

TOWN OF ALTA

ORDINANCE NO. 2023-O-3

ORDINANCE ENACTING TITLE 1-15-3 “MAYORAL DUTIES DELEGATED TO TOWN MANAGER”

WHEREAS, the Town of Alta (“Town”) Town Council ("Council) previously created the position of Town Manager in Ordinance #2023 – O – 2; and

WHEREAS, pursuant to Utah Code. Ann. § 10-3b-403, the Town desires to delegate some authorities and duties of the Mayor to the position of Town Manager.

NOW, THEREFORE, BE IT ORDAINED by Alta Town Council of, Utah, that:

SECTION I. ENACTED. Title 1, Chapter 15, Section 3 “Mayoral Authority Delegated to Town Manager” is hereby enacted as follows:

1-15-3 MAYORAL DUTIES DELEGATED TO TOWN MANAGER

Pursuant to Utah Code Ann. UCA § 10-3B-403(1)(b)(iii) or its successor, the Town hereby delegates the following statutory duties of the Mayor to the Town Manager:

- A. Faithfully execute and enforce all applicable laws, ordinances, rules, and regulations, and see that all franchises, leases, permits, contracts, licenses, and privileges granted by the municipality are observed;
- B. Carry out the policies and programs established by the council;
- C. Organize and direct the management of the executive affairs of the municipality in a manner consistent with municipal ordinances;
- D. Appoint a budget officer for the purpose of complying with the requirements of the Uniform Municipal Fiscal Procedures act;
- E. Appoint, with the advice and consent of the council, a qualified person to each of the following offices: town clerk, town marshal, town treasurer and any other offices as may be deemed necessary for the good government of the town and regulate and prescribe the powers and duties of all other officers of the town, except as provided by law or by ordinance;
- F. Examine and inspect the books, records, and official papers of any office, department, agency, board, or commission of the municipality, and make investigations and require reports from personnel;
- G. Establish standards, qualifications, criteria, and procedures to govern the appointments, by heads of offices, departments, and agencies, or by other authorized officers, of divisional officers, assistants, deputies, and employees within their respective organizational units, subject to any applicable provisions of the merit system and town code;

- H. Submit to the council plans and programs relating to the development and needs of the municipality, and annual and special reports concerning the financial, administrative, and operational activities of municipal offices, departments, agencies, boards, and commissions, together with an evaluation and recommendation relating to them;
- I. Attend all meetings of the town council and planning commission and take part in discussions and deliberations, but without the right to vote;
- J. Appoint, with approval by majority vote of the full membership of the council, an acting municipal manager to serve in his absence or temporary incapacity to perform the powers and duties provided for in this part; and discharge any other duties specified by statute or imposed by the council;

Any or all of these duties may be returned to the Mayor by the affirmative vote of:

- A. the mayor and a majority of all other council members; or
- B. all council members except the mayor.

SECTION II. Effective Date. This resolution shall be effective upon publication.

PASSED AND APPROVED by the Town of Alta Town Council, Utah, this _____ day of _____ in the year 2023.

TOWN OF ALTA

Roger Bourke, Mayor

ATTEST:

Jen Clancy, Town Clerk

Ordinance/summary published on Utah state noticing website on _____.
Effective date of Ordinance: _____