

**ORDINANCE NO. 09-10**

**INTRODUCED BY:**

**Councilperson Havercroft**

**Councilperson Hoffman**

**AN ORDINANCE OF THE CITY COUNCIL OF  
THE CITY OF CASTLE PINES NORTH, COLORADO  
DEFINING AND CLARIFYING THE DUTIES OF THE TREASURER**

WHEREAS, the Treasurer of the City of Castle Pines North is an elected position and serves as an officer of the City, and pursuant to Section 31-4-107, C.R.S., is subject to the control and supervision of the Mayor; and

WHEREAS, pursuant to Section 31-4-111, C.R.S., the Treasurer has such powers and shall perform such duties as are prescribed by state statutes and by ordinances of the City Council; and

WHEREAS, Article 20, Title 31, Part 3, C.R.S., provides for the duties of the Treasurer, to be performed in such manner as may be prescribed by ordinance; and

WHEREAS, the City Council wishes to prescribe the manner in which the duties and powers of the Treasurer shall be performed, and to provide through contract services and otherwise, the personnel and means to accomplish the duties assigned to the Treasurer.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF CITY OF CASTLE PINES NORTH, COLORADO, as follows:

**SECTION 1. Financial Management.** For so long as the Treasurer of the City of Castle Pines North is an elected position, the provisions of this Ordinance shall control the duties and obligations of the Treasurer. The personnel and support needs for the treasury and financial management of the City shall be performed by a City employee or contract employee, as designated by City Council by resolution, who shall serve as the deputy treasurer. The Treasurer shall coordinate with the designated deputy treasurer to ensure that all of the Treasurer's duties are fulfilled by or through the deputy treasurer, including but not limited to the following and those established by Council resolution or by contract:

- (1) Collection of Moneys. The deputy treasurer shall receive and collect any and all moneys payable to the City and shall provide a receipt specifying the date of receipt of such funds and upon which account such funds were credited. Copies of such receipts shall be filed with the Treasurer no later than the filing of the monthly financial report.

(2) Deposits of Moneys. The deputy treasurer, through the Treasurer, shall deposit all funds and moneys received on behalf of the City in such institutions and accounts as designated by City Council.

(3) Accounting and Reporting. The deputy treasurer, through the Treasurer, shall keep books and accounting of all revenues received and expenditures made on behalf of the City. Separate accounts shall be kept of each fund or appropriation and the debits and credits belonging thereto. On a monthly basis, the deputy treasurer shall, through the Treasurer, file with the City Council and City Clerk a report of the state of the City Treasury. Such monthly report shall include a statement of all receipts and expenditures classified by appropriate account, and the City of Castle Pines North balance of money in the Treasury. Should the Treasurer disagree with or wish to supplement any report prepared by the deputy treasurer, the Treasurer shall file with the City Council a separate written report indicating areas and basis of disagreement or supplementation. Any disagreement between the Treasurer and the deputy treasurer regarding receipt, disbursement, accounting or reporting methods and practices shall be reported to City Council.

**SECTION 2. Disbursement of Funds.** Moneys of the City shall be disbursed by check instead of warrant. Except as otherwise provided, no City funds shall be disbursed except following the approval of the amount of the proposed expenditure by City Council.

**SECTION 3. Annual Report and Audit.** Unless otherwise determined by resolution of the City Council, the City Council shall retain an auditor to prepare the Treasurer's annual financial report and the annual audit of the City's financial statements, each to be prepared in conformance with state law. Except as otherwise may be determined by City Council through separate agreement with the auditor, the Treasurer shall oversee the preparation of the annual Treasurer's report and the annual audit.

**SECTION 4. Participation in City Council Meetings.** The Treasurer shall, at his or her discretion, be afforded time to address City Council on the City's financial matters at each regular meeting of the City Council. The Treasurer may, but is not required to, attend all City Council meetings and shall be afforded a seat with the City's elected officials at all City Council meetings, including, at the City Council's further discretion, executive sessions. Further, the Treasurer is authorized to review and, at the Mayor's discretion, comment on the operations and performance of the deputy treasurer and/or the overall financial services provided by the City employee(s) or contract employee(s), but in no case shall the Treasurer interfere with or impede the ability of the deputy treasurer or other designated employee from carrying out the financial operations of the City.

**SECTION 5. Availability of Reports for Inspection.** The financial books and records kept and maintained at the City's offices by the deputy treasurer or other Council designee shall at all times be available for inspection by the Treasurer and any City Council member, subject to practices and procedures developed by the City Council to prevent their loss or alteration.

**SECTION 6. Severability.** If any portion of this Ordinance is found to be void or ineffective, it shall be deemed severed from this Ordinance and the remaining provisions shall remain valid and in full force and effect.


**SECTION 7. Effective Date.** This Ordinance shall become effective thirty days after publication following final passage.

**SECTION 8. Authorization.** The officers of the City are authorized and directed to take actions necessary and appropriate to effect the provisions of this Ordinance.

**INTRODUCED, READ, AND PASSED, ON FIRST READING, AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES NORTH, COLORADO the 11th day of June, 2009.**

**READ, AND PASSED, AND ADOPTED ON SECOND READING, AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES NORTH, COLORADO the 23rd day of July, 2009.**

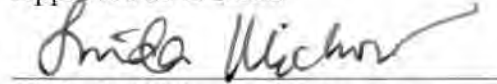
**CITY OF CASTLE PINES NORTH:**

  
Maureen A. Shul, Mayor

ATTEST:

  
Janie Berry, City Clerk

Approved as to form:

  
Linda C. Michow, City Attorney

**CERTIFICATION OF PUBLICATION**

I hereby attest and certify that the within and foregoing Ordinance was introduced and read on first reading at a regular meeting of the Castle Pines North City Council on June 11, 2009; published in full in the *Douglas County News-Press*; and finally passed and adopted by the City Council on July 23, 2009 following a duly notice public meeting and ordered published by title only, with amendments if any, one time in the *Douglas County News-Press* on August 6, 2009.

ATTEST:

  
Janie Berry, City Clerk