

ORDINANCE NO. 185

AN ORDINANCE TO AMMEND ORDINANCE NO. 133  
TO CHANGE THE TITLE OF "THE APPOINTIVE OFFICE OF CITY ADMINISTRATOR"  
TO  
"THE APPOINTIVE OFFICE OF ADMINISTRATIVE ASSISTANT TO MAYOR AND COUNCIL"

THE CITY OF LUNA PIER ORDAINS:

1. **ADMINISTRATIVE ASSISTANT TO MAYOR AND COUNCIL;** The City Council does hereby establish the position of Administrative Assistant to Mayor and Council as an administrative officer of the City.
2. **AUTHORITY OF COUNCIL;** Council's authority to create additional administrative officers is granted by the City Charter, second paragraph of section 4.2.
3. **QUALIFICATIONS;** It is desirable that prospective applicants have a bachelor's degree or business experience with background in municipal government, budgeting, supervision and personnel administration and the ability to work well with the citizens and with Mayor and Council and with officials from local, state and federal government.
4. **APPOINTMENT;** The procedures for the appointment of an Administrative Assistant to Mayor and Council is controlled by the City Charter in Section 4.2 which provides in part as follows: "The administrative officers and any additional administrative officer that are created by ordinance shall be appointed by the Council after nomination by the Mayor."
5. **TERM;** The Administrative Assistant to Mayor and Council shall serve at the pleasure of the Council as required in Section 4.2 of the City Charter.
6. **RESPONSIBLE TO COUNCIL;** The Administrative Assistant to Mayor and Council shall be responsible to the Council as required in Section 4.2 of the City Charter.
7. **COMPENSATION;** The Administrative Assistant to Mayor and Council's compensation shall be fixed by the Council as required in Section 4.2 of the City Charter.
8. **DUTIES;** Subject to any limitations imposed by the Charter, the Administrative Assistant to Mayor and Council shall have the following duties.
  - 8.1 To be responsible for the coordination and development of long range planning and development of the community and shall have authority to utilize the assistance of all city employees necessary to carry out this function.
  - 8.2 To assist the Mayor in preparing and administering the annual budget under policies formulated by the Council and to inform Council of the financial condition of the City as needed or requested.
  - 8.3 To make recommendations to the Mayor regarding the disciplining or discharging of city employees in accordance with the provisions of the applicable working agreement.
  - 8.4 To assist the Mayor in coordinating the administrative offices of the City to assure the efficient and economical administration of city government.

- 8.5 To receive and act upon citizen complaints and concerns, and to report to the Mayor and Council on such complaints and their disposition.
- 8.6 To attend all meetings of Council and the meetings of such boards and commissions as are necessary to perform the duties and responsibilities of the position of Administrative Assistant to Mayor and Council.
- 8.7 To perform any other duties and responsibilities assigned by the Mayor and the Council.
- 9. **SEVERABILITY;** If any section, paragraph, clause, phrase or part of this Ordinance is for any reason held invalid by any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions.
- 10. **REPEAL;** Ordinance 29 which was adopted on March 10, 1966 and which established the administrative office of City Administrator is hereby repealed and all ordinances and amendments thereto enacted and/or adopted by the City Council inconsistent with the provisions of this Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect as of the effective date of this Ordinance.
- 11. **EFFECTIVE DATE;** This Ordinance shall become effective ten (10) days after a summary has been published as provided by law.

I, P. Michelle Cureton, Clerk of the City of Luna Pier, do hereby certify that the foregoing Ordinance was duly adopted at a regular meeting of the Luna Pier City Council held on the 14<sup>th</sup> day of July, 2005.

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P. Michelle Cureton, Clerk

Dated:

**ADOPTED:** July 28, 2005  
**PUBLISHED:** August 6, 2005  
**EFFECTIVE:** August 26, 2005