

CITY MANAGER'S OFFICE MEMORANDUM
#24-2026

DATE: July 27, 2026

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 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 26, 2026 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

July 27, 2026



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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 26, 2026
- 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 2026

- ~~Jan. 12~~
- ~~April 13~~ *~~Moved to April 27~~*
- July 13 *Moved to July 27*
- October 12 *Moved to October 26*



UPCOMING MEETINGS

Cancellations

- Sept. 7 – Labor Day

Meeting Changes

- None currently



ITEMS TO HIGHLIGHT

- **August 3** – Discussion on Commercial Drone Delivery Regulations
- **August 10** – Proclamation for School Safety Month, Presentation on Police Department Pro Patria Award, June Financial Report, Public Hearing & 2nd Reading for Automated Speed Enforcement Cameras & Speed Corridors, Resolution for the 2026 Coordinated Election, Resolution for Slate Communications Contract Amendment, Executive Session for personnel matters regarding a City Manager Performance Check-in
- **August 17** – Proposed 2027 Budget: Department/CIP Presentations



ITEMS TO HIGHLIGHT

- **August 24** – Presentation for August Waterwise Yard Awards & Magnificent Tree, presentation and discussion of the Communications Assessment Findings and Recommendation Report
- **September 14** – Proclamation for Hispanic Heritage Month, July Financial Report, Executive Session for personnel matters regarding the City Manager performance review
- **September 21** – Presentation of Proposed 2027 Budget
- **September 28** – Executive Session for personnel matters regarding the City Manager performance review debrief



ITEMS TO HIGHLIGHT

- **October 5** – Discussion on Data Centers, Comprehensive Transportation & Mobility Plan Kick-off
- **October 12** – Proclamations for National Arts & Humanities Month and Substance Abuse Awareness Month, Presentation for Good Neighbor Awards, August Financial Report, Public Hearing for the 2027 Budget
- **October 19** – Discussion on final draft of the 104th Area Plan
- **October 26** – Youth Commission Quarterly Report, Resolution for the 2027 Annual Operating & CIP Budget, discussion on Quarterly Agenda Planning, Executive Session for the City Manager performance check-in



COUNCIL CONSENSUS

- Scheduling of items through Oct. 26, 2026



QUESTIONS?



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2026 TENTATIVE FUTURE AGENDAS

ATTACHMENT 2

MEETING DATE	AGENDA ITEMS	TIME/ PLACEMENT
August 3 (Study) <i>Items due July 20</i>	Study Session – 6:00 p.m. - Commercial Drone Delivery Regulations – Becky	
August 10 (Regular) <i>Items due July 27</i>	Regular Council Meeting – 6:00 p.m. - Proclamation: School Safety Month – August - Presentation: Police Department Pro Patria Award – Employer Support of the Guard and Reserve (ESGR) - Financial Report: June 2026 – Jason - CB- Automated Speed Enforcement Cameras & Speed Corridors – Public Hearing & 2nd Reading – Chief - CR- 2027 Riverdale Animal Shelter/Adoption Center Services IGA - CR- Nov. 3, 2026 Coordinated Election IGAs – Johanna - CR- Slate Communications Contract Amendment – Heather - Executive Session pursuant to Section 4.5(a) for personnel matters regarding a City Manager performance check-in	
August 17 (Study) <i>Items due August 3</i>	Study Session – 6:00 p.m. - Proposed 2027 Budget – Department/CIP Presentations – Jason	
August 24 (Regular) <i>Items due August 10</i>	Regular Council Meeting – 6:00 p.m. - Presentations: August Waterwise Yard Awards & Magnificent Tree Award - CR- CDBG Agreement – Amanda - Discussion Item: Communications Assessment Findings and Recommendation Report – Heather (Keep agenda light due to Communications Assessment)	
September 7 (Study)	Cancelled due to Labor Day	
September 14 (Regular) <i>Items due August 31</i>	Legislative Policy Committee Meeting – 4:45 p.m. Regular Council Meeting – 6:00 p.m. - Proclamation: Hispanic Heritage Month – Sept. 15-Oct. 15 (DISE Bd) - Financial Report: July 2026 – Jason - Executive Session pursuant to Section 4.5(a) of the City Charter for personnel matters regarding the City Manager performance review	
September 21 (Study) <i>Items due Sept. 4</i>	Study Session – 6:00 p.m. - Proposed 2027 Budget – Jason	
September 28 (Regular) <i>Items due Sept. 14</i>	Regular Council Meeting – 6:00 p.m. - Executive Session pursuant to Section 4.5(a) of the City Charter for personnel matters regarding the City Manager performance review debrief	

2026 TENTATIVE FUTURE AGENDAS

October 5 (Study) <i>Items due Sept. 21</i>	Study Session – 6:00 p.m. ○ Comprehensive Transportation & Mobility Plan Kick-off – Becky ○ Data Centers – Becky & Allison	
October 12 (Regular) <i>Items due Sept. 28</i>	Legislative Policy Committee Meeting – 4:45 p.m. Regular Council Meeting – 6:00 p.m. ○ Proclamation: National Arts & Humanities Month – October ○ Proclamation: Substance Abuse Awareness Month – October (DISE Bd) ○ Presentations: Good Neighbor Awards ○ Financial Report: August 2026 – Jason ○ Public Hearing: 2027 Budget – Jason	
October 19 (Study) <i>Items due October 5</i>	Study Session – 6:00 p.m. ○ 104th Area Plan Final Draft – Becky ○	
October 26 (Regular) <i>Items due October 12</i>	Regular Council Meeting – 6:00 p.m. ○ Youth Commission Quarterly Report – Amanda ○ CR- 2027 Annual Operating & CIP Budget Adoption – Jason ○ Discussion Item: Quarterly Agenda Planning – Heather ○ Executive Session pursuant to Section 4.5(a) of the City Charter for personnel matters regarding a City Manager performance check-in	
November 2 (Study) <i>Items due October 19</i>	Study Session – 6:00 p.m. ○ ○	
November 9 (Regular) <i>Items due October 26</i>	Legislative Policy Committee Meeting – 4:45 p.m. Regular Council Meeting – 6:00 p.m. ○ Proclamation: Transgender Awareness Month – Nov (DISE Board) ○ Proclamation: Seat Belt Day – November 14 (DISE Board) ○ Financial Report: September 2026 – Jason ○ CR- 2027 Water Legal Services – Sarah ○ CR- 2027 Water Rights Engineering Services – Sarah ○ CR- 2027 Custodial Services – Sarah ○ CR- 2027 Landfill Services ○ CR- On-Call Emergency Utilities Repairs – Sarah ○ CR- 104th Area Plan Ratification – Becky	Consent Consent Consent Consent Consent
November 16 (Study) <i>Items due Nov. 2</i>	Study Session – 6:00 p.m. ○ ○	
November 23 (Regular) <i>Items due Nov. 9</i>	Regular Council Meeting – 6:00 p.m. ○ ○	
December 7 (Study) <i>Items due Nov. 23</i>	Study Session – 6:00 p.m. ○ ○	

2026 TENTATIVE FUTURE AGENDAS

December 14 (Regular) <i>Items due Nov. 30</i>	Legislative Policy Committee Meeting – 4:45 p.m. Regular Council Meeting – 6:00 p.m. ○ Financial Report: October 2026 – Jason	
December 21 (Study) <i>Items due Dec. 7</i>	Study Session – 6:00 p.m. ○ ○	
December 28 (Regular) <i>Items due Dec. 14</i>	Regular Council Meeting – 6:00 p.m. ○ ○	

Recurring Items:

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

TBD:

- Deeper Dive into Boards & Commissions (recruitment, recognition, diversity & compensation) – stand-alone item – Heather, Johanna
- Traffic Calming Policy – Sarah
- Revisions to City Workplace Violence Process – Heather, Chief
- Adams County Walk-in Crisis and Detox Center Update – Heather, Chief
- CR- Brownfields Grant Acceptance – Sarah
- Customer Service Expectations – Heather
- City Marketing and Communications Plan – Heather
 - Entryway Signage, Wayfinding, & Banner Program
 - City Council Ward Newsletters (Council request)
- Strategic Plan 2.6 – Internal Innovation Team – Heather
- Strategic Plan 2.15 – Future Proofing – Heather
- Strategic Plan 6.1 – Council Discussion on Diverse and Engaged Community – Council
- 2026 Budget Quarterly Check-in – Heather
- Stonehocker Event Center – Becky
- Safety Sensitive Zones – New Zones (Council request)
- E-Bike Ordinance Amendments – Chief
- Revisit 2004 City Business Principles – Heather
- Accelerate Development Retreat
- Dinner with Adams County Board of County Commissioners
- CR- Public Facilities Standards Amendment – Amanda
- Strategic Plan Progress – Jason
- Adams County Health Department Update – Fall 2026
- CR- Aquifer Storage & Recovery Phase 2 Construction Contract – Sarah
- AgeWise Presentation (Council request)
- Sister City Program (Council request)
- Comcast Franchise Renewal – Virginia – Q1 2027
- Longer Table Event – Heather
- Citywide Fee Schedule (Council request)
- CR- Non-binding FPPA Resolution – Heather

2026 TENTATIVE FUTURE AGENDAS

- Scientific & Cultural Facilities District (SCFD) Reauthorization Presentation
- Rocky Mountain Partnership Youth Grant Project – Amanda
- Anythink Libraries Update – Amanda
- City Ribbon-Cuttings – Heather