

AN ORDINANCE

AMENDING SECTIONS 1, 2, 4, 5, 6 AND 7 OF CHAPTER 13, TITLE 1 OF THE CITY CODE OF THE CITY OF PAYETTE, IDAHO BY CREATING THE OFFICE OF CITY ADMINISTRATOR IN SUBSTITUTION FOR THE OFFICE OF CITY SUPERINTENDENT, BY MAKING THE APPOINTMENT OF A CITY ADMINISTRATOR SUBJECT TO THE PROVISIONS OF STATE STATUTES; BY CHANGING THE RESIDENT REQUIREMENTS OF A CITY SUPERINTENDENT IN 1-13-2; BY DELETING CERTAIN PROVISIONS IN 1-13-4(A) ENABLING THE CITY SUPERINTENDENT TO APPOINT, DISMISS, AND DISCIPLINE OFFICERS OR DEPARTMENT HEADS; BY DELETING PROVISIONS IN 1-13-4(B) ENABLING THE CITY SUPERINTENDENT TO DESIGNATE HIMSELF OR OTHER PERSONS TO PERFORM THE DUTIES OF ANOTHER CITY OFFICE; BY OBLIGATING THE CITY ADMINISTRATOR TO KEEP AN INVENTORY OF ALL THE PROPERTY OWNED BY THE CITY; BY DELETING THE PROVISIONS IN 1-13-4(I) WHICH ALLOWS THE CITY ADMINISTRATOR TO SUPERVISE ALL CITY WORKS; BY PLACING THE DUTY UPON THE CITY ADMINISTRATOR TO ANALYZE ALL THE ACTIVITIES AND DUTIES OF THE VARIOUS DEPARTMENTS AND TO MAKE RECOMMENDATIONS TO THE MAYOR AND COUNCIL; BY REQUIRING THE CITY ADMINISTRATOR TO ATTEND ALL CITY COUNCIL MEETINGS; BY ALLOWING FOR THE EXTENSION OF THE CITY ADMINISTRATOR'S DUTIES BY THE MAYOR AND COUNCIL; BY PROVIDING THAT THE CITY ADMINISTRATOR'S DUTIES SHALL BE PERFORMED UNDER THE SUPERVISION OF THE MAYOR; BY PROVIDING THAT THE CITY ADMINISTRATOR SHALL ACT AS AGENT OF THE MAYOR; BY DELETING THE PROVISION IN 1-13-4(K) WHICH PROVIDES THAT THE CITY SUPERINTENDENT IS THE BUILDING INSPECTOR; BY DELETING PROVISIONS IN 1-13-5 THAT GAVE THE CITY SUPERINTENDENT POWER TO ASSIGN ANY EMPLOYEE OF THE CITY TO ANY DEPARTMENT, THAT GAVE THE CITY SUPERINTENDENT POWER TO SET ASIDE ACTION TAKEN BY DEPARTMENT HEADS, THAT GAVE THE CITY SUPERINTENDENT POWER TO DIRECT ONE DEPARTMENT TO PERFORM WORK FOR ANOTHER DEPARTMENT; BY DELETING THE PROVISIONS OF SECTION 1-13-7 WHICH PROVIDES THAT THE CITY COUNCIL SHALL NOT DICTATE THE APPOINTMENT OF ANY PERSON TO OFFICE BY THE CITY SUPERINTENDENT OR IN ANY WAY INTERFERE WITH THE CITY SUPERINTENDENT IN EXERCISING HIS JUDGMENT IN THE APPOINTMENT OF OFFICERS AND EMPLOYEES.

Be It Ordained by the Mayor and Council of the City of Payette, State of Idaho:

That Sections 1, 2, 4, 5, 6 and 7 of Chapter 13, Title 1 of the City Code of the City of Payette, State of Idaho, are hereby amended as follows:

1-13-1 OFFICE CREATED: There is hereby created the office of City ~~Superintendent~~ Administrator for the City. Such office shall be filled by appointment by the Mayor ~~for two (2) years~~, subject to confirmation of the Council in accordance with the applicable provisions of Idaho State Statutes. ~~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 shall become a resident of the city within sixty (60) days from the time of his appointment and 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 employees, except the Clerk, Treasurer, Attorney, Engineer, Police Judge, Chief of Police Judge, ~~Chief of Police~~, Fire Chief, and any other officer of the City; and shall have the power to dismiss, suspend and discipline all ~~officers and~~ said employees who shall be under his control, subject however, to the approval and control of the Mayor with the advice consent of the Council. He shall also have the power to authorize a department head ~~or~~

~~office-responsible-to-him~~ to appoint and remove subordinates serving under that department head ~~or-office~~.

- ~~(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 encumbent.
- ~~(G)~~ (B) 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)~~ (C) Budget Reports: 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)~~ (D) 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)~~ (E) Liason: Carry out all Council Directions and present all departmental requests to the Council.
- ~~(G)~~ (F) 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 and services of said City, subject to the approval of the Mayor and Council.
- ~~(H)~~ (G) Inventories: Maintain perpetual inventories ~~of material and supplies for all departments,~~ of all property, real and personal, owned by the City.
- ~~(I)~~ ~~Supervision-and-Inspection:~~ ~~Supervise-and-inspect-all-City-work~~ ~~under-the-direction-and-control-of-the-Mayor-and-Council.~~
- (H) Analyzing Functions and Duties: Analyze the functions, duties and activities of the various department, divisions and services of the City government and of all employees thereof and to make his recommendations to the Mayor and City Council; and to carry out the Mayor's recommendations in coordinating the administrative functions and operations of the various departments.
- ~~(J)~~ (I) 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)~~ (J) Planning: Procure facts and submit long range plans and programs to the Planning Commission, the Mayor and Council.
- (K) Attendance of Meetings: Attend all meetings of the City Council with the duty of reporting any matter concerning City affairs under his supervision or direction.
- (L) Other Duties: Carry out such other duties and functions as prescribed by the Mayor and City Council.

(M) Under Supervision of the Mayor: Carry out all of the above duties under the supervision and direction of the Mayor and he shall have no direction or supervision over any officer, department or Board where duties are prescribed by State Statutes.

1-13-4 AGENT OF THE MAYOR: The City Administrator shall act as the agent of the Mayor in the discharge of his duties of superintending and controlling all the officers and affairs of the City, as provided by Statute, but he shall have no power to exercise any policy-making or legislative functions whatsoever nor commit or bind the Mayor or City Council or any member thereof to any action, plan or program requiring official action by the Mayor and Council.

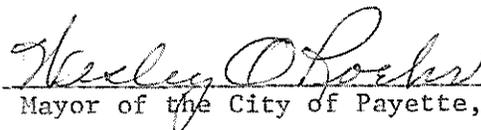
1-13-5 POWERS: The City Superintendent Administrator shall:

- (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 whomsoever prescribed.~~
- (C) Investigate: Have the power, either by himself or by any office of 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 to report his findings to the Mayor and City Council; and when so authorized by the Mayor and Council, he shall have power to employ consultants and professional counsel to aid in such investigations, examinations, or inquiries and reports.
- ~~(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 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) (D) 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, upon confirmation by the City Council, to perform the duties of City Superintendent Administrator in the event of his disability or absence from the City.

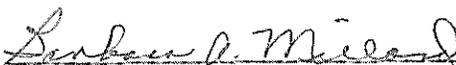
~~1-13-7 COUNCIL-RELATIONSHIP-TO-ADMINISTRATIVE-SERVICE: Neither the Council nor any of its members shall dictate the appointment of any person to office by the City Superintendent or in any way interfere with the City Superintendent or other City officer to prevent him from exercising his judgment in the appointment or employment of officers and employees in the administrative service. (Ord. 709; 4-17-67)~~

Passed and approved by the Mayor and Council of the City of Payette, this 29th day of June, 1970.



Mayor of the City of Payette, Idaho

WITNESS:



Clerk of the City of Payette, Idaho