

**CITY MANAGER'S OFFICE MEMORANDUM**  
**#41-2020**

**DATE:** July 15, 2020  
**TO:** Honorable Mayor Meredith Leighty and City Council Members  
**THROUGH:** Heather Geyer, City Manager   
**FROM:** Rupa Venkatesh, Assistant to the City Manager  
**SUBJECT:** Diversity, Inclusivity and Social Equity Board

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**PURPOSE**

To provide City Council with an overview of a proposed Diversity, Inclusivity, and Social Equity Board to include its purpose, membership requirements, and selection process.

**BACKGROUND**

On June 22, 2020, Council was presented with a Diversity, Inclusivity, and Social Equity framework in order to continue the work of 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 a resolution City's Commitment to Advancing Racial Equity which included the formation of such a Board to "prioritize racial equity and improve outcomes for all groups."

Based on recent discussions by City Council, the City Manager is recommending that City Council move forward with creation of a formal advisory Board based on the interest and level of commitment that Council has expressed in advancing racial equity. This approach is different than what was originally contemplated in the Council Strategic Plan with the creation of a taskforce.

**Board Purpose**

The purpose of the Diversity, Inclusivity, and Social Equity Board (DISEB) is to serve as an advisory Board to the Council in order to strengthen the relationship between the City of Northglenn and the community in advancing racial equity. In addition, the Board will:

- Support City Council's Strategic focus on Diversity and being a welcoming and inclusive city
- Develop an annual work plan to include priorities and goals that advances racial equity in the City
- Celebrate and encourage understanding of the diversity of the city's population
- 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
- Encourage education programs with the potential to change ideas and attitudes Promote community engagement opportunities and encourage diversity on City Boards/Commissions
- Recommend changes to Council on policies that may unintentionally and negatively impact residents that are historically underrepresented and create racial disparity

- To provide advice on creating a climate of inclusion and increasing cultural competency within the City of Northglenn
- Advise Council on other matters as it relates to diversity, inclusivity, and social equity.

### **Board Membership Composition**

In order to ensure that the Board is able to advise Council on how to improve outcomes for all groups, we need to ensure that all groups are represented as much as possible.

The membership of the Board should include:

- A diverse representation of, including but not limited to, race, religion, country of origin, sexual orientation, gender, gender identity, disability, socioeconomic status, and age
- A diverse representation of professions, employment, education, social interests and equal representation across Wards
- A diverse representation of long-term residents, new residents, and in between
- Those that do not traditionally engage with the City and/or
- Those that are active members of the community that are trusted advocates for those traditionally underrepresented in community engagement efforts
- Those that have a genuine interest in advancing diversity, inclusivity, and social equity efforts in the City
- Staff recommends that City Council appoint a Board liaison consistent with the City Council's approach to supporting existing Boards/Commissions
- At a staff level, the Board will be supported primarily by the Assistant to the City Manager as well as the City Manager and the City's Human Resources Director/Chief Diversity Officer

Each Ward will be represented by up to 2 residents and a members at large for a total of 9 members who serve a three-year term.

### **Board Membership Requirements**

- City of Northglenn resident
- 16 years or older
- Participation in Diversity, Equity, and Inclusion training annually
- Attend regularly scheduled meetings either in-person or virtually (during COVID-19 recovery)
- Serve as a liaison within the community to receive feedback and report back to the Board during meetings
- Actively participate in Board programming
- Professional and respectful decorum
- Maintain any confidential information as confidential outside of the Board

We also encourage participation in the Citizen's Academy and Police Academy.

### **Board Membership Selection**

Once Council officially approves the Board, an application will be available for residents of Northglenn. Each Councilmember will review applications received by residents in their Ward and nominate 1 candidate. The Mayor will have the ability to select 1 candidate as well from the remaining applicants. Applicants will be interviewed by Councilmembers whose Ward they resident in as Councilmembers can only appointment a resident who lives in their Ward. Appointments will be formally made during a Council meeting.

### **Timeframe for Implementation**

## Diversity, Inclusivity and Social Equity Board

July 15, 2020

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Historically, Boards and Commissions have been created by the City via Ordinance (rather than resolution) if the Board is expected to make formal recommendations to Council. As such, below is a timeline for creation of the DISEB via Ordinance.

- August 10 Regular Meeting: First Reading (required to occur during a Regular Meeting)
- August and September Connection: Advertise Opportunity\*
- August 24: Second Reading and Public Hearing
- August 11-September 4: Application Open
- September 14-September 18: Applicant Interviews by Council
- September 28: Appointment to Board by Council via Resolution
- October: First Board meeting/orientation, date and time TBD

\*Council is making a commitment to creating this Board before the formal adoption

### **Board Meetings**

Staff is proposing that the Board meet monthly from 6pm-8pm with the day to be determined based on Board member availability.

### **Board Initial Tasks**

- Participate in Diversity, Equity and Inclusion training
- Define diversity, inclusivity and social equity
- Create Vision and Mission statements
- Help facilitator design community listening tours
- Based on feedback from community listening tours, develop a work plan

### **STAFF RECOMMENDATION**

Staff recommends City Council review the proposed framework and provide feedback. Staff will use Google Doc to capture Council feedback.

### **BUDGET/TIME IMPLICATIONS**

This is a multi-year, long-term commitment. As steps and activities continue to get flushed out, the City Manager will advise Council on which activities require budget funds. There will be an ongoing cost to support the DISEB Board annually.

### **STAFF REFERENCE**

If Council members have questions or comments, they may contact Rupa Venkatesh, at [rvenkatesh@northglenn.org](mailto:rvenkatesh@northglenn.org) or 720.376.8069.

### **ATTACHMENTS**

1. Diversity, Inclusivity, and Social Equity Board Member Application
2. PowerPoint Presentation



## 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 candidates will be interviewed by City Council. The Board will be comprised of two residents representing each of the four Wards and one resident at large. Members will serve a three-year term.

Application Period: Tuesday, August 4, 2020 to Friday, August 14, 2020 at 5:00 p.m.

Meetings will begin in September 2020.

### Eligibility

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

- Be a resident of the City of Northglenn, 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:

- 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
- Participate in Citizen's Academy once offered
- 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 any confidential information as confidential outside of the Board

### 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, Rupa Venkatesh at [rvenkatesh@northglenn.org](mailto: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.

**Applications must be received by the City Manager's Office no later than  
5:00 p.m. on Friday, August 14, 2020**



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

Applicant Information	
Name: <a href="#">Click here to enter text.</a>	
Address: <a href="#">Click here to enter text.</a>	
Email: <a href="#">Click here to enter text.</a>	
Home Phone: <a href="#">Click here to enter text.</a>	Cell Phone: <a href="#">Click here to enter text.</a>
Occupation: <a href="#">Click here to enter text.</a>	Employer: <a href="#">Click here to enter text.</a>

Questionnaire – In order to compose a Board that represents the diversity of our community, please complete the following questions.
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is your race/ethnicity? _____
How long have you lived in the City of Northglenn? _____
What Ward do you live in? <input type="checkbox"/> Ward 1 <input type="checkbox"/> Ward 2 <input type="checkbox"/> Ward 3 <input type="checkbox"/> Ward 4
1) Why do you want to be appointed to the Diversity, Inclusivity and Social Equity Board?
2) 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.
3) What does equity mean to you?
4) What unique experience, perspective or expertise would you bring to the Diversity, Inclusivity and Social Equity Board?
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.

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



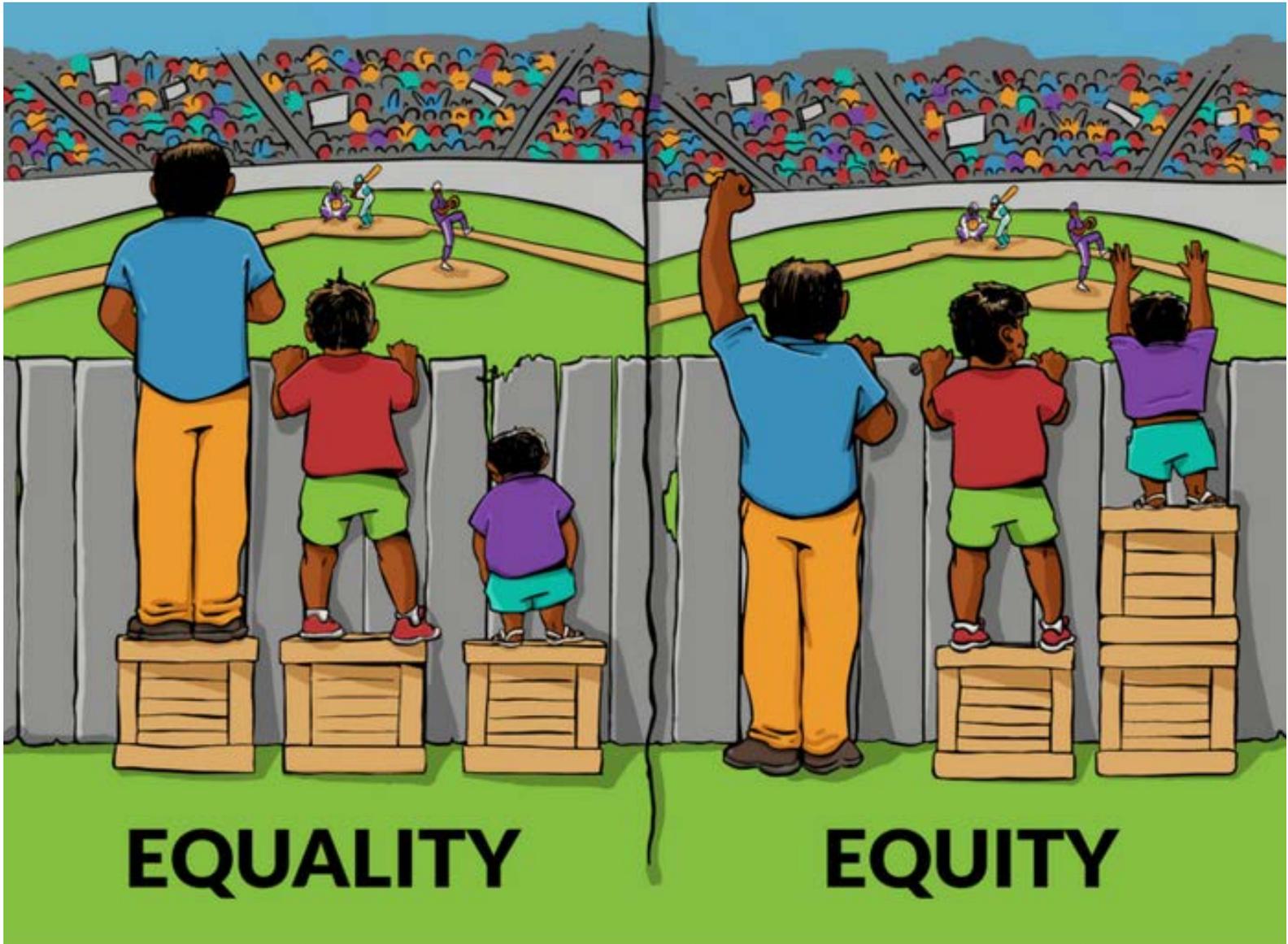
# **DIVERSITY, INCLUSIVITY, SOCIAL EQUITY BOARD**

**City Council  
Study Session  
July 15, 2020**



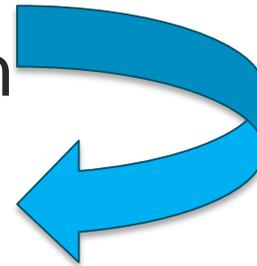
**"Diversity Is Being Invited to the Party;  
Inclusion Is Being Asked to Dance."**

-Verna Myers, Diversity and Inclusion Expert



# DRAFT FRAMEWORK

- Multi-year, long-term commitment
- Intentional and strategic work
- **Internal** and **External**
- 3 Phases
  1. Start the Conversation
  2. Delve Deeper
  3. Implement Change



# BOARD PURPOSE

- Support City Council's **Strategic focus on Diversity** and being a welcoming and inclusive city
- Develop an **annual work plan** to include priorities and goals that advances racial equity in the City
- **Celebrate and encourage** understanding of the diversity of the city's population
- 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
- Encourage **education programs** with the potential to change ideas and attitudes
- Promote **community engagement opportunities** and **encourage diversity on City Boards/Commissions**
- Recommend **changes** to Council **on policies that** may unintentionally and negatively impact residents that are historically underrepresented and **create racial disparity**
- To provide advice on creating a **climate of inclusion and increasing cultural competency** within the City of Northglenn
- **Advise Council** on other matters as it relates to diversity, inclusivity, and social equity

# MEMBERSHIP COMPOSITION

- Diversity in race, religion, country of origin, sexual orientation, gender, gender identity, disability, socioeconomic status, age
- Diversity in profession and education
- Diversity in length of residency in Northglenn
- Active members of the community
- Genuine interest in advancing diversity, inclusivity and social equity efforts
- Each Ward represented by 2 residents and 1 member at large



# MEMBERSHIP REQUIREMENTS

- City of Northglenn resident
- 16 years or older
- Participation in Diversity, Equity, and Inclusion training annually
- Attend regularly scheduled meetings either in-person or virtually (during COVID-19 recovery)
- Serve as a liaison within the community to receive feedback and report back to the Board during meetings
- Actively participate in Board programming
- Professional and respectful decorum
- Maintain any confidential information as confidential outside of the Board



# MEMBERSHIP SELECTION

- Complete the application
- Councilmembers review applications received for their Ward
- Interview of applicants
- Each Councilmember nominates 1 candidate in their Ward
- Mayor selects 1 member at large from remaining applications
- Appointments formally made at a Council meeting



# TIMELINE FOR IMPLEMENTATION

August 10: FIRST READING

AUGUST and SEPTEMBER CONNECTION

AUGUST 24: Second Reading and Public Hearing

AUGUST 11- Sept 4: APPLICATION OPEN

SEPTEMBER 14- SEPTEMBER 18: INTERVIEWS

SEPTEMBER 28: COUNCIL APPOINTMENT TO BOARD

OCTOBER: First Board meeting/orientation



# MEMBERSHIP TERMS

Board or Commission	Membership Term
Citizen Affairs Board	5 members who serve 5 years
Election Commission	2 electors + City Clerk; 2 year terms that expire at the end of municipal election year
Historic Preservation Commission	7 members + 2 alternates who serve 3 year terms
Liquor Licensing Authority	5 members + 2 alternates who serve 2 year terms
NURA	7 commissioners + 2 appointed advisors who serve 5 year terms (by State statute)
Parks and Rec Advisory Board	5 members who serve 3 year terms
Planning Commission	7 members who serve 3 year terms
VALE	5 members and 1 alternate who serve 3 year terms
Youth Commission	Unlimited members but 7-15 directors who serve a 1 year term

# BOARD INITIAL TASKS

- Participate in Diversity, Equity and Inclusion training
- Define diversity, inclusivity and social equity
- Create Vision and Mission statements
- Help facilitator design community listening tours
- Based on feedback from community listening tours, develop a work plan



# NORTHGLENN NEXT: BE A PART OF THE CONVERSATION

- Need a core internal team to work with the Diversity, Inclusion, and Social Equity Board
- Composed of 13-20 employees across departments and levels
- Intensive Training
- Race Equity Toolkit

# QUESTIONS AND FEEDBACK

