

ORDINANCE NO. 2018-03

AN ORDINANCE AMENDING CHAPTER 2 OF THE KEENESBURG MUNICIPAL CODE REGARDING THE DUTIES OF THE MAYOR AND TOWN MANAGER AND COMPENSATION OF THE MAYOR AND TRUSTEES

WHEREAS, the Board of Trustees previously adopted Chapter 2 of the Keenesburg Municipal Code, which sets forth the duties of Town officials and officers and fixes the compensation of the Mayor and Trustees; and

WHEREAS, the Board of Trustees desires to amend Chapter 2 to revise the Mayoral duties and to add duties of the Town Manager; and

WHEREAS, the Board of Trustees also desires to change the compensation of the Mayor and Trustees in a manner consistent with applicable laws; and

WHEREAS, pursuant to C.R.S. § 31-4-405, no change in compensation may occur during the term for which the Mayor or any Trustee has been elected or appointed.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF KEENESBURG, COLORADO:

Section 1. Section 2-2-20 of the Keenesburg Municipal Code is hereby amended to read as follows (words to be added are underlined; words to be deleted are ~~stricken through~~):

Sec. 2-2-20. Mayor

(a) The Mayor ~~shall be responsible for the general management of the Town employees and~~ is authorized to make day-to-day decisions in the best interests of the Town. The Mayor shall participate in ~~be responsible for~~ contract negotiations. The Mayor may ~~shall~~ attend pre-application staff meetings for annexation and development applications.

(b) The Mayor shall preside over all meetings of the Board of Trustees and shall perform such duties as may be required of him or her by statute or ordinance. Insofar as is required by statute and for all ceremonial purposes, the Mayor shall be the executive head of the Town.

(c) The Mayor shall execute and authenticate by his or her signature all bonds, warrants, contracts and instruments of and concerning the business of the Town, as the Trustees or any statutes or ordinances may require.

(d) Except as may be required by statute, the Mayor shall exercise only such powers as the Trustees shall specifically confer upon him or her.

~~(e) The Mayor shall be responsible for completion of grant applications~~

~~and filing such applications with the appropriate authorities.~~

~~(f)~~(e) The Mayor is authorized to appoint members of the Board of Trustees to various permanent and ad hoc committees established by the Town.

~~(g)~~(f) The Mayor or his or her designee shall prepare performance reviews ~~for the Town Manager of each Town employee~~ and provide such reviews to members of the Board of Trustees at least once each calendar year.

~~(h)~~—The Mayor shall provide written reports to the Board of Trustees on progress of development projects, infrastructure installation projects and other projects of the Town.

~~(i)~~(g) The duties of the Mayor may be modified by the Board of Trustees as the Board determines appropriate, and such duties shall be reviewed between January and March of each even-numbered year.

Section 2. Chapter 2 of the Keenesburg Municipal Code is hereby amended by the addition of a new Section 2-2-45 to read as follows:

Sec. 2-2-45. Town Manager

(a) The Town Manager is responsible to the Board of Trustees for the efficient administration of all Town business.

(b) The Town Manager shall be responsible for the general management of the Town employees and to make personnel decisions and have the authority to employ, dismiss, suspend or discipline all employees except statutory officers of the Town.

(c) The Town Manager shall be responsible for completion of grant applications and filing such applications with the appropriate authorities.

(d) The Town Manager or his or her designee shall prepare performance reviews of each Town employee and provide such reviews to members of the Board of Trustees at least once each calendar year.

(e) The Town Manager shall provide written reports to the Board of Trustees on progress of development projects, infrastructure installation projects and other projects of the Town.

(f) The Town Manager shall be responsible for developing and administering all Town and enterprise budgets.

(g) The Town Manager is authorized to request engineering and legal services as needed to accomplish goals and or tasks established by the Board of

Trustees.

(h) The Town Manager shall make recommendations to the Board of Trustees for adoption of policies and or procedures as he or she deems necessary.

(i) The Town Manager shall perform such other duties as may be assigned by the Board of Trustees.

Section 3. Subsections (a), (b) and (d) of Section 2-2-50 of the Keenesburg Municipal Code are hereby amended to read as follows (words to be added are underlined; words to be deleted are ~~stricken through~~):

Sec. 2-2-50. Compensation.

(a) Each member of the Board of Trustees shall be paid the sum of ~~fifty dollars (\$50.00)~~ seventy-five dollars (\$75.00) per meeting for each monthly meeting actually attended, including committee meetings, and at which a quorum is established and business is transacted, not to exceed one hundred fifty dollars (~~\$1050.00~~) per month.

(b) The Mayor shall be paid ~~one thousand~~ five hundred dollars (~~\$1,500.00~~) per month.

(d) The rate of compensation established in this Section shall take effect on May 1, ~~2018~~2006, following the municipal election in April ~~2018~~2006.

Section 4. If any section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Board of Trustees hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 5. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED IN FULL this 5th day of March, 2018.

ATTEST:

TOWN OF KEENESBURG, COLORADO

Ken Gfeller, Mayor

Toni Pearl, Town Clerk