

ORDINANCE NO. 10-90

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF QUEEN CREEK, ARIZONA AMENDING CHAPTER 3, ARTICLE 3-1, SECTION 3-1-1 OFFICERS BY ADDING THE OFFICE OF TOWN ADMINISTRATOR; AND AMENDING CHAPTER 3, ARTICLE 3-2 BY ADDING A SECTION 3-2-6 TOWN ADMINISTRATOR WITH POWERS AND DUTIES. WHEREAS SECTION 3-1-2 OF THE TOWN CODE PROVIDES THAT THE TOWN COUNCIL MAY APPOINT SUCH OFFICES AS IT DEEMS NECESSARY, NOW, THEREFORE,

BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF QUEEN CREEK AS FOLLOWS:

Section 1. That Section 3-1-1 of the Town Code is amended to read as follows:

A. The regular appointed officers of the town shall be the town administrator, town clerk, chief of police, magistrate, attorney and engineer, who shall be appointed by the council and who shall serve at the pleasure of the council, with the exception of the town magistrate who shall serve a term of two years.

Section 2. That Article 3-2 of the Town Code is amended by adding a new section 3-2-6 headed TOWN ADMINISTRATOR and reading as follows:

SECTION 3-2-6 TOWN ADMINISTRATOR

- A. Office Created. The office of the town administrator is hereby created and established. The town administrator shall be appointed by the council on the basis of executive and administrative qualifications with special reference to actual experience in or knowledge of accepted practice in respect to the duties of office as hereinafter set forth; and shall hold office for and at the pleasure of the council.
- B. Eligibility. Residence in the town at the time of appointment, shall not be required as a condition of the appointment.

- C. Bond. The town administrator shall secure a corporate surety bond to be approved by the council in such sum as may be determined by the council. The bond shall be conditioned on the faithful performance of the duties imposed on the administrator as prescribed in this article. The bond fee shall be paid by the town.
- D. Removal. The town administrator may be removed by the council by a majority vote of its members immediately for cause or upon ninety days notice without cause. As used herein and as it relates to the termination of employment of the town administrator, the term "for cause" shall mean malfeasance in office or willful breach or habitual neglect of duties, as such duties are described in this section or illegal activity within or without the conduct of this office.
- E. Resignation. The administrator shall give in writing a sixty days notice of intention to resign before leaving the office of town administrator.
- F. Compensation. The administrator shall receive such compensation as the council shall from time to time determine, and said compensation shall be a proper charge against such funds of the town as the council shall designate. The town administrator shall be reimbursed for all sums necessarily incurred or paid in the performance of duties, or incurred when traveling on business pertaining to the town as approved by the council; reimbursement shall be made only when a verified itemized claim, setting forth the sums expended for which reimbursement is requested, has been presented and approved by the council.
- G. Powers and Duties. The town administrator shall be the administrative officer of the town government and shall be responsible to the council for the proper administration of all affairs of the town under the specific direction and control of the council. In addition to the general powers as the chief administrative officer and not as a limitation thereon, it shall be the administrator's responsibility and authority:

1. To see that all laws and ordinances of the town are duly enforced, and that all franchises and privileges granted by the town are faithfully observed.
2. To appoint and, when necessary suspend or remove all employees of the town except those appointed by the council. All appointments and removals shall be based on merit and upon the qualifications and disqualifications of such an employee without regard to any political belief or affiliation.
3. To coordinate the administrative functions and operation of the various departments, boards, divisions and services of the town government, and on its behalf to carry out policies, rules, regulations and ordinances adopted by it, relating to the administration of the affairs of such departments, boards, divisions or services. Such powers and duties to be subject to the following provisions:
 - a. That the organizational structure under which municipal services are performed shall be specified in an organization chart approved by the council.
 - b. That prior to any creation, combination, consolidation or deletion of any positions of employment, written job descriptions or amendments thereto shall have been approved by the council.
4. To attend all meetings of the council unless excused therefrom and to attend, or designate a representative to attend, all board and commission meetings.
5. To recommend to the council for adoption such measures and ordinances as are necessary.
6. To recommend to the council at periodic intervals changes needed in the town code.

7. To prepare and to submit a summary of all contracts, agreements, etc. of which the town is a party for review by the council before March 1st of each year.
8. To keep the council at all times fully advised as to the financial conditions and needs of the town. To provide whatever reports to the council as it may deem necessary.
9. To prepare and submit to the council a proposed annual budget for the next fiscal year and a financial plan for the subsequent four fiscal years.
10. To analyze the functions, duties, and activities of the various departments, boards, and services of the town government and of all employees thereof, and to make such recommendations to the council and with reference thereto, as in his own judgement will result, if made effective, in the highest degree of efficiency in the overall operation of the town government.
11. To investigate all complaints in relation to matters concerning the administration of the town, or its utilities or enterprises.
12. To exercise general supervision over all public buildings, public parks, and others public property which are under the control and jurisdiction of the council.
13. To devote as much time to the duties of the office of town administrator and the interest of the town as necessary.
14. To perform such other duties and exercise such other powers as may be delegated from time to time by ordinance or resolution of the council.

PASSED AND ADOPTED BY THE MAYOR AND COMMON COUNSCIL

OF THE TOWN OF QUEEN CREEK. This 7th day of November, 1990

Town of Queen Creek



MARK SCHNEFF
Mayor

Attest:



CLAUDIA DIFFENBAUGH
Town Clerk

Approved as to form:



WILLIAM E. FARRELL
Town Attorney