

**RESOLUTION 10-40**

**INTRODUCED BY:**

**Councilperson Hoffman**

**Councilperson Shul**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF CASTLE PINES NORTH  
DESIGNATING VARIOUS MATTERS FOR  
WHICH COMMITTEES OF CITY COUNCIL MAY BE ESTABLISHED,  
ESTABLISHING CERTAIN GUIDELINES FOR COMMITTEES OF CITY COUNCIL,  
AND REPEALING RESOLUTION NO. 10-09**

**WHEREAS**, the City Council previously adopted Resolution No. 10-09 concerning the designation of various council committees; and

**WHEREAS**, the City Council wishes to repeal Resolution No. 10-09 in order to comprehensively amend certain provisions of Resolution No. 10-09 to allow more efficient oversight of various City functions and provide citizen input.

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

**Section 1.** Creation of Committees of City Council. The City Council may from time to time establish certain advisory committees and make appointments for membership on such committees. The following committees are hereby designated by City Council:

- A. Public works, utilities, and parks;
- B. Professional services, communications/outreach, and public safety;
- C. Budget and finance; and
- D. Economic development.

**Section 2.** Scope and Purpose of Committees of City Council. The purpose and general scope of the Committees of City Council shall be as follows

- A. Public works, utilities, and parks: Oversight of all municipal functions, encompassing all City contractors, personnel, departments and enterprises, in the areas of 1) public works—including public works administration, engineering, traffic planning, and maintenance and operation of roadways, 2) public utilities--including water, sewer, storm water, renewable water, and waste disposal, and 3) parks—including Parks (and Recreation) Authority oversight, park operation, park programming, and recreational facilities. Within such committee, a public interest working group, currently known as “CP Green,” may be established to address goals and objectives set by the committee in conformance with this Resolution and associated policies and procedures.

B. Professional services, communication/outreach, and public safety: Oversight of all municipal functions, encompassing all City contractors, personnel, departments and enterprises, in the areas of 1) management—including the functions of City Manager and deputies, City Clerk and deputies, 2) legal services—including the City Attorney, City court and judicial services, and City prosecutor, 3) communications and public outreach—including general communications, advisory committees, and public relations; 4) public safety—including law enforcement, and 5) community planning—including the City planning, zoning, and code inspection and enforcement functions. Within such committee, a public interest working group, currently known as “CPN Youth Advisory Council,” may be established to address goals and objectives set by the Committee in conformance with this Resolution and associated policies and procedures.

C. Budget and finance: Oversight of all municipal functions, encompassing all City contractors, personnel, departments and enterprises, in the areas of 1) municipal accounting, finance, treasury, and financial reporting, and 2) managerial and operational reporting.

D. Economic development: Oversight of all municipal functions encompassing all city contractors, personnel, departments and enterprises in the area of economic development.

**Section 3.** Membership of Committees of City Council. Each of the above-described Committees shall have as members at least two (2) members of City Council and, in addition, at least two City residents who are registered electors appointed to membership by City Council. The Mayor is a member of all Committees *ex officio* and is not considered as one of the two (2) members of City Council appointed to the Committee. One of the members of City Council appointed to a Committee shall serve as Committee Chair for a term not to exceed one (1) year. Committees shall consist of an odd number of members to avoid instances of tie votes. All members appointed by City Council shall serve at the pleasure of the City Council and may be removed with or without cause and with or without notice and hearing, at the sole discretion of City Council by majority vote.

**Section 4.** Powers and Duties. The Committees of City Council to be established shall have the following advisory powers and duties:

A. The Committees shall serve as the City designated representative for any contracted services under a particular Committee’s area or purview.

B. The Committees shall provide review and oversight of areas of City administration and operations within the particular Committee’s area or purview and make appropriate recommendations to City Council.

C. Each Committee shall, within sixty (60) days of appointment of all members, prepare Committee Bylaws and work plan, in a form prescribed by the Policy Manual for

Committees of City Council. City Council shall approve of all work plans prior to implementation by the Committees.

D. The Committees shall meet regularly to carry out their functions.

E. The Committees shall report regularly to the City Council and Mayor on matters within their respective area or purview.

**Section 5.** Limitation on Committee Powers and Duties. The Committees herein established are advisory to the City Council and nothing herein shall be deemed to empower such Committees to make final decisions on any matter within their respective area or purview.

**Section 6.** Application for Citizen Membership. The City will, from time to time, announce the times and place and make available the forms to use for submission of application by persons interested in service on any City Committee of City Council. Applicants accepted into membership must be registered voters in the City of Castle Pines North.

**Section 7.** Policy Manual. The City Attorney shall, within sixty (60) days of passage of this Resolution or sooner if practical, develop for approval by City Council a policy task force manual ("Policy Manual") which will include guidelines for the following matters: Committee bylaws, officers, terms, vacancies, removal, personal conduct, absences, method of voting, manner of acting, recording of minutes, form and frequency of reports to City Council, and Committee work plans.

**Section 8.** Meetings and Notices. Regular meetings shall be held as determined by each Committee of City Council and must be posted twenty-four (24) hours in advance in accordance with the City's posting procedure. All meetings shall be open to the public in accordance with applicable law.

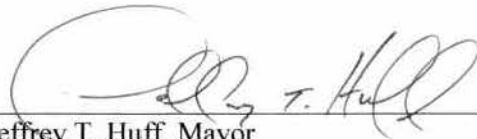
**Section 9.** Minutes. The secretary for each Committee of City Council is responsible for regularly preparing and providing written minutes to the City Council.

**Section 10.** Limitation on Further Committees, Sub-committees, and Task Forces. It is the intent of this Resolution to define and limit the number, scope, and purpose of Committees of City Council within the City of Castle Pines North. Additional committees, sub-committees, or task forces shall be established only upon adoption of a resolution by majority vote of City Council.


**Section 11.** Dissolution of Task Forces. Task Forces, committees and similar functions established pursuant to Resolution No. 08-05 and Resolution No. 09-24, and as retained by Resolution No. 10-09, are hereby declared dissolved.

**Section 12.** Repeal of Inconsistent Resolutions. Resolution Nos. 08-05, 09-24, 09-25 and 10-09 of the City of Castle Pines North are hereby repealed.


INTRODUCED, READ, AND ADOPTED AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES NORTH by a vote of six (6) in favor none against this 27<sup>th</sup> day of April, 2010.

  
Jeffrey T. Huff, Mayor

ATTEST:

  
Sharon DeRouen City Clerk

APPROVED AS TO FORM:

  
Linda C. Michow, City Attorney