

ORDINANCE A-250

AN ORDINANCE CREATING THE OFFICE OF CITY ADMINISTRATOR IN THE CITY OF COBURG AND PROVIDING THEIR POWERS AND DUTIES

WHEREAS, Section 12 of the City of Coburg Charter authorizes the City Council to appoint such officers that it deems necessary;

WHEREAS, the City has employed a City Administrator since 2001;

WHEREAS, since that time, the City Administrator has served pursuant to a contract, but without an ordinance formalizing that position;

WHEREAS, Section 21(3) of the City of Coburg Charter grants to the Mayor the power to supervise, with some exceptions, all officers and employees of the City; that provision also authorizes the Mayor to delegate to others such supervisory duties as the Mayor deems appropriate; and

WHEREAS, the City Council wishes to formally authorize that position through adoption of an ordinance, and hereby deems the office necessary for the efficient functioning of the City.

NOW THEREFORE, the City of Coburg ordains as follows:

SECTION 1. Creation of Office. The office of City Administrator is hereby created.

SECTION 2. Appointment of City Administrator. Pursuant to Section 12 of the City of Coburg Charter, the City Administrator shall be appointed by the Mayor with the consent, by majority vote, of the City Council.

SECTION 3. Qualifications. The City Administrator shall have experience and qualifications suitable to manage the City. A college degree in public administration or a college degree in a related field combined with a minimum of five years of experience and advanced education in public management is desirable. Membership and participation in an appropriate professional organization is required.

SECTION 4. General Powers and Duties. The City Administrator shall have the following powers and duties:

A. Plan and direct all administrative activities of the City, and take necessary actions to improve operations.

- B. Establish administrative procedures to increase the effectiveness and efficiency of City government, according to current practices in local government, and consistent with approved policies established by City Council.
- C. Supervise and coordinate the City's administrative policies and procedures, including personnel policies and purchasing procedures
- D. Provide information and advice to the Mayor, City Council, other public officials and the public on the City's operations.
- E. Act as the City's representative in such areas as labor relations, intergovernmental relations, conferences, conventions, and seminars related to public management.
- F. Delegate responsibility as necessary to accomplish the desired objectives.
- G. Attend meetings of the City Council and other boards and commissions as necessary to coordinate and satisfy the administrative needs of the City.
- H. Act to resolve operational conflicts, decide and implement alternate courses of action, formulate administrative policies, and otherwise make decisions in the best interest of the City's operations.
- I. Recommend for adoption by the Council such measures as he or she may deem necessary or expedient.
- J. Prepare and submit to the Mayor and Council such reports as may be required by that body, or as he or she may deem advisable to submit.
- K. Keep the Mayor and Council fully informed and advised of the financial conditions of the City and its future needs.
- L. Coordinate and supervise preparation of the preliminary budget for submission to the Mayor, and administer the budget after its adoption.
- M. Appoint and remove all employees of the City except the Municipal Judge, City Recorder, and Treasurer. Exercise all supervisory duties over all employees of the City, including officers of the City listed in Section 12 of the Coburg City Charter, and such other officers as the Council deems necessary, but excluding the Municipal Judge. Pursuant to Section 21(3) of the Coburg City Charter, the Mayor hereby delegates to the City Administrator all supervisory duties over all officers of the City except the Municipal Judge.
- N. Perform such other duties as the Mayor and Council may determine by ordinance or resolution.

SECTION 5. Emergencies. Notwithstanding Section 4 above, in case of accident, disaster, or other circumstance creating a public emergency, the City Administrator may award contracts and make purchases for the purpose of meeting the needs of the emergency. However, the City Administrator shall file, as soon as is practicably possible, a certificate showing such emergency and the necessity for the actin, together with an itemized account of all expenditures.

SECTION 6. Residency. The City Administrator need not be a resident of the City, but may be required to reside within a distance of the City limits that would provide opportunity of optimum response time in case of City emergency.

SECTION 7. Vacancy. If the office of City Administrator becomes vacant or if the City Administrator is disabled, as determined by the Council, the Council shall designate a City Administrator Pro Tem. The City Administrator Pro Tem shall perform the duties of the City Administrator, but may appoint or dismiss a department head only with the approval of the Council. The term of office of the City Administrator Pro Tem ends when the City Administrator resumes or takes office.

SECTION 8. Severability. If any section, subsection, sentence, or clause of this Ordinance is for any reason held invalid, such decision or decisions shall not affect the validity of the remaining portions of the Ordinance.

ADOPTED by the **City Council** of the **City of Coburg** this 9th day of July, 2019 by a vote of

APPROVED by **Mayor** of the **City of Coburg** this 9th day of July, 2019.





Ray Smith, Mayor

ATTEST:



Sammy L. Egbert, City Recorder