

Title 2ADMINISTRATION AND PERSONNELChapters:

<u>2.04</u>	<u>Board of Trustees</u>
<u>2.08</u>	<u>Town Clerk/Treasurer</u>
<u>2.10</u>	<u>Elections</u>
<u>2.12</u>	<u>Elected Officials</u>
<u>2.16</u>	<u>Park and Tree Board</u>
<u>2.20</u>	<u>Spanish Peaks Regional Planning Commission</u>
<u>2.24</u>	<u>Social Security System</u>

Chapter 2.04BOARD OF TRUSTEESSections:

2.04.010	Term of office.
2.04.020	Effective date of commencement of terms.
2.04.030	Effect of extension of terms.
2.04.040	Vacancy.
2.04.050	Compensation.
2.04.060	Mayor.
2.04.070	Elimination of term limits.

2.04.010 Term of office. The term of office for the members of the board of trustees shall be for four years. (Ord. 111 §1, 1983)

2.04.020 Effective date of commencement of terms. Commencing with the next regular election (1984), three of the six trustees' terms shall be for four years and three of the trustees' terms shall be for two years. On the next regularly scheduled general election (1986), the remaining three trustees' positions shall then be for a term of four years. (Ord. 111 §2, 1983)

2.04.030 Effect of extension of terms. This chapter shall not extend nor reduce the term of any present member of the board of trustees duly elected. (Ord. 111 §3, 1983)

2.04.040 Vacancy. If any vacancy occurs in an office for which a four-year term is in effect the board of trustees shall fill such vacancy by appointment until the next regular election, such vacancy shall then be filled at the next general election, as provided in Section 31-4-303 Colorado Revised Statutes 1973, as amended. If the office in which the vacancy occurs is not an office for which a

successor would otherwise have been elected at such regular election, the term of office of the successor elected pursuant to Section 31-4-303 Colorado Revised Statutes 1973, as amended, shall be shortened so that the following regular election for the office is held at the time for which it would have been held if no vacancy had occurred. (Ord. 111 §4, 1983)

2.04.050 Compensation. The mayor and board of trustees shall not receive any compensation for services rendered by them. (Ord. 111 §5, 1983)

2.04.060 Mayor. This chapter does not affect the term of office for the mayor. His term of office shall remain at two years. (Ord. 111 §6, 1983)

2.04.070 Elimination of term limits. Pursuant to Section 11(2) of Article XVIII of the Colorado Constitution, the qualified electors of the Town of La Veta authorize the elimination of the limitation of terms of office of the Mayor and the members of the Board of Trustees of the Town of La Veta imposed by Section 11(1) and (3) of Article XVIII of the Colorado Constitution. (Ord. 186 §1 (part), 1996)

Chapter 2.08

TOWN CLERK/TREASURER

Sections:

- 2.08.010 Appointment and compensation.
- 2.08.020 Oath and bond.
- 2.08.030 Duties.

2.08.010 Appointment and compensation. The board of trustees at its first regular meeting after each biennial election shall appoint some qualified person as town clerk/treasurer and shall fix his or her compensation. In case a vacancy should occur in the office of clerk, the board shall appoint a clerk for the unexpired term. (Ord. 148 §2, 1986; Ord. 101 §1, 1982)

2.08.020 Oath and bond. Before entering upon the duties of the office, the clerk shall take an oath of office and furnish a surety bond in the amount of five thousand dollars, conditioned upon the faithful discharge of the duties as town clerk/treasurer. (Ord. 148 §2, 1986; Ord. 101 §2, 1982)

2.08.030 Duties. The town clerk/treasurer shall perform the following duties:

A. The town clerk/treasurer shall be the clerk of the board, attend all meetings and keep a permanent journal of its proceedings.

B. The town clerk/treasurer shall be the custodian of all of the town's records and such records shall be open at reasonable times for inspection by residents of the town.

C. The town clerk/treasurer shall certify by his

signature all ordinances and resolutions enacted or passed by the board of trustees.

D. The town clerk/treasurer shall countersign all checks drawn on the town's checking and orders of withdrawal certificates of deposit or other documents for any savings accounts, certificates of deposit or indentures owned by the town.

E. The town clerk/treasurer shall be custodian of all bonds of all officers and employees of the town.

F. The town clerk/treasurer shall perform such other duties as may be prescribed for him by law or by the board of trustees. (Ord. 148 §2, 1986; Ord. 101 §3, 1982)

Chapter 2.10

ELECTIONS

Sections:

2.10.010 Write-in candidates--Affidavit of intent.

2.10.020 Cancellation of election.

2.10.010 Write-in candidates--Affidavit of intent.

No write-in vote for any municipal office shall be counted unless affidavit of intent has been filed with the clerk by the person whose name is written in prior to twenty days before the day of the election indicating that such person desires the office and is qualified to assume the duties of that office if elected. (Ord. 196 §1, 1998: Ord. 171 §1, 1994)

2.10.020 Cancellation of election. If the only matter before the voters is the election of office and if, at the close of business on the nineteenth day before the election, there are not more candidates than offices to be filled at such election, including candidates filing affidavits of intent, the clerk, if instructed by resolution of the governing body either before or after such date, shall cancel the election and by resolution declare the candidates elected. Upon such declaration the candidates shall be deemed elected. Notice of such cancellation shall be published, if possible, in order to inform the electors of the municipality, and notice of such cancellation shall be posted at each polling place and in not less than one other public place. (Ord. 196 §2, 1998: Ord. 171 §2, 1994)

Chapter 2.12

ELECTED OFFICIALS

Sections:

- 2.12.020 Base salaries.
- 2.12.030 Cost of living increases.

2.12.020 Base salaries. It is established that the base salary for the following offices shall be as designated:

- A. Town clerk/treasurer \$1,176.19 per month;
 - B. Town marshal 1,177.00 per month;
 - C. Town attorney 150.00 per month;
 - D. Municipal judge 81.52 per month.
- (Ord. 148 §1(part), 1986; Ord. 110 §2, 1983)

2.12.030 Cost of living increases. It is ordained that the base salary may be adjusted yearly at the first regular meeting held in January of each calendar year hereafter to reflect a cost of living increase except for the town attorney. The cost of living increase shall range from zero percent to ten percent. (Ord. 110 §3, 1983)

Chapter 2.16PARK AND TREE BOARD*Sections:

- 2.16.010 Board created.
- 2.16.020 Composition.
- 2.16.030 Duties of the board.
- 2.16.040 Powers of the board.
- 2.16.050 Special contracts, labor and service.
- 2.16.060 Park and tree and recreation cash funds.
- 2.16.070 Fund management.
- 2.16.080 Park and community center reservation fees.

2.16.010 Board created.

There is created a park and tree board, subject to the provisions of Title 12 of the state statutes and state constitution. (Ord. 145 (part), 1985)

2.16.020 Composition.

A. The board shall consist of five members who shall be appointed by the board of trustees of the town. Three members shall be appointed from the town, and two members, nonvoting, shall be appointed from the surrounding area.

B. All board members shall serve for a four-year term. No person shall be eligible for appointment to the board after they serve two four-year terms.

C. Vacancies on the board shall be filled for the unexpired term by the town board.

D. The board shall hold regular meetings, at least quarterly each year and shall hold special meetings at such other times as the board may deem necessary.

E. A chairman shall be chosen by the board from among its own membership.

F. The majority of the board shall constitute a quorum for the transaction of any business. (Ord. 145 (part), 1985)

2.16.030 Duties of the board.

The board shall:

A. Provide rules and regulations relating to the parks and outdoor recreation programs which are necessary to carry out its purposes.

* Prior ordinance history: Ord. 86.

B. Administer the budget set by the board of trustees of the town.

C. Submit an annual report of the previous year's accomplishments and funds spent.

D. Present an annual plan and budget to the town board for approval, prior to September 10th. (Ord. 145 (part), 1985)

2.16.040 Powers of the board. The board has the power to:

A. Acquire by gift, transfer, and purchase personal property in the name of the town which the board deems necessary, suitable or proper for parks and outdoor recreation purposes or for the preservation or conservation of sites, scenes and open spaces existing of public interest so long as such funds are within the board's budget.

B. Construct or otherwise establish public parks or outdoor recreation facilities and conveniences at any site or on any land controlled by the board; operate and maintain any such land, facilities, conveniences and provide service maintenance, with respect thereto, and when appropriate, make reasonable charges for their use. (Ord. 145 (part), 1985)

2.16.050 Special contracts, labor and service. The board does not have the authority to hire or engage employees, but it does have the authority to contract with independent contractors for short-term projects and the supply of service in fulfillment of its duties. (Ord. 145 (part), 1985)

2.16.060 Park and tree and recreation cash funds. A. All money derived from activities of the park and tree board by way of fees, grants or projects shall be credited to the budget line item of the park and tree board, together with all money donated, transferred or appropriated from other sources for the use of the board and the administration, management and supervising of the town parks and outdoor recreation system.

B. The tree board is authorized and directed to establish an adequate system of accounting which will accurately record:

1. Any and all money it receives and from what sources;

2. Any and all money spent and for what purposes.

C. In its annual budget request to the town board, the park board shall clearly show the allocation of funds used for parks and recreational purposes, operations, acquisitions, construction and other purposes. (Ord. 145 (part), 1985)

2.16.070 Fund management. The town clerk and treasurer shall act as the fund managers. All funds collected and allocated shall be kept in the town's general fund and all checks written shall be by the town clerk and reported by the treasurer. (Ord. 145 (part), 1985)

2.16.080 Park and community center reservation fees.

Fees for park and community center reservations shall be established by resolution of the board of trustees.

(Ord. No. 251, § 2, 6-16-2009)

Chapter 2.20SPANISH PEAKS REGIONAL PLANNING COMMISSIONSections:

- 2.20.010 Plan adoption.
- 2.20.020 Powers and duties.
- 2.20.030 Membership.

2.20.010 Plan adoption.

The board of trustees adopts a plan to cooperate with other political subdivisions in the creation of the Spanish Peaks Regional Planning Commission as provided for in Chapter 106, Article 2, Colorado Revised Statutes 1953, as amended, and further adopts the recommended rules, regulations, plan of organization and operation of the Spanish Peaks Regional Planning Commission as set forth in the "Rules of Association" adopted by the official representatives of the several counties, cities and towns cooperating in the organization of the Spanish Peaks Regional Planning Commission dated February 23, 1972, which by reference thereto is expressly made a part of this chapter. (Ord. 69 §1, 1972)

2.20.020 Powers and duties.

The Spanish Peaks Regional Planning Commission shall have the function, powers and duties which are prescribed by law. (Ord. 69 §2, 1972)

2.20.030 Membership.

The membership from the town of La Veta shall consist of one member appointed by the mayor of the town. (Ord. 60 §3, 1972)

Chapter 2.24SOCIAL SECURITY SYSTEMSections:

- 2.24.010 Purpose.
- 2.24.020 Extension of coverage to certain employees and officers.
- 2.24.030 Payroll deduction system.
- 2.24.040 Appropriation from general fund.
- 2.24.050 Agreement with state.

2.24.010 Purpose. As the 38th General Assembly of the state, in regular session, enacted Chapter 237, 1951 Session Laws, (now known as CRS 111-7, 1963, as amended) to enable political subdivisions of the state to voluntarily take all action necessary to effectuate coverage of certain employees and officers under the Old-age, Survivors, Disability, and Health Insurance System pursuant to Section 218 of Title 11 of the Social Security Act, as amended, and, as the Division of Employment of the Colorado Department of Labor and Employment is the designated authority to implement and administer the State Public Employees' Social Security Program to provide for the coverage of certain employees and officers under the said Old-age, Survivors, Disability, and Health Insurance System, it is ordained by the board of trustees that the extension of the Social Security System to certain employees and officers of the town will be of great benefit, not only to these employees of the town by providing that certain employees and officers may participate in the Old-age, Survivors, Disability, and Health Insurance System, but will also be of great benefit to the town by enabling it to attract and retain in employment the best of personnel and thus increase the efficiency of its government. (Ord. 66(part), 1971)

2.24.020 Extension of coverage to certain employees and officers. The town is authorized to execute and deliver to the Division of Employment of the Colorado Department of Labor and Employment, a plan, or plans, and agreement, required under Section 5 of said enabling act and the Social Security Act, to extend coverage to certain employees and officers of the town and do all other things to effectuate coverage of certain employees and officers under the Old-age, Survivors, Disability, and Health Insurance System. (Ord. 66(part), 1971)

2.24.030 Payroll deduction system. The clerk is authorized to establish a system of payroll deduction to be matched by payments by the town to be paid into the

contribution fund of the state through the Division of Employment of the Colorado Department of Labor and Employment, and to make charges of this cost to the fund, or funds, from which wage or salary payments are issued to employees of the town. Such payments are to be made in accordance with the provisions of Sections 3101 and 3111 of the Federal Insurance Contribution Act of 1954 on all services which constitute employment within the meaning of that act. Payments made to the Division of Employment of the Colorado Department of Labor and Employment shall be due and payable as the Division may require, and such payments which are delinquent shall bear interest at the rate of six percent per year until such time as payments due are made. (Ord. 66(part), 1971)

2.24.040 Appropriation from general fund. Appropriation is made from the general fund of the town in the required amount to pay into the contribution fund as provided in Section 5(C)(1) of the enabling act and in accordance with the plan, or plans, and agreement. (Ord. 66(part), 1971)

2.24.050 Agreement with state. Authority is given to the mayor and the clerk to enter into an agreement with the Division of Employment of the Colorado Department of Labor and Employment, which agreement shall be in accordance with Colorado Revised Statutes 111-7 1963, as amended, and with Section 218 of Title 11 of the Social Security Act. Such plan and agreement shall provide that the participation of the town shall be in effect as of December 1, 1970. (Ord. 66(part), 1971)