CITY OF YACHATS
RESOLUTION NO. 2016-07-02

A RESOLUTION REPEALING RESOLUTION 2012-07-02 AND DESIGNATING THE CITY ADMINISTRATOR AS ADMINISTRATIVE HEAD OF THE CITY OF YACHATS, OREGON

WHEREAS, Resolution 2012-07-02 designated the Mayor as administrative head of the City on June 14, 2012; and

WHEREAS, the City Council of Yachats created the position of City Administrator and entered into a contract with a City Administrator on June 1, 2016; and

WHEREAS, the intention of the position creation was to provide for a paid employee to assume the duties of administering the operations of the City; and

WHEREAS, the City Council wishes to designate the City Administrator as the administrative head of the City;

NOW, THEREFORE, the City Council of the City of Yachats resolves as follows:

Section 1.   City Administrator as Administrative Head of the City.

The office of City Administrator is hereby established as the administrative head of the government of the City of Yachats.

The City Administrator is responsible to the City Council for the proper administration of all city business. The City Administrator will assist the City Council in the development of city policies, and will carry out policies established by city ordinances and resolutions.

The City Administrator must:
(1) Attend all council meetings unless excused by the City Council;
(2) Make reports and recommendations to the City Council about the needs of the city;
(3) Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits, and other city decisions;
(4) Appoint, supervise, and remove city employees;
(5) Organize city departments and the City's administrative structure;

(6) Prepare and administer the annual city budget;

(7) Administer city utilities and property;

(8) Encourage and support regional and intergovernmental cooperation;

(9) Promote cooperation among the council, staff and citizens in developing city policies, and building a sense of community;

(10) Perform other duties as directed by the City Council; and

(11) Delegate duties, but remain responsible for acts of all subordinates.

Section 2.   Repeal of Resolution 2012-07-02.

Resolution 2012-07-02 shall be, and is hereby, repealed.

Section 3.   Effective Date.

This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 25th day of July, 2016.

CITY OF YACHATS

By: _____

Ronald L. Brean, Mayor

ATTEST:

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Nancy Batchelder, City Recorder