

CITY MANAGER'S OFFICE MEMORANDUM
#56-2020

DATE: August 24, 2020

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager *hmg*

FROM: Rupa Venkatesh, Assistant to the City Manager

SUBJECT: CB-1950 – Diversity, Inclusivity, and Social Equity Board

PURPOSE

To consider CB-1950, an ordinance on second reading to adopt Article 13 of Chapter 2 of the Northglenn Municipal Code creating the Diversity, Inclusivity, and Social Equity Board (DISEB).

BACKGROUND

On August 10, 2020, City Council approved CB-1950 on first reading and set a public hearing and second reading of the proposed ordinance for August 24, 2020.

On June 22, 2020, Council was presented with a Diversity, Inclusivity, and Social Equity framework in order to continue the work of the Race and Equity Initiative included in the 2019-2023 Strategic Plan. Part of this framework included the creation of a Community Task Force/Board. On July 13, Council approved Resolution No. 20-112, Series of 2020, a resolution, "Committing the City of Northglenn to Advancing Racial Equity." Within this resolution, City Council made a commitment to the formation of such a Board to, "prioritize racial equity and improve outcomes for all groups." A copy of Resolution No. 20-112 is included in Attachment 1.

On July 15, Council was presented with an overview of a proposed DISEB to include its purpose, membership requirements, and selection process. City Council finalized this process on July 27 during the regular City Council meeting.

Steps Completed:

- Marketing and promotion of the Board opportunity in the August Connection
- City Council Diversity & Anti-Oppression Training, August 8
- Postcard mailed to every Northglenn household
- Promotion during the August 18 Food Truck Grab n Go Event
- Applications are open, August 11-September 4

Next Steps:

- Marketing and promotion of the Board opportunity in the September Connection
- Discussion of the Council ex-officio position to DISEB, August 24
- Council appointment of Council ex-officio position, September 14
- Applicant interviews, September 14-18
- Council appointment of Board members, September 28
- First Board meeting/orientation, October 2020

STAFF RECOMMENDATION

Staff recommends approval of CB-1950 on second reading.

BUDGET/TIME IMPLICATIONS

The City's work on diversity, inclusivity and social equity is a multi-year, long-term commitment. Staff is evaluating training options and will be issuing a Request for Proposal for training for staff and ongoing diversity work.

STAFF REFERENCE

If Council members have questions or comments, they may contact Rupa Venkatesh, Assistant to the City Manager at 720.376.8069 or rvenkatesh@northglenn.org.

ATTACHMENTS

1. Resolution No. 20-112 – Committing the City of Northglenn to Advancing Racial Equity

SPONSORED BY: MAYOR LEIGHTY

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-112
Series of 2020

20-112
Series of 2020

A RESOLUTION COMMITTING THE CITY OF NORTHGLENN TO ADVANCING RACIAL EQUITY

WHEREAS, the City of Northglenn acknowledges and condemns the history of systemic racism in the United States;

WHEREAS, the City of Northglenn is deeply saddened by the needless deaths of Black Americans like George Floyd and countless others;

WHEREAS, despite our community's collective efforts to create an inclusive and supportive community, we acknowledge that there still are members of our community that do not feel welcome, included or safe in Northglenn;

WHEREAS, the City of Northglenn is committed to safeguarding our community against the root causes of, and the damages stemming from, racism and hate and to protecting the Constitutional and human rights of every person who lives, works and visits our City;

WHEREAS, the City of Northglenn joined the Government Alliance on Race and Equity (GARE) in 2019 and GARE will serve as the City's advisor in advancing racial equity work; and

WHEREAS, the Mayor of Northglenn, City Council, City Manager, and the Northglenn Police Department are committed to the work outlined in My Brother's Keeper Pledge;

WHEREAS, the City of Northglenn pledges to work with community leaders and residents to understand their concerns and continue to work towards a welcoming and inclusive community, free of prejudice;

WHEREAS, the City, in partnership with GARE, is committed to developing a racial equity lens to use in its decision-making moving forward with the goal of continuing to build an equitable community;

WHEREAS, City Council is committed to creating a Diversity, Inclusivity, and Social Equity Board to prioritize racial equity and improve outcomes for all groups;

WHEREAS, this Resolution is an important step towards condemning racism and hate in all its forms, and for true systematic change it is incumbent on City leaders and community members to listen with open hearts and minds and to take informed, meaningful actions;

WHEREAS, the City is committed to on-going race relations training for elected officials, staff and volunteers who serve on Boards and Commissions; and

WHEREAS, the City Council commits to allocating funding, resources, and time needed to move forward with work as it relates to diversity, inclusivity, and social equity.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Mayor and City Council stand against racism and reaffirm their commitment to creating a community where all individuals feel safe to live, work, learn and play and are treated equitably regardless of characteristics including, but not limited to race, ethnicity, gender, sexual orientation, income, political persuasion, or cultural practices.

Section 2. The City Council directs the City Manager, together with the community, to develop a plan for delivering city services in a manner that promotes racial equity.


DATED at Northglenn, Colorado, this 13th day of July, 2020.


MEREDITH LEIGHTY
Mayor

ATTEST:


JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:


COREY Y. HOFFMANN
City Attorney

SPONSORED BY: MAYOR LEIGHTY

COUNCILMAN'S BILL

ORDINANCE NO.

No. CB-1950
Series of 2020

Series of 2020

A BILL FOR AN ORDINANCE ADOPTING A NEW ARTICLE 13 OF CHAPTER 2 OF THE NORTHGLENN MUNICIPAL CODE CREATING THE DIVERSITY, INCLUSIVITY, AND SOCIAL EQUITY BOARD

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Northglenn Municipal Code is amended by the addition thereto of a new Article 13 of Chapter 2, to read as follows:

ARTICLE 13

DIVERSITY, INCLUSIVITY, AND SOCIAL EQUITY BOARD

Section 2-13-1. Creation; membership.

(a) There is hereby created the Diversity, Inclusivity, and Social Equity Board of the City of Northglenn.

(b) The Board shall consist of eleven (11) members appointed by the City Council and one (1) ex-officio member who shall be a member of the City Council. Appointments of members shall be as follows:

(1) Two (2) citizen members shall be appointed from each ward of the City by the members of the City Council representing the particular ward, with the consent of the remainder of the City Council; and

(2) The remaining three (3) members shall be appointed by the City Council, and shall have the following qualifications:

A. One (1) at-large youth member, who shall be at the time of appointment between sixteen (16) and seventeen (17) years of age, and either be a resident of Northglenn, or attend a school located in Northglenn; and

B. Two (2) at-large members, who are not required to be residents of Northglenn, but if not a resident of Northglenn, must have strong ties to the Northglenn community, such as a member of the business, faith, non-profit, or education community.

Section 2-13-2. Term of Office. Appointments to the Board shall be for three-year terms.

Section 2-13-3. Qualifications -- Vacancies.

(a) Qualifications.

(1) All members of the Board representing a ward shall be a resident of that ward for the duration of the member's term;

(2) All at-large members of the Board must either be a resident of Northglenn or demonstrate strong ties to the Northglenn community as more particularly set forth in Section 2-13-1(b)(2)(B);

(3) All members of the Board shall be at least sixteen (16) years old; and

(4) All members shall demonstrate a genuine interest in advancing diversity, inclusivity, and social equity efforts in the City.

(b) Vacancies. Vacancies on the Board shall be filled within forty-five (45) days of the vacancy being created utilizing the same process set forth in Section 2-13-1 of this Article. A vacancy shall be created by any of the following events:

(1) Completion of the Board member's term;

(2) Resignation of a Board member prior to the expiration of the member's term; or

(3) A Board member representing a particular ward no longer resides within the particular ward.

Section 2-13-4. Organization and Rules.

(a) The Board shall elect a Chair and Vice-Chair from its membership at the first meeting of each calendar year to serve for a term of one year.

(b) The City Manager shall appoint a staff member to serve as the clerk to the Board.

(c) The Chair shall preside at all meetings of the Board, and in the Chair's absence, the Vice-Chair shall preside at such meetings.

(d) The clerk of the Board shall cause the minutes of all Board meetings to be kept, and shall provide copies of such minutes to the City Council and City Manager.

(e) The City Manager or the City Manager's designee, upon consultation with the Chair of the Board, shall prepare the Board's agenda.

Section 2-13-5. Meetings.

(a) The Board shall hold at least one regular meeting per month at a time and place designated by the Board.

(b) Special meetings may be called by the Chair or the Vice-Chair of the Board, or by the City Manager or the City Manager's designee. Members will be notified in writing not less than three (3) calendar days prior to the date of any special meeting, such notice to contain a list of the items to be considered at the special meeting; provided, however, that upon majority vote of the Board a special meeting may be called with less than the required notice so long as such notice is in compliance with the Colorado Open Meetings Law.

(c) A quorum shall consist of any six members of the Board. The ex-officio City Council member of the Board shall not be counted for purposes of determining a quorum.

(d) Each member of the Board, with the exception of the ex-officio City Council member, shall vote on any matter before the Board. Votes shall be cast only at official posted meetings of the Board.

Section 2-13-6. Purpose and Objectives. The purpose and objectives of the Board shall be to act as an advisory board to the City Council on matters related to diversity, inclusivity, and social equity, including but not limited to the following:

(a) Support City Council's Strategic focus on diversity and being a welcoming and inclusive City;

(b) Develop an annual work plan to include priorities and goals that advance racial equity in the City;

(c) Celebrate and encourage understanding of the diversity of the City's population;

(d) Help create robust opportunities for community input and collaboration, and use community feedback to inform future decision-making;

(e) Advise City Council about community concerns as it relates to diversity, inclusivity, and social equity as well as assist City Council in understanding different perspectives of community members;

(f) Encourage education programs with the potential to change ideas and attitudes;

(g) Promote community engagement opportunities and encourage diversity on other City boards and commissions;

(h) Recommend changes to City Council on policies that may unintentionally and negatively impact residents that are historically underrepresented, and create racial disparity;

(i) Provide advice and recommendations on creating a climate of inclusion and increasing cultural competency within the City; and

(j) Advise City Council on other matters as it relates to diversity, inclusivity, and social equity.

Section 2-13-7. Board Member Obligations. Board members shall at a minimum participate in the following activities:

(a) Participate in Diversity, Equity, and Inclusion training at least on an annual basis;

(b) Attend regularly scheduled meetings;

(c) Maintain a professional and respectful decorum; and

(d) Maintain all sensitive information that is shared during meetings as confidential.

Section 2-13-8. Miscellaneous.

(a) No Board member shall take any action or make any statement committing the Board as a whole, unless given authority to do so by a majority vote of the Board.

(b) Any policy matter considered by City Council may be referred to the Board for recommendation.

(c) All official actions of the Board or recommendations to the City Council shall be forwarded in writing directly to the City Council with a copy to the City Manager.

Section 2-13-9. Removal.

(a) A Board member may be removed by the City Council after a public hearing held only after the filing by the Mayor of written charges and upon notice to the Board member for the following reasons:

(1) The purposeful failure of a member of the Board to act in accordance with applicable law regarding the duties of a member of the Board.

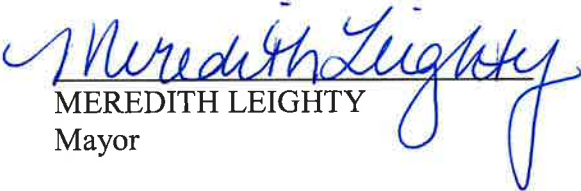
(2) The failure to satisfy the qualifications and Board member obligations for membership on the Board set forth in this Article.

(3) For malfeasance in office.

(b) Nonattendance at three (3) consecutive meetings or any five (5) meetings in any twelve-month period, if unexcused by the Chair, shall constitute a resignation without the need for a public hearing as set forth in this Section 2-13-9,

and the Chair of the Board shall notify the affected member and the City Council of such resignation.

INTRODUCED, READ AND ORDERED POSTED this 10th day of August, 2020.


MEREDITH LEIGHTY
Mayor

ATTEST:


JOHANNA SMALL, CMC
City Clerk

PASSED ON SECOND AND FINAL READING this ____ day of _____, 2020.

MEREDITH LEIGHTY
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney