



June 8, 2015

Mr. Ben Wade  
Colorado Water Conservation Board  
1313 Sherman Street, Room 721  
Denver, CO 80203

***RE: Town of Windsor Municipal Water Efficiency Plan Update Grant Application***

Dear Mr. Wade:

The Town of Windsor is interested in updating their 2008 Water Conservation Plan. Under a new document title, the updated Municipal Water Efficiency Plan (Plan) will guide the effective and responsible use of their water resources. As you will see in the attached planning grant application, the Town of Windsor is committed to continued effective efficiency planning strategies as outlined in the Scope of Work.

As the Town Clerk and Assistant to the Town Manager, I will authorize funds and staff time to dedicate towards developing this Municipal Water Efficiency Plan update. Once the Plan update is in place, I will authorize funds as they become available to implement the Plan.

Clear Water Solutions, Inc. has prepared the attached planning grant application for a Municipal Water Efficiency Plan update. The total cost to complete the plan is \$54,827.70. The Town proposes to match a total of \$13,742.90, which consists of \$10,992.90 of in-kind services and \$2,750 cash. This equates to 25% of the total project. The Town requests a grant for \$41,084.80 from CWCB to complete the plan. We respectfully submit this request for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Patti Garcia".

Patti Garcia, Town Clerk and Assistant to the Town Manager

Enclosures

## CWCB MUNICIPAL WATER EFFICIENCY PLAN UPDATE GRANT APPLICATION SUBMITTAL REQUIREMENTS

1. Contact information of entity seeking grant:

**Town of Windsor**

Attn: Patti Garcia  
301 Walnut Street  
Windsor, CO 80550  
T: (970) 686-7476  
F: (970) 686-7180  
pgarcia@windsorgov.com

2. Selected firm and individuals to assist in development of the Municipal Water Efficiency Plan update:

**Clear Water Solutions, Inc.**

Attn: Steve Nguyen, P.E.  
8010 South County Road 5, Suite 105  
Windsor, CO 80528  
T: (970) 223-3706  
F: (970) 223-3763  
steve@clearwatercolorado.com

Clear Water Solutions, Inc. (CWS) will complete a Municipal Water Efficiency Plan (Plan) update for the Town of Windsor (Town). Individuals from CWS that will be involved in the project include Michelle Hatcher and Steve Nguyen, P.E.

Michelle Hatcher has worked on a number of CWCB-approved water efficiency plans and has over ten years of experience in water resources planning and management. Michelle will serve as Project Manager for this Plan update.

Steve Nguyen is a Professional Engineer registered in the State of Colorado. He has over seventeen years of experience in the water rights and water-planning arena. He has helped many clients manage their water resources including water supply, water acquisition, water usage, water efficiency, and drought management. Steve will serve as a Technical Advisor on all portions of the Plan update.

**Town of Windsor**

Patti Garcia is the Town Clerk/Assistant to the Town Manager and will serve as the primary contact for the Town of Windsor on this project. Patti will advise and provide general direction to Clear Water Solutions on all aspects of the project. Patti will also be the contact for the development of conservation measures that the Town Board and Town citizens will ultimately adopt and implement.

Terry Walker is the Director of Public Works and was the lead staff person during the development of the 2008 Water Conservation Plan. He has been responsible for several of the water saving projects that have been implemented since the adoption of the 2008 Plan. Terry will assist in providing information related to the Town's water, sewer, and storm drain systems and will provide input regarding the feasibility of efficiency activities.

Dean Moyer is the Director of Finance and will provide input on what water efficiency activities are economically feasible. Water efficiency activities may impact Town funds from reduced revenue from a reduction in water sales but will potentially benefit the Town financially by postponing system improvements, water right purchases, etc. Dean will assist in the development of plans to address these issues as well as work with Clear Water Solutions to determine what the Town can afford.

Dennis Wagner is the Director of Engineering. Dennis will help develop water efficiency goals and select final activities and programs to be implemented. Dennis will primarily assist in water related components of the Water Efficiency Plan.

Megan Walter is the Customer Service Supervisor and has a good understanding of and access to information such as water use per customer category and revenues generated from each category. She will assist in developing past and current history of water sales and associated revenue, non-payment, and fines.

3. Identification of retail water delivery of the covered entity for past five years:

Windsor's average water usage for the past five years for each customer category is shown in **Table 1**. The total water usage has ranged from 1,772 to 2,033 acre-feet (AF) and averages 1,844 AF. The residential average gallons-per-capita-per-day (gpcd or GPCD) for the last five years (not including Business, Industrial, School, Church, or Landscape) is 59.0 gpcd.

Three separate water providers serve the Town of Windsor through master meters: Fort Collins-Loveland Water District (FCLWD), North Weld County Water District (NWCWD) and the City of Greeley (Greeley). Long-term contracts with these water providers establish the terms of service including amount, duration, and payment. Windsor owns its water rights and turns needed water over to the providers each year for treatment and delivery. Windsor's potable water rights include both Colorado-Big Thompson (C-BT) units and North Poudre Irrigation Company (NPIC) ditch shares. The Town of Windsor also owns water rights for its non-potable system which is separated from the potable distribution system. In addition to these other sources, the Town also utilizes alluvial well water to irrigate a number of its parks and open spaces.

**Table 1: Annual Water Delivery**

Customer Category	2010	2011	2012	2013	2014	Average
Values in AF unless otherwise specified						
<b>In Town</b>						
Residential	1,005	952	1,087	886	901	966
Business	125	127	152	143	154	140
Industrial	204	194	211	204	200	202
School	18	18	17	17	19	18
Church	6.8	6.7	7.3	5.3	5.5	6.3
<b>Out of Town</b>						
Residential	1.9	2.1	2.5	2.7	3.4	2.5
Business	0.7	0.4	0.3	0.3	0.3	0.4
Church	0.1	0.1	0.1	0.1	0.1	0.1
<b>Non-Potable</b>						
Residential Dual System	306	318	365	369	387	349
Business Dual System	13	14	16	20	21	17
Landscape Only	137	142	175	124	134	143
<b>Total (all categories)</b>	<b>1,817</b>	<b>1,773</b>	<b>2,033</b>	<b>1,772</b>	<b>1,825</b>	<b>1,844</b>
Population	18,644	19,230	19,787	20,422	21,475	
Residential GPCD	62.7	58.9	65.5	54.9	53.4	59.0
Total GPCD	87.0	82.3	91.7	77.5	75.9	82.7

**4. Background characterizing the water system, potential growth and any other pertinent issues that relate to the stated evaluation criteria.**

- (a) Within the last five years, Windsor has a total per capita water use that ranges from 75.9 to 91.7 gpcd with an average of 82.7 gpcd shown in **Table 1**. This calculation was performed using the total billed usage and population estimates for the Town.
- (b) Population projections were estimated from data from the 2006 Update of the 2002 Windsor Comprehensive Plan, Town of Windsor Building Permit Records, and U.S. Census Data. **Table 2** shows the estimated population for the last five years, current year, and the next ten years. We obtained population data from the 2010 census, which showed a population of 18,644 for Windsor. Future growth rates of 2% were obtained from the Comprehensive Plan.

**Table 2: Windsor Population; Historical and Projected Growth**

Year	Population	Population Growth
2010	18,644	
2011	19,230	3.1%
2012	19,787	2.9%
2013	20,422	3.2%
2014	21,475	5.2%
2015	21,910	2.0%
2016	22,353	2.0%
2017	22,806	2.0%
2018	23,267	2.0%
2019	23,738	2.0%
2020	24,218	2.0%
2021	24,703	2.0%
2022	25,197	2.0%
2023	25,701	2.0%
2024	26,215	2.0%
2025	26,739	2.0%

- (c) Although Windsor's gpcd is already relatively low, the estimated water savings goal for this Plan will be to lower the total water use by 10%. The Town will revisit and revise this goal, as necessary, as it further analyzes the potential water savings that corresponds to the development of this Plan update.
- (d) **Table 3** shows the existing and on-going water efficiency activities for the Town.

**Table 3: Windsor's Existing and On-going Water Efficiency Activities**

Water Efficiency Activities
Water Waste Ordinance
Leak Detection & Repair Program
Meter Testing and Replacement Program
Non-Potable Park Well Meters
Watering Restrictions
Water Rate Structure Changes
School Education Program (K-12)
Xeriscape Gardening Classes
Xeriscape Demonstration Garden
Website Water Use Calculator
Public Education - Bill Stuffers & Website
Post Business, Industrial, and Public BMPs on Website or as Bill Stuffers
Residential Water Audit Kits

Estimates of water savings realized in the past five years through water efficiency efforts will be developed and presented in the Plan update.

(e) Adequacy stability and reliability of the entity's water system

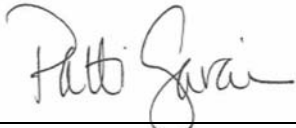
As mentioned earlier, the Town of Windsor relies on three separate potable water providers (FCLWD, NWCWD, and Greeley). Each of the providers have well maintained and modern water delivery systems. Windsor's additional future potable water needs have been negotiated to be supplied by NWCWD.

The Town of Windsor owns and operates a water distribution network of approximately 97 miles of pipelines and associated facilities. The pipelines consist of cast iron in the older portion of the system and PVC in the newer areas. The cast-iron mains are slowly being replaced with PVC as their lifespans reach their end. Windsor also has a single, two-million gallon treated-water storage tank that provides water for fire protection, daily operating levels, and emergency water storage. A pump station is located immediately adjacent to Windsor's water storage tank. The pump station is necessary to supply water to customers above an elevation which can be delivered by gravity (approximately 4,940 feet).

(f) The Town of Windsor is located in the South Platte River Basin where the Statewide Water Supply Initiative (SWSI) 2010 identified a 58% gap between water needs and water supplies in the Basin by 2050. Water conservation is one method the SWSI report identified for meeting this gap.

5. In this Plan update, the Town of Windsor will perform the six steps of municipal water efficiency planning as outlined in the *Municipal Water Efficiency Plan Guidance Document*. See **Attachment A** for the Scope of Work and **Attachment B** for a projected schedule for the Plan.
6. The Town will use the grant money for completion of the Plan update and will provide CWS all information, including billing, and financial information, as well as staff time to successfully complete the Plan update. See **Attachment C** for the breakdown of Project Fees including projected hours and rates.
7. As per the CWCB Grant Guidelines, the Town of Windsor's Home Rule Charter is also included in **Attachment D**.
8. The Town will publish a notice in the local newspaper and post on its website that a draft Plan update is available for the public to review and comment. The public will have a 60-day period to provide comments to the Town.

9. "The Town Board is committed to water resource sustainability and water efficiency. The Town intends to do its part to preserve water for future generations. Both Town Staff and the Board understand the needs and benefits to implement long-term water efficiency activities. We are committed to complete a Municipal Water Efficiency Plan update in its entirety to be approved by CWCB for the grant money requested."

X 

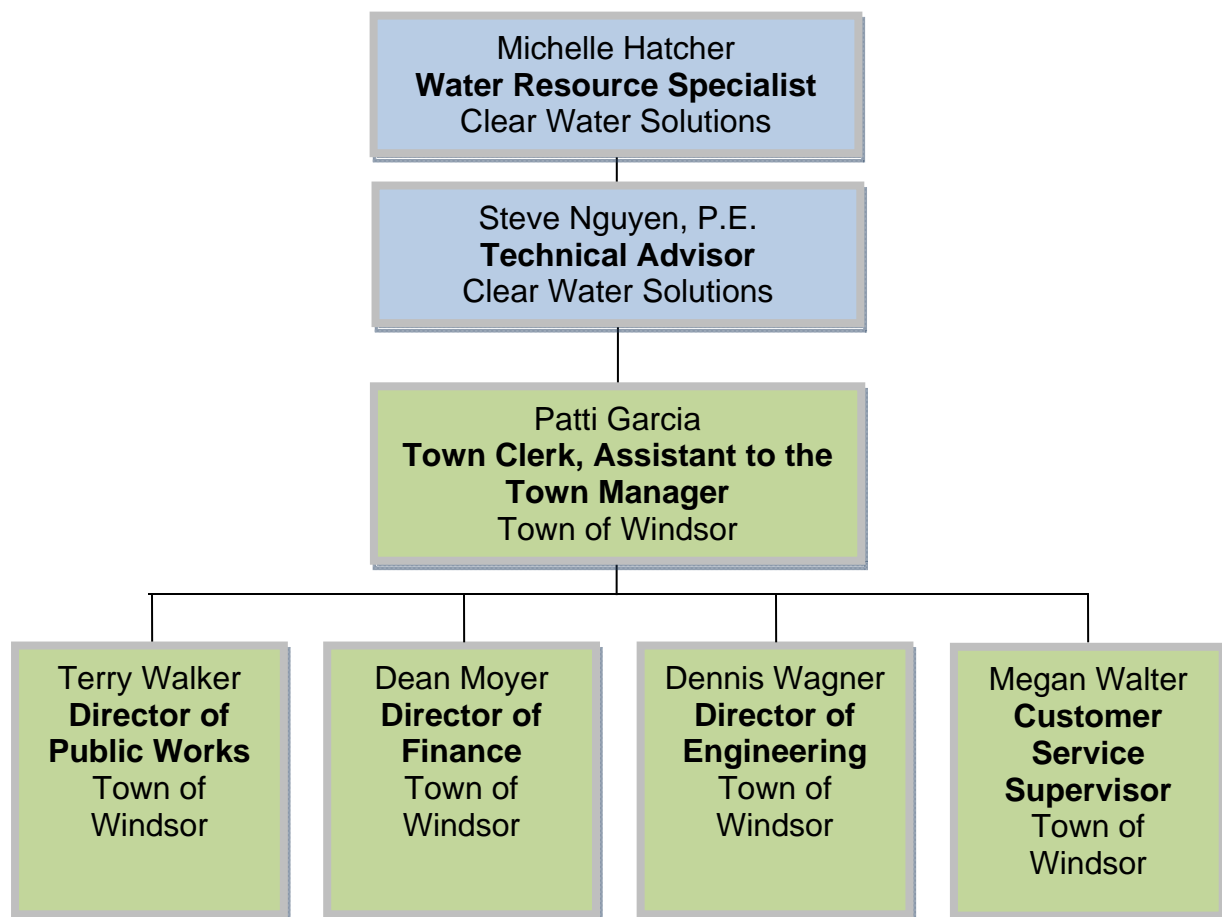
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*Patti Garcia, Town Clerk and Assistant to the Town Manager*

## Town of Windsor Municipal Water Efficiency Plan Update Attachment A - Scope of Work

This Scope of Work describes the work to be performed by Clear Water Solutions, Inc. (CWS) for the Town of Windsor. The scope outlines the tasks required to successfully complete a Municipal Water Efficiency Plan (Plan) update in accordance with CWCB's Municipal Water Efficiency Plan guidelines and policies.

The scope will be completed under the following structure:





## **DEVELOP MUNICIPAL WATER EFFICIENCY PLAN UPDATE**

The Town is seeking grant assistance from the Office of Water Conservation and Drought Planning pursuant to the Water Conservation Act of 2004 HB04-1365 to develop a Plan update. The main purpose of this Plan update is to develop a Plan that meets the CWCB requirements enabling the Town to apply for State financial assistance for subsequent projects.

The Plan update will be developed following *CWCB's Municipal Water Efficiency Plan Guidance Document, July 2012*. This document outlines the requirements needed for CWCB's approval. CWS will submit a draft Plan update to the Town for comments prior to a public-review period. Following the public-review process, CWS will incorporate public comments as appropriate and submit the Plan update to CWCB for final approval.

Development of this Plan update is divided into steps and subtasks similar to the CWCB Model Plan Template. This Plan update includes all the essential items necessary for CWCB to approve the Plan update.

### **STEP 1 – PROFILE OF EXISTING WATER SUPPLY SYSTEM**

#### **Purpose**

The activities described under this task will provide general background on Windsor's existing water supply system.

#### **Approach**

Meeting #1 - Kickoff meeting with Town staff to discuss overall project and gather preliminary data

#### 1.1 – Overview of Existing Water Supply System

1.1.1 CWS, with the help of Town staff, will describe the Town's service area.

1.1.2 CWS, with the help of Town staff, will describe the Town's water supply sources.

1.1.3 CWS, with the help of Town staff, will describe the key existing facilities.

#### 1.2 – Water Supply Reliability

1.2.1 CWS will provide a description of the Town's location with respect to areas of current and future water needs as identified by the Statewide Water Supply Initiative (SWSI) and other regional planning efforts.

- 1.2.2 CWS, with the help of Town staff, will describe water supply system reliability.
- 1.2.3 CWS, with the help of Town staff, will describe how excess supplies are used after meeting municipal demands.

### 1.3 – Supply-Side Limitations and Future Needs

- 1.3.1 CWS, with help of Town staff, will summarize the Town's water supply system limitations and future challenges the Town may have for planning and operating their system.
- 1.3.2 CWS and Town staff will describe how the Town intends to address water supply system limitations and future challenges.

## **STEP 2 – PROFILE OF WATER DEMANDS AND HISTORICAL DEMAND MANAGEMENT**

### **Purpose**

The activities described under this task will provide an overview of the historical water demand trends as well as the influence of historical water demand management on water use and forecasted future water demands.

### **Approach**

#### 2.1 – Demographics and Key Characteristics of the Service Area

- 2.1.1 CWS will describe customer categories, service area population and other pertinent information.

#### 2.2 – Historical Water Demands

- 2.2.1 CWS and Town staff will describe any limitation associated with the availability of the demand data.
- 2.2.2 CWS, with the help of Town staff, will outline total annual treated water distribution, total annual distribution of raw non-potable and reclaimed water and annual non-revenue water.
- 2.2.3 CWS and Town staff will quantify water demand by customer category including monthly and annual treated metered water use by customer category.
- 2.2.4 CWS and Town staff may analyze system wide demand by calculating and describing per capita water demands and indoor and outdoor water

usage.

### 2.3 – Past and Current Demand Management Activities and Impact to Demands

- 2.3.1 In coordination with Town staff, CWS will include an estimate of the amount of water saved through previous demand management efforts.
- 2.3.2 CWS, with the help of Town staff, will list the demand management activities implemented prior to this Plan update. The list will include the date of initial implementation.
- 2.3.3 CWS will analyze the projected water savings/goals developed from previous efforts and discuss whether these projected water savings were achieved.
- 2.3.4 CWS will identify how demand management activities impacted historical demands.
- 2.3.5 CWS will discuss passive vs. active demand management savings and quantitative data that supports passive demand reductions.
- 2.3.6 CWS will discuss lessons learned on the implementation, monitoring and overall effectiveness of the historical demand management activities.

### 2.4 – Demand Forecasts

- 2.4.1 In coordination with Town staff, CWS will identify the planning horizon for the Plan update.
- 2.4.2 CWS, with the help of Town staff, will present the unmodified forecasted water demands based on Windsor's existing water efficiency program through the planning horizon.
- 2.4.3 CWS will discuss method(s) and any assumptions used to develop the demand forecast.

## **STEP 3 – INTEGRATED PLANNING AND WATER EFFICIENCY BENEFITS AND GOALS**

### **Purpose**

The activities described under this task focus on the role that water efficiency plays in Windsor's water supply planning efforts.

## **Approach**

### **3.1 – Water Efficiency and Water Supply Planning**

- 3.1.1 In coordination with Town staff, CWS will describe how long-term water savings garnered through water efficiency activities are incorporated into water supply planning and decision making.
- 3.1.2 CWS will present modified forecasted water demands through the planning horizon incorporating the Town's projected water savings identified in Section 4.0
- 3.1.3 CWS, if appropriate and logical, will discuss how water savings achieved through the new water efficiency plan could or could not result in the elimination, downsizing and/or postponement of certain capital improvements/water acquisitions.
- 3.1.4 CWS will state how the saved water will be used and the additional water efficiency benefits realized.

Meeting #2 – Discuss desired water efficiency goals and initial screening of water efficiency activities

### **3.2 – Water Efficiency Goals**

- 3.2.1 In coordination with Town staff, CWS will provide a list of water efficiency goals for this Plan update and methods by which the success of the goals will be measured. The goals will incorporate targeted total water savings, targeted water savings by customer class and targeted water savings from system water loss control management.
- 3.2.2 CWS and Town staff will provide an explanation of how these goals were developed and designed to achieve the water efficiency benefits.
- 3.2.3 CWS and Town staff will provide an explanation of how these goals compare to the goals in the Town's former water efficiency plan and describe why goals remained the same or were changed.

## **STEP 4 – SELECTION OF WATER EFFICIENCY ACTIVITIES**

### **Purpose**

The activities described under this task will present the water efficiency activities selected for implementation and describe the processes used to identify, screen and evaluate each of these activities.

## Approach

### 4.1 – Summary of Selection Process

- 4.1.1 CWS along with Town staff will provide a list of selected water efficiency activities included in the new water efficiency plan.
- 4.1.2 CWS will summarize the identification, screening and evaluation processes used to select the final activities. All of the required elements/activities will be considered. If any activities are deemed not feasible for implementation by Town staff, the proper documentation and supporting materials will be provided justifying why the activities will not be implemented.

### 4.2 – Demand Management Activities

- 4.2.1 CWS along with Town staff will provide an estimate of the amount of water that will be saved through water efficiency when the plan is implemented.
- 4.2.2 CWS with Town staff will estimate water savings from selected *Foundational Activities*.
  - 4.2.2.1 CWS and Town staff will describe current and planned metering programs, modification and/or new metering programs selected because of this water efficiency planning effort and discuss lessons learned from past metering programs.
  - 4.2.2.2 CWS and Town staff will describe the current billing system and available demand data, the frequency of billing, evaluate billing systems designed to encourage water efficiency in a fiscally responsible manner, describe modification to the data collection and billing systems as a result of this water efficiency planning effort and discuss any past lessons learned.
  - 4.2.2.3 CWS and Town staff will describe the existing water rate structure by customer category and the frequency of billing and discuss any proposed adjustments to water rates. We will also describe any lessons learned from previous water rate structure evaluations.
  - 4.2.2.4 CWS and Town staff will describe the current and planned system water loss management and control programs.
- 4.2.3 CWS with Town staff will estimate water savings from *Targeted Technical Assistance and Incentive Activities*.

- 4.2.3.1 CWS and Town staff will describe the selected water efficiency activities focused on the utility/municipal facilities and describe the implementation plan for each activity within the utility/municipal facility customer category. Additionally CWS will evaluate the potential costs and benefits of the selected activities. If any activities have been implemented prior to this Plan update, CWS will provide past performance indicators and any lessons learned from past implementation.
- 4.2.3.2 CWS and Town staff will describe the selected water efficiency activities focused on the largest water users and describe the implementation plan for each activity within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits of the selected activities. If any activities have been implemented prior to this Plan update, CWS will provide past performance indicators and any lessons learned from past implementation.
- 4.2.3.3 CWS and Town staff will describe the selected water efficiency activities focused on the largest water users and describe the implementation plan for each activity within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits of the selected activities. If any activities have been implemented prior to this Plan update, CWS will provide past performance indicators and any lessons learned from past implementation.
- 4.2.3.4 CWS and Town staff will describe the selected water efficiency activities focused on the remainder of the service area and/or on specific customer categories and describe the implementation plan for each activity within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits of the selected activities. If any activities have been implemented prior to this Plan update, CWS will provide past performance indicators and any lessons learned from past implementation.
- 4.2.4 CWS with Town staff will detail *Ordinance and Regulatory Activities* selected for implementation and estimate water savings for those selected.
  - 4.2.4.1 CWS and Town staff will describe the regulations selected to target the general service area and/or specific customer categories and describe the implementation plan for the regulation(s) selected and targeted customer categories. Additionally CWS will evaluate the potential costs, benefits and

challenges to adopt the selected activities. If any activities have been implemented prior to this Plan update, CWS will provide information and any lessons learned from past implementation.

4.2.4.2 CWS and Town staff will describe the regulations selected for new construction and describe the implementation plan for the regulation(s) selected and targeted customer categories. Additionally CWS will evaluate the potential costs, benefits and challenges to adopt the selected activities. If any activities have been implemented prior to this Plan update, CWS will provide information and any lessons learned from past implementation.

4.2.4.3 CWS and Town staff will describe the regulations selected for existing building stock (e.g. point of sales ordinance) and describe the implementation plan for the regulation(s) selected and targeted customer categories. Additionally CWS will evaluate the potential costs, benefits and challenges to adopt the selected activities. If any activities have been implemented prior to this Plan update, CWS will provide information and any lessons learned from past implementation.

4.2.5 CWS with Town staff will detail *Educational and Outreach Activities* selected for implementation and estimate water savings for those selected.

4.2.5.1 CWS and Town staff will describe the selected one-way education activities (one-way education – information is conveyed to the public without tracking or specific follow-up) and the plan to implement said activities within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits to adopt the selected activities. If any activities have been implemented prior to this Plan update, CWS will provide information and any lessons learned from past implementation.

4.2.5.2 CWS and Town staff will describe the selected two-way education activities (two-way education – information is conveyed to the public with feedback provided by the public) and the plan to implement said activities within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits to adopt the selected activities. If any activities have been implemented prior to this Plan update, CWS will provide information and any lessons learned from past implementation.

4.2.5.3 CWS and Town staff will describe the selected three-way education activities (three-way education – providers actively engage customers in developing and implementing the water



efficiency plan) and the plan to implement said activities within the targeted customer category. Additionally CWS will evaluate the potential costs and benefits to adopt the selected activities. If any activities have been implemented prior to this Plan update, CWS will provide information and any lessons learned from past implementation.

Meeting #3 – Second screening of demand management activities and final selection of activities for implementation. This meeting will also include discussion on implementation and monitoring.

## **STEP 5 – IMPLEMENTATION AND MONITORING PLAN**

### **Purpose**

The activities under this task will address the activities and coordination necessary to implement the Plan update and monitor the overall effectiveness of the updated water efficiency plan.

### **Approach**

#### **5.1 – Implementation Plan**

- 5.1.1 CWS and Town staff will develop and discuss the actions, timeline and coordination necessary to implement the selected water efficiency activities. CWS will provide a list of selected activities, anticipated period of implementation, actions necessary to implement each activity (including goals) and estimated water provider costs (and avoided costs).
- 5.1.2 CWS and Town staff will discuss how reductions in water use could impact revenue and actions taken to help mitigate negative impacts.

#### **5.2 – Monitoring Plan**

- 5.2.1 CWS and Town staff will develop and describe the data collection and assessment activities necessary to monitor the effectiveness of the water efficiency plan. CWS will include a monitoring plan that includes steps used to monitor the Plan update.
- 5.2.2 CWS will include a list of demand data to be collected during the monitoring period/process and a list of other relevant data specific to the implementation of the activities.
- 5.2.3 CWS will include a summary of the process to communicate monitoring and evaluation results to decision-makers, including the frequency of communication. Frequency of data collection will also be specified.



## **STEP 6 – ADOPTION OF NEW POLICY, PUBLIC REVIEW AND FORMAL APPROVAL**

### **Purpose**

The activities described under this task address the public review and formal adoption process.

### **Approach**

#### 6.1 – Public Review Process

- 6.1.1 CWS will describe the public review process and how the public accessed the Plan update. Additionally, CWS will summarize the public comments received, how the comments were addressed and details of the meetings held during the Plan development process.

#### 6.2 – Local Adoption and State Approval Process

- 6.2.1 CWS will discuss the formal process for Plan adoptions.

#### 6.3 – Periodic Review and Update

- 6.3.1 CWS and Town Staff will summarize the process that will occur to facilitate the update of the Plan update and the anticipated timing of plan updates. CWS will include steps used to review and revise the Plan update, the process of how monitoring results will be incorporated into updated plans and the anticipated date of the next water efficiency plan update.

Meeting #4 - Meeting with Town Board to present draft plan

### **REQUIREMENTS**

1. Town Board and Staff will review a final draft of the Plan update and provide comments.
2. CWS will incorporate the Town's comments prior to the public-review process.
3. Public comments will be solicited and incorporated into the Plan update as necessary.
4. The Town will formally adopt the final Plan update.
5. CWS will submit the final Plan update to CWCB.
6. CWCB will review final Plan update.

## **DELIVERABLES**

CWS will submit the following:

- Monthly invoices to the Town with brief progress reports.
- Submit 50% and 75% progress reports to CWCB.
- Four meetings with Staff and/or Town Board.
- Provide draft Plan update to the Town for comments prior to submission to CWCB.
- Final Plan update submitted electronically to CWCB with all comments, including public input.
- Ten hard copies of the final Plan update submitted to the Town after CWCB's final approval.

## ATTACHMENT B

### Project Schedule

Town of Windsor Municipal Water Efficiency Plan Update

Task	Date
Grant application submitted to CWCB	5/28/2015
Updates made as per CWCB	6/8/2015
CWCB approves grant and PO issued	7/13/2015
Kick-off meeting with staff	8/3/2015
Submit 50% progress report to CWCB	10/5/2015
Submit 75% progress report to CWCB	10/19/2015
Submit draft plan to staff for review and comment	11/16/2015
Staff provides comment from review	11/30/2015
Submit draft report to Board for review	12/14/2015
Present draft report at Board meeting and collect comments	1/11/2016
Notify public of draft plan in paper and website	1/12/2016
Public review period (60 days)	3/14/2016
Windsor provides public input comments to CWS	3/22/2016
CWS incorporates public comments	3/29/2016
Board formally adopts final report	4/11/2016
CWS submits final report to CWCB	4/12/2016
CWCB approves final report	<i>up to 90 days</i>

ATTACHMENT C  
Project Fee Estimate  
Town of Windsor Municipal Water Efficiency Plan Update

ITEMS OF WORK	CWS		CWS		Town of Windsor (In-Kind)										Labor Total	Expense Total	Grand Total	Cash Contribution	CWCB Grant Request
	Michelle Hatcher		Steve Nguyen		Town Clerk/Assistant to Town Manager		Director of Public Works		Director of Finance		Director of Engineering		Customer Service Supervisor						
	HOURS \$150	SUB TOTAL	HOURS \$180	SUB TOTAL	HOURS \$48.60	SUB TOTAL	HOURS \$59.36	SUB TOTAL	HOURS \$69.83	SUB TOTAL	HOURS \$62.47	SUB TOTAL	HOURS \$30.40	SUB TOTAL					
Introduction																			
1.1 Introduction - <i>Refer to Guidance Document Template</i>	4	\$600.00	1	\$180.00											\$780.00		\$780.00	\$150.00	\$630.00
Kick-off Meeting with District Staff (Meeting #1)	4	\$600.00	3	\$540.00	2	\$97.20	2	\$118.72	2	\$139.66	2	\$124.94	2	\$60.80	\$1,681.32		\$1,681.32		\$1,140.00
Sub-Total	8	\$1,200.00	4	\$720.00	2	\$97.20	2	\$118.72	2	\$139.66	2	\$124.94	2	\$60.80	\$2,461.32	\$0.00	\$2,461.32	\$150.00	\$1,770.00
Step 1 - Profile of Existing Water Supply System																			
1.1 Overview of Existing Water Supply System	5	\$750.00	2	\$360.00	1	\$48.60	1	\$59.36	1	\$69.83	1	\$62.47	1	\$30.40	\$1,380.66		\$1,380.66	\$150.00	\$960.00
1.2 Water Supply Reliability	4	\$600.00	2	\$360.00	3	\$145.80	1	\$59.36	1	\$69.83	1	\$62.47	1	\$30.40	\$1,327.86		\$1,327.86		\$960.00
1.3 Supply-Side Limitations and Future Needs	3	\$450.00	2	\$360.00	2	\$97.20	2	\$118.72	1	\$69.83	2	\$124.94	1	\$30.40	\$1,251.09		\$1,251.09		\$810.00
Sub-Total	12	\$1,800.00	6	\$1,080.00	6	\$291.60	4	\$237.44	3	\$209.49	4	\$249.88	3	\$91.20	\$3,959.61	\$0.00	\$3,959.61	\$150.00	\$2,730.00
Step 2 - Profile of Water Demands and Historical Demand Management																			
2.1 Demographics and Key Characteristics of the Service Area	3	\$450.00	3	\$540.00	1	\$48.60	1	\$59.36	1	\$69.83	1	\$62.47	1	\$30.40	\$1,260.66		\$1,260.66	\$750.00	\$240.00
2.2 Historical Water Demands	20	\$3,000.00	6	\$1,080.00	2	\$97.20	2	\$118.72		\$0.00	4	\$249.88	3	\$91.20	\$4,637.00		\$4,637.00		\$4,080.00
2.3 Past and Current Demand Management Activities and Impact to Demands	16	\$2,400.00	4	\$720.00	2	\$97.20	2	\$118.72	2	\$139.66	4	\$249.88	8	\$243.20	\$3,968.66		\$3,968.66		\$3,120.00
2.4 Demand Forecasts	8	\$1,200.00	3	\$540.00	1	\$48.60	2	\$118.72		\$0.00	2	\$124.94	2	\$60.80	\$2,093.06		\$2,093.06		\$1,740.00
Sub-Total	47	\$7,050.00	16	\$2,880.00	6	\$291.60	7	\$415.52	3	\$209.49	11	\$687.17	14	\$425.60	\$11,959.38	\$0.00	\$11,959.38	\$750.00	\$9,180.00
Step 3 - Integrated Planning and Water Efficiency Benefits and Goals																			
3.1 Water Efficiency and Water Supply Planning	8	\$1,200.00	5	\$900.00	1	\$48.60	2	\$118.72		\$0.00	2	\$124.94	2	\$60.80	\$2,453.06		\$2,453.06	\$250.00	\$1,850.00
Water Efficiency Plan Update Meeting #2	4	\$600.00	5	\$900.00	2	\$97.20	2	\$118.72	2	\$139.66	2	\$124.94	2	\$60.80	\$2,041.32		\$2,041.32		\$1,500.00
3.2 Water Efficiency Goals	8	\$1,200.00	4	\$720.00	3	\$145.80	3	\$178.08	2	\$139.66	3	\$187.41	4	\$121.60	\$2,692.55		\$2,692.55		\$1,920.00
Sub-Total	20	\$3,000.00	14	\$2,520.00	6	\$291.60	7	\$415.52	4	\$279.32	7	\$437.29	8	\$243.20	\$7,186.93	\$0.00	\$7,186.93	\$250.00	\$5,270.00
Step 4 - Selection of Water Efficiency Activities																			
4.1 Summary of Selection Process	3	\$450.00	1	\$180.00	2	\$97.20	1	\$59.36	1	\$69.83	1	\$62.47	2	\$60.80	\$979.66		\$979.66	\$500.00	\$130.00
Board Work Session - Present recommendations for review & discussion					2	\$97.20	2	\$118.72	2	\$139.66	2	\$124.94	2	\$60.80	\$541.32		\$541.32		\$0.00
4.2 Demand Management Activities	35	\$5,250.00	16	\$2,880.00	4	\$194.40	2	\$118.72	2	\$139.66	2	\$124.94	6	\$182.40	\$8,890.12		\$8,890.12		\$8,130.00
Water Efficiency Plan Update Meeting #3	5	\$750.00	3	\$540.00	2	\$97.20	2	\$118.72	2	\$139.66	2	\$124.94	2	\$60.80	\$1,831.32		\$1,831.32		\$1,290.00
Sub-Total	43	\$6,450.00	20	\$3,600.00	10	\$486.00	7	\$415.52	7	\$488.81	7	\$437.29	12	\$364.80	\$12,242.42	\$0.00	\$12,242.42	\$500.00	\$9,550.00
Step 5 - Implementation and Monitoring Plan																			
5.1 Implementation Plan	12	\$1,800.00	5	\$900.00	2	\$97.20	2	\$118.72	2	\$139.66	2	\$124.94	2	\$60.80	\$3,241.32		\$3,241.32	\$300.00	\$2,400.00
5.2 Monitoring Plan	8	\$1,200.00	5	\$900.00	2	\$97.20	2	\$118.72	2	\$139.66	2	\$124.94	10	\$304.00	\$2,884.52		\$2,884.52		\$2,100.00
Sub-Total	20	\$3,000.00	10	\$1,800.00	4	\$194.40	4	\$237.44	4	\$279.32	4	\$249.88	12	\$364.80	\$6,125.84	\$0.00	\$6,125.84	\$300.00	\$4,500.00
Step 6 - Adoption of New Policy, Public Review and Formal Approval																			
6.1 Public Review Process	2	\$300.00	1	\$180.00	2	\$97.20		\$0.00		\$0.00		\$0.00	2	\$60.80	\$638.00		\$638.00	\$300.00	\$180.00
6.2 Local Adoption and State Approval Process	4	\$600.00	3	\$540.00	1	\$48.60	1	\$59.36		\$0.00	1	\$62.47	1	\$30.40	\$1,340.83		\$1,340.83		\$1,140.00
6.3 Periodic Review and Update	2	\$300.00	1	\$180.00	6	\$291.60	1	\$59.36		\$0.00	1	\$62.47	2	\$60.80	\$954.23		\$954.23		\$480.00
Board Meeting - Present draft to Board	4	\$600.00	5	\$900.00	2	\$97.20	2	\$118.72	2	\$139.66	2	\$124.94	1	\$30.40	\$2,010.92		\$2,010.92		\$1,500.00
Sub-Total	12	\$1,800.00	10	\$1,800.00	11	\$534.60	4	\$237.44	2	\$139.66	4	\$249.88	6	\$182.40	\$4,943.98	\$0.00	\$4,943.98	\$300.00	\$3,300.00
General Project Expenses																			
Reproduction of Reports - 10 copies x \$100/copy + 3 hours x \$90/hr																\$1,210.00	\$1,210.00		\$1,210.00
Travel - 4 meetings x \$0.62/mi x 2 x 5.0 mi																\$24.80	\$24.80		\$24.80
Submit 2 progress reports	8	\$1,200.00	4	\$720.00	4	\$194.40	1	\$59.36			1	\$62.47			\$2,236.23		\$2,236.23		\$1,920.00
Final incorporation of CWCB comments	6	\$900.00	6	\$1,080.00	4	\$194.40	2	\$118.72			1	\$62.47	4	\$121.60	\$2,477.19		\$2,477.19	\$350.00	\$1,630.00
Sub-Total	14	\$2,100.00	10	\$1,800.00	8	\$388.80	3	\$178.08	0	\$0.00	2	\$124.94	4	\$121.60	\$4,713.42	\$1,234.80	\$5,948.22	\$350.00	\$4,784.80
TOTAL FEE	176	\$26,400.00	90	\$16,200.00	53	\$2,575.80	38	\$2,255.68	25	\$1,745.75	41	\$2,561.27	61	\$1,854.40	\$53,592.90	\$1,234.80	\$54,827.70	\$2,750.00	\$41,084.80

# **TOWN OF WINDSOR**

## **HOME RULE CHARTER**

**2003**

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# WINDSOR HOME RULE CHARTER

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## **PREFATORY SYNOPSIS**

We, the fifteen Charter Commission Members elected by the citizens of the Town of Windsor, have drafted this Home Rule Charter in accordance with the Constitution of the State of Colorado and the Municipal Home Rule Act of 1971 and hereby respectfully submit this Charter to the electors of the Town of Windsor for their approval.

The members of the Charter Commission have worked diligently and earnestly to draft a broad and general Home Rule Charter, which provides a basic framework for our local government, requires fiscal responsibility and accountability, while creating a Charter that addresses the issues and challenges facing the Town of Windsor. Recognizing the importance of citizen participation in Town government and being mindful of the dynamic environment, and the opportunities for the Town, the members of the Commission held public meetings, conducted public hearings, encouraged citizen involvement, and received valuable input and opinion from the Windsor citizens.

The Charter provisions grant its citizens full rights to participate in Town government through powers of initiative, referendum, and recall as protected by the Constitution of the State of Colorado. This philosophy of citizen participation is reinforced by the continued application of the Taxpayers Bill of Rights (TABOR).

Special mention should be made as to the relationship of the Charter to other applicable laws. The Bill of Rights and other protections afforded citizens by the United States Constitution are, of course, primary. The Constitution of the State of Colorado also contains specific limitations on the Town's home rule powers. The Commission recognizes that the Charter is subordinate to, and must keep faith with, those federal and state enactments that limit the Town's home rule powers. The Commission also recognizes that certain State Statutes should continue to apply to the Town. Variations were made from the statutes only where home rule powers permitted and sound reasons existed. Transition provisions were included to insure an orderly implementation of the Town Charter.

It is the intent of this Charter to uphold, promote and demand the highest standards of ethics and conduct for all the employees and officials, whether elected, appointed, or hired for the Town of Windsor. The Town Board, all Town employees and all members of boards, commissions, committees and task forces shall maintain the highest standards of personal integrity, truthfulness, honesty, and accountability in discharging their public duties, and shall never abuse their positions or powers for improper or personal gain.

## **PREAMBLE**

With the foregoing principles in mind, this Charter serves as the framework for a Town government that best serves the entire Windsor community of the people, by the people and for the people.

## **SPECIAL RECOGNITION**

One of the original Charter Commission members, Mary Lee, served as recording secretary and provided exceptional support in the process of writing this Charter. Her expertise and dedication were invaluable and was greatly appreciated by all members.

## ARTICLE I

### Definitions

The following definitions shall apply as used in this Charter except where the context clearly indicates otherwise.

**1.1 Abuse of Public Office.** Any violation of State Statutes relating to public trust or public funds classified as a felony or a misdemeanor.

**1.2 Ad Valorem Tax.** The general property tax levied annually on taxable real or personal property listed with the assessors of Weld and Larimer Counties, Colorado.

**1.3 Appropriation.** The authorized amount of monetary funds designated for an expenditure during a specified time for a specified purpose, usually as an appropriation of funds in the Town budget or amendment thereto.

**1.4 Board or Commission.** The boards or commissions established by this Charter or ordinances.

**1.5 Board Member.** Each member of the Town Board except the Mayor.

**1.6 Business Entity.**

A. Any corporation whether for profit or nonprofit, governmental entity, business, trust, limited liability company, partnership, association, or other legal entity; and

B. Any other form of business, sole proprietorship, firm or venture, carried on for profit.

**1.7 Clerk.** The Town Clerk of the Town of Windsor or such office designation as may be used in place of the office of Town Clerk.

**1.8 Conflict Of Interest.** A situation, circumstance, or financial interest that has the potential to cause a private or public interest to interfere with the proper exercise of a public duty.

**1.9 Contract.** Any arrangement or agreement pursuant to which any material, service, or other thing of value is to be furnished for a valuable consideration or is to be sold or transferred.

**1.10 Director Of Finance.** The Director of Finance for the Town of Windsor or such office designation as may be used in place of the office of Director of Finance.

**1.11 Domestic Partnership.** An exclusive committed relationship between two (2) unmarried adult persons who are unrelated by blood, maintain a mutual residence, and share basic living expenses.

**1.12 Elected Official.** The Mayor and each Board member, whether elected or appointed.

**1.13 Emergency.** A matter which could not have been reasonably anticipated or foreseen, and on which immediate action is genuinely and urgently necessary for the preservation of the public health, safety and welfare.

**1.14 Employee, Town Employee, or Employee of the Town.** Each compensated person in the service of the Town who is designated as an employee in the personnel rules and regulations of the Town.

**1.15 Family.** Any person who is related to the official, public body member, or employee in one of the following ways: spouse, parent, grandparent, child, stepchild, grandchild, sibling, or other similar relation to the individual or individual's spouse. This includes all persons who are members of the same household as the official, public body member or employee in question, regardless of whether they are related by blood or marriage.

**1.16 Franchise.** A right conferred by the Town (such as a public utility) to use public property for the public use but for private profit.

**1.17 General Statewide Election.** The statewide election held on the Tuesday succeeding the first Monday of November in each even-numbered year.

**1.18 Initiative.** The power of the registered electors of the Town of Windsor to propose to the Town Board, in accordance with the provisions of this Charter, certain ordinances for adoption by the Town Board which, if not adopted by the Town Board, shall be submitted to a vote of the registered electors of the Town for acceptance or rejection, in accordance with the provisions of this Charter.

**1.19 Interest.** A pecuniary, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss, but does not include any matter in which a similar benefit is conferred to all persons or property similarly situated nor does it include the ownership or control of shares of stock.

**1.20 Lease-Purchase Agreement.**

A. Any installment purchase agreement for the purchase of real or personal property which requires or permits payments during more than one (1) fiscal year, regardless of any right of the Town to terminate the agreement; or

B. Any agreement for the lease or rental of real or personal property which requires or permits payments during more than one (1) fiscal year, regardless of any right of the Town to terminate the agreement, and under which title to the real property is transferred at the end of the term for nominal or no additional consideration.

**1.21 Manager.** The Town Manager of the Town of Windsor.

**1.22 Mayor.** The Mayor of the Town of Windsor.

**1.23 Member of the Town Board.** The Mayor and each Board Member.

**1.24 Newspaper.** A newspaper of general circulation in the Town that meets the requirements for a legal newspaper as established in the State Statutes.

**1.25 Officer.** The Mayor and each Board Member.

**1.26 Official.** Any elected or appointed officer, public body member, or agent of the Town of Windsor.

**1.27 Official Action.** Any legislative, administrative, or quasi-judicial act of any officer, public body member, or employee, or of the Town Board or any public body of the Town.

**1.28 Ordinance.** A permanent law or regulation adopted by legislative action of the Town Board pursuant to the procedures set forth in this Charter or by ordinances.

**1.29 Principals.** Those people who are the subject of the action or application that is before the board.

**1.30 Publication or Posting.**

A. Publication in a newspaper of general circulation; or

B. Publication by electronic means and methods; or

C. In the event of an emergency, or when no such newspaper is available, posting. Anything published by such posting because of an emergency shall subsequently be published in a newspaper of general circulation or published electronically; or

D. Posting shall be effected by providing written or printed notice in various locations throughout the Town as provided by ordinance.

**1.31 Public Body.** Any board or commission, or any task force or committee, except any task force or committee for which the Town Board determines, in the resolution establishing it, that Article V, or such portions thereof as selected by the Town Board, shall not apply because the public interest would be served by the participation of persons who would otherwise have an interest in the matters to be addressed by the task force or committee.

**1.32 Public Records.** The term "Public Records" shall refer to those records as defined in the Colorado Revised Statutes at Section 24-72-202, et seq. as amended from time to time.

**1.33 Public Servant.** A person who serves the Town of Windsor in an official capacity, whether elected or appointed, paid or unpaid, as a Town official, public body member or employee.

**1.34 Quasi-Judicial Action.** Any action where the board or committee has a duty to notify the potential parties, hear the parties, and can only decide after weighing and considering such evidence and arguments as the parties choose to lay before them.

**1.35 Recuse.** Officials, public body members or employees who have been recused from a matter, shall remove themselves completely from all further participation in the matter in question. Official, public body members or employees who have been recused shall immediately leave the

room or shall seat themselves with the other members of the public who are present. The recused person shall not participate in further discussions, unless they clearly state for the record that they are doing so only as a general member of the public. Recused persons shall not deliberate or vote on the matter in question.

**1.36 Referendum.** The power of the registered electors of the Town of Windsor to request that the Town Board reconsider certain ordinances adopted by the Board as provided in this Charter; and, if the Board fails to repeal such ordinances, to require that the Board submit the referred ordinances to a vote of the registered electors of the Town for approval or rejection in accordance with the provisions of this Charter.

**1.37 Registered Elector.** An elector who has registered in compliance with the provisions for registration to vote as provided in the State Statutes.

**1.38 Regular Election or Regular Municipal Election.** A Town election held pursuant to Article 6.2.

**1.39 Relative.** Any person related to an officer, public body member, or employee by blood, marriage, or domestic partnership, in any of the following degrees; parents, spouse, children, step-children, brothers, sisters, parents-in-law, nephews, nieces, aunts, uncles, first cousins, grandparents, grandchildren, and children-in-law. A separation between spouses shall not be deemed to terminate relationships described herein.

**1.40 Resident.** A resident of the Town of Windsor.

**1.41 Resolution.** An expression of an administrative or a ministerial act of the Board without any required form or procedure, as distinguished from legislative acts embodied in Town ordinances.

**1.42 Special Election or Special Town Election.** A Town election held at a time other than a regular election.

**1.43 State Constitution or Colorado Constitution.** The Constitution of the State of Colorado, as amended from time to time.

**1.44 State Statutes.** The statutes of the State of Colorado, as amended or repealed from time to time and also referred to as the Colorado Revised Statutes or C.R.S.

**1.45 Town.** The Town of Windsor, Colorado.

**1.46 Town Board.** The governing body constituting the Board Members and the Mayor.

**1.47 Town Prosecutor.** An attorney at law admitted to practice in the State of Colorado who is appointed by the Town Board to (1) appear on behalf of the Town before the Municipal Court of the Town; (2) to enforce violation of the Code of Ethics; and (3) to perform such other duties as prescribed by the Town Board.

**1.48 United States Constitution.** The Constitution of the United States of America, as amended from time to time.

## **ARTICLE II**

### **General Provisions**

#### **2.1 Names and Boundaries**

The Colorado municipal corporation now existing as the Town of Windsor shall remain and continue under the same name and with the same boundaries unless changed in a manner authorized by law.

#### **2.2 Purpose of Charter**

It is the purpose of this Charter to establish a basic governmental structure that will provide for the effective and efficient conduct of the business of the Town. Full participation in the affairs of the Town, by every member of the community, shall be encouraged and permitted in the manner provided for throughout this Charter.

#### **2.3 Form of Government**

The municipal government provided by this Charter shall be known as a Board-Manager government.

#### **2.4 Powers of the Town**

A. The Town shall have all the power of local self-government and of home rule, and shall have all power possible for a municipality under the State Constitution. All such powers shall be exercised in a manner consistent with the United States Constitution, the State Constitution, and this Charter, or, if not provided for in this Charter, in such manner as shall be provided by ordinance.

B. Except as otherwise provided in this Charter, the Town shall also have all powers granted to municipalities by the State Statutes.

C. The enumeration of specific powers in this Charter shall not be considered as limiting or excluding any other power under Article XX of the State Constitution.

#### **2.5 Amendments to the Charter**

This Charter may be amended in the manner provided in the State Constitution and the State Statutes pertaining to home rule charter amendments. Proceedings to amend the Charter may be initiated by the filing of a petition meeting the requirements of the State Statutes, or by the adoption of an ordinance by the Town Board submitting the proposed amendment to a vote of the registered electors of the Town.

#### **2.6 Charter Amendments Only by Measures Expressing a Single Subject**

A. No measure proposing an amendment to this Charter shall be submitted to the registered electors of the Town if the measure contains more than one subject.

B. The Town Clerk shall approve for petition circulation measures proposing Charter amendments



only when such measures contain a single subject.

C. As used in this Section, the single subject requirement means, that the matters in the measure submitted for voter approval are necessarily or properly connected and are not disconnected or incongruous.

## **ARTICLE III**

### **Town Board**

#### **3.1 Town Board**

A. The Town Board shall be the governing body of the Town, and shall have such powers as are possessed by the Town and not conferred by this Charter on others. All such powers shall be exercised in the manner prescribed in this Charter or, if not provided for herein, in such manner as shall be provided by ordinance.

B. The Town Board shall consist of six (6) board members nominated and elected by the qualified voters of six (6) geographic districts, and a Mayor nominated and elected from the Town at large.

C. Districting. The town shall be divided into six (6) geographical districts numbered one (1) through six (6), inclusively, each district shall be represented by one (1) Town Board member. The Districts shall be contiguous, compact, and have approximately the same number of registered electors. The boundaries of the districts shall not be changed more often than once in six (6) years, unless such change is necessary to conform to constitutional apportionment requirements. Territory added to the Town shall become part of such district or districts as may be determined by ordinance, consistent with constitutional requirements. Notwithstanding any other provision of this Charter, no change in district boundaries shall create a vacancy during the term of any Town Board member in office at the time of the change.

D. Formula for redistricting. No later than one hundred and eighty (180) days before each regular biennial election, the Town Clerk shall determine if the number of registered electors is less than eighty-five (85) percent of the number of registered electors in the District containing the highest number. If so, the Town Clerk shall recommend to the Town board District boundary changes, which shall be established by ordinance at least one hundred and twenty (120) days before the Town election.

E. Transition to districts. A Districting Commission shall be formed. The Districting Commission shall consist of five (5) members. Members of the Districting Commission must be registered electors of the Town. No member of the Town Board or employee of the Town shall be a member of the Districting Commission.

Districts shall be created and in effect for the next municipal election (April, 2008).

The following entities will each have one representative appointed by the former Mayor W. Wayne Miller, the former Mayor pro tem Kristy Duffy, and the Town Clerk to the Districting Commission for determining the six (6) geographical districts:

1. Windsor Residents residing in Larimer County.

2. Windsor Residents residing east of CR 13 and north of HWY 392.
3. Windsor Residents residing in central Windsor (east of CR 13).
4. Windsor Residents residing in Water Valley.
5. Windsor Planning Commission.

F. To transition to districts, the first municipal election following the creation of districts (April, 2008) shall be held to elect three (3) Town Board members for four (4) year terms and such Town Board Members shall be from three (3) of the six (6) geographic districts defined by the District Commission, the choice of such three (3) districts to be made by the District Commission after giving due regard to those districts that are presently unrepresented on the Town Board. Town Board members for the three (3) remaining districts shall be chosen at the 2010 municipal election, such elections also being for four (4) year terms.

During the transition period, any appointments to fill vacancies shall be for the geographic or at-large position held by the vacating Town Board member.

No Town Board member presently serving on the Town Board shall have his term shortened as a result of this Section 3.1. (Amended by voters on November 7, 2007)

### **3.2 Mayor; Mayor Pro Tem**

A. The Mayor shall be a member of the Town Board and shall have the same voting powers as any Board Member.

B. The Mayor shall preside over meetings of the Town Board, and shall be recognized as the head of the Town government for all ceremonial purposes.

C. By a two-thirds ( $\frac{2}{3}$ ) vote of all members of the Town Board in office at the time, a Board Member shall be appointed as Mayor pro tem, for a term of two years, to perform the responsibilities of the Mayor when the Mayor is absent or is otherwise unable to perform the responsibilities of the Mayor.

### **3.3 Qualifications**

A. Except during the during the transition period set forth in Section 3.1, (F) no person shall be eligible to be elected or appointed to the office of Mayor or Board Member unless he or she is:

1. A citizen of the United States of America; and
2. A registered elector of the Town; and

3. A resident of the Town for twelve (12) consecutive months immediately preceding the election, and in the case of a District Town Board member, has continuously resided in the District from which he or she is to be elected. At all times during their terms Town Board members shall reside in the Districts from which elected. In the case of annexation, residence within the annexed territory for the prescribed period shall satisfy the residency requirements of this Article.

B. No person who has been convicted of a felony shall be eligible to be elected or appointed to the office of Mayor or Board Member.

C. No person who is an employee of the Town may serve as Mayor or Board Member. Any Town employee elected or appointed as Mayor or a Board Member shall be deemed to have resigned as an employee on the date of taking office.

D. No person may be a candidate for both Mayor and Board Member at the same election.

E. The Mayor and each Board Member shall continue to meet the requirements of this Article throughout their term of office.

F. The Town Board shall be the judge of the election and qualifications of its own members, subject to judicial review. (Amended by voters on November 7, 2007)

### **3.4 Term Limits**

The term of office for an elected official either as a Board Member, Mayor or a combination of Board Member and Mayor shall be limited to two consecutive elected terms but not more than ten consecutive years in office whether elected or appointed, which shall include terms served prior to the effective date of this Charter. No elected official whose term expires pursuant to these term limits shall be eligible for appointment or election as a Board Member or Mayor prior to four years following the expiration of that person's prior term in office.

### **3.5 Term of Office; Time of Taking Office; Oath**

A. Each Board Member shall be elected for a four-year term.

B. The Mayor shall be elected for a four-year term.

C. The Mayor and each Board Member shall take office at the first regular or special meeting of the Town Board following their election, and shall continue in office until their successors have been elected and take office, or a vacancy is earlier established.

D. Before taking office, the Mayor and each Board Member shall take and file with the Town Clerk an oath or affirmation to support the United States Constitution, the State Constitution, and the Charter and ordinances of the Town, and to faithfully perform the duties of the office.

### **3.6 Compensation**

The Mayor and each Board Member shall receive such salary and benefits as may be prescribed by ordinance. The salary of the Mayor, or of any Board Member, shall not be increased or diminished during the term for which the Mayor or Board Member has been elected. Subject to the Board's approval, the Mayor and Board Members may be reimbursed for the actual and necessary expenses incurred in the performance of the duties of office.

### **3.7 Vacancies**

A. A vacancy in the office of Mayor or Board Member shall exist if during the term of office the

Mayor or a Board Member:

1. Is convicted of a felony;
2. Is no longer a resident of the Town;
3. Dies, is judicially declared incompetent, resigns, or is recalled without the election of a successor;
4. Has had more than three (3) unexcused absences from regular Town Board meetings during any period of twelve (12) consecutive calendar months. The date of the fourth unexcused absence shall be determined to be the date on which the office was vacated. Any absence from a regular meeting shall be considered unexcused only if the Town Board so determines by a motion, setting forth the reasons for the determination.

B. Should the position of Mayor be vacated for any reason, the Town Board shall select, by a two-thirds ( $\frac{2}{3}$ ) vote of all members of the Town Board in office at the time, from its members a Mayor, who shall perform all duties and have all powers of the Mayor until the next regular municipal election. Upon taking the oath of office, the Appointed Mayor shall no longer serve as a Board Member, and a vacancy shall exist on the board. Such vacancy shall be filled in accordance with Article 3.7.D of this Charter.

C. Should the position of Mayor Pro Tem be vacated for any reason, the Town Board shall select, by a two-thirds ( $\frac{2}{3}$ ) vote of all members of the Town Board in office at the time, from its members a Mayor Pro Tem to serve out the term.

D. Should the position of a Board Member be vacated for any reason, the Board shall fill the vacancy by one of the following options:

1. The position may remain vacant if it is less than one year until the next regular municipal election; or
2. The Town Board may select a person to fill the position until the next regular municipal election.
3. The Town Board may call for a special election to fill the vacated seat.

## **ARTICLE IV**

### **Town Board Procedures**

#### **4.1 Meetings**

A. The activities of Town government will be conducted in public to the greatest extent feasible in order to assure public participation and enhance public accountability.

B. The Town Board shall meet regularly each month. The Town Board shall determine the day and hour of its regular meetings and the rules of procedure governing meetings. The first meeting

following each regular municipal election shall be the organizational meeting.

C. The Town Board shall cause written minutes of its regular and special meetings to be taken and retained in the records of the Town.

#### **4.2 Special Meetings and Business at Special Meetings**

A. Special meetings shall be called by the Town Clerk on the written request of the Town Manager, or any two (2) members of the Town Board.

B. A special meeting shall be held on at least twenty-four (24) hours' notice communicated to each member of the Town Board. A special meeting may be held on shorter notice if all members of the Town Board are present or if those members not present have waived notice thereof in writing. Advance notice of such meeting shall be posted in one public place.

C. At any special meeting of the Town Board, no action shall be taken by the members of Town Board on any item of business that has not been stated in the notice of the meeting.

#### **4.3 Quorum**

A majority of the members of the Town Board holding office at the time shall be a quorum, and a quorum shall be required for the transaction of business at all Town Board meetings.

#### **4.4 Work Sessions**

A. Each work session of the Town Board shall be held on at least twenty-four (24) hours' notice to each member of the Board. All work sessions shall be publicly posted in advance and open to the public.

B. No final policy decision, rule, regulation, resolution, ordinance, action approving a contract or calling for the payment of money, or other formal action, shall be taken at any work session.

C. The Town Board shall cause a summary or copy of the agenda of each work session to be made and to be retained in the records of the Town.

#### **4.5 Meeting to be Public; Executive Sessions**

A. All regular and special meetings of the Town Board shall be open to the public, and persons shall have a reasonable opportunity to be heard at each meeting under such rules as the Town Board may prescribe.

B. Notice of each regular and special meeting shall be posted at least twenty-four (24) hours in advance of the meeting. The notice shall include specific agenda information to the extent available.

C. Any meeting may be recessed into an executive session by a majority vote of the members of the Town Board present and may be closed to the public for the following purposes only:

1. To determine a position relative to issues subject to negotiation, to receive reports on negotiation progress and status, to develop strategy, and to instruct negotiators;

2. To consider the acquisition or disposal of property if, in the judgment of the Town Board, premature disclosure of information might give any person an unfair competitive or bargaining advantage;

3. For matters of attorney-client privilege, to receive legal advice from an attorney representing the Town, and for matters required by law to be kept confidential;

4. For matters critical to the personal safety of elected officials and for matters involving the protection and security of Town property;

5. For personnel matters;

6. To deliberate on evidence presented to the Town Board while acting in a quasi-judicial capacity; or

7. To consider additional matters for which an executive session is permitted under the State Statutes concerning the meetings of local public bodies.

D. The general subject matter of any executive session shall be stated in the motion calling for the session. No formal action, no final policy decision, no rule, regulation, resolution or ordinance, and no action approving a contract or calling for the payment of money shall be adopted or approved at any session closed to the public.

1. The Town attorney will provide guidelines for discussing topics in executive session.

E. Except as authorized by the Town Board, as required or permitted by judicial order, or as otherwise required or permitted by law, no participant in any executive session shall reveal any information gained as a result of the session.

#### **4.6 Town Board Acts**

The Town Board shall act only by ordinance, resolution, or motion. All legislative enactments shall be in the form of ordinances. All other actions, except as herein provided, may be in the form of resolutions or motions. A true copy of every ordinance and resolution as hereafter adopted shall be numbered and recorded in the official records of the Town.

#### **4.7 Voting**

A. Each member's vote on an ordinance or resolution shall be recorded in the minutes.

B. Except where a greater number is required in this Charter, the final adoption of any ordinance shall require a two-thirds ( $\frac{2}{3}$ ) vote of all members of the Town Board in office at the time, and resolutions and motions shall require the majority vote of the members of the Town Board present.

C. No member of the Town Board shall vote on any matter concerning the member's own conduct.

D. No member of the Town Board shall vote on any matter in which the member has a conflict of interest, as defined in the State Statutes or contained in Article V of this Charter. On such matter, the

official shall disclose to the Town Board the nature of the conflict of interest prior to abstaining from voting.

E. Except as provided in Subsections C. and D. of this Article, each member of the Town Board who is present shall vote on each matter.

#### **4.8 Action By Ordinance Required**

In addition to such acts of the Town Board as are required by the State Constitution or this Charter to be by ordinance, and except as otherwise provided in this Charter, the following acts of the Town Board shall be by ordinance:

- A. Authorizing the borrowing of money, creating indebtedness, a voter-approved new tax and/or tax rate increase, or approving a lease-purchase agreement;
- B. Approving any transfer of fee ownership in real property owned by the Town;
- C. Approving any transfer of water rights owned by the Town;
- D. Establishing any rule or regulation for the violation of which a penalty is imposed; or
- E. Placing any burden upon or limiting the use of private property.

#### **4.9 Form of Ordinance**

A. Every ordinance shall be introduced in printed form. The enacting clause of all ordinances shall be: BE IT ORDAINED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO.

B. Except as otherwise provided in this Charter, all ordinances shall take effect ten (10) days after publication following final adoption. Unless otherwise specifically provided in the ordinance, every ordinance shall be deemed to contain a severability clause whether stated therein or not.

#### **4.10 Ordinances - Adoption Procedure**

A. Each ordinance shall be presented to Town Board at least twice, and the following procedure shall be followed in adopting any ordinance except an emergency ordinance:

1. The ordinance shall be introduced by motion at a regular or special meeting of the Town Board.
2. The ordinance shall be read in full or by title if copies of the ordinance are available to the public.
3. At the first reading, the Town Board shall vote to amend, adopt or reject the ordinance, or take other action, as it deems appropriate.
4. If the ordinance is adopted by Town Board upon its initial introduction, either as presented or as amended, it shall be published in full as it was adopted.

5. The ordinance shall then be introduced by motion a second time at a regular or special meeting of the Town Board held not earlier than four (4) days after the first publication.

6. Prior to taking final action on the ordinance, the Town Board shall permit public comments on the ordinance, then shall vote to amend, finally adopt, or reject the ordinance, or take other action, as it deems appropriate.

7. Upon final adoption, the ordinance shall be published either in full or by title only, as the Town Board may direct; however, if the ordinance is amended prior to final adoption and is published by title only, the amendment shall be published in full along with the ordinance title.

8. The ordinance shall be signed by the Mayor and attested by the Town Clerk, and affidavits of publication shall be retained with the ordinance in the Town's records.

B. Every ordinance published by title shall contain a notice that copies of the ordinance are available at the office of the Town Clerk.

#### **4.11 Emergency Ordinances**

A. An emergency ordinance necessary for the immediate preservation of public property, health, welfare, peace, or safety shall require a two-thirds ( $\frac{2}{3}$ ) vote of the members of the Town Board in office at the time. The facts determining the emergency shall be specifically stated in the ordinance. Determination by Town Board as to the existence of an emergency shall be final and conclusive.

B. No ordinance granting, renewing, or amending any franchise, fixing rates charged by any municipal utility system, fixing an impact fee, 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.

C. An emergency ordinance may be introduced and finally adopted at any regular or special meeting, shall require only one (1) reading, and shall not require publication prior to final adoption. An emergency ordinance shall take effect upon final adoption or on such later date as specified in the ordinance. Following final adoption, an emergency ordinance shall be published in full.

#### **4.12 Codification**

The Town Board shall cause the ordinances to be codified and thereafter maintained in current form. Revisions to the codes may be accomplished by reference as provided in Article 4.13 of this Charter.

#### **4.13 Adoption of Codes by Reference**

The Town Board may adopt, by ordinance, any code by reference. The procedure of adoption of a code by reference shall be as provided in the State Statutes applicable to the adoption of codes by reference or such other procedure as the Town Board may provide by ordinance. Every ordinance adopting a code by reference shall contain a notice that copies of the code are available at the office of the Town Clerk. Any penalty clause in such a code may be adopted only if set forth in full in the adopting ordinance.



#### **4.14 Public Records**

All public records of the Town of Windsor shall be open for inspection by any person at reasonable times in accordance with applicable law. Copies of records may be obtained at a reasonable cost or be made available in alternative formats when practicable.

#### **4.15 Fines and Penalties for Ordinance Violations**

Penalties for the violation of Town ordinances shall be established by ordinance. No fine or sentence for such a violation shall exceed the maximums established by the State Statutes for municipal ordinance violations.

### **ARTICLE V**

#### **Code of Ethics**

##### **5.1 Purpose**

The purpose of this code is to establish guidelines for the ethical standards of conduct for Town officials, public body members and employees. Public servants and volunteers are expected to act in the best interest of the Town. Town officials, public body members and employees are expected to disclose any personal, financial or other interests in matters affecting the Town that come before them for action. Town officials, public body members and employees are expected to recuse themselves from decision making if they have a conflict of interest or even the appearance of one. Town officials, public body members and employees are expected to be independent, impartial, and responsible to their fellow townspeople in their actions. Official decisions and policies will be made following proper channels of town government. Public offices or volunteer positions in our Town will not be used for personal gain. It is important that the public has confidence in the integrity of its government and that town officials, public body members, volunteers and employees have an opportunity to protect their personal reputation. This code establishes a process by which one may obtain guidance regarding potential ethical issues and it establishes a course of action for resolving disputes in a manner that is fair to all of the parties involved.

##### **5.2 Standards**

A. The following requirements shall constitute reasonable standards and guidelines for the ethical conduct of elected or appointed officials, public body members, and employees.

B. No elected or appointed official, public body member, or employee who has the power or duty to perform, or has any influence over, an official action related to a contract, shall:

1. Have or acquire an interest in a contract between a business entity and the Town, unless the Town's procedures applicable to the solicitation and acceptance of such contract are followed and unless the elected or appointed official, public body member, or employee has complied with the provisions of Article 5.3;

2. Have an interest in any business entity, which is a party to the contract with the Town, unless the elected or appointed official, public body member, or employee has complied with the

provisions of Article 5.3;

3. Represent or appear before the Town Board, any public body, or any other elected or appointed official, public body member, or employee, on behalf of any business entity which is a party to the contract with the Town;

4. Have solicited or accepted present or future employment with any business entity which is a party to a contract with the Town, if the offer or acceptance of such employment is related to or results from any official action performed by the elected or appointed official, public body member, or employee with regard to the contract; or

5. Solicit, accept, or be granted a present or future gift, favor, discount, items of perishable or nonpermanent value, service or thing of value from or for any person involved in the contract. Nothing in this paragraph shall prohibit any elected or appointed official, public body member, or employee from accepting an occasional non-pecuniary gift of an amount to be determined by ordinance, or from accepting an award, publicly presented, in recognition of public service. However, no elected or appointed official, public body member, or employee shall accept a non-pecuniary gift of any value if the gift is or may be in any way associated with a contract that is or may be one for which the elected or appointed official, public body member, or employee has the power or duty to perform an official action.

C. No elected or appointed official, public body member, or employee shall influence or attempt to influence the compensation, benefits, or other terms and conditions of Town office or Town employment applicable to a relative of the elected or appointed official, public body member, or employee.

D. No relative of an elected or appointed official, public body member, or employee shall be hired as a full time, permanent employee unless the Town's personnel procedures applicable to such employment have been followed.

E. No elected or appointed official, public body member, or employee shall use for personal or private gain, or for any other personal or private purposes, any information which is not available to the public and which is obtained by reason of his or her position with the Town, or disclose any such information except as required by law or for Town purposes.

F. No employee shall engage in or accept any employment or service, other than employment by the Town, if such employment or service reasonably would tend to impair the employee's independence of judgment in the performance of the employee's duties. This restriction shall not be construed to prohibit any other restrictions or prohibitions on outside employment applicable to an employee.

G. Neither the Town Manager, nor any employee who is the head of a Town department, shall be appointed to serve as a voting member of a public body, but this does not preclude town staff from serving in an advisory capacity.

H. No elected or appointed official, public body member, or employee shall request or direct the use of any Town resources for personal or private gain, including work time, except in the same manner and under the same circumstances applicable to any other person. No special consideration,

treatment, or advantage beyond that which is available to every other person in similar circumstances or need shall be granted unless such use will substantially benefit the Town.

I. No elected or appointed official, public body member, or employee shall, at any time within two (2) years after termination from the Town:

1. Appear on behalf of the elected or appointed official's, public body member's, or employee's interest, or on behalf of the interest of any other person, before the Town Board, any public body, or department of the Town, in relation to any matter concerning which the elected or appointed official, public body member, or employee performed an official act; or

2. Represent the interest of the elected or appointed official, public body member, or employee, or of any other person, in any other matter before the Town Board, any public body, or department of the Town, without disclosing to the Town the elected or appointed official's, public body member's, or employee's prior relationship to the Town and present relationship to the interest.

J. Except as provided in Subsection K, no elected or appointed official, public body member, or employee shall appear before the Town Board or any public body on behalf of any business entity.

K. A member of a public body may appear on behalf of a business entity before the Town Board or before a public body other than the public body of which he or she is a member, so long as the appearance does not concern any matter that has or may come before the public body of which he or she is a member.

L. Nothing in the Code of Ethics shall preclude an elected or appointed official, public body member, or employee from appearing before the Town Board, any public body, or any other elected or appointed official, public body member, or employee on behalf of any person which is not a business entity, so long as the appearance does not concern the elected or appointed official's, public body member's, or employee's interest.

M. No elected or appointed official or public body member shall offer or promise to give his or her vote or influence in favor of or against any proposed official action in consideration or upon condition that any other elected or appointed official, public body member, will promise or assent to give his or her vote or influence in favor of or against any other proposed official action.

N. No elected or appointed official shall become a full-time employee of the Town at any time during the term of office, or for two (2) years after leaving office.

O. No elected or appointed official shall acquire or seek to acquire any real estate or interest therein if the elected or appointed official knows, or reasonably should know, that the Town Board is evaluating, proposing, or pursuing the acquisition of such real estate or interest therein. The elected or appointed official's knowledge shall be presumed. The prohibitions of this subsection shall continue to apply until after the Town Board has abandoned any effort to acquire such real estate or interest therein, and such abandonment has been reflected in the minutes or other record of a Town Board meeting.

### **5.3 A Duty to Disclose**

An official, public body member or employee of the Town of Windsor shall not participate in the conduct of business on behalf of the Town or enter into discussion or deliberation of any matter without first, publicly and on the record, stating all possible conflicts of interest that may exist between themselves and their family members, and the principals or the issue under consideration.

### **5.4 No Misuse of Confidential Information**

No official, public body member or employee of the Town of Windsor shall use any confidential information acquired by virtue of that individual's official position for personal benefit, or for the benefit of any other person or business. This does not apply to information, which is readily available to the general public. In addition, no official, public body member or employee of the Town of Windsor shall violate the privacy of others by discussing information confidentially acquired in the course of official duties.

### **5.5 Exclusions**

The provisions of this Code of Ethics shall not be interpreted so as to bar:

A. Any official, public body member or employee who is a resident of the Town of Windsor from fully participating in any Town Meeting;

B. Acceptance of donations for the expressed purpose of financing a political campaign, provided such contributions are reported in accordance with all local, state and federal laws that pertain to such donations;

C. Participation in a matter that relates to a person or business from which an official, public body member or employee has merely purchased goods or services, if the individual in question has no other conflict of interest relating to that person or business;

D. Police officers, fire fighters, and other emergency personnel from acting in the course of their official capacities when responding to emergencies in accordance with the rules and regulations of their departments.

### **5.6 Enforcement**

A. The provisions of Articles 5.2 through 5.5 shall be enforced as follows:

1. The Town Attorney shall have the primary responsibility for administration of said provisions.

2. Any person who believes that an elected or appointed official, public body member, or employee has violated any of said provisions and wishes to initiate proceedings on such alleged violations shall file a written complaint with the Town Attorney. The complaint shall state in detail the facts of the alleged violation, shall specify the section or sections of the Code of Ethics alleged to have been violated, and shall contain a sworn or verified statement signed by the complainant and stating under penalty of perjury that the information in the complaint is true and accurate, and that the complaint is filed in good faith and not out of malice or any other improper motive or

purpose. Any complaint that does not contain such a signed statement shall be returned forthwith to the complainant without action.

3. If the complaint is made against an officer or public body member, within ten (10) days after receipt of the complaint the Town Attorney shall forward a copy of the complaint to the elected or appointed official or public body member against whom the complaint is made, and to an advisory judge referred to in Article 5.7. The Town Attorney shall request the advisory judge to appoint a qualified disinterested attorney to serve as special prosecutor. If, within ten (10) days after the request, the advisory judge has not appointed a special prosecutor, the Town's Municipal Judge shall appoint a qualified disinterested attorney to serve as special prosecutor. The reasonable expenses and fees of an advisory judge making such an appointment and of the attorney serving as special prosecutor shall be paid by the Town. The attorney recommended or appointed pursuant to this paragraph shall serve as special prosecutor for purposes of investigation and action on the complaint, and shall take such actions concerning the complaint as are consistent with the Code of Ethics, the Colorado municipal court rules of procedure, and the prosecutor's ethical responsibilities. Before completing the investigation, the special prosecutor shall provide the elected or appointed official or public body member against whom the complaint is made an opportunity to provide information concerning the complaint.

4. If the complaint is against an employee, the Town Attorney shall investigate the complaint and shall take such actions concerning the complaint as are consistent with the Code of Ethics, the Colorado municipal court rules of procedure, and the prosecutor's ethical responsibilities. Within ten (10) days after receipt of the complaint the Town Attorney shall forward a copy of the complaint to the employee against whom the complaint is made and, before completing the investigation, shall provide the employee an opportunity to provide information concerning the complaint.

B. A person commits false reporting of a complaint under this Article if:

1. The person makes a complaint of a violation under Articles 5.2 through 5.5 or knowingly causes the transmission of a complaint to the Town Attorney of such a violation when the person knows that the violation did not occur; or

2. The person makes a complaint or knowingly causes the transmission of a complaint to the Town Attorney pretending to furnish information relating to a violation of Articles 5.2 through 5.5 when the person knows that he or she has no such information or knows that the information is false.

C. A person who is convicted of false reporting of a complaint under this article shall be punished as provided in Article 16.5 of this Charter.

## **5.7 Advisory Opinions**

A. The Municipal Judge shall maintain the consent of one (1) or more judges of municipalities other than the Town, to provide advisory opinions with respect to the applicability of Articles 5.2 through 5.6. The names of such advisory judges shall be provided to the Town Board, the Town Manager, and the Town Attorney. The reasonable expenses and fees of an advisory judge providing such an opinion shall be paid by the Town.

B. If any officer, public body member, or employee is uncertain as to the applicability of Articles 5.2 through 5.6 to a particular situation, or as to the definition of terms used in said Articles, the officer, public body member, or employee may apply in writing to the Town Board, Mayor, or Town Manager for an opinion from an advisory judge pursuant to these Articles, and the Town Board, Mayor, or Town Manager may submit an application to the advisory judge for procurement of an opinion. Any officer or public body member may apply directly to an advisory judge for an opinion. The application shall state in detail the applicable facts and the Article or Articles of the Code of Ethics concerning which the opinion is requested.

C. Any person who requests and acts in accordance with an advisory opinion issued pursuant to this Article shall not be subject to any penalties for such action under the Code of Ethics, unless material facts were omitted or misstated in the request for the advisory opinion.

D. An opinion rendered by an advisory judge pursuant to these Articles shall be disclosed to the public by posting, unless the advisory judge who issued the opinion determines it in the best interest of the Town to delay such posting, in which case the opinion shall be posted as soon as the judge determines that the best interest of the Town will no longer be harmed by public disclosure of the opinion.

## **5.8 Violations - Injunction**

The Town Prosecutor shall have the power and the duty, where a violation of the provisions of the Code of Ethics is threatened or has occurred, to bring a civil action or proceeding at law or in equity for a judgment enjoining any violation of the provisions of the Code of Ethics. Any member of the community shall have the opportunity to submit, in good faith, a sworn statement of any suspected violation of the Charter to the Town Attorney.

## **5.9 Violations - Voiding of Contract**

Any contract that was the subject of any official action of the Town in which there was or is an interest prohibited by the Code of Ethics shall be voidable at the option of the Town, if legally permitted. Where the Town Attorney determines that the public interest may best be served by not voiding such contract, it may be enforced and an action or proceeding may be brought against any elected or appointed official, public body member, or employee in violation of the provisions of the Code of Ethics for damages in an amount not to exceed twice the damages suffered by the Town or twice the profit or gain realized by the elected or appointed official, public body member, or employee, whichever is greater.

## **5.10 Distribution**

The Town Clerk shall cause any forms required for compliance with the Code of Ethics, to be distributed to each elected or appointed official, public body member, and employee of the Town within twenty (20) days after the adoption of the ordinance, and to each elected or appointed official, public body member, and employee elected, appointed, or hired thereafter, before entering into any duties with the Town, and to each candidate for elective office at the time the candidate obtains a nomination petition. In addition, the Town Clerk shall cause a copy of any amendment to the Code of Ethics to be distributed to each elected or appointed official, public body member, and employee of the Town within twenty (20) days after the enactment of the amendment.

## **ARTICLE VI**

### **Elections**

#### **6.1 Colorado Municipal Election Laws Adopted**

Town elections shall be governed by the State Statutes contained in the Colorado Municipal Election Code, except as otherwise provided by this Charter or by ordinance. All regular and special elections shall be nonpartisan.

#### **6.2 Regular Elections**

A regular municipal election shall be held in April of each even-numbered year on the Tuesday succeeding the first Monday of April.

#### **6.3 Special Elections**

A special election shall be called by a resolution adopted at least sixty (60) days prior to the election. The resolution calling a special election shall set forth the purpose of the election.

#### **6.4 Conduct of Elections**

A. The Town Clerk shall have charge of all activities and duties required pursuant to this Charter relating to the conduct of Town elections. In any case where election procedure is in doubt, the Town Clerk shall prescribe the procedure to be followed.

B. The Town Clerk shall provide that a background check be made on any individual who is, or will be, running for an elected office in the Town of Windsor. (Reference Article 3.3.B. – Town Board Qualifications).

## **ARTICLE VII**

### **Initiative, Referendum and Recall**

#### **7.1 Initiative**

A. 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 which is subject to the initiative power reserved in said Constitution. Any initiated measure shall be in the form of an ordinance. The measure shall be initiated pursuant to the State Statutes, which establish procedures for a municipal initiative, except as otherwise provided in this Charter and in ordinances not inconsistent with this Charter.

B. The initiative petition shall be signed by registered electors of the Town equal in number to at least five (5) percent of the total number of electors of the Town registered to vote at the last regular municipal election.

C. The Town Clerk shall not count as valid any signature on an initiative petition if the date of the

signature is prior to the date the form of the petition was approved by the Town Clerk.

D. The Town Clerk shall not count as valid any signature on an initiative petition if more than ninety (90) days have elapsed between the date the form of the petition was approved by the Town Clerk and the date of the signature.

## **7.2 Referendum**

A. 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 State Statutes that establish procedures for a municipal referendum, except as otherwise provided in this Charter and in ordinances not inconsistent with this Charter. The referendum power shall not apply to an emergency ordinance.

B. A referendum petition shall be signed by registered electors of the Town equal in number to at least five (5) percent of the total number of electors of the Town registered to vote at the last regular municipal election.

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

## **7.3 Recall**

A. Any elected official may be recalled at any time after six (6) months in office, pursuant to the State Statutes that establish procedures for the recall of municipal elected officers, except as otherwise provided in this Charter and in ordinances not inconsistent with this Charter.

B. A petition to recall a Town Board Member or Mayor will be signed by at least twenty-five (25) percent of the entire vote cast for all the candidates for that particular office at the last preceding election in which the person sought to be recalled was elected to office.

C. For the recall of a person appointed to fill a vacancy, signers shall number at least twenty-five (25) percent of the entire vote cast for all candidates for the vacated office at the last preceding regular municipal election at which a person was elected to that office.

D. If a regular municipal or statewide general election is scheduled to be held within ninety (90) 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.

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

F. Except as to requirements contained in this Charter, in the State Statutes which are applicable to the recall of municipal elected officers, and in the ordinances of the Town, the form, content, approval, and other petition requirements in the State Statutes applicable to municipal initiatives shall



apply as nearly as practicable to recall petitions.

#### **7.4 Board Referral**

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

#### **7.5 Prohibited Action by Board**

A. No initiated ordinance adopted by the registered electors of the Town may be substantively amended or repealed by the Board during a period of one (1) year after the date of the election on the initiated ordinance, unless the amendment or repeal is approved by a majority vote of the registered electors of the Town.

B. No referred ordinance repealed by the registered electors of the Town may be readopted by the Board during a period of one (1) year after the date of the election on the referred ordinance, unless the re-adoption is approved by a majority vote of the registered electors of the Town.

#### **7.6 Withdrawal of Petition**

A. An initiative, referendum, or recall petition may be withdrawn at any time prior to thirty (30) days preceding the day scheduled for a vote by filing with the Town Clerk a written request for withdrawal.

B. The written request for withdrawal shall be signed by a majority of persons who are designated in the petition as representing the signers on matters affecting the petition.

C. Upon the filing of such request the petition shall have no further force or effect, and all proceedings thereon shall be terminated.

#### **7.7 Petition Forms to be Provided**

The Town Clerk shall provide upon request sample forms of initiative, referendum and recall petitions that conform to the requirements of this Charter.

### **ARTICLE VIII**

#### **Administration**

##### **8.1 Town Manager**

A. The Town Manager shall be the chief administrative officer of the Town. The Town Board, by a two-thirds ( $\frac{2}{3}$ ) vote of all members of the Town Board in office at the time, shall appoint a Town Manager who shall serve at the pleasure of the Town Board and at a salary as determined by the Town Board.

B. The Town Manager shall become a resident of the Town within the time established by the Town Board, and shall remain a resident throughout the Manager's appointment.

C. The job performance of the Town Manager shall be evaluated annually by the Town Board, and the Town Board shall review such evaluation with the Town Manager.

D. The Town Board, upon a majority vote of all members of the Town Board, may remove the Town Manager or any Acting Town Manager from office. However, the Town Board shall provide the Town Manager or any Acting Town Manager with notice of its intent to consider such removal at its next regular or special meeting.

## **8.2 Acting Town Manager**

The Town Manager shall designate a qualified Town employee to serve as acting Town Manager or administrative contact as needed during the Manager's temporary absence or disability. Whenever the position of Town Manager has been vacated, the Town Board shall make the appointment of an Acting Town Manager to carry out the responsibilities and duties of the Town Manager until the position is filled.

## **8.3 Exclusive Service to Town**

During the period of the appointment, the Town Manager shall not be an employee of, or perform any services for compensation from, any person or entity other than the Town, unless the Manager has first obtained the approval of the Town Board.

## **8.4 Powers and Duties**

A. Be responsible for the enforcement of the ordinances, resolutions, franchises, contracts, and other enactments of the Town;

B. Establish and implement personnel rules and regulations for Town employees. Such rules and regulations shall provide for the selection, promotion, and retention of Town employees on the basis of ability, training, experience, and performance;

C. Prepare a proposed budget and submit it to the Town Board and administer the adopted budget;

D. Prepare and submit to the Town Board at the end of each fiscal year a complete report on the finances and administrative activities of the Town; and upon request of the Town Board, report on the affairs of the Town supervised by the Town Manager;

E. Advise the Town Board of the financial condition of the Town and make recommendations to the Town Board for future Town needs;

F. Except as to the Municipal Court and the office of the Town Attorney, exercise supervision and control over all Town departments, and make recommendations to the Town Board concerning the establishment, consolidation or abolition of such departments;

G. Attend meetings of the Town Board and participate in discussions with the Town Board in an advisory capacity;

H. Be responsible for informing the public on, and involving the public in, Town functions, plans and activities;

I. Perform such other duties as prescribed in this Charter or as prescribed by ordinance or by the Town Board and that are not in conflict with this Charter.

#### **8.5 Town Board's Relationship to Employees**

Neither the Town Board, the Mayor, nor any Board Member shall dictate or interfere with the appointment of, or removal of, or the duties of any Town employee subordinate to the Town Manager, the Town Attorney, or the Municipal Judge, or prevent or interfere with the exercise of judgment in the performance of the employee's Town responsibilities. The Town Board, the Mayor, and each Board Member shall deal with such employees solely through the Town Manager, the Town Attorney, or the Municipal Judge as applicable and shall not give orders or reprimands to any such employee. The Town Manager alone shall be responsible to the Town Board for the proper administration of all matters placed in the Manager's charge by or pursuant to this Charter.

#### **8.6 Town Clerk**

The Town Manager shall appoint a Town Clerk to perform duties required by applicable law and ordinance and such other duties as directed by the Town Manager.

#### **8.7 Director of Finance**

The Town Manager shall appoint a qualified person as Director of Finance to perform duties required by law and ordinance and such other duties as may be required by the Town Manager.

### **ARTICLE IX**

#### **Legal and Judiciary**

##### **9.1 Town Attorney**

A. The Town Board, by the affirmative vote of two-thirds ( $\frac{2}{3}$ ) of the members of the Town Board in office at the time, shall appoint a Town Attorney to serve at the pleasure of the Town Board.

B. The Town Board shall establish the Town Attorney's compensation.

C. The Town Attorney shall be, at all times while serving as Town Attorney, an attorney at law admitted to practice in Colorado.

D. The Town Attorney shall serve as the chief legal advisor of the Town, shall advise the Town Board and other Town officials in matters relating to their official powers and duties, and shall perform such other duties as may be designated by the Town Board.

E. Town employees subordinate to the Town Attorney shall be subject to the sole supervision and control of the Town Attorney.

F. The job performance of the Town Attorney shall be evaluated annually by the Town Board, and the Town Board shall review such evaluation with the Town Attorney.

G. The Town Board may employ such special counsel as may be recommended by the Town Attorney or the Town Manager.

H. The removal of the Town Attorney shall require a majority vote of all members of the Town Board.

## **9.2 Municipal Court; Municipal Judge**

A. There shall be a Municipal Court vested with jurisdiction over matters arising under the Charter and ordinances of the Town.

B. The Town Board shall appoint, by the affirmative vote of two-thirds ( $\frac{2}{3}$ ) of the members of the Town Board in office at the time, a presiding Municipal Judge and such Deputy Municipal Judges as the Town Board deems necessary.

C. The presiding Municipal Judge and each Deputy Municipal Judge shall be, at all times while serving as judge, an attorney at law admitted to practice in Colorado.

D. The Town Board shall establish the compensation for the presiding Municipal Judge and each Deputy Municipal Judge. The compensation shall not be dependent upon the outcome of the matters to be decided by the Judge.

E. The removal of any Municipal Judge during a term of office shall require a majority vote of all members of the Town Board. Any such removal shall be only for cause as specified in the State Statutes applicable to the removal of Municipal Judges or for any other conduct that would constitute a violation of the Colorado Code of Judicial Conduct, as from time to time amended, if committed by a judge subject to such code.

# **ARTICLE X**

## **Boards and Commissions**

### **10.1 Boards and Commissions**

A. The Town Board may, by ordinance, establish, consolidate, or abolish any board or commission, except that the Planning Commission and the Boards of Adjustment and Appeals may not be abolished.

B. Except as otherwise provided by this Charter or by ordinance, each board and commission shall be advisory in character. The selection, term, responsibilities, policies, and other matters concerning each board and commission shall be as established by ordinance.

C. The appointment or removal of any board or commission member who is required by ordinance to be appointed by the Town Board shall require the vote of a majority of the Town Board. Each member of a board or commission shall be a resident of the Town at the time of appointment and throughout the member's term. A member appointed by the Town Board shall serve at the pleasure of the Town Board.

D. The members of each board and commission shall serve without compensation but may be paid authorized expenses actually incurred in the performance of the duties of the office.

E. No board or commission shall hold any executive session except in accordance with procedures that shall be consistent with those established in Article 4.5 of this Charter and only for the purposes specified in said Article 4.5.

## **ARTICLE XI**

### **Finance, Budget and Audit**

#### **11.1 Fiscal Year**

The fiscal year of the Town shall commence on the first day of January or on such date each year as shall be fixed by the Town Board.

#### **11.2 Annual Budget Estimates**

A. Unless a different date is set by the Town Board, each department head shall submit to the Town Manager, on or before the fifteenth (15th) day of September, the department's proposed budget for the next ensuing fiscal year.

B. Unless a different date is set by the Town Board, the Town Manager shall submit to the Town Board, on or before the fifteenth (15th) day of October of each year, a proposed budget for the Town for the next ensuing fiscal year.

C. The proposed budget shall provide a complete financial plan for the Town in a format acceptable to the Town Board. Except as otherwise provided by this Charter, the proposed budget shall be prepared in accordance with the State Statutes establishing the local government budget laws and the local government uniform accounting laws. Such budget shall present a complete financial plan by fund and by spending agency with each fund and shall set forth the following:

1. All proposed expenditures for administration, operation, maintenance, debt service, and capital projects to be undertaken or executed by any spending agency during the fiscal year;
2. Anticipated revenues for the fiscal year;
3. Estimated beginning and ending fund balances;
4. The corresponding actual figures for the prior fiscal year and estimated figures projected through the end of the current fiscal year, including disclosures of all beginning and ending fund balances, consistent with the basis of accounting used to prepare the budget;

D. Each fund in the budget must be balanced. The budget shall not provide for expenditures in excess of projected revenues and beginning fund balances.

E. The budget shall set forth, in a supplemental schedule, each of the following:

1. The total amount to be expended during the ensuing fiscal year for payment obligations under all lease-purchase agreements involving real property;
2. The total maximum payment liability of the Town under all lease-purchase agreements involving real property over the entire terms of such agreements, including all optional renewal terms;
3. The total amount to be expended during the ensuing fiscal year for payment obligations under all lease-purchase agreements other than those involving real property; and
4. The total maximum payment liability of the Town under all lease-purchase agreements other than those involving real property over the entire terms of such agreements, including all optional renewal terms.

### **11.3 Capital Program**

A. The Town Manager, with such assistance as needed or as the Town Board may direct, shall ensure a long-range capital program is prepared and submitted to the Town Board for a long-range capital program for the ensuing fiscal year and the four (4) fiscal years thereafter, prior to or concurrent with the submission of the recommended budget.

B. The capital program shall include:

1. A clear general summary of its contents;
2. A list of all capital improvements which are proposed to be undertaken during the life of such long-range capital programs, with appropriate supporting information as to the necessity for the improvement;
3. Cost estimates, method of financing, and recommended schedules for each improvement; and
4. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

C. This information may be revised or extended each year with regard to capital improvements still pending or in process of construction or acquisition.

### **11.4 Budget Hearing**

A public hearing on the proposed budget and capital program shall be held by the Town Board after receipt of the proposed budget. Notice of the time and place of such hearing shall be published at least one (1) time at least ten (10) days prior to the hearing and shall state that copies of the proposed budget and the proposed capital projects programs are available for public inspection in the office of the Town Clerk.

### **11.5 Town Board Action on Budget**

After the public hearing the Town Board may adopt the budget as presented or as amended. In

amending the budget Town Board may add or increase programs or amounts and may delete or decrease programs or amounts except those expenditures required by law or for debt service or for estimated cash deficit. Such amendments shall not increase the total expenditures for the overall budget as presented at the public hearing. If such amendment does increase the total expenditures, then another public hearing shall be held prior to adoption of the budget.

A. Notwithstanding any other provision of this Charter, an ordinance adopting or amending the budget, making any appropriation, or levying the ad valorem property tax, shall be effective upon final adoption.

#### **11.6 Town Board Adoption**

A. The Town Board shall adopt the budget by resolution on or before the final day of the fiscal year. If it fails to adopt the budget by this date, the amounts appropriated for the current operation for the current fiscal year shall be deemed adopted for the ensuing fiscal year on a month-to-month basis, with all items in it prorated accordingly, until such time as the Town Board adopts the budget for the ensuing fiscal year.

B. Monthly or more often if required by the Town Board, the Town Manager shall ensure that the Town Board is submitted data showing the relation between the estimated and actual revenues and expenditures to date.

#### **11.7 Appropriations**

A. Adoption of the budget by Town Board shall constitute appropriations of the amounts specified therein for expenditure from the funds indicated.

B. The proceeds of any municipal borrowing authorized by Article 11.13 of this Charter shall not be subject to any requirement of prior budgeting or appropriation as a condition of their expenditure.

C. The amount necessary to repay any such municipal borrowing, including interest, need not be budgeted or appropriated in full in the year in which the borrowing occurs; however, such amounts necessary to pay debt service shall be budgeted and appropriated on an annual basis, provided that no failure to budget and appropriate such annual debt service amounts shall affect the enforceability of any covenant of the Town to make such payments.

#### **11.8 Property Tax Levy**

The Town Board shall cause the ad valorem property tax levy to be certified as provided by law.

#### **11.9 Public Records**

Copies of the budget and the capital program as adopted shall be public records and shall be made available to the public through the Town Clerk's office.

#### **11.10 Amendments After Adoption**

A. Supplemental Appropriations: If during the fiscal year the Town Manager certifies that there are revenues available for appropriation in excess of those estimated in the budget, the Town Board

may by resolution make supplemental appropriations for the year up to the amount of such excess, provided that such additional spending is not in conflict with the Colorado Constitution.

B. Emergency Appropriations: To meet a public emergency affecting life, health, property or the public peace, the Town Board may make emergency appropriations. Such appropriations may be made by emergency resolution. To the extent that there are no available unappropriated revenues to meet such appropriations, the Town Board may by emergency resolution, authorize the issuance of emergency notes as provided in this Charter.

C. Reduction of Appropriations: If during the fiscal year it appears probable to the Town Manager that the revenues available will be insufficient to meet the amount appropriated, it shall be reported to the Town Board without delay, indicating the estimated amount of deficit, any remedial action taken, and recommendations as to any other steps to be taken. The Town Board shall then take such further action as it deems necessary to prevent or minimize any deficit, and for that purpose it may by resolution reduce one or more appropriations.

D. Transfer of Appropriations: During the fiscal year the Town Manager may transfer part or all of any unencumbered appropriation balance among programs within a department, office, project or agency within a fund. Upon written request from the Town Manager, the Town Board may also authorize by resolution the transfer of part or all of any unencumbered appropriation balance from one fund, department, office, agency, or project to another.

E. Limitation: No appropriation for debt service may be reduced or transferred. No appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof.

F. Effective date: The supplemental appropriations, emergency appropriations, and reduction or transfer of appropriations authorized by this Article may be made effective immediately upon adoption.

#### **11.11 Payments and Obligations Prohibited**

During the fiscal year no Town official, employee, or spending agency shall expend any money, incur any liability, or enter into any contract which, by its terms, involves the expenditures of money in excess of the amounts appropriated. Any contract, verbal or written, made in violation of this Article shall be void, and no monies belonging to the Town shall be paid on such contract.

#### **11.12 Independent Audit**

A. The Town Board shall provide for an independent annual audit of all Town accounts by a certified public accountant selected by the Town Board and may provide for more frequent audits, as it deems necessary.

B. The audit shall be performed in accordance with the State Statutes establishing the local government audit laws.

C. The accountant selected shall have no direct personal interest in the fiscal affairs of the Town, an elected official of the Town, or any employee of the Town.



D. Unless another date is provided by ordinance, the audit shall be completed within six (6) months after the close of the fiscal year.

E. Upon completion, the audit shall be presented to the Town Board and copies made available for public inspection through the Town Clerk's office.

#### **11.13 Municipal Borrowing**

The Town may, subject to any applicable limitations in the Colorado Constitution, borrow money and issue securities or enter into other obligations to evidence such borrowing in any form and in any manner determined by the Town Board to be in the best interests of the Town.

#### **11.14 Provision for Tax System**

The Town Board may, by ordinance, provide a system for the assessment, levy, and collection of all Town taxes not inconsistent with this Charter.

#### **11.15 Municipal Taxation**

The Town Board may adopt by ordinance for municipal taxes as long as those taxes comply with the following conditions:

A. Such taxes are subject to any applicable limitations in the Colorado Constitution, including any requirements for voter approval; and

B. The Town Board may, subject to ordinance requirements and limitations, adopt ordinances providing for the establishment and operation of any enterprise deemed to be in the best interest of the Town. Within this Article, *enterprise* refers to a government-owned business authorized to issue its own revenue bonds and receiving less than 10% of its annual revenue in grants from all Colorado state and local governments combined.

#### **11.16 Bonding**

Before permitting any member of the Town Board or any Town employee to perform any function or duty involving the handling of Town funds, the Town shall obtain a fidelity bond or insurance coverage in an amount acceptable to the Town Board.

#### **11.17 Municipal Investments**

The Town Board may, by ordinance or resolution, initiate and adopt guidelines for municipal investments as long as those guidelines comply with and are subject to any applicable limitations in the Colorado Constitution, including any requirements for voter approval.

## **ARTICLE XII**

### **Town-Owned Utilities**

#### **12.1 Authority and Powers**

The Town shall have and exercise all the authority and powers provided by the Colorado Constitution, State Statutes, and other applicable laws in any matter pertaining to Town-owned utilities, including water and water rights and acquisition thereof, and bonded indebtedness in connection therewith.

#### **12.2 Utility Rates and Finances**

A. The Town Board shall from time to time fix, establish, maintain, and provide for the collection of rates, fees, and charges for water, sewer, and other utility services furnished by the Town.

B. Such rates, fees, and charges shall be sufficient in the Town Board's judgment to provide good service to the customers, pay all bonded indebtedness, pay legally required refunds, cover the cost of operation, maintenance, additions, extensions, betterments, and improvements, provide a reasonable return on the Town's investment in utility properties and capital investments, and reimburse the general fund for administrative services and overhead provided and incurred by the Town on behalf of each utility, as allowed by the Colorado Constitution and other applicable laws.

C. The provisions of this section shall be subject at all times to the performance by the Town of all covenants and agreements made by it in connection with the issuance, sale, or delivery of any bonds of the Town, payable out of the revenues derived from the operation of its water, sewer, and other utilities, whether such revenue bonds be heretofore or hereafter issued.

#### **12.3 Separate Utility Accounting**

A. All monies derived from Town-owned utilities shall be accounted for separately from other monies of the Town.

B. Any loan of money derived from a Town-owned utility to any other Town-owned utility, or to any other Town fund, shall be approved by ordinance. The motion approving the loan shall specify the terms of the loan.

## **ARTICLE XIII**

### **Franchises**

#### **13.1 New Franchises and Renewals**

A. A franchise may be granted or renewed for a period of twenty-five (25) years or less.

B. Any franchise, and any renewal of or amendment to a franchise, shall be granted by the Town Board by ordinance. Any ordinance granting, renewing or amending a franchise shall be subject to a referendum, notwithstanding any emergency declaration in the ordinance, if one is filed in accordance

with the procedures and requirements set forth in this Charter. If such an election is ordered, the grantee of such franchise shall deposit the cost of the election with the Town Clerk in an amount determined by the Town Clerk.

## **ARTICLE XIV**

### **Permits**

#### **14.1 Revocable Permits or Licenses**

Except as otherwise provided in this Charter, the Town may grant a permit or license at any time for the temporary use or occupation of any street, alley, other public way, or Town-owned place. Any such permit or license shall be revocable by the Town at any time and without cause, whether or not such right to revoke is expressly reserved in the permit or license.

## **ARTICLE XV**

### **Special Districts**

#### **15.1 Power to Create Districts**

The Council, subject to applicable restrictions in the Colorado Constitution, shall have full authority to create by ordinance special districts within the Town.

## **ARTICLE XVI**

### **Miscellaneous Provisions**

#### **16.1 Interpretation**

A. Except as otherwise specifically provided in or indicated by the context, 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.

B. Except as otherwise specifically provided in or indicated by the context, the singular number shall include the plural, the plural shall include the singular, and the word "person" may extend and be applied to bodies politic and corporate and to partnerships as well as individuals.

#### **16.2 Severability of Charter Provisions**

If any part of this Charter or the application thereof to any person or circumstance is found to be invalid, such invalidity shall not affect the validity of any remaining part of this Charter, and to this end this Charter is declared to be severable.

### **16.3 Sale or Encumbrance of Property**

The Town Board may not sell, exchange, or dispose of public utilities or permanent public buildings or real property except by ordinance or a majority vote of the electors at the option of the Town Board Members. The Town Board may not mortgage or encumber public utilities or permanent public buildings or real or personal property except by ordinance or majority vote of the electors at the option of the Town Board Members.

### **16.4 Bequests, Gifts and Donations**

Except as otherwise provided in this Charter, the Town Board, on behalf of the Town, may receive bequests, gifts, and donations of all kinds of property with power to manage, sell, lease, or otherwise dispose or provide for the disposition of the same.

### **16.5 Penalty for Violation of Charter**

Any willful violation of a provision of this Charter shall be deemed a misdemeanor and may be prosecuted in the Municipal Court. Any person convicted of such a violation may be punished by imprisonment for a term not to exceed the maximum term of imprisonment that the Municipal Court is authorized to impose, or by a fine in an amount not to exceed the maximum fine that the Municipal Court is authorized to impose, or by both such fine and imprisonment.

### **16.6 Competitive Bidding**

The Town Board shall establish by ordinance procedures requiring competitive bidding for contracts for the procurement of services, equipment, and supplies. Any such ordinance may provide exclusions from the competitive bidding requirements for contracts below an amount specified in the ordinance, for the types of contracts specified in the ordinance, and for the types of services, equipment, or supplies specified in the ordinance.

### **16.7 Continuity of Government**

The Town Board shall provide by ordinance for continuity of government for the Town in the event of natural or enemy-caused disaster or in the event of riot, insurrection, or emergency. Such ordinance shall provide for an orderly line of succession of Town officials with the authority to take appropriate action for the protection of life and property.

### **16.8 Eminent Domain**

The Town Board, subject to applicable restrictions in the Colorado Constitution, shall have full powers of eminent domain and dominant eminent domain.

## **ARTICLE XVII**

### **Transitional Provisions**

#### **17.1 Effective Date of Charter**

This Charter shall become effective immediately upon filing and recording with the Secretary of State of Colorado following approval of the registered electors of the Town.

#### **17.2 Prior Town Legislation**

All ordinances, resolutions, rules, and regulations of the Town which are not inconsistent with this Charter, and which are in force and effect on the effective date of this Charter, shall continue in full force and effect until repealed or amended. Any provision of any ordinance, resolution, rule, or regulation that is inconsistent with this Charter is hereby repealed.

#### **17.3 Continuation of Present Elected Officials**

The present Board Members and Mayor, in office on the date this Charter becomes effective, shall continue to serve and carry out the functions, powers and duties of their offices until their successors assume the duties of their offices, and they shall in all respects be subject to provisions of this Charter with the term limits of Article 3.4 applying to those terms served prior to adoption of this Charter.

#### **17.4 Continuation of Present Boards and Commissions**

All boards and commissions in existence on the effective date of this Charter shall continue to function as established by ordinance. The members of each Town Board and commission, serving on the effective date of this Charter, shall continue as though they had been appointed in the manner provided in this Charter, and they shall in all respects be subject to the provisions of this Charter.

#### **17.5 Continuation of Present Personnel**

The employment of all employees of the Town serving on the effective date of this Charter shall continue as though they had been employed in the manner provided in this Charter, and they shall in all respects be subject to the provisions of this Charter.

#### **17.6 Saving 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 of Windsor and individuals, corporations, or public agencies.

#### **17.7 Directives to Write Ordinances**

The ordinances required by Articles 5.2.B.5, 16.6 and 16.7 of this Charter shall be adopted by the Town Board no later than six months after the effective date of this Charter.

## **-A-**

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