



**TOWN OF LARKSPUR
RESOLUTION NO. 2023-02**

**A RESOLUTION SETTING FEES FOR SERVICES PROVIDED TO THE
PUBLIC BY THE TOWN**

WHEREAS, the Town of Larkspur is a home rule municipality duly organized and existing under the Constitution of the State of Colorado and The Home Rule Charter of the Town; and

WHEREAS, on April 4, 2019, the Town Council passed Resolution 2019-06 which, set fees for services provided to the public by the Town; and

WHEREAS, the Town has requests from the public to make copies, fax documents, receive faxes, notarize documents, and copy minutes of Town meetings; and

WHEREAS, the Town has made changes to the media types for the recording of minutes and documents and to be able to respond to the public's request without it being a financial burden to the town; and

WHEREAS, the Town would like to be consistent in the implementation of charges.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF LARKSPUR, COLORADO, AS FOLLOWS:**

Section 1. Repeal: Existing Resolutions or parts of Resolutions covering the same matters as embraced in this Resolution are hereby repealed and all Resolutions or parts of Resolutions inconsistent with the provisions of this Resolution are hereby repealed, except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any Resolution hereby repealed prior to the taking effect of this Resolution.

Section 2. The following fees will go into effect upon approval of this Resolution:
Paper Copies Black & White: 25¢ per one sided page.
Paper Color Copies: 50¢ per one sided page.
Laminated Paper copies: 50¢
Documents on digital media: \$8.00 per media device.
Fax sent or received: Free of Charge
Notary: Free of Charge with appointment.
Copies of recordings:
Electronic copies on digital media: \$8.00 per media device plus \$2.00 per meeting copied.
Mailing of media: Cost of supplies and postage.
Emailing of Documents: Free of Charge



Section 3. Due to the Town not accepting Cash and the cost of credit card transactions no charges shall apply unless the total amount of the request for services exceeds \$5.00.

Section 4. These charges do not apply to Council Members, Board or Commission members requesting items to be used in their capacity as a member of such Board or Commission.

Section 5. Severability. If any Article, Section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Trustees declares that it would have passed this Resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

INTRODUCED, PASSED AND ADOPTED AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF LARKSPUR THIS 16th DAY OF FEBRUARY, 2023.

Votes Approved: 6
Votes Opposed: 0
Absent: 1
Abstained: 0

ATTEST:



Sean Hogan
Sean Hogan
Town Clerk

**TOWN COUNCIL OF THE
TOWN OF LARKSPUR, COLORADO**

Sherilyn West
Sherilyn West
Mayor