



CITY CLERK'S OFFICE MEMORANDUM
#9-2022

DATE: May 16, 2022

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager 

FROM: Johanna Small, City Clerk 

SUBJECT: City Council Committee, Liaison and Ex-Officio Positions

PURPOSE

To discuss City Council committee, liaison, and ex-officio positions and current vacancies on the Adams County Council of Governments (ADCOG) Subregional Transportation Forum, Denver Regional Council of Governments (DRCOG), and North Area Transportation Alliance (NATA) created by the resignation of former Council member Duran Mullica.

BACKGROUND

Following every general municipal election, Council members are appointed to serve as members, representatives, liaisons, or ex-officio members on various boards and commissions, regional organizations, and Council committees. Council appointments are two-year assignments, and the time commitment and level of participation varies by position. Assignments are based on individual Council member interest and time availability.

These positions support Section 1.1 of the Strategic Plan – Position the City to be competitive and leverage relationships through regional collaboration and advocacy. The Plan states that Council will be active in regional liaison roles to build partnerships and advocate on behalf of the City, including participation on: NATA, DRCOG, ADCOG, North Metro Fire Rescue District, Anythink Libraries, Colorado Communities for Climate Action, Adams County Regional Economic Partnership, and Colorado Municipal League (CML).

Council Committee Members

There are three City Council committees: Finance Committee, Legislative Policy Committee, and Outside Agency Funding Committee. Each committee's membership and functions are established by resolution.

Representatives on Member Organizations

Council members are appointed to serve as representatives or alternate representatives to organizations such as the CML Policy Committee, the DRCOG, and Rocky Flats Stewardship Council. The City's membership provides the opportunity for representation on the boards and representatives are voting members of the respective groups. The appointments allow for City Council to be informed on regional efforts and ensure the City's interests are represented.

Ex-Officio Members on City Boards & Commissions

"Ex-officio" is a Latin phrase that translates as "from the office." Council members are appointed as ex-officio members to several of the City's boards and commissions by virtue of their position on City Council. Ex-officio members are non-voting members and not all boards require ex-officio membership. The appointments allow for open and time-sensitive communication between City Council and the respective boards through the ex-officio members.

Liaisons to External Organizations

Council members are appointed to serve as liaisons to external organizations such as the Adams 12 Five Star School Board, North Metro Fire Rescue District Board, and Northglenn Arts & Humanities Foundation. Liaison positions were first appointed in 2006 in response to the North Metro Fire Rescue District requesting the municipalities they serve to appoint a liaison to their Board. Liaison positions are not required, and Council liaisons attend the external meetings as non-voting guests. Liaison positions allow for City Council to remain informed on local and regional efforts and provide opportunities to strengthen the City’s relationships and communication with organizations serving the community.

Current Positions and Assignments

Board/Group	Positions	Required	Membership Benefit	Optional
Finance Committee	Member – Becky Brown Member – Meredith Leighty Member – Shannon Lukeman-Hiromasa	X		
Legislative Policy Committee	Member – Shannon Lukeman-Hiromasa Member – Nicholas Walker Member – Jenny Willford	X		
Outside Agency Funding Committee	Member – Becky Brown Member – Shannon Lukeman-Hiromasa Member – Nicholas Walker	X		
Northglenn Urban Renewal Authority*	Member – Becky Brown	X		
Community Co-Production Policing Advisory Board	Ex-officio – Shannon Lukeman-Hiromasa	X		
Diversity, Inclusivity & Social Equity Board	Ex-officio – Katherine Goff	X		
Historic Preservation Commission	Ex-officio – Ashley Witkovich	X		
Parks & Recreation Advisory Board	Ex-officio – Ashley Witkovich	X		
Planning Commission	Ex-officio – Becky Brown	X		
Youth Commission	Ex-officio – Shannon Lukeman-Hiromasa	X		
Police Pension Board**	Member – Meredith Leighty	X		
Rocky Flats Stewardship Council	Representative – Ashley Witkovich	X		
ADCOG Subregional Transportation Forum	Representative – Vacant Alternate – Jenny Willford		X	
Adams County Regional Economic Partnership (AC-REP)	Representative – Katherine Goff		X	
Colorado Communities for Climate Action (CC4CA)	Representative – Katherine Goff Alternate – Jenny Willford		X	
Colorado Municipal League Policy Committee	Representative – Jenny Willford Alternate – Nicholas Walker		X	
Denver Regional Council of Governments (DRCOG)	Representative – Vacant Alternate – Jenny Willford		X	
Metro Mayors Caucus**	Member – Meredith Leighty		X	
Mile High Flood District Board**	Member – Meredith Leighty		X	
North Area Transportation Alliance (NATA)	Representative – Vacant Alternate – Meredith Leighty		X	
Rocky Mountain Partnership	Representative – Jay Jaramillo		X	
Adams 12 Five Star School Board	Liaison – Meredith Leighty			X
Business Relations Coordinator	Liaison – Shannon Lukeman-Hiromasa			X

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North Metro Fire Rescue District Board	Liaison – Becky Brown			X
Northglenn Arts & Humanities Foundation	Liaison – Jay Jaramillo			X
Northglenn Senior Organization	Liaison – Shannon Lukeman-Hiromasa			X
Rangeview Library District (Anythink Libraries)	Liaison – Katherine Goff			X

* NURA membership is governed by State statute; Council member is a full voting member.

** Membership is restricted to the Mayor or Mayor Pro Tem

The Victim Assistance and Law Enforcement (VALE) Board is not listed in the table above because appointments to this Board are not considered with the Council committee, liaison, and ex-officio positions. The VALE Board’s structure allows up to two members of City Council to serve as regular members of the Board. Currently, Council member Witkovich serves on the VALE Board. This is an additional time commitment for Council members, and individuals may continue to hold their position on the Board after their term on Council expires.

A detailed list of City Council committee, liaison, and ex-officio assignments is included as Attachment 1. The document provides additional information about the purpose of the organizations, positions, meeting times, and staff liaisons.

BUDGET/TIME IMPLICATIONS

There are no budget impacts.

Vacant representative positions on the ADCOG Subregional Transportation Forum, DRCOG, and NATA should be filled as soon as possible to ensure consistent representation and continued engagement.

RECOMMENDATION

Staff recommends City Council provide direction to staff regarding appointments to fill the vacant positions.

STAFF REFERENCE

If Council members have any questions, please contact Johanna Small, City Clerk, at jsmall@northglenn.org or 303.450.8757.

ATTACHMENT

1. City Council Committee, Liaison, and Ex-Officio Assignments

City Council Committee, Liaison and Ex-Officio Assignments

Board/Commission/Committee	Meeting Location	Meeting Date	Meeting Time	Number of Positions	Voting Member	Council Member	Member/Alternate	Member/Alternate
City Council Committees/City Voting Positions								
Finance Committee	City Manager Conference Room	Every other month	Varies	3 members	Yes	Becky Brown	Meredith Leighty	Shannon Lukeman-Hiromasa
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>								
Legislative Policy Committee	City Manager Conference Room	2nd & 4th Mon	5:45 PM	3 members	Yes	Shannon Lukeman-Hiromasa	Nicholas Walker	Jenny Willford
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. Staff Liaison: City Manager. Committee is also supported by the City's lobbyist and the City Attorney.								
Northglenn Urban Renewal Authority	Council Chambers	2nd Wed	5:45 PM	1 member	Yes	Becky Brown		
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. Staff Liaison: NURA Executive Director appoints a Treasurer (Director of Finance) and a staff member (Executive Assistant to the City Manager) to support the Authority. Legal services are provided by the City Attorney's designee.								
Outside Agency Funding Committee	City Manager Conference Room	As needed	Varies	3 members	Yes	Becky Brown	Shannon Lukeman-Hiromasa	Nicholas Walker
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> Staff Liaison: City Clerk								
Police Pension Board	Justice Center Community Room	Quarterly - 2nd Wed	8:30 AM	1 member	Yes	Meredith Leighty		
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. Staff Liaison: Human Resources Pension Administrator								
Regional Voting Positions								
Mile High Flood District Board of Directors	MHFD Office - Denver	3rd Thu 8x/year	1:00 PM	1 member	Yes	Meredith Leighty		
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.								
Metro Mayors Caucus	Denver Metro Chamber of Commerce	1st Wed	7:30 AM	1 member	Yes	Meredith Leighty		
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.								
Denver Regional Council of Governments Board	DRCOG Office - 1001 17th Street	3rd Wed	6:30 PM	2 members	Yes	Vacant	Jenny Willford	
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
Adams County Council of Governments Subregional Transportation Forum	Adams County Human Services Center	4th Wed	5:30 PM	2 members	Yes	Vacant	Jenny Willford	
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.								
North Area Transportation Alliance	ACED Conference Room	4th Thu	7:30 AM	2 members	Yes	Vacant	Meredith Leighty	
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.								
Rocky Flats Stewardship Council	Rocky Mountain Airport - Broomfield	No less than 4 times per year; Mon	8:30 AM	1 member	Yes	Ashley Witkovich		
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. Designation of representative required by Rocky Flats Stewardship Council IGA.								
Colorado Municipal League Policy Committee	CML Office - Denver	5-6 times per year; Fri	10:00 AM	2 members	Yes	Jenny Willford	Nicholas Walker	
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.								
Colorado Communities for Climate Action	Meeting locations vary	4th Fri every other month	9:00 AM	2 members	Yes	Katherine Goff	Jenny Willford	
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)								
Adams County Regional Economic Partnership (formerly Metro North Chamber of Commerce)	AC-REP	2nd & 4th Wed	7:30 AM	1 member	Yes	Katherine Goff		
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.								
Rocky Mountain Partnership	Location TBD	Quarterly	TBD	1 member	Yes	Jay Jaramillo		
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.								
Non-Voting City Ex-Officio Positions								
Community Co-Production Policing Advisory Board	Council Chambers	2nd Tue	5:30 PM	1 member	No	Shannon Lukeman-Hiromasa		
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. Staff Liaison: City Manager appoints a staff member to serve as clerk to the Board (Assistant to the City Manager)								

Board/Commission/Committee	Meeting Location	Meeting Date	Meeting Time	Number of Positions	Voting Member	Council Member	Member/Alternate	Member/Alternate
Diversity, Inclusivity, and Social Equity Board	Justice Center Community Room	3rd Tue	6:30 PM	1 member	No	Katherine Goff		
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. Staff Liaison: City Manager appoints a staff member to serve as clerk to the Board (Assistant to the City Manager)								
Historic Preservation Commission	Thede Farmhouse at Stonehocker	2nd Tue	6:00 PM	1 member	No	Ashley Witkovich		
Created to protect, preserve and enhance the City's cultural, social, economic, political and architectural heritage; to conduct an ongoing survey to identify properties, adopt criteria and guidelines, review proposals, and hold hearings. Staff Liaison: Planning & Development/Senior Planner								
Parks & Recreation Advisory Board	Council Chambers	2nd Thu	5:30 PM	1 member	No	Ashley Witkovich		
Purpose is to advise City Council and staff about parks and recreation plans, facilities, and programs; to make recommendations to Council on contracts and expenditures for projects; to establish the annual parks user fee schedule; to hold public hearings for capital improvement projects and recreation services; and to consider park vendor applications. Ex-officio member required by NMC § 17-2-1. Staff Liaison: City Manager or designee serves as the executive director and appoints a staff member to serve as clerk to the Board: Director of Parks, Recreation & Culture and Parks & Rec Admin Assistant								
Planning Commission	Council Chambers	1st & 3rd Tue	7:00 PM	1 member	No	Becky Brown		
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). Staff Liaison: Planning & Development/Planning Manager								
Youth Commission	Northglenn Recreation Center	1st Tue	7:00 PM	1 member	No	Shannon Lukeman-Hiromasa		
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. Staff Liaison: 1 staff advisor: Director of Parks, Recreation & Culture								
Non-Voting Liaison Positions								
Adams 12 Five Star School Board	Educational Support Center	1st & 3rd Wed*	6:00 PM	1 member	No	Meredith Leighty		
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.								
Business Relations Coordinator	City Manager Conference Room	2nd Fri	8:00 AM	1 member	No	Shannon Lukeman-Hiromasa		
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. Staff Liaison: Economic Development Specialist								
North Metro Fire Rescue District Board	NMFRD Headquarters - Broomfield	3rd Tues	4:00 PM	1 member	No	Becky Brown		
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.								
Northglenn Arts & Humanities Foundation	Northglenn Recreation Center	1st Wed	5:30 PM	1 member	No	Jay Jaramillo		
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,								

Board/Commission/Committee	Meeting Location	Meeting Date	Meeting Time	Number of Positions	Voting Member	Council Member	Member/Alternate	Member/Alternate
Northglenn Senior Organization	Senior Center	4th Fri	12:00 PM	1 member	No	Shannon Lukeman-Hiromasa		
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.								
Rangview Library District	Meeting locations vary	3rd Wed	5:00 PM	1 member	No	Katherine Goff		
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.								
Required positions (by resolution, ordinance, IGA, etc.)								
Memberships provide opportunity for representation								
Optional liaison positions								