

ORDINANCE NO. 11-01

INTRODUCED BY:

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**AN ORDINANCE OF THE CITY COUNCIL OF  
THE CITY OF CASTLE PINES, COLORADO  
ESTABLISHING THE POSITION AND DUTIES OF CITY MANAGER**

WHEREAS, pursuant to Section 31-4-107(2)(a), C.R.S., the City Council of the City of Castle Pines may, by ordinance, appoint such officers, including a city administrator, as it deems necessary or desirable; and

WHEREAS, the City Council desires to appoint a city administrator who shall be responsible for administering and supervising all functions, personnel, and departments of the City of Castle Pines; and

WHEREAS, in accordance with Section 31-4-101(2), the City Council has defined the powers and duties of the city administrator, as set forth herein.

**THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO:**

**Section 1. Creation of City Administrator Position.** The City Council of the City of Castle Pines hereby creates the position of City Manager. The title City Manager as used in this Ordinance shall be interchangeable with the title City Administrator as used in Article 4, Part 1 of Title 31 of the Colorado Revised Statutes. The City Council shall carry out the administrative functions of the City through the City Manager.

**Section 2. Appointment and Compensation.** The City Manager shall be appointed by the City Council and shall serve for an indefinite term. The City Manager shall be selected on the basis of demonstrated executive and administrative qualifications, with special preference given to the candidate's experience and training. The City Manager shall receive such compensation as negotiated by contract and agreed to by the City Council and the City Manager. In the absence of a City Manager, City Council may appoint an individual to serve as Interim City Manager.

**Section 3. Powers and Duties of the City Manager.** The City Manager shall be the chief administrative officer of the City and shall have the power, duty and responsibility to do the following:

1. Enforce all laws, ordinances, resolutions and policies of the City.

2. Appoint, subject to the provisions of the ordinances of the City and of the applicable state statutes, all employees of the City. Such appointments shall be made by him or her on the basis of ability, training and experience of such appointees in the work to be performed by them. The City Manager may remove, discharge, suspend, demote or discipline any employee of the City, subject to the provisions of the ordinances of the City and of applicable state statutes. Notwithstanding the foregoing, the City Council shall authorize by budget approval or other action the total number of employees and compensation by position.
3. Enforce all terms and conditions of any contract to which the City is a part or party, and upon knowledge of any breach or violation thereof, promptly report the same to the City Council for such action as may be deemed necessary by it.
4. Provide for the effective administration and supervision of all functions, departments and personnel of the City government, which shall include developing personnel policies and a compensation plan, to be approved by City Council, and administration of the same.
5. Serve as the City Budget Officer and be responsible for developing and presenting the budget for City Council's consideration and adoption, be responsible for the administration of the budget thereafter, including provisions for an annual independent audit, and keep the City Council fully advised as to the financial condition of the City.
6. Attend all meetings of the City Council and participate therein in an advisory capacity, and make such recommendations to the City Council as he or she may deem necessary or expedient.
7. Make purchases for and on behalf of the City in connection with the operation and supervision of the City in accordance with applicable City Council ordinances, policies and regulations governing purchasing of supplies, materials, labor and contract services.
8. As directed by Council, represent the City in dealings with other local, state and federal agencies.
9. Perform such other duties as may be prescribed by ordinance, resolution or direction of the City Council.

**Section 4. No Interference.** The City Council shall restrict its supervisory control to that of the City Manager and no elected official shall direct or request the appointment of any person to or his removal from office or position by the City Manager but may take part in the appointment or removal of officers and employees in the administrative service of the City expressly authorized by City Council. Any violation of the provisions of this Section by an

elected official constitutes misconduct and is punishable in accordance with adopted City Council policies, rules and ordinances.

**Section 5. City Council Responsibility Not Impaired.** Nothing in this Ordinance shall impair the responsibility of the City Council for the overall operation of the City as required by the laws of the State and the policies, rules, resolutions and ordinances of the City.

**Section 6. Dismissal.** The City Manager shall serve at the pleasure of the City Council and may be removed by a majority vote of the City Council at any regular meeting, or special meeting called for that purpose, and subject to the City Manager employment contract.

**Section 7. 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 8. Effective Date.** This Ordinance shall become effective thirty days after publication following final passage.

**Section 9. Authorization.** The officers of the City are authorized and directed to take actions necessary and appropriate to effect the provisions of this Ordinance.

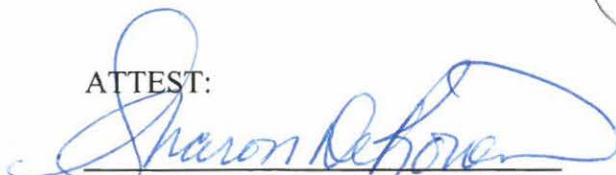
**INTRODUCED, READ, AND PASSED ON FIRST READING, AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO the 22nd day of March, 2011.**

**READ, PASSED, AND ADOPTED ON SECOND READING, AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO the 12th day of April, 2011.**

**CITY OF CASTLE PINES:**

  
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Jeffrey T. Huff, Mayor

ATTEST:

  
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Sharon DeRouen, City Clerk

Approved as to form:

  
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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 City Council on March 22, 2011; published in full in the *Douglas County News-Press*; and finally passed and adopted by the City Council on April 12, 2011 following a duly noticed public meeting and ordered published by title only, with amendments if any, one time in the *Douglas County News-Press* on April 21, 2011.

ATTEST:

  
City Clerk or Deputy City Clerk