



CITY CLERK'S OFFICE MEMORANDUM
#01-2020

DATE: January 6, 2020
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

PURPOSE

Mayor Leighty will facilitate a discussion with City Council 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 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: 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.

The Mayor currently serves on three regional organizations: Adams County Economic Development Executive Committee, Metro Mayors Caucus, and the Mile High Flood District Board of Directors. The Metro Mayors Caucus is a mayoral appointment and the Mile High Flood Control District Board of Directors is an appointment made by the Governor. Appointments requiring specific membership are shaded in gray in Attachment 1.

In 2018, the City joined the Adams County Youth Initiative (ACYI). The City is a Cradle to Career (C2C) Pathway Partner, which provides one CEO Level seat on the ACYI Community Leaders Council. The City Manager currently serves in this role. The City Council may designate a Council member to serve in this capacity or continue to have the City Manager serve in this role.

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.

At the request of Mayor Leighty, a list of public and private schools have been included in Attachment 1 to assist with discussion on creating Council liaison positions to schools within the City. A map showing the location of schools within Northglenn is included as Attachment 2.

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.

RECOMMENDATION

Staff recommends the following: 1) review the attached list of Council committee and liaison positions; 2) following discussion on January 6, the Mayor will provide direction to staff regarding the recommended appointments; and 3) schedule appointments for action at the January 13, 2020 regular City Council 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 November 5, 2019 Election results were certified on November 22, 2019. Therefore, appointments must be made no later than January 21, 2020. Following formal approval, all organizations will be notified of the Council liaison assignments and membership appointments.

STAFF REFERENCE

Please contact Johanna Small, City Clerk at jsmall@northglenn.org or 303.450.8757 with any questions or comments.

ATTACHMENTS

1. City Council Committee and Liaison Assignments
2. School Location Map

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
City Council Committees/City Voting Positions								
Finance Committee	City Manager Conference Room	Last Wed	4:30 PM	3 members	Yes			
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	Not defined	Yes			
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.								
Northglenn Urban Renewal Authority	Council Chambers	2nd Wed	5:45 PM	1 member	Yes			
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.								
Outside Agency Funding Committee	City Manager Conference Room	As needed	Varies	3 members	Yes			
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>								
Police Pension Board	Justice Center Community Room	Quarterly - 2nd Wed	8:30 AM	1 member	Yes	Mayor or Mayor Pro Tem		
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.								
Regional Voting Positions								
Mile High Flood District Board of Directors	MHFD Office - Denver	3rd Thu	12:30 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.								
Adams County Economic Development Executive Committee	Location TBD	4th Thu	8:00 AM	1 member	Yes	Meredith Leighty		
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.								
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			
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.								
North Area Transportation Alliance	ACED Conference Room	4th Thu	7:30 AM	1 member	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.								

Board/Commission/Committee	Meeting Location	Meeting Date	Meeting Time	Number of Positions	Voting Member	Council Member	Member/Alternate	Member/Alternate
Rocky Flats Stewardship Council	Rocky Mountain Airport - Broomfield	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.								
Colorado Municipal League Policy Committee	CML Office - Denver	During Legislative Session	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.								
Colorado Communities for Climate Action	Meeting locations vary	1st Fri every other month	9:00 AM	1 member	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.								
Adams County Youth Initiative	Location TBD	Quarterly	TBD	1 member	Yes			
ACYI serves Adams and Broomfield Counties in supporting youth from cradle to career (C2C). The City is a C2C Pathway Partner, which provides for a CEO Level seat on the Community Leaders Council. The City rejoined as a member in 2018 and the City Manager currently serves in this role.								
Non-Voting City Ex-Officio Positions								
Historic Preservation Commission	Thede Farmhouse at Stonehocker	1st Tue	6:00 PM	1 member	No			
Created to protect, preserve and enhance the City's cultural, social, economic, political and architectural heritage.								
Parks & Recreation Advisory Board	Council Chambers	2nd Thu	5:30 PM	1 member	No			
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.								
Planning Commission	Council Chambers	1st & 3rd Tue	7:00 PM	1 member	No			
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. The Commission also acts as the City's Board of Adjustment, hearing appeals and variance applications for zoning and land use issues. Ex-officio member required by NMC § 11-6-8(c)(2)(A).								
Youth Commission	Northglenn Recreation Center	1st & 3rd Tue	7:00 PM	1 member	No			
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.								
Non-Voting Liaison Positions								
Adams 12 Five Star School Board	Educational Support Center	1st & 3rd Wed	7:00 PM	1 member	No			
The Board of Education is the policy-making body for the 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.								
Business Relations Coordinator	City Manager Conference Room	2nd Fri	8:00 AM	1 member	No			
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.								

Board/Commission/Committee	Meeting Location	Meeting Date	Meeting Time	Number of Positions	Voting Member	Council Member	Member/Alternate	Member/Alternate
Metro North Chamber of Commerce	Metro North Chamber Office	2nd & 4th Wed	7:30 AM	1 member	No			
The Chamber's 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 the Chamber's advocacy efforts by reviewing pending legislation and regulations for their impact on the membership.								
North Metro Fire Rescue District Board	NMFRD Headquarters - Broomfield	3rd Tue	5:00 PM	1 member	No			
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			
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 DL 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, A Cappella Concert Series, and the Summer Movie Series.								
Northglenn Senior Organization	Senior Center	4th Fri	12:00 PM	1 member	No			
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			
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.								
<i>Liaisons to Public and Private Schools</i>								
Provides a point of contact to the schools, introduces themselves to School Administration, and attends events at the school.								
Leroy Drive Elementary School	1451 Leroy Drive	Ward 1						
Northglenn Middle School	1123 Muriel Drive	Ward 1						
Hulstrom K-8	11551 Wyco Drive	Ward 2						
Malley Drive Elementary School	1300 Malley Drive	Ward 2						
STEM Lab	11700 Irma Drive	Ward 2						
Gethsemane Lutheran School	10675 Washington Street	Ward 3						
Global Village Academy	555 W. 112th Avenue	Ward 3						
Stukey Elementary School	11080 Grant Drive	Ward 3						
The Studio School	10604 Grant Drive	Ward 3						
Crossroads Alternative Middle School	10900 Huron Street	Ward 4						
Hillcrest Elementary School	10335 Croke Drive	Ward 4						
North Mor Elementary School	9580 Damon Drive	Ward 4						
Northglenn High School	601 W. 100th Place	Ward 4						
Vantage Point High School	10900 Huron Street	Ward 4						
Westview Elementary School	1300 Roseanna Drive	Ward 4						

