

RESOLUTION NO. 2023- 02

AN ORDINANCE TO ESTABLISH THE POSITION OF TOWN MANAGER

WHEREAS, the Town of Monrovia (hereinafter “Town”) is an incorporated town as defined by I.C. § 36-1-2-21; its Town Council (hereinafter “Council”) serves as its legislative and fiscal body, in accordance with I.C. § 36-5-2-2; and the President of the Council (hereinafter “President”) serves as its executive, in accordance with I.C. § 36-5-2-7; and,

WHEREAS, it is the policy of the State of Indiana to grant units all the powers that they need for the effective operation of government as to local affairs, as stated in I.C. § 36-1-3-2; and,

WHEREAS, the Town has seen substantial population growth in recent years, which is anticipated to continue for the foreseeable future; and,

WHEREAS, the Council has responded by enacting a variety of measures to more effectively administer existing Town services and other functions, and also by establishing new agencies within Town government, such as a Parks & Recreation Board and a Redevelopment Commission; and,

WHEREAS, these changes have also resulted in the Council acquiring a new facility to serve as the Town Hall and which provides far more space for meeting attendees, offices for Town officials, among other functions; and,

WHEREAS, the Council has determined that the Town is in need of additional staff in order to effectively deliver these services and continue to make the Town a desirable place to work and live; and,

WHEREAS, specifically, the Council hereby establishes the position of Town Manager, who shall be selected by the Council and who shall serve as the administrative head of the town government, in accordance with I.C. § 36-5-5.

NOW THEREFORE BE IT ORDAINED by the Monrovia Town Council, as follows:

1. The position of Town Manager is hereby established for the Town of Monrovia.
2. The Town Manager will be selected by and serve at the pleasure of the Council.
3. The Town Manager may not also be a member of the Council.
4. The Town Manager shall execute a bond for the faithful performance of the duties of the manager's duties.
5. The Town Manager may not issue or execute bonds, notes, or warrants of the Town, unless approved by the Council.
6. The duties of the Town Manager, as defined by Indiana Code, include:
 - a. Attendance at all Council meetings and recommending actions the Manager finds advisable;
 - b. Hiring Town employees in accordance with the pay schedules and standards fixed by the Council or applicable law;
 - c. Oversight of Town employees, including effectuating the suspension, discharge, removal, or transfer of an employee, if necessary for the welfare of the Town, and approved by the Council;
 - d. Oversee administration and enforcement of all Ordinances, Orders, and Resolutions of the Council;
 - e. Ensure proper and faithful compliance with all applicable statutes;
 - f. Prepare budget estimates and submit to the Council when required;
 - g. Execute contracts on behalf of the Town for materials, supplies, services, or improvements, after the completion of the appropriations, notice, and competitive bidding required by statute; and,
 - h. Receive service of summons on behalf of the Town.

7. This Ordinance further defines that the duties of the Town Manager, which, unless an Order or Ordinance of the Council states otherwise, shall include, but not be limited to:
 - a. Shall provide management oversight to the municipality staff.
 - b. Shall work with department heads and the Clerk-Treasurer in the budget process and shall present to the Council recommendations for a balanced budget for the upcoming year. The Town Manager shall attend, with the Clerk-Treasurer, all required hearings, meetings, and/or workshops relating to the budget process.
 - c. Shall serve as the staff to the Town Council. Research policies and issues as directed by the Town Council. Provides suggestions/recommendations to the Town Council on ways to improve service delivery to the taxpayers with an emphasis on savings in the delivery of said services. Suggest better, more efficient ways of conducting business. Work with department heads to assist in the resolution of issues.
 - d. Ensure that the policies and directives of the Town Council are followed.
 - e. Maintain board appointment lists and advise the Council President and/or the appropriate appointing authority of any vacancies or required reappointments. Ascertain and interview potential candidates for said appointments at the direction of the Council President and/or the appropriate appointing authority.
 - f. Maintain and revise capital asset and equipment plan.
 - g. Supervise, review and ensure adequate insurance coverage for town buildings, equipment, and liabilities.
 - h. Finally, the Town Manager shall have immediate authority and responsibility with regard to the following items.
 - (1) Research and investigate, through interaction with the state and special agencies, to aid in the securing of available grants to promote the continued growth of the Town.
 - (2) Aid department heads by listening to matters brought forth by citizens in an attempt to resolve matters with a department head, if possible, prior to a Council meeting or presenting them to the Town Council for review.
 - (3) Report in writing on the activities of the Town Manager to the Town council at its regular meeting.
 - (4) To perform other responsibilities as the Town Council may designate.

8. All ordinances and/or parts of ordinances in conflict herewith, are hereby repealed.
9. This Ordinance shall be codified in the Town of Monrovia Code of Ordinances.
10. This Ordinance is effective upon passage.

ALL OF WHICH IS APPROVED AND ORDAINED, this 25th day of April, 2023.

MONROVIA TOWN COUNCIL




Philip L. Fowler, President

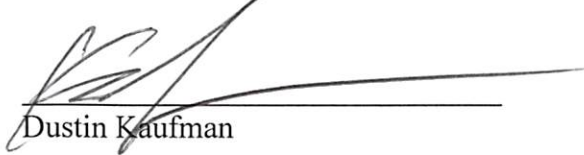
absent

Kevin Collier, Vice President

ATTEST:



Danny Chenault, Clerk-Treasurer



Dustin Kaufman



Carol Youngblood

absent

Loren Moore