

ORDINANCE NO. 15-_____

AN ORDINANCE AMENDING SECTION 201 (APPOINTEES) AND SECTION 204 (ASSISTANTS) OF PART 2 (APPOINTIVE OFFICERS; GENERAL PROVISIONS) AND CREATING A NEW PART 10 (POWERS AND DUTIES OF THE CITY COUNCIL ADMINISTRATOR) OF ARTICLE 2 (OFFICERS OF THE CITY) OF CHAPTER 1 (ADMINISTRATION, PERSONNEL, AND FINANCE) OF THE CODE OF THE CITY OF COLORADO SPRINGS 2001, AS AMENDED, PERTAINING TO THE CITY COUNCIL ADMINISTRATOR

WHEREAS, at the April 7, 2015, General Municipal Election, the voters approved certain amendments to Sections 3-10(e), 4-40(c), and 5-20 of the Charter of the City of Colorado Springs, pertaining to the establishment of the Council-appointed office of the City Council Administrator; and

WHEREAS, City Council finds that the powers and duties of the City Council Administrator should be codified in a manner consistent with other appointed offices established by the City Charter.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLORADO SPRINGS:

Section 1. Section 201 (Appointees) of Part 2 (Appointive Officers; General Provisions) of Article 2 (Officers of the City) of Chapter 1 (Administration, Personnel, and Finance) of the Code of the City of Colorado Springs 2001, as amended, is hereby amended to read as follows:

A. As provided by the Charter, the following officers shall be appointed by the City Council: a City Auditor, a **City Council Administrator**, and a Utilities Executive Director. In addition, City Council shall appoint Memorial Health System trustees and may appoint advisory and decision making board, commission and committee members.

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Section 2. A new Subsection 204 (Assistants) of Part 2 (Appointive Officers; General Provisions) of Article 2 (Officers of the City) of Chapter 1 (Administration, Personnel, and Finance) of the Code of the City of Colorado Springs 2001, as amended, is created to read as follows:

F. City Council Administrator: The City Council Administrator shall have assistants and clerical personnel, as authorized by the annual budget, who shall perform duties as directed by the City Council Administrator. The City Council Administrator shall be responsible for the activities and efficiency of assistants and clerical personnel.

Section 3. A new Part 10 (Powers and Duties of the City Council Administrator) of Article 2 (Officers of the City) of Chapter 1 (Administration, Personnel, and Finance) of the Code of the City of Colorado Springs 2001, as amended, is created to read as follows:

PART 10 POWERS AND DUTIES OF THE CITY COUNCIL ADMINISTRATOR

SECTION:

- 1.2.1001 Office of the City Council Administrator
- 1.2.1002 Powers and Duties of the City Council Administrator

1.2.1001 OFFICE OF THE CITY COUNCIL ADMINISTRATOR: In addition to the obligations imposed by the City Charter, the City Council Administrator shall have the powers and perform the duties set out in this part. The City Council Administrator, with the consent of the Council, may employ assistants and clerical personnel.

1.2.1002 POWERS AND DUTIES OF THE CITY COUNCIL ADMINISTRATOR: In addition to any other powers or duties conferred by the City Charter, this Code, other statutes, ordinances, rules or regulations, the City Council Administrator shall:

- A. Assist the City Council President in the preparation and administration of agendas and associated materials, as required by the City Council's rules.
- B. Ensure that directions from the City Council President and the City Council are communicated to City officers and other persons.
- C. Communicate the intentions of the City Council President and the City Council to City officers and to other persons, and facilitate communication to the Council President and City Council from City officers and others.
- D. Attend meetings and functions as required by the City Council President and City Council.
- E. Assist with City Council responses to Colorado Open Records Act requests in cooperation with the City Attorney.
- F. Assist the City Council President and City Council committees appointed by the President with preparation of the City Council budget and coordination with the Chief Financial Officer and Mayor in incorporating the City Council budget into the City's annual budget.
- G. Assist the City Council President and City Council with the preparation of the annual report and strategic plan.
- H. Appoint, direct, and supervise the Administrator's assistants and clerical personnel.

I. Delegate tasks to, and direct the actions of, Administrator's assistants and clerical personnel.

J. Approve charges and expenses, as authorized by the annual budget, for the operations and facilities of the City Council and the City Council Administrator's assistants and clerical personnel.

K. Perform such other duties as the Council President and City Council may direct from time to time.

Section 4. This ordinance shall be in full force and effect after its final adoption and publication as provided by Charter.

Section 5. Council deems it appropriate that this ordinance be published by title and summary prepared by the City Clerk and that this ordinance be available for inspection and acquisition in the office of the City Clerk.

Introduced, read, passed on first reading and ordered published this ____ day of _____ 2015.

Finally passed: _____
Council President

Mayor's Action:

- Approved: _____
- Disapproved: _____, based on the following objections:

John Suthers, Mayor

Council Action:

- Finally adopted on a vote of _____, on _____
- Amended and resubmitted _____

Council President

ATTEST:

Sarah B. Johnson, City Clerk