

Date: 2/09/2012
Subject: Ordinance on first reading revising and repealing portions of Title 1 Chapter 5 of the city code, pertaining to departments that are inactive or should not be created or defined by ordinance

Passed/Failed: Passed on first reading

CITY OF LITTLETON, COLORADO

ORDINANCE NO. _____

Series of 2012

INTRODUCED BY COUNCILMEMBERS: Taylor and Cole

AN ORDINANCE OF THE CITY OF LITTLETON, COLORADO, REVISING AND REPEALING PORTIONS OF TITLE 1, CHAPTER 5, PERTAINING TO ADMINISTRATIVE DEPARTMENTS UNDER THE CITY MANAGER

WHEREAS, some sections of the City Code refer to Administrative Departments that are unneeded and/or inactive;

WHEREAS, the City Council of the City of Littleton, Colorado, deems it in the best interest of the City to make the City Code clear and more accurately identify establishment of Departments under the City Manager.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LITTLETON, COLORADO, THAT:

Section 1: Section 1-5-1 is hereby amended and renumbered accordingly:

1-5-1: IN GENERAL:

ALL DEPARTMENTS OF THE CITY, EXCEPT AS OTHERWISE PROVIDED IN THE CHARTER, SHALL BE UNDER THE SUPERVISION AND CONTROL OF THE CITY MANAGER, AND HE SHALL HAVE THE RIGHT TO DIVIDE SUCH DEPARTMENTS INTO SEPARATE DIVISIONS AND TO ASSIGN THE VARIOUS FUNCTIONS AND DUTIES TO THE DIFFERENT DEPARTMENTS AND DIVISIONS. ~~The administrative services of the City shall be divided into departments under the control of the City Manager in accordance with City Charter, Article VII, state law and the ordinances of the City.~~

Section 2: Sections 1-5-4 through 1-5-15 are hereby repealed.

~~1-5-4: DEPARTMENT OF PUBLIC WORKS:~~

~~There is hereby created a Department of Public Works, which shall be headed by the Director of Public Works. He shall be responsible for the technical management, maintenance and operation of the divisions assigned. The Department of Public Works shall be divided into the following Divisions: a) Engineering, b) Water System, c) Sewer Systems, d) Streets and Bridges, e) Inspection and f) Parks. The Engineering Division shall be headed by the Director of Public Works. (1971 Code, sec. 2.7)~~

~~1-5-5: DEPARTMENT OF PUBLIC HEALTH:~~

~~There is hereby created a Department of Public Health, which shall be headed by a City Health Officer. The head of the Department shall have charge and control of all functions involved in protecting and preserving the public health. The duties of this office may be performed by the Tri-County Health Officer. (1971 Code, sec. 2.8)~~

~~1-5-6: DEPARTMENT OF EMERGENCY PLANNING:~~

~~There is hereby created a Department of Emergency Planning which shall be responsible for the organization, administration and operation of the Emergency Planning Department for civil defense, subject to the direction and control of the City Manager. (1971 Code, sec. 2.9; amd. 1976 Code)~~

~~1-5-7: DEPARTMENT OF PUBLIC LIBRARY:~~

~~There is hereby created a Department of the Public Library which shall be responsible for the organization, administration and operation of the public library of the City subject to the direction and control of the City Manager and the advice of the Library Board of the City. (1971 Code, sec. 2.35)~~

~~1-5-8: DUAL DIRECTORSHIPS:~~

~~Two (2) or more administrative departments of the City may be headed by the same individual and the City Manager may head one or more departments. Directors of departments may also serve as chiefs of Divisions. (1971 Code, sec. 2.10)~~

~~1-5-9: GENERAL DUTIES OF OFFICERS:~~

~~Each administrative officer of the City shall perform all duties required of his office by State law and the ordinances of the City and such other duties not in conflict therewith as may be required by the City Manager. (1971 Code, sec. 2.11)~~

~~1-5-10: RESPONSIBILITY OF DEPARTMENT HEADS:~~

~~The heads of administrative departments shall be immediately responsible to the City Manager for the effective administration of their respective departments and activities assigned thereto, except that of the City Attorney and Municipal Judge. All department heads shall keep informed as to the latest practices in their particular field and shall inaugurate, with the approval of the City Manager, such new practices as appear to be of benefit to the service and to the public.~~

~~1-5-11: ABSENCE OR VACANCY OF DEPARTMENT HEAD:~~

~~In case of a vacancy in the office of a department head, except in the case of the City Attorney and Municipal Judge, or during the absence of any department head, the City Manager may designate an interim acting head of the department or perform personally the functions of the office. (1971 Code, sec. 2.13)~~

~~1-5-12: REPORTS:~~

~~Reports of the activities of each department of the City shall be made to the City Manager at the end of each month. A summary of all such reports shall be made by the City Manager and submitted to the Council. Each department head shall establish a system of records and reports in sufficient detail to furnish all information necessary for proper control of departmental activities, and to form a basis for the monthly reports to the City Manager. (1971 Code, sec. 2.14)~~

~~1-5-13: PRESERVATION OF RECORDS:~~

~~Each department head shall be held responsible for the preservation of all public records under his jurisdiction and shall provide a system of filing and indexing the same. No public records, reports, correspondence or other data relative to the business of any department shall be destroyed or removed permanently from the files without the approval of the City Manager. (1971 Code, sec. 2.15)~~

~~1-5-14: INTERDEPARTMENTAL COORDINATION:~~

~~In case of an emergency or at the request of the City Manager, any labor or material which may be furnished by any department for any other department during such emergency or request shall be charged to the using department and credited to the furnishing department, subject to the provisions of the State local government budget law. (1971 Code, sec. 2.16)~~

~~1-5-15: ADMINISTRATIVE STAFF:~~

~~The heads of all departments and such other officers and employees as the City Manager may designate shall compose the administrative staff. The staff shall meet at the call of the City Manager and shall consult and advise him upon all matters affecting the City or relating to any or all of the departments. (1971 Code, sec. 2.17)~~

Section 3: Severability. If any part, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining sections of this ordinance. The City Council hereby declares that it would have passed this ordinance, including each part, section, subsection, sentence, clause or phrase hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or phrases may be declared invalid.

Section 4: Repealer. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are hereby repealed, provided that this repealer shall not repeal the repealer clauses of such ordinance nor revive any ordinance thereby.

INTRODUCED AS A BILL at a regularly scheduled meeting of the City Council of the City of Littleton on the 7th day of February, 2012, passed on first reading by a vote of 7 FOR and 0 AGAINST; and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

PUBLIC HEARING on the ordinance to take place on the 21st day of February, 2012, in the Council Chambers, Littleton Center, 2255 West Berry Avenue, Littleton, Colorado, at the hour of 7:00 p.m., or as soon thereafter as it may be heard.

PASSED on second and final reading, following public hearing, by a vote of ___ FOR and _____ AGAINST on the ____ day of _____, 2012 and ordered published by posting at Littleton Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

ATTEST:

CITY CLERK

PRESIDENT OF CITY COUNCIL

APPROVED AS TO FORM:

CITY ATTORNEY