

# ORDINANCE NO. 1047

## AN ORDINANCE AMENDING SEC. 2-19, SUPERINTENDENT OF PUBLIC WORKS SHALL SERVE AS CHIEF ADMINISTRATIVE OFFICER, FORT MORGAN MUNICIPAL CODE (1994)

**Whereas**, Article V, Sec. 5 of the *Charter of the City of Fort Morgan, Colorado* (August 26, 1914) establishes the position of Superintendent of Public Works, a salaried employee who shall be appointed by the council and shall be subject to removal by the council at any time, at its pleasure, and without cause except as otherwise provided by the *Charter*.

### **Sec. 5. Superintendent of public works.**

The superintendent of public works shall have general supervision of all the affairs of the city not otherwise specifically provided for under this Charter, including the water and light system, sewer system, cemetery, etc. He shall issue permits for the sewer, water and light connections in accordance with the ordinances of the city pertaining to the same. He shall keep the various departments under his charge up to as high a standard as possible, keeping in mind an economical administration. He shall attend all council meetings and make full reports at the same so that the council may at all times be advised of the conditions and needs of the various departments under his charge. He shall keep proper records for his various departments, make proper accountings of all funds collected from the same and turn them over to the city treasurer getting his receipt therefor.

**Whereas**, Article V, Sec. 1 of the *Charter of the City of Fort Morgan, Colorado* (August 26, 1914) provides that the “powers, duties and compensation of all salaried employees unless otherwise provided by this Charter shall be fixed by council.”

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FORT MORGAN, COLORADO:**

**SEC. 2-19, SUPERINTENDENT OF PUBLIC WORKS SHALL SERVE AS CHIEF ADMINISTRATIVE OFFICER, *Fort Morgan Municipal Code* (1994), IS HEREBY AMENDED TO READ IN ITS ENTIRETY AS FOLLOWS:**

**Sec. 2-19. Superintendent of Public Works Shall Serve as Chief Administrative Officer.**

The Superintendent of Public Works is hereby designated as the Chief Administrative Officer of the City and shall have the following powers, duties and responsibilities:

(a) Oversees and coordinates the day-to-day operations of all City departments; responsible to the Council for the overall administration of municipal operations of the

City in accordance with the ordinances, policies, plans, objectives and budget adopted or approved by the Council;

(b) Shall provide executive leadership that encourages good performance by all employees of the City;

(c) Supervises day-to-day operations of all City departments, except the Police Department, Volunteer Fire Department, Municipal Court, Finance Department, City Clerk, City Attorney, and City Engineer ;

(d) In consultation with the Director of Human Resources, coordinates and participates in the hiring process for all appointed officials and department heads; shall make recommendations to the Council of the person to be appointed and hired to fill all other appointed positions; in consultation with the Director of Human Resources and working through the appropriate appointed official or department head, shall have authority to hire, promote, discipline and dismiss any employee of the City, except the Chief of Police, Chief of the Volunteer Fire Department, the Municipal Judge/Police Magistrate, City Treasurer, City Clerk, City Attorney, City Engineer, or the Health Commissioner , all of whom are appointed by the City Council;

(e) Chairs the Finance Committee and with the City Treasurer, has responsibility for preparing and submitting a draft city budget each year by the third Tuesday in October;

(f) Coordinates, directs and supervises the implementation of the policies and programs of the Council, reporting regularly of the progress thereon to the Council;

(g) Coordinates and directs presentations by City Staff to Council on policy proposals and ongoing municipal operations, making recommendations thereon where appropriate;

(h) Ensures that the Council receives such information and reports as it requires to make effective policy decisions and to monitor the effectiveness of administrative operations;

(i) Attends, or is represented by a delegate, at all meetings of the Council, Council Committees, Boards and Commissions and assists in the decision making process by providing advice, guidance and consultation as required;

(j) Reports to Council on the effectiveness of its policies and programs and recommends changes thereto to achieve Council's objectives as the Council's Chief Policy Advisor;

(k) Communicates with the Mayor and other members of the Council, appointed officials and department heads on the preparation of Agendas for Council Meetings;

(l) Reviews the City's organization and department structure regularly and recommends to Council changes to improve operational effectiveness and efficiency.

**EFFECTIVE DATE.**

This **Ordinance** shall take effect and be in force five days after final publication.

READ AND PASSED ON FIRST READING AND ORDERED PUBLISHED the 5<sup>th</sup> day of June, 2007.

THE CITY COUNCIL OF THE CITY OF  
FORT MORGAN, COLORADO

[SEAL]

BY: */s/ Jack Darnell*  
Mayor

ATTEST:

*/s/ Andrea J. Strand*  
City Clerk

PASSED, APPROVED AND ADOPTED ON FINAL READING AND ORDERED PUBLISHED by title only the 19<sup>th</sup> day of June, 2007.

THE CITY COUNCIL OF THE CITY OF  
FORT MORGAN, COLORADO

[SEAL]

BY: */s/ Jack Darnell*  
Mayor

ATTEST:

*/s/ Andrea J. Strand*  
City Clerk

STATE OF COLORADO    )  
COUNTY OF MORGAN    ) ss.  
CITY OF FORT MORGAN    )

**CERTIFICATE**

I, Andrea Strand, the duly appointed, qualified and acting Clerk of the City of Fort Morgan, Colorado, do hereby certify and attest that the foregoing **Ordinance No. 1047** was, as a proposed ordinance duly and legally presented to the City Council of the City

of Fort Morgan, Colorado, at a regular meeting on the 5<sup>th</sup> day of June, 2007. Said **Ordinance**, as proposed, was duly read at length at said regular meeting, and thereafter the same was, on the 8<sup>th</sup> day of June, 2007, published in *The Fort Morgan Times*, a daily newspaper of general circulation published and printed in the City of Fort Morgan, Morgan County, Colorado. Said proposed **Ordinance** was again taken up and read a second time, duly and legally passed, approved and adopted at a regular meeting of the City Council held on the 19<sup>th</sup> day of June, 2007. Within five (5) days after its final passage, said **Ordinance** was published in *The Fort Morgan Times*, a daily newspaper of general circulation published and printed in the City of Fort Morgan, Morgan County, Colorado.

*/s/ Andrea J. Strand*  
City Clerk