



BOARD OF TRUSTEES
November 15, 2022
6:30 PM

Leeper Center, 3800 Wilson Avenue, Wellington, CO

Special Meeting Agenda

Individuals wishing to make public comments must attend the meeting in person or may submit comments by sending an email to garciapa@wellingtoncolorado.gov. The email must be received by 4:00 p.m. on the day of the meeting. The comments will be provided to the Trustees and added as an addendum to the packet. Emailed comments will not be read during the meeting.

The Zoom information below is for online viewing and listening only.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84366465391?pwd=RGZnOTNkV2I4cW5sSXo3MWV1MzRaQT09>
Passcode: 449572

Or One tap mobile: US: +17207072699,,84366465391# or +17193594580,,84366465391#

Or Telephone: Dial(for higher quality, dial a number based on your current location):

US: +1 720 707 2699 or +1 719 359 4580 or +1 669 444 9171 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 386 347 5053 or +1 564 217 2000 or +1 646 558 8656 or +1 646 931 3860 or +1 301 715 8592 or +1 309 205 3325

Webinar ID: 843 6646 5391

International numbers available: <https://us06web.zoom.us/j/84366465391>

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Amendments to Agenda
4. Conflict of Interest

B. COMMUNITY PARTICIPATION

1. Public Comment

C. ACTION ITEMS

1. Community Activities Commission
 - Municipal Code Update - Article 7, Chapter 2

- Ordinance No. 22-2022 - An Ordinance Regarding the Town of Wellington Community Activities Commission

D. ADJOURN

The Town of Wellington will make reasonable accommodations for access to Town services, programs, and activities and special communication arrangements. Individuals needing special accommodation may request assistance by contacting at Town Hall or at 970-568-3380 ext. 110 at least 24 hours in advance.

Board of Trustees Meeting

Date: November 15, 2022
Subject: Community Activities Commission

- **Municipal Code Update - Article 7, Chapter 2**
- **Ordinance No. 22-2022 - An Ordinance Regarding the Town of Wellington Community Activities Commission**

BACKGROUND / DISCUSSION

Please see attached documentation

STAFF RECOMMENDATION

The Board of Trustees have several options related to this agenda item regarding potential motions (which are not inclusive of all options); these options are noted below.

1. No motion needs to be made if there are no changes requested to be made to Article 7, Chapter 2 of the Municipal Code.
2. Direction would need to be provided if the Board of Trustees would like to have Article 7, Chapter 2 of the Municipal Code updated to reflect the changes as provided by the town attorney in the attached redline and clean document.
3. Potential motions if the Board of Trustees chooses to consider Ordinance No. 22-2022:
 - Move to approve Ordinance No. 22-2022 as presented.
 - Move to approve Ordinance No. 20-2022 with amendments as the Board of Trustees deems appropriate.
 - Move to postpone consideration of Ordinance No. 20-2022 and provide guidance to staff as to requested modifications.
 - Move to deny Ordinance No. 20-2022.

ATTACHMENTS

1. 11.15.22 Memo-CAC_D Sapienza
2. 11.15.22 Memo-CAC_P Garcia
3. RACI_11.15.22 packet w Trustee Tietz comments
4. ARTICLE_7_Community_Activities_Commission_REDLINE
5. ARTICLE_7__Community_Activities_Commission_CLEAN
6. Ord 22-2022 Repeal CAC



Memo

TO: Wellington Town Board

Cc: Patti Garcia

FROM: March, Olive & Sapienza LLC, Wellington Town Attorney, by Dan Sapienza
1312 S. College Avenue, Fort Collins, CO
[970-482-4322](tel:970-482-4322)

RE: Community Activities Commission Roles and Ordinance

DATE: November 15, 2022

Following the August 16, 2022 Board of Trustees Joint Work Session with the Community Activities Commission (the "Work Session"), it was requested that we provide guidance on the potential roles and responsibilities of the Wellington Community Activities Commission (the "CAC"). At the Work Session, members of the Board of Trustees and members of the CAC discussed various tasks that the CAC had taken on. There was some discussion about whether the CAC performed some of the items permitted by the CAC's authorizing ordinance.

There was also direction provided at the October 11, 2022 Board of Trustee Meeting during the Community Activities Discussion to provide additional information regarding the modification or disbanding of the CAC, include findings from the Responsible, Accountable, Consulted and Informed (RACI) matrix exercise and to provide options moving forward.

In evaluating the CAC's current and potential future roles, we identified three related and important areas of concern: financial considerations, authority to execute contracts, and reviewing bids.

This memo and its attachments are intended to identify some of our concerns. At the end is a discussion of a modified ordinance section dealing with the CAC that removes the items of concern. That, in turn, raises new questions that this memo takes no position on. In short, while we identify items that the CAC should avoid, we do not then attempt to identify what role the CAC should have.

Financial Considerations

At the Work Session, there was some discussion of spending and budgeting by the CAC. Chair Triplett explained that some spending was done through Town Purchasing Cards (though P Cards are not held by CAC members, only by staff). The CAC budget was discussed and how that

was formed. All of the discussion seemed to align with WMC 2-7-60, which details CAC budgets and CAC revenues and expenditures.

By appearances (votes, forms, signatures authorizing payment), the CAC has control over its own budget and approves Town expenditures. However, under the Town's Purchasing Policy and Budget procedures, the CAC does not have budgetary authority and its actions cannot authorize spending.

The CAC's annual budget is a recommendation to the Board of Trustees for consideration. All expenditures of the CAC must comply with the Town's appropriations process and Purchasing Policy. Though the CAC Treasurer may sign a reimbursement form, expenditures may not be made until authorized by the appropriate level of Town staff or the Board of Trustees. As an example, the authorization form in the CAC packet on May 3, 2022 included two items under \$5,000 that required at least Assistant Director-level approval and one item that required at least Director-level approval.

As a practical matter, the CAC's process involves duplication of effort. The form was filled out by Town staff and presented to the CAC. When approved by the CAC, staff was required to then get Director-level approval of the same items before the money could be expended.

Having this dual approval process may cause problems if, for example, a vendor performs a service after the CAC signed off on a large expenditure but then that expenditure was later not authorized due to a violation of the Town's Purchasing Policy or other law. Giving the CAC the appearance of spending authority when in reality it has none could lead to some difficult legal situations.

Further, we can find no other Town board that has direct spending authority. The rules laid out in the Purchasing Policy are followed by employees, at least partially, because the sanctions for violations could lead to termination of employment. There is no comparable sanction possible for a volunteer role.

We would recommend making clear that the CAC and its members do not have authority to approve spending. Its role should be limited to advising staff or the board on items and services needed for events and activities. The Town, in turn would expend funds according to its already defined purchasing policy.

Authority to Execute Contracts

The authority of the CAC to execute contracts closely tracks the issues discussed above regarding finances. WMC 2-7-60(a) states:

The Community Activities Commission may contract planners, engineers, architects and other consultants for such services as it may require. All contracted personnel shall provide appropriate tax-related information to the Town Treasurer.

This has been an item raised repeatedly by the Town Attorney's office and it has been said that, in reality, the CAC does not enter into such contracts.

However, the minutes of the CAC indicate that the CAC does take action directly on contracts for services. For example, at the April 25, 2022 meeting, the CAC voted to enter into three contracts for services (Integrity Traffic Control, Republic Services, A View Inspection for drone footage) and had discussions of other contract proposals that were tabled. See Attachment B.

Our office has not done a more extensive review of CAC minutes or packets and has not looked into who signed the contracts listed above. However, it is evident that the CAC takes actions to enter into contracts binding the Town. It is not known if these contracts meet the Town's purchasing policies or comply with state or local law. Contracts should only be approved by Town staff or the Town Board of Trustees through existing policies and procedures designed to protect the Town.

Bid Review

The CAC reviewing bids was discussed at the Work Session and is evident in packets and minutes of the CAC. It is unclear what process these bids follow or what principles they adhere to. The Town has developed and follows a purchasing policy that "is intended to ensure adequate and uniform control of the Town of Wellington's purchasing and payment activities. Principles and policies incorporated into [the] Policy are in accordance with Government Financial Officers Association best practices and applicable State of Colorado Law."

The Purchasing Policy includes within it a strict policy for bid review and also a clear code of conduct. Adhering to this policy ensures that the Town's purchasing adheres to the law and is free from conflicts of interest. There is no reason to believe that the CAC's bid reviews would have violated these policies, but there is also nothing demonstrating that the bid reviews adhered to the Town's requirements. When a government entity chooses winners and loses in a bid, if that is not done by the book, it exposes the Town to significant liability.

CAC Ordinance

We have drafted a simple redline of Article 7 of Chapter 2 of the Town of Wellington Municipal Code, attached hereto, to identify potential areas that might be of concern. In this redline version, a few items should be noted:

- For consistency, all references to the "CAC Board" have been replaced with simple the "CAC."
- The list of activities was removed, as it is nonexclusive. Removing the list altogether gives the entity more flexibility to do more or less.
- Clarified the role of the Trustee Representatives to be a non-voting role.
- Removed the role of treasurer, as the CAC should not have direct budget authority or expenditure authority.
- Removed almost all of the "Consultants and Finances" section – 7-20-60 – to not give an appearance of authority by the CAC to directly expend funds or enter contracts

After this exercise, it is not clear what the role of the CAC would be. If it is to "develop and coordinate community activities" but it cannot spend money or enter contracts, then it presumably would be an advisory board. But it isn't clear who the CAC would advise and who would actually enter the contracts and expend the funds.

Additionally, an ordinance to dissolve the CAC is included in the packet if that is the direction of the Trustees.

Memo

TO: Wellington Mayor and Board of Trustees
FROM: Patti Garcia, Town Administrator
RE: Community Activities Commission – RACI matrix and options moving forward
DATE: November 15, 2022

Background

At the October 11, 2022 Board of Trustee Meeting it was requested that staff bring information back regarding the modification or disbanding of the CAC, include findings from the Responsible, Accountable, Consulted, Informed (RACI) matrix exercise and provide options moving forward.

Town Attorney Sapienza has submitted a memo, municipal code section updates related to the CAC along with an ordinance to dissolve the CAC.

This memo will cover the RACI matrix and options moving forward.

RACI Matrix

A draft RACI matrix template was provided to the CAC board members at their November 1, 2022 meeting. Three of the board members submitted their completed documents which were reviewed by Trustee Shirrell Tietz (CAC Board Liaison) and Patti Garcia, Town Administrator. The attached RACI matrix includes the majority response of the board members along with comments from Trustee Tietz.

Options Moving Forward

On the Town's website, we have an overview of the role of the CAC, "The Wellington Community Activities Commission (CAC) is comprised of volunteers who want to give back to Wellington by giving their time and energy to coordinate community events. These big events help keep our small-town feel!" To honor this history and maintain our small-town feel, below are just a few ideas for Board consideration if the CAC is dissolved.

Option 1: Restructure the Parks & Recreation & Advisory Board to include events.

- In this model, the current advisory board is consulted on events for the Town of Wellington. Staff would seek their feedback on brainstorming upcoming events for the year. They would also serve as the decision makers for determining event themes, grand marshal, selecting speakers and helping with recruiting volunteers with the day of activities.

Option 2: Seek Community Feedback through Surveys

- Surveys are one way to engage the public to seek feedback on events. Surveys could be posted on social media, the Town's newsletter, and hard copies could be available at the post office, library, and municipal services building.

Option 3: Host a volunteer fair

- Part of what makes our community so special is the wide variety of small-town events and philanthropic individuals willing to give back to the community. At a Volunteer Fair, we could invite all our community partners. They could provide information on their group and opportunities to volunteer. This would assist the entire community in recruiting volunteers for upcoming events and potentially help people recruit members. The Town would have a booth at the Fair and would list of all the upcoming events and specific dates/shifts to volunteer. There would also be an opportunity to seek feedback from the public on upcoming events.

Option 4: Hold a meeting at the beginning of the year with important community stakeholders.

- This group would include our non-profits, churches, schools

RACI Matrix

RESPONSIBLE	This person is directly in charge of the work. There should only ever be one Responsible role per task so you know who to go to with questions or updates. If a task has more than one Responsible person, you can lose clarity and cause confusion. Instead, aim to add additional collaborators as some of the other RACI roles, which can have more than one person
ACCOUNTABLE	The Accountable person is responsible for overseeing overall task completion, though they may not be the person actually doing the work. There are two ways to assign an Accountable role. Sometimes, the Accountable is the project manager (or even the Responsible, though in that case the person is taking on two different roles during the task workflow). In these cases, the Accountable is responsible for making sure all of the work gets done. In other cases, the Accountable is a senior leader or executive who is responsible for approving the work before it’s considered complete. Like the Responsible role, there should only ever be one Accountable.
CONSULTED	This will be the person or people who should review and sign off on the work before it’s delivered. There may be multiple Consulted roles for each task, project milestone, or deliverable.
INFORMED	This is the person or group of people who are informed about the progress and completion of work. They probably are not involved in any other aspect of the deliverable.

			RESPONSIBLE	ACCOUNTABLE/LIABLE	CONSULT/BOARD REPORTS	INFORM
Contracts						
	Vendors		Town Staff	Town Staff	Community Activities Commission	Town Liaison
	Traffic Control		Town Staff	Town Staff	Community Activities Commission	Town Liaison
	Licensing		Town Staff	Town Staff	Town Staff	Town Liaison
	Venue		Town Staff	Town Staff	Community Activities Commission	Town Liaison
	Collaboration with other non-profits		Community Activities Commission/ Town Staff (contracts)	Town Staff	Community Activities Commission	Town Liaison
Financial						
	Budget		Community Activities Commission	Town Staff	Community Activities Commission	Town Liaison
	Request for Proposals		Town Staff	Town Staff	Community Activities Commission	Town Liaison
	Purchasing		Town Staff	Town Staff	Community Activities Commission	Town Liaison
Events						
	Preparation					
		Community surveys/feedback, suggestions	Town Staff	Town Staff	Community Activities Commission	Town Liaison
		Themes	Community Activities Commission	Community Activities Commission	Town Staff	Town Liaison
		Volunteer recruitment	Community Activities Commission/Town Staff	Community Activities Commission/Town Staff	Community Activities Commission/Town Staff	Town Liaison
		Special Event Permit	Town Staff	Town Staff	Community Activities Commission	Town Liaison
		Management, registration, liability	Town Staff	Town Staff	Community Activities Commission	Town Liaison
		Vendor recruitment	Community Activities Commission	Community Activities Commission	Town Staff	Town Liaison
		Vendor registration	Town Staff	Town Staff	Community Activities Commission	Town Liaison
		Vendor coordination	Community Activities Commission/Town Staff	Community Activities Commission/Town Staff	Community Activities Commission/Town Staff	Town Liaison
		Management, registration, liability	Town Staff	Town Staff	Community Activities Commission	Town Liaison
		Speakers	Community Activities Commission	Community Activities Commission	Town Staff	Town Liaison
		Marketing/Promotion	Community Activities Commission	Town Staff	Community Activities Commission	Town Liaison
	Day of					
		Set up	Community Activities Commission	Community Activities Commission	Town Staff	Town Liaison
		Tear down	Community Activities Commission	Community Activities Commission	Town Staff	Town Liaison
Engagement						
	Residents		Community Activities Commission/Town Staff	Community Activities Commission/Town Staff	Community Activities Commission/Town Staff	Town Liaison
	Partners & stakeholders		Community Activities Commission/Town Staff	Community Activities Commission/Town Staff	Community Activities Commission/Town Staff	Town Liaison

Items that have been noted in past:

Any items the Board of Trustees would like to weigh in on before commissioners make a formal vote on matters?
 Event location
 Parade Candy
 Speakers for Events

TL- To communicate information from CAC meetings to board in Board report or will it be an agenda item?
 What kind of information would the board like communicated back and how often?

ARTICLE 7 Community Activities Commission

Sec. 2-7-10. Creation.

The Board of Trustees hereby finds the need for development and coordination of community activities which make the Town a quality place to live and generate civic pride. These activities may include, but are not limited to:

- (1) The Easter Egg Hunt.
- (2) The Fourth of July Family Funfest.
- (3) A Town Garage Sale.
- (4) A Christmas Parade. (Ord. 6-1998 §1; Ord. 26-2004 §1; Ord. 11-2007 §1)

Sec. 2-7-20. Membership.

- (a) The Community Activities Commission shall consist of five to seven members appointed by the Mayor and approved by the Board of Trustees. One (1) or more members of the Board of Trustees may be appointed by the Mayor and approved by the Board of Trustees to serve as representatives to the CAC. Members must be eighteen (18) years of age and must meet at least one (1) of the following criteria:
 - (1) Residency within a seven-mile radius of the Town; or
 - (2) Ownership of a business which operates in the Town and holds a valid business license issued by the Town; or
 - (3) Employment within the Town by a business holding a valid business license issued by the Town; or
 - (4) Employment by or enrollment in a school operated by the Poudre School District and situated within the boundaries of the Town.
- (b) Members of the CAC shall serve a ~~three~~four-year term, and such terms shall be staggered as established by resolution by the Board of Trustees. The terms of any representative(s) of the Board of Trustees shall be conterminous with that member's term on the Board of Trustees. In the event of a vacancy on the CAC Board, the Mayor, with the approval of the Board of Trustees, shall appoint a successor member for the balance of the vacant CAC Board member's term. In the event of a Town Board of Trustee representative vacancy, a new Trustee representative may be appointed by the Mayor and approved by the Board of Trustees.
- (c) CAC ~~Board~~ members may be removed by the Board of Trustees for neglect of duty or malfeasance.
- (d) CAC ~~Board~~ members who wish to resign from the CAC must provide written notification of his or her resignation to the ~~Commission~~CAC Chair, which shall be forwarded to the Board of Trustees.
- (e) The CAC ~~Board encourages and~~ may solicit volunteers as necessary. ~~The CAC Board may decline service by any volunteer for good cause.~~ Volunteers ~~members~~ need not be residents of the Town.
- (f) CAC volunteers may participate in all discussions ~~before of~~ the CAC ~~Board~~ and serve on committees as appointed by the CAC ~~Board~~, but shall not have a vote on motions before the CAC ~~Board~~.
- (g) All members of the CAC shall serve without compensation. (Ord. 6-1998 §1; Ord. 26-2004 §1; Ord. 6-2006 §1; Ord. 11-2007 §1)

(Ord. No. 4-2018 , 2-23-18; Ord. No. 8-2018 , 5-22-18)

Sec. 2-7-30. Voting.

- (a) Each CAC Member ~~and Board of Trustee representative~~ is entitled to one (1) vote on each matter submitted to the ~~members-CAC~~ for their consideration. Said member shall vote in person or remotely if permitted by the by-laws. No member shall vote or act by proxy.
- (b) A simple majority is necessary for passage of all items brought before the CAC. (Ord. 6-1998 §1; Ord. 26-2004 §1; Ord. 11-2007 §1)

(Ord. No. 4-2018 , 2-23-18)

Sec. 2-7-40. Officers.

- (a) Titles. The CAC ~~Board~~ shall elect a Chair, Vice Chair, Treasurer and Secretary from among its members.
- (b) Election and appointment of officers.
 - (1) The term of each office shall be one (1) year, with eligibility of reelection.
 - (2) All officers shall be elected at the regular January meeting. New officers shall assume their duties at the close of the January meeting.
 - (3) The CAC shall fill an office vacancy by holding a special election at the next regular monthly meeting.
- (c) Duties of officers shall be defined by the CAC bylaws. (Ord. 6-1998 §1; Ord. 26-2004 §1; Ord. 11-2007 §1)

(Ord. No. 4-2018 , 2-23-18)

Sec. 2-7-50. Meetings.

- (a) Meeting times, voting procedures, election of officers, rules for remote or virtual meetings, and other matters relating to the governing operations of the CAC ~~Board~~ shall be governed by a set of bylaws approved by the CAC ~~Board and the Board of Trustees~~. The CAC shall convene meetings as set forth in its bylaws. The meeting time shall be set, regular and published. The CAC ~~Board~~ shall abide by Colorado Open Meetings Act.
- (b) Special meetings may be called per procedures outlined in the bylaws.
- (c) A majority of the CAC ~~Board~~ members, not counting the Board of Trustees representative(s) shall constitute a quorum to do business at all meetings.
- (d) There shall be a record kept regarding the minutes of every meeting of the CAC, ~~and said minutes shall be submitted to the Board of Trustees within sixty (60) days of the meeting.~~
- (e) Any meetings at which any action of the CAC ~~Board~~ is to be taken or at which issues before the ~~Board-CAC~~ are to be discussed shall be reflected in minutes or when possible recorded by tape or other audio recording device, and such recordings shall be maintained by the Town Clerk. ~~Except as approved by the Board of Trustees, meetings of the CAC Board shall be held at the Leeper Center or at the Town Hall. Notice of the time and place of meetings shall be posted as required by state law.~~ (Ord. 6-1998 §1; Ord. 26-2004 §1; Ord. 11-2007 §1)

(Ord. No. 4-2018 , 2-23-18; Ord. No. 09-2020 , § 1(c), 7-18-20, eff. 8-1-20)

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(Supp. No. 4, Update 2)

Sec. 2-7-60. ~~Consultants and f~~Finances.

- (a) ~~The Community Activities Commission may contract planners, engineers, architects and other consultants for such services as it may require. All contracted personnel shall provide appropriate tax related information to the Town Treasurer.~~
- (b) ~~All revenues and expenditures of the Community Activities Commission shall be reported in the minutes of the Commission meeting.~~
- (c) The ~~Community Activities Commission~~CAC shall ~~prepare a recommended~~ an annual budget to be forwarded to the Board of Trustees ~~for all expenses relating to the purposes defined herein. Said budget shall be delivered to the Town Clerk by~~ no later than October-September 1 of each year.
- (d) ~~Revenues collected beyond the budgeted amount in any fiscal year may be expended for purposes defined herein upon a budget amendment approved by the Board of Trustees.~~ (Ord. 6-1998 §1; Ord. 26-2004 §1; Ord. 11-2007 §1)

(Ord. No. 09-2020 , § 1(c), 7-18-20, eff. 8-1-20)

ARTICLE 7 Community Activities Commission

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Sec. 2-7-20. Membership.

- (a) The Community Activities Commission shall consist of five to seven members appointed by the Mayor and approved by the Board of Trustees. One (1) or more members of the Board of Trustees may be appointed by the Mayor and approved by the Board of Trustees to serve as representatives to the CAC. Members must be eighteen (18) years of age and must meet at least one (1) of the following criteria:
 - (1) Residency within a seven-mile radius of the Town; or
 - (2) Ownership of a business which operates in the Town and holds a valid business license issued by the Town; or
 - (3) Employment within the Town by a business holding a valid business license issued by the Town; or
 - (4) Employment by or enrollment in a school operated by the Poudre School District and situated within the boundaries of the Town.
- (b) Members of the CAC shall serve a four-year term, and such terms shall be staggered as established by resolution by the Board of Trustees. The terms of any representative(s) of the Board of Trustees shall be conterminous with that member's term on the Board of Trustees. In the event of a vacancy on the CAC Board, the Mayor, with the approval of the Board of Trustees, shall appoint a successor member for the balance of the vacant CAC Board member's term. In the event of a Town Board of Trustee representative vacancy, a new Trustee representative may be appointed by the Mayor and approved by the Board of Trustees.
- (c) CAC members may be removed by the Board of Trustees for neglect of duty or malfeasance.
- (d) CAC members who wish to resign from the CAC must provide written notification of his or her resignation to the CAC Chair, which shall be forwarded to the Board of Trustees.
- (e) The CAC may solicit volunteers as necessary. Volunteers need not be residents of the Town.
- (f) CAC volunteers may participate in all discussions of the CAC and serve on committees as appointed by the CAC, but shall not have a vote on motions before the CAC.
- (g) All members of the CAC shall serve without compensation. (Ord. 6-1998 §1; Ord. 26-2004 §1; Ord. 6-2006 §1; Ord. 11-2007 §1)

(Ord. No. 4-2018 , 2-23-18; Ord. No. 8-2018 , 5-22-18)

Sec. 2-7-30. Voting.

- (a) Each CAC Member is entitled to one (1) vote on each matter submitted to the CAC for their consideration. Said member shall vote in person or remotely if permitted by the by-laws. No member shall vote or act by proxy.
 - (b) A simple majority is necessary for passage of all items brought before the CAC. (Ord. 6-1998 §1; Ord. 26-2004 §1; Ord. 11-2007 §1)
- (Ord. No. 4-2018, 2-23-18)

Sec. 2-7-40. Officers.

- (a) Titles. The CAC shall elect a Chair, Vice Chair, and Secretary from among its members.
 - (b) Election and appointment of officers.
 - (1) The term of each office shall be one (1) year, with eligibility of reelection.
 - (2) All officers shall be elected at the regular January meeting. New officers shall assume their duties at the close of the January meeting.
 - (3) The CAC shall fill an office vacancy by holding a special election at the next regular monthly meeting.
 - (c) Duties of officers shall be defined by the CAC bylaws. (Ord. 6-1998 §1; Ord. 26-2004 §1; Ord. 11-2007 §1)
- (Ord. No. 4-2018, 2-23-18)

Sec. 2-7-50. Meetings.

- (a) Meeting times, voting procedures, election of officers, rules for remote or virtual meetings, and other matters relating to the operations of the CAC shall be governed by a set of bylaws approved by the CAC. The CAC shall convene meetings as set forth in its bylaws. The meeting time shall be set, regular and published. The CAC shall abide by Colorado Open Meetings Act.
 - (b) Special meetings may be called per procedures outlined in the bylaws.
 - (c) A majority of the CAC members, not counting the Board of Trustees representative(s) shall constitute a quorum to do business at all meetings.
 - (d) There shall be a record kept regarding the minutes of every meeting of the CAC.
 - (e) Any meetings at which any action of the CAC is to be taken or at which issues before the CAC are to be discussed shall be reflected in minutes or when possible recorded by tape or other audio recording device, and such recordings shall be maintained by the Town Clerk. (Ord. 6-1998 §1; Ord. 26-2004 §1; Ord. 11-2007 §1)
- (Ord. No. 4-2018, 2-23-18; Ord. No. 09-2020, § 1(c), 7-18-20, eff. 8-1-20)

Sec. 2-7-60. Finances.

- (a) The CAC shall recommend an annual budget to be forwarded to the Board of Trustees. no later than September 1 of each year.
- (Ord. No. 09-2020 , § 1(c), 7-18-20, eff. 8-1-20)

TOWN OF WELLINGTON

ORDINANCE NO. 22-2022

AN ORDINANCE REGARDING THE TOWN OF WELLINGTON COMMUNITY
ACTIVITIES COMMISSION

WHEREAS, Article 7 of Chapter 2 of the Town of Wellington Municipal Code establishes the Community Activities Commission (“CAC”); and

WHEREAS, the CAC was created to organize and host community events for the Town of Wellington residents; and

WHEREAS, the population of the Town of Wellington in the 1990s when the CAC was established was less than 2,000 people; and

WHEREAS, the population of the Town of Wellington currently exceeds 11,000; and

WHEREAS, the Town of Wellington community events have grown in size and popularity which has increased liability for the Town and its valued volunteers, requiring additional resources and expertise in their planning and execution; and

WHEREAS, the resources and time necessary to support the CAC is difficult to sustain with the limited resources and staff; and

WHEREAS, the Board of Trustees values the volunteers that have served the Town through the CAC and desires to find other opportunities for those volunteers where they can be better utilized; and

WHEREAS, the Wellington Board of Trustees desires to terminate the CAC as an official Town commission as it explores other volunteer and community-driven opportunities for events to serve the residents of the Town and the surrounding areas.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Wellington, Colorado:

SECTION 1

Article 7 of Chapter 2 of the Town of Wellington Municipal Code is hereby repealed.

PASSED AND ADOPTED by the Board of Trustees of the Town of Wellington, Colorado and ordered published this 15th day of November, 2022 and ordered to become effective 30 days from the date of publication.

TOWN OF WELLINGTON, COLORADO

By: _____
Calar Chaussee, Mayor

ATTEST:

Patti Garcia, Town Clerk