

SPONSORED BY: COUNCIL MEMBERS MONROE, PAIZ, PARSONS

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-45
Series of 2006

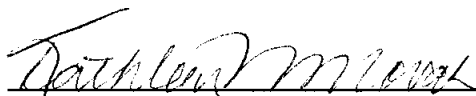
06-49
Series of 2006

A RESOLUTION ADOPTING COUNCIL POLICIES FOR THE CITY OF NORTHGLENN,
COLORADO

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

The revised City Council Policies, attached hereto as Exhibit A, are hereby adopted and all
previous City Council policies and/or procedures are hereby repealed.

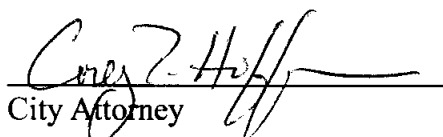
DATED, at Northglenn, Colorado, this 23rd day of March 2006.


KATHLEEN M. NOVAK
Mayor

ATTEST:


DIANA L. LENTZ, CMC
City Clerk

APPROVED AS TO FORM:


City Attorney

**POLICIES OF THE
NORTHGLENN CITY COUNCIL**

I. FORM OF GOVERNMENT

City Charter – Article 1, Section 1.4

Municipal Code – Chapter 2, Article 1

II. AUTHORITY

City Charter – Article III, Section 3.1 – 3.3

City Charter – Article IV, Section 4.1

Municipal Code – Chapter 2, Section 2-2-1 & 2-2-3 & 2-2-6

III. COUNCIL MEETINGS

A. Regular Council Meetings

City Charter – Article IV, Section 4.1

Municipal Code – Chapter 3, Section 3-3-3

Upon adoption of these policies, City Council shall meet in regular session the **SECOND** and **FOURTH THURSDAY** of each month. Meetings shall begin at 7:00 p.m., at City Hall Council Chambers, 11701 Community Center Drive, unless such meeting place, time and date is otherwise established by City Council at a prior meeting. When a meeting falls on a recognized holiday, the meeting shall be held at a date to be determined by Council, but no later than the next scheduled meeting.

B. Recessed Meetings

City Council may continue or recess any session, but not for a period longer than the next regular meeting. The first order of business at the next regular meeting shall be that business not concluded at the preceding session.

- C. Special Meetings
City Charter – Article IV, Section 4.2 and 4.3
Municipal Code – Chapter 3, Section 3-3-3(b)

- D. Executive Sessions
City Charter – Article IV, Section 4.5
Municipal Code – Chapter 3, Section 3-3-3(d)

- E. Study Sessions
City Council may hold Study Sessions on an “as needed” basis to be determined by the City Manager or by a majority vote of the City Council at a regular meeting.

- F. Meetings to be Public
City Charter – Article IV, Section 4.5
Municipal Code – Chapter 3, Section 3-3-3(d)

- G. Presiding Officer
City Charter – Article III, Section 3.2(b)
Municipal Code – Chapter 2, Section 2-2-1

- H. Mayor Pro-Tempore
City Charter – Article III, Section 3.3
Municipal Code – Chapter 2, Section 2-2-6

- I. Temporary Chairman
City Charter – Article III, Section 3.3

- J. Quorum
City Charter – Article IV Section 4.4
Municipal Code – Chapter 3, Section 3-3-3(c)

K. Adjournment and Continuation

All regularly scheduled meetings will adjourn at 11:00 p.m., and all unfinished business must be placed on the next regularly scheduled meeting agenda, unless a majority of the City Council present votes to continue the meeting until completion of all unfinished business.

L. Agenda Deadlines

An agenda packet including an agenda, pertinent materials to the items on the agenda, and minutes from the preceding regular and/or special meeting will be made available to Councilmembers no later than 3:00 p.m. the Friday immediately preceding the regularly scheduled Council meetings.

M. Additions to the Agenda

Unless an issue is of an immediate or emergency nature, late additions to the City Council Agenda packet will not be considered after distribution.

N. Public invited to be heard

Public is allowed the right to speak at the beginning of the meeting under public invited to be heard for no more than five minutes. Public shall be allowed to speak again at the end of the meeting for 10 minutes and then for an additional 10 minutes after everyone wishing to address Council has spoken.

IV. **COUNCIL EMPLOYEES**

A. City Manager

City Charter – Article VI, Section 6.1 – Section 6.2
Municipal Code – Chapter 2, Section 2-3-1 – 2-3-7

B. City Attorney

City Charter – Article VI, Section 6.3
Municipal Code – Chapter 2, Section 2-6-1 – 2-6-5

C. City Clerk

City Charter – Article VI, Section 6.4

Municipal Code – Chapter 2, Section 2-4-1 – 2-4-4

V. **PARLIAMENTARY PROCEDURES**

City Charter – Article IV, Section 4.1

A. Rules of Order

Council shall follow Robert’s Rules of Order – Newly Revised unless suspended by a two-thirds majority vote of Councilmembers present. The Chair may use discretion and vary or suspend the Rules if it impedes or prevents the best interest of the City.

B. Parliamentarian

The Mayor appoints a Parliamentarian of the Council with the consent of Council at its organizational meeting following each general municipal election.

The Chair rules on all points of order and procedure; however, he or she may be challenged by a member of the Council. In the event of a challenge, the Parliamentarian will decide the rule.

VI. **VOTING**

City Charter – Article IV, Section 4.7

Municipal Code – Chapter 3, Section 3-3-3(f)

A. Financial Interest

City Charter – Article IV, Section 4.7

Municipal Code – Chapter 3, Section 3-3-3(f)

VII. PUBLIC HEARINGS

Municipal Code – Chapter 3, Section 3-1-4

All those who wish to be heard on an issue at a Council meeting will be required by the Chair to list their name and address for the record.

Each party will be given an opportunity to present his or her views on the subject under consideration; however, City Council may set a time limit for speakers to be heard.

Following the presentations of those in favor or opposed, the Chair may afford any party an opportunity to rebut evidence of another party. Any witness who testifies shall be subject to cross-examination.

Following the Public Hearing and upon recognition by the Chair, Councilmembers may question any individual who has spoken. During the public hearing, public input is non-debatable by members of the Council.

VIII. BOARDS AND COMMISSIONS

City Charter – Article XII, Section 12.1

City Charter – Article XIII, Section 13.1 - 13.14

A. Vacancy

Upon the opening of a vacancy in a regular membership, current senior alternate members of any board or commission shall be the first candidates considered for the vacancy. The name of the alternate member shall be placed in a resolution filling such vacancy.

B. Applications

Board and Commission vacancies will be published in City communications and on our website. All applications shall be submitted in writing or sent to the City Clerk by e-mail.

C. Interviews

The new applicants are interviewed by the Board or Commission they have applied for. The Chairman of the Board or Commission then recommends the appointment to the City Council. City Council will also interview applicants.

D. Appointments

The City Council, or Mayor, as appropriate, will place a resolution on the next available Council agenda with the name of the recommendation from the Board or Commission for consideration to appoint the person recommended by the Board or Commissions.

E. Records of Minutes

City Charter – Article XII, Section 12.1 (8)

F. Limited Powers of Board or Commission

No Board or Commission shall have the power of employing any person, utilizing services of any City employee, or incurring any expense unless specifically authorized by the City Council. Any expenditure on behalf of any Board or Commission shall be specifically budgeted and approved by City Council.

IX. **COMMITTEES**

Three members of the Council will be appointed for each standing or special committee unless otherwise authorized by Council. Vacancies will be filled in the same manner. Subject to Council approval, the Mayor may also appoint special or select committees at his discretion or as requested by the Council to expedite certain business and affairs of the City.

A. Finance/Audit Committee

See resolution for description.

B. Performance Appraisal Committee

See resolution for description.

- C. Outside Agency Funding Committee
See resolution for description.

X. **ORDINANCES, RESOLUTIONS AND MOTIONS**

City Charter – Article IV, Section 4.8 – 4.14

Municipal Code – Chapter 3, 3-1-1 – 3-1-4

- A. Emergency Ordinances

City Charter – Article IV, Section 4.11

- B. Special Ordinances

Municipal Code – Chapter 3, Section 3-2-1 – 3-2-4

- C. Motions as Informal Resolutions

City Charter – Article IV, Section 4.6

Municipal Code – Chapter 3, Section 3-3-3(e)

- D. Review by City Attorney

All ordinances shall be prepared and/or reviewed by the City Attorney that they are in correct form prior to introduction of such ordinance at any meeting of Council.

- E. Reading of Ordinances and Resolutions

City Charter – Article IV, Section 4.10(b)

- F. Procedure

City Charter – Article IV, Section 4.10

Municipal Code – Chapter 3, Article 1

XI. MUNICIPAL JUDGE

City Charter – Article VI, Section 6.11

Municipal Code – Chapter 8, Section 8-1-4 – 8-1-6

A. Publication – Applications

Vacancies for the positions of Municipal Judge shall be published in a newspaper of local circulation prior to the date that the terms of office expire. All applications shall be submitted in writing to the City Council

B. Interviews

If there are more than five applicants for the vacancies, the Mayor may appoint a committee of three Councilmembers to screen the written applications to five applicants. The Council shall interview the applicants recommended by the committee.

C. Reappointment

Letter from the Municipal Judge requesting reappointment. The Council may reappoint the Municipal Judge at the first regular meeting in January at the Swearing-In of newly elected Council.

XII. QUASI-JUDICIAL PROCEDURES

Municipal Code – Chapter 3, Section 3-7-1 – 3-7-14

XIII. POWERS EXPRESSLY WITHHELD FROM COUNCIL

City Charter – Article III, Section 3.10

Municipal Code – Chapter 2, Section 2-2-12

A. Secretarial Services

Resolution 86-27

City Council shall utilize administrative support from the Office of the City Manager.

XIV. COUNCIL ASSIGNED EQUIPMENT

Any Councilmember that receives city equipment under this policy shall return equipment in good working condition, reasonable wear and tear excepted, within thirty (30) days after leaving office.

A. Equipment

In order to discharge his/her duties, each Councilmember, who so requests, shall be provided the following equipment: personal computer (either desktop or laptop), Internet access, all-in-one printer, cellular phone and/or pager. All property must be returned to City after Council member's last term expires. See Equipment Clearance Form attached.

A monthly stipend is provided to Council for monthly expenses such as: phone related expenses, supplies, subscriptions, computer related expenses, cell phone, vehicle expenses, and high speed internet access

XV. COUNCIL EXPENSE REPORTING SYSTEM

Resolution 03-11

XVI. NAMING OF PARKS

Guidelines for the Naming of Parks are set forth in Resolution 85-104.

XVII. GENERAL RULES AND PROCEDURES.

City Charter – Article IV, Section 4.1

Municipal Code – Chapter 3, Section 3-3-2

The Council shall determine the rules of procedure governing meetings, and may amend, extend or delete said rules by a two-thirds affirmative vote by the City Council.

EMPLOYEE CLEARANCE NOTICE

Employee Name

Date

Effective date of Termination: _____

1. Is any City-owned property involved in this termination?

_____ Yes

_____ No

2. Indicate number and type of items:

A – Laptop/Desktop _____

B – Mouse/Accessories _____

C – Computer Case _____

D - Router _____

E – Printer/All in One _____

F – Cell Phone/Pagers _____

G – Proximity Card _____

H – Purchasing Card _____

I – City Keys _____

J – Other (please explain) _____

3. Has all property been returned?

_____ Yes

_____ No

4. Person responsible for handling return of said property:

Name

Title

City Council Signature Date

Dept. Head Signature (or designee) Date

H.R. Representative Date

Council Expense Stipend

Fax/Computer Related Expense	\$60	(Combined Fax & Computer Expense)
Phone Related Expense	\$25	(Cut in half)
Supplies	\$25	(Same)
Cell Phone Expense	\$60	(Same)
Vehicle Expense	\$150	(Increased for gas price increase)
High Speed Internet Access	\$50	(Same)
Total	\$370	