

Chapter 2.06 – City Administrator

- 2.06.010 Office Created.** Pursuant to Utah Code Annotated § 10-3-830 (1953, as amended), there is hereby created the office of City Administrator of Pleasant View, Utah. This shall not be the alternate council-manager form of government authorized by Utah Code Annotated § 10-3-1201 et seq. The terms “City Administrator” and “City Manager” shall be interchangeable. (Ord.2005-3, dated 3/8/05)
- 2.06.020 Appointment.** The Mayor shall appoint the City Administrator with the advice and consent of the City Council. Pursuant to Utah Code Ann. § 10-3-402, the Mayor may vote on the appointment of the City Administrator. Once approved by the governing body, the Mayor, on behalf of the City, shall sign the contract entered into with the City Administrator, which shall set forth the term of office, salary, benefits, duties, and termination of the City Administrator. (Ord.2005-3, dated 3/8/05)
- 2.06.030 Residence.** The City Administrator need not be a resident or a qualified elector of the City at the time of his or her appointment or thereafter. (Ord.2005-3, dated 3/8/05)
- 2.06.040 Term of Office.** The City Administrator shall serve at the pleasure of the governing body, except that the governing body may employ the City Administrator for a term not to exceed three (3) years. The term of employment may be renewed. Any person serving as City Administrator under this section may be removed at any time and with or without cause by a majority vote of the governing body. Pursuant to Utah Code Ann. § 10-3-402, the Mayor may vote on the dismissal of the City Administrator. (Ord.2005-3, dated 3/8/05)
- 2.06.050 Resignation.** Before voluntarily resigning from the position of City Administrator, the City Administrator shall give the governing body no less than thirty (30) days notice in writing of his or her intent to resign. (Ord.2005-3, dated 3/8/05)
- 2.06.060 Compensation.** The salary, fringe benefits, and other compensation of the City Administrator shall be set from time to time by the City Council. (Ord.2005-3, dated 3/8/05)
- 2.06.070 Other Employment.** The City Administrator shall not accept any outside employment or work without prior authorization by the Mayor. (Ord.2005-3, dated 3/8/05)
- 2.06.080 Powers and Duties.** Pursuant to the authority outlined in Utah Code Annotated § 10-3-830 (1953, as amended), the following powers, duties, and obligations are delegated to the City Administrator:
- (a) The City Administrator shall report to and be under the direct control and supervision of the Mayor.
 - (b) The City Administrator shall be the City’s chief administrative officer who shall oversee all of the City’s day-to-day operations including, without limitation, directing and supervising the administration of all departments, offices, and agencies of the City, except as otherwise provided by law.
 - (c) All City employees, through their respective Department Heads, shall report to the City Administrator.
 - (d) The City Administrator shall have authority to examine and inspect the books,

records, and official papers of any office, department, agency, board, or commission of the City and make investigations and require reports from all personnel.

(e) The City Administrator shall have authority to hire, discipline, suspend, or remove any City employee, except an Appointed Employee or Department Head, in accordance with the City's adopted personnel policies. The City Administrator may make recommendations to the Mayor about hiring, disciplining, suspending, or removing an Appointed Employee or Department Head.

(f) The City Administrator may be required to attend meetings of the governing body with the right to take part in the discussion but not to vote. The City Administrator shall cause the appropriate staff members to also attend the meetings of the governing body, the Planning Commission, and the Board of Adjustments.

(g) The City Administrator shall prepare or cause to be prepared and submit the annual budget and proposal for capital improvements to the governing body; and keep the governing body advised no less than quarterly as to the financial condition and needs of the City.

(h) The City Administrator shall maintain a long range plan for the City, which will be used in draft form to formulate the annual budget and which will be finalized and presented for approval by the governing body no later than May 1 of each fiscal year. The plan shall include a mission statement, goals, and measurable objectives for each department or function. Such plan shall also take into consideration the governing body's policy objectives for the operation of city government, ordinances, resolutions, and approved budgets. These goals and objectives will be realistically attainable and represent initiative and innovation for improvement. If additional funding is required for attainment, the amount and suggested source will be identified.

(i) The City Administrator shall facilitate the expansion of the City's economic base by promoting commercial development in the City. This may include, without limitation, fully implementing the City's Redevelopment Agency (RDA) and Economic Development Agency (EDA) processes.

(j) The City Administrator shall research and write, or cause to be researched and written, applications for grants to provide additional funding sources for the City.

(k) The City Administrator shall provide administrative support to the Planning Commission and City Council in planning and development issues of the City, both residential and commercial.

(l) The City Administrator shall oversee and promote the City's public relations and communications through, without limitation, further developing and maintaining the City's website, preparing and reviewing media releases and public announcements, and overseeing and managing City-wide special events.

(m) The City Administrator shall manage the buildings, equipment, and other physical holdings of the City to maximize the productivity of City employees and to ensure the health, safety, and welfare of the community.

(n) The City Administrator may present to the governing body any proposed adoption, repeal, or alteration of any policy, procedure, resolution, ordinance, or law.

(o) The City Administrator shall promptly notify the Mayor and the City Council of any emergency existing in the City or any department.

(p) The City Administrator shall faithfully oversee the execution and enforcement of all applicable laws, ordinances, rules, and regulations, and see that all franchises, leases, permits, contracts, licenses, and privileges granted by the City are observed.

(q) The City Administrator shall carry out the policies and programs established by the governing body and shall perform such other duties as may be required from time to time by the Pleasant View Municipal Code or by the governing body through ordinance or resolution.

(r) All other administrative powers, authority, and duties not expressly delegated herein to the City Administrator are reserved by and to the governing body. (Ord.2005-3, dated 3/8/05)

2.06.090 Powers of Mayor Not Delegated. Notwithstanding the powers and duties enumerated in subsection 2.06.080, above, the legislative and judicial powers of the Mayor, his or her position as chairman of the City Council, and any ex officio position he or she holds, shall not be delegated to the City Administrator. (Ord.2005-3, dated 3/8/05)

2.06.100 Fidelity Bond. Before taking office, the City Administrator shall furnish a fidelity bond in an amount to be determined by the City Council, conditioned upon the faithful performance of his or her duties, with a corporation licensed to do business in the State of Utah as surety. Such bond shall be filed with the City Recorder after being approved by the City Council and the premium for such bond shall be paid by the City. (Ord.2005-3, dated 3/8/05)

2.06.110 Acting City Administrator. In the event the City Administrator shall be absent from the City or incapacitated from performing his or her duties, the Assistant City Administrator, an officer or other person designated by the Mayor may be authorized to act as Acting City Administrator during such absence or incapacity; provided, however, that if such absence or incapacity shall extend for a period of ten or more consecutive days, such designation shall be subject to the approval of the City Council. (Ord.2013-3, dated 8/27/13; prior code: Ord.2005-3, dated 3/8/05)