

RESOLUTION NO. 10-67

INTRODUCED BY:

Councilperson Gilbert

Councilperson Hoffman

**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. 10-40**

WHEREAS, the City Council previously adopted Resolution No. 10-40 concerning the designation of various council committees; and

WHEREAS, the City Council wishes to repeal Resolution No. 10-40 in order to comprehensively amend certain provisions of Resolution No. 10-40 to allow more effective interface with 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. Communications and Community Outreach
- C. Budget, Finance and Professional Services

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: Provide advice, guidance and recommendations in the areas of 1) public works—including public works 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 park operation, park programming, and recreational facilities.

B. Communications and Community Outreach: Provide advice, guidance and recommendations in the areas of 1) communications and public outreach — including

general communications, web site management, annual report, communications strategy and plan, e-newsletter, news releases, social media, and 2) public relations;

C. Budget, Finance and Professional Services: Provide advice, guidance and recommendations in the areas of 1) municipal accounting, finance, treasury, and financial reporting, 2) City Management and administrative services, 2) legal services—including the City Attorney, City court and judicial services, and City prosecutor, 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 “Castle Pines 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.

Section 3. Membership of Committees of City Council. Each of the above-described Committees shall have (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 Committee 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 provide review and advice of areas of City administration and operations within the particular Committee’s area or purview and make appropriate recommendations to City Council.

B. 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.

C. The Committees shall meet as necessary to carry out their functions.

D. The Committees shall report regularly to the City Council 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. 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.

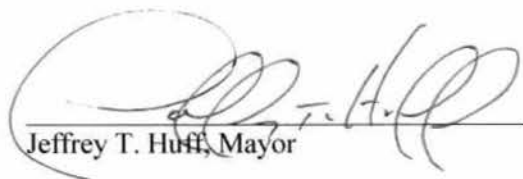
Section 9. Minutes. The secretary for each Committee of City Council is responsible for regularly preparing and providing written minutes to the City Council.

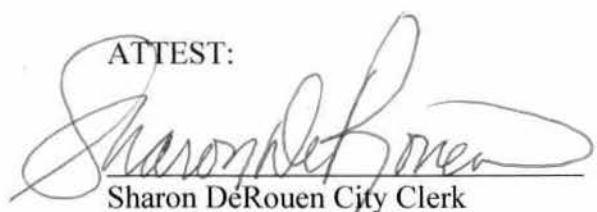
Section 10. Limitation on Further Committees, Sub-committees, and Task Forces. It is the intent of this Resolution to define and limit the number, scope, and purpose of Committees of City Council within the City of Castle Pines North. Additional committees, sub-committees, or task forces shall be established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

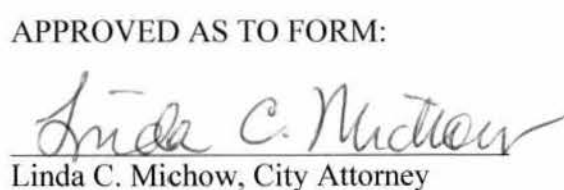
Section 11. Dissolution of Task Forces. Task Forces, committees and similar functions established pursuant to Resolution No. 08-05 and Resolution No. 09-24, and as retained by Resolution No. 10-09, are hereby declared dissolved.

Section 12. Repeal of Inconsistent Resolutions. Resolution Nos. 08-05, 09-24, 09-25 and 10-09, 10-40 and 10-51 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 and one (1) absent this 24th day of August, 2010.


Jeffrey T. Huff, Mayor

ATTEST:

Sharon DeRouen City Clerk

APPROVED AS TO FORM:

Linda C. Michow, City Attorney