

CITY MANAGER'S OFFICE MEMORANDUM
#04-2020

DATE: January 27, 2020

TO: Honorable Mayor Meredith Leighty and City Council Members

FROM: Heather Geyer, City Manager 

SUBJECT: Proposed Homelessness Community Task Force Next Steps

PURPOSE

To provide City Council with a program outline for the Homelessness Community Task Force next steps.

BACKGROUND

On October 28, 2019, City Council approved Resolution No. 19-115 adopting the 2019-2023 Strategic Plan. Homelessness is an action step under Strategic Priority #5-2. Strategic Priority #5 is Housing Opportunities. The goal definition for this priority is: Curate the diversity of housing stock for all ages, socioeconomic demographics and family types, and increase investment in housing repairs and renovations.

City Council provided staff with direction at the November 4, 2019 study session to move forward with the creation of a Homelessness Community Task Force. The Council Strategic Plan calls for organizing a community Task Force in Q1 of 2020 (see page 18 of the Strategic Plan). Therefore, the following program outline is being provided for City Council review prior to advertising the opportunity, locally and regionally, to serve on the Task Force.

A reoccurring theme/feedback from the City Council study session in November was, *How can the City provide a "warm hand" to individuals experiencing homelessness?* This theme can serve as a guidepost for the work of the Task Force.

Northglenn Homelessness Community Task Force Purpose

The Task Force will be charged with development of key recommendations that will be presented to the City Council following completion of the Task Force work. The Task Force is envisioned as an advisory group to the City Council and not a formal board or commission.

The overall purpose of the Task Force is envisioned as follows:

- To develop recommendations to be presented to City Council
- To be action-oriented and assist the City with implementation of recommendations
- Identify who makes up Northglenn's homeless population (families, individuals, etc.)
- Identify the services the City could provide (beyond today) in partnership with other service providers. Does the City need to hire a Homelessness Navigator as other cities are doing?
- Identify where a possible increase in level of service is possible
- How to connect individuals and families experiencing homelessness with services and service providers (going beyond providing phone numbers)
- How the City can leverage existing services and build partnerships with services providers not currently established
- Identify short-term challenges and possible solutions

- Identify long-term challenges and possible solutions
- Identify and recommend how the City can expand educational efforts and awareness of the issues and challenges surrounding homelessness

Staff will provide support to the Task Force in providing informational presentations as requested on current City services and requests for information from other service providers. Staff would like input from City Council on what additional aspects need to be added to the purpose of the Task Force.

Who should apply to serve on the Task Force?

Anyone who is interested in addressing homelessness in Northglenn, including representatives from nonprofit homeless assistance providers (Almost Home, Growing Home), persons who have experienced homelessness, domestic violence survivor service providers, faith-based organizations, local government entities (Adams County, neighboring cities), businesses, advocates, mental health agencies, hospitals, veteran organizations, school districts (Adams 12 Five Start Schools) and residents.

- City Council representatives? This is a question for Council's consideration.
- Note: staff will support the Task Force but not serve on the Task Force

Staff is looking for suggestions from City Council on any particular agencies, service providers or local/regional partners the City should engage and extend an invitation to participate.

When and how long will the Task Force meet?

No time limitations are being placed on the Task Force. It is recommended that members have an organizational meeting to kick-off their work, develop a timeline for their work, and identify regular meeting dates and times. After the work timeframe is identified, an update will be provided to City Council at a future meeting. The overall goal is to have recommendations identified so that any budget items can be considered as part of the 2021 City budget process.

Task Force Application

A draft application is included in Attachment 1. Staff is seeking feedback from City Council on the draft document.

Task Force Kick-off

Staff recommends that the online application and outreach begins on Wednesday, January 29, 2020. Applications will be due on Friday, February 21, 2020. Meetings will begin in late February or early March 2020.

Advertising/Promotion of the Task Force Opportunity

The following plan is recommended for promotion of the opportunity to participate in the Community Task Force:

- Set up Task Force webpage with application and general information
- Include a call for applicants in the February Connection
- Include a call for applicants on City social media channels
- City Manager will invite service providers to participate (via email)
- We will promote through the Adams County Homelessness regional meetings
- City Council members are encouraged to invite/encourage residents and service providers to participate

Staff Liaison

Several staff members will provide support to the Task Force, however, the primary lead will be the new Assistant to the City Manager. The City Manager will provide support until the Assistant to the City Manager is onboard and as needed.

STAFF RECOMMENDATION

Staff is requesting feedback from City Council on the proposed program outline for the Homelessness Community Task Force.

BUDGET/TIME IMPLICATIONS

Depending on the agreed upon times and dates for meetings, the City will provide any necessary supplies. Staff does not anticipate financial support exceeding \$250 to \$500.

STAFF REFERENCE

For additional information, please contact Heather Geyer, City Manager, at hgeyer@northglenn.org or 303.450.8706.

ATTACHMENTS

1. Homelessness Community Task Force Application

APPLICATION FOR APPOINTMENT TO HOMELESSNESS TASK FORCE

General Information

The City Council is seeking applicants to participate on a community Task Force. The Task Force will be advisory for a period of time determined by the Task Force membership.

Application Period: Wednesday, January 29, 2020 to Friday, February 21, 2020 at 5:00 p.m.

Meetings will begin in late February or early March 2020.

Eligibility

To qualify as a member of the Homelessness Community Task Force you must:

- Be a resident of the City of Northglenn, OR
- Serve in a leadership/professional capacity for a service organization, OR
- Serve a faith-based organization, local jurisdiction, veterans organization, school district, hospital, or mental health agency

About the Community Task Force

The overall purpose of the Task Force is as follows:

- To develop recommendations to be presented to City Council
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- Identify long-term challenges and possible solutions
- Identify and recommend how the City can expand educational efforts and awareness of the issues and challenges surrounding homelessness

Application Submission

Applications can be submitted in one of three ways. Please confirm receipt of your application.

1. By email: send an electronic copy of the application and any accompanying materials to the City Manager's Office, Susan Baca at sbaca@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.

**Applications must be received by the City Manager's Office no later than
5:00 p.m. on Friday, February 21, 2020**



APPLICATION FOR APPOINTMENT TO THE HOMELESSNESS COMMUNITY TASK FORCE

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.	Employer: Click here to enter text.

Skills/Abilities/Interests
List your skills, abilities, related volunteer community service and interests relevant to this volunteer position.
Click here to enter text.

Questionnaire
Are you a resident of the City of Northglenn? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a local service provider? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list the name of your organization _____
Do you represent another agency? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list the name of your agency _____
1) Why do you want to be appointed to the Homelessness Task Force?
2) What does success for someone experiencing homelessness look like to you?
3) Who is responsible to aid those experiencing homelessness within the City of Northglenn?
4) What unique experience, perspective or expertise would you bring to this Task Force?
5) Share with us one idea you have on how the City can address homelessness?

Supplemental Information

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

Please contact the City Manager’s Office if you need assistance with language access resources or other accommodations.