CITY OF AURORA
ORDINANCE 2014-013

ORDINANCE TO CREATE POSITION OF CITY MANAGER

WHEREAS, the Mayor of the City of Aurora desires to create the position of City Manager for the City of Aurora pursuant to Indiana Code §36-4-12-2, the Mayor hereby proposes this Ordinance; and

WHEREAS, to create the position of City Manager for a Third Class City, the Common Council of the City must adopt an ordinance creating the position and stating the powers and duties to be assumed by the City Manager.

NOW, THEREFORE, be it ordained by the Common Council of the City of Aurora that the position of City Manager for the City of Aurora is hereby created, and that the City Manager shall have the following powers and duties that the City Manager shall assume on behalf of the City:

1. The City Manager, under the direction of the City Executive (Mayor), is responsible for the administrative duties of the City.

2. The City Manager shall attend meetings of the City Legislative Body (Common Council), and other appointed commissions and boards of the City, including the Utility Board, and shall recommend actions the City Manager considers advisable.

3. The City Manager shall manage, hire, suspend, discharge, remove or transfer all city employees that are not otherwise managed by the Board of Public Works, the Chief of Police, the Fire Chief, or the Utility Superintendent.

4. The City Manager shall administer and enforce all ordinances, orders and resolutions of the Legislative Body (Common Council) of the City.

5. The City Manager shall help ensure that all statutes required to be administered by the Legislative Body or the Executive, or any employee of the Legislative Body or Executive, are faithfully administered and followed.

6. The City Manager shall oversee and manage any independent contractors hired by the Legislative Body or the City Executive, and shall act as the liaison for communication between independent contractors hired by the City and the City Legislative Body or Executive.

7. The City Manager shall assist the Mayor and City Department Heads with preparation and estimates of budget reports and submitting them to the City Legislative Body when required or appropriate.

8. The City Manager shall meet regularly with City Department Heads and report to the City Executive and City Legislative Body on behalf of the Department Heads when required or appropriate; however, the City Manager is not the direct manager of any Department Head of the City who otherwise answers directly to the City Executive, or others, by statute or other local rule.

9. The City Manager may execute contracts on behalf of the City for materials, supplies, services or improvements, but only after completion of any necessary appropriations, notice and competitive bidding required by statute or local rule.

10. The City Manager shall assist the Utility Superintendent with management of business management practices within the City Municipal Utility Department, which shall include, but not be limited to, assistance with practices and procedures related to billing, accounting, bookkeeping, record keeping, and personnel policies. However, the employees of the Utility Department shall answer directly to the Utility Superintendent, and not the City Manager.

11. The City Manager shall administer and manage all Economic Development, Community Development and Redevelopment efforts and projects on behalf of the City.

12. The City Manager shall handle public relations on behalf of the City, shall be the initial contact for media sources inquiring about public information regarding the City, and shall be responsible for keeping the public aware of the City's affairs.

13. The City Manager shall be responsible for communicating with the City Executive and Legislative Body to keep all elected officials aware of, and informed about, the City's affairs.

14. The City Manager shall make recommendations to the Legislative Body to improve policies within the City.

15. The City Manager shall make recommendations to the City Executive to improve executive functions of the City.

16. The City Manager shall oversee and administer all construction projects on behalf of the City, including road, utility, infrastructure and capital improvement projects, and shall keep the City Executive and Legislative Body informed about the progress of all construction projects.

17. The City Manager shall be employed and appointed by the City Executive (Mayor), to serve at the pleasure of the Mayor, who shall submit the City Manager's compensation and terms of employment to the City Legislative Body for approval.

18. The City Manager is responsible for to resolving problems and conflicts that arise within the City, and for developing and implementing effective management policies and practices within the City.

19. The City Manager is responsible for developing and effectively implementing a long-range strategic plan within the City.

20. The City Manager represents the City before various political, social, professional, citizen, business and other groups to promote the City and respond to these groups.

21. The City Manager cultivates cooperative partnerships with outside public and private entities to access outside resources and improve the efficiency of the City's service deliveries to its citizens.

22. The City Manager shall assist the City Executive and Legislative Body to secure outside resources and funding to complete prioritized projects within the City.

23. The City Manager shall act as the Employee in Responsible Charge (ERC) for all state or federal funded improvement projects, and shall maintain any needed certifications to act as such.

The City Manager may not do any of the following:

1. The City Manager may not issue or execute bonds, notes or warrants on behalf of the City.

2. The City Manager may not serve on any board that hears disciplinary actions against any employee of the Police or Fire Departments, including actions against the Police Chief or Fire Chief.

3. The City Manager may not campaign for or against any candidate for the City Legislative Body, and may not participate in other partisan political activities that would impair the City Manager's performance as a professional manager.

ADOPTED AND PASSED BY THE BY THE COMMON COUNCIL OF THE CITY OF AURORA, INDIANA THIS 16TH DAY OF JUNE, 2014.

VOTE:	For:	Against:
Joe Milish		
Kevin Gerke	Kevin Gerke	
John Borgman	John Borgman	
Mike Crider	Mike Crider	
Benjamin Turner		

So approved this 16th day of June, 2014.

Donnie Hastings, Jr., Mayor

So adopted by majority vote of the common council, and approved by the mayor, this 16th day of June, 2014.

Randolph Turner, Clerk Treasurer