

A RESOLUTION  
OF THE CITY COUNCIL  
OF THE CITY OF CHERRY HILLS VILLAGE  
AMENDING THE CITY COUNCIL LIAISON PROGRAM POLICY

WHEREAS, the City of Cherry Hills Village ("City") is a home rule municipality organized in accordance with Article XX of the Colorado Constitution; and

WHEREAS, the City Council of the City is authorized under the City of Cherry Hills Village Home Rule Charter ("Charter") and pursuant to its general municipal powers to adopt policies and procedures in furtherance of its municipal functions and authority; and

WHEREAS, the City Council has the general powers granted to it by Article VIII of the Charter relating to Boards and Commissions of the City; and

WHEREAS, the City Council Liaison Program was adopted in 1984, formalized in 2006, and updated in 2015 and 2019; and

WHEREAS, the City Council desires to amend the title of the program; add a liaison position for Quincy Farm; and clarify communications between City Council and City boards, commissions, and committees; and

WHEREAS, the City Council finds that the Liaison Program attached to this Resolution as **Attachment A** reflects the desires of Council, and the City Council desires to amend the Liaison Program as set forth therein..

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHERRY HILLS VILLAGE:**

**Section 1.** City Council hereby amends the City Council Liaison Program Policy in the form attached hereto as **Attachment A**. The City Clerk is directed to document the Liaison Program Policy in the City's policy log that is maintained by the City Clerk upon the effective date of this Resolution.

**Section 2.** **Effective Date.** This Resolution shall be effective immediately.

Introduced, passed and adopted at the regular meeting of City Council this 21<sup>st</sup> day of January, 2025, by a vote of 5 yes 0 no.

(SEAL)

*Kathleen Brown*  
Kathleen Brown, Mayor

ATTEST:

*Laura Gillespie*  
Laura Gillespie, City Clerk

APPROVED AS TO FORM:

*Kathie B. Guckenberger*  
Kathie B. Guckenberger, City Attorney

**ATTACHMENT A**  
**TO CITY COUNCIL RESOLUTION 10, SERIES 2025**  
**[CITY COUNCIL LIAISON PROGRAM POLICY]**

City of Cherry Hills Village  
Policies and Procedures  
Adopted February 2006  
Amended and Reaffirmed March 2015 by Resolution 15, Series 2015  
Updated February 2019  
Amended January 2025 by Resolution 10, Series 2025

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## **CITY COUNCIL LIAISON PROGRAM POLICY**

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During the budget study sessions of 1980 and 1981, the topic of City Council liaison assignments was discussed as a method of ensuring legislative involvement in a number of important functions before the City Council was asked to act on various matters. Recognizing the roles and responsibilities assigned by the City Charter (with the City Council as the policy legislative body and the City Manager as the chief administrative officer), the Mayor and the City Manager have endorsed such a program since that time.

To clarify the role of these liaison assignments, the following policies were adopted for this program in 1984, formalized in 2006, and updated in 2015, 2019, and 2025.

### ***Liaison Program***

City Council liaison assignments shall be established for City Departments, The Crier, Outside Agencies, and for Special Projects. The term of liaison assignments for City Departments, The Crier, and Outside Agencies shall be for two years, and for Special Projects as specified by City Council at the time of establishing the liaison assignment. Liaison assignments shall be reviewed and updated after each City Council election or as needed, as determined by the Mayor and City Manager. City Council shall approve all liaison assignments.

#### **1. Liaisons for City Departments**

- a. City Council liaisons assigned to City Departments will review their section(s) of the proposed annual budget with their representative from that Department prior to the entire Council considering the proposed budget on first reading. In addition, the Councilmember liaison shall familiarize themselves with the Department's monthly report and general operations. Current City Department liaison assignments are:
  - i. Community Development Department
  - ii. Finance Department
  - iii. Parks & Trails Division
  - iv. Police Department

- v. Public Works Department
- 2. Liaison for Village Crier
  - a. A City Council liaison shall be assigned to assist City staff with the preparation of the monthly City newsletter entitled the "Village Crier". The liaison will meet with City staff on a monthly basis to discuss content in the upcoming issues of the Village Crier.
- 3. Liaisons for Outside Agencies
  - a. City Council liaisons shall be assigned to outside agency working groups or committees. The liaison will attend meetings and report back to City Council on matters pertinent to the City. Current outside agency liaison assignments are:
    - i. DRCOG
    - ii. CML Policy Committee
    - iii. Arapahoe County Mayors & Managers
    - iv. Arapahoe County Transportation Forum
    - v. High Line Canal Working Group
    - vi. Centennial Airport Noise Roundtable
- 4. Liaisons for Special Projects
  - a. From time-to-time, City Council may establish a liaison position and assignment for certain City projects or activities that City Council believes require more regular City Council input to staff or where special expertise of a City Council member might be beneficial to staff.
- 5. City Council Communication with Boards, Commissions, and Committees
  - a. In order to allow the City's boards, commissions, and committees to act independently and without undue influence or direction, a City Council liaison will not be assigned.
  - b. To allow enhanced and direct communication between City Council and the boards, commissions, and committees:
    - i. Each City board, commission and committee prepare an annual Work Plan or report to be reviewed by the City Council.
    - ii. Each City board, commission, and committee provide periodic and no less than annual status reports, which may include recommendations to the City Council, to the City Council at a City Council meeting.
    - iii. City Council shall include an agenda item at the beginning of City Council meetings in order to receive the reports in a timely manner.
    - iv. City Council should conduct joint session meetings with City boards, commissions, and committees to receive and provide updates.