

CITY MANAGER'S OFFICE MEMORANDUM
#52-2020

DATE: August 10, 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

First Reading of CB-1950, an ordinance adopting Article 13 of Chapter 2 of the Northglenn Municipal Code creating the Diversity, Inclusivity, and Social Equity Board (DISEB).

BACKGROUND

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 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.

Next steps in the process of Board creation include:

- Marketing and promotion of the Board opportunity, August and September Connection
- Public hearing and seconding reading of CB-1950, August 24
- Discussion of the Council liaison position to DISEB, August 24
- Application open, August 11 – September 4
- Council appointment of Board members and Council liaison, September 28
- First Board meeting/orientation, October 2020

Application Form

Staff, in collaboration with the City Attorney's Office, finalized the application form. The form includes appropriate language around the voluntary disclosure of personal information. The updated application is included in Attachment 2.

All other changes and feedback from City Council have been incorporated in CB-1950.

STAFF RECOMMENDATION

Attached to this memorandum is CB-1950, which is being presented on first reading. Staff is recommending that City Council approve the proposed ordinance on first reading and schedule the item for public hearing and second reading for August 24, 2020.

BUDGET/TIME IMPLICATIONS

The City's work on diversity, inclusivity and social equity is a multi-year, long-term commitment.

Staff has contracted with Regan Byrd Consulting in the amount of \$6,500 to provide: two separate three-hour trainings on diversity and anti-oppression theory for City Council and the Leadership Team; one 90-minute anti-oppression foundations training for the Diversity, Inclusivity, and Social Equity Board and Board consultation work to include creation and facilitation of the community listening sessions.

STAFF REFERENCE

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

ATTACHMENTS

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

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



APPLICATION FOR APPOINTMENT TO THE DIVERSITY, INCLUSIVITY, AND SOCIAL EQUITY BOARD

General Information

The City Council is seeking applicants for the Diversity, Inclusivity, and Social Equity Board. Selected applicants will be interviewed by City Council. The Board will be comprised of two residents representing each of the four Wards and three members at-large, to include a youth member at-large. Members will serve a three-year term. We understand the youth member at-large may not be able to complete the full three-year term but still strongly encourage those interested to apply.

Application Period: Tuesday, August 11 to Friday, September 4, 2020 at 5:00 p.m.

Interviews: September 14 - September 18, 2020

Meetings will begin in October 2020 and continue on a monthly basis.

Eligibility

To qualify as a member of the Diversity, Inclusivity, and Social Equity Board you must:

- Be a resident of the City of Northglenn to serve as a representative of your Ward OR
- Live, work or attend school in the City to serve as an at-large member, AND
- Be at least 16 years old, AND
- Have a genuine interest in advancing diversity, inclusivity and social equity efforts in the City

Purpose of the Diversity, Inclusivity, and Social Equity Board

The overall purpose of the Board is as follows:

- Support City Council's Strategic focus on Diversity and being a welcoming and inclusive city
- Help create robust opportunities to listen to the community and use community feedback to inform future decision-making
- Advise Council about community concerns as it relates to diversity, inclusivity, and social equity and help Council gain an understanding of different perspectives of community members
- Recommend changes to Council on policies that may unintentionally and negatively impact residents that are historically underrepresented
- Advise Council on other matters as it relates to diversity, inclusivity, and social equity.

Board Membership Requirements

In order to maintain membership on the Board, members are required to:

- Participate in Diversity, Equity, and Inclusion training annually
- Attend regularly scheduled meetings either in-person or virtually
- Regularly obtain feedback from the community and report back to the Board during meetings
- Maintain a professional and respectful decorum
- Maintain all sensitive information that is shared during meetings as **confidential**

Application Submission

Applications may be submitted in one of four ways.

1. By email: send an electronic copy of the application and any accompanying materials to the City Manager's Office, Rupa Venkatesh at rvenkatesh@northglenn.org.
2. In-person: City Manager's Office, located in City Hall at 11701 Community Center Drive, Northglenn, CO 80233.
3. By mail: City of Northglenn, Attn: City Manager's Office, 11701 Community Center Drive, Northglenn, CO 80233. Note: A postmark will not count as the receipt date; please allow adequate time for the mail service.
4. Online at: www.northglenn.org

**Applications must be received by the City Manager's Office no later than
5 p.m. on Friday, September 4, 2020**



APPLICATION FOR APPOINTMENT TO THE DIVERSITY, INCLUSIVITY, AND SOCIAL EQUITY BOARD

Applicant Information	
Name: Click here to enter text.	
Address: Click here to enter text.	
Email: Click here to enter text.	
Home Phone: Click here to enter text.	Cell Phone: Click here to enter text.
Occupation: Click here to enter text.	<input type="checkbox"/> Homeowner <input type="checkbox"/> Renter

Questionnaire – Please complete the following questions if you are a resident of the City of Northglenn. Each Ward will be represented by two residents of that Ward. Please complete the next section as well if you are interested in an at-large position.

Are you at least 16 years old? Yes No

Are you a resident of the City of Northglenn? Yes No

How long have you lived in the City of Northglenn? _____

If applicable, what Ward do you live in? Ward 1 Ward 2 Ward 3 Ward 4

If you would like to be considered for one of the three at-large seats, please complete the following questions. You do not have to be a resident of the City of Northglenn but need to demonstrate strong community ties to Northglenn.

Are you at least 16 years old? Yes No

Do you live, work, or attend school in the City of Northglenn? Live Work School

If applicable, what school do you attend in Northglenn? _____

Which of the following are you a member of? Business Community Faith Community Non-profit Community Education Community Other: _____

1) Why do you want to be appointed to the Diversity, Inclusivity and Social Equity Board?

2) What does equity mean to you?

3) What unique experience, perspective or expertise would you bring to the Diversity, Inclusivity and Social Equity Board?

4) We are looking for Board members to have strong connections with the community in order to expand our outreach efforts. Are you a member of any community or civic organizations or would be able to contribute in a different way? Please explain.

5) Share with us one idea you have to move the City towards becoming more welcoming and inclusive.

Supplemental Information

Please provide any additional information that may assist the City in giving your application the fullest consideration.

Voluntary Information: This section is not required. The City is using information provided in this section for the limited purpose of assisting it in the selection process for the Diversity, Inclusivity and Social Equity Board (the "Board"). All applications for the Board shall be reviewed and assessed based on merit. The Applicant agrees that in submitting this Application and the voluntary information in this Section, Applicant agrees to hold the City, its elected officials, officers and employees harmless from liability resulting from the City's use and collection of the information provided in this Application so long as the City's use of the information is for the limited purpose of assisting the City in selecting members of the Board.

- 1) Gender Identity: _____ Prefer not to answer
- 2) Age: _____ Prefer not to answer
- 3) Household size (including yourself): _____ Prefer not to answer
- 4) Education Level: _____ Prefer not to answer
- 5) Race/Ethnicity: _____ Prefer not to answer
- 6) Sexual Identity: _____ Prefer not to answer
- 7) Religion: _____ Prefer not to answer

Please contact Rupa Venkatesh in the City Manager's Office at rvenkatesh@northglenn.org or (303) 450-8795 if you need assistance with language access resources, other accommodations or have additional questions.

SOLICITUD DE NOMBRAMIENTO A LA JUNTA DE DIVERSIDAD, INCLUSIVIDAD Y EQUIDAD SOCIAL

Información general

El Ayuntamiento está buscando candidatos para la Junta de Diversidad, Inclusión y Equidad Social. Los solicitantes seleccionados serán entrevistados por el Ayuntamiento. La Junta estará compuesta por dos residentes que representan a cada uno de los cuatro Barrios y tres miembros en general, para incluir un miembro juvenil en general. Los miembros cumplirán un mandato de tres años. Entendemos que el miembro juvenil en general puede no ser capaz de completar el período completo de tres años, pero aún así recomendamos encarecidamente a los interesados que presenten su solicitud.

Periodo de aplicación: Martes 11 de agosto a viernes 4 de septiembre de 2020 a las 5:00 p.m.

Entrevistas: 14 de septiembre - 18 de septiembre de 2020

Las reuniones comenzarán en octubre de 2020 y continuarán mensualmente.

Elegibilidad

Para calificar como miembro de la Junta de Diversidad, Inclusión y Equidad Social debe:

- Ser residente de la ciudad de Northglenn para servir como representante de su barrio O
- Vivir, trabajar o asistir a la escuela en la ciudad para servir como miembro en general, Y
- Tener al menos 16 años de edad, Y
- Tener un interés genuino en avanzar en los esfuerzos de diversidad, inclusión y equidad social en la Ciudad

Propósito de la Junta de Diversidad, Inclusión y Equidad Social

El propósito general de la Junta es el siguiente:

- Apoyar el enfoque estratégico del Ayuntamiento en la diversidad y ser una ciudad acogedora e inclusive
- Ayudar a crear oportunidades sólidas para escuchar a la comunidad y utilizar los comentarios de la comunidad para informar la toma de decisiones en el futuro
- Asesorar al Consejo sobre las preocupaciones de la comunidad en relación con la diversidad, la inclusión y la equidad social y ayudar al Consejo a comprender las diferentes perspectivas de los miembros de la comunidad
- Recomendar cambios al Consejo en las políticas que pueden impactar involuntaria y negativamente a los residentes que históricamente están subrepresentados
- Consejo asesor sobre otros asuntos relacionados con la diversidad, la inclusión y la equidad social

Requisitos de membresía de la Junta

Para mantener la membresía en la Junta, los miembros deben:

- Participar anualmente en capacitación sobre diversidad, equidad e inclusión
- Asista a reuniones programadas regularmente ya sea en persona o virtualmente
- Obtenga regularmente comentarios de la comunidad e informe a la Junta durante las reuniones
- Mantener un decoro profesional y respetuoso
- Mantener toda la información confidencial que se comparte durante las reuniones como confidencial

Envío de solicitud

Las solicitudes pueden presentarse de una de cuatro maneras.

1. Por correo electrónico: envíe una copia electrónica de la solicitud y cualquier material que la acompañe a la Oficina del Administrador de la Ciudad, Rupa Venkatesh a rvenkatesh@northglenn.org.
2. n persona: la Oficina del Administrador de la Ciudad, ubicada en el Ayuntamiento en 11701 Community Center Drive, Northglenn, CO 80233.
3. Por correo: City of Northglenn, Attn: City Manager's Office, 11701 Community Center Drive, Northglenn, CO 80233. Nota: Un matasellos no contará como la fecha de recepción; por favor permita un tiempo adecuado para el servicio de correo.
4. En línea en: www.northglenn.org

Las solicitudes deben ser recibidas por la Oficina del Administrador de la Ciudad a más tardar el 5 p.m. el viernes 4 de septiembre de 2020



SOLICITUD DE NOMBRAMIENTO A LA JUNTA DE DIVERSIDAD, INCLUSIVIDAD Y EQUIDAD SOCIAL

Información del aplicante	
Nombre:	
la dirección:	
Email:	
Teléfono de casa:	Teléfono móvil:
Ocupación:	<input type="checkbox"/> Dueño de casa <input type="checkbox"/> Inquilino

Cuestionario: complete las siguientes preguntas si es residente de la ciudad de Northglenn. Cada barrio estará representado por dos residentes de ese barrio. Complete la siguiente sección también si está interesado en un puesto general.

¿Tienes al menos 16 años de edad? Si No

¿Es usted residente de la ciudad de Northglenn? Si No

¿Cuánto tiempo has vivido en la ciudad de Northglenn? _____

Si corresponde, ¿en qué barrio vive? Ward 1 Ward 2 Ward 3 Ward 4

Si desea ser considerado para uno de los tres asientos en general, complete las siguientes preguntas. No tiene que ser residente de la ciudad de Northglenn, pero debe demostrar fuertes lazos comunitarios con Northglenn.

¿Tienes al menos 16 años de edad? Si No

¿Vive, trabaja o asiste a la escuela en la ciudad de Northglenn? Vive Trabaja Escuela

Si corresponde, ¿a qué escuela asiste en Northglenn? _____

¿De cuál de los siguientes es miembro? Comunidad de Negocios Comunidad de fe Comunidad sin fines de lucro Comunidad educativa Otra: _____

1) ¿Por qué quiere ser nombrado miembro de la Junta de Diversidad, Inclusión y Equidad Social?

2) ¿Qué significa la equidad para usted?

3) ¿Qué experiencia, perspectiva o experiencia única aportaría a la Junta de Diversidad, Inclusión y Equidad Social?

4) Estamos buscando que los miembros de la Junta tengan fuertes conexiones con la comunidad para expandir nuestros esfuerzos de alcance. ¿Eres miembro de alguna comunidad u organización cívica o podrías contribuir de una manera diferente? Por favor explique.

5) Comparta con nosotros una idea que tiene para que la Ciudad se vuelva más acogedora e inclusiva.

Información suplementaria

Proporcione cualquier información adicional que pueda ayudar a la Ciudad a considerar su solicitud con la máxima consideración.

Información voluntaria: esta sección no es obligatoria. La Ciudad está utilizando la información provista en esta sección con el propósito limitado de ayudarla en el proceso de selección de la Junta de Diversidad, Inclusión y Equidad Social (la "Junta"). Todas las solicitudes para la Junta serán revisadas y evaluadas en base al mérito. El Solicitante acepta que al presentar esta Solicitud y la información voluntaria en esta Sección, el Solicitante acepta eximir de responsabilidad a la Ciudad, a sus funcionarios, funcionarios y empleados electos de la responsabilidad resultante del uso y la recopilación de la información provista en esta Solicitud por la Ciudad siempre que El uso de la información por parte de la Ciudad tiene el propósito limitado de ayudar a la Ciudad a seleccionar miembros de la Junta.

- 1) Identidad de género: _____ Prefiero no responder
- 2) La edad: _____ Prefiero no responder
- 3) Tamaño del hogar (incluido usted mismo): _____ Prefiero no responder
- 4) Nivel educativo: _____ Prefiero no responder
- 5) Raza / Etnia: _____ Prefiero no responder
- 6) Identidad sexual: _____ Prefiero no responder
- 7) Religión: _____ Prefiero no responder

Por favor contactar Rupa Venkatesh en la oficina del administrador de la ciudad en rvenkatesh@northglenn.org o (303) 450-8795 si necesita ayuda con recursos de acceso lingüístico, otras adaptaciones o tiene preguntas adicionales.

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 ____ day of _____, 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