

**RESOLUTION NO. 14-2018**

**A RESOLUTION OF THE TOWN OF GARDEN CITY, COLORADO  
TEMPORARILY CREATING THE POSITION OF ASSISTANT TOWN  
ADMINISTRATOR**

WHEREAS, the current Town Administrator will be retiring on June 30, 2019; and,

WHEREAS, the current Deputy Town Clerk will be assuming the position of Town Administrator on July 1, 2019 but will be in training for the role of Town Administrator from January 2, 2019 to June 30, 2019; and,

WHEREAS, it is in the best interest of the Town to create a temporary position of Assistant Town Administrator from January 2, 2019 to June 30, 2019 as the Assistant Town Administrator will be responsible for the finances and budget for all of 2019.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GARDEN CITY, COLORADO AS FOLLOWS:

1. There is hereby authorized the creation of a temporary position of Assistant Town Administrator from January 2, 2019 through June 30, 2019.
2. The Assistant Town Administrator will be in training under the supervision of the Town Administrator from January 2, 2019 through June 30, 2019.
3. The Assistant Town Administrator will be responsible for all of the finances throughout 2019 from January 2, 2019 through June 30, 2019 as the Assistant Town Administrator and as the new Town Administrator from July 1, 2019 through December 31, 2019 including preparing and submitting a budget and carrying out the functions authorized by the budget.
4. The Assistant Town Administrator and current Town Administrator will share responsibilities other than the finances of the Town Administrator position from January 2, 2019 through June 30, 2019.
5. The current Town Administrator shall be responsible for the audit of 2018 before retiring on June 30, 2019.

PASSED, ADOPTED AND APPROVED THIS 20th DAY OF NOVEMBER, 2018.

TOWN OF GARDEN CITY

By: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk