

COUNCIL OF THE CITY OF SEAT PLEASANT, MARYLAND

RESOLUTION NO. R-08-05

Introduced By Councilmember's Higgs, Jones, Morris, Porter, Simms

Date Introduced May 12, 2008

Amendments Adopted

Date Adopted May 12, 2008

Date Effective May 12, 2008

A RESOLUTION to

**APPOINT A CITY ADMINISTRATOR FOR THE
CITY OF SEAT PLEASANT**

FOR the purpose of appointing a City Administrator for the City of Seat Pleasant; providing for the effective date of the appointment; providing for compensation to the person so appointed; and generally relating to the appointment of a City Administrator.

WHEREAS, the City Council is authorized by Section 701(f) of the Seat Pleasant City Charter and desires to appoint a person to perform the duties and fulfill the responsibilities of City Administrator.

SECTION I. NOW THEREFORE BE IT RESOLVED by the Seat Pleasant City Council that it hereby appoints the following person to perform the duties and fulfill the responsibilities of the City Administrator as follows:

- a. The person so appointed is Sandra A. Yates.
- b. The appointment shall be effective immediately.
- c. The appointment shall continue until the first of the following to occur:
 1. The City Council terminates the appointment of the City Administrator as appointed by this Resolution with or without cause.
 2. The City Administrator appointed by this Resolution resigns that position.

d. The City Administrator appointed by this Resolution shall perform the duties and fulfill the responsibilities as described in Article VII, Chief Administrative Officer, Section C-701 of the City of Seat Pleasant Charter.

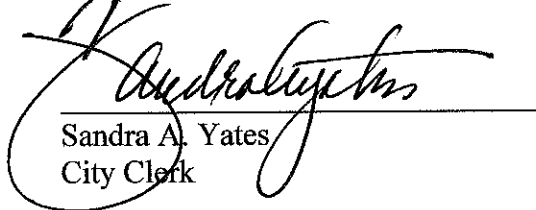
e. The City Administrator shall be bound to fulfill the function as described

1. Plans, organizes and defines the organization of City Administration to ensure a coordinated and efficient effort to meet the goals and objectives established by the Council.
2. Plans, develops and implements administrative policies, rules, regulations and procedures.
3. Coordinates the administration of all City Departments.
4. Directs all personnel matters as provided by the Personnel Policies of the City.
5. Develops and issues administrative rules, policies, and procedures necessary to ensure proper functioning of all Departments.
6. Assists the Mayor and Treasurer with the preparation of an annual budget for submission to the Council; obtains input from Department Heads; and keeps Council informed of the financial condition of the City and recommends action as appropriate.
7. Attends and participates in the all Council meetings and other meetings with official bodies as directed by the Council; ensures that all laws and ordinances are enforced; prepares resolutions and ordinances for the Council and carries out Council directives.
8. Oversees administrative portion of all improvement projects; reviews plans and specifications, advertisement for bid notices, contracts, pay requests, change orders, etc. returns bid bonds, prepares assessment hearing notices, correspondence, assessment rolls, certifications, resolutions, etc.
9. Prepares or oversees preparation of grant and/or loan applications; administers grant and/or loan money that is received, and prepared related reports.
10. Coordinates and oversees the work of consultants hired by the Council.
11. Represents the City with other governmental agencies and officials.
12. Monitors operations to ensure compliance with applicable laws, regulations, rules, policies and ordinances.
13. Develops long and short-range goals and oversees their implementation.
14. Evaluates potential projects, programs and services to determine feasibility and community impact and makes recommendations to the Council
15. Performs other duties as apparent or assigned.

- f. The City Administrator shall be evaluated by Council or independent Agency at the discretion of the City Council.


SECTION II. AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

Attest:



Sandra A. Yates
City Clerk

Signed:



Elenora Simms
City Council President