

RESOLUTION NO. R14-008

A RESOLUTION AUTHORIZING THE ADOPTION OF THE ARVADA CITY COUNCIL POLICY MANUAL CONTAINING SPECIFIC POLICY TOPICS

WHEREAS, one of the 2013 City Council Retreat goals was the establishment of a City Council Policy Manual to guide the various functions of the City Council; and

WHEREAS, the Arvada City Council conducted a Workshop on November 25, 2013 regarding the proposed adoption of the Arvada City Council Policy Manual along with specific policy topics that will be supplemented from time to time; and

WHEREAS, the Arvada City Council has decided to formally adopt the Arvada City Council Policy Manual.

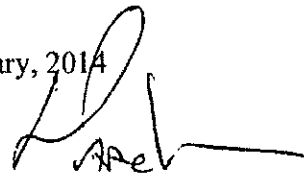
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ARVADA, COLORADO:

Section 1. The Arvada City Council Policy Manual is hereby adopted, including the following Policies:

Policy Manual (creation of)
Membership on Boards and Commissions
Intergovernmental Agreements
Art in Public Places
Evaluation of Appointees
Total Compensation for City Employees
Expense Reimbursement

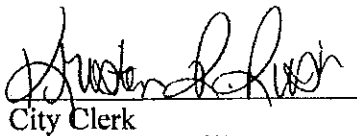
Section 2. This Resolution shall be effective upon its approval by the Arvada City Council.

APPROVED AND ADOPTED this 6th day of January, 2014

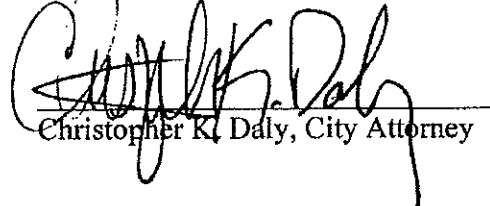


Marc Williams, Mayor

ATTEST:


City Clerk

APPROVED AS TO FORM:


Christopher K. Daly, City Attorney

RESOLUTION NO. R14-063

A RESOLUTION AUTHORIZING THE ADOPTION OF CITY COUNCIL POLICIES

WHEREAS, the Arvada City Council established a City Council Policy Manual through the adoption of Resolution 14-008 on January 6, 2014, which included the adoption of the original Policy establishing the Manual, along with several City Council policies; and

WHEREAS, following a Workshop on March 24, 2014, the Arvada City Council now wishes to adopt additional policies to be included in their Policy Manual.

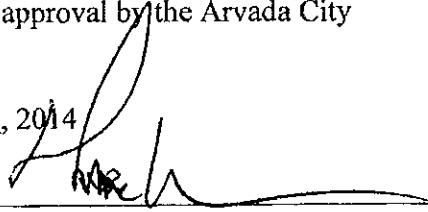
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ARVADA, COLORADO:

Section 1. The following policies are being adopted and made a part of the Arvada City Council Policy Manual:

Policy Manual (Amendment)
Sister Cities International Travel
Appointments of Council Members to Boards and Commissions
Proclamations, Recognitions and Awards

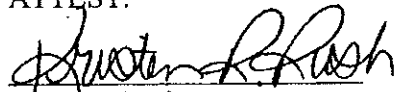
Section 2. This Resolution shall be effective upon its approval by the Arvada City Council.

APPROVED AND ADOPTED this 21st day of April, 2014

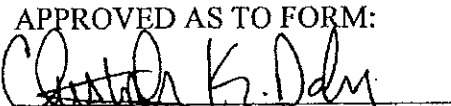


Marc Williams, Mayor

ATTEST:

Deputy


City Clerk

APPROVED AS TO FORM:


Christopher K. Daly, City Attorney





CITY OF ARVADA CITY COUNCIL POLICY

Authorized by City Council: Resolution No. 14-008

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Effective date: Jan. 6, 2014
Revision date: April 21, 2014

TITLE: Policy Manual

PURPOSE: The Arvada City Council is charged with the responsibility of establishing the City Council Municipal Policy Manual to guide the various functions of the City Council and where necessary, to establish procedures by which the Policies are performed. Section 5.5 of the Arvada City Charter directs that City Council shall act only by Ordinance, Resolution or Motion.

The Policy Manual will include three types of policy statements:

1. Policies already contained in a Resolution or Ordinance. Their placement in the Policy Manual is only for ready reference.
2. Policies that describe a current, or intended, practice of the City Council.
3. Policies that prescribe the principles and procedures the City Council will follow when a particular situation or event occurs in the future.

It is the purpose of this Policy to:

1. Clearly establish a policy statement for creating and keeping City Council Policies.
2. Provide for the distribution of these policies.
3. Establish procedures for the preparation, distribution and maintenance of City Council policies and a "City Council Policy Manual".

POLICY:

1. There is hereby established a "City Council Policy Manual" which shall contain all City Council Policies adopted by Ordinance, Resolution or Motion of the City Council.
2. As a general matter, policies contained within the City Council Policy Manual will include such municipal matters deemed the responsibility of the City Council by virtue of the Arvada City Charter, Arvada Municipal Code or various Ordinances, Resolutions or Motions adopted by the City Council.
3. All policy statements of the City Council shall be prepared in writing and approved by Ordinance, Resolution or Motion. Once approved, statements of policy may be reproduced, distributed, maintained and included in the City Council Policy Manual as referenced by the number and date of adoption.
4. Each policy statement shall include: a) the purpose of the policy, b) the policy statements, c) definitions, d) procedure, and e) other notations deemed necessary to provide the history of the policy statement as well as a cross-

- reference of the policy statement with the adopted Ordinance, Resolution or Motion.
5. The City Attorney shall consult with the City Council and the City Clerk on the proposed wording of the policy statement.
 6. The City Clerk shall be responsible for the numbering, maintenance and distribution of the City Council Policy Manual and any amendments.
 7. The City Council Policy Manual shall be posted on the City website.
 8. Copies of the City Council Policy Manual shall be available to the general public at a cost established by the City Clerk which is dependent upon the number of pages.
 9. City Council shall review the City Council Policy Manual from time to time, to determine whether individual policies need to be revised or if there is a need for the addition or deletion of any existing policies.
 10. Each policy shall be reviewed by the City Manager to determine which staff members, in addition to the City Attorney and City Clerk, are needed to provide input into subsequent revisions of the City Council Policy Manual.
 11. The template of the "Policy Manual" policy statement shall be the template that is utilized for most policy statements adopted by the City Council in the future.
 12. City Council shall review unwritten policies that have become accepted by consensus or consistent past practice and shall determine whether such policies shall be prepared in written form and adopted in the manner and format described in this document.

DEFINITIONS:

- "City Council" shall mean the current members of the Arvada City Council.
"Existing Policy" shall mean a written policy that has been adopted prior to the establishment of the City Council Policy Manual.
"Manual" shall mean a binder containing a collection of City Council Policies
"Policy" shall mean a statement of principles, guidelines, or procedures to direct future actions of the City Council on a specific issue or subject.

PROCEDURES:

1. Members of the City Council or any standing committee thereof, the City Manager or City Staff may originate draft policy proposals for formal consideration of the City Council.
2. The City Council shall review the written proposed policy statement and determine whether to proceed with the written preparation of such a policy statement.
3. In the event a majority of the City Council wishes to have a proposed policy statement drafted, it shall direct the standing committee to work with the City Attorney and the City Clerk on such policy statements.
4. The City Clerk shall be responsible for assigning a tentative policy number and title to the draft policy statement.
5. The draft policy statement shall be presented to the City Council or any standing committee thereof for discussion, analysis and recommendation. A copy of such draft policy statement shall also be distributed to the City Manager, City Attorney and City Clerk.
6. Upon approval of the draft policy statement by the majority of the City Council or any standing committee thereof, the City Attorney shall prepare a proposed Ordinance, Resolution or Motion with input from the City Clerk on the numbering of an Ordinance, Resolution or Motion proposing the adoption of such a proposed policy statement. The Ordinance, Resolution or Motion shall affirmatively state that the proposed policy statement shall be included in the City Council Policy Manual if it is adopted by the City Council.

7. The Ordinance, Resolution or Motion with the attached proposed policy statement in the form established in this policy statement shall be presented at a City Council business meeting for proposed action by the City Council.
8. If the City Council approves the Ordinance, Resolution, or Motion the policy statement attached to such Ordinance, Resolution or Motion shall be considered to have been formally adopted. In such case, the City Clerk shall include such policy statement in the City Council Policy Manual.
9. If the City Council does not approve the Ordinance, Resolution or Motion, the policy statement attached to such Ordinance, Resolution or Motion shall not be included in the City Council Policy Manual. However, the City Clerk shall keep a record of such proposed policy statement in the event City Council wishes to consider the proposed policy statement in the future.
10. The City Clerk shall be responsible for duplication of the adopted policy statement and distribution to the City Council, City Manager and other staff members that have copies of the City Council Policy Manual.
11. As necessary, the City Clerk shall update the Table of Contents and Cross Reference Table in the City Council Policy Manual. The Table of Contents shall be kept alphabetically and the City Clerk is responsible for determining general terms that logically categorize the content of the City Council Policy Manual.
12. City Council shall determine the actual contents of the City Council Policy Manual including Table of Contents and Cross Reference Table.
13. The City Clerk shall include in each policy statement a reference to the history of the policy statement including when it was initially adopted or amended, the Ordinance, Resolution or Motion adopting or amending and any other reference deemed necessary for ease of use of the City Council Policy Manual.
14. It is recognized that specific procedures contained within a policy statement are intended to guide, rather than dictate, a specific course of action by the City Council. Accordingly, any procedures established by a written policy may be modified by the Council, in their sole discretion, if it is determined that there are substantial and justified reasons for doing so. In each instance that procedures are modified, the modified procedures and the reasons for modification will be documented and made part of the record.
15. Any written policy may be temporarily suspended by majority vote of all councilmembers present.
16. Any written policy may be amended, re-enacted or repealed by majority vote of all councilmembers present.