



**HOME RULE CHARTER
COMMISSION MEETING**

Virtual Meeting

3 S. Timber Ridge Parkway, Severance, CO 80550

AGENDA

MEETING 2020-02HRCC

Monday, December 7, 2020 – 6:00 p.m.

Light Supper for the Commission (5:30)

A. CALL TO ORDER

1. Roll Call

2. Pledge of Allegiance

3. Approval of Agenda

4. Public Comment:

The purpose of the Public Comment is for members of the public to speak to the Home Rule Charter Commission on any subject not scheduled on the Agenda. To accomplish scheduled agenda items, comments should be limited to three minutes. The Home Rule Charter Commission shall make no decision or action on comments, except to schedule the matter for decision later. Those addressing the Home Rule Charter Commission are requested to state their name and address.

5. Approval of Minutes (pg. 3)

- 2020-01VHRC 11.16.2020

B. REGULAR MEETING

1. Presentation by CIRSA (Sam Light) (pg. 6)

2. Draft Home Rule Charter (pg. 41)

3. Home Rule Charter Article I (pg. 76)

- Discussion

4. **Home Rule Charter Article II (pg. 79)**
 - Discussion
5. **Home Rule Charter Article III (pg. 81)**
 - Possible Discussion
6. **Home Rule Charter Article IV through XIII (pg. 87)**
 - Possible Discussion

C. ADJOURN

*Virtual Home Rule Charter Commission Meeting 2020-02
Monday, December 7, 2020 6:00 PM (MDT)*

*Registration URL
https://us02web.zoom.us/webinar/register/WN_77xid4pQQhuSViIYOeJ9rg*



**HOME RULE CHARTER
COMMISSION MEETING**

Hybrid Meeting
3 S. Timber Ridge Parkway, Severance, CO 80550

**MINUTES
MEETING 2020-01HRCC
Monday, November 16, 2020 – 6:00 p.m.**

Commissioners Present:

Julie Stout
Donald McLeod
Rodney Simpson
Frank Baszler
Matthew Fries
Dan Meyers
Joe Pirrone
Jennifer Nether
Josh Green
Janet Deason
Melissa Wilson
Dave Bruen
Mercedes Hernandez
Kerri Iserman

Absent:

None

Staff Present:

Nicholas Wharton, Town Administrator
Lindsay Radcliff-Coombes, Assistant Town Administrator
Michael Jenner, Town Clerk

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance

3. Approval of Agenda

MOTION WAS MADE BY COMMISSIONER STOUT second by Commissioner Baszler to approve the agenda. All Commission members present voting **YES**,

MOTION PASSED

4. Public Comment:

The purpose of the Public Comment is for members of the public to speak to the Home Rule Charter Commission on any subject not scheduled on the Agenda. To accomplish scheduled agenda items, comments should be limited to three minutes. The Home Rule Charter Commission shall make no decision or action on comments, except to schedule the matter for decision later. Those addressing the Home Rule Charter Commission are requested to state their name and address.

- None

5. Approval of Minutes

- None at this time

B. REGULAR MEETING

1. Appointment of Chair, Vice Chair and Secretary

- Action

COMMISSIONER STOUT NOMINATED MR. FRIES FOR CHAIR. All Commission members present voting **YES**,

MOTION PASSED

COMMISSIONER MCLEOD NOMINATED MS. NETHERY FOR VICE CHAIR. All Commission members present voting **YES**,

MOTION PASSED

COMMISSIONER BASZLER NOMINATED MR. PIRRONE FOR SECRETARY. All Commission members present voting **YES**,

MOTION PASSED

-Recess from 6:1pm0 to 6:13pm

2. Set Regular Meeting Times and Dates

- Action

MOTION WAS MADE BY COMMISSIONER MCLEOD second by Commissioner Green to approve the meeting times as set per the schedule. All Commission members present voting **YES**,

MOTION PASSED

-Commissioner Hernandez dropped from the meeting at this point.

3. Staff Roles, Expectations and Presentations

- Discussion

MOTION WAS MADE BY COMMISSIONER PIRRONE second by Commissioner Nethery to involve the Town Administrator, the Town Clerk and the Town Directors. All Commission members present voting **YES**,

MOTION PASSED

MOTION WAS MADE BY COMMISSIONER MCLEOD second by Commissioner Green in the absence of any board member that the alternate automatically gain voting privileges during that session. All Commission members present voting **YES**,

MOTION PASSED

C. ADJOURN

-Meeting adjourned at 7:34 PM

**TOWN OF SEVERANCE
HOME RULE CHARTER COMMISSION**

Commissioner Matt Fries, Chair

ATTEST:

Joe Pirrone, Secretary



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Presentation by CIRSA	Nicholas J. Wharton, MPA	Sam Light
ACTION REQUESTED		
Sam Light, General Counsel for CIRSA, will be providing a presentation on Home Rule.	<input checked="" type="checkbox"/> <u>Presentation</u> <input type="checkbox"/> Discussion <input type="checkbox"/> Approval <input type="checkbox"/> Action Requested	
BRIEF SUMMARY		
<p>Sam Light joined CIRSA as General Counsel in 2018 and was previously in private practice with the Denver firm of Light Kelly, where he practiced for over twenty years in the areas of municipal and public entity law, and government liability and insurance issues. Sam has served as general and special counsel to a number of municipalities and other public entities throughout Colorado, and frequently provides training for municipal elected and appointed officials and staff.</p>		
ADMINISTRATION ANALYSIS AND RECOMMENDATION		
No Comment.		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ul style="list-style-type: none"> • Presentation By CIRSA 		



Home Rule – The Charter Commission Role & Process

Presented by Sam Light, CIRSA General Counsel

Town of Severance Charter Commission
December 7, 2020

SAFERTOGETHER

Introduction – Presentation Summary

- Background on Municipal Home Rule
- Charter Commission Duties
- The Charter from a Liability Perspective
- A Good Charter...
- How Do We Get There
- Other Considerations
- Resources

Background – Where Are You Now?

- As a **statutory town**:
 - The Town has the powers given to it under the Constitution and state law; and
 - It must find authority there in order to act; that authority must be express or necessarily implied.
- This is based on the concept that cities and towns, other than home rules, are “creatures of the state” that depend on the state for their existence.

Background – Where Are You Now?

- **Statutory** power is not lacking in power; to the contrary:
 - The laws available to all municipalities are often broad and provide authority to act in many areas.
 - And, these laws are generally sufficient for many activities of government; in fact, is it often the case that home rules do a variety of things the same way a statutory city or town does.
 - And by their breadth, the statutes can often provide ample room to maneuver (but also, sometimes, ample ambiguity).

Background – Where Are You Now?

- As you start getting into details, you may find that in certain areas, the power you have to act is sufficient, but that the procedures or limitations are cumbersome or inconsistent with what the community desires.
- Nonetheless, statutory municipalities must abide by the procedures and limitations provided for under law (though, this can sometimes be a helpful point).
- By contrast, being statutory means you do not have the power of self-governance that is available by being **home rule**. What does this mean?

Background – Being Home Rule

- A **home rule** municipality has “the full right of self government in local and municipal matters.”
- This is not unfettered authority to write one’s own rules.
- Rather, it is more akin to a power of self-determination in matters of local and municipal concern.
- In other areas—those of statewide concern or mixed statewide and local concern—different rules apply.

Background – Matters of Local Concern

- In matters of local concern, a home rule city or town can still use state laws, or craft its own approach (so long as consistent with the constitution and charter).
- In these matters, home rule can be a way to:
 - Address an organizational issue (e.g., size/structure of Town government).
 - Exercise a new power (e.g., broader municipal court jurisdiction).
 - Address an administrative issue (e.g., procedures for legislation or self-collection).

Background – Matters of Statewide Concern

- In matters of statewide concern, state law still controls and home rules must follow state law.
- What is a matter of statewide concern is ultimately determined by the courts.
- From this perspective, home rule and the charter are not vehicles to remedy a local concern about something that is an established matter of statewide concern.

Background – Matters of Mixed Concern

- In matters of mixed state and local concern, a home rule can adopt its own charter or ordinance provisions addressing the matter, and those can coexist with state law as long as the local law does not conflict with state law.
- Here, the home rule is not concerned about whether it has authority to act, but instead whether what it is doing conflicts with state law.
- From this perspective, home rule can provide flexibility to fill gaps, be more specific, or add local emphasis.

Matters of Local, Statewide & Mixed Concern

- In the broader context, what does all this mean to the commission as the drafter of the charter?
 - Recognize the classifications can shift and/or may be unsettled.
 - Home rule is a starting point for venturing into these areas, but neither the charter nor the home rule adoption process is the end point.
 - Get sound advice and have full discussions of these areas, but don't let classification issues "wag the dog" or consume you or your work.
 - Recognize that once an issue is taken on at the charter level, that can increase the legislative burden while also addressing local concerns.

Background – The Home Rule Charter

- By going home rule, the charter becomes the guiding document of self-governance.
- The constitution grants “the full-right” of self governance in local and municipal matters, so:
 - The charter legally is a document of limitation.
 - The charter practically is the go-to document to confirm there is authority to act and that local procedures and limitations are being abided by.
 - Charter amendments require an election process, so to the extent local control is an aim of going home rule, that must be tempered against the problem of overly constraining one’s own local control.

Background – Snapshot of the Charter Process

- Process is *initiated* by a Board ordinance or citizen petition.
- Once commenced, the process is dictated & controlled by statute rather than municipal governing body.
- After charter commission is approved by voters, its members are elected/appointed, seated and it drafts a proposed charter.
- Commission submits charter to Town Board.
- Board then required to set an election on question of approval of charter.
- Further detail (from this point forward):

Charter Commission Duties

- The commission is a creature of statute: the Board decides how large it will be and the voters decide whether to have it, but once created, its roles and duties are defined by statute; e.g.
 - Holds first meeting within a specified time. Holds subsequent meetings, with at least one public hearing, while writing the charter.
 - A majority of the commission constitutes a quorum. Commission meetings are open to the public. In this regard:
 - Be cognizant of open meeting requirements.
 - And open records requirements too!
 - Commission may employ staff & counsel; reasonable expenses of commission shall be paid out of municipal general funds.

C.R.S. § 31-2-206

Charter Commission Duties

- Other powers/duties:
 - Commission may conduct interviews, etc. in preparing charter and municipal officials and employees shall cooperate with commission by providing information, advise and assistance.
 - The commission must submit proposed charter to the Board of Trustees within 180 days after the commission election. Board then sets a second election on the question of whether the proposed charter should be adopted.
 - If the charter is rejected, the commission convenes again to prepare and submit a revised proposed charter, and another election is held. If the revised proposed charter is rejected, the commission is dissolved and the process ends.

C.R.S. § 31-2-206

The Charter & Liability Issues

- The charter will be a key document delineating the duties of elected and appointed officials within the Town.
 - A good charter can establish an ideal structure for leadership and governance, and help you avoid and reduce liabilities.
 - A bad charter can contribute to blunders, missteps, dysfunction, acts (and claims of acts) that are “outside the scope” of authorized duties, resulting in potentially increased liability.
- To the extent necessary, the charter should be clear on “who does what” issues...or clearly state how the “who does what” issues are addressed (e.g., ordinance or resolution of the board? Action by the manager?)

The Charter & Liability Issues

- So, what are the qualities of a good charter from a liability perspective?
 - It must be intended as a “long range” document.
 - Clear boundaries of authority need to exist.
 - Overlapping responsibilities need to be eliminated.
 - Unnecessary or obsolete language needs to be eliminated.
 - Essential limitations on powers need to exist.
 - A sensible, modern structure of government needs to exist.

A Good Charter...

- Takes a long-range, forward-looking perspective:
 - Don't focus on today's "hot button" issues to the exclusion of the future.
 - Today's hot button issues may be tomorrow's old news.
- Charters are meant to be lasting documents – analogous to a constitution – don't clutter it up with today's details.
- Ask yourself: "Was this a huge issue 10 years ago but not today?" or "Why did we devote 5 pages to this issue?"

A Good Charter...

- Sets clear lines of authority, reduces overlap and lack of clarity in roles:
 - Does the charter establish clear spheres of authority – legislative, judicial, administrative, advisory?
 - Are roles clear, or sometimes overlapping?
 - Are any functions of Mayor and Board inconsistent with Manager/Administrator form of government?
 - Is chain of command absolutely clear?
 - Is there a “pyramid” structure, with one point of contact between the Board and the administration?
 - Exceptions: Town Attorney, Judge are typically Council appointees, too.
 - Do you sometimes not know who’s supposed to do what (or how or when)?
 - Are there some “third wheels” in there that are hampering efficiency?
 - Example: cumbersome, unnecessary, outdated personnel provisions.

A Good Charter...

- Keeps in mind the “document of limitation” idea:
 - Article XX grants home rule powers. The charter contains what the citizens deem to be the essential limitations and restrictions on those powers.
 - Scrutinize every “may” – evaluate the role of “may” in a document of limitation:
 - “Shall” . . . calls for exercise of powers in a certain fashion.
 - “Shall not” . . . Withholds or restricts certain powers.
 - Of course, there are circumstances when “may” language is appropriate – “document of limitation” is not a hard and fast concept, but one guideline in considering what to include in a charter (or not).

A Good Charter...

- “Document of limitation,” cont’d. . .
 - Doesn’t contain unnecessary details.
 - Concentrate on key powers/limitations on powers, key structure issues, and key procedures.
- The municipal code is hefty enough; the charter need not be!
 - It could be argued: The shorter the better!!
 - Prefatory synopsis, initiative and referendum, recall provisions are some of the required essentials. If only the required essentials were included...consider the “City of Brevity” charter!

A Good Charter...

CHARTER OF THE CITY OF BREVITY

PREFATORY SYNOPSIS

The people of the City of Brevity hereby adopt the following home rule charter.

ARTICLE I – POWERS

The City shall have all of the powers available to home rule municipalities under Article XX of the Colorado Constitution. The City shall also have all powers granted to cities, towns, and municipalities by the state statutes. All such powers shall be exercised by the City Council acting by ordinance, resolution, or motion.

Except as otherwise provided by ordinance, the state statutes applicable to statutory cities shall continue to apply to the City.

ARTICLE II – INITIATIVE, REFERENDUM, AND RECALL

The registered electors of the City shall retain the powers of initiative, referendum, and recall as provided in Article V and Article XXI of the Colorado Constitution. Such powers shall be exercised in the manner provided in the state statutes applicable to a municipal initiative, referendum, or recall.

~The End~

A Good Charter...

- Of course such a concise charter does not adequately cover the desired elements for your municipal constitution...but you get the point:
 - Brevity is okay; other legislative tools are still available.
 - Use charter to establish core principles and requirements; it's perfectly acceptable for the rest to be "as prescribed by ordinance" or similar.
 - Extensive charter provisions are more likely to create ambiguity, limit flexibility, and fail the test of time, giving rise to more amendments.

How Do We Get There...

- As a team! With a group the size of a commission, and its limited time budget, it is essential all members:
 - Commit to teamwork and collaboration, but not at the expense of full participation.
 - Commit to the principle that the commission should deliberate with many voices, but work toward speaking with its one voice.
- With any approach, the assistance of a legal expert is essential.
 - Charter drafting is highly technical work.
- Use one or two up-to-date charters from other municipalities as a starting point.
 - Suggestions: Frisco, Loveland, Dacono.
- Don't drive yourself crazy comparing the details of numerous charters.

How Do We Get There...

- At one of your initial meetings, create a schedule for each week.
 - Assume 13-15 “chapters” or articles (see sample).
- Each “chapter” of the charter will need at least 2-3 meeting times.
 - Conceptual discussion, review of draft, initial approval of draft.
- Schedule times for public input at each meeting, and a number of public hearings.
- Paperless approach best – create a document folder (handbook) on your computer and exercise good version control: DATE each document! If using paper, get a LARGE binder with tabs for each chapter.

How Do We Get There...

- Let your lawyer be in control of drafting! Don't circulate electronic versions with your own proposed language changes. Version control will become impossible!
 - Plan to distribute documents in PDF format, not Word.
- Don't focus on scrivener work – don't nitpick language during meetings. Stay conceptual, give direction to your lawyer on concepts, and let your lawyer handle the details of wording changes.
- Consider having a NON-commission member be in charge of minutes – paid or volunteer recording secretary.
 - Impossible for one person to participate in the discussion AND keep accurate minutes!
- Chairperson should be adept at keeping the meeting on track, summarizing discussion, and wrapping up by re-stating the consensus on each direction.
- Don't feel like you have to “write the book” on every issue! E.g., elections, recall, initiative and referendum – best to refer to state statutes, and then provide ability to vary, by ordinance.

How Do We Get There...

- Your initial meetings should encompass the following topics:
 - Select chair, vice-chair, and secretary – Done!
 - Consensus on one or two charters to use as a “jumping off point.”
 - Content WILL be customized to your needs and desires, so don’t worry too much about the content of those charters. Just choose one or two that are well-organized and concise. (Biased opinion: Dacono, Frisco, Loveland).
 - Decide whether to meet once a week or twice a week. Consider once a week until you get through a complete first draft. Reserve the possibility of twice a week towards the end of your work.
 - Plan to hold at least two public hearings. Also set aside some time for public comments.
 - Consider adoption of rules of procedure.
 - Selection of or RFP for legal counsel.
 - Should you have legal counsel present at EVERY meeting? You may find that the lawyer-less meetings are less productive and/or take you down the wrong avenues.

How Do We Get There...

- Meeting schedule:
- Use the table of contents of your “jumping off” charter to plot out topics and dates. So the agenda might look like this:
- Meeting #2:
 - Commission member remarks
 - Public comment period
 - Initial discussion of I, General Provisions, and 2, Town Council
 - Other discussion
- Meeting #3
 - Commission member remarks
 - Public comment period
 - Initial review of draft chapters I, General Provisions, and 2, Town Council
 - Initial discussion of III, Council Procedure
 - Other discussion

How Do We Get There...

- Meeting #4
 - Commission member remarks
 - Public comment period
 - Preliminary adoption of draft chapters I, General Provisions, and II, Town Board
 - Initial review of draft chapter III, Board Procedure
 - Initial discussion of IV, Elections
 - Other discussion
- And so forth!
- See attached samples of folder (handbook) contents, charter topics, and timeline (work schedule).
- Don't worry if it appears you have extra weeks at the end! Hold them in reserve.

How Do We Get There...

- Once you do a “preliminary adoption” of a chapter, SET IT ASIDE! You can come back to it again after you get through all of the chapters.
 - Don’t keep revisiting prior chapters. There will be an opportunity to look at EVERYTHING again.
 - But if you don’t keep making FORWARD progress, then one of two things will happen:
 - You’ll run out of time before you run out of chapters
 - Your early chapters will have been vetted to death, and your later chapters will not get the full attention they deserve
 - The later chapters tend to be more technical and less interesting, but are still of critical importance
- Do the “prefatory synopsis” LAST.
- Don’t worry too much about the definitions chapter; let your lawyer keep track of needed definitions, and put review of that chapter towards the end, too. But then put the definitions chapter in the front of the charter.

How Do We Get There...

- The full text of the charter will need to be published after the commission submits it and the Board sets the election. The Town should start thinking about how to go about publishing in a manner that is economical and easy to view.
 - “Legal publication” in the manner of other ordinances means tiny type, narrow columns, and huge expense!
 - Town might look into whether it can economically purchase a “newspaper supplement” so that the text can be more easily read.

Other Considerations

- Level of involvement of Board and Staff:
 - Where, as is your case, the Commission includes members from the governing body, be cognizant of roles and messages sent:
 - Work to build message that the charter and home rule undertaking is a community effort...dispel (in word and deed) suggestions to the contrary.
 - In general, keep current governing body business outside—the commission’s work and work product is a legacy document.
 - Staff involvement can raise similar concerns; thus similar efforts must be taken to separate the work of the commission from the current work of or issues surrounding staff.
 - Legal:
 - Can be your City/Town Attorney or a consultant with expertise – for you to decide which is best – but can be workable either way.
 - Outside consultant can sometimes help with getting away from the concerns of the moment and viewing issues from broader, long-term perspective.

Concluding Thoughts

- The charter commission has a most unique function in world of municipal governance – it gets to draft the “local constitution”
- Citizens understand and appreciate the “loftiness” of this type of work; the commission must too by:
 - Thinking long term
 - Focusing on core principles and requirements
 - Committing itself to full participation and debate of the broad ideals at issue
 - Committing itself to delivering with one voice a draft charter that will best service the Town and its citizens as a whole

Concluding Thoughts

Questions/Comments

Thank you for your service on the Home Rule Charter Commission.

And thank you for the opportunity to present.

Resources

- Colorado Municipal League (“CML”) (www.cml.org) Home Rule Handbook (2017)--most extensive publication on home rule in Colorado addressing practical and legal issues. Contains numerous appendixes, including list of powers, procedures and limitations that are available for home rule municipalities but may not be available to statutory cities and towns.
- CML Matrix of Home Rule charters (2008)—compiles by Colorado municipality various provisions in home rule charters for use especially as a research tool.
- An Overview of Municipal Home Rule (2008)—short description and analysis of municipal home rule in Colorado.
- National Civic League (“NCL”) (www.ncl.org) Model City Charter (Eighth Edition, 2011) and Guide for Charter Commissions -- nationwide resources with recommendations on forms of government, recommendations on other charter provisions, and discussion of the work of charter commissions and principles of charter making.
- CML is the premier go-to resource on home rule – publications, technical assistance, educational presentations.
- CIRSA is also a resource (to CIRSA members) on charter issues that touch on liability matters (e.g., administrative organization, personnel). Recent CIRSA assistance to members on charter issues has included Fort Morgan, Edgewater, Ouray, Lamar, Brighton, Vail, Woodland Park, Thornton.



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Draft Home Rule Charter	Nicholas J. Wharton, MPA	Nicholas J Wharton, MPA
ACTION REQUESTED		
No action requested.	<input type="checkbox"/> Presentation <input checked="" type="checkbox"/> <u>Discussion</u> <input type="checkbox"/> Approval <input type="checkbox"/> Action Requested	
BRIEF SUMMARY		
<p>Included in this packet is the first full draft of the suggested Home Rule Charter. This draft charter was created by the Town of Eagle Home Rule Commission and only includes two changes:</p> <ul style="list-style-type: none"> • All “Eagle” referring to the Town has been changed to “Severance” • All “Eagle” referring to the County has been changed to “Weld” <p>As the Commission approves Articles within this Home Rule Charter, Administration will provide an updated red-line version and an updated clean version at each following meeting.</p>		
ADMINISTRATION ANALYSIS AND RECOMMENDATION		
<p>Administration recommends that the Home Rule Commissioners use either this draft or the previously sent Word version to make their comments on for discussion during meetings.</p>		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ul style="list-style-type: none"> • Draft Home Rule Charter 		

Preamble

The Charter Commission of the Town of Severance, under the authority granted by the Constitution of the State of Colorado, by the Municipal Home Rule Act of 1971 and by the electors of the Town has crafted this Home Rule Charter for consideration by those electors. Through this Charter and the local government that it defines the people of Severance reserve their right to address matters of local concern at the local level. The Home Rule Charter enables the people of Severance to fully enjoy the benefits of self-governance and to provide for a successful future for the community by establishing a municipal government that is accessible, responsive, accountable, responsible and professional.

TABLE OF CONTENTS

TABLE OF CONTENTS.....	iii
Article I - General Provisions	1
1.01 Name and Boundaries.....	1
1.02 Form of Government	1
1.03 Authority.....	1
1.04 Rights and Liabilities	1
Article II - Elections.....	2
2.01 Election Laws	2
2.02 Types of Elections	2
2.03 Nonpartisan Elections	3
2.04 Recall	3
Article III - Town Council	3
3.01 Town Council	3
3.02 Authority of Council	3
3.03 Qualification to Serve on Town Council	4
3.04 Council Meetings	5
3.05 Voting	5
3.06 Code of Conduct and Ethics	6
3.07 Compensation of Mayor and Council Members.....	6
3.08 Oath of Office	6
3.09 Mayor Pro Tem and Acting Mayor	6
3.10 Special Meetings	7
3.11 Executive Sessions	7
Article IV – Town Administration, Appointed Officials and Town Departments.....	8
4.01 Mayor	8
4.02 Town Manager.....	9
4.03 Town Attorney	10
4.04 Municipal Judge	10
4.05 Town Clerk	10
4.06 Town Departments	11
Article V – Boards and Commissions	11
5.01 Existing Boards and Commissions	11
5.02 Right to Establish, Amend and Abolish	11
Article VI - Ordinances.....	12
6.01 Action by Ordinance Required	12
6.02 Form of Ordinance	12

6.03	Adoption Procedure for Ordinances	12
6.04	Emergency Ordinances	13
6.05	Codification.....	13
6.06	Adoption of Codes by Reference.....	13
6.07	Public Records.....	13
6.08	Fines and Penalties for Ordinance Violations.....	14
Article VII - Municipal Court		14
7.01	Created	14
7.02	Powers	14
Article VIII - Town Finances and Borrowing.....		14
8.01	Fiscal Year	14
8.02	Annual Budget	15
8.03	Budget Hearing	15
8.04	Scope of Annual Budget.....	15
8.05	Adoption of Budget and Appropriation.....	16
8.06	General Fund	16
8.07	Other Funds	16
8.08	Capital Program	16
8.09	Transfer of Funds	16
8.10	Increase of Reduction of Appropriations	16
8.11	Records of Authorized Expenditures.....	17
8.12	Independent Audit.....	17
8.13	Forms of Borrowing	17
8.14	Long-Term Rentals and Leaseholds.....	17
8.15	Short-Term Notes	18
8.16	Municipal Investments.....	18
8.17	Special Districts	18
Article IX - Public Utilities, Franchises, and Use of Public Property		18
9.01	Town Authority	18
9.02	Grant of Public Utility Franchise.....	19
9.03	Water Rights	19
9.04	Utility Rates.....	19
9.05	Extraterritorial Utility Service.....	19
9.06	Term, Compensation and Restriction.....	19
9.07	Assignment of Franchise	19
9.08	Franchise Records	20
9.09	Existing Franchises	20
9.10	Revocable License	20
ARTICLE X - Taxation.....		20
10.01	Power to Tax	20

10.02	Certificate of Tax Levy	20
10.03	Expenditure of Revenues	20
ARTICLE XI – Initiative, Referendum and Recall.....		21
11.01	Initiative	21
11.02	Referendum	21
11.03	Petitioners' Committee	22
11.04	Form and Content of Petitions.....	22
11.05	Affidavit of Circulator	22
11.06	Procedure After Filing	23
11.07	Action by Council	23
11.08	Results of Election.....	23
11.09	Council Referral.....	24
11.10	Withdrawal of Petition.....	24
11.11	Exceptions.....	24
11.12	Recall	24
ARTICLE XII – Miscellaneous Provisions.....		26
12.01	Purchase, Sale or Lease of Real Property	26
12.02	Eminent Domain	26
12.03	Contracts with Other Governmental Entities	26
12.04	Bequests, Gifts and Donations	26
12.05	Contracts for Purchases, Leases, and Construction of Public Works	26
12.06	Amendment	27
12.07	Effect of Colorado Revised Statutes.....	27
12.08	Severability	27
12.09	Titles and Subheadings	27
12.10	Construction of Words	27
12.11	Indemnification of Mayor and Council.....	28
Article XIII – Transition Period		28
13.01	Purpose of Transitional Provisions.....	28
13.02	Effective Date of Charter.....	28
13.03	Continuation of Appointed Officers and Employees	28
13.04	Continuation of Prior Town Legislations	28
13.05	Savings Clause.....	29
13.06	Current Trustee Terms.....	29
13.07	Time Location.....	29
CERTIFICATE OF FINAL ADOPTION		30

Article I
General Provisions

- 1.01 Name and Boundaries. The municipal corporation heretofore existing as the Town of Severance, Weld County, State of Colorado, shall remain and continue a body politic and corporate and under this Charter be known as the Town of Severance, with boundaries the same as presently established, until changed in a manner authorized by law.
- 1.02 Form of Government. The municipal government established by this Charter shall be a Council/Manager form of government.
- 1.03 Authority.
- (1) The Town shall have all the authority of local self-government and home rule and all authority possible for a municipality to have under the Constitution and laws of the State of Colorado.
 - (2) The enumeration of any particular authority in this Charter shall in no way be deemed to limit or exclude the exercise of any authority.
 - (3) All authority shall be exercised in the manner set forth in this Charter or, if not provided for in this Charter, in such manner as provided for by ordinance, resolution, or state statute.
- 1.04 Rights and Liabilities. By the name of the Town of Severance, a municipal corporation, the Town shall have the following rights and liabilities:
- (1) The right to perpetual succession.
 - (2) The right to own, possess, and hold all property, real and personal, heretofore owned, possessed, and held by the Town, and to manage and dispose of all trusts in any way connected therewith.
 - (3) The right to purchase or otherwise acquire property on which there are delinquent taxes or special assessments and to dispose of them in like manner as any other property.
 - (4) The right to succeed to all rights and liabilities of the Town.
 - (5) The right to acquire all benefits of the Town and to assume and pay all bonds, obligations and indebtedness of the Town.
 - (6) The right to sue and defend, plead and be impleaded in all courts and places and in all matters and proceedings.

(7) The right to purchase, lease, receive, hold, and enjoy, or sell and dispose of real and personal property; provided, however, that disposal of land designated as a park or open space area shall require prior approval by the Town's registered electors, subject to the following limitations:

(a) "Disposal" means divesting the Town of the full fee interest in the land;

(b) Disposal of less than one-half (½) acre of land, even if designated as a park or open space area, shall not require voter approval provided that the Council makes an express finding that use of the land after disposal will be for a public purpose; and

(c) The Town may by ordinance further regulate and protect the designation, conveyance and disposition of Town land in use as parks or open space areas.

(8) The right to establish municipal water works, wastewater treatment works, water and sewer systems, internet services, and other utility systems.

(9) The right to adopt, have, and use a common seal and alter the same.

(10) The right to adopt ordinances and resolutions on all matters unless otherwise prohibited by this Charter or by laws applicable to home rule municipal corporations in the State of Colorado.

(11) The right to have all rights, powers, and liabilities applicable to Colorado home rule municipal corporations as set forth in Article XX of the Colorado Constitution and Title 31, Colorado Revised Statutes, and other applicable statutes, as amended.

Article II Elections

2.01 Election Laws. Town elections shall be governed by the Colorado Municipal Election Laws, as amended, except as otherwise provided in this Charter or by ordinance hereafter enacted.

2.02 Types of Elections.

(1) Regular municipal elections shall be held on the Tuesday following the first Monday in November of 2021 and in each odd-numbered year thereafter.

(2) The Mayor and each Council Member shall take office at the first regular meeting of the Council following the date on which the election has been finally

certified, and shall continue in office until their successors have been elected and take office or a vacancy occurs.

(3) Special Town elections shall be held in accordance with the provisions of this Charter and the Colorado Municipal Election Laws as amended, except as otherwise provided in this Charter or by ordinance hereafter enacted. Any special Town election may be called by resolution of the Council not less than thirty (30) days in advance of such election or when required by this Charter or by statute. The resolution calling a special Town election shall set forth the purposes of such election.

2.03 Nonpartisan Elections. All municipal elections shall be nonpartisan.

2.04 Recall. Any elected official of the Town may be recalled at any time after the completion of six (6) months in office by the electors entitled to vote for a successor of such official, as set forth in the Colorado Constitution, C.R.S. § 31-4-501, *et seq.*, as amended, and Section 11.12 of this Charter.

Article III Town Council

3.01 Town Council.

(1) The Council shall include a Mayor and six (6) Council Members. The positions of Mayor and Council Member are separate offices.

(2) The Mayor and all Council Members shall be elected at large by the registered electors of the Town.

(3) The Mayor and all Council Members shall be elected to serve four (4) year terms unless a two (2) year term is required to restore staggered positions on the Council. In such case, the four (4) year term(s) shall go to the candidate(s) with the highest number of votes, and the two (2) year term(s) shall go to the candidate(s) with the next highest number of votes.

(4) No elected Mayor or Council Member shall serve more than two (2) consecutive terms in one office.

(5) Terms shall not be considered consecutive if they are at least two (2) years apart or are for separate offices. For the purposes of this limitation, terms to which an individual is appointed shall not count as a term.

3.02 Authority of the Council.

(1) The Council shall have the following authority:

- (a) To enact and provide for the enforcement of all ordinances necessary to protect life, health, safety, welfare and property;
- (b) To declare, prevent and summarily abate and remove nuisances in accordance with due process;
- (c) To preserve and enforce good government, general welfare, order and security of the Town and the inhabitants thereof;
- (d) To enforce ordinances and regulations by fines or imprisonment as permitted by state law, or by both fines and imprisonment for each and every offense; and
- (e) To delegate to boards and commissions, within the limitations of the Constitution and this Charter, such functions and authority of the Town as the Council deems proper and advisable.

(2) The Council shall deal with the administrative service solely and directly through the Town Manager. Neither the Mayor nor any Council Member shall dictate the appointment of or direct or interfere with the work of any employee under the Town Manager.

(3) The Council shall be the legislative and governing body of the Town and shall exercise, except as otherwise provided in this Charter, all powers conferred upon or possessed by the Town.

(4) In the case of a vacancy on the Council, the Council shall declare a vacancy according to standards set forth by ordinance or by C.R.S. § 31-4-303, as amended. The Council shall adopt by resolution procedures for filling any such vacancy.

3.03 Qualifications to Serve on Council.

- (1) No person shall be eligible to be elected or appointed to the Council, or to remain seated on the Council, unless they are:
 - (a) A citizen of the United States of America;
 - (b) A registered elector of the Town;
 - (c) A resident of the Town for a period of no less than twelve (12) consecutive months preceding the election; and
 - (d) Currently eligible to vote in Colorado general elections.

(2) No person who is an employee of the Town may serve on the Council. Any Town employee elected to the Council shall be deemed to have resigned as an employee on the date of taking office on the Council.

(a) No person may be a candidate for both Mayor and Council Member at the same election.

(b) A person may be a candidate for the office of Mayor while serving as a Council Member and, if not elected Mayor, may serve out their term as a Council Member.

(3) The Town Clerk shall be the judge of all qualifications for candidates for Council, except as otherwise provided by ordinance.

3.04 Council Meetings.

(1) The Council shall meet regularly at least once each month, unless increased by ordinance, at a day and hour and place fixed by the Council.

(2) Four (4) members of the Council shall constitute a quorum, but, in the absence of a quorum, a lesser number may continue any meeting or hearing to a later time or date, and in the absence of all members, the Town Clerk may adjourn any meeting.

(3) All regular and special meetings of the Council shall be open to the public, and citizens shall have a reasonable opportunity to be heard. Written minutes of the proceedings of each meeting shall be kept by the Town Clerk and signed by the Mayor.

3.05 Voting.

(1) Votes by each Council Member and the Mayor for and against shall be taken upon the passage of all ordinances and resolutions and entered upon the minutes of the Council proceedings.

(2) To be adopted, every non-emergency ordinance shall require the affirmative vote of a majority of the Council present, and every emergency ordinance shall require the affirmative vote of two-thirds (2/3) of the Council present.

(3) To be adopted, every resolution and motion shall require the affirmative vote of a majority of the Council present.

(4) Every Council Member present and the Mayor if present shall vote on every matter unless the Council Member or the Mayor is excused from voting due to a conflict of interest as provided in Section 3.06 below. If a Council Member or

the Mayor refuses to vote without being excused, the Town Clerk shall consider the refusal as an affirmative vote.

3.06 Code of Conduct and Ethics. The Council shall adopt by resolution a Code of Conduct and Ethics, which shall address Council conflicts of interest and behavior. No Council Member or Mayor shall vote on any question in which they have a conflict of interest. A conflict of interest occurs when a Council Member or Mayor has a substantial personal or financial interest in the outcome of the question, whether direct or indirect, or on any questions concerning their own conduct, as may be further defined in the adopted Code of Conduct and Ethics. The adopted Code of Conduct and Ethics shall specify penalties for violations of its provisions as well as for violations of this Charter.

3.07 Compensation of Mayor and Council Members.

(1) The Mayor and Council Members shall receive such compensation as the Council shall by ordinance prescribe.

(2) The Council shall neither increase nor decrease the compensation of the Mayor or any Council Member during their term of office.

(3) The Mayor and Council Members may, upon order of the Council, be paid such necessary *bona fide* expenses incurred in service on behalf of the Town as are authorized by the Council.

3.08 Oath of Office. Before entering upon the duties of the office of Mayor or Council Member, every person shall take, subscribe before, and file with the Town Clerk the following an oath or affirmation:

I, (name), swear (or affirm), that I will support the Constitution of the United States, the Constitution of the State of Colorado, the Charter and the ordinances of this Town, and will faithfully perform the duties of my office.

3.09 Mayor Pro Tem and Acting Mayor.

(1) A Mayor Pro Tem shall be elected by the Council from its own membership at the first Council meeting following the final certification of each biennial election. The Mayor Pro Tem shall serve until the Council meeting following the final certification of the next regular Town election, and shall act as Mayor during the absence of the Mayor.

(2) In the event of absence of both the Mayor and the Mayor Pro Tem, the Council shall designate another Council Member by majority vote to serve as Acting Mayor during such absence.

(3) Any Mayor Pro Tem or Acting Mayor, while serving as such, shall retain all authority granted herein to Council Members and may, at the conclusion of their service as Mayor Pro Tem or Acting Mayor, serve out the remainder of their original term.

3.10 Special Meetings.

(1) Special meetings of the Council shall be called by the Town Clerk on the verbal request of a majority of the entire Council or the Mayor, on at least twenty-four (24) hours' notice to each Council Member and the Mayor.

(2) Written notices of any special meeting and the topic of any special meeting shall be posted consistent with the posting of notice for regular Council meetings. No business shall be transacted at any special meeting of the Council unless such business has been stated in the notice of such meeting.

3.11 Executive Sessions.

(1) Any Council meeting may be recessed into an executive session by the affirmative vote of two-thirds (2/3) of the quorum present and may be closed to the public for the purpose of considering any of the following matters:

(a) The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest.

(b) Conferences with an attorney for the Town for the purposes of receiving legal advice on specific legal questions.

(c) Matters required to be kept confidential by federal or state law or rules and regulations. The Council shall announce the specific citation of the statutes or rules that are the basis for such confidentiality before holding the executive session.

(d) Specialized details of security arrangements or investigations, including defenses against terrorism, both domestic and foreign, and including where disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law.

(e) Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators.

(f) Personnel matters except if the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves

more than one employee, all of the employees have requested an open meeting.

(g) Consideration of any documents protected by the mandatory nondisclosure provisions of the Colorado Open Records Act, C.R.S. § 24-72-200.1, *et seq.*, as amended.

(h) Any other matter authorized by the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.*, as amended.

(2) The general subject matter of every executive session shall be stated in the motion calling for the session, unless doing so would compromise the purpose of the executive session. No formal action, no final policy decision, no rule, regulation, resolution, or ordinance, and no action approving a contract or calling for the payment of money shall be adopted or approved at any executive session.

(3) The Mayor, Council Members, the Town Manager, and the Town Attorney may attend executive sessions. Other persons may be invited to attend an executive session upon the affirmative vote of a majority of the Council present, and the Town Manager or Town Attorney may be excluded upon the affirmative vote of a majority of the Council present.

(4) The provisions of this Section are specifically intended to supersede any conflicting provisions of Colorado statutes governing open meetings and executive sessions.

Article IV

Town Administration, Appointed Officials and Town Departments

4.01 Mayor. The Mayor shall be the presiding officer of the Council and the recognized head of the Town government for all legal and ceremonial purposes. The Mayor, or anyone acting as Mayor as provided for in Section 3.09 of this Charter, shall have the following duties, authorities, and responsibilities:

(1) To vote in the same manner as a Council Member without veto power upon any question;

(2) To sign all contracts binding the Town, all conveyances of interests in land by the Town, all ordinances and resolutions, and any other documents requiring their signature except as may be delegated by ordinance to the Town Manager or as otherwise provided by ordinance and attested by the Town Clerk under the seal of the Town; and

(3) To have such other authority as may be conferred upon the Mayor by the Council so long as that grant of authority is not in conflict with the provisions of this Charter.

(4) In case of emergency, the Mayor shall assume the authority to execute any action necessary for the protection of life and property.

(a) Such authority shall include without limitation establishing regulations governing conduct and activities related to the cause of the emergency, and if the emergency situation continues, the Mayor shall convene the Council which may take such action as it deems necessary.

(b) Any unilateral action taken by the Mayor during an emergency shall be temporary in nature and duration and shall be effective only until the Council is convened to ratify the action.

(5) In the event it becomes necessary, the line of succession provided in this Charter shall be followed. The Council shall have the authority to provide for the continuity of government of the Town in the event of disaster. Such authority shall be employed in a manner that will preserve representative government to the Town and that will provide an orderly line of succession of officers, notwithstanding the provisions of this Charter. Such succession shall commence with the Mayor and the Mayor Pro Tem, and shall then revert to Council Members, then through an orderly line of succession of the administrative department heads.

4.02 Town Manager. The Town Manager shall be the chief executive officer of the Town and shall serve at the will of the Council.

(1) The Council, by a majority vote of those then in office, shall appoint a Town Manager without a definite term and at compensation fixed by resolution of the Council.

(2) The Town Manager shall be accountable to the Council and shall perform such duties as provided by ordinance or resolution, or at the direction of the Council, so long as such direction is not contrary to this Charter, state or federal law or the ordinances of the Town.

(3) The Town Manager may only delegate to others the authority and duties prescribed to their position to the extent allowed by ordinance or resolution.

(4) The Town Manager may appoint a Town department head to function in their capacity during short absences.

(5) The Town Manager may hire staff as such are provided for in the Town's budget.

(6) The Town Manager shall prepare an annual budget and submit it to the Council.

4.03 Town Attorney. The Town Attorney shall be an attorney licensed to practice law in the State of Colorado and shall be appointed to the position by a majority vote of the Council then in office.

(1) The Town Attorney shall serve at the will of the Council without a definite term at compensation fixed by resolution of the Council.

(2) The Town Attorney shall be responsible to the Council and shall perform such duties as provided by ordinance.

4.04 Municipal Judge. The Municipal Judge shall be an attorney licensed to practice law in the State of Colorado and shall be appointed to the position by a majority vote of the Council then in office.

(1) The Municipal Judge shall serve at the will of the Council without a definite term at compensation fixed by resolution of the Council.

(2) The Municipal Judge shall be responsible to the Council and shall perform such duties as provided by ordinance.

4.05 Town Clerk. Town Clerk shall be hired by the Town Manager as an employee of the Town. The Town Clerk or designee shall attend all meetings of the Council, shall keep a permanent record of its proceedings, and shall have the following other duties and responsibilities:

(1) To be custodian of the Town Seal, affix it to all documents and instruments requiring the seal, and attest to the same.

(2) To be custodian of all papers, documents and records pertaining to the Town, the custody of which is not otherwise provided for.

(3) To certify by their signature all ordinances and resolutions enacted or passed by the Council.

(4) To provide and maintain in the Town Clerk's office a supply of forms for all petitions required to be filed for any purpose by the provisions of this Charter or by ordinances enacted hereunder.

(5) To review the sufficiency of all petitions required to be filed for any purpose by the provisions of this Charter or by ordinances enacted hereunder. Yet, nothing contained herein shall require the Town Clerk to advise any petitioner as to how petitions shall be completed prior to their submittal to the Town Clerk.

(6) To administer oaths of office.

(7) To perform such other duties as may be prescribed by this Charter or by the Town Manager.

4.06 Town Departments.

(1) The Council may by ordinance create, consolidate or dissolve any Town department.

(2) All departments and department heads of the Town, except as otherwise provided in this Charter, shall be under the supervision and control of the Town Manager.

(3) All department heads hired after the effective date of this Charter shall be hired by the Town Manager and shall be considered, at all times, at-will employees of the Town. The provisions of this Section are specifically intended to supersede conflicting state law on this matter, including C.R.S. § 31-4-307.

Article V
Boards and Commissions

5.01 Existing Boards and Commissions. All boards and commissions existing at the time this Charter is adopted shall continue as established by ordinance, except as otherwise provided by this Charter or subsequent ordinance.

5.02 Right to Establish, Amend and Abolish.

(1) The Council may create any boards or commissions, including advisory and appeal boards, provided that no such board or commission shall have authority to perform functions or duties otherwise assigned in this Charter or to interfere with any function or duty otherwise assigned in this Charter. Unless otherwise required by law or this Charter, all boards and commissions shall be created by ordinance, which shall prescribe the duties delegated by the Council and the qualification of members.

(2) Each board and commission shall elect its own chair and vice-chair from among its members. Each board and commission shall operate in accordance with its own rules of procedure, except as otherwise directed by the Council. All board, and commission meetings shall be open to the public, and copies of all records and minutes of all meetings shall be kept and placed in the office of the Town Clerk for public inspection. Reports shall be made to the Council as the Council shall require.

(3) The Council may increase, reduce or change by ordinance any or all of the duties and procedures of any board or commission existing at the time of the adoption of this Charter or as created by ordinance thereafter.

(4) Any board or commission that is not required by statute or this Charter may be abolished by the Council at any time.

(5) Terms and conditions of appointment and composition of all boards and commissions shall be determined by ordinance, except that appointment of a member to any board or commission shall require a majority vote of the Council, and removal of any member from a board or commission shall require a two-thirds (2/3) affirmative vote by the entire Council and, in no case, fewer than five (5) affirmative votes for removal, following notice and an opportunity to be heard.

Article VI Ordinances

6.01 Action by Ordinance Required. In addition to such acts of the Council that are required by other provisions of this Charter to be by ordinance, every act creating indebtedness, authorizing borrowing of money, levying a tax, establishing any rule or regulation for the violation of which a penalty is imposed, or placing any burden upon or limiting the use of private property shall be by ordinance. However, this Section shall not apply to the budget adoption or other appropriations as defined in Section 8.05 of this Charter.

6.02 Form of Ordinance. Every ordinance shall be introduced in written or printed form. The enacting clause of all ordinances shall be: NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO. Every ordinance introduced shall be deemed to contain a severability clause, whether stated therein or not.

6.03 Adoption Procedure for Ordinances. With the exception of emergency ordinances, the following procedure shall be followed in adopting any ordinance:

(1) The ordinance shall be introduced at a regular or special meeting of the Council and read by title.

(2) If required by law, the Council shall conduct a public hearing on the ordinance.

(3) After the public hearing, if applicable, and any discussion or deliberation, the Council shall vote to amend, adopt, or reject the ordinance, or take other action as it deems appropriate.

(4) If the ordinance is adopted by the Council, either as presented or as amended, it shall be published and available for public inspection.

(5) Each ordinance shall be effective ten (10) days after publication or at such later date as specified in the ordinance.

(6) The method of official Town publication of ordinances shall be set by ordinance.

(7) Each ordinance shall be signed by the Mayor and attested to by the Town Clerk, and affidavits of publication shall be retained with the ordinance in the Town's records.

6.04 Emergency Ordinances.

(1) The Council may adopt an emergency ordinance if necessary for the immediate preservation of public property, health, welfare, peace, or safety. Determination by the Council as to the existence of an emergency shall be final and conclusive.

(2) Emergency ordinances shall also meet the following criteria:

(a) The facts determining the emergency shall be specifically stated in the ordinance.

(b) No ordinance granting, renewing, or amending any franchise, or imposing any new tax, tax rate increase, mill levy above that for the prior year, valuation for assessment ratio increase for a property class, extension of an expiring tax, or tax policy change directly causing a net tax revenue gain to the Town shall be adopted as an emergency ordinance.

(3) An emergency ordinance may be introduced and adopted at any regular or special meeting. An emergency ordinance shall take effect upon adoption. Following adoption, an emergency ordinance shall be published in full.

6.05 Codification.

(1) The Council shall cause the ordinances of a general and permanent character to be codified and thereafter maintained in current form.

(2) Any ordinance that is not of a general and permanent nature shall not be codified.

6.06 Adoption of Codes by Reference. The Council by ordinance may adopt by reference any code published by the federal government, State of Colorado or by any agency of either of them, or by any municipality, or by recognized trade or professional organizations, or amendments or revisions thereof. The procedure of adoption of a code by reference shall be as provided in the Colorado Revised Statutes applicable to the adoption of codes by reference.

6.07 Public Records. All public records of the Town shall be open for inspection by any person at reasonable times in accordance with applicable law.

6.08 Fines and Penalties for Ordinance Violations. Penalties for the violation of Town ordinances shall be established by ordinance. No fine or sentence for such violation shall exceed the maximum established by Colorado Revised Statutes for municipal ordinance violations.

**Article VII
Municipal Court**

7.01 Created.

(1) There shall be a Municipal Court that shall have jurisdiction to hear and determine all cases arising under this Charter or the ordinances of the Town. The scope of the Municipal Court's jurisdiction is hereby expressly declared not to be exclusive, original jurisdiction over matters arising under this Charter and ordinances.

(2) The Council shall provide a suitable place and all supplies and personnel necessary for the proper functioning of the Court.

(3) The Council shall provide by ordinance for the enforcement of its ordinances by fine or imprisonment.

(4) The Municipal Court shall be presided over by the Municipal Judge, who shall be appointed by the Council as provided by state law.

7.02 Powers.

(1) The powers of and the procedure in the Municipal Court and the manner of enforcement of its orders and judgments shall be as provided for by ordinance presently enacted or hereafter enacted. The Municipal Court shall be a qualified Municipal Court of record and all proceedings therein and evidence at trials shall be kept by verbatim record.

(2) The Municipal Court may provide for the granting of probation and the conditional suspension of sentences.

(3) The Municipal Court may order restitution as the Municipal Court deems appropriate.

**Article VIII
Town Finances and Borrowing**

8.01 Fiscal Year. The fiscal year of the Town, and all of its agencies, shall begin on the first (1st) day of January and end on the thirty-first (31st) day of December of each year.

8.02 Annual Budget. A proposed budget reflecting the needs and desires of the community for the ensuing fiscal year shall be delivered to the Council by the Town Manager on or before the fifteenth (15th) day of October of each year.

8.03 Budget Hearing.

(1) The Council shall hold a public hearing on the proposed budget on or before the thirtieth (30th) day of November of each year.

(2) Notice of the time and place of such hearing shall be published at least once seven (7) days prior to such hearing, and copies of the proposed budget shall be made available to the public by depositing them in the office of the Town Clerk.

(3) The Council may at any time before final adoption increase, decrease, add or strike out any item in the budget.

8.04 Scope of Annual Budget.

(1) The budget shall provide a complete financial plan of all Town funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be in such form as the Town Manager deems desirable or the Council may require.

(2) In organizing the budget, the Town Manager shall utilize fund, department, revenue, and expenditure/expense classifications and groupings consistent with generally accepted budgetary practices for municipal governments in keeping with guidelines published from time to time by the Government Finance Officers Association of the United States and Canada or its successor entity. The budget shall include a budget message from the Town Manager highlighting the key features of the budget. The budget shall lay out a clear plan for all the operations, programs, capital acquisitions, projects, and debt service payments of the Town.

(3) The budget shall display beginning fund balances, revenues and other sources of funds, expenditures and other uses of funds, transfers between funds, and ending fund balances for all governmental and proprietary funds of the Town, as defined by the Governmental Accounting Standards Board (GASB) or its successor entity. These displays shall include the actual, audited amounts for at least the immediately preceding year, the budgeted amounts for the current year, estimated amounts for the current year, and proposed amounts for next fiscal year.

(a) Reasonable provisions for contingencies may be budgeted for any fund.

(b) The total of proposed expenditures, including contingencies, shall not exceed the total of beginning fund balances available plus revenues and other sources of funds for any fund.

8.05 Adoption of Budget and Appropriation.

(1) Not later than the fifteenth (15th) day of December of each calendar year, the Council shall adopt a resolution adopting the budget and a resolution adopting the annual appropriations. All such annual appropriations shall lapse at the end of each fiscal year.

(2) Budget records are public records that shall be conveniently available to the public.

(3) If the Council fails to adopt a budget by this date, the amounts appropriated for the operation of the various departments and areas of the Town during the prior fiscal year shall be deemed adopted for the current fiscal year on a month to month basis, with all items prorated accordingly until such time as the Council adopts the budget for the current fiscal year.

8.06 General Fund. The General Fund is the Town's primary operating fund. All revenues not specifically allocated to any other fund shall be placed in the General Fund.

8.07 Other Funds. In addition to funds provided for in this Charter, the Council may by ordinance establish other funds, including enterprise and special purpose funds, as it deems necessary and appropriate in accordance with Generally Accepted Accounting Principles (GAAP). The ordinance establishing such funds shall clearly state the purpose for the fund.

8.08 Capital Program. The Council shall adopt a long-range capital program, the contents of which are designated by the Council, simultaneously with the recommended budget.

8.09 Transfer of Funds. Except as may be restricted by law, the Council may by resolution transfer any unencumbered appropriation, balance, or portion thereof from a fund to another.

8.10 Increase or Reduction of Appropriations.

(1) The Council may modify appropriations by resolution during the fiscal year for unanticipated budgetary issues. Such modified appropriations shall not cause total expenditures within a fund to exceed the beginning fund balance or the funds available plus anticipated revenues and other sources of funds within the fund as estimated in the budget.

(2) If at any time during the fiscal year it appears probable to the Town Manager or their designee that the funds available plus anticipated revenues and other sources of funds within any fund will be insufficient to meet the amount appropriated, the Town Manager shall provide a report to the Council without delay recommending any steps to be taken to correct the deficiency. The Council shall then take such further action as it deems necessary to correct the deficiency.

8.11 Records of Authorized Expenditures. Records of expenditures authorized to be made are public records that shall be conveniently available to the public.

8.12 Independent Audit. An independent audit shall be made of all Town accounts for each fiscal year and more frequently if deemed necessary by the Council. Such audit shall be made by certified public accountants selected by the Council who shall complete the audit in accordance with state regulations. Copies of such audit shall be made available for public inspection at the office of the Town Clerk.

8.13 Forms of Borrowing.

(1) The Town may, subject to any applicable limitations in the Colorado Constitution, including any requirements for voter approval, borrow money and issue securities or enter into other obligations to evidence such borrowing in any form and in any manner determined by the Council to be in the best interests of the Town. All prior Town borrowing, securities, or financial obligations, including without limitation those involving voter-approved waivers or amendments to constitutional limits, remain in full force and effect.

(2) In addition to being authorized by this Article to issue bonds for any municipal purpose as authorized by law, the Town is specifically authorized, by ordinance, with or without an election, as determined by the Council, to issue revenue bonds or otherwise to extend its credit for the purpose of purchasing, equipping, constructing, or otherwise acquiring, extending or improving a water, sewer, or other public utility, facility or project, provided that the bonds or other obligation shall be made payable from the net revenues derived from the operation of such system, utility or project, or from the proceeds of any tax other than the general ad valorem tax imposed by the Town.

(a) Such bonds shall not be issued until a public hearing on the question of issuance of the same shall have been held.

(b) Notice of such hearing shall be published in advance.

8.14 Long-Term Rentals and Leaseholds.

(1) In order to provide necessary land, buildings, equipment and other property for governmental or proprietary purposes, the Town may enter into long-

term installment purchase contracts and rental or leasehold agreements. Such agreements may include an option or options to purchase and acquire title to such property within a period not exceeding the useful life of such property. Each such agreement and the terms thereof shall be approved by ordinance.

(2) The Council may provide for payment of installments thereof out of the general *ad valorem* tax levy, by the imposition of rates, tolls or service charges for the use of such property or any part thereof, out of any other available municipal revenues or by any combination of the foregoing methods.

8.15 Short-Term Notes. The Town by ordinance may borrow money without an election in anticipation of the collection of taxes and issue short-term notes to evidence the amount so borrowed. Any such short-term notes shall mature within twelve (12) months.

8.16 Municipal Investments. The Council shall adopt guidelines for municipal investments as long as those guidelines comply with the following conditions:

(1) Such guidelines are subject to any applicable limitations in the Colorado Constitution, including any requirements for voter approval; and

(2) Such guidelines are determined by the Council to be in the best interest of the Town.

8.17 Special Districts. The Council may, by ordinance, limit the maximum mill levy authorized to be imposed by any special district formed under Title 32, C.R.S. by a developer to finance development in the Town.

Article IX

Public Utilities, Franchises, and Use of Public Property

9.01 Town Authority.

(1) The Town shall have and exercise with regard to all utilities, public services and franchises, including water and water rights and acquisition thereof and bonded indebtedness in connection therewith, all municipal authority and functions now existing and that may be hereafter provided by the Colorado Constitution and Colorado Revised Statutes.

(2) The Town shall have authority, within or without the territorial limits of the Town, to construct, condemn, purchase, acquire, lease and operate public works, utilities and assets, equipment and everything in relation to or in connection therewith, in whole or in part, for the use of the Town, its inhabitants and those it serves.

(3) Except as otherwise provided by the Colorado Constitution or this Charter, all authority concerning the granting, amending, revoking or otherwise dealing in franchises shall be exercised by the Council.

9.02 Grant of Public Utility Franchise. Grants of public utility franchises and all extensions and amendments shall be granted only by ordinance. The granting of franchises by the Town shall be limited only by the provisions of the Colorado Constitution and statutes that are applicable to home rule municipalities as now in effect or as hereafter amended.

9.03 Water Rights. The Town shall have the authority to buy, exchange, lease, sell, own, control and otherwise deal in water rights.

9.04 Utility Rates. The Council shall, by resolution, establish rates, rules and regulations for services provided by municipally owned utilities.

9.05 Extraterritorial Utility Service. If the Council desires to extend the municipal utilities beyond Town boundaries, it shall do so by ordinance.

9.06 Term, Compensation, and Restriction.

(1) No franchise, lease or right to use the streets or the public places or property of the Town shall be granted for a term that exceeds twenty (20) years. Every grant of a franchise shall fix the amount and manner of payment of compensation to be paid by the grantee for the use of the same. Such compensation shall be paid as provided and be subject to mutual periodic renegotiation, and failure to pay shall result in forfeiture of the franchise at the option of the Council. This provision shall not except the grantee from any lawful taxation upon his or its property, nor from any license, charges or other impositions levied by the Council, not levied on account of the use granted by the franchise.

(2) Every non-Town owned public utility, whether it has a franchise or not, shall pay such part of the cost of improvement or maintenance of streets, alleys, bridges, and other public places as shall arise from its use thereof and shall protect and save the Town harmless from all damages arising from said use.

(3) Every such public utility may be required by the Town to permit joint use of its property and appurtenances located in the streets, alleys or other public places of the Town by the Town and by other utilities insofar as such joint use may be reasonably practicable.

9.07 Assignment of Franchise. Any assignment or leasing of a franchise shall be considered forfeiture unless consent is given by the Council by ordinance.

- 9.08 Franchise Records. Franchise records are public records that shall be conveniently available to the public.
- 9.09 Existing Franchises. All franchise ordinances of the Town in effect at the time that this Charter is adopted shall remain in full force and effect according to their provisions and terms until the expiration date provided in such ordinance or until modified by another franchise.
- 9.10 Revocable License. The Council may grant a license at any time for the temporary use, control or operation of any Town-controlled property, provided such licenses shall be revocable at the will of the Council, regardless of whether or not such right to revoke is expressly reserved in such license.

Article X Taxation

- 10.01 Power to Tax. The Town shall have all powers of taxation available to municipalities in the Colorado Constitution or any other enabling law.
- 10.02 Certification of Tax Levy.
- (1) As required by law, the Council shall fix the amount of tax levy that shall be assessed, if any, upon each dollar of assessed valuation of all taxable property within the incorporated limits of the Town, and the Council shall cause the same to be certified to Weld County as required by law.
- (2) If the Council fails in any year to make such levy as above provided, the rate last fixed shall be the rate for the ensuing fiscal year, which rate shall be levied as provided by law.
- 10.03 Expenditure of Revenues.
- (1) The Town shall be authorized to collect, retain and expend all of the sales and use tax revenues and all revenues generated by the Town, subject only to those limitations previously approved by the voters, notwithstanding any limitation contained in Article X, Section 20, of the Colorado Constitution or any other law.
- (2) The Town hereby declares its intent not to be bound by Colorado's so-called Gallagher Amendment, Article X, Section 3, of the Colorado Constitution, regarding valuations for assessment on real and personal property, which amendment does not apply to any Colorado home rule municipality.

Article XI
Initiative, Referendum and Recall

11.01 Initiative.

(1) The initiative power, reserved by Article V, Section 1(9) of the Colorado Constitution, is hereby extended to the registered electors of the Town as to that Town legislation that is subject to the initiative power reserved in said Constitution.

(2) Procedures for initiative shall be governed by the Colorado Constitution and the Colorado Revised Statutes, except as otherwise provided in this Charter and in ordinances not inconsistent with this Charter.

(3) An initiative petition shall be signed by registered electors of the Town equal in number to at least ten percent (10%) of the total number of registered electors of the Town as of the date of filing the petition.

(4) The Town Clerk shall not count as valid any signature on an initiative petition if the date of the signature is prior to the date the form of the petition was approved by the Town Clerk.

(5) A complete initiative petition shall be filed within one hundred eighty (180) days of the Town Clerk's approval of the form of petition.

11.02 Referendum.

(1) The referendum power, reserved by Article V, Section 1(9) of the Colorado Constitution, is hereby extended to the registered electors of the Town as to those ordinances that are subject to the referendum power reserved in said Constitution. Such ordinances shall be referred pursuant to the Colorado Revised Statutes that establish procedures for a municipal referendum, except as otherwise provided in this Charter and in ordinances not inconsistent with this Charter.

(2) Procedures for referendum shall be governed by the Colorado Revised Statutes, except as otherwise provided in this Charter and in ordinances not inconsistent with this Charter.

(3) A referendum petition shall be signed by registered electors of the Town equal in number to at least ten percent (10%) of the total number of registered electors of the Town as of the final date of publication of the ordinance at issue.

(4) The Town Clerk shall not count as valid any signature on a referendum petition if the date of the signature is prior to the date the form of the petition was approved by the Town Clerk.

(5) Complete referendum petitions must be filed within forty-five (45) days after adoption by the Council of the ordinance sought to be reconsidered.

(6) When a valid referendum petition is filed with the Town Clerk, the ordinance sought to be reconsidered shall remain in effect until such time as:

(a) The Council, at its discretion, suspends the ordinance pending an election;

(b) A majority of the registered electors voting on the ordinance vote against the ordinance at an election held for that purpose; or

(c) A court order reverses the ordinance.

11.03 Petitioners' Committee. Any two (2) registered electors of the Town may commence initiative or referendum proceedings by filing with the Town Clerk during regular business hours an affidavit stating the following:

(1) Identification of the ordinance that may be subject to a referendum or initiative petition;

(2) They will constitute the Petitioners' Committee; and

(3) Their names and mailing address to which all notices to the Committee are to be sent.

11.04 Form and Content of Petitions.

(1) The petition shall set out in full the proposed initiative or cite the ordinance sought to be reconsidered. All pages of the petition shall be uniform in size and style and shall be assembled as one (1) instrument for filing. Each signature shall be executed in nonerasable ink and shall be followed by the printed name, street address of the person signing and date of signature. Petitions shall contain or have attached thereto throughout their circulation the full text of the ordinance or proposed Charter amendment sought to be considered.

(2) The form of petition shall be submitted to the Town Clerk, during regular business hours, for review and approval. The Town Clerk shall approve or reject the form of the petition no later than five (5) business days following the date on which the Clerk received the petition for review.

11.05 Affidavit of Circulator. Each page of a petition shall have attached to it when filed, an affidavit executed by the circulator thereof stating the following:

(1) The affiant's name, address, and the date the affiant signed the affidavit;

- (2) That the affiant has read and understands the laws governing the circulation of petitions;
- (3) That the affiant was eighteen (18) years of age or older at the time of circulating the petition;
- (4) That the affiant personally circulated the petition;
- (5) That all signatures were affixed in their presence;
- (6) That the affiant believes the signatures to be the genuine signatures of the persons whose name they purport to be;
- (7) That, to the best of affiant's knowledge, all signatures are of persons who are registered electors of the Town of Severance;
- (8) That the affiant has not paid or will not in the future pay, and that the affiant believes that no other person has paid or will pay, directly or indirectly, any money or other thing of value to any signer for the purpose of inducing or causing such signer to affix the signer's signature to the petition.

11.06 Procedure After Filing. Within thirty (30) days after a petition is filed, the Town Clerk shall complete a certificate as to its sufficiency and as to the validity of the signatures thereon, specifying if it is insufficient the particulars wherein it is defective. The Town Clerk shall promptly send by mail a copy of the certificate to the Petitioners' Committee.

11.07 Action by Council. When an initiative or referendum petition has been finally determined sufficient, the Council shall, within thirty (30) days, either:

- (1) Adopt the ordinance as submitted by the initiative petition; or
- (2) Repeal the ordinance, or part thereof, subject to the referendum petition; or
- (3) Determine to submit the proposal provided for in a petition to the registered electors of the Town; provided, however, the Council shall have power to change the detailed language of any proposed initiated ordinance and to affix the title thereto without changing the meaning of the initiated ordinance.

11.08 Results of Election.

- (1) Initiative. If a majority of the registered electors voting on a proposed initiated ordinance vote in its favor, it shall be considered adopted upon certification of the election results. If conflicting ordinances are approved at the

same election, the one (1) receiving the greatest number of affirmative votes shall prevail to the extent of such conflict.

(2) Referendum. If a majority of registered electors voting on a referred ordinance vote for repeal, it shall be considered repealed upon certification of the election results.

(3) Amendment or repeal. An ordinance adopted by the electorate may not be amended or repealed for the period of six (6) months after the date of the election at which it was adopted, and an ordinance repealed by the electorate may not be reenacted for a period of six (6) months after the date of the election at which it was repealed; provided, however, that any ordinance may be adopted, amended or repealed at any time by appropriate referendum or initiative procedure in accordance with the foregoing provisions of this Article, or if submitted to the electorate by the Council on its own motion. A proposed ordinance or proposed Charter amendment that fails at the election held to consider it shall not be refiled as an initiative petition for at least six (6) months after the election held to consider said ordinance or Charter amendment.

11.09 Council Referral. The Council shall have the power to submit to a vote of the registered electors of the Town, without receipt of any petition, any proposed ordinance or any question.

11.10 Withdrawal of Petition. No initiative or referendum petition may be withdrawn once it has been certified as sufficient by the Town Clerk.

11.11 Exceptions. Notwithstanding these provisions for initiative and referendum, the following ordinance matters shall not be subject to initiative or referendum:

(1) Ordinances addressing budgets, capital programs, appropriations, levies of taxes, and salaries or terms of employment of Town officers or employees shall not be subject to initiative.

(2) Ordinances addressing budgets, capital programs, appropriations, levies of taxes, salaries of Town officers or employees, special elections, emergencies, authorization of issuance of improvement district bonds payable in part from special assessments, levying special assessments, or contractual obligations of the Town shall not be subject to referendum.

11.12 Recall.

(1) A petition to recall the Mayor or any Council Member may be filed at any time after the Mayor or Council Member has been in office for six (6) months, pursuant to C.R.S. § 31-4-501, *et seq.*, as amended, except as otherwise provided in this Charter and in ordinances not inconsistent with this Charter.

(2) A recall petition must be presented to the Town Clerk for review and shall name not less than three (3) and not more than five (5) registered electors who shall represent the recall effort and specify a mailing address where notices related to the petition shall be sent.

(3) The recall petition shall include a statement, in not more than two hundred (200) words, of the grounds on which the recall is sought.

(4) No recall petition shall be circulated until approved as to form by the Town Clerk. The Town Clerk shall approve or disapprove the form of the petition by the close of the third business day following submission of the proposed petition, and the Clerk shall mail notice of their action to the person sought to be recalled on the day that any such petition is approved.

(5) A recall petition shall be signed by registered electors of the Town. Each signature shall be executed in non-erasable ink and shall be followed by the printed name, street address of the person signing and date of signature. The signers shall number at least twenty-five (25) percent of the number of eligible electors of the Town at the last preceding regular election.

(6) The Town Clerk shall not count as valid any signature on a recall petition if more than thirty (30) days have elapsed between the date the petition was approved by the Town Clerk and the date of the signature.

(7) The signed recall petition shall be submitted to the Town Clerk during regular business hours, and the Town Clerk shall issue a statement to the mailing address provided in Section 11.12(2) and the incumbent of the number of valid signatures and whether the recall petition is sufficient or insufficient by the close of business on the fifth business day after the petition is filed.

(8) Written protests to the determination of sufficiency may be filed by registered electors of the Town within fifteen (15) days after the filing of the petition. Protests shall be processed in accordance with the Colorado Revised Statutes.

(9) If a recall petition is determined sufficient, the Town Clerk shall submit it to the Council at the first regular meeting of the Council after the close of the protest period.

(10) The recall election shall be held not less than thirty (30) days nor more than ninety (90) days from the date of the determination of sufficiency of the petition. However, if a regular municipal or statewide general election is scheduled to be held within one hundred eighty (180) days after submission of a recall petition, even though that election is not the one at which the office held by the person

sought to be recalled would otherwise be filled, the recall election shall be held at the same time as that regular municipal or statewide general election.

(11) After one (1) recall petition and election, no further petition shall be filed against the same person during the term for which they were elected or appointed, unless the signers number at least fifty (50) percent of the number of registered electors at the last preceding regular election.

Article XII

Miscellaneous Provisions

12.01 Purchase, Sale or Lease of Real Property. Except as otherwise expressly provided herein, the Council by ordinance may purchase, sell, exchange or dispose of any interest in real property. The Council by resolution may lease, for such a term as the Council shall determine, any real property to any person, firm or corporation, public or private.

12.02 Eminent Domain. The Town shall have the right of eminent domain for all municipal purposes, either within or without the limits of the Town.

12.03 Contracts with Other Governmental Entities. The Council may by resolution enter into contracts or agreements with other governmental or quasi-governmental entities.

12.04 Bequests, Gifts and Donations.

(1) The Council, on behalf of the Town, may receive or refuse bequests, gifts and donations of all kinds or property in fee simple or in trust, for public, charitable or other purposes, and do all things and acts necessary to carry out the purposes of such bequests, gifts and donations, with the power to manage, lease, sell or otherwise dispose of the same in accordance with the terms of the bequests, gifts or donation.

(2) The Council may provide in each annual budget for the amount, if any, of money that the Council may have available to donate for public, charitable or other purposes. The Council may delegate the responsibility for such bequests, gifts and donations to such persons as the Council may deem advisable.

12.05 Contracts for Purchases, Leases, and Construction of Public Works.

(1) The Council may establish procedures for entering into contracts for purchases, leases and construction of public works.

(2) Purchases of or contracts for supplies, material, equipment or improvements shall be made under such requirements regarding competitive bidding as prescribed by the Council.

12.06 Amendment.

(1) In addition to the provisions otherwise stated in this Charter, this Charter may be amended in the manner provided by Article XX of the Constitution of the State of Colorado at any general election or special election called for such purpose under the following circumstances:

(a) Upon proposed amendments referred to the Town electors by a majority of the Council; or

(b) Upon proposed amendments submitted by electors pursuant to the initiative process.

(2) If provisions of two (2) or more proposed amendments adopted or approved at the same election conflict, the amendment receiving the greatest number of votes shall prevail on the conflicting issue.

12.07 Effect of Colorado Revised Statutes. The power to supersede any law of the State of Colorado now or hereafter in force, insofar as it applies to local or municipal affairs, shall be reserved to the Town, acting by ordinance, subject only to restrictions of the State Constitution and subsequent amendments to this Charter. Unless otherwise provided by this Charter or by ordinances adopted by the Council hereunder, the statutes of the State of Colorado shall be in effect.

12.08 Severability. If any provision, article, section, sentence, clause or part of this Charter, or the application thereof to any person or circumstance, is adjudged by any court of competent jurisdiction to be unconstitutional or invalid, such adjudication shall not affect, impair or invalidate the Charter as a whole or any part hereof other than the parts so adjudged to be invalid, and to this end, the provisions of this Charter are declared to be severable.

12.09 Titles and Subheadings. The Article titles and subheadings in this Charter are inserted for convenience and reference only and shall not be construed to limit, describe or control the scope or intent of any provision herein.

12.10 Construction of Words. Except as otherwise specifically provided or indicated by the context hereof, all words used in this Charter indicating the present tense shall not be limited to the time of the adoption of this Charter but shall extend to and include the time of the happening of any event or requirement for which provision is made herein. The singular number shall include the plural, the plural shall include the singular, and the masculine gender shall extend to and include the feminine gender and neuter. "Person" may extend to and be applied to bodies politic and corporate and to partnerships as well as individuals.

- 12.11 Indemnification of Mayor and Council. The Council may indemnify any Council member, the Mayor, any employee or any appointed official who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit, or proceeding by reason of the fact that he or she is or was an officer of the Town, against expenses (including attorney fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by them in connection with such action, suit, or proceeding if he or she acted in good faith within the scope of their employment, in a manner he or she reasonably believed to be in the best interest of the Town, and had no reasonable cause to believe their conduct was unlawful.

Article XIII
Transition Period

- 13.01 Purpose of Transitional Provisions. The purpose of this Article is to provide for an orderly transition from the present Town government to a home rule Town government under provisions of this Charter. The provisions of this Article shall constitute a part of this Charter only to the extent necessary to accomplish that purpose.
- 13.02 Effective Date of Charter. This Charter shall become effective immediately upon final certification of the election at which a majority of the registered electors of the Town approve this Charter.
- 13.03 Continuation of Appointed Officers and Employees.
- (1) All appointed officers and employees of the Town at the time this Charter is adopted shall continue in that office or employment that corresponds to the Town office or employment that they held prior to the effective date of this Charter.
- (2) All appointed officers and employees of the Town shall, in all respects, be subject to the provisions of this Charter, as though they had been appointed or employed in the manner provided in this Charter, except that any officer or employee who holds a position that this Charter provides to be held at the pleasure of Council shall hold such position only at such pleasure regardless of the term for which they were originally appointed or hired.
- 13.04 Continuation of Prior Town Legislation. All bylaws, ordinances, resolutions, contracts, rules and regulations of the Town in force at the time this Charter becomes effective shall continue in full force except insofar as they conflict with the provisions of this Charter or are subsequently amended or repealed by ordinance enacted under authority of this Charter.

- 13.05 Savings Clause. This Charter shall not affect any suit pending in any court or any document heretofore executed in connection therewith. Nothing in this Charter shall invalidate any existing contracts between the Town and any person.
- 13.06 Current Trustee Terms. Trustees in office as of the date of adoption of this Charter shall become Council Members instead of Trustees. The term of any Trustee that would end in April of 2022 shall be extended until the first regular Council meeting following the final certification of the November 2023 election. Trustees elected in April of 2020 shall become Council Members instead of Trustees, and their terms shall be extended until the first regular Council meeting following the final certification of the November 2025 election. The term of the Mayor elected in April of 2020 shall continue until the first regular Council meeting following the final certification of the November 2025 election.
- 13.07 Time Limitation. All acts required by this Charter to be performed by the new Town Council shall be performed within one hundred eighty (180) days of the effective date of this Charter.

THE TOWN OF
SEVERANCE CHARTER
COMMISSION
CERTIFICATE OF FINAL ADOPTION

We, the undersigned, present members of the Town of Severance Home Rule Charter Commission, duly elected by the people of Severance, Colorado, at a regular election held on November 2, 2020 under the authorization of Article XX of the Constitution of the State of Colorado, to frame a Home Rule Charter for the Town of Severance, do hereby certify that the foregoing is the Proposed Charter as finally approved and adopted by the members of the Charter Commission on the 15th day of March 2021 for submission to the Town of Severance Board of Trustees for referral to the people of Severance at the special election on September 7, 2021.

Respectfully submitted to the Board of Trustees at Severance, Colorado, the 6th day of April 2021.

Matthew Fries, Chair

Jennifer Nethery, Vice Chair

Joe Pirrone, Secretary

Donald McLeod, Commissioner

Frank Baszler, Commissioner

Janet Deason, Commissioner

Josh Green, Commissioner

Rodney Simpson, Commissioner

David Bruen, Commissioner

Dan Meyers, Commissioner

Julie Stout, Commissioner

Mercedes Hernandez, Commissioner

Melissa Wilson, Commissioner

Kerri Iserman, Alternate Commissioner



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Home Rule Charter Article I	Nicholas J. Wharton, MPA	Nicholas J Wharton, MPA
ACTION REQUESTED		
Administration asks that the Home Rule Commission review and discuss Article I of the draft Home Rule Charter and provide staff with proposed changes for adoption.	<input type="checkbox"/> Presentation <input checked="" type="checkbox"/> <u>Discussion</u> <input type="checkbox"/> Approval <input type="checkbox"/> Action Requested	
BRIEF SUMMARY		
<p>Included in this packet is Article I of the draft Home Rule Charter. This article was created by the Town of Eagle Home Rule Commission, includes no changes by Administration, and Administration recommends that the Commission focus on the following topics and any additional topics the Commission sees fit to discuss:</p> <ul style="list-style-type: none"> • Change from Town Board to Town Council • Change from Town Administrator to Town Manager • Allowing disposal of less than one-half (½) acre of land, even if designated as a park or open space area, shall not require voter approval <p>As the Commission approves Articles within this Home Rule Charter, Administration will provide an updated red-line version and an updated clean version at each following meeting.</p>		
ADMINISTRATION ANALYSIS AND RECOMMENDATION		
Administration recommends that the Home Rule Commissioners provide staff with proposed changes to Article I of the draft Home Rule Charter for adoption at the December 21 st HRC Meeting.		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ul style="list-style-type: none"> • Home Rule Charter Article I 		

Article I
General Provisions

- 1.01 Name and Boundaries. The municipal corporation heretofore existing as the Town of Severance, Weld County, State of Colorado, shall remain and continue a body politic and corporate and under this Charter be known as the Town of Severance, with boundaries the same as presently established, until changed in a manner authorized by law.
- 1.02 Form of Government. The municipal government established by this Charter shall be a Council/Manager form of government.
- 1.03 Authority.
- (1) The Town shall have all the authority of local self-government and home rule and all authority possible for a municipality to have under the Constitution and laws of the State of Colorado.
 - (2) The enumeration of any particular authority in this Charter shall in no way be deemed to limit or exclude the exercise of any authority.
 - (3) All authority shall be exercised in the manner set forth in this Charter or, if not provided for in this Charter, in such manner as provided for by ordinance, resolution, or state statute.
- 1.04 Rights and Liabilities. By the name of the Town of Severance, a municipal corporation, the Town shall have the following rights and liabilities:
- (1) The right to perpetual succession.
 - (2) The right to own, possess, and hold all property, real and personal, heretofore owned, possessed, and held by the Town, and to manage and dispose of all trusts in any way connected therewith.
 - (3) The right to purchase or otherwise acquire property on which there are delinquent taxes or special assessments and to dispose of them in like manner as any other property.
 - (4) The right to succeed to all rights and liabilities of the Town.
 - (5) The right to acquire all benefits of the Town and to assume and pay all bonds, obligations and indebtedness of the Town.
 - (6) The right to sue and defend, plead and be impleaded in all courts and places and in all matters and proceedings.

(7) The right to purchase, lease, receive, hold, and enjoy, or sell and dispose of real and personal property; provided, however, that disposal of land designated as a park or open space area shall require prior approval by the Town's registered electors, subject to the following limitations:

(a) "Disposal" means divesting the Town of the full fee interest in the land;

(b) Disposal of less than one-half ($\frac{1}{2}$) acre of land, even if designated as a park or open space area, shall not require voter approval provided that the Council makes an express finding that use of the land after disposal will be for a public purpose; and

(c) The Town may by ordinance further regulate and protect the designation, conveyance and disposition of Town land in use as parks or open space areas.

(8) The right to establish municipal water works, wastewater treatment works, water and sewer systems, internet services, and other utility systems.

(9) The right to adopt, have, and use a common seal and alter the same.

(10) The right to adopt ordinances and resolutions on all matters unless otherwise prohibited by this Charter or by laws applicable to home rule municipal corporations in the State of Colorado.

(11) The right to have all rights, powers, and liabilities applicable to Colorado home rule municipal corporations as set forth in Article XX of the Colorado Constitution and Title 31, Colorado Revised Statutes, and other applicable statutes, as amended.



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Home Rule Charter Article II	Nicholas J. Wharton, MPA	Nicholas J Wharton, MPA
ACTION REQUESTED		
Administration asks that the Home Rule Commission review and discuss Article II of the draft Home Rule Charter and provide staff with proposed changes for adoption.	<input type="checkbox"/> Presentation <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Approval <input type="checkbox"/> Action Requested	
BRIEF SUMMARY		
<p>Included in this packet is Article II of the draft Home Rule Charter. This article was created by the Town of Eagle Home Rule Commission, includes no changes by Administration, and Administration recommends that the Commission focus on the following topic and any additional topics the Commission sees fit to discuss:</p> <ul style="list-style-type: none"> • Should municipal elections continue to occur every even year in April or be moved to every odd or even year in November <p>As the Commission approves Articles within this Home Rule Charter, Administration will provide an updated red-line version and an updated clean version at each following meeting.</p>		
ADMINISTRATION ANALYSIS AND RECOMMENDATION		
Administration recommends that the Home Rule Commissioners provide staff with proposed changes to Article II of the draft Home Rule Charter for adoption at the December 21 st HRC Meeting.		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ul style="list-style-type: none"> • Home Rule Charter Article II 		

Article II Elections

- 2.01 Election Laws. Town elections shall be governed by the Colorado Municipal Election Laws, as amended, except as otherwise provided in this Charter or by ordinance hereafter enacted.
- 2.02 Types of Elections.
- (1) Regular municipal elections shall be held on the Tuesday following the first Monday in November of 2021 and in each odd-numbered year thereafter.
 - (2) The Mayor and each Council Member shall take office at the first regular meeting of the Council following the date on which the election has been finally certified, and shall continue in office until their successors have been elected and take office or a vacancy occurs.
 - (3) Special Town elections shall be held in accordance with the provisions of this Charter and the Colorado Municipal Election Laws as amended, except as otherwise provided in this Charter or by ordinance hereafter enacted. Any special Town election may be called by resolution of the Council not less than thirty (30) days in advance of such election or when required by this Charter or by statute. The resolution calling a special Town election shall set forth the purposes of such election.
- 2.03 Nonpartisan Elections. All municipal elections shall be nonpartisan.
- 2.04 Recall. Any elected official of the Town may be recalled at any time after the completion of six (6) months in office by the electors entitled to vote for a successor of such official, as set forth in the Colorado Constitution, C.R.S. § 31-4- 501, *et seq.*, as amended, and Section 11.12 of this Charter.



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Home Rule Charter Article III	Nicholas J. Wharton, MPA	Nicholas J Wharton, MPA
ACTION REQUESTED		
Administration asks that the Home Rule Commission review and discuss Article III of the draft Home Rule Charter and provide staff with proposed changes for adoption.	<input type="checkbox"/> Presentation <input checked="" type="checkbox"/> <u>Discussion</u> <input type="checkbox"/> Approval <input type="checkbox"/> Action Requested	
BRIEF SUMMARY		
<p>Included in this packet is Article III of the draft Home Rule Charter. This article was created by the Town of Eagle Home Rule Commission, includes no changes by Administration, and Administration recommends that the Commission focus on the following topics and any additional topics the Commission sees fit to discuss:</p> <ul style="list-style-type: none"> • Town Council or Town Board • Elected as “At-large” or by “Districts” • Restriction of serving consecutive elected terms • Review Voting Section 3.05(2) and 3.05(4) <p>As the Commission approves Articles within this Home Rule Charter, Administration will provide an updated red-line version and an updated clean version at each following meeting.</p>		
ADMINISTRATION ANALYSIS AND RECOMMENDATION		
Administration recommends that the Home Rule Commissioners provide staff with proposed changes to Article III of the draft Home Rule Charter for adoption at the December 21 st HRC Meeting.		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ul style="list-style-type: none"> • Home Rule Charter Article III 		

Article III
Town Council

3.01 Town Council.

- (1) The Council shall include a Mayor and six (6) Council Members. The positions of Mayor and Council Member are separate offices.
- (2) The Mayor and all Council Members shall be elected at large by the registered electors of the Town.
- (3) The Mayor and all Council Members shall be elected to serve four (4) year terms unless a two (2) year term is required to restore staggered positions on the Council. In such case, the four (4) year term(s) shall go to the candidate(s) with the highest number of votes, and the two (2) year term(s) shall go to the candidate(s) with the next highest number of votes.
- (4) No elected Mayor or Council Member shall serve more than two (2) consecutive terms in one office.
- (5) Terms shall not be considered consecutive if they are at least two (2) years apart or are for separate offices. For the purposes of this limitation, terms to which an individual is appointed shall not count as a term.

3.02 Authority of the Council.

- (1) The Council shall have the following authority:
 - (a) To enact and provide for the enforcement of all ordinances necessary to protect life, health, safety, welfare and property;
 - (b) To declare, prevent and summarily abate and remove nuisances in accordance with due process;
 - (c) To preserve and enforce good government, general welfare, order and security of the Town and the inhabitants thereof;
 - (d) To enforce ordinances and regulations by fines or imprisonment as permitted by state law, or by both fines and imprisonment for each and every offense; and
 - (e) To delegate to boards and commissions, within the limitations of the Constitution and this Charter, such functions and authority of the Town as the Council deems proper and advisable.
- (2) The Council shall deal with the administrative service solely and directly through the Town Manager. Neither the Mayor nor any Council Member shall dictate

the appointment of or direct or interfere with the work of any employee under the Town Manager.

(3) The Council shall be the legislative and governing body of the Town and shall exercise, except as otherwise provided in this Charter, all powers conferred upon or possessed by the Town.

(4) In the case of a vacancy on the Council, the Council shall declare a vacancy according to standards set forth by ordinance or by C.R.S. § 31-4-303, as amended. The Council shall adopt by resolution procedures for filling any such vacancy.

3.03 Qualifications to Serve on Council.

(1) No person shall be eligible to be elected or appointed to the Council, or to remain seated on the Council, unless they are:

- (a) A citizen of the United States of America;
- (b) A registered elector of the Town;
- (c) A resident of the Town for a period of no less than twelve (12) consecutive months preceding the election; and
- (d) Currently eligible to vote in Colorado general elections.

(2) No person who is an employee of the Town may serve on the Council. Any Town employee elected to the Council shall be deemed to have resigned as an employee on the date of taking office on the Council.

- (a) No person may be a candidate for both Mayor and Council Member at the same election.
- (b) A person may be a candidate for the office of Mayor while serving as a Council Member and, if not elected Mayor, may serve out their term as a Council Member.

(3) The Town Clerk shall be the judge of all qualifications for candidates for Council, except as otherwise provided by ordinance.

3.04 Council Meetings.

(1) The Council shall meet regularly at least once each month, unless increased by ordinance, at a day and hour and place fixed by the Council.

(2) Four (4) members of the Council shall constitute a quorum, but, in the absence of a quorum, a lesser number may continue any meeting or hearing to a later time or

date, and in the absence of all members, the Town Clerk may adjourn any meeting.

(3) All regular and special meetings of the Council shall be open to the public, and citizens shall have a reasonable opportunity to be heard. Written minutes of the proceedings of each meeting shall be kept by the Town Clerk and signed by the Mayor.

3.05 Voting.

(1) Votes by each Council Member and the Mayor for and against shall be taken upon the passage of all ordinances and resolutions and entered upon the minutes of the Council proceedings.

(2) To be adopted, every non-emergency ordinance shall require the affirmative vote of a majority of the Council present, and every emergency ordinance shall require the affirmative vote of two-thirds (2/3) of the Council present.

(3) To be adopted, every resolution and motion shall require the affirmative vote of a majority of the Council present.

(4) Every Council Member present and the Mayor if present shall vote on every matter unless the Council Member or the Mayor is excused from voting due to a conflict of interest as provided in Section 3.06 below. If a Council Member or the Mayor refuses to vote without being excused, the Town Clerk shall consider the refusal as an affirmative vote.

3.06 Code of Conduct and Ethics. The Council shall adopt by resolution a Code of Conduct and Ethics, which shall address Council conflicts of interest and behavior. No Council Member or Mayor shall vote on any question in which they have a conflict of interest. A conflict of interest occurs when a Council Member or Mayor has a substantial personal or financial interest in the outcome of the question, whether direct or indirect, or on any questions concerning their own conduct, as may be further defined in the adopted Code of Conduct and Ethics. The adopted Code of Conduct and Ethics shall specify penalties for violations of its provisions as well as for violations of this Charter.

3.07 Compensation of Mayor and Council Members.

(1) The Mayor and Council Members shall receive such compensation as the Council shall by ordinance prescribe.

(2) The Council shall neither increase nor decrease the compensation of the Mayor or any Council Member during their term of office.

(3) The Mayor and Council Members may, upon order of the Council, be paid such necessary *bona fide* expenses incurred in service on behalf of the Town as are authorized by the Council.

3.08 Oath of Office. Before entering upon the duties of the office of Mayor or Council Member, every person shall take, subscribe before, and file with the Town Clerk the following an oath or affirmation:

I, (name), swear (or affirm), that I will support the Constitution of the United States, the Constitution of the State of Colorado, the Charter and the ordinances of this Town, and will faithfully perform the duties of my office.

3.09 Mayor Pro Tem and Acting Mayor.

(1) A Mayor Pro Tem shall be elected by the Council from its own membership at the first Council meeting following the final certification of each biennial election. The Mayor Pro Tem shall serve until the Council meeting following the final certification of the next regular Town election, and shall act as Mayor during the absence of the Mayor.

(2) In the event of absence of both the Mayor and the Mayor Pro Tem, the Council shall designate another Council Member by majority vote to serve as Acting Mayor during such absence.

(3) Any Mayor Pro Tem or Acting Mayor, while serving as such, shall retain all authority granted herein to Council Members and may, at the conclusion of their service as Mayor Pro Tem or Acting Mayor, serve out the remainder of their original term.

3.10 Special Meetings.

(1) Special meetings of the Council shall be called by the Town Clerk on the verbal request of a majority of the entire Council or the Mayor, on at least twenty- four (24) hours' notice to each Council Member and the Mayor.

(2) Written notices of any special meeting and the topic of any special meeting shall be posted consistent with the posting of notice for regular Council meetings. No business shall be transacted at any special meeting of the Council unless such business has been stated in the notice of such meeting.

3.11 Executive Sessions.

(1) Any Council meeting may be recessed into an executive session by the affirmative vote of two-thirds (2/3) of the quorum present and may be closed to the public for the purpose of considering any of the following matters:

(a) The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest.

(b) Conferences with an attorney for the Town for the purposes of receiving legal advice on specific legal questions.

(c) Matters required to be kept confidential by federal or state law or rules and regulations. The Council shall announce the specific citation of the statutes or rules that are the basis for such confidentiality before holding the executive session.

(d) Specialized details of security arrangements or investigations, including defenses against terrorism, both domestic and foreign, and including where disclosure of the matters discussed might reveal information that could be used for the purpose of committing, or avoiding prosecution for, a violation of the law.

(e) Determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators.

(f) Personnel matters except if the employee who is the subject of the session has requested an open meeting, or if the personnel matter involves more than one employee, all of the employees have requested an open meeting.

(g) Consideration of any documents protected by the mandatory nondisclosure provisions of the Colorado Open Records Act, C.R.S. § 24- 72-200.1, *et seq.*, as amended.

(h) Any other matter authorized by the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.*, as amended.

(2) The general subject matter of every executive session shall be stated in the motion calling for the session, unless doing so would compromise the purpose of the executive session. No formal action, no final policy decision, no rule, regulation, resolution, or ordinance, and no action approving a contract or calling for the payment of money shall be adopted or approved at any executive session.

(3) The Mayor, Council Members, the Town Manager, and the Town Attorney may attend executive sessions. Other persons may be invited to attend an executive session upon the affirmative vote of a majority of the Council present, and the Town Manager or Town Attorney may be excluded upon the affirmative vote of a majority of the Council present.

(4) The provisions of this Section are specifically intended to supersede any conflicting provisions of Colorado statutes governing open meetings and executive sessions.



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Home Rule Charter Articles IV through XIII	Nicholas J. Wharton, MPA	Nicholas J Wharton, MPA
ACTION REQUESTED		
Administration asks that the Home Rule Commission review and discuss Articles IV through XIII of the draft Home Rule Charter, if time allows, and provide staff with proposed changes for adoption.	<input type="checkbox"/> Presentation <input checked="" type="checkbox"/> <u>Discussion</u> <input type="checkbox"/> Approval <input type="checkbox"/> Action Requested	
BRIEF SUMMARY		
<p>If time permits, the Home Rule Commission may begin reviewing Articles IV through XIII of the draft Home Rule Charter. These articles were created by the Town of Eagle Home Rule Commission and include no changes by Administration.</p> <p>As the Commission approves Articles within this Home Rule Charter, Administration will provide an updated red-line version and an updated clean version at each following meeting.</p>		
ADMINISTRATION ANALYSIS AND RECOMMENDATION		
Administration recommends that the Home Rule Commissioners provide staff with proposed changes to Articles IV through XII of the draft Home Rule Charter, if time allows, for adoption at the December 21 st HRC Meeting.		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ul style="list-style-type: none"> No materials included 		