

**RESOLUTION OF THE  
TOWN OF GARDEN CITY BOARD OF TRUSTEES**

**RESOLUTION #10-2022**

**A RESOLUTION APPOINTING CHERYL CAMPBELL  
AS TOWN ADMINISTRATOR AND TOWN CLERK  
PURSUANT TO C.R.S. §31-4-304**

WHEREAS, Section 2-3-10 of the Municipal Code authorizes and directs the Board of Trustees of the Town of Garden City (the “Town”) to appoint Town Officers by a majority vote of all members of the Board, including a Town Administrator at the discretion of the Board of Trustees; and

WHEREAS, Section 2-3-40 of the Municipal Code establishes that the Town Administrator shall be responsible for the day-to-day business operations of the Town; and

WHEREAS, C.R.S. §31-4-304 requires the Board of Trustees to appoint a Town Clerk, and this position requires day to day supervision and management best undertaken by the Town Administrator since the Board of Trustees does not have continuous interaction with Town employees; and

WHEREAS, modern employment practices and risk management dictate that the Board of Trustees not personally participate with the supervision and management of employees since a majority of the Board of Trustees is required to take action with proper notice and individual Board of Trustee direction of employees lacks authority, creates confusion, and disrupts the organization’s hierarchy; and

WHEREAS, the Board of Trustees finds it in the Town’s best interests to make the Town Administrator responsible for the Town Clerk position and delegate the duties of the Town Clerk position to employees that can be assigned such titles, including deputy clerks.

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

**Section 1.** That Cheryl Campbell is hereby appointed as Town Administrator for the Town of Garden City, and Town Clerk pursuant to C.R.S. §31-4-304.

**Section 2.** Town Administrator, Cheryl Campbell, is appointed Town Clerk pursuant to C.R.S. §31-4-304 and accountable to the Board of Trustees for the duties of Town Clerk; however, such duties shall be delegated to employees by the Town Administrator and such employees may be assigned and utilize such titles on behalf of the Town, including Deputy Town Clerk, all under the supervision and management of the Town Administrator.

**Section 3.** This resolution shall become effective immediately upon adoption.

RESOLVED AND APPROVED this 19<sup>th</sup> day of April, 2022.

TOWN OF GARDEN CITY

By: \_\_\_\_\_  
Fil Archuleta, Mayor

ATTEST:

By: \_\_\_\_\_  
Deputy Town Clerk