EXECUTIVE ORDER NO. 140

TO: **All Agencies Under the Mayor**

FROM: **Michael B. Hancock, Mayor**

DATE: **March 1, 2015**

SUBJECT: Use of Alternate Titles by Appointed Charter Officers

<u>Purpose:</u> The purpose of this Executive Order is to implement a portion of referred charter amendment 2B, as approved by Denver voters on November 5, 2013. Traditionally the charter has used the title "manager" to describe officer in charge of the departments under the Mayor, as set forth in Article II of the charter. Charter amendment 2B of 2013 added a new subsection 2.2.10 (D) which allows the Mayor to "order a different or additional title to be utilized by these officers for the purpose of standardizing and modernizing official titles consistent with best practices." Executive Order No. 140, dated March 23, 2014, is hereby canceled and superseded by this Executive Order No. 140.

1.0   **<u>Applicable Authority.</u>** The applicable authority relevant to the provisions and requirements of this Executive Order is found in § 2.2.10 (A) and (C) of the Charter of the City and County of Denver, as well as in the Mayor's authority to order different or additional titles for appointed charter officers as set forth in subsection 2.2.10 (D).

2.0   **<u>Order to Use Alternate Titles.</u>** I hereby order appointed charter officers to use the following alternate titles.

<u>Department</u>	<u>Charter Title</u>	<u>Alternate Title</u>
Public Works	Manager	Executive Director
Parks and Recreation	Manager	Executive Director
Finance	Manager	Chief Financial Officer
Safety	Manager	Executive Director
Excise and Licenses	Director	Executive Director
General Services	Manager	Executive Director
Human Services	Manager	Executive Director
Aviation	Manager	Chief Executive Officer
Environmental Health	Manager	Executive Director
Community Planning and Development	Manager	Executive Director

3.0   **<u>Circumstances Under Which Alternative Titles Shall Be Used.</u>** Appointed charter officers shall use the alternate title set forth in section 2.0 when executing any document in their official capacity including:

Contracts and other legal instruments
Internal and external correspondence
Rules, regulations and policies, including execution of future executive orders
Any order or ruling for which an action by the charter officer is required
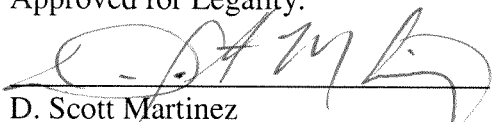Any oath or affirmation, including the oath of office

4.0 **Letterhead, Business Cards, Electronic Communications, and Other Written Materials.**
The alternate titles set forth in Section 2.0 shall also be used upon any departmental letterhead, business cards, electronic communications (including e-mails and web pages), and other written material identifying the office and the officer; provided, however, that nothing in this Order shall require any Department to reprint or reproduce any existing written materials previously printed by the City if to do so would add any additional costs to the eCity. Appointed charter officers will exhaust any present supplies of printed materials such as stationary and business cards reflecting the old charter title before printing new materials reflecting the alternate title.

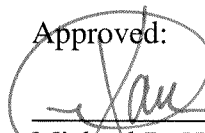**5.0** **Alternate Titles Legally Equivalent to Charter Titles.**
Whenever any charter officer executes any document or takes any other official action using the alternate title set forth in Section 2.0, the act shall have the same legal force and effect as if the officer had executed the document or taken the official action using the traditional charter title.
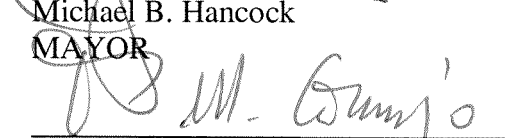
Approved for Legality:

D. Scott Martinez
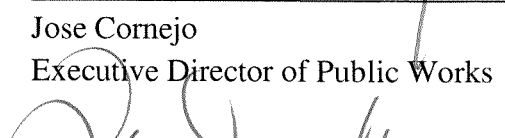City Attorney for the City and County
Of Denver

Approved:
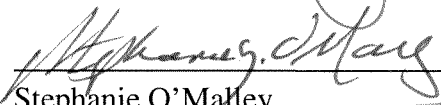
Michael B. Hancock
MAYOR
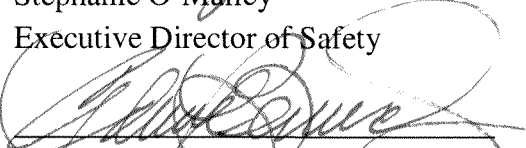
Jose Cornejo
Executive Director of Public Works

Lauri Dannemiller
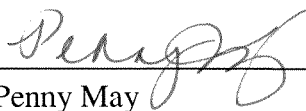Executive Director of Parks & Recreation

Cary Kennedy
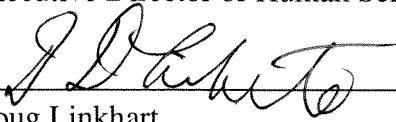Chief Financial Officer

Stephanie O'Malley
Executive Director of Safety

Adrienne Benavidez
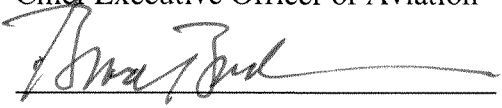Executive Director of General Services

Penny May
Executive Director of Human Services

Doug Linkhart
Executive Director of Environmental Health

Kim Day
Chief Executive Officer of Aviation

Brad Buchanan
Executive Director of Community Planning
& Development