

CITY MANAGER'S OFFICE MEMORANDUM
#23-2021

DATE: June 28, 2021

TO: Honorable Mayor Meredith Leighty and City Council Members

THROUGH: Heather Geyer, City Manager 

FROM: Rupa Venkatesh, Assistant to the City Manager 

SUBJECT: Community Co-Production Policing Advisory Board Ward 4 Vacancy

PURPOSE

To provide City Council with options for filling the Ward 4 vacancy on the Community Co-Production Policing (CCPP) Advisory Board that was created on June 14, 2021.

BACKGROUND

The CCPP Advisory Board was created by Ordinance No. 1802 (Attachment 1) on Dec. 14, 2020. Section 4-8-2 of the ordinance established the membership of the board to consist of 13 members, including a resident representative from each of the four wards. One Council member serves as an ex-officio member, who by definition does not vote.

Applications were open from Dec. 1, 2020, to Jan. 15, 2021, and interviews were conducted from Jan. 25 to Feb. 5, 2021. Ward 4 had 19 applications from residents and six were interviewed virtually by Mayor Pro Tem Willford and Council member Esquibel on Jan. 28, 2021. Shannon Lukeman-Hiromasa was selected and appointed to the CCPP Advisory Board to serve as the Ward 4 representative.

Lukeman-Hiromasa was then selected to fill the Ward 4 Council vacancy and took the oath of office on June 14, 2021, effectively creating a Ward 4 CCPP Board vacancy. Per Ordinance No. 1802, vacancies must be filled within 45 days. Using the date of June 14, 2021, Council must fill the vacancy no later than July 29, 2021.

CURRENT BOARDS AND COMMISSIONS

Currently, there are two boards and commissions where at least one Council member serves as a voting member rather than an ex-officio member: the Historic Preservation Commission (HPC) and the Victim Assistance and Law Enforcement (VALE) Board.

Section 16-9-4 of the Municipal Code outlines the membership of the HPC to consist of seven members who shall be residents and have demonstrated interest in history, culture, etc., but does not consider whether an individual is a Council member as a qualification.

Section 8-4-6 of the Municipal Code outlines the membership of the VALE Board to consist of five regular members and one alternate member. No more than two regular members may be members of City Council.

OPTIONS

- Option 1a: Mayor Pro Tem Willford and Council member Lukeman-Hiromasa appoint a resident from the already existing applicant pool created when the initial application period closed on Feb. 5, 2021. They can either select from the five that were previously interviewed or select from the remaining 18 applications previously received. Council would then approve the appointment via resolution at a special City Council meeting on July 19, 2021.

- Option 1b: Create social media posts and Ward 4 resident mailers to generate a new applicant pool. The cost is approximately \$1,600. In addition, July is short-staffed and it would be a very tight turnaround time. The deadline for the July Connection has passed. Applications would be open for the week of July 5, interviews conducted by Mayor Pro Tem Willford and Council member Lukeman-Hiromasa the week of July 12, and a selection made following the interviews. Council would then consider approving the appointment via resolution at a special City Council meeting on July 19, 2021.
- Option 2: Council allows Lukeman-Hiromasa to remain as the Ward 4 CCPP resident representative until the November election. If she chooses to run for office and is elected to a seat, then she will be removed as the Ward 4 representative and the process for Option 1 will be followed. This option is inconsistent with Ordinance No. 1802, which does not contemplate a council member acting as a voting member of the CCPP Board.
- Option 3: Council allows Lukeman-Hiromasa to remain as the Ward 4 CCPP resident representative until her three-year term on CCPP expires. Again, this option is inconsistent with Ordinance No. 1802, which does not contemplate a council member acting as a voting member of the CCPP Board.

BUDGET/TIME IMPLICATIONS

Only Option 1b has a budget implication. The cost would be approximately \$1,600.

STAFF RECOMMENDATION

Staff recommends Option 1a. The intent of the ordinance that created the CCPP Advisory Board seems to contemplate a non-Council member voting board to provide recommendations to Council. In addition, Ward 4 received a large applicant pool less than one year ago. It is likely those applicants are still interested in serving on the board.

STAFF REFERENCE

If Council members have any questions, please contact Rupa Venkatesh, Assistant to the City Manager, at rvenkatesh@northglenn.org or 720.376.8069.

ATTACHMENTS

1. Ordinance No. 1802
2. Presentation

SPONSORED BY: MAYOR LEIGHTY

COUNCILMAN'S BILL

ORDINANCE NO.

No. CB-1956
Series of 2020

1802
Series of 2020

A BILL FOR AN ORDINANCE ADOPTING A NEW ARTICLE 8 OF CHAPTER 4 OF THE NORTHGLENN MUNICIPAL CODE CREATING THE COMMUNITY CO-PRODUCTION POLICING ADVISORY BOARD

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Northglenn Municipal Code is amended by the addition thereto of a new Article 8 of Chapter 4, to read as follows:

ARTICLE 8

COMMUNITY CO-PRODUCTION POLICING (CCPP) ADVISORY BOARD

Section 4-8-1. Purpose. The City Council finds and determines as follows:

(a) The City finds and determines that the creation of the Community Co-Production Policing (CCPP) Advisory Board (the "Board") is intended to provide a resource to further the City's goal of aligning the provision of police services and resources with the community vision for public safety, including addressing the following:

- (1) Reducing the potential separation between the community and those responsible for policing it;
- (2) Increasing transparency in terms of accountability, policymaking, and strategizing regarding the reduction of crime in the community; and
- (3) Empowering residents to get involved in shaping the vision for public safety services, while also equipping those who police the community with the resources they need to effectively provide such services.

(b) The City further finds and determines that the Board shall aspire to achieve the following outcomes:

- (1) Increasing community trust by sharing decisional authority with the community in substantive policing matters;
- (2) Enhancing public safety through the creation of public trust; and

(3) Improving racial diversity and equity in the process of policymaking regarding public safety in order to create greater understanding regarding community safety strategies.

Section 4-8-2. Creation; membership.

(a) There is hereby created the CCPP Advisory Board of the City of Northglenn.

(b) The Board shall consist of thirteen (13) members appointed by the City Council and one (1) ex-officio non-voting member who shall be a member of the City Council. Appointments of members shall be as follows:

(1) A total of seven (7) resident members shall be appointed to the Board as follows:

A. One (1) resident member shall be appointed from each ward of the City by the members of the City Council for a total of four (4) resident members, each representing a specific ward, with the consent of the remainder of the City Council; and

B. Two (2) at-large members who shall be residents of the City shall be appointed by the City Council upon recommendation of the Mayor and the ex-officio City Council member.

C. One (1) at-large youth member, who shall be at the time of appointment between sixteen (16) and seventeen (17) years of age, and either be a resident of Northglenn, or attend a school located in Northglenn, shall be appointed by the City Council upon recommendation of the Mayor and the ex-officio City Council member.

(2) Three (3) community safety members shall be appointed by the City Council upon recommendation of the Chief of Police as follows:

A. One (1) member shall be a member of the Fraternal Order of Police (FOP);

B. One (1) member shall be a non-command supervisory staff member from the Northglenn Police Department; and

C. One (1) member shall be a staff member from North Metro Fire Rescue District.

(3) Three (3) at-large members from professional community service providers shall be appointed by the City Council upon recommendation of the Mayor and the ex-officio City Council member.

Section 4-8-3. Term of Office. Appointments to the Board shall be for three-year terms.

Section 4-8-4. Qualifications — Vacancies.

(a) Qualifications.

(1) All members of the Board representing a ward shall be a resident of that ward for the duration of the member's term;

(2) All members of the Board shall be at least eighteen (18) years old, except the at-large youth member, who shall be at the time of appointment between sixteen (16) and seventeen (17) years of age; and

(3) Individuals who are registered sex offenders, or currently on parole or probation shall not be eligible to be members of the Board.

(b) Vacancies. Vacancies on the Board shall be filled within forty-five (45) days of the vacancy being created utilizing the same process set forth in Section 4-8-2 of this Article. A vacancy shall be created by any of the following events:

(1) Completion of the Board member's term;

(2) Resignation of a Board member prior to the expiration of the member's term; or

(3) A Board member representing a particular ward no longer resides within the particular ward.

Section 4-8-5. Organization and Rules.

(a) The Board shall elect a Chair and Vice-Chair from its membership at the first meeting of each calendar year to serve for a term of one (1) year.

(b) The City Manager shall appoint a staff member to serve as the clerk to the Board.

(c) The Chair shall preside at all meetings of the Board, and in the Chair's absence, the Vice-Chair shall preside at such meetings.

(d) The clerk of the Board shall cause the minutes of all Board meetings to be kept, shall provide copies of such minutes to the City Council and City Manager.

(e) The City Manager or the City Manager's designee, upon consultation with the Chair of the Board, shall prepare the Board's agenda.

Section 4-8-6. Meetings.

(a) The Board shall hold at least one (1) regular meeting per month at a time and place designated by the Board.

(b) Special meetings may be called by the Chair or the Vice-Chair of the Board, or by the City Manager or the City Manager's designee. Members will be notified

in writing not less than three (3) calendar days prior to the date of any special meeting, such notice to contain a list of the items to be considered at the special meeting; provided, however, that upon majority vote of the Board a special meeting may be called with less than the required notice so long as such notice is in compliance with the Colorado Open Meetings Law.

(c) A quorum shall consist of any seven (7) members of the Board.

(d) Each member of the Board shall vote on any matter before the Board. Votes shall be cast only at official posted meetings of the Board.

Section 4-8-7. Board Member Obligations. Board members shall at a minimum participate in the following activities:

(a) Board members who are not sworn Northglenn police officers that sit on the Board, will be required to participate in a Police Mini-CCPP Training Academy designed specifically for the Board;

(b) Attend regularly scheduled meetings either in-person or virtually;

(c) Regularly obtain feedback from the community and report back to the Board during meetings regarding the objectives of the Board; and

(d) Maintain all confidential information that is shared during meetings as confidential as required by law.

Section 4-8-8. Removal.

(a) A Board member may be removed by the City Council after a public hearing held only after the filing by the Mayor of written charges and upon notice to the Board member for the following reasons:

(1) The purposeful failure of a member of the Board to act in accordance with applicable law regarding the duties of a member of the Board;

(2) The failure to satisfy the qualifications and Board member obligations for membership on the Board set forth in this Article; or

(3) For malfeasance in office.

(b) Nonattendance at three (3) consecutive meetings or any five (5) meetings in any twelve-month period, if unexcused by the Chair, shall constitute a resignation without the need for a public hearing as set forth in this Section 4-8-8, and the Chair of the Board shall notify the affected member and the City Council of such resignation.

INTRODUCED, READ AND ORDERED POSTED this 23rd day of November,
2020.


MEREDITH LEIGHTY
Mayor

ATTEST:


JOHANNA SMALL, CMC
City Clerk

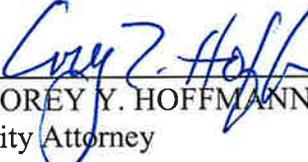
PASSED ON SECOND AND FINAL READING this 14th day of December,
2020.


MEREDITH LEIGHTY
Mayor

ATTEST:


JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:


COREY Y. HOFFMANN
City Attorney

CCPP ADVISORY BOARD WARD 4 VACANCY

Rupa Venkatesh

Assistant to the City Manager

720.376.8069 | rvenkatesh@northglenn.org

Regular Meeting

June 28, 2021



CITY OF
Northglenn

MEMBERSHIP PER ORDINANCE

- **13 members to include a resident representative from each of the 4 wards**
- **1 Council member who serves as an ex-officio, non-voting member**
- **Voting members make recommendations to Council.**

CURRENT VACANCY

- **Created on June 14 when Council Member Lukeman-Hiromasa took oath of office**
- **45 days to fill the vacancy**
- **July 29 deadline for Council to appoint a Ward 4 resident member**

CURRENT BOARDS AND COMMISSIONS

- **Historic Preservation – 7 members who shall be residents and have demonstrated interest in history, culture, etc., but does not consider whether an individual is a Council member as a qualification.**
- **VALE – 5 regular members and 1 alternate
No more than 2 may be City Council members**

OPTIONS

- **Option 1a: Ward 4 Council members appoint from previous application pool.**
 - Application period closed Jan. 15, 2021.
 - 19 received and 6 previously interviewed
- **Option 1b: Generate new applicant pool via social media and Ward 4 resident postcards**
 - Limited time and staff resources
 - \$1,600 for postcards

OPTIONS

CONT'D

- **Option 2: Allow Lukeman-Hiromasa to remain the CCPP Ward 4 representative until November election. If elected, remove Lukeman-Hiromasa and follow Option 1 to fill vacancy.**
- **Option 3: Allow Lukeman-Hiromasa to remain the CCPP Ward 4 representative until 3-year term expires.**

STAFF RECOMMENDATION

- **Options 2 and 3 are inconsistent with the language of Ordinance No. 1802, which does not contemplate a Council member acting as a voting member of the CCPP Board.**
- **Option 1a is time and cost efficient to utilize an already large applicant pool.**

NEXT STEPS

- **Council to select an option**
- **If Option 1 is selected:**
 - **Ward 4 Council members to select a resident member**
 - **Council considers approval at the July 19 special meeting**

QUESTIONS?



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