

**Date:** 2/09/2012

**Subject:** Ordinance on first reading revising the City Code 1-6-9 pertaining to the Municipal Court Administrator

**Passed/Failed:** Passed on first reading

---

**CITY OF LITTLETON, COLORADO**

**ORDINANCE NO. \_\_\_\_\_**

**Series of 2012**

**INTRODUCED BY COUNCILMEMBERS: Cernanec and Taylor**

**AN ORDINANCE OF THE CITY OF LITTLETON, COLORADO, AMENDING THE CITY CODE, SECTION 1-6-9, PERTAINING TO THE MUNICIPAL COURT ADMINISTRATOR.**

**WHEREAS**, the City Code has established some Administrative Departments by ordinance which is unnecessary;

**WHEREAS**, the City Manager may reorganize supervision of the Court Administrator and does not need a separate department with duties created by ordinance;

**WHEREAS**, the City Council of the City of Littleton, Colorado, deems it in the best interest of the City to allow the City Manager the flexibility to organize the administrative staff, duties and various departments in the most efficient manner.

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

**Section 1:** Section 1-6-9 is hereby amended as follows:

**1-6-9: MUNICIPAL COURT ADMINISTRATOR:**

~~(A) Appointment:~~ The municipal court administrator shall be appointed by the city manager with the assent of the municipal-PRESIDING judge and will function as a department head. ~~Before entering upon the duties of the office, the court administrator and each municipal court clerk shall take and subscribe before the city clerk and file with the city clerk an oath of affirmation to support the constitution of the United States and of the state, and the charter and ordinances of the city, and will faithfully perform the duties of the office.~~

~~(B) Duties:~~ The municipal court administrator AND WILL HAVE SUCH AUTHORITY AND FUNCTIONS AS PRESCRIBED BY THEM and receive all fines, fees, penalties, costs and other sums receivable by or payable to the municipal court, and shall give a receipt for the same. The court administrator shall prepare all writs, notices, and other

~~papers pertaining to the business of the court. The court administrator shall keep a register of the actions in such court and an index thereof. The court administrator will prepare and submit budget estimates and appropriations necessary and proper for the maintenance and operations of the court and will approve all claims for the expenditure of such funds. The court administrator will supervise all employees of the court. Municipal court clerks shall have such authority to exercise such of the functions, powers, and duties of the court administrator as shall be prescribed.~~

**Section 2:** 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 3:** 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