

RESOLUTION NO. 09-25

INTRODUCED BY:

Councilperson Havercroft

Councilperson Hoffman

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF CASTLE PINES NORTH
ESTABLISHING GUIDELINES FOR COMMITTEES**

WHEREAS, by Resolution No. 08-05, the City adopted a resolution setting forth the various task forces and committees the City may establish and the guidelines for doing so; and

WHEREAS, the City may from time to time, establish ad hoc committees and task forces to help represent the best interests of the citizens of Castle Pines North with respect to various community needs, including but not limited to public safety, law enforcement and judicial services; and

WHEREAS, Section 5 of Resolution No. 08-05 directed the City Clerk within ninety days of passage of Resolution No. 08-05 or as soon as practical, with assistance as needed from the City Attorney, to develop a policy task force manual which would include guidelines for the following matters: officers, terms, vacancies, removal, personal conduct, absences, method of voting, manner of acting and recording of minutes; and

WHEREAS, the City Council at a retreat held on January 13, 2009 directed City staff to prepare a framework for recognition of the city-wide task forces and committees; and


WHEREAS, the City staff has prepared a framework for the City's approval.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CASTLE PINES NORTH, COLORADO:

1. The City of Castle Pines North approves the framework for forming and recognizing city-wide task forces and committees as presented in Exhibit A.


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INTRODUCED, READ AND ADOPTED AT A REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF CASTLE PINES NORTH the 25th day of February,
2009.



Maureen A. Shul, Mayor

ATTEST:



Janie Berry, City Clerk




EXHIBIT A

FRAMEWORK FOR FORMING AND RECOGNIZING CITY-WIDE TASK FORCES AND COMMITTEES

- a. The City Council, by majority vote only, has the authority to form and recognize task forces/committees:
 1. Individual Council members may recommend formation.
 2. Staff, through the City Manager, may recommend formation.
 3. Citizens or groups of citizens may petition the Council for formation.
 4. Committees or task forces may petition the Council for formation.
- b. The reason for formation of a task force/committee must be clearly stated. Evidence which details how the community is affected should be included with the request. Existing Task Forces or Committees must meet the following criteria to continue.
- c. The City Council shall appoint members to the task force/committee.
 1. The petitioner shall suggest the number of members.
 2. City Council shall formally seek members to the committee, utilizing available resources.
 3. Members shall file a short statement of interest in serving.
 4. Upon review, the Council shall appoint the appropriate members.
 5. Council members may serve as ex-officio members to provide guidance on behalf of the City Council, avoiding advocacy.
- d. The City Council shall determine the life cycle of the task force/committee.
- e. The City Council upon recommendation of the members and the City Manager, determine the specific tasks/deliverables for the task force/committee. The City Council shall also determine what staff resources might be used in support of the group, if any, in consultation with the City Manager.
- f. The task force/committee shall issue a formal report, either written or verbal, specifically detailing the work completed and any recommendations for the City Council to consider. Upon Council request, updated or progress reports shall be provided.
- g. Once the final report is complete, the task force/committee is withdrawn unless a majority of the City Council determines further work is to be assigned. All Task Forces/Committees will be reviewed at least annually to extend their work.