



**CITY CLERK'S OFFICE MEMORANDUM  
#3-2022**

**DATE:** Jan. 10, 2022  
**TO:** Honorable Mayor Meredith Leighty and City Council Members  
**THROUGH:** Heather Geyer, City Manager   
**FROM:** Johanna Small, City Clerk   
**SUBJECT:** City Council Committee and Liaison Appointments

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**PURPOSE**

To discuss City Council member appointments to various positions on Council committees, as ex-officio members to boards and commissions, and as liaisons to regional organizations.

**BACKGROUND**

Following every general municipal election, Council members are appointed to serve as members, liaisons, or ex-officio members on various boards and commissions, regional organizations, and Council committees. Council member liaison appointments are two-year assignments, and the level of participation varies based on the organization.

A list of City Council committee and liaison assignments is included as Attachment 1. The document provides information about the purpose of the organizations, meeting times, number of positions, and whether the position is a voting member or serves as a liaison.

Council Committees

The City Council Finance Committee, Outside Agency Funding Committee, and Legislative Policy Committee are comprised of Council members who take action when necessary and make recommendations to City Council on items related to their respective functions.

Boards and Commissions

Council members are appointed as ex-officio members to the following City boards and commissions: Community Co-Production Policing Advisory Board, Diversity, Inclusivity, and Social Equity Board, Historic Preservation Commission, Parks and Recreation Advisory Board, Planning Commission, and the Youth Commission. Ex-officio members are non-voting members and are appointed for the purpose of coordinating communication between the board and City Council.

Regional Representatives and Liaisons

Council members are appointed to various organizations to serve as liaisons or as City representatives. Organizations such as the Colorado Municipal League (CML) and Denver Regional Council of Governments (DRCOG) provide opportunities for voting members on a regional level while Council liaisons are appointed to other organizations such as the Adams 12 Five Star School District Board of Education and Rangeview Library District (Anythink Libraries) in order to provide opportunities to strengthen the City's relationship and communication with regional partners.

### Other Appointments

The Council member appointed to serve on the Northglenn Urban Renewal Authority (NURA) serves as a voting member of the Authority as provided by State Statute.

### Role of Committee Members, Ex-Officio Members, and Liaisons

- Attendance is expected at all meetings.
- Serves as the primary contact between the board and City Council.
- Communicates the City Council's goals, policies, and interests to the members of the board, committee, or commission and communicates back to the Council on recommendations made and discussions held by the board, committee, or commission.
- Represents the board at City Council meetings and reports on pertinent information and activities during communications.
- Positions taken by the appointed Council representative must be in alignment with the positions that Council has taken on issues that directly impact the City. If an issue arises that is specific to Northglenn and the Council has not taken a position on the issue, the issue should be discussed by the Council prior to taking a formal position at a regional board meeting.
- Ex-officio members may participate in discussions but are not voting members.
- Attention should not be focused on the ex-officio's input, as the ex-officio's role is not to direct the board in its activities or work.
- Attendance by a Council member should not affect the normal structure of a board meeting.

### **BUDGET/TIME IMPLICATIONS**

Ordinance No. 1780, Series of 2019, requires City Council to appoint Council members to unfilled or vacated commission or committee positions at the organizational meeting or no later than 60 days following the certification of general municipal election results. The last regular Council meeting to approve appointments is Jan. 24, 2022. Following formal approval on Jan. 24, all organizations will be notified of the Council liaison assignments and membership appointments.

### **RECOMMENDATION**

Staff recommends the following: 1) Review the attached list of Council committee and liaison positions; 2) Individual Council members indicate which positions they wish to fill; 3) Following discussion, provide direction to staff regarding desired appointments; and 4) Schedule appointments for action at the Jan. 24, 2022 regular City Council meeting.

### **STAFF REFERENCE**

If Council members have any questions, please contact Johanna Small, City Clerk, at [jsmall@northglenn.org](mailto:jsmall@northglenn.org) or 303.450.8757.

### **ATTACHMENT**

1. City Council Committee and Liaison Positions

2021-2023 City Council Committee and Liaison Assignments								
Board/Commission/Committee	Meeting Location	Meeting Date	Meeting Time	Number of Positions	Voting Member	Council Member	Member/Alternate	Member/Alternate
<b>City Council Committees/City Voting Positions</b>								
<b>Finance Committee</b>	<b>City Manager Conference Room</b>	<b>Last Wed</b>	<b>4:30 PM</b>	<b>3 members</b>	<b>Yes</b>			
Reviews the City's financial statements and balances; reviews requests for qualifications and proposals during the selection of the City's auditors and makes recommendations to Council. Reviews active contracts, monthly payables reports, municipal assets, and purchasing cards. Reviews the use and authorization of overtime by employees, employee reports relating to financial mismanagement, and miscellaneous financial issues. <i>See: Resolution No. 10-68, Series of 2010</i>								
<b>Legislative Policy Committee</b>	<b>City Manager Conference Room</b>	<b>2nd &amp; 4th Mon</b>	<b>5:45 PM</b>	<b>3 members</b>	<b>Yes</b>			
Reviews and reacts to proposed legislation on behalf of City Council and the City. Reviews requests for qualifications and proposals for the selection of the City's lobbyist.								
<b>Northglenn Urban Renewal Authority</b>	<b>Council Chambers</b>	<b>2nd Wed</b>	<b>5:45 PM</b>	<b>1 member</b>	<b>Yes</b>			
NURA is a special purpose governmental entity created by City Council in 1990 to deal with economic and physical blight. NURA's primary purpose is to improve business areas in Northglenn by eliminating blight, assisting private development and redevelopment projects, and planning and building public and public-related commercial improvements.								
<b>Outside Agency Funding Committee</b>	<b>City Manager Conference Room</b>	<b>As needed</b>	<b>Varies</b>	<b>3 members</b>	<b>Yes</b>			
Considers requests from non-profit organizations for the sponsorship of events. Reviews proposals and makes recommendations to City Council on the issuance of annual grant funding to non-profit organizations whose services benefit the residents of Northglenn. <i>See: Resolution No. 17-03, Series of 2017</i>								
<b>Police Pension Board</b>	<b>Justice Center Community Room</b>	<b>Quarterly - 2nd Wed</b>	<b>8:30 AM</b>	<b>1 member</b>	<b>Yes</b>	<b>Meredith Leighty</b>		
Serves in a fiduciary role as a member of the Police Pension Board to administer the Police Money Purchase Pension Plan. Reviews performance of investment funds, selects recordkeeper and plan advisors, monitors work performed, makes appropriate changes when warranted, promotes education to plan participants. Member must be the Mayor or Mayor Pro Tem.								
<b>Regional Voting Positions</b>								
<b>Mile High Flood District Board of Directors</b>	<b>MHFD Office - Denver</b>	<b>3rd Thu</b>	<b>1:00 PM</b>	<b>1 member</b>	<b>Yes</b>	<b>Meredith Leighty</b>		
Formerly known as the Urban Drainage & Flood Control District, their mission is to protect people, property, and the environment through preservation, mitigation, and education. The Flood District partners with metro cities and counties to design and construct flood control and warning measures, open space, regional paths, and to remove trash and debris in our streams. Board consists of 20 locally-appointed elected officials and 2 licensed professional engineers. Mayor Pro Tem may attend in the Mayor's absence as a non-voting member.								
<b>Adams County Economic Development Executive Committee</b>	<b>Location TBD</b>	<b>4th Thu</b>	<b>8:00 AM</b>	<b>1 member</b>	<b>Yes</b>	<b>Meredith Leighty</b>		
ACED is a public/private, nonprofit economic development agency serving Adams County, its 10 municipalities, companies, and residents. The Executive Committee consists of mayors from each jurisdiction, County commissioners, and members from the private sector.								
<b>Metro Mayors Caucus</b>	<b>Denver Metro Chamber of Commerce</b>	<b>1st Wed</b>	<b>7:30 AM</b>	<b>1 member</b>	<b>Yes</b>	<b>Meredith Leighty</b>		
A voluntary, consensus based organization of mayors that work together on issues of regional importance. The Caucus was formed in 1993 at the urging of then mayors Margaret Carpenter (Thornton), Don Parsons (Northglenn), Susan Thornton (Littleton), Linda Morton (Lakewood), and Wellington Webb (Denver) who felt that a non-competitive forum was needed for the region's elected officials to build relationships and discuss issues of common concern. The Caucus provides a forum for the discussion of issues that are critical to its members, individually as cities and collectively as a region.								
<b>Denver Regional Council of Governments Board</b>	<b>DRCOG Office - 1001 17th Street</b>	<b>3rd Wed</b>	<b>6:30 PM</b>	<b>2 members</b>	<b>Yes</b>			
Created as an association of county and city governments as a place where local officials can work together to solve the region's problems. Local governments resolve areawide problems in a way that protects the unique nature of each local government. At the same time, each community has a voice in regional decision-making. Each member city and county is entitled to have one of its elected officials serve as a representative to the Board. Membership includes 1 representative and 1 alternate representative. <i>Board work sessions are held on the 1st Weds at 4:00 p.m.</i>								

Board/Commission/Committee	Meeting Location	Meeting Date	Meeting Time	Number of Positions	Voting Member	Council Member	Member/Alternate	Member/Alternate
<b>Adams County Council of Governments Subregional Transportation Forum</b>	<b>Adams County Human Services Center</b>	Feb, Apr, Jun, Aug, Oct & Dec	5:30 PM	2 members	Yes			
The ADCOG Subregional Forum is responsible for coordination of transportation planning efforts in Adams County. This includes coordination for purposes of submitting project funding requests to the Colorado Department of Transportation, the Regional Transportation District, and the Denver Regional Council of Governments for consideration in their respective Capital Improvement Plans. Membership includes 1 representative and 1 alternate representative.								
<b>North Area Transportation Alliance</b>	<b>ACED Conference Room</b>	4th Thu	7:30 AM	2 members	Yes			
NATA is a partnership of public and private entities in the North I-25 Corridor working to identify, develop, advocate, and lobby for transportation solutions that will enhance mobility, drive economic development, and reduce traffic congestion in the north metro area. Membership includes 1 representative and 1 alternate member.								
<b>Rocky Flats Stewardship Council</b>	<b>Rocky Mountain Airport - Broomfield</b>	No less than 4 times per year; Mon	8:30 AM	1 member	Yes			
Mission is to provide continuing local engagement on activities occurring at the Rocky Flats site regarding long-term stewardship of residual contamination and refuge management; to provide a forum to track issues related to former site employees, including but not limited to long-term health benefits and pension programs; to provide an ongoing mechanism to help maintain public knowledge of Rocky Flats and the ongoing needs and responsibilities regarding contaminant management and refuge management; to provide an ongoing forum to engage on all other issues pertinent to Rocky Flats.								
<b>Colorado Municipal League Policy Committee</b>	<b>CML Office - Denver</b>	5-6 times per year; Fri	10:00 AM	2 members	Yes			
Standing committee that develops the League's legislative program and monitors issues that are important to the cities and towns in Colorado. Membership is composed of representatives from each member municipality, CML sections, and district presidents. Membership includes 1 representative and 1 alternate representative.								
<b>Colorado Communities for Climate Action</b>	<b>Meeting locations vary</b>	4th Fri every other month	9:00 AM	2 members	Yes			
CC4CA is a coalition of local governments across the state that advocates for stronger state and federal climate policy. CC4CA is governed by a Board of Directors (formerly the Steering Committee) of representatives from member communities. Unanimous consent among members is required to set the coalition's policy priorities. The CC4CA Policy Committee meets on the 2nd Thursday of each month from 1-2:30 p.m. The Legislative Group meets on the 2nd and 4th Fridays of the month during the legislative session from 12-1:00 p.m. (beginning on Jan. 28)								
<b>Adams County Regional Economic Partnership (formerly Metro North Chamber of Commerce)</b>	<b>AC-REP</b>	2nd & 4th Wed	7:30 AM	1 member	Yes			
The Business and Government Affairs Committee is a non-partisan committee comprised of members from diverse industries. The group meets twice per month when the State Legislature is in session. The Committee is responsible for helping guide advocacy efforts by reviewing pending legislation and regulations for their impact on the membership.								
<b>Rocky Mountain Partnership</b>	<b>Location TBD</b>	Quarterly	TBD	1 member	Yes			
Rocky Mountain Partnership, formerly Rocky Mountain Cradle to Career Partnership (RMC2C) and Adams County Youth Initiative, serves Adams and Broomfield Counties in supporting youth from cradle to career. The Community Leaders Council (CLC) includes leadership from school districts, non-profits, philanthropies, businesses, faith communities, and city and county governments. The CLC holds leadership and accountability for the Partnership's shared work, and addresses systems-level barriers to this work, including the alignment of resources and community assets, resources, and policy.								
<b>Non-Voting City Ex-Officio Positions</b>								
<b>Community Co-Production Policing Advisory Board</b>	<b>Council Chambers</b>	2nd Tue	5:30 PM	1 member	No			
The Board supports City Council's strategic focus of implementing community co-production policing based on the belief that the community should be integrally involved in shaping the policing strategies that affect it. The Board advises Council about community concerns as they relate to the Police Department, looks for opportunities to build on the strengths of the Department, and advises Council on other matters as they relate to aligning services and resources with the community's vision for public safety.								
<b>Diversity, Inclusivity, and Social Equity Board</b>	<b>Justice Center Community Room</b>	3rd Tue	6:30 PM	1 member	No			
The Board supports City Council's strategic focus of diversity and uses community feedback to influence future decision making to promote diversity, inclusivity and social equity in Northglenn.								
<b>Historic Preservation Commission</b>	<b>Thede Farmhouse at Stonehocker</b>	2nd Tue	6:00 PM	1 member	No			
Created to protect, preserve and enhance the City's cultural, social, economic, political and architectural heritage.								

Board/Commission/Committee	Meeting Location	Meeting Date	Meeting Time	Number of Positions	Voting Member	Council Member	Member/Alternate	Member/Alternate
<b>Parks &amp; Recreation Advisory Board</b>	<b>Council Chambers</b>	<b>2nd Thu</b>	<b>5:30 PM</b>	<b>1 member</b>	<b>No</b>			
Advises City Council and staff on parks and recreation plans, facilities, and programs. Holds public hearings on capital improvement projects and recreation services. Considers park vendor applications for persons wishing to sell goods in City parks. Ex-officio member required by NMC § 17-2-1.								
<b>Planning Commission</b>	<b>Council Chambers</b>	<b>1st &amp; 3rd Tue</b>	<b>7:00 PM</b>	<b>1 member</b>	<b>No</b>			
Considers permit applications for land use matters and makes recommendations to City Council for zoning requests. Members are active in the development of the City's Comprehensive Plan by reviewing site plans and subdivision plats. Ex-officio member required by NMC § 11-6-8(c)(2)(A).								
<b>Youth Commission</b>	<b>Northglenn Recreation Center</b>	<b>1st Tue</b>	<b>7:00 PM</b>	<b>1 member</b>	<b>No</b>			
The Northglenn Youth Commission encourages youth to participate in community issues and gives them a voice in government. The Commission makes recommendations to City Council and staff about topics that impact youth in the community. Ex-officio member required by Resolution No. 01-87, Series of 2001.								
<b>Non-Voting Liaison Positions</b>								
<b>Adams 12 Five Star School Board</b>	<b>Educational Support Center</b>	<b>1st &amp; 3rd Wed*</b>	<b>6:00 PM</b>	<b>1 member</b>	<b>No</b>			
The Board of Education is the policy-making body for the School District. The Board's mission is to engage and inspire all students to innovate, achieve and succeed in a safe environment by ensuring high-quality instruction in every classroom, every day. *Board does not meet in January, July, and August.								
<b>Business Relations Coordinator</b>	<b>City Manager Conference Room</b>	<b>2nd Fri</b>	<b>8:00 AM</b>	<b>1 member</b>	<b>No</b>			
Meets with Economic Development staff to provide input on activities to foster and encourage existing businesses to remain and expand in the City, and to convey a positive image to businesses wishing to locate to Northglenn.								
<b>North Metro Fire Rescue District Board</b>	<b>NMFRD Headquarters - Broomfield</b>	<b>3rd Weds</b>	<b>4:00 PM</b>	<b>1 member</b>	<b>No</b>			
NMFRD is a special district governed by an elected board of directors. The District is equipped and committed to ensuring public safety through fire suppression, emergency medical services and patient transportation, hazardous materials response, technical rescues, and wildland firefighting. NMFRD has 7 fire stations that serve residents in Broomfield, Northglenn and unincorporated areas of Adams, Boulder, Jefferson and Weld Counties. The District also has a large training center complex (in Section 36) and headquarters building to serve the community.								
<b>Northglenn Arts &amp; Humanities Foundation</b>	<b>Northglenn Recreation Center</b>	<b>1st Wed</b>	<b>5:30 PM</b>	<b>1 member</b>	<b>No</b>			
NAHF is a non-profit foundation whose purpose is to act as a vehicle for soliciting and accepting contributions to benefit cultural programs at the Parsons Theatre and throughout the City of Northglenn, and to promote, encourage and solicit programs and events related to the theatre and arts. These programs and events can be of a charitable, educational, historic, artistic, musical, or dramatic nature. In addition to its commitment to theatre and music programs, the foundation has an added visual art emphasis through its public art program. Funded programs include: Missoula Children's Theatre, Art on Parade, Northglenn Youth Theatre, Northglenn Players, Summer Concert Series, and the Summer Movie Series.								
<b>Northglenn Senior Organization</b>	<b>Senior Center</b>	<b>4th Fri</b>	<b>12:00 PM</b>	<b>1 member</b>	<b>No</b>			
The NSO is a fraternal group that aids the Senior Center. Members of the NSO plan activities, trips, educational programs, and volunteer opportunities for seniors. The NSO also provides input into the planning of senior programming. NSO members hold monthly business luncheons at various locations.								
<b>Rangview Library District</b>	<b>Meeting locations vary</b>	<b>3rd Wed</b>	<b>5:00 PM</b>	<b>1 member</b>	<b>No</b>			
The Rangeview Library District (Anythink Libraries) is governed by a five-member Board of Trustees appointed by the Adams County Board of Commissioners. The Board is responsible for the library district's finances and formulation of policies. Anythink serves residents of Adams County with 7 branches in Bennett, Brighton, Commerce City, Thornton, and the Perl Mack neighborhood of Denver. They also offer outreach services through Anythink in Motion and the district's bookmobile.								
<b>Positions shaded in gray require specific membership.</b>								