

ORDINANCE NO. 655

AN ORDINANCE FOR REVISING AND AMENDING SECTION 1-13-1 THROUGH 1-13-7 OF THE ORDINANCES OF THE CITY OF PAYETTE, IDAHO.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF PAYETTE:

That the following Ordinance is hereby amended to read as follows, to-wit:

1-13-1 OFFICE CREATED: There is hereby created the office of City Administrator for the City. Such office shall be filled by appointment by the Mayor for two years, subject to confirmation of Council. Such officer may be removed at the pleasure of the Mayor. *

1-13-2 RESIDENCE: At the time of his appointment, such officer need not be a resident of the City or State, but during tenure of office he shall reside within the City.

1-13-3 QUALIFICATIONS: He shall be selected solely on the basis of his executive and administrative qualifications with special reference to his actual experience in and his knowledge of accepted practice in respect to the duties of the office as hereafter set forth.

1-13-4 DUTIES: Such officer shall be the Chief Administrative Officer of the City government, shall enforce the laws of the City and require the faithful performance of all administrative duties, and shall:

(A) Appoint and Dismiss: Appoint competent, qualified officers and employees; except the Clerk, Treasurer, Attorney, Engineer, Police Judge, Chief of Police and Fire Chief; and shall have the power to dismiss, suspend and discipline all officers and employees under his control, subject to the approval and control of the Mayor with the advice of the City Council. He shall also have the power to authorize a department head or officer responsible to him to appoint and remove subordinates serving under that department head or officer.

(B) Appoint to Acting Capacity: Designate himself or some other officer or employee to perform the duties of any office or position under his control which is vacant or which lacks administration due to the absence or disability of the incumbent.

(C) Annual Report: Prepare and present to the Council an annual report of the City's affairs, including a summary of reports of department heads, and such other reports as the Council shall require.

(D) Budget Report: Assemble estimates of the financial needs and resources of the City for each ensuing year, and shall prepare a program of activities within the financial power of the City, embodying in it a budget document with proper supporting schedules and analyses.

(E) Budget Administration: Administer the budget as adopted under policies formulated by the Council, and keep the Council fully advised at all times as to the financial conditions and needs of the City.

(F) Liason: Carry out all Council directions and present all departmental requests to the Council.

(G) Purchasing Agent: Act as purchasing agent for the purchase of all supplies, goods, wares and merchandise, equipment and material which may be required for the various departments, divisions, or services of said City, subject to the approval of the Mayor and Council.

(H) Inventories: Maintain perpetual inventories of material and supplies for all departments.

(I) Supervision and Inspection: Supervise and inspect all City work under the direction and control of the Mayor and City Council.

(J) Public Relations: Investigate all complaints filed against any employee, department, division or service thereof and take appropriate action in connection therewith; cooperate with all community organizations whose aim and purpose is to advance the best interests of the City and its people.

(K) Building Inspector: Be the Building Inspector and perform all duties of that office.

(L) Planning: Procure facts and submit long range plans and programs to the Planning Commission, the Mayor and Council.

1-13-5: POWERS: The City Administrator shall:

(A) Assign Personnel: Have the power to assign any employee of the City to any department or branch thereof requiring services appropriate to his qualifications and line of work.

(B) Prescribe Rules: Have the power to prescribe such rules and regulations as he shall deem necessary or expedient for the conduct of departments and personnel subject to his authority, and he shall have the power to revoke, suspend, or amend any rule or regulation of the administrative service by whom-ever prescribed.

(C) Investigate: Have the power, either by himself or by any officer or person designated for the purpose by him, to investigate and to examine or inquire into the affairs or operation of any department, division, or office; and when so authorized by the Mayor and City Council, he shall have power to employ consultants and professional counsel to aid in such investigations, examinations, or inquiries.

(D) Overrule Officials: Have the power to set aside any action taken by a department head and may supersede him in the functions of his office, under the direction and control of the Mayor and City Council.


(E) Delegate Duties: Have the power to direct any department, division or office to perform the work for any other department, division or office.

(F) Appear Before Council: Have the power to appear before and address the Council at any meeting and participate in discussions.

1-13-6: ABSENCE OR DISABILITY: The Mayor may appoint any qualified person to perform the duties of City Administrator in the event of his disability or absence from the City.

1-13-7: COUNCIL RELATIONSHIP TO ADMINISTRATIVE SERVICE: Neither the Council nor any of its members shall dictate the appointment of any person to office by the City Administrator or in any way interfere with the City Administrator or other City officer to prevent him from exercising his judgment in the appointment or employment of officers and employees in the administrative service.

Passed and Approved by the Mayor and Council this 21st day of August, 1961.


Leonard J. Josephson, Mayor


D. E. Nedry, Clerk