

MEMORANDUM

To: Mayor Murphy, City Council, and Management Team

From: Margy Greer, City Clerk
Teri Colvin, ACIC Coordinator

Date: June 9, 2014

Re: 2014 First Quarter Report - Status of Assignments and Recommendations from the Advisory Commission for an Inclusive Community (ACIC)

The following is a review of the progress of the Advisory Commission for an Inclusive Community (ACIC) during the first quarter of 2014. The review contains updates on assignments and/or recommendations that were made, completed, or are still in the working stages during the first quarter of 2014.

ORGANIZATIONAL UPDATE

The first quarter of 2014 was a busy one for ACIC members who continued to work on several assignments as well as grassroots initiatives.

The ACIC Ambassador Program was very successful. ACIC members attended community meetings and reported back to City Council on issues that directly related to Lakewood or that could impact Lakewood. An ambassador orientation was held for members that volunteered to participate. Seven members signed up to attend five different community meetings.

On January 13, 2014, Chair Gay Dugan and Vice Chair Lori Simpkins gave the ACIC Annual Report to City Council and reported about the ACIC's successes in 2013 and the future plans for 2014.

On March 1, 2014, the ACIC held its Annual Planning Meeting at the Heritage Center. Members learned about the history of the ACIC, several success stories of the ACIC and learned about the operations of the City Clerk's Office as part of an ongoing condensed version of Civics 101. The day concluded with a brainstorming activity where members discussed what they would do if they were the Mayor.

The City of Lakewood Regional Parks Supervisor Drew Sprafke attended a Full Commission meeting and spoke about wildlife issues in Lakewood, talked about the amenities at Bear Creek Lake Park and the damage caused by the recent flooding. City Clerk Margy Greer reviewed an upcoming free training called Community Emergency Response Training (C.E.R.T.).

Several new members were appointed to the ACIC in February: Cindy Gerck, Nichole Goodman, Dana Gutwein, Trish Merkel and Cynthia Vitale. Member Christy Herron resigned in March.

2013 PROJECT/ASSIGNMENT UPDATE

Code of Ethics for City Council

City Council asked the Commission to research if other municipalities have a Code of Conduct for their elected officials. If so, what does it include? Have they had to enforce it and under what circumstances? Do they have a Code of Conduct or is it framed as a different document?

The Civic Awareness Committee is in the final steps of compiling their findings and drafting their report.

Status: In Progress

Civility in Lakewood

At the request of City Council, the ACIC was tasked with researching and developing best practices to promote civility in City Government and, especially, when the public is speaking at City Council meetings, ward meetings, and at other government functions.

The Civic Awareness Committee is researching this assignment and working on compiling their recommendations.

Status: In Progress

Diversity Education Opportunities for Community and Staff

City Council asked the Commission to research and develop possible educational opportunities for the community and staff that will be inclusive in all areas of diversity: ethnicity, race, disabilities, culture, etc.

This assignment was completed and approved by the ACIC Full Commission. The Committee recommended implementing a free monthly program where local nonprofits and outreach organizations would be highlighted. The Committee proposed that each month an organization would make a presentation on what they do, how they meet the needs of our diverse populations, how they are funded, how they work with the City of Lakewood, and how citizens and staff can participate if so interested.

The Committee is scheduled to present their recommendations to City Council Officers on April 14, 2014.

Status: In Progress

How to Engage Community Members

City Council asked the ACIC to research and recommend ways in which to foster relationships and mentoring amongst the senior population, businesses, and teen population.

The Neighborhoods Committee has completed their recommendations and is scheduled to move their proposal through the process during the first part of the second quarter.

Status: In Progress

2013 Civics 101 Promotion

City Council asked the ACIC to promote Lakewood's "Civics 101" program to a more diverse group of residents in hopes of increasing the diversity of attendees.

The Committee promoted the event to their friends and neighbors through their HOA newsletters and neighborhood organizations; however, felt that there was not enough lead time for them to adequately promote the program.

The Civic Awareness Committee submitted recommendations for promoting Civics 101 in future years which included more lead time and a more comprehensive marketing plan, similar to the Planning Academy and Police Academy courses the City offers.

These recommendations were submitted to City Council Officers in January of 2014.

Status: Completed

Green Waste Research

In May of 2013, the Sustainability Committee took on the City Council assignment requesting that the Commission research the following:

- 1) What do cities do when they cut down/trim trees with the wood from those trees? For example, citizens would be interested in obtaining firewood from this. Do the cities provide opportunities for the citizens to pick up the wood?*
- 2) On the same vein, with the closing of Rooney Road, should we look into offering more mulch days for Lakewood citizens? What do other cities do?*

The Committee is still compiling their findings and plans to present their recommendations to the Executive Committee and the Full Commission during the third quarter of 2014.

Status: In Progress

Plastic Bag Education

The ACIC was asked to advise City Council on the best ways to educate the public and businesses on the hazards of plastic bags and their disposal and recommend ways to promote the use of safe alternatives to residents and businesses.

The Sustainability Committee is scheduled to submit their final recommendations for consideration by the ACIC and City Council Officers during the second quarter.

Status: In Progress

2014 PROJECT/ASSIGNMENT UPDATE

Community Composting Education

The Sustainability Committee submitted recommendations to start a community composting education program. This grassroots assignment has been a focus of the Committee over the last year and they have done a lot of work preparing to present their recommendations.

This assignment was completed and approved by the ACIC Full Commission during the first quarter. The Committees recommendation was to divert green waste from landfills by fostering a joint awareness campaign between local government, environmental nonprofits, and citizens.

The Committee is scheduled to present their recommendations to City Council Officers on April 14, 2014.

Status: In Progress

2014 Day Without Hate Promotion

This grassroots project was originally initiated by the ACIC in 2013 as a way to promote the Jefferson County School District event. This year, the Civic Awareness Committee again asked for City Councils support and promotion of this event.

City Council Officers agreed to support the Committees' recommendations by:

- Recognizing Friday April 25, 2014 as a "Day Without Hate" in Lakewood in conjunction with the Jefferson County Schools' celebration and invite representatives from the DWOH County Council to attend a City Council meeting to receive the proclamation. Additionally, we recommend that "Day Without Hate" continue to be recognized annually in this manner by the City of Lakewood.
- Permitting and encouraging city employees and volunteers to actively participate in a "Day Without Hate" by allowing them to wear white on April 25, 2014.
- Promoting DWOH through our website, newsletter and TV station.
- Sending one or more representatives to the Jefferson County "Day Without Hate" Rally.

Status: Completed

2014 CML “If I Were Mayor...” Essay Contest Promotion

As in years past, the Mayor and City Council asked the ACIC to promote the Colorado Municipal League’s (CML) “If I were Mayor. . .” essay contest in the schools located within Lakewood’s city limits.

An Ad Hoc committee was created and immediately members worked to contact all of the area middle schools. Contacts were made with letters and personal visits to principals and teachers. Submissions were due by April 4, 2014 and the winners were scheduled to be announced in May.

Status: In Progress

If you have any questions related to this report, feel free to contact the ACIC Advisory or Coordinator at 303-987-7080 or by email at acic@lakewood.org.