

ORDINANCE NO. 49-94

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 CHANGING THE OFFICE OF TOWN ADMINISTRATOR TO TOWN MANAGER; AND AMENDING CHAPTER 3, ARTICLE 3-2 SECTION 3-2-6 BY CHANGING THE DESIGNATION OF TOWN ADMINISTRATOR TO TOWN MANAGER; AMENDING ALL OTHER REFERENCES IN THE TOWN CODE FROM TOWN ADMINISTRATOR TO TOWN MANAGER.

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

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

A. The regular appointed officers of the Town shall be the Town MANAGER, 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, Section 3-2-6 of the Town Code is hereby amended by changing the designation of TOWN ADMINISTRATOR to TOWN MANAGER as follows:

SECTION 3-2-6 TOWN ADMINISTRATOR MANAGER

A. Office Created. The office of the Town MANAGER is hereby created and established. The Town MANAGER 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 MANAGER 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 MANAGER as prescribed in this article. The bond fee shall be paid by the Town.

D. Removal. The Town MANAGER may be removed by the affirmative vote of four members of the Town Council at a regular or special session. The removal does not require the statement of any cause.

E. Resignation. The MANAGER shall give in writing a sixty days notice of

not require the statement of any cause.

E. Resignation. The MANAGER shall give in writing a sixty days notice of intention to resign before leaving the office of Town MANAGER.

F. Compensation. The MANAGER 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 MANAGER 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.

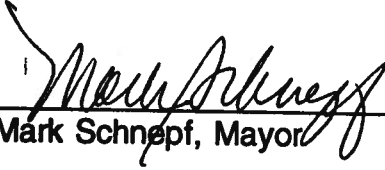
G. Powers and Duties. The Town MANAGER shall be the administrative officer of the Town Government and shall be responsible to the Council for the proper administration of all affairs of the Town under the specific direction and control of the Council. In addition to the general powers as the chief administrative officer and not as limitation thereon, it shall be the MANAGER'S responsibility and authority:

1. To see that all laws and ordinances of the Town are 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 for all employees thereof, and to make such recommendations to the Council and with reference thereto, as in his/her own judgment 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 other 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 MANAGER 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.

Section 3. That all other references within the Town Code to the office of Town Administrator are hereby amended to read Town Manager.

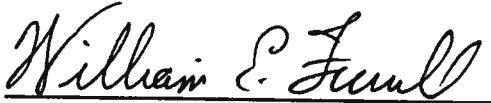
August, 1994. **PASSED** by the Council of the City of Queen Creek this 29th day of


Mark Schnepf, Mayor

ATTEST TO:


Claudia Diffenbaugh, Town Clerk

APPROVED AS TO FORM:


William E. Farrell, Town Attorney

REVIEWED BY:


Cynthia Seelhammer, Town Administrator