

**A RESOLUTION
OF THE CITY COUNCIL
OF THE CITY OF CHERRY HILLS VILLAGE
AMENDING AND REAFFIRMING COUNCIL POLICIES CONCERNING
INVESTMENTS, COUNCIL RULES OF PROCEDURE,
COUNCIL LIAISON PROGRAM, AND COMMUNICATIONS**

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

WHEREAS, since the City's incorporation, the Council has adopted numerous policies related to the governance and operation of Cherry Hills Village; and

WHEREAS, under the direction of the Council, City staff has performed an audit of all policies adopted by the Council and has identified several policies that are still relevant but that require minor modifications; and

WHEREAS, the Council desires to amend and readopt the Council policies as described in Section 1 below, and as attached hereto as Exhibits A through D.

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

Section 1. The City Council hereby amends and reaffirms the following policies, as more fully set forth in Exhibits A – D, attached hereto and incorporated herein.

1. City Investment Policy, Exhibit A;
2. City Council Rules of Procedure, Exhibit B;
3. City Council Liaison Program, Exhibit C;
4. City Communication Policy, Exhibit D.

Section 2. This Resolution shall be effective immediately upon adoption, and City Staff is directed to take steps necessary to document the foregoing policies in a policy log maintained in the office of the City Clerk.

Introduced, passed and adopted at the
regular meeting of City Council this 21st day
of April, 2015, by a vote of 6 yes and 0 no.

(SEAL)



Laura Christman, Mayor

ATTEST:

Approved as to form:



Laura Smith, City Clerk



Linda C. Michow, City Attorney

EXHIBIT A CITY INVESTMENT POLICY

INVESTMENT POLICY

The following Investment Policy for the City of Cherry Hills Village, Colorado addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds.

I. Scope

The Investment Policy governs the investment activities of the City with regard to investing the financial assets of all funds, with the exception of the retirement funds and deferred compensation funds.

II. Objectives

The overall objectives of the City's investment program, in order of priority are safety, liquidity, and yield.

A. Safety

Protection of principal is the primary objective of the City investment activities and is the single most important factor in determining any investment decisions of the investment officer. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. For purposes of this policy, the two most significant risks to the City are:

1. **Credit Risk-** Credit risk shall be limited by restricting the credit ratings on securities that may be purchased and through diversification of investments to reduce exposure to any one security type, issuer or account.
2. **Interest Rate Risk-** Interest rate risk shall be limited by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity and by investing operating funds primarily with durations of no longer than five years, money market mutual funds, or similar investment pools.

B. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands of the City. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same day liquidity for short-term funds.

C. Yield/Return

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared

to the safety and liquidity objectives described above. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap that would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

III. Standards of Care

A. Prudence

The standard of prudence to be used by the investment official shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

B. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City of Cherry Hills Village.

C. Delegation of Authority

In accordance with Article VI Section 6.3 of the City of Cherry Hills Village Charter, the responsibility for conducting investment transactions resides with the City Treasurer/Director of Finance (investment officer). No person may engage in an investment transaction except as provided under the terms of this policy.

IV. Authorized Financial Institutions, Depositories, and Broker/Dealers

A. Authorized Financial Institutions, Depositories, and Broker/Dealers

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule). All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as applicable or required by the investment officer:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines.
- Proof of Financial Industry Regulatory Authority (FINRA) certification.
- Proof of state registration.
- Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties).

- Certification of having read and understood the City of Cherry Hills Village investment policy and agreeing to comply with it.
- Evidence of adequate insurance coverage.

An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the investment officer.

B. Registered Investment Advisor

The City of Cherry Hills Village may elect to engage the services of a Registered Investment Advisor (RIA) to manage the City's portfolio. The RIA will manage the portfolio in conformance with State and Federal guidelines. Qualified RIA's must demonstrate the following:

- Domiciled in Colorado
- Primary focus should be local governments in Colorado
- At least five years of experience
- SEC registered
- Errors & Omissions insurance in the amount of at least \$5 million dollars and provide a copy for the City's files
- A third party custodian that meets the minimum capital requirements of \$10,000,000 in assets
- A copy of their audited financial statements

V. Safekeeping and Custody

A. Delivery vs. Payment

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

B. Safekeeping

Securities will be held by an independent third-party custodian selected by the entity as evidenced by safekeeping receipts in the City of Cherry Hills Village's name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls-Service Organization Control Reports prepared in accordance with the Statement on Standards for Attestation Engagements (SSAE) No. 16.

C. Internal Controls

The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City of Cherry Hills Village are protected from loss, theft or misuse. Accordingly, the investment officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures or alternatively, compliance should be assured through the City of Cherry Hills Village annual independent audit.

VI. Suitable and Authorized Investments

A. Investment Types

The following investments will be permitted by this policy and are those defined by state and local law where applicable:

1. U.S. Treasury obligations: Treasury Bills, Treasury Notes, Treasury Bonds and Treasury Strips which carry the full faith and credit guarantee of the United States government, are considered to be the most secure instruments available and have a final maturity not exceeding five years from the date of the trade settlement.

2. Federal Agency Securities: Debentures and mortgage-backed securities with a stated final maturity not exceeding five years from the date of trade settlement and issued by the Government National Mortgage Association (GNMA).
3. Bankers' acceptances.
4. Federally insured time deposits (Non-negotiable certificates of deposit) in state or federally chartered banks, savings and loans, or credit unions, provided that the amount per institution is limited to the maximum coverage under federal insurance.
5. Time deposits (Non-negotiable certificates of deposit) in state or federally chartered banks, savings and loans, or credit unions in excess of insured amounts which are fully collateralized with securities in accordance with state law.
6. Negotiable certificates of deposit (NCDs)
7. Commercial paper rated at least A-1, P-1, or the equivalent by at least two NRSROs (Nationally recognized statistical rating organization) and by each NRSRO that rates the commercial paper.
8. Investment-grade obligations of state, and local governments and public authorities. No security may be purchased pursuant to this paragraph unless, at the time of purchase, the security is rated in one of the three highest rating categories by a nationally recognized organization that regularly rates such obligations.
9. Fully collateralized Repurchase agreements collateralized in compliance with this Policy, governed by a SIFMA Master Repurchase Agreement and with a maximum maturity. Capital project funds may be invested in a single flex repurchase agreement with a maximum stated maturity that shall be matched to the expenditure plan.
10. Money market mutual funds regulated by the Securities and Exchange Commission whose portfolios consist only of dollar-denominated securities and have a rating of AA+ or Aaa or the equivalent by each NRSRO that rates the fund.
11. Local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation. They must be "no-load", have constant net asset value of \$1.00, limit assets of the fund to securities authorized by statute and have a rating of AA+ or Aaa or the equivalent by each NRSRO that rates the fund.

Investment in derivatives of the above instruments shall require authorization by the City Council.

B. Collateralization

To qualify as a depository, financial institutions must be listed as eligible depositories by the State Commissioner of Financial Services or the State Division of Banking.

Acceptable collateral for bank deposits and repurchase agreements shall include only:

- Obligations of the U.S. Government, its agencies and GSEs, including mortgage backed securities.
- Obligations of any state, city, county or authority rated at least AA by two nationally recognized statistical rating organizations.

VII. Investment Parameters

A. Diversification

The investments shall be diversified by:

1. Limiting investments for any one type of security to 5% of the total portfolio to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities).
2. Limiting investment in securities that have higher credit risks.
3. Investing in securities with varying maturities.

4. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

B. Maximum Maturities

To the extent possible, the City of Cherry Hills Village shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City of Cherry Hills Village will not directly invest in securities maturing more than five (5) years from the date of purchase. The City of Cherry Hills Village shall adopt weighted average maturity limitations (which often range from 90 days to 3 years), consistent with the investment objectives.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the City Council prior to investing.

C. Comparison to Market

In order to ensure fair institution execution, the investment officer shall compare to market, using Bloomberg, each purchase of investment instruments purchased on the secondary market.

If the City's funds are being managed by an outside investment organization, the Portfolio Manager will document secondary purchases and sales and provide a trade recap for the date of purchase or sale.

VIII. Reporting

A. Methods

The investment officer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter and provide it to the City Council. The report will include the following:

1. An asset listing showing par value, cost and accurate and complete market value of each security, type of investment, issuer, and interest rate.
2. Average maturity of the portfolio and modified duration of the portfolio
3. Maturity distribution of the portfolio
4. Average portfolio credit quality
5. Time-weighted total rate of return for the portfolio for the prior one month, three months, twelve months, year to date, and since inception compared to the Benchmark Index returns for the same periods.
6. Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
7. Distribution by type of investment.

B. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The City's cash management portfolio shall be designed to attain a market rate of return through budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities and cash flow requirements. The performance of the portfolio shall be compared to the average yield on the U.S. Treasury security that most closely corresponds to the portfolio's weighted average effective maturity. When comparing the performance of the City's portfolio, all

fees involved with managing the portfolio shall be included in the computation of the portfolio's rate of return net of fees.

C. Marking to Market

The market value of the portfolio shall be calculated monthly and a statement of the market value of the portfolio shall be issued at least quarterly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed.

IX. Approval of Investment Policy

The City's investment policy shall be adopted by resolution of the City Council. The policy shall be reviewed by staff on an annual basis and any modifications made must be approved by the City Council.

EXHIBIT B
CITY COUNCIL RULES OF PROCEDURE

CHERRY HILLS VILLAGE
CITY COUNCIL

RULES OF PROCEDURE

Adopted August 7, 2012

Amended March 3, 2015

ARTICLE 1.	<p><u>Authority.</u></p> <p><i>Section 1.</i> These Rules of Procedure are adopted by the City of Cherry Hills Village City Council pursuant to the authority vested in Section 3.7 of the City of Cherry Hills Village Home Rule Charter and Section 2-2-10 of the City of Cherry Hills Village Municipal Code.</p>
ARTICLE 2.	<p><u>Roles and Responsibilities.</u></p> <p><i>Section 1.</i> Refer to Article III of the Charter.</p>
ARTICLE 3	<p><u>Meetings.</u></p> <p><i>Section 1.</i> The City Council consists of the Mayor and six Council members. Four members of the Council constitute a quorum (see Section 3.7 of the Charter). The Mayor is not counted for the purposes of establishing a quorum.</p> <p><i>Section 2.</i> An organizational meeting shall be held at the first Council meeting in the month of January following each regular City election (see Section 3.7 of the Charter). At this meeting elected City Council members and the Mayor-elect shall assume the duties of office; the newly-elected Mayor and Council members shall take their oath of office; and the Mayor Pro Tem shall be elected by the Council.</p> <p><i>Section 3. Regular Meetings.</i></p> <p>(A) Regular meetings of the City Council shall be scheduled for the first and third Tuesday of each month except for December. In December one meeting shall be held on the second Wednesday of the month. Regular meetings may be rescheduled or cancelled at the discretion of the Mayor, provided that the Council shall meet at least once each month as required by Charter Section 3.7. All meetings will be held at the Village Center at 2450 East Quincy Avenue, or at such other venue as Council shall select and provide notice thereof in accordance with applicable law. All meetings will begin at 6:30 p.m. unless otherwise noted on the agenda.</p> <p>(B) The order of business at regular meetings shall be as follows unless adjusted by the Mayor.</p> <ol style="list-style-type: none">1. Call to Order2. Roll Call of Members3. Pledge of Allegiance

4. Audience Participation
5. Consent Agenda
6. Items Removed From Consent Agenda
7. Unfinished Business
8. New Business
9. Reports
 - a. Mayor
 - b. Members of City Council
 - c. Members of City Boards and Commissions
 - d. City Manager and Staff
 - e. City Attorney
10. Adjournment

(C) The Mayor may adjust the order of business and allow scheduled presentations, at a time and in a manner most convenient for the public, staff, and Council.

Section 4. Special meetings of the Council shall be called by the City Clerk on the oral request of the Mayor, or of any two members of the Council, on at least 24 hours notice to each member of the Council, but a special meeting may be held on shorter notice if all members of the Council are present or those absent waive notice thereof (Section 3.8 of the Charter).

Section 5. The purpose of a study session shall be to hear, study, and discuss matters in a forum that allows for more attention to the matter than a regular meeting. Study sessions shall be open to the public but audience participation will not necessarily be taken. No business shall be transacted and no formal action shall be taken at a study session. However, the Council may by consensus provide City staff with direction concerning agenda related items. When possible, study sessions shall be held from 6:00 to 6:30 p.m. directly before a regular meeting of the Council.

Section 6. Executive Sessions

(A) Executive sessions may only be held at a regular or special meeting and shall comply with the provisions of C.R.S. 24-6-402.

(B) A motion to move into executive session from a regular or special meeting shall set forth the matter to be discussed including specific citation to the provision of C.R.S. 24-6-402 authorizing the executive session. The motion shall be approved by a 2/3 majority of the Council members present on roll call.

(C) The Council shall make no final policy decision, nor shall it adopt or approve any resolution, rule, ordinance, regulation or formal action at any session closed to the general public.

(D) Discussions that occur during executive session shall be recorded by making an audio recording that shall be retained for ninety days after the date of the executive session. The audio recording shall be kept for the required 90 days by the City Attorney unless the City Attorney was the topic of the executive session.

(E) All persons present shall preserve the confidentiality of the matters discussed in executive session.

Section 7. Agendas and Council Packet.

(A) The agenda shall be maintained by the City Clerk and may be modified by the City Manager or Mayor. The City Manager will submit a proposed agenda to the Mayor for review prior to the Council packet being distributed. Any Council member may submit to the City Clerk items for the agenda, which shall be included on the agenda for the next scheduled meeting if provided to the City Clerk at least 24 hours prior to distribution of the Council packets. Draft agendas shall be made available to the City Council at the previous meeting. Agendas shall be posted at the location designated by Council for notices of meetings at least 24 hours prior to any regular or special meeting. The agenda shall be made available to the public through the city website or by request at the Village Center.

(B) The Council packet shall generally be provided to Council members no later than the Friday preceding any regularly scheduled meeting. Supporting information not available the Friday before the meeting may be provided to Council at the meeting. The Council packet shall be made available to the public through the city website or by request at the Village Center. A public copy of the Council packet will be provided at the Council meeting.

Section 8. The Mayor, Mayor Pro Tem, or other designated Council member in their absence, shall serve as the presiding officer in the conduct of meetings. In the event of absence or disability of both the Mayor and the Mayor Pro Tem, the Council shall designate another of its members to serve as Acting Mayor during such absence or disability. Any Mayor Pro Tem or Acting Mayor, while serving as such, shall retain all powers granted to Council members by the Charter and Municipal Code (Sections 3.3, 5.1 and 5.5 of the Charter).

Section 9. At all times, the discussions and motions of the Council and remarks of members of the public shall be directed to the Mayor, and shall be preceded by recognition from the Mayor.

Section 10. General Discussion.

(A) Each member of Council shall be afforded an opportunity to speak on the matter under discussion before moving on to another topic of discussion. The Mayor may set a time limit on any such discussion of members of Council.

(B) Council members shall not be permitted to explain their vote during a roll call. Such explanation is permitted during the discussion of the question or motion.

Section 11. Audience Participation.

(A) Any person may speak to the Council on any matter during the Audience Participation period at the beginning of each regular and special Council meeting. The City Clerk shall post an audience participation sign-up form before each regular meeting. Immediately prior to the audience participation portion of the meeting, the City Clerk shall hand the sign-up form to the Mayor. The Mayor shall call those signed

	<p>up to speak before Council in the order they have signed up.</p> <p>(B) Audience participation shall be limited to 5 minutes per speaker.</p> <p>(C) The Mayor may restrict cumulative or redundant presentations.</p> <p>(D) Those attending Council meetings shall refrain from disruptive, vulgar or abusive language, applause, heckling or other actions that interfere with the orderly function of the Council. The Mayor may take any reasonable steps to maintain the order and dignity of Council meetings.</p> <p><i>Section 12. Public Hearings</i> Public hearings will be held as required by the Charter and the Municipal Code. The Mayor will open each hearing and allow any person in attendance to address the issue subject to the rules contained in Section 11 concerning audience participation. The purpose of any Public Hearing shall be the presentation by any persons of their views and recommendations on the issue that is the subject of the hearing. The Mayor and Council members shall not debate or challenge the position of any speaker, but may question a speaker in order to fully understand their position. The Mayor and Council shall reserve their comments on public testimony until the issue is before the Council for discussion.</p> <p><i>Section 13. Method of Voting</i> (A) On motions that do not require a roll call of votes, the Mayor shall ask that all those in favor of the motion signify by saying yes. Those members in favor shall give said sign. The Mayor shall then ask that all those opposed signify by saying no. Those members opposed shall give said sign. The Mayor shall signify if the motion passes or fails. The City Clerk shall record the results of the motion in the minutes of the meeting.</p> <p>(B) On motions that require a roll call of votes, the Mayor shall ask the City Clerk for a roll call. The City Clerk shall perform the roll call and record each member's vote in the minutes. The Mayor shall signify if the motion passes or fails.</p> <p><i>Section 14.</i> If a member of Council has a personal, financial or other conflict of interest, or appearance thereof that would affect public confidence in any matter to be voted upon or otherwise officially considered, deemed by the affected Council member to require recusal, then a brief statement of such disclosure shall be presented prior to any consideration of the matter by Council, and the recusing Council member shall then not participate in any discussion or vote of the matter.</p> <p><i>Section 15.</i> Record of proceedings shall be taken by the City Clerk in the form of written minutes as well as audio recording. Audio recordings will be made available to the public on the city website as soon as reasonably possible after the meeting. Written minutes will be prepared by the City Clerk and be presented for Council's approval at the next regular or special meeting. Following approval, the written minutes will be made available to the public at the Village Center and on the city website.</p>
ARTICLE 4.	<u>Ordinances</u>

	<p><i>Section 1.</i> Any legislative action by the Council shall be by adoption of an ordinance. All other matters may be decided by adoption of a motion or resolution as the Council deems appropriate.</p> <p><i>Section 2.</i> The Mayor, any Council member, or the City Manager may request that a proposed ordinance be placed on a Council agenda. A proposed ordinance may be introduced by any member of Council. Introduction may be by title only, or in full text (Section 4.5 of the Charter). Where feasible, the person proposing the ordinance may present the proposed text together with a written or oral explanation for the purpose and content of the proposed ordinance at a regularly scheduled meeting before first consideration</p> <p><i>Section 3.</i> Any ordinance approved on first consideration shall be placed on the agenda of the next regular or special Council meeting for second and final consideration provided said meeting is at least six days after passage on first reading. The proposed ordinance must be completed in written form and a copy provided to each Council member before second consideration (Section 4.5 of the Charter). If a public hearing is required for the second consideration of an ordinance then said ordinance shall be placed on the agenda of the next regular or special meeting after the required publication is accomplished.</p> <p><i>Section 4.</i> Emergency ordinances shall be governed by the procedures set out in Section 4.5 of the Charter.</p>
ARTICLE 5	<p><u>Conflicts of Interest and Ethical Considerations.</u></p> <p><i>Section 1.</i> Members of Council shall adhere to Article IX of Chapter 2 of the Municipal Code, the Code of Ethics.</p>
ARTICLE 6	<p><u>Attendance and Absences.</u></p> <p><i>Section 1.</i> The Council must have a quorum to do business. Therefore, governance of the City requires that all members of the Council attend Council meetings in order to fulfill their obligation to the citizens of the City by fully participating in the process of government. Additionally, each member of the Council has an obligation to his or her fellow members to be informed and attend Council meetings.</p> <p><i>Section 2.</i> If it is necessary for a Council member to be absent from a regular meeting of the Council, the Council member shall notify the Mayor and City Clerk prior to the meeting.</p> <p><i>Section 3.</i> If it is necessary for the Mayor to be absent from a regular meeting of the Council, the Mayor shall notify the City Clerk's office prior to the meeting.</p>
ARTICLE 7	<p><u>Finances.</u></p> <p><i>Section 1.</i> The City shall pay or reimburse the Mayor and Council members for necessary bona fide expenses incurred in service on behalf of the City if authorized, itemized and maintained as a matter of public record. The City will pay or reimburse</p>

	<p>the Mayor and Council members for travel expenses and mileage allowance according the City's generally applicable policies governing employee travel expenses and mileage allowance (Sections 3.6 and 5.3 of the Charter).</p> <p><i>Section 2.</i> The City will not pay or reimburse the Mayor or Council members for any costs associated with a member's spouse attending any related function.</p>
ARTICLE 8	<p><u>Electronic Mail and Social Media</u></p> <p><i>Section 1.</i> Electronic communications such as email shared among the Council may constitute a meeting for which open meetings and open records requirements may apply. The Elected Officials Email Policy included as Appendix A to these Rules shall provide a guide to elected officials.</p>
ARTICLE 9	<p><u>Amendment of Rules.</u></p> <p><i>Section 1.</i> Any additions hereto or modifications or amendments hereof shall be submitted in writing at a regular meeting and shall be acted upon no sooner than at the next meeting of Council as an agenda item. This requirement may be waived only upon the unanimous affirmative-recorded vote of all members of Council.</p>
ARTICLE 10	<p><u>Robert's Rules of Order</u></p> <p><i>Section 1.</i> To the extent helpful, relevant and not inconsistent with these Rules, Robert's Rules of Order Newly Revised shall apply.</p>

EXHIBIT C
CITY COUNCIL LIAISON PROGRAM

CITY COUNCIL LIAISON PROGRAM

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:

1. Duration of Assignment
 - a. One year minimum (usually two years), or as needed as determined by the Mayor and City Manager
 - b. The Mayor shall bring this program to the attention of the City Council and the City Manager after each City Council election, and after consultation shall make updates to Council liaison assignments
2. Categories of Assignment
 - a. City Departments
 - i. Police Department
 - ii. Public Works Department
 - iii. Parks & Trails Division
 - iv. Community Development Department
 - v. Finance Division
 - b. City Boards and Commissions
 - i. Board of Adjustment & Appeals
 - ii. Parks, Trails & Recreation Commission
 - iii. Public Art Commission
 - iv. Other Committees as determined by City Council
 - c. Outside Agencies
 - i. DRCOG
 - ii. CML Policy Making Committee
 - iii. Arapahoe County Mayors & Managers
 - iv. The Crier Committee
 - v. High Line Canal Working Group
 - vi. Centennial Airport Noise Roundtable
3. Responsibility
 - a. Councilmember
 - i. Be the first contact on the City Council for matters involving City policy decisions
 - ii. City Department Liaisons: Review and understand the monthly reports and general operation of the department or agency
 - iii. City Department Liaisons: Review and comment on department budget requests
 - iv. Report all public comments (pro and con) to the department or agency head for follow-up action
 - v. City Board and Commission & Outside Agencies Liaisons: Attend regular and special meetings and report anything of interest at the next City Council meeting and/or to the Mayor and City Manager as may be necessary
 - b. Department Head

- i. Recognize departmental matters relating to the citywide policy decisions and consult with Council liaison for advice
- ii. Review and explain monthly report data with Council liaison as needed
- iii. Review budget request with Council liaison
- iv. Follow-up on all public comments and report back to Council liaison

**EXHIBIT D
CITY COMMUNICATION POLICY**

**CITY OF CHERRY HILLS VILLAGE
COMMUNICATION POLICY**

Adopted September 16, 2003

Revised April 2015

CITY OF CHERRY HILLS VILLAGE COMMUNICATION POLICY

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General Purpose

The City of Cherry Hills Village owns, operates, or controls four basic forms of mass communication as non-public forums for the dissemination of the City's public information:

- City Website, www.cherryhillsvillage.com;
- Channel 22, the City's government access television channel;
- The Village Crier Newspaper; and
- Social Media/Networking Sites including Facebook and Twitter.

This Communication Policy establishes the goals and purposes of each of these forms of mass communication. This Policy also provides criteria and guidelines for the operation of each form of communication in order to protect both the City's and public's interest in reserving the City-owned communication systems for their intended purpose and to protect these communication systems for use in disseminating the City's viewpoint regarding issues relevant to the residents of Cherry Hills Village.

The City reserves the right to review and modify any part of this Communication Policy at any time. Contact the City Clerk at the Village Center, 2450 East Quincy Avenue, Cherry Hills

Village 80113, (303) 789-2451, or village@cherryhillsvillage.com with any questions or comments about this Policy.

Definitions

As used in this Communication Policy, the following words and phrases shall have the following definitions. The City Manager is authorized to render a final decision on the interpretation or application of any provision of this Communication Policy.

"*City*" means the City of Cherry Hills Village, Colorado.

"*City Manager*" means the City Manager of the City of Cherry Hills Village or his or her designee.

"*Village Crier*" or "*The Crier*" means the City-owned or controlled newspaper.

"*Channel 22*" means the government access television channel(s) owned and operated by the City.

"*Programming*" means any video-formatted announcement, program, feature, electronic bulletin board or other display capable of being transmitted through Channel 22.

"*Publisher*" means the individual, partnership, corporation, agency or other entity designated by the City as responsible for the operation of The Crier.

Website Policy

Nature of the Forum

The City website is www.cherryhillsvillage.com.

Purpose

The purpose of the City website is to provide the public with information about services, programs, events and activities within the City. The City website is not intended as a public forum.

The City has made every effort to ensure the accuracy of the information provided on its website. However, the City cannot not guarantee the accuracy of this information and is not liable for reliance on this information. Please contact the City at (303) 789-2541 or village@cherryhillsvillage.com to verify the accuracy of any information.

Rules and Procedures

A. Hyperlink Guidelines:

The City's website contains links to other sites as a convenience to the public. Please be aware that the information available through these links is not under the control of the City.

1. Criteria for External Links:

To avoid any perception that the City endorses or promotes any private person, business enterprise, or religious practice, the City does not provide direct links to web sites that are strictly commercial, political, or religious in nature. Further, it is the City's policy to not permit the posting of corporate or commercial logos, except logos of the City and the City-sponsored or controlled boards, commissions, committees, and agencies.

Consistent with the foregoing, it is the City's policy to limit external links to sites sponsored by the following types or forms of entities or organizations:

- Neighboring municipalities and jurisdictions, county and state websites
- Schools located in or near the City
- Quasi-judicial governmental entities serving residents of the City
- Community organizations
- Public utility providers serving residents of the City

The City's selection of an external link does not grant a right to any person, entity, or organization to the continued display of the link on the City's web site. The City may terminate the external link at the City's discretion and in accordance with this policy without notice to the party whose link is displayed.

2. Application and Review:

Entities and organizations that wish to establish an external link on this web site must submit a request to the City Manager's office. The City Manager, or the Manager's designee, shall review any such request and render the City's final decision thereon. Requests shall be evaluated using the criteria established by this Policy.

3. Inbound Linking:

The City permits third party web sites to provide links to the City's official web site only on the following terms:

- The link to the home page of the City is the plain text name "The City of Cherry Hills Village" or other text approved by the City Manager or his or her designee.
- No site is authorized to incorporate any content of any form from the City's web site by any means, including by in-lining or framing, without the express written consent of the City Manager or his or her designee.
- Links to the City's web site shall not in any way suggest that the City of Cherry Hills Village has any relationship or affiliation with that party, or that the municipal government endorses, sponsors or recommends the information, products or services of that site with the express written consent of the City Manager or his or her designee.
- The City reserves the right to request removal of any inbound link to the City's web site if such link is perceived as confusing, misleading or damaging to the City in any way.
- Persons and entities wishing to provide an inbound link to the City's web site must first obtain permission from the City Manager's office.

B. Notice to the City:

Communication made through e-mail or any other computer messaging system shall in no way be deemed to constitute legal notice to the City or any of its agencies, officers, employees, agents or representatives with respect to any existing or potential claim or cause of action.

C. Jurisdiction:

By accessing the City web site or seeking information or materials on the web site, users are agreeing to be subject to Colorado jurisdiction. Any dispute arising out of or relating to your use of the web site shall be decided under the laws and in the courts of the state of Colorado.

D. Privacy Statement:

Although the City's computer systems are monitored to ensure proper functioning of the systems, in order to provide security for the computer system's operation and the information contained therein and to prevent unauthorized use, there is no reasonable expectation of privacy in the use of this public web site. Most e-mail will constitute a public record and be subject to disclosure to the public upon request in accordance with the Colorado Open Records Act (Colorado Revised Statutes § 24-72-101, *et seq.*).

E. ADA Access:

The City is committed to compliance with the Americans with Disabilities Act (ADA). It does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs or activities. Upon request, reasonable accommodation will be made to allow individuals with disabilities access to communications regarding City services, programs or activities set forth on the City's web site.

Channel 22 Policy

Nature of the Forum

Channel 22 is the City's government access cable channel. The rules and procedures set forth in this Policy are authorized by 47 U.S.C. § 531(b) which allows the City, as a franchising authority, to adopt rules and procedures for the use of cable channel capacity designated for governmental use.

Purpose

The purpose of Channel 22 is to provide the public with information about services, programs, events and activities within the City. Channel 22 is not intended as a public forum.

Rules and Procedures

A. Programming Guidelines:

All programming shown on Channel 22 shall relate to services, programs, events or activities conducted or sponsored by the City or issues or information concerning or affecting the City, Arapahoe County, the State of Colorado, or any other unit or agency of government whose jurisdictional boundaries include all or a portion of the City.

All programming shown on Channel 22 is subject to the availability of funds, staff, equipment, facilities, and time. The City shall, in its sole discretion, have the right to re-evaluate, modify, and/or refuse to air any programming.

Village Crier Newspaper Policy

Nature of the Forum

The Cherry Hills Village Crier ("The Crier") is a newspaper of general circulation in the City of Cherry Hills Village, Colorado. The Crier is funded through donations and City funds.

Purpose

The purpose of The Crier is to provide information concerning events and issues affecting the City of Cherry Hills Village and its inhabitants and to disseminate information originated or endorsed by the City as information concerning the public health, safety and welfare. The Crier is not intended as a public forum. Regulation of the contents of The Crier is intended to further the purposes of the newspaper and not to suppress any particular viewpoint or expression.

Rules and Procedures

A. Publishing Guidelines:

All articles and information published in The Crier shall relate to services, programs, events or activities conducted or sponsored by the City or available to City residents, or issues or information concerning or affecting the City, Arapahoe County, the state of Colorado, or any other unit or agency of government whose jurisdictional boundaries include all or a portion of the City.

The following types of material shall not be published in The Crier:

- ◆ Material advocating a particular religious belief or disseminating religious information, excluding purely informational material concerning the time or place of religious meetings or services;
- ◆ Material that is defamatory, slanderous, lewd or obscene as determined by the City;
- ◆ Material that endorses, either directly or indirectly, the election or re-election of a person running for public office;
- ◆ Material that promotes discrimination against any person on the basis of race, color, religion, sex, national origin, age, marital status or disability.

Any person who wishes to submit any material for consideration for publication in The Crier should submit such material to the Publisher. The Publisher shall have the right to refuse any submitted material if, in its sole discretion, the material does not fit the purposes of The Crier, as established by this Policy. The Crier has no obligation to publish any unsolicited material.

When the Publisher determines that an article or item requires a disclaimer, the disclaimer shall read as follows:

The information contained in this article is neither provided nor endorsed by the City of Cherry Hills Village; any views explicit or implicit in this article are not those of The Crier, its staff, the City of Cherry Hills Village, its City Council or employees.

Social Media/Networking Sites Policy for City Sites

Nature of the Forum

Social media/networking sites refers to any online internet platform that allows the exchange of information and cross-communication between people. Current social media/networking platforms include Facebook, blogs, Twitter, LinkedIn, podcasts, YouTube and other video exchange sites, Flickr and other photo sharing sites, and Nixle. This Policy is meant to include current social media/networking platforms and those created in the future.

The City maintains a Facebook page, "Cherry Hills Village, Colorado – Municipal Government".

Purpose

The purpose of the City's Facebook page is to provide the public with information about services, programs, events and activities within the City. The City's Facebook page is not intended as a public forum.

The City Twitter account is maintained by the Police Department for primarily internal informational purposes.

Rules and Procedures

A. Posting Guidelines

1. Facebook Page:

Appropriate types of information for posts include:

- Notices and reminders of City meetings
- Notices and reminders of City services
- Notices and reminders of City events
- Notices of changes or updates to the official website such as the addition of agendas or new issues of the Village Crier
- Notices of Village Center closure due to holiday or weather
- Notices of position openings for city staff positions or Board & Commission positions
- Emergency notifications
- Other types of information at the discretion of the City Clerk and City Manager

2. Twitter Account

Posts should focus on information from the Police Department and should be organized in a manner that avoids conflicting information across the City's various communication media. The posts will focus primarily on information that affects those living, visiting, or commuting through the City. Examples include water main breaks affecting traffic, special events in the City, and crime alerts.

B. Facebook Wall Posts and Comments Policy for the Public

It is the City's policy that the City will not allow any posts on the Facebook page Wall by a user other than the City. However, the City does allow comments to a posted pursuant to this policy. The purpose of the City's Facebook page is to present matters of public interest in the City of Cherry Hills Village. We welcome citizen comments and expect that any conversation will follow the general rules of respectful civil discourse.

The City posts information, moderates comments, and responds to comments generally during regular business hours on Monday through Friday. If a comment is made after business hours or during the weekend that requires a response by the City, the City will do so during the next regular business day.

The City of Cherry Hills Village does not discriminate against any views, but we reserve the right to delete submissions that fall outside our comment guidelines, including but not limited to the following:

- A. Comments not topically related to the particular content being commented upon;
- B. Profane language or content;
- C. Discourteous communications including personal attacks on an individual's character or appearance;
- D. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, physical or mental disability, sexual identification or orientation, or national origin;
- E. Sexual content or links to sexual content;
- F. Solicitations of commerce;
- G. Conduct or encouragement of illegal activity;
- H. Information that may tend to compromise the safety or security of the public or public systems; or
- I. Content that violates a legal ownership interest of any other party

C. Disclaimer

The following disclaimer should be added to any social media/networking site:

The City of Cherry Hills Village's use of external social media sites is provided as a public service. The City of Cherry Hills Village disclaims liability for ads, videos, promoted content, or comments accessible from any external web page. The responsibility for external content of comments rests with the organization or individuals providing them. Any inclusion of external content or comments on external social media sites does not imply endorsement by the City of Cherry Hills Village.

