

Title 2

ADMINISTRATION AND PERSONNEL

Chapters:

- 2.04 Board of County Commissioners
- 2.08 County Commissioner Districts
- 2.10 Standard of Conduct for Public Officials
- 2.12 Citizen Boards, Commissions, Committees and Task Forces
- 2.16 Records Management Program

Chapter 2.04

BOARD OF COUNTY COMMISSIONERS

Sections:

2.04.010 Meetings.

2.04.010 Meetings.

A. The designated public place for posting information and times regarding such meetings shall be the main floor lobby of the Courthouse on the bulletin board. Each agenda shall be posted no less than twenty-four (24) hours prior to the holding of the meeting.

B. The board of county commissioners can conduct unlimited discussion but will not adopt any proposed policy, position, resolution, rule, regulation, or formal action at a work session or at any other time other than in a regular or special meeting. The county manager and/or county attorney in attendance at these meetings will monitor this policy.

C. Executive sessions will be held only at a regular or special meetings, upon a vote of two-thirds of the quorum, and adoption of any proposed policy, position, resolution, rule, regulation, or formal action shall occur after the executive session at the regular or special meeting open to the public.

D. The minutes of a meeting during which an executive session is authorized shall reflect the general topic of the discussion at the executive session. (Res. 91-94 §§ 1--4)

Chapter 2.08

COUNTY COMMISSIONER DISTRICTS

Sections:

2.08.010 Area descriptions.

2.08.010 Area descriptions.

Commissioner districts are broadly defined on the map. However, more detailed maps are kept on file for public review at the county clerks office and maintained by the data processing department within the Geographic Information System (GIS). In an attempt to further define the commissioner districts, the written area descriptions are set out below. The following descriptions are meant as a tool to determine commissioner district boundaries, and are not legally binding. The board of county commissioners have the final determination as to how the districts are actually defined.

A. District 1: Aspen/Roaring Fork East. Beginning at a point along the ridgeline between the Roaring Fork River and the Gunnison River basins where Taylor Pass Road is located; then north along the State Representative District line between Districts 57 and 61, which follows Taylor Pass Road and Richmond Hill Road to the incorporated limits of the City of Aspen; then west and north along the incorporated limits of the City of Aspen to 2nd Street; then north along the centerline of 2nd Street to Lake Avenue; then south and east along the centerline of Lake Avenue to 1st Street; then south along the centerline of 1st Street to Francis Street; then east along the centerline of Francis Street to Garmisch Street; then south along the centerline of Garmisch Street to Hallam Street; the east along the centerline of Hallam Street to Monarch Street; then south along the centerline of Monarch Street to the intersection with Bleeker Street; then east along the centerline of Bleeker Street to the intersection with Mill Street; then north along the centerline of Mill Street to Gibson Avenue; the east along the centerline of Gibson Avenue to Spruce Street; then north along the centerline of Spruce Street to Park Circle; then east along the centerline of Park Circle to the incorporated limits of the City of Aspen; then easterly along the State Representative District line between Districts 57 and 61 as it follows the incorporated limits of the City of Aspen, Highway 82, Warren Creek, and the ridge-line of Smuggler Mountain to the boundary between Pitkin and Lake Counties; then south and west along the county line to the point of beginning.

Towns, Population Centers and Localities Within District 1: Highway 82 east of Aspen, Aspen Grove Subdivision, Riverside Subdivision, Aspen Club area, Preserve Subdivision, Midland Avenue area, Smuggler Mountain Trailer Park, Calderwood Subdivision, Ute Avenue area, Downtown Aspen, east side of Aspen, Little Nell area, Lift 1 area.

B. District 2: North Aspen Area. Beginning at the intersection of 2nd Street and Francis Street in Aspen, Colorado; then west along the centerline of Francis Street to the intersection with 7th Street; then north along the centerline of 7th Street to the intersection with Smuggler Street; then west and south along the centerline of Smuggler Street as it becomes the Power Plant Road to the crossing with Highway 82; then west along the centerline of Highway 82 to the western most corner of the incorporated limits of Aspen; then north and east along the incorporated limits of the City of Aspen to the Slaughterhouse Bridge; then northwest along the centerline of McLain Flats Road to the trailhead of the Sunnyside Trail; then east along the centerline of the Sunnyside Trail to the intersection with the boundary line between Sections 32 and 33, T.9S., R.84W. of the 6th Principal Meridian; then south along that section line to the intersection with Smuggler Mountain Road; then south and west along the centerline of Smuggler Mountain Road to the intersection with Warren Creek; then east along the center of Warren Creek to the intersection with Highway 82; then east along the centerline of High-

way 82 to the incorporated limits of the City of Aspen; then north and west along the incorporated limits of the City of Aspen to the intersection with Park Circle west of Smuggler Mountain Road; the west along the centerline of Park Circle to Spruce Street; then south along the centerline of Spruce Street to the intersection with Gibson Avenue; then west along the centerline of Gibson Avenue to the intersection with Mill Street; then south along the centerline of Mill Street to the intersection with Bleeker Street; then west along the centerline of Bleeker Street to the intersection with Monarch Street; then north along the centerline of Monarch Street to the intersection with Hallam Street; then west along the centerline of Hallam Street to the intersection with Garmisch Street; then north along the centerline of Garmisch Street to the intersection with Francis Street; then west along the centerline of Francis Street to the intersection with 1st Street; then north along the centerline of 1st Street to the intersection with Lake Avenue; then northwest along the centerline of Lake Avenue to the intersection with 2nd Street; then south along the centerline of 2nd Street to the intersection with Francis Street, the point of beginning.

Towns, Population Centers and Localities Within District 2: Mountain Valley, Centennial, Hunter Creek, Hunter Longhouse, Red Mountain area, Willoughby Way area, the north side of the west end of Aspen, Aspen Meadows area, Cemetery Lane/golf course area, Red Butte Drive, Red Butte Cemetery.

C. District 3: Maroon Creek/Castle Creek/Aspen West Area. Beginning at a point along the ridge-line between the Roaring Fork and the Gunnison River basins known as Maroon Peak; then north and east along the school district line between the Aspen and the RE-1 School Districts to the intersection with the town limits of Snowmass Village; then east and north along the town limits of Snowmass Village to the intersection with the school district line between the Aspen and the RE-1 School Districts; then northerly along the school district boundary to the intersection with Watson Divide Road; then east along the centerline of Watson Divide Road to the intersection with Highway 82; then east and south along the centerline of Highway 82 to the intersection with Smith Hill Road; then east along centerline of Smith Hill Road to the intersection with Lower River Road; then north and west along the centerline of Lower River Road to the intersection with the section line between Sections 16 and 21, T.9S., R.85W. of the 6th Principal Meridian; then east along said section line (also the north property line of the W/J Ranch) to the property line between the W/J Ranch and the White Star Ranches Subdivision; then south and east along the White Star Ranches Subdivision property line to White Star Drive; then south along the centerline of White Star Drive to the intersection with McLain Flats Road; then south along the centerline of McLain Flats Road to the intersection with Stark Mesa Road; then east along the centerline of Stark Mesa Road to the southeast corner of Section 24; then south along the section line to the Sunnyside Trail; then west along the centerline of Sunnyside Trail to the intersection with McLain Flats Road; then south along the centerline of McLain Flats Road to the Slaughterhouse Bridge (Roaring Fork River); then south and west along the incorporated limits of the City of Aspen to Highway 82; then east along the centerline of Highway 82 to the overpass with the Power Plant Road; then north along the centerline of the Power Plant Road to the intersection with Smuggler Street; then east along the centerline of Smuggler Street to the intersection with 7th Street; then south along the centerline of 7th Street to the intersection with Francis Street; then east along the centerline of Francis Street to the intersection with 2nd Street; then south along the centerline of 2nd Street to the incorporated limits of the City of Aspen; then south and east along the incor-

porated limits of the City of Aspen to where the line between State Representative Districts 57 and 61 diverges to the south; then south along the State District line as it follows Richmond Hill Road and Taylor Pass Road to the boundary between Pitkin and Gunnison County; then west along the county line to the point of beginning.

Towns, Population Centers and Localities Within District 3: South side of the west end of Aspen, Castleridge/Hospital area, Meadowood, Aspen Highlands area, High School campus, Buttermilk/Tiehack area, Aspen Airport Business Center, Airport, Starwood, White Horse Springs Subdivision, W/J Ranch and W/J Housing; Aspen Village Mobile Home Park, Brush Creek Village, lower Brush Creek valley, Owl Creek valley, Maroon Creek valley, Castle Creek valley, Shadow Mountain.

D. District 4: Snowmass Village/Snowmass-Capitol Creeks. Beginning at a point along the boundary between Pitkin and Gunnison Counties known as Snowmass Mountain; then north along the Ridge of the Elk Mountains to the headwaters of East Sopris Creek; then northeast along the center of East Sopris Creek to the intersection with the Light Ranch Road; then northeast along the centerline of the Light Ranch Road to the intersection with East Sopris Creek Road; then west along the centerline of East Sopris Creek Road to the intersection with the B.L.M. access road to Light Hill; then north and west along the centerline of this road to a defined drainage near the boundary line between Sections 19 and 20, T.8S., R.86W. of the 6th Principal Meridian; then north down the defined drainage to the D&RGW railroad right-of-way; then east along the right-of-way to the intersection with Highway 82; then east along the centerline of Highway 82 to the intersection with the Roaring Fork River; then north and east along the center of the Roaring Fork River to the southwest corner of Section 22, T.8S., R.86 W. of the 6th Principal Meridian; then east along section lines to the southwest corner of Section 19, T.8S., R.85 W. of the 6th Principal Meridian; then south along section lines to the boundary between the Aspen and the RE-1 School Districts; then southerly along this district line to the intersection with the town limits of Snowmass Village; then east, south and west along the town limits of Snowmass Village to the intersection with the boundary between the Aspen and the RE-1 School districts; then south along the school district line to the boundary between Pitkin and Gunnison Counties; then west and north along the county line to the point of beginning.

Towns, Population Centers and Localities Within District 4: Snowmass Village, Snowmass (Old), Snowmass Creek valley, Capitol Creek valley, Gateway to Snowmass Subdivision, Little Elk Creek Subdivision, Shield-O-Terrace, Shield-O-Mesa, Wildcat Ranch, Oh-Be-Joyful Subdivision, Windstar, St. Benedict's Monastery.

E. District 5: Crystal/Fryingpan/Basalt. Beginning at a point on the boundary between Pitkin and Gunnison Counties known as Snowmass Mountain; then east, north, west, and south along the Pitkin County line to a point between Lake and Pitkin Counties where the State Representative District line departs to the west; then west along the state district line to Smuggler Mountain Road; then north and west along the centerline of Smuggler Mountain Road to the intersection with the boundary between Sections 8 and 9, T.10S., R.84W. of the 6th Principal Meridian; then north along this section line to the intersection with the Sunnyside Trail; then east along the centerline of the Sunnyside Trail to the intersection with the boundary between Section 36, T9S., R.84W. and Section 31, T.9S., R.85W. of the 6th Principal Meridian; then north along the section line to the southeast corner of Section 24, T.9S., R.85W.; then east from the southeast corner of Section 24 along the centerline of Stark Mesa Road to the intersection with McLain Flats Road; then north-west along the centerline of McLain

Flats Road to the intersection with White Star Drive; then north and west along the centerline of White Star Drive to the property line between White Star Subdivision and the W/J Ranch; then west and south along the subdivision boundary to the section line between Sections 15 and 22, T.9S., R.85W. of the 6th Principal Meridian (also the north property line of the W/J Ranch); then west along said section line to the intersection with Lower River Road; then south and east along the centerline of Lower River Road to the intersection with Smith Hill Road; then west along the centerline of Smith Hill Road to the intersection with Highway 82; then north and west along the centerline of Highway 82 to the National Forest boundary located along the west line of Township 8 South, Range 85 West of the 6th Principal Meridian; then north and west along the National Forest boundary to the southeast corner of Section 22, T.8S., R.86W. of the 6th Principal Meridian; then west along the center of the Roaring Fork River to the intersection with Highway 82; then west along the centerline of Highway 82 to the intersection with the D&RGWRR right-of-way; then west along the centerline of the D&RGWRR right-of-way to a defined drainage located between Sections 17 and 18, T.8S., R.86W. of the 6th Principal Meridian; then south up the drainage to the intersection with the B.L.M. access road to Light Hill; then east and south along the centerline of the access road to the intersection with East Sopris Creek Road; then east along the centerline of East Sopris Creek Road to the intersection with the Light Ranch Road (a private road); then southwest up the centerline of the Light Ranch Road to the intersection with East Sopris Creek; then southwest up East Sopris Creek to its headwaters on the Ridge of the Elk Mountains; then south along the Ridge of the Elk Mountains to Snowmass Peak, the point of beginning.

Towns, Population Centers and Localities Within District 5: Woody Creek Caucus area, Basalt (within Pitkin County), Holland Hills, Wingo Subdivision, the Basalt Bypass area, Emma, East and West Sopris Creeks, Prince Creek, Crystal River valley, Redstone, upper Fryingpan River basin, Thomasville, Meredith. (Res. 95-100, Exh. A)

Chapter 2.10

Standard of Conduct for Public Officials

Sections:

- 2.10.010 Applicability.
- 2.10.020 Preamble.
- 2.10.030 Act in the Public Interest.
- 2.10.040 Conduct of Public Officials.
- 2.10.050 Respect for Process.
- 2.10.060 Conduct of Public Meetings.
- 2.10.070 Communication.
- 2.10.080 Conflict of Interest.
- 2.10.090 Gifts and Favors.
- 2.10.100 Confidential Information.
- 2.10.110 Use of Public Resources.

- 2.10.120 Representation of Private Interests.
- 2.10.130 Advocacy.
- 2.10.140 Policy Role of Public Officials.
- 2.10.150 Independence of Boards and Hearing Officers.
- 2.10.160 Positive Work Place Environment.
- 2.10.170 Bylaws.
- 2.10.180 Absenteeism.
- 2.10.190 Implementation.
- 2.10.200 Compliance and Enforcement.

2.10.010 Applicability.

The standards contained herein apply to the following:

- A. Board Members, which include:
 - 1. Members elected to the Board of County Commissioners.
 - 2. Members appointed to Volunteer Citizen Boards by the Board of County Commissioners.
- B. Section Leaders appointed by the County Manager.
- C. The County Manager, the Open Space and Trails Director, and the County Attorney.
- D. County Hearing Officers.

The term "Public Officials," when used in this document, refers to Section Leaders appointed by the County Manager, Board Members, the County Manager, the Open Space and Trails Director, the County Attorney, and County Hearing Officers. (Ord. 02-28, Exh. A)

2.10.020 Preamble.

The citizens of Pitkin County are entitled to fair, ethical and accountable local government that earns the public's confidence in the integrity of public officials. In keeping with Pitkin County's commitment to the public trust, the effective functioning of democratic government therefore requires that:

- A. Public officials respect the laws and policies affecting the operations of government;
- B. Public officials be independent, impartial and fair in their judgment and actions;
- C. Public office be used for the public good, not for personal gain; and
- D. Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

The primary responsibility of the members of the Board of County Commissioners is to establish the overall policies for the County and to exercise the powers, duties, and functions of the County in compliance with applicable law and the Home Rule Charter, through action at regular and special meetings and other job-related duties and functions.

The primary responsibility of the members of the various Citizen Boards is to exercise the duties and responsibilities vested in each board through formal action of that Citizen Board at regular and special meetings.

The primary responsibility of County Section Leaders is to develop, communicate, and implement organizational policies, to recommend public and budgetary policies to the Board of County Commissioners and to implement policies of the Board of County Commissioners.

The primary responsibility of County Hearing Officers is to provide contract services to the County to conduct judicial or quasi-judicial proceedings on various County matters.

All public officials must understand, respect, and value the job, the organization, the employees, the citizens, and the common public interest.

To this end, the Pitkin County Board of County Commissioners has adopted a Standard of Conduct for Public Officials to assure public confidence in the integrity of local government and its effective and fair operation. (Ord. 02-28, Exh. A)

2.10.030 Act in the Public Interest.

Recognizing that stewardship of the public interest must be their primary concern, public officials will work for the common good of all the people of Pitkin County, and will assure fair and equal treatment of all persons, claims and transactions coming before Pitkin County boards. (Ord. 02-28, Exh. A)

2.10.040 Conduct of Public Officials.

The professional conduct of public officials must be of the highest standard. Public officials shall be dedicated to the highest ideals of honor and integrity in order to merit the respect and confidence of the public.

Public officials shall comply with the laws of the United States, the State of Colorado and Pitkin County in the performance of their public duties. These laws include, but are not limited to: The United States and Colorado constitutions; the Pitkin County Home Rule Charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, open processes of government; and County ordinances and policies. (Ord. 02-28, Exh. A)

2.10.050 Respect for Process.

Public officials shall perform their duties in accordance with the processes and rules of order established by the County Commissioners governing the deliberation of public policy issues, with meaningful involvement of the public, and through implementation of policy decisions of the Board of County Commissioners by staff. (Ord. 02-28, Exh. A)

2.10.060 Conduct of Public Meetings.

Public officials shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. Public officials shall base their decisions on the merits and substance of the matter before them. (Ord. 02-28, Exh. A)

2.10.070 Communication.

Public officials shall publicly share all information regarding a matter under consideration that they may have received from sources outside the public decision-making process. Board members and County Hearing Officers involved in quasi-judicial land use decisions or other judicial or quasi-

judicial decisions shall disclose any such communications at the public hearing or public meeting. (Ord. 02-28, Exh. A)

2.10.080 Conflict of Interest.

The following public officials are subject to the conflict of interest provisions in the Pitkin County Home Rule Charter: County Commissioners, County Manager, Assistant County Manager, Community Development Director, County Attorneys and the Open Space and Trails Director.

For other Section Leaders not subject to the Home Rule Charter provisions and for Volunteer Citizen Board members and County Hearing Officers the following conflict of interest policy shall apply.

A conflict of interest is a disparity between the private interest and the official responsibilities of an individual in a position of trust in government. This policy is intended to prevent conflicts of interest without obstructing fair and speedy resolution of issues that come before the County.

No Section Leader, Citizen Board Member, or County Hearing Officer shall vote or otherwise participate in a decision-making process which affects any property, asset, or entity in which he/she has a known significant financial interest or in which any member of his/her family has a known significant financial interest. Family is defined as spouse, parent, brother, sister, grandparent, child, grandchild, step-child, step-parent, step-grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or any individual who is a part of the Section Leader's, Citizen Board Member's, or County Hearing Officer's immediate household. Any Section Leader or Citizen Board Member otherwise barred from participating in a discussion pursuant to this section may, if requested by his/her respective board or the County Manager, give information about the issue in which he/she or his/her family has a financial interest. A County Hearing Officer may not hear a matter in which he/she or his/her family has a financial interest.

This prohibition shall not prevent Section Leaders from performing their work for the County, so long as any financial interest held by a Section Leader is not in conflict with the common public interest, and is disclosed to the County Manager or, in the case of the County Manager, to the Board of County Commissioners. The County Manager has the discretion to direct a Section Leader to refrain from participation when a conflict exists.

If an issue arises in which a Volunteer Board Member believes he/she may have a conflict of interest, he/she must disclose that potential conflict of interest to his/her respective board and the County Attorney for an opinion on the validity of the conflict. If determined to be in conflict regarding the issue before him/her, he/she will refrain from participation as a board member in the decision-making process or voting on that issue. A board member may vote on an issue notwithstanding the conflict only if his/her participation is necessary to obtain a quorum or otherwise enable the board to act.

If an issue arises in which a Section Leader believes he/she may have a conflict of interest, he/she must disclose that potential conflict of interest to the County Manager for an opinion on the validity of the conflict. If determined to be in conflict regarding the issue before him/her, he/she will refrain from participation in the decision-making process or voting on that issue.

If an issue arises in which a County Hearing Officer believes he/she may have a conflict of interest, he/she must disclose that potential conflict of interest to the County Attorney for an opinion on the validity of the conflict. If determined to be in conflict regarding the issue before him/her, he/she will be disqualified from acting as Hearing Officer on that matter. (Ord. 02-28, Exh. A)

2.10.090 Gifts and Favors.

Public officials shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised. Acceptance of nominal gifts in keeping with special occasions, meals and refreshments in the ordinary course of business, or social courtesies, which promote good public relations and encourage participation in community events, is permitted. (Ord. 02-28, Exh. A)

2.10.100 Confidential Information.

Public officials have a duty and obligation to promote what should be public and a duty and obligation to protect what should be confidential. Public officials shall respect that certain information concerning the property, personnel or affairs of the County is confidential. They shall neither disclose confidential information, nor use such information to advance their personal, financial or other private interests without prior authorization from their respective boards. (Ord. 02-28, Exh. A)

2.10.110 Use of Public Resources.

Public officials shall not use public resources not available to the public in general, such as County staff time, equipment, supplies or facilities, for personal gain. (Ord. 02-28, Exh. A)

2.10.120 Representation of Private Interests.

In keeping with their role as stewards of the public interest, board members shall not appear before their own boards or before the commissioners on behalf of the private interests of third parties on matters related to the areas of service of their boards. (Ord. 02-28, Exh. A)

2.10.130 Advocacy.

Board members shall represent the official policies or positions of their board to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, board members shall explicitly state they do not represent their body or Pitkin County, nor will they allow the inference that they do. (Ord. 02-28, Exh. A)

2.10.140 Policy Role of Public Officials.

Public officials shall respect and adhere to the Board-Manager structure of Pitkin County government as outlined by the Home Rule Charter. In this structure, the Board of County Commissioners determines the policies of the County with the advice, information and analysis provided by the public, boards and commissions, and County staff. (Ord. 02-28, Exh. A)

2.10.150 Independence of Boards and Hearing Officers.

Because of the value of the independent advice of Volunteer Citizen Boards and County Hearing Officers to the public decision-making process, members of Board of County Commissioners shall refrain from using their position to unduly influence the deliberations or outcomes of appointed board or hearing officer proceedings. (Ord. 02-28, Exh. A)

2.10.160 Positive Work Place Environment.

Public officials shall support a positive and constructive work place environment for County employees and for citizens and businesses dealing with the County. Any single board member should not give direction to staff, but after a decision of the majority of the board present at a meeting, the request can then be forwarded to the County Manager, or to the applicable staff liaison for Citizen Boards, to give staff direction. However, individual board members may seek information directly from staff, which will then be distributed to all board members. If a board member has a request that is of a magnitude that disrupts the normal workflow of a County employee, the request shall go through the County Manager. This section shall not be construed to prohibit the County Manager or staff liaisons from obtaining direction from board members in emergency situations when a meeting cannot be held before some action is necessary. (Ord. 02-28, Exh. A)

2.10.170 Bylaws.

All Volunteer Citizen Boards shall adopt bylaws. Those bylaws must be approved by ordinance by the Board of County Commissioners. (Ord. 02-28, Exh. A)

2.10.180 Absenteeism.

Members of the Board of County Commissioners shall make every effort to attend all scheduled meetings. If they are unable to attend any meeting they shall advise the County Manager.

Each Volunteer Citizen Board shall recommend its own absenteeism policy and include this policy in its bylaws. All Citizen Board members shall comply with their respective Board's absenteeism policy. (Ord. 02-28, Exh. A)

2.10.190 Implementation.

The Pitkin County Standard of Conduct is intended to be self-enforcing and shall be included in the regular orientations for new board members, and newly elected and appointed officials and Section Leaders. In addition, the Standard of Conduct shall be reviewed by the Board of County Commissioners to consider recommendations and to update it as necessary. (Ord. 02-28, Exh. A)

2.10.200 Compliance and Enforcement.

The Pitkin County Standard of Conduct expresses standards of ethical conduct expected for members of the Pitkin County Commissioners, Volunteer Citizen Boards and Section Leaders. Public Officials themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity and effective functioning of government.

Any board member may notify the Board of County Commissioners, through the County Attorney, when actions that appear to be in violation of the Standard of Conduct are brought to their attention. The County Attorney shall bring any alleged violation to the full Board of County Commissioners. The Board of County Commissioners may impose sanctions, up to and including removal of members of Volunteer Citizen Boards and County Hearing Officers, for violation of this Standard of Conduct.

The Board of County Commissioners may impose sanctions on commissioners whose conduct does not comply with the County's ethical standards, such as reprimand, public or private censure,

loss of seniority or committee assignment, or budget restriction. The imposition of sanctions on any board member requires the unanimous approval of the full Board of County Commissioners, except for any Commissioner who is the subject of the proposed sanction.

Unless prohibited by law, deliberations and consideration of sanctions, if any, shall be conducted at a public meeting.

County staff subject to this Standard of Conduct may be subject to disciplinary action by his/her supervisor, up to and including termination of employment for violation of this Standard of Conduct.

Except as provided in the Home Rule Charter, a violation of this Standard of Conduct shall not be considered a basis for challenging the validity of a County Commissioner, Volunteer Citizen Board, or County Hearing Officer decision, and shall not create any legal rights for a private citizen.

This section on sanctions does not supercede the provisions of the Home Rule Charter, and in the event of any conflicts between this Standard of Conduct and the Home Rule Charter, the Home Rule Charter prevails. (Ord. 02-28, Exh. A)

Chapter 2.12

CITIZEN BOARDS, COMMISSIONS, COMMITTEES AND TASK FORCES

Sections:

2.12.010 Appointments.

2.12.020 Categories.

2.12.010 Appointments.

All appointments to such volunteer bodies contemplated by the county shall be made only by the board of county commissioners at a regular meeting by motion or resolution after two advertisements in a newspaper of general circulation. (Res. 91-23 § 1)

2.12.020 Categories.

A. For purposes of appointment, volunteer bodies are divided into three categories: policy, advisory or management bodies; appeal and administrative review bodies; and time-limited task forces.

1. Policy/Advisory Boards.

Planning and zoning commission

Financial advisory board

Clean air board

Open space board of trustees

Aspen/Pitkin County housing authority board

Roaring Fork transit agency

Library board of trustees

Basalt library regional board of trustees

Ruedi water and power authority

Redstone historic preservation commission

2. Appeal and Administrative Review Boards.
 - Board of adjustment
 - Board of appeals
 - Election commission
 - Translator advisory board
 - Pitkin County public employees retirement board
 - Cooperative extension advisory committee
 - Pitkin County senior services council
 3. Task Forces.
 - Code simplification task force
 - Pitkin County fair board
 - Aspen/Pitkin employee housing inc.
 - Floor area ratio task force
 - Airport noise committee
 - Building department advisory committee
 - Global warming committee
 - Wildlife task force
- B. Whenever any volunteer body is formed, it shall be classed as categorized above.
- C. The board of county commissioners will appoint citizens to no more than one body within each category. (Res. 91-23 §§ 2--4)

Chapter 2.16

RECORDS MANAGEMENT PROGRAM

Sections:

- 2.16.010 Policy.
- 2.16.020 Definitions.
- 2.16.030 Program objectives.
- 2.16.040 Program responsibility.

2.16.010 Policy.

It is declared the policy of Pitkin County to provide for efficient, economical and effective controls over the creation, distribution, organization, maintenance, use and disposition of all records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with accepted records management practices. (Res. 91-115 § 1)

2.16.020 Definitions.

As used in this chapter:

Records. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by Pitkin County or any of its officers or employees pursuant to law or in the transaction of public business are declared to be the records of Pitkin County and shall be created, maintained and disposed of in accordance with the provisions of this chapter or procedures authorized by it and in no other manner.

"Records management" means the application of management techniques to the creation, use, maintenance, retention, preservation and disposal of records for the purposes of reducing the costs and improving the efficiency of record keeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports and correspondence, and the management of micrographics and electronic and other records storage systems. (Res. 91-115 § 2)

2.16.030 Program objectives.

- A. Facilitate the creation of usable records containing accurate and complete information;
- B. Save tax dollars through efficient administration of information resources;
- C. Prevent the creation of unnecessary records;
- D. Make recorded information available and readily accessible when needed, thereby minimizing time spent searching for files and documents;
- E. Ensure the systematic legal disposition of obsolete records;
- F. Encourage the lasting survival of archival records. (Res. 91-115 § 3)

2.16.040 Program responsibility.

The records management program will be placed under the administration of the county manager. The county manager shall appoint a designee or designees who will have the responsibility and authority to work with county officials and employees at all levels in the development and maintenance of the records management program. (Res. 91-115 § 4)