

ORDINANCE NO. 23-____

AN ORDINANCE AMENDING SECTION 1001 (OFFICE OF THE CITY COUNCIL ADMINISTRATOR) AND SECTION 1002 (POWERS AND DUTIES OF CITY COUNCIL ADMINISTRATOR) OF 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 POWERS AND DUTIES OF THE CITY COUNCIL ADMINISTRATOR

WHEREAS, City Council created the Office of the City Council Administrator with the passage of Ordinance 15-52 on January 9, 2015; and

WHEREAS, the previous Ordinance did not capture all of the roles and responsibilities of the Office of the City Council Administrator; and

WHEREAS, this Ordinance codifies the operations of the Office of the City Council Administrator; and

WHEREAS, this Ordinance is not intended to alter or reassign the duties and responsibilities of the City Council and the Mayor as provided for in the City Charter and the City Code; and

WHEREAS, the duties and authority of the City Council Administrator do not permit the City Council Administrator or the Administrator's staff to engage in *ex parte* investigations of quasi-judicial matters.

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

Section 1. Section 1001 (Office of The City Council Administrator) of 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 hereby amended to read as follows:

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 hereby creates the Division of Legislative Services, to be directed and supervised by the City Council Administrator, to assist the City Council in the exercise of its legislative powers by providing non-partisan expertise and support to the City Council to inform policy-making, engage constituents and stakeholders, and promote responsive local governance.** The City Council Administrator, with the consent of the Council, may employ ~~assistants and clerical~~ personnel **within the Division of Legislative Services.**

Section 2. Section 1002 (Powers and Duties of City Council Administrator) of 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 amended to read as follows:

1.2.1002: POWERS AND DUTIES OF 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:

1.2.1002: POWERS AND DUTIES OF CITY COUNCIL ADMINISTRATOR:

* * *

G. Assist the ~~City Council President and City Council~~ with the preparation of the ~~Annual Report to the Citizens~~ and **City Council's 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.

* * *

L. Administer the recruitment and interviews for the City Council appointed Boards and Commissions, and prepare related legislative materials to include appointments and assist with the drafting of rules and procedures of City Council appointed Boards and Commissions in accord with City Code section 1.2.903.

M. Assist City Council with responses to constituent requests.

N. Provide research and analysis of proposed legislation and assist in drafting legislation in accord with City Code section 1.2.403.

O. Provide public communication and outreach for City Council.

P. Provide administrative support to City Council.

Q. Plan and coordinate the Swearing-In ceremony of new Councilmembers and the farewell of outgoing Councilmembers.

Section 3. This ordinance shall be in full force and effect from and after its final adoption and publication as provided by Charter.

Section 4. 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 _____, 2023

Finally passed: _____

Council President

Mayor's Action:

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

Mayor

Council Action After Disapproval:

- Council did not act to override the Mayor's veto.
- Finally adopted on a vote of _____, on _____.
- Council action on _____ failed to override the Mayor's veto.

Council President

ATTEST:

Sarah B. Johnson, City Clerk