

ORDINANCE NO. 347

AN ORDINANCE CONCERNING THE ADMINISTRATIVE ORGANIZATION OF THE CITY OF GOLDEN, COLORADO.

Whereas, The City of Golden, Colorado has heretofore adopted the City Council-City Manager form of municipal government under the provisions of Chapter 245 of the Session Laws of 1945; and

Whereas, said law provides that within sixty days after the appointment of a City Manager, the said City Manager shall present to the City Council a proposed plan of administrative organization, which, if approved, shall be adopted by ordinance; and

Whereas, such a plan has heretofore been presented to the City Council and approved by it;

Now, Therefore, Be it Ordained by the City Council of the City of Golden, Colorado;

Section 1: From and after the date of the final passage and approval of this ordinance all administration of city affairs shall be as provided in this ordinance.

Section 2: The corporate authority of the City of Golden, being by law vested in the City Council, said Council shall be the body of final responsibility in all matters affecting the City, and shall have all powers, and be subject to responsibilities and limitations, which may now or hereafter be granted or imposed by law.

Section 3: The City Manager shall be the chief administrative officer of the City, and shall be responsible solely to the City Council for all affairs placed in his charge. He shall have all the rights and authority, and be subject to all responsibilities and have the duties, which may now or hereafter be granted or imposed by law, or by the City Council.

Section 4: The City Attorney and Police Magistrate shall be under the supervision of the City Council, and shall perform such duties as are imposed by law or ordinance, or assigned by the City Council.

Section 5: All departments of the City, save and except the City Attorney and Police Magistrate shall be under the control and supervision of the City Manager.

Section 6: The City Manager is hereby granted the authority to establish such methods of handling details of administration as will in his opinion best promote efficiency in the municipal government.

Section 7: There are hereby created the following departments:

(a) Department of Finance which shall be supervised by the City Clerk, which officer shall be ex-officio City Treasurer and Clerk of the Council. The City Clerk, as supervisor of the department of Finance shall keep and supervise all accounts and have custody of all public moneys of the City; apportion

and collect special assessments; act as city purchasing agent; issue licenses; collect license fees; issue water statements; collect water accounts; make and keep a Journal of Proceedings of the Council; have custody of all public records of the City not specifically intrusted to any other office; and perform such other duties as may now or hereafter be assigned by law, ordinance, or the City Manager.

(b) Department of Police, which shall be under the supervision of the Chief of Police. The Department of Police shall cause the public peace of the city to be preserved and to enforce all traffic and other ordinances.

(c) Department of Fire, which shall be under the supervision of the Fire Chief. The Department of Fire shall perform all functions related to the prevention and suppression of fires.

(d) Department of Public Works, which shall be in charge of a Director of Public Works, who shall also be Superintendent of the Water and Sewer Division, which department shall consist of the following divisions, which are hereby created, and each of which shall be under the immediate control of a supervisor:

(1) Water and Sewer Division, which shall construct, maintain and repair the water and sewer systems.

(2) Street Division, under the supervision of the Superintendent of Streets. The Street Division shall perform all functions related to streets, bridges, and alleys construction, maintenance and repair.

(e) Cemetery Department, which shall be supervised by the Sexton, the functions of which shall consist of cemetery construction, maintenance, landscaping and other necessary duties.

~~(f) Health Department, which shall be supervised by the City Health Officer, shall perform all functions relating to the general health of the City.~~

(g) Engineers Department, which shall be supervised by the City Engineer, shall perform such technical duties as shall be assigned by law, ordinance or the City Manager.

Section 8: All of the departments hereinabove in Section 7 created shall be under the direct control and supervision of the City Manager, and shall be responsible to him, and in addition to the functions and duties herein described for them, they shall perform such duties as are now or hereafter assigned by law, ordinance or the City Manager.

Section 9: The City Manager is hereby granted authority to appoint deputies to the department heads hereinabove in Section 7 referred to, which deputies shall have the authority given their superior in the event any or all of the Directors of departments shall be absent or unable for any reason to act.

Section 10: All officers and employees of the City of Golden, Colorado, who in the opinion of the City Manager should be bonded for the protection of the City, shall be bonded in such amounts as the City Manager shall recommend to the City Council, and the costs of any such bonds shall be borne by the City.

Section 11: All purchases of material supplies and equipment of every kind and character for departments which under the terms hereof are subordinate to the City Manager, shall be made by the officer hereinabove designated as City Purchasing Agent, and shall be made in the manner required by the City Manager.

Section 12: All ordinances, resolutions and order, or parts thereof in conflict with the provisions of this ordinance, are to the extent of such conflict, repealed.

Section 13: That in the opinion of the City Council of the City of Golden, public welfare demands an immediate change in the administrative procedure of the City of Golden in accordance with the provisions of this ordinance, and that the same is necessary for the preservation of public safety and welfare and this ordinance shall take effect and be in force five days from and after final passage, approval and publication.

Introduced and read this 7th day of October, 1948.

Adopted and approved this 4th day of November, 1948.

C. T. FREDERICK,
Mayor.

Attest:

EARL P. WAGNER,
City Clerk.

I, Earl P. Wagner, City Clerk of the City of Golden, Colorado, do hereby certify that the foregoing is a true copy of a certain proposed ordinance introduced and read before the City Council of the City of Golden, at a regular meeting thereof held on the 7th day of October, A. D., 1948, and ordered by said City Council to be published as the law provides.

(SEAL)

Attest:

EARL P. WAGNER,
City Clerk of the City
of Golden, Colorado.

I, Earl P. Wagner, City Clerk of the City of Golden, Colorado, do hereby certify that the foregoing ordinance was introduced and read at a regular meeting of the City Council of said City held on the 7th day of October, 1948, and by order of the said City Council was published as a proposed ordinance as the law directs, and for more than ten days prior to its passage in The Colorado Transcript, legal newspaper; and that on the 4th day of November, 1948, the said proposed ordinance was read and passed by the City Council aforesaid, the said meeting being a regular meeting of said City Council, and ordered published in aforesaid newspaper as the law directs.

Witness my hand and official seal of the City of Golden, Colorado, this 5th day of November, 1948.

(SEAL) EARL P. WAGNER,
City Clerk.