Allison
- E. 112th Ditch & Roadway Project Update – Sarah – Q1 2025
- Council Conference/Training Debriefing Procedure (prior to CML Conference – June 24-27)
- Revisions to City Workplace Violence Process – Heather/Chief
- Council Executive Session to discuss 2025 City Manager Review Process – Heather
- Meeting with the Diversity, Inclusivity, & Social Equity Board – Council
- Assistance for Residents with Code Issues – Council
- Adams County Walk-in Crisis and Detox Center Update – Heather, Chief
- CR- Brownfields Grant Acceptance – Brook
- CR- 2025 Concrete Project Contract – Sarah
- CR- 2025 Residential Paving Contract – Sarah
- CR- Biosolids Removal Contract – Sarah
- Diversity, Inclusivity, & Social Equity Board Annual Report – Tamara (November)
- CR- Council Travel Policy Revisions – Jason
- City-Owned Kiosk Program – Allison
- State Budget Impacts – presentation by Adams County Leadership – Heather
- Graffiti Removal Program Check-in – Sarah
- Proclamation: National Substance Abuse Prevention Month – October (DISE Board request)
- Proclamation: Transgender Awareness Month – November (DISE Board request)
- CB- Natural Medicine Land Use Restrictions – Corey
- CB- Automated Speed Enforcement – Chief
- Community Co-Production Policing Advisory Board Purpose – Council
- 6.1 Strategic Plan – Council Discussion on Diverse and Engaged Community – Council
- CR- 2026 Budget Adoption – October 13