



**HOME RULE CHARTER
COMMISSION MEETING**

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

**AGENDA
HOME RULE CHARTER COMMISSION MEETING 2021-07HRCC
Monday, March 29, 2021 - 6:00 p.m.**

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)

- 2021-04VHRC 2.16.2021

B. REGULAR MEETING

1. Home Rule Charter Preamble (pg. 6)

- Discussion
- Action

2. Town of Severance Home Rule Charter (pg. 11)

- Public Hearing
- Discussion
- Action

3. Home Rule Charter Promotional Campaign (pg. 88)

- Discussion
- Action



C. STAFF REPORTS

D. ADJOURN

*Virtual Home Rule Charter Commission Meeting 2021-07
Monday, March 29, 2021 6:00 PM (MDT)*

*Registration URL
https://us02web.zoom.us/webinar/register/WN_OzVOQVXGRtiVN_Kkjl3yVg*



**HOME RULE CHARTER
COMMISSION MEETING**

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

**MINUTES
MEETING 2021-04HRCC
Tuesday, February 16, 2020 - 6:00 p.m.**

Commissioners Present:

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

Absent:

Mercedes Hernandez

Staff Present:

Nicholas Wharton, Town Administrator
Lindsay Radcliff-Coombes, Assistant Town Administrator
Michael Jenner, Town Clerk
Sarah Scrivner, Executive Assistant
Kathryn Sellers, Town Attorney

A. CALL TO ORDER

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**

MOTION WAS MADE BY COMMISSIONER PIRRONE second by Commissioner McLeod 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

- 2021-03VHRC 2.1.2021

MOTION WAS MADE BY COMMISSIONER PIRRONE second by Commissioner Green to approve the minutes. All Commission members present voting **YES**,

MOTION PASSED

B. REGULAR MEETING

1. Home Rule Charter Article XII

- Discussion
- Action

MOTION WAS MADE BY COMMISSIONER BRUEN second by Commissioner McLeod to approve Home Rule Charter Article XII with the recommended changes. All Commission members present voting **YES**,

MOTION PASSED

2. Home Rule Charter Article XIII

- Discussion
- Action

MOTION WAS MADE BY COMMISSIONER PIRRONE second by Commissioner Green to approve Home Rule Charter Article XIII with the changes included in the packet. All Commission members present voting **YES**,

MOTION PASSED

3. Home Rule Charter Preamble

- Discussion

NO ACTION TAKEN

4. Final Draft of the Severance Home Rule Charter

- Discussion

NO ACTION TAKEN

C. STAFF REPORTS

D. ADJOURN

-Meeting adjourned at 6:49 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
Home Rule Charter Preamble	Nicholas J. Wharton, MPA	Nicholas J Wharton, MPA
ACTION REQUESTED		
<p>Administration asks that the Home Rule Commission review and discuss the preamble of the Home Rule Charter and take action.</p> <ul style="list-style-type: none"> • Actions to be taken: <ul style="list-style-type: none"> • Move to approve the preamble of the Home Rule Charter • Move to approve the preamble of the Home Rule Charter with additional changes • Take no Action 		<ul style="list-style-type: none"> <input type="checkbox"/> Presentation ✓ <u>Discussion</u> ✓ <u>Approval</u> ✓ <u>Action Requested</u>
BRIEF SUMMARY		
<p>Included in this packet is a proposed Preamble for the Severance Home Rule Charter.</p>		
ADMINISTRATION ANALYSIS AND RECOMMENDATION		
<p>Administration recommends that the Home Rule Commissioners review and discuss the preamble of the Home Rule Charter and move to approve the preamble of the Home Rule Charter.</p>		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ul style="list-style-type: none"> • Preamble of the Severance Home Rule Charter 		

HOME RULE CHARTER



Preamble

We, the people of the Town of Severance, Colorado, under the authority of the Constitution of the State of Colorado and in order to exercise the rights, privileges, and responsibilities of self-government granted to us by said Constitution, do ordain and establish this Home Rule Charter for the Town of Severance, Colorado. 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. These rights request that the residents of Severance participate in the government process.

~~This~~The Home Rule Charter enables and encourages 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 to the residents of Severance.

Where any question exists as to the meaning of any portion of this Charter, it shall be interpreted consistently with the Charter's purpose to reserve to the Town and its citizens the broadest possible powers of home rule and self-government available under the Constitution, as limited only by the specific language of this Charter and the Constitution of the State of Colorado. The Town shall have all powers now or hereafter granted to home rule and statutory cities which are not specifically in conflict herewith.

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HOME RULE CHARTER



Preamble

We, the people of the Town of Severance, Colorado, under the authority of the Constitution of the State of Colorado and in order to exercise the rights, privileges, and responsibilities of self-government granted to us by said Constitution, do ordain and establish this Home Rule Charter for the Town of Severance, Colorado. 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. These rights request that the residents of Severance participate in the government process.

This Home Rule Charter enables and encourages 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 to the residents of Severance.

Where any question exists as to the meaning of any portion of this Charter, it shall be interpreted consistently with the Charter's purpose to reserve to the Town and its citizens the broadest possible powers of home rule and self-government available under the Constitution, as limited only by the specific language of this Charter and the Constitution of the State of Colorado. The Town shall have all powers now or hereafter granted to home rule and statutory cities which are not specifically in conflict herewith.



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Town of Severance Home Rule Charter	Nicholas J. Wharton, MPA	Nicholas J Wharton, MPA
ACTION REQUESTED		
<p>Administration asks that the Home Rule Commission review and discuss the Town of Severance Home Rule Charter and take action.</p> <ul style="list-style-type: none"> • Actions to be Taken: <ul style="list-style-type: none"> • Move to approve the Town of Severance Home Rule Charter • Move to approve the Town of Severance Home Rule Charter with additional changes • Take no Action 	<ul style="list-style-type: none"> <input type="checkbox"/> Presentation ✓ <u>Discussion</u> ✓ <u>Approval</u> ✓ <u>Action Requested</u> 	
BRIEF SUMMARY		
<p>Included in this packet is a proposed Town of Severance Home Rule Charter.</p>		
ADMINISTRATION ANALYSIS AND RECOMMENDATION		
<p>Administration recommends that the Home Rule Commissioners review and discuss the Town of Severance Home Rule Charter and move to approve the Town of Severance Home Rule Charter.</p>		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ul style="list-style-type: none"> • Town of Severance Home Rule Charter with edits • Final Town of Severance Home Rule Charter 		

HOME RULE CHARTER



Preamble

We, the people of the Town of Severance, Colorado, under the authority of the Colorado Constitution of the Sstate of Colorado (~~“the Colorado Constitution”~~) and in order to exercise the rights, privileges, and responsibilities of self-government granted to us by said Constitution, ~~do~~ ordain and establish this Home Rule Charter (~~“this Charter”~~) for the Town of Severance, Colorado. 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. These rights request that the residents of Severance participate in the government process.

This Home Rule Charter enables and encourages 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. ~~to the residents of Severance.~~

Where ~~a~~Any question exists ~~as to~~about the meaning of any portion of this Charter, ~~it~~ shall be interpreted consistently with ~~this~~he Charter's purpose to reserve ~~to~~for the Town and its citizens the broadest possible powers of home rule and self-government available under the Colorado Constitution, as limited only by the specific language of this Charter and ~~the~~said Constitution. ~~of the State of Colorado.~~ The Town shall have all powers now or hereafter granted to home rule and statutory cities ~~which~~that are not specifically in conflict herewith.

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Commented [SP1]: Please note: This has been added because throughout the Charter, the constitution is referred to as “the Colorado Constitution.”

Commented [KMS2R1]: Please see my revision. I think it simplifies things.

Commented [KMS3]: There is one reference to “this Home Rule Charter” in the first paragraph with a shortening of that term to “the Charter”. So, I would recommend changing this reference to “this Charter”. I also think the abbreviation in the first paragraph should be “this Charter”, not “the Charter”

Commented [SP4]: In general, italics should be reserved for emphasis or to highlight a word, short term, or phrase. I suggest removing the italicizing in this entire section.

Commented [KMS5R4]: I'm not concerned about this.

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Commented [SP6]: Please note: In the text (page 10), the full heading of Article IV is "Town Administration, Appointed Officials, and Town Departments." Please change the Table of Contents to match OR change heading on page 10 to "Town Administration."

Article I
General Provisions

Commented [KMS7]: You may want to think about capitalize here to match the TOC.

1.01 Name and Boundaries. The municipal corporation heretofore existing as the Town of Severance, Weld County, ~~S~~state of Colorado, shall remain and continue as a body politic and corporate, and under this Charter it shall 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 ~~C~~council/~~A~~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.

Commented [KMS8]: I don't know why the periods here are deleted. I would recommend not doing this.

(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, lease, receive, hold, and enjoy, or sell and dispose of, real and personal property, ~~with t~~he sale or disposal of real or personal property ~~shall~~to be approved by ordinance and ~~to~~ require the affirmative vote of six (6) council members.

(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 establish municipal water works, wastewater treatment works, water and sewer systems, internet services, and any other utility systems.

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

(9) 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.

(10) 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, of the Colorado Revised Statutes (CRS), and other applicable statutes, as amended.

**Article II
Elections**

2.01 Election Laws. Town elections shall be governed by the Colorado Municipal Election Laws, ~~C.R.S. §C.R.S. CRS §Section~~ 31-10-101 *et seq.*, as amended, except as otherwise provided in this Charter or by ordinance hereafter enacted.

Commented [KMS9]: This change is not correct for a statutory reference so I have changed back.

2.02 Types of Elections.

Commented [KMS10]: This is the correct way to cite to the statute.

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(1) Regular municipal elections shall be held on the Tuesday following the first Monday in November ~~of~~ 2023 and in each odd-numbered year thereafter.

(2) The ~~M~~Mmayor and each ~~C~~Council ~~M~~Mmember shall take office at the first regular meeting in January following an election and shall continue in office until their successors have been elected and take office.

Commented [KMS11]: I would recommend capitalizing these. They are always capitalized in home rule charters. While it may not be technically correct, it is common practice.

(3) Special ~~T~~Town elections shall be held in accordance with the provisions of this Charter and the Colorado Municipal Election Laws, ~~C.R.S. CRS SectionC.R.S. §~~ 31-10-101 *et seq.*, as amended, except as otherwise provided in this Charter or by ordinance hereafter enacted. Any special ~~T~~Town election may be called by resolution of the Council not less than sixty (60) days in advance of such election or when required by this Charter or by statute. The resolution calling a special ~~T~~Town election shall set forth the purposes of such election.

Commented [KMS12]: This is referring to the Town of Severance and should be capitalized. However, you could delete "Town" here completely. Note you switch between "municipal" and "Town" to describe elections in this section and sections 2.01 and 2.03. So you might want to revise for consistency. I think "Town" might be better.

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. CRSC.R.S. §Section~~ 31-4- 501, *et seq.*, as amended, and ~~S~~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.

Commented [SP13]: Please note: This edit has been made because the convention of writing out numbers and then following with the numeral in parentheses is too confusing when the number is used as part of a compound adjective.

3.02 Authority of the Council.

- (1) The Council shall have the following authority to:
 - (a) ~~To e~~Enact and ~~provide for the enforcement of~~ all ordinances necessary to protect life, health, safety, welfare, and property;
 - (b) ~~To d~~Declare, prevent, and summarily abate and remove nuisances in accordance with due process;
 - (c) ~~To p~~Preserve and enforce good government, general welfare, and the order and security of the Town and itsthe inhabitants ~~thereof~~;
 - (d) ~~To e~~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 d~~Delegate to boards and commissions, within the limitations of the Colorado 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

Commented [KMS14]: This neither should remain with the "and" or a period should be inserted.

shall dictate the appointment of or direct or interfere with the work of any employee under the ~~T~~Town ~~M~~Manager.

(3) Except as otherwise provided in this Charter, ~~t~~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, ~~except as otherwise provided in this Charter.~~

(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. CRS §~~C.R.S. § ~~Section~~ C.R.S. § 31-4-303, as amended. Council may appoint an individual to the vacancy until the next regular election or ~~determine to~~ fill the vacancy by special election.

3.03 Qualifications to Serve on Elected Council and Appointed Boards or Commissions.

(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) ~~A~~Citizen of the United States of America;
- (b) ~~A~~Registered elector of the Town and eligible to vote, and
- (c) ~~A~~Resident of the Town for a period of no less than twelve (12) consecutive months preceding the election, ~~and~~.

Commented [KMS15]: This is very unusual. Again, while perhaps grammatically correct, it reads very weird.

Commented [KMS16]: I recommend semi-colons and an "and" here. I think that's clearer.

(2) No person who is an employee of the Town may serve on the Council. Any ~~T~~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 ~~M~~Mayor and ~~C~~Council ~~M~~Member at the same election.
- (b) A person may be a candidate for the office of ~~M~~Mayor while serving as a ~~C~~Council ~~M~~Member and, if not elected ~~M~~Mayor, may serve out their term as a ~~C~~Council ~~M~~Member.

Commented [KMS17]: I think these should actually be #3 and #4, not a and b.

(3) The ~~T~~Town ~~C~~Clerk shall be the judge of all qualifications for candidates for ~~the~~ 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, ~~unless increased by ordinance.~~

Commented [KMS18]: I think this phrase is unnecessary. The Charter provision is simply a minimum.

(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 ~~T~~Town ~~C~~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 ~~T~~Town ~~C~~Clerk and signed by the ~~M~~Mayor.

3.05 Voting.

(1) Votes by each ~~C~~Council ~~M~~Member and the ~~M~~Mayor for and against shall be taken upon the passage of all ordinances and resolutions and entered ~~upon~~in the minutes of the ~~C~~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 ~~c~~Council ~~M~~Member present and the ~~M~~Mayor if present shall vote on every matter unless the ~~C~~Council ~~M~~Member or the ~~M~~Mayor is excused from voting due to a conflict of interest as provided in Section 3.06 ~~of this Charter below~~. If a ~~C~~Council ~~M~~Member or the ~~M~~Mayor refuses to vote without being excused, the ~~T~~Town ~~C~~Clerk shall consider the refusal as an affirmative vote.

3.06 Code of Conduct and Ethics. After every election, the Council shall adopt by resolution a Code of Conduct and Ethics, which shall address ~~C~~Council conflicts of interest and behavior. The adopted Code of Conduct and Ethics shall specify penalties for violations of its provisions ~~as well as and~~ for violations of this Charter. The previous Code of Conduct and Ethics Resolution will be in effect until the newly elected ~~c~~Council adopts a new ~~R~~Resolution.

3.07 Compensation of Mayor and Council Members.

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

(2) The Council shall neither increase nor decrease the compensation of ~~the Mayor or any Council Member~~ any member of Council, including the Mayor, during ~~their terms~~ this or her term of office.

(3) The ~~M~~Mayor and ~~C~~Council ~~M~~Members may, upon ~~authorization and~~ order

Commented [KMS19]: I think this needs to be singular. It only relates to the term that the council member or mayor is in at the time not all their terms. This could cause significant confusion. I've made a suggestion that might resolve the issue.

Commented [KMS20]: I would remove this completely (including from the end of the sentence). If they have ordered it, it's authorized.

of the Council, be paid such necessary bona fide expenses incurred in service on behalf of the Town, ~~as are authorized by the Council.~~

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3.08 Mayor *Pro Tem* and Acting Mayor.

(1) A ~~M~~mayor ~~p~~*Pro Tem* shall be elected by the Council from its own membership ~~annually~~ each January. The ~~M~~mayor ~~p~~*Pro Tem* shall serve until the ~~C~~council meeting following the final certification of the next regular ~~T~~town election and shall act as ~~M~~mayor during the absence of the ~~M~~mayor.

Commented [KMS21]: Again, while I realize this is technically correct. "Pro Tem" is never italicized and is not italicized in state law.

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(2) In the event of absence of both the ~~M~~mayor and the ~~M~~mayor ~~p~~*Pro Tem*, the Council shall designate another ~~C~~council ~~M~~member by majority vote to serve as ~~A~~acting ~~M~~mayor during such absence.

Commented [KMS22]: I would suggest that this be deleted. The selection is already every January so it doesn't make sense to have a different date potentially for the end of the term and call it out.

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(3) Any ~~M~~mayor ~~p~~*Pro Tem* or ~~A~~acting ~~M~~mayor, while serving as such, shall retain all authority granted herein to ~~C~~council ~~M~~members. ~~Conclusion of the service of Council Member as Mayor Pro Tem or Acting Mayor shall have no effect on the current term of that Council Member. and may, at the conclusion of their service as Mmayor Ppro Tem or Acting Mmayor, serve out the remainder of their original term.~~

3.9 Special Meetings.

(1) Special meetings of the Council shall be called by the ~~T~~town ~~C~~clerk on the verbal request of a majority of the ~~entire~~ Council or the ~~M~~mayor, ~~or with~~ at least twenty-four (24) hours' notice to each ~~C~~council ~~M~~member and the ~~M~~mayor.

(2) Written notices of any special meeting and the topic of any special meeting shall be posted ~~in a way consistent with~~ shall be consistent with the posting of notice for regular ~~C~~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.

Commented [KMS23]: So I would recommend deleting this – it is unnecessary and actually a bit confusing. But in the alternative I have proposed some language that might clear it up.

3.10 Executive Sessions.

(1) Any ~~C~~council meeting may be recessed into an executive session by majority vote of the ~~e~~Council present and may be closed to the public for the purpose of considering any matter authorized under the Colorado Open ~~Records Meeting Law Act, C.R.S. CRS Section~~C.R.S. § 24-6-401, *et seq.*

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(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. ~~Council shall not take No formal action, no final policy decision, or adopt of any proposed policy, no rule, regulation, resolution, or ordinance, and no or action approving a contract or calling for the payment of~~

~~money shall be adopted or approved at~~during any executive session.

(3) Only the ~~M~~mayor and ~~council~~ members ~~of the Town Council~~ shall attend executive sessions, provided; ~~however,~~ that other persons may be invited to attend executive sessions by the ~~M~~mayor and ~~C~~council ~~members~~.

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

Commented [KMS24]: I modified this for clarity and to conform better to the OML language (so you can rely on the case law). There was no need to call out specific contracts, because the Council is not allowed to approve any contract in executive session. Calling it out indicates that the Town has a reason for doing that and under the rules of statutory construction could be interpreted to allow the approval of other types of contracts.

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 to:

Commented [SP25]: As indicated in previous comment: In the Table of Contents, this is labeled "Town Administration." Please change this heading to the same or change the TOC to include this entire heading.

(1) ~~To~~Vote in the same manner as a Council Member without veto power upon any question.

Commented [KMS26]: I would leave the period in here.

(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

Commented [KMS27]: So, this isn't a Mayor duty. I would delete. You could move to Clerk duties below.

(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 ~~that~~ 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 ~~shall revert to Council Members, then through then~~ an orderly line of succession of administration, and ~~then then~~ administrative department heads.

Commented [KMS28]: In what order? Seniority?

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 ~~T~~own ~~M~~anager.

(2) The ~~T~~own ~~M~~anager 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-as~~ long as such direction is not contrary to this Charter, state or federal law, or the ordinances of the Town.

(3) The ~~T~~own ~~M~~anager may only delegate to others the authority and duties prescribed to their position to the extent allowed by ordinance or resolution.

(4) The ~~T~~own ~~M~~anager may appoint an employee to function in their capacity during short absences.

(5) The ~~T~~own ~~M~~anager may hire staff as such are provided for in the Town's budget.

(6) The ~~T~~own ~~M~~anager shall prepare an annual budget and submit it to the Council.

4.03 Town Attorney. The ~~T~~own ~~A~~ttorney shall be an attorney licensed to practice law in the ~~S~~tate of Colorado and shall be appointed to the position by a majority vote of the Council then in office.

(1) The ~~T~~own ~~A~~ttorney shall serve at the will of the Council.

(2) The ~~T~~own ~~A~~ttorney shall be accountable to the Council and shall perform such duties as provided by ordinance or resolution.

4.04 Municipal Judge. The ~~M~~municipal ~~J~~udge shall be an attorney licensed to practice law in the ~~S~~tate of Colorado and shall be appointed to the position by a majority vote of the Council then in office.

(1) The ~~M~~municipal ~~J~~udge shall serve at the will of the Council.

(2) The ~~M~~municipal ~~J~~udge shall be accountable to the Council and shall perform such duties as provided by ordinance or resolution.

4.05 Town Clerk. ~~The t~~own ~~C~~lerk shall be hired by the ~~T~~own ~~M~~anager as an employee of the Town. The ~~T~~own ~~C~~lerk or designee shall attend all meetings of the Council, shall keep a permanent record of its proceedings, and shall have the ~~following other~~ duties ~~a~~ and responsibilities ~~to~~:

(1) ~~To be~~ ~~Serve as~~ custodian of the ~~T~~own ~~S~~seal, affix it to all documents and instruments requiring the seal, and attest to the same.

(2) ~~To be~~ Serve as 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~~ Revise the sufficiency of all petitions required to be filed for any purpose by the provisions of this Charter or by ordinances enacted hereunder. ~~Yet~~ however, 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. CRS~~ Section C.R.S. § 31-4-307.

Article V
Boards and Commissions

5.01 Existing Boards and Commissions. All boards and commissions ~~that exist~~ing 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 procedures, 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 ~~T~~own Clerk for public inspection. Reports shall be made to the Council as ~~the Council shall~~ required.

(3) The Council may increase, reduce, or change by ordinance any or all of the duties and procedures of any board or commission ~~that exist~~ing 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 or resolution.

Commented [KMS29]: This is a bit more substantive than you're looking for, but I thought I would throw out there that the first, second and last sentences should probably be removed and just including in an ordinances creating the boards. It just doesn't need to be in the Charter.

**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 such act below shall be by ordinance:

(1) ~~C~~reating indebtedness;

(2) ~~a~~uthorizing the borrowing of money except approval of a bond offering, which is otherwise authorized by resolution

(3) ~~L~~evying a tax;

(4) ~~e~~stablishing any rule or regulation for the violation of which a penalty is imposed; ~~or~~

~~(3)(5) p~~lacing any burden upon or limiting the use of private property ~~shall be by ordinance~~.

~~However, t~~his ~~s~~ection shall not apply to the budget adoption or other appropriations as ~~defined in~~ provided for 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~~ when 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) Any ~~C~~council ~~M~~ember or the ~~M~~ayor may require one additional reading of any introduced ordinance at the next regular or special meeting of the Council.

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Commented [KMS30]: I'm not sure I understand the distinction here – or the necessity for it.

Commented [KMS31]: No parentheses.

Once the option of one additional reading has been exercised by a Council Member or the Mayor, it may not be exercised by any other Council Member or the Mayor.

Nothing in this subsection 4 may be deemed to limit the Council's authority to continue an ordinance by a majority vote.

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

(6) Each ordinance shall be effective thirty (30) days after publication or at such later date as specified in the ordinance, except as stated in Section 6.04 of this Charter.

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

(8) 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; ~~and-~~

(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: ~~and shall be published in full 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, ~~the 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 for adoption of a code by reference shall be as provided in the applicable ~~CRS. Colorado Revised Statutes~~ Colorado Revised Statutes.

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 ~~T~~town ordinances shall be established by ordinance. No fine or sentence for such violation shall exceed the maximum established by ~~Colorado Revised Statutes~~ Colorado Revised Statutes ~~CRS~~ for municipal ordinance violations.

Commented [SP32]: This acronym has been introduced, so there is no need to write out the full term again throughout the Charter.

Commented [KMS33]: This is how the statutes are referred to in this circumstance.

Commented [KMS34]: Just a note here, this is pretty randomly placed in this Article. This Article is about ordinances, not public records in general. Of course, I think I can speak for Greg here, we both would recommend its removal as unnecessary.

**Article VII
Municipal Court**

7.01 Created.

- (1) There shall be a ~~M~~municipal ~~C~~court that shall have jurisdiction to hear and determine all cases arising under this Charter or the ordinances of the Town. The municipal court shall be vested with exclusive original jurisdiction over all matters arising under this Charter, the ordinances, and other enactments of the Town.
- (2) The Council shall provide a suitable place and all supplies and personnel necessary for the proper functioning of the ~~C~~court.
- (3) The Council shall provide by ordinance for the enforcement of its ordinances by fine or imprisonment.
- (4) The ~~M~~municipal ~~judge~~, ~~who shall be appointed by the Council as provided by Section 4.04 of this Charter, Court shall be presided over by the ~~M~~municipal ~~court~~ judge, who shall be appointed by the Council as provided by Section 4.04 of this Charter.~~

7.02 Powers.

- (1) The ~~M~~municipal ~~C~~court shall be a qualified ~~M~~municipal ~~C~~court of record, and all proceedings therein and evidence at trials shall be kept by verbatim record.
- (2) The ~~M~~municipal ~~C~~court may ~~provide for the granting of~~ probation and the conditional suspension of sentences.
- (3) The ~~M~~municipal ~~C~~court may order restitution as ~~the Municipal Court it~~ 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 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 in accordance with applicable law.

(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 in the office of the Town Clerk.

(3) ~~At any time before final adoption, 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. The budget shall lay out a plan for all the operations, programs, capital acquisitions, projects, and debt service payments of the Town.

Commented [KMS35]: No numbering is needed in this subsection.

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 ~~no later than the fifteenth (15th) day of December each calendar year~~. All such annual appropriations shall lapse at the end of each fiscal year.

Commented [KMS36]: I would recommend deleting this for a couple of reasons. It is not necessary and it reads a bit oddly in this section. Although a strained interpretation, it sounds like the annual appropriations referred in the first sentence terminate at the end of the fiscal year that they are made. Further, this isn't true if the Town fails to pass a budget, the annual appropriations stay in place, both under state law and Sec. 8.05(3).

(2) Budget records are public records that shall be available to the public in the office of the Town Clerk.

(3) If the Council fails to adopt a budget by ~~this date~~ the fifteenth (15th) day of December, the amounts appropriated for the operation of the various departments and areas of the Town during the prior fiscal year shall be deemed

Commented [KMS37]: I would change to "Budget records (or copies of the budget) are available through the office of the Town clerk." You don't need to state that they are public records.

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 ~~G~~general ~~F~~fund is the Town's primary operating fund. All revenues not specifically allocated to any other fund shall be placed in the ~~G~~general ~~F~~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 ~~G~~generally ~~A~~accepted ~~a~~Accounting ~~P~~principles, ~~(GAAP)~~. The ordinance establishing such funds shall clearly state the purpose ~~for~~of the fund.

Commented [SP38]: It isn't necessary to introduce this acronym since the term is not used again in the Charter.

8.08 Capital Program. The ~~T~~own ~~M~~anager shall prepare and submit a long-range capital program simultaneously with the recommended budget.

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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~~one 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 ~~T~~own ~~M~~anager or their designee, ~~at any time during the fiscal year~~, that the funds available plus anticipated revenues and other sources of funds within any fund will be insufficient to meet the amount appropriated, the ~~T~~own ~~M~~anager shall ~~immediately~~ promptly 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.

Commented [KMS39]: I think promptly is more closely aligned to "without delay". Immediate is a pretty strong word.

8.11 Independent Audit. An independent audit shall be made of all ~~T~~own 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 audits shall be made available for public inspection at the office of the ~~T~~own ~~C~~lerk.

8.12 Forms of Borrowing.

(1) ~~Subject to any applicable limitations in the Colorado Constitution, including any requirements for voter approval, T~~he 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 by ordinance or resolution after a public hearing. All prior ~~T~~own borrowing, securities, or financial obligations, including, without limitation, those ~~which~~that are voter-approved, remain in full force and effect.

(2) In addition to being authorized by this ~~A~~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 at least seven (7) days in advance.

8.13 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, either as lessor or as lessee. 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.

8.14 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.

Commented [KMS40]: I know this is technically correct, but this term is not italicized in state statute or case law. I would not do it here.

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Commented [KMS41]: I would not delete this. I think it is warranted clarity.

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8.15 Municipal Investments. The Council may 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.

Commented [KMS42]: I would leave this in. Again, I think it adds clarity.

8.16 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.~~ CRS.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~~ CRS 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 ~~T~~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 fifteen (15) 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 ~~shall~~ 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~~ the grantee's property nor from any license, charges, or other impositions levied by the Council, ~~or~~ not levied on account of the use granted by the franchise.

(2) Every public utility not owned by the Town, 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~~ their use thereof and shall protect and ~~save~~ hold 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 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.

9.09 Revocable License. The Council may grant a license at any time for the temporary use, control, or operation of any ~~T~~ 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 and~~ 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.

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 ~~CRS Colorado Revised Statutes~~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 that 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 ~~CRSColorado Revised Statutes~~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 ~~CRSColorado Revised Statutes~~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 that the form of the petition

| was approved by the ~~T~~own ~~C~~lerk.

(5) Complete referendum petitions must be filed within thirty ~~days~~ (30) days after adoption by the Council of the ordinance ~~sought~~ to be reconsidered.

Commented [KMS43]: I would leave this in.

(6) When a valid referendum petition is filed with the ~~T~~own ~~C~~lerk, the ordinance ~~sought~~ to be reconsidered shall remain in effect until such time as one of the following occurs:

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

(b) A majority of the registered electors voting against the ordinance ~~vat~~ an election held for that purpose.;

Commented [SP44]: This appears to be a typo, as the word "vat" doesn't make sense here. Did you mean to say "vet" instead?

(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 an affidavit with the ~~T~~own ~~C~~lerk during regular business hours. ~~an~~The affidavit, shall stateing 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 and~~ ;

Commented [KMS45]: This is correct. I'm not sure I understand her comment below. The affidavit will actually have this statement on it.

(3) The ~~ir~~ names and mailing address to which ~~all~~all notices to the ~~C~~committee are to be sent.;

Commented [SP46]: The meaning of this sentence is unclear; it is also out of context with the rest of the list. Please rewrite to ensure clarity and parallel construction with the rest of the list.

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 reconsidered.

Commented [KMS47]: I would leave this in, it is the correct phrase. The ordinance is "sought to be reconsidered".

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

Commented [KMS48]: I think this should stay for clarify. I can totally see an argument being made that they didn't have to have the text during the entire circulation.

Commented [KMS49]: Again, I would leave in for the reasons stated above.

11.05 Affidavit of Circulator. ~~When a petition is filed, Each~~Each page ~~of a petition of a~~ petition shall have attached an affidavit executed by the circulator thereof stating the following; ~~the following~~:

Commented [KMS50]: I would leave this in for clarity as well. I know it's a bit repetitive but I think it will be of value to the Town.

(1) The affiant's name, ~~and~~ address, and the date ~~of the affiant's signature~~ of 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~~ and that the affiant believes that no other person has paid or will pay, directly or indirectly, ~~any~~ any money or other thing of value to any signer for the purpose of inducing or causing such signer to affix their ~~signer's~~ signature to the petition.

11.06 Procedure After Filing. Within thirty (30) days after a petition is filed, the ~~T~~town ~~C~~clerk shall complete a certificate as to its sufficiency and ~~as to~~ the validity of the signatures thereon, specifying ~~if it is any~~ insufficiencies ~~and the particulars wherein it is defective~~. The ~~T~~town ~~C~~clerk shall promptly ~~send by~~ mail a copy of the certificate to the ~~P~~petitioners' ~~C~~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~~ ~~or~~

(3) ~~Determine to~~ Submit the proposal ~~provided for~~ in a petition to the registered electors of the Town; ~~provided, however, that~~ 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 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 ~~As~~ **Article**, or if submitted to the electorate by the Council on its own motion. A proposed ordinance or proposed ~~C~~ **Charter amendment** that fails at the election ~~that was~~ 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.~~

Commented [KMS51]: I think this should be capitalized for consistency with the references to "Section".

Commented [KMS52]: I would recommend keeping this – for clarity.

11.09 **Council Referral.** The Council shall have the power to submit ~~any proposed ordinance or any question~~ 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 ~~T~~ **town C**lerk.

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 ~~T~~ **town** officers or employees ~~shall not be subject to initiative.~~

(2) Ordinances addressing budgets, capital programs, appropriations, levies of taxes, salaries of ~~T~~ **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.~~

Commented [KMS53]: These needs to remain as is.

11.12 **Recall.**

(1) A petition to recall the ~~M~~ **m**ayor or any ~~C~~ **c**ouncil ~~M~~ **m**ember may be filed at any time after the ~~M~~ **m**ayor or ~~C~~ **c**ouncil ~~M~~ **m**ember has been in office for six (6) months,

pursuant to ~~C.R.S. CRS §Section~~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.

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(2) A recall petition must be presented to the ~~T~~town ~~C~~clerk for review and shall name no less than three (3) and no 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 of the grounds on which the recall is sought, in ~~not more than~~ two hundred (200) words or less.

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(4) No recall petition shall be circulated until ~~the town clerk approves the form of the petition.~~ The ~~T~~town ~~C~~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~~ ~~the Clerk~~ shall mail notice of their action to the person sought to be recalled on the day that any such petition is approved.

Commented [KMS54]: I would leave this in – for clarity.

(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 ~~percent~~ ~~(25%) percent~~ of the number of eligible electors of the Town at the last preceding regular election.

(6) The ~~T~~town ~~C~~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 ~~T~~town ~~C~~clerk during regular business hours, ~~and t~~he ~~T~~town ~~C~~clerk shall issue a statement ~~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 and shall send it to the mailing address provided for in §Section 11.12(2) of this Charter and to 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 CRS~~Colorado Revised Statutes~~the Colorado Revised Statutes.~~

(9) If a recall petition is determined sufficient, the ~~T~~own ~~C~~lerk shall submit it to the Council at the first regular council meeting ~~of the Council~~ after the close of the protest period.

(10) The recall election shall be held no 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 percent (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. ~~Purchase, Sale or Lease of Real Property~~ Except as otherwise expressly provided herein, the Council by resolution may purchase real or personal property. The sale, exchange, or disposal of real or personal property shall be approved by ordinance and require the affirmative vote of six (6) council members. 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, ~~for such term as the Council shall determine.~~
- 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 ~~may~~ 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 donations.
- (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 Colorado Constitution ~~of the State of Colorado~~ at any general election or special election called for ~~such purpose~~ the purpose of proposing such amendments either when: upon proposed

amendments that are under the following circumstances:

(a) ~~Upon proposed amendments referred to the Town~~ 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 the ~~CRS~~Colorado Revised Statutes Colorado Revised Statutes. The power to supersede any law of the ~~S~~state of Colorado now or hereafter in force, insofar as it applies to local or municipal affairs, shall be reserved ~~to for~~ the Town, acting by ordinance, subject only to restrictions of the ~~State~~Colorado 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 ~~S~~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 ~~A~~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~~ and individuals.

12.11 Indemnification of Mayor and Council. The Council shall indemnify any ~~C~~council member, the ~~M~~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~~ they are or were an

Commented [SP55]: This edit (and similar edits) have been made for consistency with the rest of the Charter.

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~~ they acted in good faith within the scope of their employment, with no reasonable cause to believe their conduct was unlawful, and in a manner ~~he or she~~ they 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 ~~A~~Article is to provide for an orderly transition from the present ~~T~~town government to a home rule ~~T~~town government under the provisions of this Charter. The provisions of this ~~A~~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 ~~T~~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 that are 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 ~~C~~council ~~M~~members instead of ~~T~~trustees. The term of any ~~T~~trustee that would end in April ~~of~~ 2022 shall be extended until the first regular ~~C~~council meeting in January following the November 2023 election. Trustees who were elected in April ~~of~~ 2020 shall become ~~C~~council ~~M~~members instead of Trustees, and their terms shall be extended until the first regular ~~C~~council meeting in January following the November 2025 election. The term of the ~~M~~mayor who was elected in April ~~of~~ 2018 shall continue until the first regular ~~C~~council meeting in January following the November 2023 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~~current members of the Town of Severance Home Rule Charter Commission who were 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 Colorado Constitution ~~of the State of Colorado~~, to frame a Home Rule Charter for the Town of Severance, hereby certify that the foregoing is the ~~P~~pproposed Charter as finally approved and adopted by the members of the Charter Commission on the first (1st) 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 sixth (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

Kerri Iserman, Commissioner

Melissa Wilson, Commissioner

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HOME RULE CHARTER



Preamble

We, the people of the Town of Severance, Colorado, under the authority of the Colorado Constitution and in order to exercise the rights, privileges, and responsibilities of self-government granted to us by said Constitution, ordain and establish this Home Rule Charter ("this Charter") for the Town of Severance, Colorado. 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. These rights request that the residents of Severance participate in the government process.

This Charter enables and encourages 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. to the residents of Severance.

Any question about the meaning of any portion of this Charter shall be interpreted consistently with this Charter's purpose to reserve for the Town and its citizens the broadest possible powers of home rule and self-government available under the Colorado Constitution, as limited only by the specific language of this Charter and said Constitution. The Town shall have all powers now or hereafter granted to home rule and statutory cities that are not specifically in conflict herewith.

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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 as a body politic and corporate, and under this Charter it shall 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 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, lease, receive, hold, and enjoy, or sell and dispose of, real and personal property, with the sale or disposal of real or personal property to be approved by ordinance and to require the affirmative vote of six (6) council members.
 - (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 establish municipal water works, wastewater treatment works, water and sewer systems, internet services, and any other utility systems.
- (8) The right to adopt, have, and use a common seal and alter the same.
- (9) 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.
- (10) 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, Title 31 of the 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, C.R.S. §31-10-101 *et seq.*, 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 2023 and in each odd-numbered year thereafter.
 - (2) The Mayor and each Council Member shall take office at the first regular meeting in January following an election and shall continue in office until their successors have been elected and take office.
 - (3) Special Town elections shall be held in accordance with the provisions of this Charter and the Colorado Municipal Election Laws, C.R.S. § 31-10-101 *et seq.*, 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 sixty (60) 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-year terms unless a two-year term is required to restore staggered positions on the Council. In such case, the four-year term(s) shall go to the candidate(s) with the highest number of votes, and the two-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 authority to:
 - (a) Enact and enforce all ordinances necessary to protect life, health, safety, welfare, and property.
 - (b) Declare, prevent, and summarily abate and remove nuisances in accordance with due process.
 - (c) Preserve and enforce good government, general welfare, and the order and security of the Town and its inhabitants.
 - (d) Enforce ordinances and regulations by fines or imprisonment as permitted by state law or by both fines and imprisonment for every offense.
 - (e) Delegate to boards and commissions, within the limitations of the Colorado 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) Except as otherwise provided in this Charter, the Council shall be the legislative and governing body of the Town and shall exercise 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. Council may appoint an individual to the vacancy until the next regular election or fill the vacancy by special election.

3.03 Qualifications to Serve on Elected Council and Appointed Boards or Commissions.

(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 and eligible to vote.

(c) A resident of the Town for a period of no less than twelve (12) consecutive months preceding the election.

(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.

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

(4) 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.

(5) 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 in 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 of this Charter. 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. After every election the Council shall adopt by resolution a Code of Conduct and Ethics, which shall address Council conflicts of interest and behavior. The adopted Code of Conduct and Ethics shall specify penalties for violations of its provisions as well as for violations of this Charter. The previous Code of Conduct and Ethics Resolution will be in effect until the newly elected council adopts a new Resolution.

3.07 Compensation of Mayor and Council Members.

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

(2) The Council shall neither increase nor decrease the compensation of any member of Council, including the Mayor, during his or her 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.

3.08 Mayor Pro Tem and Acting Mayor.

(1) A Mayor Pro Tem shall be elected by the Council from its own membership each January. The Mayor Pro Tem 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. Conclusion of the service of Council Member as Mayor Pro Tem or Acting Mayor shall have no effect on the current term of that Council Member.

3.9 Special Meetings.

(1) Special meetings of the Council shall be called by the Town Clerk on the verbal request of a majority of the Council or the Mayor, with 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 shall be 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.

3.10 Executive Sessions.

(1) Any Council meeting may be recessed into an executive session by majority vote of the council present and may be closed to the public for the purpose of considering any matter authorized under the Colorado Open Meeting Law, C.R.S. § 24-6-401, *et seq.*

(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. Council shall not take formal action, or adopt of any proposed policy, rule, regulation, resolution during any executive session.

(3) Only the Mayor and members of the Town Council shall attend executive sessions, provided; however, that other persons may be invited to attend executive sessions by the Mayor and Council.

(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 duty, authority, and responsibility to:

(1) Vote in the same manner as a Council Member without veto power upon any question.

(2) 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.

(3) Have such other authority as may be conferred upon the Mayor by the Council as 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 then to Council Members, then an orderly line of succession of administration, and then 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.

(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, as 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 an employee 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.

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

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.

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

4.05 Town Clerk. The 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 duty and responsibility to:

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

(2) Serve as custodian of all papers, documents, and records pertaining to the

Town, the custody of which is not otherwise provided for.

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

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

(6) Administer oaths of office.

(7) Perform such other duties as may be prescribed by this Charter or 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 procedures, 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 required.

(3) The Council may increase, reduce, or change by ordinance any or all of the duties and procedures of any board or commission that exist 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 or resolution.

**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 such act below shall be by ordinance:

- (1) Creating indebtedness.
- (2) Authorizing the borrowing of money except approval of a bond offering, which is otherwise authorized by resolution.
- (3) Levying a tax.
- (4) Establishing any rule or regulation for the violation of which a penalty is imposed.
- (5) Placing any burden upon or limiting the use of private property shall be by ordinance.

This section shall not apply to the budget adoption or other appropriations as provided for 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 when 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) Any Council Member or the Mayor may require one additional reading of any introduced ordinance at the next regular or special meeting of the Council. Once the option of one additional reading has been exercised by a Council Member or the Mayor, it may not be exercised by any other Council Member or the Mayor.

Nothing in this subsection 4 may be deemed to limit the Council's authority to continue an ordinance by a majority vote.

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

(6) Each ordinance shall be effective thirty (30) days after publication or at such later date as specified in the ordinance, except as stated in Section 6.04 of this Charter.

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

(8) 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; and

(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 and shall be published in full following adoption.

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, the state of Colorado, any agency of either of them, any municipality, recognized trade or professional organizations, or amendments or revisions thereof. The procedure for adoption of a code by reference shall be as provided in the applicable Colorado Revised Statutes.
- 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 municipal court shall be vested with exclusive original jurisdiction over all matters arising under this Charter, the ordinances, and other enactments of the Town.

(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 Judge, who shall be appointed by the Council as provided by Section 4.04 of this Charter, shall preside over by the Municipal court.

7.02 Powers.

(1) 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 grant probation and the conditional suspension of sentences.

(3) The Municipal Court may order restitution as it 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 each year.

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

8.03 Budget Hearing.

(1) The Council shall hold a public hearing on the proposed budget in accordance with applicable law.

(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 in the office of the Town Clerk.

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

8.04 Scope of Annual Budget.

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. The budget shall lay out a plan for all the operations, programs, capital acquisitions, projects, and debt service payments of the Town.

8.05 Adoption of Budget and Appropriation.

(1) The Council shall adopt a resolution adopting the budget and a resolution adopting the annual appropriations no later than the fifteenth (15th) day of December each calendar year. All such annual appropriations shall lapse at the end of each fiscal year.

(2) Budget records shall be available to the public in the office of the Town Clerk.

(3) If the Council fails to adopt a budget by the fifteenth (15th) day of December, 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. The ordinance establishing such funds shall clearly state the purpose of the fund.
- 8.08 Capital Program. The Town Manager shall prepare and submit a long-range capital program 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 one 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 it appears probable to the Town Manager or their designee, at any time during the fiscal year, 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 promptly provide a report to the Council recommending steps to correct the deficiency. The Council shall then take such further action as it deems necessary to correct the deficiency.
- 8.11 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 audits shall be made available for public inspection at the office of the Town Clerk.
- 8.12 Forms of Borrowing.
- (1) Subject to any applicable limitations in the Colorado Constitution, including any requirements for voter approval, the Town may 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 by ordinance or resolution after a public hearing. All prior Town borrowing, securities, or

financial obligations, including, without limitation, those that are voter-approved, 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 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 at least seven (7) days in advance.

8.13 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, either as lessor or as lessee. 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.

8.14 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 borrowed. Any such short-term notes shall mature within twelve (12) months.

8.15 Municipal Investments. The Council may 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.

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

8.16 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 fifteen (15) 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 grantee's property nor from any license, charges, or other impositions levied by the Council or not levied on account of the use granted by the franchise.

(2) Every public utility not owned by the Town, 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 their use thereof and shall protect and hold 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 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.

9.09 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, the rate last fixed shall be the rate for the ensuing fiscal year and 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.

**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 that 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 that the form of the petition was approved by the Town Clerk.
- (5) Complete referendum petitions must be filed within thirty (30) 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 to be reconsidered shall remain in effect until such time as one of the following occurs:

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

(b) A majority of the registered electors voting against the ordinance at an election held for that purpose.

(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 an affidavit with the Town Clerk during regular business hours, 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 reconsidered.

(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 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 an affidavit executed by the circulator thereof stating the following:

(1) The affiant's name and address and the date of the affiant's signature.

(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 their 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 the validity of the signatures thereon, specifying any insufficiencies. The Town Clerk shall promptly mail a copy of the certificate to the Petitioners' Committee.

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

(1) Adopt the ordinance as submitted by the initiative petition;

(2) Repeal the ordinance, or part thereof, subject to the referendum petition; or

(3) Submit the proposal in a petition to the registered electors of the Town, provided that 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 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 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 that was 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 any proposed ordinance or any question to a vote of the registered electors of the Town without receipt of any petition.

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 no less than three (3) and no 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 of the grounds on which the recall is sought, in two hundred (200) words or less.

(4) No recall petition shall be circulated until the town clerk approves the form of the petition. 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 nonerasable 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 percent (25%) 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 and the date of the signature.

(7) The signed recall petition shall be submitted to the Town Clerk during regular business hours. The town clerk shall issue a statement 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 and shall send it to the mailing address provided for in Section 11.12(2) of this Charter and to the incumbent.

(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 no 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 percent (50%) 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 resolution may purchase real or personal property. The sale, exchange, or disposal of real or personal property shall be approved by ordinance and require the affirmative vote of six (6) council members. The Council by resolution may lease any real property to any person, firm, or corporation, public or private, for such term as the Council shall determine.
- 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 may 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 same in accordance with the terms of the bequests, gifts, or donations.
- (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 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 Colorado Constitution at any general election or special election called for the purpose of proposing such amendments either when:

- (a) Referred to the town electors by a majority of the Council.
- (b) 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 the 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 for the Town acting by ordinance, subject only to restrictions of the Colorado 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 and individuals.

12.11 Indemnification of Mayor and Council. The Council shall 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 they are or were 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 they acted in good faith within the scope of their employment, with no reasonable cause to believe their conduct was unlawful, and in a manner they reasonably believed to be in the best interest of the Town.

**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 the 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 that are 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 2022 shall be extended until the first regular Council meeting in January following the November 2023 election. Trustees elected in April 2020 shall become Council Members instead of Trustees, and their terms shall be extended until the first regular Council meeting in January following the November 2025 election. The term of the Mayor elected in April 2018 shall continue until the first regular Council meeting in January following the November 2023 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, current members of the Town of Severance Home Rule Charter Commission who were 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 Colorado Constitution to frame a Home Rule Charter for the Town of Severance, hereby certify that the foregoing is the proposed Charter as finally approved and adopted by the members of the Charter Commission on the first (1st) 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 sixth (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

Kerri Iserman, Commissioner

Melissa Wilson, Commissioner



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Home Rule Charter Promotional Campaign	Nicholas J. Wharton, MPA	Nicholas J Wharton, MPA
ACTION REQUESTED		
<p>Administration asks that the Home Rule Commission review and discuss the proposed Home Rule Charter Promotional Campaign and taken action.</p> <ul style="list-style-type: none"> • Actions to be taken: <ul style="list-style-type: none"> • Move to approve the proposed Home Rule Charter Promotional Campaign • Move to approve the Home Rule Charter Promotional Campaign with additional changes • Take no Action 		<ul style="list-style-type: none"> <input type="checkbox"/> Presentation ✓ <u>Discussion</u> <input type="checkbox"/> <u>Approval</u> ✓ <u>Action Requested</u>
BRIEF SUMMARY		
<p>Administration is proposing the following items occur for a Home Rule Charter Promotional Campaign:</p> <ul style="list-style-type: none"> • April – August: Bi-Monthly Social Media Posts (5 Facts About Home Rule) • Month of August <ul style="list-style-type: none"> ○ Severance Days Booth ○ Banners, Signs & Flyers Around Severance ○ Post Card Mailer ○ Letter in HOA/Metro District Newsletters ○ Tribune/Coloradoan Newspaper Ad ○ Excerpt on Utility Billing Postcard • Additional Options: <ul style="list-style-type: none"> ○ “Coffee with the Home Rule Commissioners” ○ Booth at Summer Concert Series (June 18th & July 16th) 		
ADMINISTRATION ANALYSIS AND RECOMMENDATION		
<p>Administration recommends that the Home Rule Commissioners review and discuss the proposed Home Rule Charter Promotional Campaign and move to approve the Home Rule Charter Promotional Campaign with additional changes as discussed.</p>		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ul style="list-style-type: none"> • Example Social Media Template 		

Understanding Home rule

**QUESTION #5: WILL MY TAXES BE
RAISED BY THE HOME RULE
CHARTER?**

NO.

To raise your taxes the local government must go to the voters.



For more information visit: www.townofseverance.org/home-rule-charter-commission