

AN OVERVIEW OF NEDERLAND'S MUNICIPAL GOVERNMENT
A GUIDE FOR TOWN BOARD CANDIDATES

I. INTRODUCTION

This overview is meant as just that -- a concise guide to Nederland's Town government. All of the information in this document is taken from the Colorado Revised Statutes, Ordinances, or other documents that are available to you. If something you read here inspires questions or desire for greater detail, more information can be found in these documents. The Municipal Code can be obtained through the Town's web site. Go to <http://www.town.nederland.co.us/> and click on the link to the code.

This, however, is not meant to replace the human element. You are encouraged to direct any and all questions you may have to Town staff or other members of the Board. They are your best resource.

II. YOUR ROLES AND RESPONSIBILITY

As a Town Trustee, your job is to represent your constituents and make legislative decisions for the good of the community.

The Board is expressly prohibited by the Town's personnel policy from personnel management issues for employees, with the exception of those appointed directly by Board (Town Administrator, Town Clerk, Town Attorney, Town Marshal and Municipal Judge). The Town Administrator is the liaison between Town Board and staff activity.

The "Overview of Individual Departments" will explain further the structure of the Town's departments with regard to specific staff activities.

III. ORGANIZATIONAL STRUCTURE AND FORM OF GOVERNMENT

Nederland is a statutory town. This means that Nederland is limited in what it can do by the statutory state laws.

Town Board is the legislative body that determines laws and policy for Nederland. The Town Administrator, along with staff, is charged with carrying out the decisions of Town Board and for the administration and day-to-day decisions required in the operations of the Town.

The Board has a total of six Trustees and one Mayor. Trustees represent the town at-large. The Mayor is also elected at-large. Four-year terms are staggered so that at each regular election three Trustee seats are available. The Mayor serves for a two-year term.

Trustees and Mayor may serve two consecutive terms, but must run for election at the end of each term.

III. MEETINGS AND TIME COMMITMENTS

Meetings and work sessions.

Regular Board meetings are held on the first and third Tuesdays of each month at 7:00 p.m. Special meetings may be called as needed, but are rare. These official meetings are the only time that Board may make decisions.

Work sessions are held for the purpose of informal discussion and study outside the official meetings. No action may be taken at a work session. These may be scheduled as Board desires. Board has committed to being available every Tuesday, although with the exception of budget season (July - October) this is not typically needed.

Other Time Commitments

Town Trustees may be appointed to various boards, commissions, and committees that meet outside of Town Board. Time commitments vary greatly with the specific needs of each group.

The time you spend visiting with your constituents will vary, but you need to be willing to dedicate whatever time this takes. There are no "days off" from being an elected official.

IV. ADMINISTRATION AND DEPARTMENTAL OVERVIEW

A. Town Administrator. The Town Administrator is appointed by Town Board, and is the Chief Administrative Officer of the town staff. The Town Administrator acts as the Personnel Director, Planning and Zoning Administrator and attends all but meetings and may take part in discussion but cannot vote on agenda items. This office prepares the budget with fiscal guidance from the Treasurer and input from each department head and Town Board; recruits, hires, and supervises the management staff; serves as Board's chief advisor; and carries out Board's policies.

B. Town Clerk. The Town Clerk is appointed by the Board but is directly accountable to the Town Administrator. The Clerk is responsible for the administration of liquor licensing, elections, records management, and support services to Board, and acts as Personnel Assistant and Risk Manager.

C. Finance. The Treasurer conducts all fiscal activity of the Town, including investments, debt, accounting, sales tax licensing and collection, utility billing, and payroll. The Treasurer provides fiscal control and support for implementing the annual budget.

D. Public Works consists of Fleet Maintenance, Streets, Water, Sewer and Parks.

The office is located on 4th St.

E. Police Department is charged with the safety of the public and enforcement of Town ordinances, as well as state and federal laws. The department is located in the shopping center.

Municipal Court has a part time Judge and part time Prosecutor, appointed directly by and accountable to Town Board. These positions may be either that of employee or independent contractor. Staff of the Police Department's office provides clerical support for day-to-day court activity.

G. Legal Services. Board retains a part time attorney to provide legal advice, prepare legal documents, and attend Board meetings in an advisory capacity. This service is on a contracted basis, and the attorney is directly accountable to Town Board. For purposes of accountability and coordination, legal services requests should be channeled through the Town Administrator.

VIII. BOARDS AND COMMISSIONS

The attached list describes the various boards and commissions. Board members are assigned as a liaison to most of these groups (see Committee Assignments). In some cases, a Board member is specified as a voting member of the committee; in others it is non-voting and for liaison purposes only.

Boards may be one of several types.

1) Advisory Boards make recommendations to Town Board. The Board has the final decision-making authority, but relies on the board to sort through preliminary information and in some cases conduct public hearings. Most boards fall into this type.

2) Quasi-Judicial Boards. These boards are given specific powers to make final decisions without Town Board's involvement. The Zoning Board of Adjustments,

currently incorporated into the Planning Commission, is an example of this type of board.

3) Task Forces or Mayor's Commissions are created to work on a specific project. These committees may have a limited life span according to the project.

Current Boards and Commissions of the Town of Nederland

The Planning Commission: The Planning Commission is a seven (7) member advisory board established to assist the Board of Trustees in providing for orderly development within the Town of Nederland. The Planning Commission conducts public hearings related to new subdivisions, zoning changes, conditional use permits, flood hazard development permits, and changes to the Subdivision or Zoning Regulations. The Planning Commission is also charged with preparation and amendments to the Town's Master Plan. This Board meets on the fourth Wednesday of the month at 7:00 P.M.

The Board of Zoning Adjustment: The Board is appointed by Board of Trustees to hear and decide on variances or appeals for special exceptions to provisions of the Nederland Zoning Code. The Board of Adjustment meets as needed. Members serve five-year terms.

The Downtown Development Authority (DDA): Approved by voters in 2005, the Downtown Development Authority uses tax increment financing to stimulate redevelopment in the central business district. The Board of Trustees appoints members to the DDA. At least one member of the DDA board must be a Town Trustee. The remainder of the DDA board members must reside, be a business lessee, or own property within the DDA. The DDA meets the third Thursday of every month at the Pioneer Inn at 8:00 a.m.

The Sustainability Advisory Board (SAB): The SAB consists of seven (7) members; one of whom shall be a Town Trustee. All members of the Advisory Board shall be appointed by the Board of Trustees. The purpose of the Advisory Board is to advise the Board of Trustees on policy matters relating to sustainability of Town codes, operations, and facilities owned by the Town. They are appointed for 3 year terms.

Parks, Recreation and Open Space Advisory Board (PROSAB): An advisory body to the Board of Trustees on parks and recreation resources within the Town, holds a public meeting monthly to review matters pertaining to the planning, development, improvement, beautification, equipping and maintaining the public parks and open space.

The Community Center Foundation: The CCF is an independent 501(c)(3) that is the fundraising arm of the Community Center. This Board is appointed by the Board of Trustees but acts independently of the Town in all other ways.