

ORDINANCE NO. 234

AN ORDINANCE AMENDING ORDINANCE 182 CREATING THE CODE OF THE TOWN OF CREEDE, BY ADDING SECTION 2-8-1 AND ADDITIONAL SUBSECTIONS FOR THE PURPOSE OF CREATING THE POSITION OF PART-TIME TOWN ADMINISTRATOR AND SPECIFYING THE DUTIES AND RESPONSIBILITIES OF SUCH OFFICE AND COMPENSATION THEREFOR.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE CITY OF CREEDE, COLORADO, A TOWN:

SECTION 1. PURPOSE AND SCOPE: The purpose of this ordinance is to amend ordinance number 182 which adopted the Code of the Town of Creede, by the addition of a new Section 2-8-1 and subsections, as hereinafter set forth, for the purpose of creating the position of part-time town administrator and to specify the duties and responsibilities of such office, the term of such office, and the compensation therefor. This ordinance is adopted pursuant to statutory authorization as found in CRS 1973 31-4-304, as amended. Such position is created in conjunction with the circuit rider town manager program adopted by and financially assisted by the State of Colorado and the position of part-time town administrator is created for this purpose.

SECTION 2. The Code of the Town of Creede be and the same is hereby amended by the creation of Section 2-8-1 and additional subsections which shall read as follows:

Section 8 - Part-time Town Administrator:

2-8-1 Appointment.

2-8-2 Duties.

2-8-3 Compensation

2-8-1 Appointment. The Board of Trustees at its first regular meeting of each calendar year shall appoint a part time town administrator. In the event a vacancy should occur in the office of part-time town administrator, the Board shall appoint some other person to fill such unexpired term. The position of part-time town administrator may be left vacant, at the election of the Board, at any time. The office of part-time town administrator shall serve at the pleasure of the Board of Trustees.

2-8-2 Duties. The part-time town administrator shall perform the following duties:

- (a) He shall act in an advisory capacity to the Town Board.
- (b) He shall conduct assigned research.
- (c) He shall prepare required reports and communications.
- (d) He shall assist in the administration and the enforcement of town policies and ordinances.
- (e) He shall assist in the preparation of the Town budget and in the management of town financial affairs.
- (f) He shall have authority to sign reports, communications, applications, and similar documents in dealing with other governmental entities, agencies, and the like but only to the extent that such documents, reports and communications do not contractually bind the city. Accordingly, he shall not have the authority to execute contracts, issue permits or sign warrants.
- (g) He shall perform such services as may be set forth in any annual contract for services between the state and this and other towns employing him to the extent that the Board of Trustees shall request such services.

2-8-3 Compensation. The Board of Trustees shall fix the compensation of the part-time town administrator. Such compensation shall be in accordance with state funding. In the event that state funding of such position becomes inadequate or non-existent, then the Board of Trustees may forthwith terminate the employment of any person holding the office.

Section 3. EFFECTIVE DATE. This ordinance shall be published and become effective as provided by law, thirty days subsequent to the publication thereof. Section 2 of this ordinance shall be incorporated into all copies of the Code of the Town of Creede, Colorado in the possession of the Town Clerk in proper numerical order.

INTRODUCED, READ IN FULL, ADOPTED AND APPROVED AND ORDERED PUBLISHED
AT THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE CITY OF CREEDE,
COLORADO, A TOWN, HELD ON THE 7th DAY OF February, 1983.

CITY OF CREEDE, COLORADO, A TOWN

(S E A L)

BY: James Basham

Mayor

ATTEST:

Emma Swinehart
Town Clerk

CERTIFICATE OF PUBLICATION

I certify that the foregoing ordinance was published in the Mineral
County Miner on the 17 day of February, 1983, and that the
same shall become effective thirty days subsequent to such date.

In witness whereof, I have hereunto set my hand and seal of the said
town, at my office in Creede, Colorado, this 17 day of February,
1983.

Emma Swinehart
City Clerk

(S E A L)