

CITY OF BETHEL

ORDINANCE NO. 160

AN ORDINANCE OF THE CITY OF BETHEL, ALASKA, ESTABLISHING AND SETTING FORTH THE ORGANIZATION AND DUTIES OF THE DEPARTMENT OF ADMINISTRATION.

THE CITY COUNCIL OF THE CITY OF BETHEL, ALASKA, HEREBY ORDAINS THAT THE BETHEL CODE OF ORDINANCES BE AMENDED TO INCLUDE A NEW CHAPTER, CHAPTER 2.25, ENTITLED "DEPARTMENT OF ADMINISTRATION",

SECTION ONE: Title 2 of the Bethel Code of Ordinances is ammended by addition of a new chapter 2.25 to read as follows:

Chapter 2.25

DEPARTMENT OF ADMINISTRATION

2.25.010 Established. There is established a Department of Administration.

2.25.020 Functions. The functions of the Department of Administration shall include:

- A. The functions and duties assigned by ordinance or statute to the City Manager;
- B. Direction of all departments and divisions headed by employees or administrative officers appointed by the City Manager;
- C. Such other functions and duties as the City Council may direct.

2.25.030 Supervision. The Department of Administration shall be headed by the City Manager.

2.25.040 City Manager. The City Manager shall be appointed by the City Council and serve at their pleasure. He may be hired under a contract which detail the relationship between the manager and the City.

2.25.050 Duties. The City manager, as the chief administrative officer, is responsible for the proper administration of all City affairs. The manager of the City shall:

- A. Appoint City employees and administrative officers, except as otherwise provided by this code; he may hire necessary administrative assistants as authorized by budget and appoint, suspend, or remove subordinates;
- B. Suspend or remove by written order City employees or administrative officers except as provided otherwise in this code;
- C. Supervise enforcement of City laws;
- D. Prepare the annual budget and capital improvement programs for the City Council;
- E. Execute the budget and capital improvement as adopted;
- F. Make monthly reports to the City Council on City finances and operations;
- G. Report to the City council at the end of each fiscal year on the finances and administrative activity of the City;
- H. Prepare and make available for public distribution an annual report on City affairs;
- I. Serve as City personnel officer unless the council authorizes him to appoint a personnel officer;
- J. Direct and supervise the administration of:
 - 1. The function of all City officers and employees except as provided otherwise in this title;
 - 2. The care and custody of all City buildings and of all real property of the City, except as provided otherwise by AS 29.33.050;

3. The construction, maintenance and operation of all City roads, bridges, drains, buildings, and other public works;
- K. Execute other powers and duties specified by Alaska law or lawfully prescribed by the Council;
- L. The City Council shall designate by resolution a City administrative officer to act as manager during the manager's absence or disability.

SECTION TWO: This ordinance is effective immediately upon passage.

PASSED AND APPROVED THIS 11th DAY OF March, 1985.

Joe Sullivan
Mayor

ATTEST:

Ray Shivers
City Clerk