

**CITY MANAGER'S OFFICE MEMORANDUM
#25-2024**

DATE: July 8, 2024
TO: Honorable Mayor Meredith Leighty and City Council Members
FROM: Heather Geyer, City Manager *Hmg*
SUBJECT: Draft Outline for New City Hall Grand Opening Events

PURPOSE

To provide City Council with an overview of the new City Hall Grand Opening events.

BACKGROUND

The City Manager has been working with the Mayor and the City's special events team to develop the attached draft outline for the new City Hall grand opening events.

The invite lists for each event are under development. Staff is recommending that City Council can invite no more than 3 guests for the VIP event on Oct. 10. There is no limit on the number of guests for the Sept. 16 meeting.

BUDGET/TIME IMPLICATIONS

A budget of \$130,000 was allocated in the project budget for grand opening events. The City Manager is currently working to secure a contractor to assist with the VIP event, brunch with the Mayor, and the public grand opening. It is likely that additional funding will be needed but specific costs have not been identified at this time.

STAFF RECOMMENDATION

This item is for informational purposes.

STAFF REFERENCE

If Council Members have any questions, please contact Heather Geyer, City Manager, at hgeyer@northglenn.org or 303.450.8706.

ATTACHMENT

1. Draft Events Outline

New City Hall Grand Opening Events Outline – DRAFT

Date	Event	Responsibility/Owner	Event Size/ # of Invitees	Audience/Groups	Programming
Sept. 9 6 p.m.	Last City Council Meeting in existing Council Chambers	City Manager’s Office, City Clerk’s Office	Small	- City Council & staff, any public in attendance	<ul style="list-style-type: none"> - Regular City Council Agenda - Retiring of the gavel and Council resolution to commemorate last meeting and last vote - Last photo of Council on existing dais
Sept. 16 6 p.m.	First City Council Meeting in New Council Chambers	City Manager’s Office, City Clerk’s Office	Small	<ul style="list-style-type: none"> - Council, staff, and guests - Architect/Contractor and guests 	<p>Event starts outside the front of the building with a flag raising by American Legion Post 22</p> <p>Ceremony in the new Council Chambers:</p> <ul style="list-style-type: none"> - Mayor is MC - Land acknowledgment - Speeches (acknowledgements) by City Manager and Project Team - Ribbon-cutting in Council Chambers with event logo - Photo Ops - Reception after
Dates: TBD/late September (During the day)	Staff Open House	City Manager, Leadership Team, Events Staff	For staff throughout the City	- Northglenn staff	<ul style="list-style-type: none"> - Food Trucks - Tours
Oct. 10, 5 – 9 p.m.	VIP Opening Reception	City Manager, Contractor	Large/400+	<ul style="list-style-type: none"> - Council and guests, +3 - Leadership Team - Project Team - Invitation list only 	- Formal, black-tie optional, adults only event
Oct. 12 9 – 11 a.m.	Brunch with the Mayor	City Manager, Contractor	Medium/ 200+	<ul style="list-style-type: none"> - City Council - Leadership Team - Metro area Mayors - Metro area City Managers 	<ul style="list-style-type: none"> - Time lapse videos - Info boards - Catered event
Oct. 12 11 – 3 p.m.	Public Open House	City Manager, Contractor,	Large	<ul style="list-style-type: none"> - Northglenn residents - Boards and Commissions - Metro area City Council members 	<ul style="list-style-type: none"> - Staff led behind the scenes tours - Time lapse videos of construction - Info boards - DJ - Time capsule presentation/sealing
<i>Schedule in 2025</i>	Eco Tour	City Manager, Council member Goff, Sustainability Coordinator	TBD	TBD	- Opportunity for CC4CA to sponsor in partnership with the City