

**CITY MANAGER'S OFFICE MEMORANDUM  
#29-2025**

**DATE:** July 14, 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 Geyer facilitates a quarterly agenda planning process with the goal of managing the length of meetings and providing the appropriate time for Council decision-making.

**BUDGET/TIME IMPLICATIONS**

City Council input and feedback will be used to schedule/reprioritize items through October 13, 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](mailto: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**

*July 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 through October 13, 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**

- Sept. 1– Labor Day

## **Meeting Additions**

- None



# ***ITEMS TO HIGHLIGHT***

- July 21– DRCOG Housing Study, joint Executive Session with City Council and NURA regarding potential redevelopment of Washington Point
- July 28 – Entryway Signage, Wayfinding, & Banner program
- Aug. 4 – 2026 Recommended Budget
- Aug. 11– CRU Update, Executive Session for City Manager’s Performance Review (Council exercise)
- Aug. 18 – 2026 Recommended Capital Improvement Program Budget, Executive Session for City Manager’s Performance Review (Debrief with City Manager)



# ***ITEMS TO HIGHLIGHT***

- Aug. 25 – Introduction of NMFRD Chief, Mark Daugherty
- Sept. 8 – Presentation of proposed 2026 Budget
- Sept. 15 – Strategic Plan 2.6: Internal Innovation Team, Strategic Plan 2.15: Future Proofing
- Sept. 22 – Public Hearing on the 2026 Proposed Budget
- Oct. 6 – TBD
- Oct. 13 – 2026 Budget Adoption, Executive Session for a City Manager performance check-in



# ***ITEMS NEEDING CLARIFICATION & SCHEDULING***

- TBD – Deeper Dive into Boards & Commissions (recruitment, recognition, diversity & compensation)



# ***COUNCIL CONSENSUS***

- **Scheduling of items through October 13, 2025**



# *QUESTIONS?*



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## 2025 TENTATIVE FUTURE AGENDAS

MEETING DATE	AGENDA ITEMS	TIME/ PLACEMENT
July 14 (Regular) <i>Items due June 30</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> <li>○ Proclamation: Recognition of NMFRD Chief Ramos</li> <li>○ Presentations: Good Neighbor Awards</li> <li>○ Presentations: U.S. Conference of Mayors 2025 Climate Protection Award</li> <li>○ Financial Report: May 2025 – Jason</li> <li>○ CR- High Visibility Enforcement (HVE) for DUI Grant – Chief</li> <li>○ CR- School Resource Officer IGA – Chief</li> <li>○ Marijuana Licensing Authority: Hearing on Fresh Cannabis Renewal Application – Johanna (Continued from 6/9/25)</li> <li>○ Discussion Item: Quarterly Agenda Planning – Heather</li> <li>○ Executive Session pursuant to Section 4.5(a) of the City Charter for personnel matters regarding a City Manager performance check-in</li> </ul>	Consent Consent
July 21 (Study & Special) <i>Items due July 7</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> <li>○ DRCOG Housing Study – Brook</li> </ul> Special Meeting – following study session <ul style="list-style-type: none"> <li>○ Executive Session pursuant to City Charter Section 4.5(d) for legal consultation and advice and 4.5 (g) for negotiations regarding potential redevelopment of Washington Point – Joint Discussion with NURA</li> </ul>	
July 28 (Regular) <i>Items due July 14</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> <li>○ Presentations: July Neighborhood Beautification Awards</li> <li>○ Presentations: Adams County Graffiti Removal Program Update</li> <li>○ CR- Employee Handbook Revisions – Tamara</li> <li>○ CR- Amended Noxious Weed Management Plan – Amanda</li> <li>○ CR- Amended Open Space Management Plan – Amanda</li> <li>○ CR- DRCOG Housing Study – Brook</li> <li>○ CR- Biosolids Removal Contract – Sarah</li> <li>○ CR- Universal Preschool IGA – Amanda</li> <li>○ Marijuana Licensing Authority: CR- Findings of Fact on Fresh Cannabis Non-Renewal – Johanna</li> <li>○ Discussion Item: Entryway Signage, Wayfinding, &amp; Banner Program – Diana &amp; Allison</li> </ul>	Consent Consent Consent Consent
August 4 (Study) <i>Items due July 21</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> <li>○ 2026 Recommended Budget – Jason</li> </ul>	
August 11 (Regular) <i>Items due July 28</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> <li>○ Presentations: Youth Commission Quarterly Report</li> <li>○ Financial Report: June 2025 – Jason</li> <li>○ CR- Nov. 4, 2025 Coordinated Election IGAs – Johanna</li> <li>○ CR- Civic Center Parking Lot Design Services – Sarah</li> <li>○ Discussion Item: Crisis Response Unit Update – Jessica</li> <li>○ Executive Session pursuant to Section 4.5(a) of the City Charter for personnel matters regarding the City Manager’s Performance Review (Council exercise)</li> </ul>	

## 2025 TENTATIVE FUTURE AGENDAS

<p>August 18 (Study &amp; Special)</p> <p><i>Items due August 4</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ 2026 Recommended Capital Improvement Program Budget – Jason</li> </ul> <p>Special Meeting – following study session</p> <ul style="list-style-type: none"> <li>○ Executive Session pursuant to Section 4.5(a) of the City Charter for personnel matters regarding the City Manager’s Performance Review (Debrief with City Manager)</li> </ul>	
<p>August 25 (Regular)</p> <p><i>Items due August 11</i></p>	<p>Regular Council Meeting – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ Presentations: August Neighborhood Beautification Awards &amp; Magnificent Tree Award</li> <li>○ Presentations: Introduction of North Metro Fire Rescue District Chief Mark Daugherty</li> </ul>	
<p>September 1 (Study)</p>	<ul style="list-style-type: none"> <li>○ <b>Cancelled due to Labor Day</b></li> </ul>	
<p>September 8 (Regular)</p> <p><i>Items due August 25</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: Co-Responder Team and Crisis Clinicians Week – September 14-20 (CRU staff will accept)</li> <li>○ Proclamation: Hispanic Heritage Month – Sept. 15 – Oct. 15</li> <li>○ Presentation: Proposed 2026 Budget – Jason</li> <li>○ Financial Report: July 2025 – Jason</li> </ul>	
<p>September 15 (Study)</p> <p><i>Items due August 29</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ Strategic Plan 2.6 – Internal Innovation Team – Heather</li> <li>○ Strategic Plan 2.15 – Future Proofing – Heather</li> </ul>	
<p>September 22 (Regular)</p> <p><i>Items due Sept. 8</i></p>	<p>Regular Council Meeting – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ Public Hearing: 2026 Proposed Budget – Jason</li> <li>○ CR- 2026 Parks, Recreation, &amp; Culture Fee Schedule – Amanda</li> </ul>	
<p>October 6 (Study)</p> <p><i>Items due Sept. 22</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○</li> <li>○</li> </ul>	
<p>October 13 (Regular)</p> <p><i>Items due Sept. 29</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 Substance Abuse Prevention Month – October</li> <li>○ Presentation: Good Neighbor Awards – Diana</li> <li>○ Financial Report: August 2025 – Jason</li> <li>○ CR- 2026 Budget Adoption – Jason</li> <li>○ Discussion Item: Quarterly Agenda Planning – Heather</li> <li>○ Executive Session pursuant to Section 4.5(a) of the City Charter for personnel matters regarding a City Manager Performance Check-in</li> </ul>	
<p>October 20 (Study)</p> <p><i>Items due October 6</i></p>	<p>Study Session – 6:00 p.m.</p> <ul style="list-style-type: none"> <li>○ 2026 Proposed Events Schedule – Diana</li> <li>○</li> </ul>	

## 2025 TENTATIVE FUTURE AGENDAS

October 27 (Regular) <i>Items due October 13</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> <li>○ Presentations: Youth Commission Quarterly Report</li> <li>○ CR- Nuisance Lien Certifications – Johanna</li> <li>○ CR- Utility Lien Certifications – Johanna</li> </ul>	
November 3 (Study) <i>Items due October 20</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> <li>○ Crisis Response Unit Update – Jessica</li> <li>○</li> </ul>	
November 10 (Regular) <i>Items due October 27</i>	Legislative Policy Committee Meeting – 4:30 p.m.  Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> <li>○ Proclamation: Transgender Awareness Month – November</li> <li>○ Presentation: DISE Board Annual Report</li> <li>○ Financial Report: September 2025 – Jason</li> </ul>	
November 17 (Study) <i>Items due Nov. 3</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> <li>○</li> <li>○</li> </ul>	
November 24 (Regular) <i>Items due Nov. 10</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> <li>○</li> <li>○</li> </ul>	
December 1 (Study) <i>Items due Nov. 17</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> <li>○</li> <li>○</li> </ul>	
December 8 (Regular) <i>Items due Nov. 24</i>	Legislative Policy Committee Meeting – 4:30 p.m.  Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> <li>○ Hold for Organizational Meeting/City Council Swearing-In &amp; Reception</li> <li>○ Financial Report: October 2025 – Jason</li> </ul>	
December 15 (Study) <i>Items due Dec. 1</i>	Study Session – 6:00 p.m. <ul style="list-style-type: none"> <li>○</li> <li>○</li> </ul>	
December 22 (Regular) <i>Items due Dec. 8</i>	Regular Council Meeting – 6:00 p.m. <ul style="list-style-type: none"> <li>○</li> <li>○</li> </ul>	

### Recurring Items:

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

## 2025 TENTATIVE FUTURE AGENDAS

### TBD:

- Deeper Dive into Boards & Commissions (recruitment, recognition, diversity & compensation) – stand-alone item – Heather, Johanna
- Juvenile Assessment Center Presentation – Heather, Chief
- E. 112<sup>th</sup> Ditch & Roadway Project Update – Sarah
- Revisions to City Workplace Violence Process – Heather, Chief
- Assistance for Residents with Code Issues – Council
- Adams County Walk-in Crisis and Detox Center Update – Heather, Chief
- CB- 2024 International Building Codes – Brook
- CB- Natural Medicine Land Use Restrictions – Brook, Corey
- CB- Automated Speed Enforcement – Chief
- CR- Brownfields Grant Acceptance – Sarah
- CR- 2025 Concrete Project Contract – Sarah
- CR- 2025 Residential Paving Contract – Sarah
- State Budget Impacts – presentation by Adams County Leadership – Heather (July)
- Strategic Plan 6.1 – Council Discussion on Diverse and Engaged Community – Council
- Traffic Calming Policy – Sarah
- Customer Service Expectations – Heather
- Stormwater Assessment & Sanitation Program – Sarah
- 2025 Compensation Study Results – Graves Consulting – Tamara