
Tuesday, December 2, 2025, 7:00 PM
Council Chambers
One DesCombes Drive
Broomfield, CO 80020

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1. Meeting Commencement

1.A. Review and Approval of Agenda

2. Organizational Matters

2.A. City Council Election of Mayor Pro-Tem

3. Council Reports

4. Public Comment

5. Reports

5.A. Holiday Tree Lighting Presentation

6. Consent Items

6.A. Minutes for Approval

7. Action Items

7.A. Resolution - Rescheduling Certain Regularly Scheduled Meetings of the City Council for 2026
— 2025-156 resolution rescheduling certain regularly scheduled meetings of the City Council for 2026

8. Mayor and Councilmember Requests for Future Action

9. Adjournment

The City and County of Broomfield operates without regard to race, color, national origin, ethnicity, citizenship, immigration status, gender, age, sex, sexual orientation, gender identity, gender expression, marital status, source of income, military status, or disability in all programs and activities.

Individuals with disabilities requiring accommodation or persons needing a language interpreter must submit such a request to the City Clerk no later than noon on Thursday prior to the scheduled Council meeting to allow adequate time to make arrangements. Please call 303.438.6332 or TDD 303.465.5411 or write cityclerk@broomfield.org to make your request.

During the meeting, individuals can click the "CC" button on Live Council meeting video feeds to view closed captioning. Auxiliary hearing aid equipment can be requested on the night of the meeting with our AV team located at the back of the Council Chambers.



Date Posted: November 26, 2025



City and County of Broomfield

City Council Regular Meeting

A. City Council Election of Mayor Pro-Tem

Meeting	Agenda Group
Tuesday, December 2, 2025, 7:00 PM	Organizational Matters Item: 2A.
Presented By	
Crystal Clemens, City Clerk	
Community Goals	

Overview

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[Section 5.1](#) of the City Charter provides that the first regular meeting of the Council following the regular municipal election shall be an organizational meeting. Accordingly, the December 2, 2025, Council meeting is an organizational meeting, and as stated in the [Section 4.5 of the City Charter](#), following the swearing-in of newly elected officials, the City Council selects a Mayor Pro Tem.

Attachments

[Memo for Election of Mayor Pro Tem.pdf](#)

Summary

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[Section 5.1](#) of the City Charter provides that the first regular meeting of the Council following the regular municipal election shall be an organizational meeting. Accordingly, the December 2, 2025, Council meeting is an organizational meeting, and as stated in the [Section 4.5 of the City Charter](#), following the swearing-in of newly elected officials, the City Council selects a Mayor Pro Tem.

[Section 4.5](#) of the Charter provides the following: "The Council shall, at its first meeting following each regular municipal election, and after the newly elected members take office, elect one of its members to serve as Mayor Pro Tem, for a term expiring at the first Council meeting following each regular election except as hereinafter provided. The Mayor Pro Tem shall be elected by a majority of the Council Members present at said meeting and may be removed by a majority of the entire Council."

This section further provides: "The Mayor Pro Tem shall preside at meetings of Council in the absence or disability of the Mayor. The Mayor Pro Tem shall have all the powers, rights, and privileges of a Councilmember. The Mayor Pro Tem shall have no tie-breaking vote nor power to veto, but shall have all other powers and duties of the Mayor in the Mayor's absence or disability."

The procedures for the election of mayor pro tem are as follows:

- (1) **Nominations:** Any member of Council may nominate another Councilmember, or themselves, as a candidate for Mayor Pro Tem. Nominations do not require a second.
 - (a) If nominations are closed with only one candidate being nominated, the candidate so nominated shall thereby be appointed and no balloting shall be required.
- (2) **Vote:** If there is more than one person nominated, there will be a roll call vote on those individuals that are nominated. Each councilmember must cast a vote. If one candidate receives a majority vote, then the selection is complete. If there are multiple candidates and none of them receive a majority vote, the candidate receiving the fewest votes will be dropped as a candidate. This process will continue until one candidate receives the required majority of votes to be selected.
- (3) **Formal Motion:** Following the ballot, there will be a motion to elect the selected nominee as mayor pro tem. The motion requires a second and will be voted on by all councilmembers present.

Financial Considerations

N/A

Prior Council or Other Entity Actions

N/A

Boards and Commissions Prior Actions and Recommendations

N/A

Proposed Actions / Recommendations

Following the ballot, the appropriate motion is:

- "I move to elect [nominee's name] as Mayor Pro Tem."

Election of Mayor Pro Tem
Prepared By: Crystal Clemens, City and County Clerk and Recorder

Alternatives

Council is required, by Charter, to elect a Mayor Pro Tem.



BROOMFIELD CITY COUNCIL

To: Mayor and City Council
From: Jennifer Hoffman, City and County Manager
Presented By: Jenny B. Morgan

Meeting Date: Tuesday, December 2, 2025, 7:00 PM
Agenda Category: Reports
Agenda Item: 5A.
Subject: Holiday Tree Lighting Presentation

Goals: N/A

Overview

[View Correspondence](#) and visit BroomfieldVoice.com (link to project page OR remove if not applicable)
[View Presentation](#)

The Parks, Recreation, and Senior Services Department is hosting the annual Holiday Tree Lighting Ceremony on Friday, December 5, 2025, at the George Di Ciero Building. The event includes the tree lighting, live performances, free holiday cookies, hayrides, and food trucks. City Council members are invited to attend.

Attachments

[CouncilMemo for Tree Lighting2025.pdf](#)

Summary

[View Correspondence](#)

On Friday, December 5, 2025, beginning at 6 p.m. the City and County of Broomfield will hold the Annual Holiday Tree Lighting Ceremony.

City Council is invited to be a part of this annual community event where Broomfield welcomes Santa Claus at the George Di Ciero City and County Building.

The event begins with a welcome from the Mayor, followed by the lighting of the Holiday Tree, sending a signal to Santa Claus for his arrival on one of North Metro’s Fire District’s fire engines.

Once the tree is brightly shining, everyone is invited to join a singalong of a few favorite carols led by the Mayor, Councilmembers, and their family members, accompanied by the Colorado Carolers professional vocal quartet.

After Santa arrives local school and civic chorus groups will perform holiday music on the outside stage and inside the lobby.

Hayrides will be provided around Community Park to view the beautiful holiday lights.

Free freshly baked holiday cookies will be given to the first 750 guests. Guests will also enjoy delicious hot food from local food trucks.

Publicity for Holiday Tree Lighting is managed by the Community Engagement team.

Financial Considerations

As shown in the sources and uses of funds summary below, the project can be completed within the budgeted amount.

Sources and Uses of Funds	Amount
04-66440 2025 Operating Budget (Special Events) Project Code: TRLIGHT	\$6,100
Contractual Services	
	-\$5,600
Supplies Operating - Consumables	
	-\$500
Projected Balance	\$0

Prior Council or Other Entity Actions

N/A

Boards and Commissions Prior Actions and Recommendations

N/A

Proposed Actions / Recommendations

N/A

Alternatives

N/A



City and County of Broomfield

City Council Regular Meeting

A. Minutes for Approval

Meeting	Agenda Group
Tuesday, December 2, 2025, 7:00 PM	Consent Items Item: 6A.
Presented By	
Crystal Clemens, City Clerk	
Community Goals	

Overview

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Approval of Minutes for Regular Council Meeting of November 18, 2025.

Attachments

[Minutes of November 18, 2025.pdf](#)

Minutes for the City Council Regular Meeting

One DesCombes Drive, Broomfield, CO 80020

November 18, 2025, 6:00 PM - November 18, 2025, 8:18 PM

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Roll Call: *(The following members were in attendance)*

- **Guyleen Castriotta**, Mayor
- **James Marsh-Holschen**, Ward 1
- **Kenny Van Nguyen**, Ward 1
- **Paloma Delgadillo**, Ward 2
- **Austin Ward**, Ward 2
- **Jean Lim**, Ward 3
- **Deven Shaff**, Mayor Pro Tem, Ward 3
- **Laurie Anderson**, Ward 4
- **Todd Cohen**, Ward 5
- **Heidi Henkel**, Ward 5
- **Laurie Goldstein**, Authority Member - BURA

Not Present:

- **Bruce Leslie**, Ward 4
- **Elizabeth Law-Evans**, Authority Member - BURA

Also Present:

- Jennifer Hoffman, City and County Manager
- Anna Bertenzetti, Deputy City and County Manager
- Dan Casey, Deputy City and County Manager
- Nancy Rodgers, City and County Attorney
- Tasha Reynolds, City and County Clerk Administrator
- And various staff members

1. Meeting Commencement

1.A. Pledge of Allegiance- 6:02 PM

1.B. Review and Approval of Agenda- 6:03 PM

2. Petitions and Communications

2.A. Recognition of Broomfield High School and Holy Family High School Softball Teams' State Championships- 6:04 PM

2.B. Recognition of Ms. Colorado Senior America 2025- 6:15 PM

2.C. Proclamation - Hunger and Homelessness - 6:21 PM

2.D. Proclamation - Declaring November 29, 2025 National Small Business Saturday- 6:41 PM

3. Councilmember Reports

4. Public Comment

5. Reports

6. Consent Items

Councilmember Marsh-Holschen moved to approve Consent Items 6A-6H. The motion was seconded by Councilmember Nguyen, and passed 9-0.

6.A. Minutes for Approval- 7:01 PM

6.B. Resolution - Nonprofit Funding to Broomfield Community Foundation for Grant Administration Services- 7:01 PM

6.C. Resolution - White Sands Water Engineer Agreement- 7:01 PM

6.D. Resolution - Almost Home Fourth Amendment 2026- 7:01 PM

6.E. Continuation of Impacted Community Air Quality Monitoring Program (Boulder A.I.R.) for 2026- 7:01 PM

6.F. 2026 Air Quality Monitoring associated with Oil and Gas Operations (Ajax Analytics)- 7:01 PM

6.G. Resolution - Demanding Regional Transportation District's (RTD) Reserve FasTracks Internal Savings Account (FISA) Funds for FasTracks (NW Rail Line)- 7:01 PM

6.H. Executive Session Requests Related to City Council Training - 7:01 PM

7. Action Items

7.A. BURA Public Hearing - Resolution- Colmans Lakeview Urban Renewal Site Plan - 7:12 PM
(Broomfield Urban Renewal Authority - BURA)

Authority Member Delgadillo moved to approve Resolution No 2025-160-UR approving the Urban Renewal Site Plan (URSP) for Arapahoe Roofing Filing No. 1, Lot 1 (Colmans Lakeview Self Storage). The motion was seconded by Authority Member Nguyen.

Authority Member Shaff moved to amend the Resolution to add the following condition:

"The developer shall not have lights facing the residential side, specifically, no lights will be installed on the north facing side of building B"

The motion to amend was seconded by Authority Member Delgadillo. The motion to amend passed 10-0.

The original motion, as amended, passed 8-2, Authority Member Marsh-Holschen and Authority Member Ward opposed.

8. Mayor and Councilmember Requests for Future Action

8.A. Councilmember Henkel's request for future action regarding an amendment to Broomfield's ethics code that would prohibit a local government official from obtaining employment with the City and County of Broomfield within 1 or 2 years after completing their term- 8:02 PM

9. Adjournment

APPROVED:

Mayor Castriotta

Office of the City and County Clerk



City and County of Broomfield

City Council Regular Meeting

A. Resolution - Rescheduling Certain Regularly Scheduled Meetings of the City Council for 2026

Meeting	Agenda Group
Tuesday, December 2, 2025, 7:00 PM	Action Items Item: 7A.
Presented By	
Crystal Clemens, City Clerk	
Community Goals	

Overview

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Staff will review the 2026 proposed calendar for Council meetings and Study Sessions. The proposal is based on events that may conflict with Council meetings, including holidays, conferences, spring break, election day, and other notable dates.

Attachments

[Memo 2026 Council Meeting Dates.pdf](#)

[Draft - Proposed 2026 Council Meeting Calendar \(1\).pdf](#)

[Resolution No. 2025-156 2026 Council Meeting Dates \(1\).pdf](#)

Summary

[View Correspondence](#)

[View Presentation](#)

Attachment 1 is the 2026 proposed calendar for Council meetings and Study Sessions. The proposal is based on events that may conflict with Council meetings including holidays, conferences, spring break, election day, and other notable dates.

Section 5.1 of the [Broomfield City Charter](#) requires that the Council meet at least twice each month, and Section 2.2 of [Council's Procedures and Rules of Order](#) sets these meetings on the second and fourth Tuesdays of each month, but allows the Council to reschedule regular meetings upon Council's majority vote.

Section 2.4 of the Council's Rules provides that study sessions of the Council may be called by the Mayor or the Council, or the City and County Manager may schedule study sessions upon notice to the Council. Study sessions are typically scheduled on the third Tuesday of the month, or on additional first or fifth Tuesdays, as needed.

Staff seeks Council's direction on the following:

- Which meetings Council desires to reschedule in 2026, if any.
 - Staff proposes:
 - Add a Council Focus Session for February 6 and 7, 2026.
 - Add a Regular Meeting to March 3, 2026 for Boards and Commissions appointments
 - Add a Study Session to Thursday, May 7, 2026 to provide initial unaudited 2025 financial results and include early 2026 revenue trends. This is an early introduction to the 2027 Budget process and year-to-date financial information, per Council Procedures and Rules of Order
 - Reschedule the June 23, 2026 Council Meeting to June 2 due to the CML Annual Conference
 - Add a Special Virtual Council Meeting for August 3, 2026 for the Board of Equalization
 - Add Study Sessions for Thursday, September 17 and Thursday, September 24 for Department Budget Presentations
 - Cancel the November 24, 2026 Council Meeting due to the holiday
 - Cancel the December 15, 2026 Study Session due to the holiday
 - Reschedule the December 22, 2026 Council Meeting to December 1 due to the holiday
- Does Council want to add additional study sessions or special meetings in 2026? If yes, staff seeks directions on the dates. Staff highlighted (yellow) possible additional Tuesdays in Attachment 1 based on notable dates.

Financial Considerations

There are no financial considerations.

Prior Council or Other Entity Actions

Council has made changes to the regularly scheduled meeting dates from time to time as well as added special meetings, as needed.

Proposed Actions / Recommendations

If Council desires to adopt staff recommendations for regularly scheduled meeting dates in 2026, the appropriate motion is...

That Resolution 2025-156 be adopted.

Alternatives

As directed by Council.

Proposed 2026 Council Meeting Calendar

Legend:

Council Meeting
Study Session
Holiday
Opportunities for additional meetings if desired by Council

January

Jan. 1 - New Year's Day observed (CCOB offices closed)

Jan. 19 - Martin Luther King Jr. Day (CCOB offices closed)

January 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 New Year's Day	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Martin Luther King Jr Day	20	21	22	23	24
25	26	27	28	29	30	31

February

Feb. 6 & 7 - Council Focus Session

Feb. 16 - Presidents' Day (CCOB offices closed)

Feb. 19 and 26 - In-Person Boards and Commissions Interviews for Land Use Review Commission, Board of Health, Housing Alliance, and Comprehensive Plan

Feb. 21-24 - NACo Legislative Conference, Washington D.C.

February 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 President's Day	17	18	19	20	21
22	23	24	25	26	27	28

March

March 3 - Recommend adding a Regular Meeting for Boards and Commissions appointments

March 11 - Annual Boards and Commissions Dinner (tentative)

March 16-18 - NLC Congressional City Conference, Washington D.C.

March 16-19 - Holy Family Spring Break

March 16-20 - BVSD Spring Break

March 23-27 - Adams 12 and Jeffco Spring Break

March 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

April 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

May 5-8 - NACo Western Interstate Region Conference - Maui, HI

May 7 - Recommend adding a Study Session to Thursday, May 7, 2026 to provide initial unaudited 2025 financial results and include early 2026 revenue trends. This is an early introduction to the 2027 Budget process and year-to-date financial information, per Council Procedures and Rules of Order

May 25 - Memorial Day (CCOB offices closed)

May 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Memorial Day	26	27	28	29	30
31						

June

June 2 - Recommend moving the June 23 Council Meeting to June 2 due to the CML Conference

June 19 - Juneteenth Holiday (CCOB offices closed)

June 23-26 - CML (Colorado Municipal League) Annual Conference, Westminster CO

Potential Council Water Tour in June (or August) - date TBD

June 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 Juneteenth	20
21	22	23	24	25	26	27
28	29	30 Primary Election				

July

July 3 - Independence Day (Observed) (CCOB Offices Closed)

July 4 - Independence Day/Great American Picnic

July 17-20 - NACo Annual Conference and Exposition - New Orleans, LA

July 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Independence Day Observed	4 Independence Day
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

26	27	28	29	30	31	
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August

Aug. 3 - Add a virtual Council Meeting for Board of Equalization Approval of Hearing Officer Recommendations on Property Tax Protest Petitions

Aug. 4 - National Night Out - Broomfield County Commons (no meeting)

Potential Council Water Tour in August (or June) - date TBD

August 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 National Night Out	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

Sept. 7 - Labor Day (CCOB offices closed)

Sept. 17 - Study Session for Department Budget Presentations

Sept. 24 - Study Session for Department Budget Presentations

Sept. 19 - Broomfield Days Parade and Festival

September 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 Labor Day	8	9	10	11	12

13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

October 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

- Nov. 3 - Election Day
- Nov. 11 - Veterans Day (CCOB offices closed)
- Nov. 24 - Recommend canceling the Nov. 24 Council Meeting due to the holiday
- Nov. 19-21 - NLC City Summit Conference - Nashville, TN
- Nov. 27 & 28- Thanksgiving Day and Day after Thanksgiving (CCOB offices closed)

November 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Election Day	4	5	6	7
8	9	10	11 Veterans Day	12	13	14

15	16	17	18	19	20	21
22	23	24	25	26 Thanksgiving	27	28
29	30					

December

- Dec. 1 - Recommend moving the Dec. 22 Council Meeting to Dec. 1 due to the holiday
- Dec. 4 - Holiday Tree Lighting Ceremony
- Dec. 15 - Recommend canceling the Dec. 15 Study Session due to the holiday
- Dec. 24 & 25 - Christmas Eve and Christmas Day (CCOB offices closed)

December 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Christmas Eve	25 Christmas Day	26
27	28	29	30	31		

RESOLUTION NO. 2025-156

A resolution rescheduling certain regularly scheduled meetings of the City Council for 2026

Be it resolved by the City Council of the City and County of Broomfield, Colorado:

Section 1.

The Council reschedules the following regularly scheduled meeting dates in 2026:

- The City Council meeting scheduled on June 23, 2026 shall be rescheduled to June 2, 2026.
- The City Council meeting scheduled on November 24, 2026 shall be canceled.
- The Study Session scheduled on December 15, 2026 shall be canceled.
- The City Council meeting scheduled on December 22, 2026 shall be rescheduled to December 1, 2026.

Section 2.

The Council adds the following meeting dates in 2026:

- A Council Focus Session for February 6 and 7, 2026.
- A Regular Meeting March 3, 2026 for annual Boards and Commissions appointments
- A Study Session on Thursday, May 7, 2026 to provide initial unaudited 2025 financial results and include early 2026 revenue trends. This is an early introduction to the 2027 Budget process and year-to-date financial information, per Council Procedures and Rules of Order
- A Regular Meeting on August 3, 2026 for the Board of Equalization Approval of Hearing Officer Recommendations on Property Tax Protest Petitions.
- Study Sessions on Thursday, September 17 and Thursday, September 24, 2026 for Department Budget Presentations.

Section 3.

This resolution is effective upon its approval by the City Council.

Approved on December 2, 2025.

The City and County of Broomfield, Colorado

Mayor

Attest:

Office of the City and County Clerk

Approved as to form:

NCR

City and County Attorney