

**CITY OF LAS ANIMAS,  
COLORADO**

**ORDINANCE NO.-740**

**AN ORDINANCE OF THE CITY OF LAS ANIMAS, COLORADO, CREATING THE  
POSITION OF CITY ADMINISTRATOR, AND AMENDING THE CODE OF THE CITY  
OF LAS ANIMAS REGARDING THE SAME**

**WHEREAS**, the City of Las Animas (the "City") is a statutory city organized under the provisions of C.R.S. § 31-4-101, *et seq.*; and

**WHEREAS**, C.R.S. § 31-4-107(2) authorizes the City Council for the City of Las Animas (the "Council") to appoint or provide for the appointment of "such other officers, including a city administrator, as may be necessary or desirable."; and

**WHEREAS**, the Council has found and determined that the creation of a City Administrator position within the City is both desirable and necessary; and

**WHEREAS**, the Council wishes to adopt new provisions into the Code of the City of Las Animas (the "Code") governing the position of City Administrator within the City.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAS ANIMAS, COLORADO:**

Section 1. The above recitals are hereby incorporated by reference.

Section 2. Chapter 2, Article I of the Code is hereby amended by the inclusion of a new section, to read as follows:

**Sec. 2-7 Office of City Administrator**

There is hereby created and established the position of City Administrator for the City of Las Animas. The position of City Administrator shall be subject to the following requirements and obligations:

- (a) The purpose of the City Administrator is to provide for the centralization of the administrative responsibilities of the City of Las Animas, with the City Administrator to be the administrative head of the City Government, under the direction and control of the Mayor and the City Council. The City Administrator shall be responsible to the Mayor and City Council for the efficient conduct of said office.
- (b) The City Administrator shall be selected by the City Council.
- (c) With the exception of the Superintendent of Las Animas Light and Power Department and the Public Works Director, the City Administrator shall be

responsible for hiring, supervising, and removing City Department Heads with notice to the City Council. The City Administrator may delegate the responsibilities of this section and other duties necessary for the administration of the City to City Department Heads as appropriate for the efficient administration of the City.

- (d) The City Administrator shall, in consultation or as delegated to City Department Heads, appoint, suspend, transfer, and remove all non-elected or appointed employees of the City unless otherwise provided by this code, subject to the personnel regulations of the City, and all applicable laws and regulations.
- (e) The City Administrator or their designee shall issue performance reviews for all City staff on a yearly basis.
- (f) Nothing in this Section shall preclude the City from entering into an employment agreement with an employee which will dictate the terms of employment.
- (g) Unless specifically delegated to other City employees, City Department Heads, elected officials, or officers by ordinance, the City Administrator shall perform the following duties:
  - (1) Supervising the administration of the enforcement of all laws and ordinances of the City;
  - (2) Administering all City departments, including establishing rules and regulations for all City staff and officers. Additionally, the City Administrator shall oversee all human resources activities of the City in cooperation with City Department Heads, including maintaining confidential files, and informing City employees regarding available benefits;
  - (3) Issuing administrative regulations and consulting with City Department Heads in establishing administrative procedures for all City departments;
  - (4) Subject to the approval of the City Council, and in consultation with City Department Heads, establishing personnel salary schedules for all City employees;
  - (5) Keeping the City Council fully informed as to the financial condition of the City, including by, each calendar year, preparing a draft budget for the City for the upcoming fiscal year for consideration by the City Council;

- (6) To recommend to the City Council such measures as they may deem necessary or proper for the efficient and proper operation of the City;
  - (7) To attend all City Council meetings and to participate in the same by giving regular administrative updates and advice to the Council, as requested;
  - (8) To organize City departments, subject to approval by the City Council, to provide for efficient use of City resources;
  - (9) To serve as the primary contact with any professional services contractors engaged by the City, including directing the work of any professional services contractors to ensure efficient management of City resources;
  - (10) Working with the City's legal counsel on all legal matters affecting the City, and providing updates to the City Council regarding the same;
  - (11) To maintain communication between City staff and appointed and elected officials;
  - (12) Overseeing the City's insurance coverage for property casualty and workers compensation, including the annual renewal of policies, reporting claims, and maintaining correspondence regarding the same;
  - (13) Attending meetings of any organization whose activities may affect the operations of the City, and providing the City Council with updates regarding the same;
  - (14) Coordinating the public relations activities of the City, including performing citizen outreach, conducting intergovernmental relations, and speaking with the press;
  - (15) Coordinating all staff support to the City Council, including composing and editing correspondence, preparing informational surveys, and reports, scheduling appointments, and researching records; and
  - (16) Performing any other duties required by law.
- (h) The City Council shall direct the work of the City Administrator. Any directives issued by the City Council relating to the work of the City Administrator shall be made so as to enable the City Administrator to accomplish all necessary orders.

- (i) The City Administrator shall endeavor to keep the Mayor, City Council, and any relevant appointed officials advised at all times with respect to matters of significance affecting the City.
- (j) All City Department Heads within and among the City Staff shall report directly to the City Administrator. The City Administrator shall keep department heads informed of all administrative, legal, and fiscal matters affecting their departments and the City, and shall work in harmony with each department head to ensure that work is performed in the most efficient, economical, and practical method to achieve the goals of the City and accomplish projects. The City Administrator may request a detailed report or narrative from any department head concerning any matters of significance affecting the City.
- (k) The City Administrator shall serve at the pleasure of the City Council, and shall be retained by a contract. Such contract may provide for additional responsibilities beyond those contained in this Section. The salary of the City Administrator shall be determined by the City Council.
- (l) The Mayor and City Council may conduct a performance review of the City Administrator.
- (m) The City Administrator shall designate, in writing to the City Council, a City employee to act as Interim City Administrator during any absence or disability of the City Administrator, which designated appointment shall be subject to approval by the City Council. In the event that the City Administrator fails to make such a designation, the City Council shall appoint an Interim City Administrator as needed. The Interim City Administrator shall have all of the responsibilities, duties, functions, and authority of the City Administrator.

Section 3. If any part or parts of this Ordinance are for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance. The Council hereby declares that it would have passed this Ordinance and each part or parts thereof, irrespective of the fact that any part or parts be declared invalid.

Section 4. Existing ordinances or parts of ordinances covering the same matters as embraced in this Ordinance are hereby repealed and all ordinance or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed, except that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Ordinance.

Section 5. This Ordinance shall become effective thirty (30) days after publication.

INTRODUCED AND PASSED ON FIRST READING THIS 12<sup>th</sup> DAY OF DECEMBER, 2023.

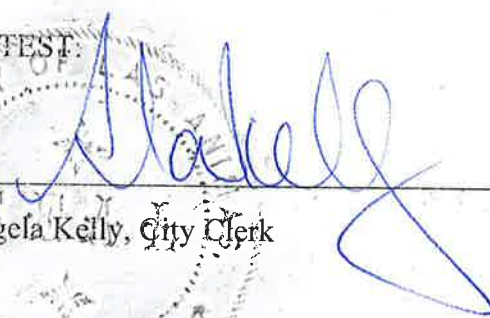
INTRODUCED, PASSED, ADOPTED, AND ORDERED PUBLISHED THIS 23<sup>rd</sup> DAY OF JANUARY, 2024.

CITY OF LAS ANIMAS, COLORADO



Ron Clodfelter, Mayor

ATTEST:



Angela Kelly, City Clerk

