



CITY CLERK'S OFFICE MEMORANDUM
#01-2019

DATE: January 14, 2019
TO: Honorable Mayor Carol Dodge and City Council Members
THROUGH: Heather Geyer, City Manager 
FROM: Johanna Small, City Clerk 
SUBJECT: CR-1 – Designating Public Posting Places

PURPOSE

To designate the official posting locations for meeting notices for 2019.

BACKGROUND

The Colorado Open Meetings Law, C.R.S. § 24-6-402(2)(c), requires that local public bodies (i.e. City Council) annually designate the public place or places for posting meeting notices at the first regular meeting of each calendar year.

CR-1 designates the following public posting places:

- City Hall Bulletin Board – Lower Level
- City Hall Bulletin Board – Upper Level
- City's Official Website

The physical posting locations are accessible to the public during business hours and when City Hall is open for public meetings. The City Clerk's office also posts meeting notices and agendas on the City's website, which complies with Section 2 of the resolution and also provides greater access to public meeting information.

The designated locations do not preclude the City from posting courtesy notices at any other location.

BUDGET/TIME IMPLICATIONS

State law requires the City Council to designate public posting places at the first regular meeting in 2019.

STAFF REFERENCE

Johanna Small, City Clerk, jsmall@northglenn.org, 303.450.8757.

CR-1 – Designating Public Posting Places

SPONSORED BY: MAYOR DODGE

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-1
Series of 2019

Series of 2019

A RESOLUTION ESTABLISHING A DESIGNATED PUBLIC PLACE FOR THE POSTING OF MEETING NOTICES AS REQUIRED BY THE COLORADO OPEN MEETINGS LAW

WHEREAS, Section 24-6-402(2)(c) of the Colorado Revised Statutes, as amended, requires that the public place or places for posting public notices of the meetings of the local public body shall be designated annually at the local public body's first regular meeting of each calendar year.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The designated public place for the posting of meeting notices as required by the Colorado Open Meetings Law, C.R.S. § 24-6-402(2)(c), shall be the City Hall Bulletin Board – Lower Level and Upper Level of Northglenn City Hall, 11701 Community Center Drive, Northglenn, Colorado 80233. The City Clerk or her designated deputies shall be responsible for posting the required notices no later than twenty-four (24) hours prior to the holding of the meeting. All meeting notices shall include specific agenda information, where possible.

Section 2. In addition, all notices posted at the places designated above shall be posted on the City's official website.

DATED, at Northglenn, Colorado, this _____ day of _____, 2019.

CAROL A. DODGE
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney