

ORDINANCE NO. 3.66

AN ORDINANCE TO ESTABLISH
A PARKS AND RECREATION ADVISORY BOARD,
A ROAD AND BRIDGE ADVISORY BOARD,
A SEWER AND WATER ADVISORY BOARD,
AND A PERSONNEL AND ADMINISTRATION ADVISORY BOARD
TO THE TOWN COUNCIL OF THE TOWN OF LARKSPUR, COLORADO

BE IT ORDAINED by the Town Council of the Town of Larkspur, Colorado, as follows:

1. The purpose of this Ordinance is to establish Advisory Boards to advise and make recommendations to the Town Council. This Ordinance is authorized by and enacted in accordance with Section 6.01 of the Larkspur Home Rule Charter.

2. The Town Council finds it in the best interest of the community to create a Parks and Recreation Advisory Board, a Road and Bridge Advisory Board, a Sewer and Water Advisory Board, and a Personnel and Procedures Advisory Board.

3. A Parks and Recreation Advisory Board is hereby established.

A. The Town Council will inform the Advisory Board as to the availability of funds for expenditure on matters pertaining to parks and recreation.

B. The powers of the Parks and Recreation Advisory Board shall be advisory only. The purposes of the Parks and Recreation Advisory Board shall be to:

i. advise the Town Council on recommendations concerning parks and recreation and objectives based on community needs;

ii. study and review annually the Town's budget allocations for parks and recreation and its connection to achieving established goals and objectives;

iii. advise the Town Council on recommendations concerning necessary procedures, programs, legislation or administrative action to promote and ensure access to parks and recreation for the people of and visitors to the Town;

iv. advise the Town Council on recommendations concerning planning, operations, and long-term capital improvements in the areas of parks and recreation;

v. advise the Town Council on recommendations concerning annual goals and objectives of the Parks and Recreation Advisory Board; and

vi. provide other recommendations to the Town Council as may be requested.

4. A Road and Bridge Advisory Board is hereby established.

A. The Town Council will inform the Advisory Board as to the availability of funds for roads and bridges improvements and expenditures.

B. The powers of the Road and Bridge Advisory Board shall be advisory only. The purposes of the Road and Bridge Advisory Board shall be to:

i. advise the Town Council on recommendations concerning road and bridge goals and objectives based on community needs;

ii. study and review annually the Town's budget allocations for roads and bridge and its connections to achieving established goals and objectives;

iii. advise the Town Council on recommendations concerning necessary procedures, programs, legislation or administrative action to achieve established road and bridge goals and objectives;

iv. advise the Town Council on recommendation concerning planning, operations and long-term capital improvements in the areas of road and bridge;

v. advise the Town Council on recommendations concerning annual goals and objectives of the Road and Bridge Advisory Board; and

vi. provide other recommendations to the Town Council as may be requested.

5. A Sewer and Water Advisory Board is hereby established.

A. The Town Council will inform the Advisory Board as to the availability of funds for Sewer and Water improvements and expenditures.

B. The powers of the Sewer and Water Advisory Board shall be advisory only. The purposes of the Sewer and Water Advisory Board shall be to:

i. advise the Town Council on recommendations concerning sewer and water goals and objectives based on community needs;

ii. study and review annually the Town's budget allocations for sewer and water and its connection to achieving established goals and objectives;

iii. advise the Town Council on recommendations concerning necessary procedures, programs, legislation or administrative action to achieve established sewer and water goals and objectives;

iv. advise the Town Council on recommendations concerning planning, operations and long-term capital improvements in the areas of sewer and water;

v. advise the Town Council on recommendations concerning annual goals and objectives of the Sewer and Water Advisory Board; and

vi. provide other recommendations to the Town Council as may be requested.

6. A Personnel and Procedures Advisory Board is hereby established.

A. The powers of the Personnel and Administration Advisory Board shall be advisory only. The purposes of the Personnel and Administration Board shall be to:

i. advise the Town Council on recommendations concerning personnel policies and procedures, including the establishment and abolition of positions of employment for the Town of Larkspur;

ii. study and review annually the Town's personnel budget allocations and their connection to achieving established personnel goals and objectives;

iii. advise the Town Council on recommendations concerning the implementation of necessary procedures, programs, legislation or administrative action to achieve established personnel and administrative objectives;

iv. advise the Town Council on recommendations concerning annual goals and objectives of the Personnel and Administration Advisory Board; and

v. provide other recommendations to the Town Council as may be requested.

7. Membership. Membership in each Advisory Board shall consist of: 3 members. Members of the Advisory Boards will be appointed by the Town Council. Two (2) associate or alternate members may be appointed by Council.

A. Members of the Advisory Boards shall serve two (2) year staggered terms and may apply for reappointment.

i. The first appointments to the Advisory Boards shall be for the following terms: (1) 1 member shall be appointed for one year; (2) 2 members appointed for two years;

ii. New appointments should be made no later than the first Town Council meeting of February of each calendar year;

iii. Appointments to fill vacancies shall be for the unexpired term;

iv. Members shall serve at the pleasure of Town Council and shall be subject to removal by a majority vote of the Town Council;

v. Members will be notified by the Town Council of their term expiration sixty to ninety days in advance. Members who wish to apply for another term may do so by informing the Town Council.

8. Reporting Relationships. Each Advisory Board shall report directly to the Town Council.

9. Establishment of Departments. In the event that the Town Council establishes departments to assume the responsibilities for parks and recreation, road and bridge, sewer and water, or personnel and administration, the Advisory Board shall assume such functions as delegated by the ordinance establishing such departments.

10. Liaison. The Town Council shall designate one or two Council Members to act as liaison for each Advisory Board. The designated liaison(s) shall be responsible for keeping the Town Council informed of all Advisory Board decisions and activities.

11. Officers and Operating Rules. Each Advisory Board shall choose its own Chairperson and Vice-Chairperson and shall adopt its own rules of procedure for the proper conduct of its business.

A. Role of the Chairperson. The Chairperson shall have general supervisory and directional powers over the Advisory Board. The Chairperson shall preside at all Advisory Board meetings and set meeting agenda. The Chairperson shall make recommendations, in conjunction with the Liaison, to the Town Council regarding appointments or re-appointments of Members to the Advisory Board.

B. Role of the Vice-Chairperson. The Vice-Chairperson shall execute all powers of the Chairperson in the absence of the Chairperson.

C. Minutes. Minutes shall be taken of all Advisory Board meetings by the Chairperson or a designee.

12. Access to Counsel from Town Attorney and Engineer. Each Advisory Board shall have access to seek counsel from the Town attorney and Town engineer through its designated Liaison(s).

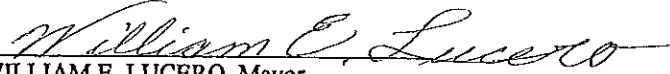
13. Compensation. Advisory Board Members shall receive compensation by the Town of Larkspur for attending meetings according to a Resolution adopted by Council.

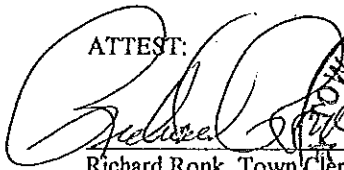
14. Budget. Each Advisory Board shall submit its budget to the Town Council for approval.

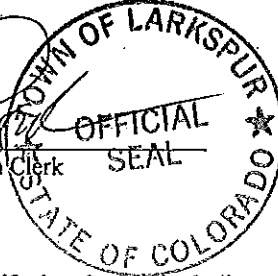
15. Reimbursement for Expenses. Nothing in this Ordinance shall be construed to limit, in any manner, the reimbursement of actual and necessary expenses incurred by the members of the Town Council or Advisory Boards in the performance of the duties of their respective offices.

16. This Ordinance shall take effect five (5) days after it is posted, in accordance with Section 3.20 of the Town Charter.

Introduced as an Ordinance at a regular meeting of the Town Council of the Town of Larkspur, Colorado, on the 17th day of July, 1997, and passed by a vote of _____ for _____ against and _____ abstentions.


WILLIAM E. LUCERO, Mayor

ATTEST:

Richard Ronk, Town Clerk



The seal is circular with the text "TOWN OF LARKSPUR" at the top and "STATE OF COLORADO" at the bottom. In the center, it says "OFFICIAL SEAL" with a star on the right side.

I hereby certify that the within Ordinance No. _____ was posted on the bulletin board at the Town Hall of the Town of Larkspur from _____, 1997 to _____, 1997.

Richard Ronk, Town Clerk