

**CITY MANAGER'S OFFICE MEMORANDUM**  
**#45-2020**

**DATE:** July 27, 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 Follow-Up

---

**PURPOSE**

Follow up from the July 15, 2020 City Council discussion on the proposed Diversity, Inclusivity, and Social Equity Board

**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."

On July 15, Council was presented with the Diversity, Inclusivity, and Social Equity Board (DISEB) draft framework. Based on Council discussion, there was consensus to move forward with the creation of a formal advisory Board based on the interest and level of commitment that Council has expressed in advancing racial equity.

**Board Member Composition**

The Government Alliance on Race and Equity (GARE) recommends not more than 11 members to serve on the DISEB. In addition, a recommendation was asked in regards to the question posed by Mayor Leighty: Should we create two specific seats for a business and religious leader who contribute and are a part of the Northglenn community but who does not necessarily live in the City? Based on GARE's recommendation, staff is proposing the following make-up:

- 2 residents representing each Ward
- 1 Youth member at large
- 2 Members at-large to capture diversity that Council is seeking that is not already filled with the other appointments, for example a business leader and a religious leader

**Board Membership Selection**

From the July 15 Council meeting, it appears there is consensus for Councilmembers of each Ward review to applications received in their own Ward and select up to 5 to interview.

Staff reviewed the following options with Roberto Montoya, West Region Manager for GARE:

1. All of Council interview the applicants that each Ward selects to move forward to the interview stage and select the Board members as a group OR
2. Each Ward interview their own applicants and select the two to be appointed to the Board

Interviews for the first option would require the meetings to be posted publicly. GARE recommends the second option be used to interview applicants, as each Councilmember should make the investment in their own Ward and individuals may not want to disclose sensitive and personal information in a public setting. In addition, GARE recommends that staff conduct an applicant pool assessment from the applications received to provide Council with information from the voluntary disclosure section.

For the at-large positions, staff recommends the selection process to occur after each Ward selects their 2 Board members. Staff will be present at these Board interviews and can provide Council with a summary.

- From the remaining applications that were not selected to represent a Ward, Councilmembers in each Ward will select 1-2 candidates for the at-large seat.
- Mayor Leighty and Councilmember Esquibel (this is based on prior discussion by Council) will review the applications for the Youth member at-large seat and interview up to 5 candidates to select one to serve on the Board.
- For the remaining two member at large seats, Mayor Leighty and the Council Liaison will interview up to 5 candidates and will select 2 to serve on the Board as a member at-large.

### **Interview Questions and Scorecards**

Staff will work with the Diversity, Equity and Inclusion consultant and GARE to formulate questions and a rating form to be used for each interview.

### **Vacancy Process**

With the term limit of three years, there may be vacancies particularly with the youth member at-large position. GARE does not recommend that we change the term limit if it is consistent with the term limits of our other Boards and Commissions, but does recommend that we encourage youth members to still participate and not let concerns about the completion of a term dissuade them from applying.

Should a vacancy occur for any of the Board seats, staff recommends that the application process be reopened and marketed particularly in the area of the vacancy. For example, if a vacancy occurs in Ward 1, then advertising should be promoted within that Ward.

The application should be open for 30 days. Should that time period end and Council is not satisfied with the candidates, then the application period can be reopened. The interview and selection process will be the same as above.

### **Application Changes**

The following changes were made to the DISEB application:

- 16 years and older
- Removed the employer question
- Added Homeowner or renter
- Added a section regarding the at-large membership. This was added if Council chooses to create at-large seats where City residency is not a requirement
- Voluntary Information section with legal disclaimer to be added

### **Timeframe for Implementation**

The timeframe has not changed from the presentation given to Council on July 15 and outlined below as a reminder. However, an extra week of interviews can be added the week of September 21 if Council would like more time to interview the at-large positions.

GARE does recommend that Council receive Diversity, Equity and Inclusion training prior to the interview process. Staff is continuing to work towards a target date of August 8, 2020 for this training to occur.

- 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

### **INTRODUCTION OF ROBERTO MONTOYA**

During the July 27<sup>th</sup> meeting, Council will have the opportunity to meet Roberto Montoya who the West Region Manager for the Government Alliance on Race and Equity (GARE). A brief bio on Roberto:

Roberto brings nearly 20 years of corporate, higher education, and governmental experience to Race Forward. Before joining the Race Forward team Roberto worked for the City and County of Denver as the Manager of Diversity and Engagement at the Denver International Airport (DEN). During his time with the DEN, Roberto worked on numerous initiatives that focused on race and social justice with the goal of elevating equity and enabling engagement. He has also taught several undergraduate and graduate courses at the University of Colorado Denver in the School of Education that focus on the social foundations of race in education and society. He is the founder and CEO of the Prximity Group, a diversity and equity consulting firm that focuses on the intersection of theory, practice, and place.

Roberto hosts a podcast called Theory Heads, serves on the advisory board for the Denver Agency for Human Rights and Community Partnerships, and is a member of the United States Tennis Association Colorado's Hispanic Engagement Initiative Task Force. He has twelve peer-reviewed publications focusing on Latino Critical Race Theory, Educational Equity, Speculative Race Fiction, and Critical Race Parenting. Roberto holds a B.S. in Political Science from Colorado Mesa University, an M.A. in Ethnic Studies from Regis University, and is a Ph.D. Candidate at the University of Colorado Denver.

### **STAFF RECOMMENDATION**

Staff recommends City Council review the proposed framework and provide 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. As these costs are identified, staff will advise Council and build the appropriate into the annual budget.

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



# DIVERSITY, INCLUSIVITY, SOCIAL EQUITY BOARD FOLLOW-UP

**City Council  
Regular Meeting  
July 27, 2020**

# 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

- 2 residents representing each of the 4 Wards
- 1 Youth member at large
- 2 At-Large members
  - Does not have to be a resident but does have to have ties to the Northglenn community (ex: business community, faith community, etc)
- Council Liaison: Aug 24<sup>th</sup> Regular Meeting Discussion Item
- Staff Liaison: Rupa Venkatesh, Assistant to the City Manager



# INTERVIEW OPTION #1

- Councilmembers of each Ward review applications received in their own Ward and select 5 to interview
- Each Ward interviews their own applicants and select their 2 Ward Board members
  - Then, each Ward selects 1-2 applicants that did not get selected for a seat for interviews at-large
- Mayor and Councilmember Esquibel review applications for Youth member at-large, interview up to 5 and select 1 Board member
- For the two at-large members:
  - After each Ward conducts interviews, selects their 2 Ward Board members, and moves forward 1-2 applicants for the at-large interviews, Mayor and Council Liaison will interview up to 5 candidates and will select 2 for the Board member at-large

# INTERVIEW OPTION #2

- Council interviews all the candidates
  - Reminder: 3 Councilmembers trigger public meeting requirement

# VACANCY PROCESS

- Youth Member At-Large Vacancy
  - Strongly encourage applications and understand that a 3 year-term may not be completed
- When a vacancy occurs:
  - Open application for 30 days
  - Application period can be extended at Council discretion
  - Interview and selection process the same

# TIMELINE FOR IMPLEMENTATION





# NEXT STEPS

- Make a decision on the 2 at-large Board members
- Finalize Application
- Finalize Consultant for training and DISEB assistance
- Draft Ordinance for first reading on August 10<sup>th</sup>
- Market and outreach efforts during August



# MEET ROBERTO MONTOYA

## WEST REGION MANAGER, GARE



# QUESTIONS AND FEEDBACK





## 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 applicants will be interviewed by City Council. The Board will be comprised of two residents representing each of the four Wards and three members at-large, to include a youth member at-large. Members will serve a three-year term. We understand the youth member at-large may not be able to complete the full three-year term but still strongly encourage those interested to apply.

Application Period: Tuesday, August 11 to Friday, September 4, 2020 at 5:00 p.m.

Interviews: September 14 - September 18, 2020

Meetings will begin in October 2020 and continue on a monthly basis.

### Eligibility

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

- Be a resident of the City of Northglenn to serve as a representative of your Ward OR
- Live, work or attend school in the City to serve as an at-large member, 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:

- Support City Council's Strategic focus on Diversity and being a welcoming and inclusive city
- 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
- 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 all sensitive information that is shared during meetings as **confidential**

### Application Submission

Applications may be submitted in one of three ways.

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.
4. Online at: [www.northglenn.org](http://www.northglenn.org)

**Applications must be received by the City Manager's Office no later than  
5 p.m. on Friday, September 4, 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>	<input type="checkbox"/> Homeowner <input type="checkbox"/> Renter

**Questionnaire – Please complete the following questions if you are a resident of the City of Northglenn. Each Ward will be represented by two residents of that Ward. Please complete the next section as well if you are interested in an at-large position.**

Are you at least 16 years old?  Yes  No

Are you a resident of the City of Northglenn?  Yes  No

How long have you lived in the City of Northglenn? \_\_\_\_\_

If applicable, what Ward do you live in?  Ward 1  Ward 2  Ward 3  Ward 4

**If you would like to be considered for one of the three at-large seats, please complete the following questions. You do not have to be a resident of the City of Northglenn but need to demonstrate strong community ties to Northglenn.**

Are you at least 16 years old?  Yes  No

Do you live, work, or attend school in the City of Northglenn?  Live  Work  School

If applicable, what school do you attend in Northglenn? \_\_\_\_\_

Which of the following are you a member of?  Business Community  Faith Community  Non-profit Community  
 Education Community  Other: \_\_\_\_\_

1) Why do you want to be appointed to the Diversity, Inclusivity and Social Equity Board?

2) What does equity mean to you?

3) What unique experience, perspective or expertise would you bring to the Diversity, Inclusivity and Social Equity Board?

4) 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.

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.

**Voluntary Information: This section is not required. We are offering this opportunity to provide information voluntarily to assist in selecting a Board that represents a variety of perspectives. You can complete all, some or none of the following questions. Legal disclaimer**

- 1) Gender Identity:  Female  Male  Non-conforming
- 2) Age:  16-18 years  18-25 years  26-35 years  36-44years  45-64 years  65 years+
- 3) Income:  Below \$25K  \$25k-\$50k  \$50,001-\$75K  \$75,001-\$100k  \$100,001-\$149,999  \$150k+
- 4) Household size (including yourself):  1  2-4  4+
- 5) Education Level:  High School  Undergraduate Degree  Graduate Degree  Doctorate
- 6) Race/Ethnicity: \_\_\_\_\_
- 7) Sexual Identity: \_\_\_\_\_
- 8) Religion: \_\_\_\_\_

**Please contact** Rupa Venkatesh in the City Manager's Office at [rvenkatesh@northglenn.org](mailto:rvenkatesh@northglenn.org) or (303) 450-8795 if you need assistance with language access resources, other accommodations or have additional questions.