

**ORDINANCE No. 1999-2**  
**TOWN OF RICO**

**ESTABLISHING THE DUTIES OF THE TOWN MANAGER**

**WHEREAS**, Colorado Revised Statutes §31-4-304 authorizes the Board of Trustees to establish the duties of a town administrator by ordinance;

**WHEREAS**, the Board of Trustees desires to establish the duties of the Town Administrator;

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF RICO, COLORADO**, the following:

**SECTION 1. DUTIES OF TOWN ADMINISTRATOR**

The Town Administrator shall be known and referred to as the “Town Manager”. The duties of the Town Administrator shall include:

- A. Preparing a Town Budget annually which shall include as an option a balanced budget;
- B. Acting as the Code Enforcement Officer and Building Official unless the Town Board of Trustees designates someone else by motion or resolution as the Code Enforcement Officer and/or Building Official of the Town;
- C. Acting as the Town Planner unless the Town Board of Trustees designates someone else by motion or resolution as the Town Planner;
- D. Carrying out such lawful acts as are directed by the Town Board of Trustees including the execution of contracts.

**SECTION 2. REPEALER**

Resolution No. 138 is hereby repealed in its entirety. Any prior resolution, ordinance, or other Town law which is in conflict with this ordinance, or provision thereof, is hereby repealed.

**SECTION 3. PUBLICATION**

Following adoption, the Town Clerk shall cause this Ordinance to be published in full in the Dolores Star in accordance with Ordinance No. 323 of the Town of Rico, Colorado.

**Ordinance No. 1999-2 – Establishing the Duties of Town Manager**

**READ AND APPROVED ON FIRST READING on the 12<sup>th</sup> day of May, 1999.**

**READ, APPROVED AND ADOPTED ON SECOND AND FINAL READING on the 14<sup>th</sup> day of July, 1999.**

  
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By: **Joe Croke, Mayor**

  
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Attest: **Linda Yellowman, Town Clerk**

[Town Seal]