# **MEMORANDUM**

**To:** Mayor Murphy, City Council, and Management Team

From: Margy Greer, City Clerk

Teri Colvin, ACIC Coordinator

**Date:** 9/6/2013

**Re:** 2013 Second Quarter Report - Status of Assignments and Recommendations from the

Advisory Commission for an Inclusive Community (ACIC)

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The following is a review of the progress of the Advisory Commission for an Inclusive Community (ACIC) during the second quarter of 2013. The review contains updates on assignments and/or recommendations that were made, completed, or are still in the working stages during the second quarter of 2013.

# **ORGANIZATIONAL UPDATE**

During the second quarter of 2013, the three new ACIC committees (Civic Awareness, Neighborhoods and Sustainability) were hard at work setting up ground rules, selecting committee chairs, getting to know their new committee members and learning how to function as larger committees. Additionally, members were researching subject matter for six new assignments given to the ACIC by City Council at the Annual Planning Meeting in February.

The April Full Commission meeting was canceled due to inclement weather. At the May Full Commission meeting, guest speaker Darrlye Brown presented the "B-R-O-W-N Method of Presentation Preparation" to help ACIC members feel comfortable speaking in public. In June, Strategic Initiatives Manager Mary Masini reviewed the status and progress of the Mayor's Lakewood Linked Initiative with the Commission.

The Commission was able to maintain its membership during the second quarter of 2013 and didn't need to advertise any openings or appoint any new members. Several applications were received from residents interested in serving on the Commission when there is a vacancy in the future.

In June, ACIC members, along with Ward 2 Council Representatives Scott Koop and Cindy Baroway, took a bus tour of Ward 2. The tour highlighted unique features of Ward 2 such as Lakewood's first fire station, The Glenns, Rocky Mountain College of Art and Design (RMCAD), O'Kane Park, 40 West Arts District and parts of west Colfax Avenue.

## **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 process of compiling their findings and plans to present their recommendations to ACIC Officers, the Executive Committee and the Full Commission during the third quarter of 2013.

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.

On March 6, 2013, this assignment was given to the Civic Awareness Committee to complete along with the two other previously mentioned assignments. This assignment is being researched and will be worked on after the other two assignments are finished.

Status: In Progress

# **How to Engage Community Members**

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

Since March, the Neighborhoods Committee has been working as a group to research this assignment and plans to present their recommendations to ACIC Officers, the Executive Committee and the Full Commission before the end of 2013.

Status: In Progress

## **Civics 101 Promotion**

City Council has asked the ACIC to promote Lakewood's "Civics 101" program to a more diverse group of residents.

On June 5, 2013, this assignment was given to the Civic Awareness Committee to complete.

Status: In Progress