

CITY OF GLENVIEW  
ORDINANCE 4, SERIES 2001

An Ordinance creating the position of City Manager/Administrative Officer

WHEREAS the City of Glenview is confronted with many administrative issues, and

WHEREAS the Mayor and City Commissioners continuously need assistance in addressing these issues, and

WHEREAS the Mayor and City Commissioners have determined it is necessary to create the position of City Manager/Administrative Officer pursuant to KRS 83A.090(1)(2), and

WHEREAS the Mayor and City Council have considered the necessary qualifications of a person to serve as City Manager/Administrative Officer which include professional training and experience in administrative duties, and

WHEREAS the duties and responsibilities of the City Manager/Administrative Officer are established and are set forth in this Ordinance, along with the compensation that is established herein.

NOW THEREFORE, be it ordained by the City of Glenview

- Section 1. The position of City Manger/Administrative Officer is hereby created for the City of Glenview.
- Section 2. The City Manager/Administrative Officer shall be paid an annual salary of \$20,000.00, payable monthly at the rate of \$1,500.00 on a bi-weekly basis and it is projected that the City Manager/Administrative Officer shall work for the City of Glenview an average of 1,040 hours per year.
- Section 3. The duties and responsibilities of the City Manager/Administrative Officer shall include, but not be limited to, the following:
- (A) advise the Mayor and City Commissioners on policy formulation for overall problems of the City;
  - (B) have responsibility for the preparation, recommendation, and administration of the operating and capital improvement budgets under direction of the City Treasurer and Mayor;
  - (C) advise the Mayor and City Commissioners in the appointment of subordinate administrative personnel, contractors, and subcontractors;
  - (D) supervise and monitor the work of any contractors or subcontractors;
  - (E) receive and respond to complaints from residents in the City of Glenview;

- (F) have continuing direct relationships with the Mayor and City Commissioners on implementation and administration of City programs.
- (G) perform any and all other duties assigned to the City Manager/Administrative Officer. The City Manager/Administrative Officer shall have the same powers as the Mayor and City Commissioners in carrying out such duties.

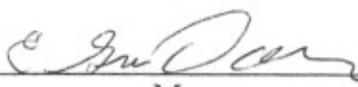
Section 4. The City Manager/Administrative Officer shall be paid an annual salary of \$20,000.00 payable monthly at the rate of \$1,500.00 on a bi-weekly basis. The City Manager/Administrative Officer shall also be reimbursed all out-of-pocket expenses, such as mileage, telephone, copying, postage, etc. and these expenses shall be submitted to the City Treasurer on a monthly or quarterly basis. It is projected that the City Manager/Administrative Officer will devote an average of 1,040 hours annually in performing the duties set forth above.

Section 5. An annual employment contract shall be executed between the City of Glenview and the City Manager/Administrative Officer and the employment contract may be terminated at will by either party during the term of the contract.

This Ordinance shall take effect after its passage and upon publication.

Enacted this 19 day of December, 2001.

Second reading approved January 16, 2002.

  
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Mayor

Attest: Susan A. McCreckin  
City Clerk