



CITY OF GOLD BEACH CHART OF AUTHORITY/RESPONSIBILITIES

Basic form of government: The City of Gold Beach is a Council/Manager form of government. In a council/manager form, the council appoints a manager or administrator to take charge of the daily supervision of city affairs. The council sets policy and the manager carries it out.

Pursuant to the City Charter, the powers of the City are vested with the Council. The Mayor is the ceremonial head of the City and presides over all proceedings of the Council. The Administrator is the Chief Administrative Officer and the Council defines the CA duties through ordinance.

The chart below briefly describes the duties of the Council, Mayor, and Administrator. These duties are described more fully in the following documents: The City Charter, City Code (ordinances), Rules of the City Council, and City Policies. The hierarchy of legislative documents:

- 1) City Charter (enacted by voters)
- 2) City Code (ordinances enacted by Council)
- 3) Council Rules and City Policies (typically resolutions enacted by Council)

CITY COUNCIL Legislative body	MAYOR Ex-officio President of Council	CITY ADMINISTRATOR (CA) Chief Administrative Officer
City Charter-highest in the hierarchy of City laws-enacted by the voters		
	CHARTER PROVISIONS First Charter adopted May 1948 Current Charter adopted November 5, 1986	
All powers of the City vested in the Council <i>Chapter III, Section 6</i>	50% appointment and removal authority with Council. Mayor appoints with majority approval of Council <i>Chapter III Section 10</i> <i>Chapter IV Section 18</i>	Administrative head of the City <i>Chapter VI Section (1)(c)</i>
50% appointment and removal authority with Mayor. Mayor appoints with majority approval of Council <i>Chapter III Section 10</i>	Ex-officio president of Council. Presides over deliberations, preserves order, enforces rules of the Council, determines order of business <i>Chapter IV Section 17</i>	May sit with Council and take part in all discussions but has no vote. <i>Chapter VI Section (1)(d)</i>
Fixes compensation for elected and appointed officials and approves compensation plan for	Not entitled to vote except in case of tie <i>Chapter IV Section 17</i>	City Elections Officer- Shall issue certificate of election to elected officials <i>Chapter VII Section 27</i>

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employees <i>Chapter III Section 11</i>		
Appoint Mayor pro-tem at January meeting annually <i>Chapter IV Section 19(1)</i>	Signs all records of Council proceedings and signs Council documents <i>Chapter IV Section 18</i>	
Appoints Municipal Judge sets term and salary <i>Chapter V Section 21(1)</i>	No veto power <i>Chapter IV Section 18</i>	
50% City Administrator appointment authority with Mayor <i>Chapter VI Section 22(1)(a)</i>	Endorses city bonds <i>Chapter IV Section 18</i>	
Firing authority over CA <i>Chapter VI Section 22(1)(e)</i>	50% City Administrator appointment authority with majority approval of the Council <i>Chapter VI Section 22(1)(a)</i>	
Shall define duties of the CA by ordinance <i>Chapter VI Section 23</i>	May appoint CA pro-tem <i>Chapter VI Section 22(1)(b)</i>	
50% appointment authority with Mayor for vacant elected positions <i>Chapter VIII Section 31</i>	50% appointment authority with majority approval of Council for vacant elected positions <i>Chapter VIII Section 31</i>	
Enacts all ordinances <i>Chapter IX</i>		
Public improvement condemnation determinations <i>Chapter X Section 36</i>		
City Ordinances-second highest in the hierarchy of laws-enacted by the Council		
	CITY CODE Administration, Local Improvement, Utility, Business, Nuisance, Traffic, Flood Damage, Zoning	
2 members can call a special council meeting <i>1.105(2)(a)</i>	Can call a special council meeting <i>1.105(2)(a)</i>	Can call a special council meeting <i>1.105(2)(a)</i>
Appoints Administrator with approval of Mayor and sets compensation <i>1.110(1)(a)(b)</i>	Appoints Administrator with majority approval of the Council <i>1.110(1)(a)</i>	Shall attend all meetings of the Council <i>1.110(2)(a)</i>
May remove CA with a majority vote of members <i>1.110(4)</i>	Ex-officio member of Budget Committee but has no vote <i>1.125(1)</i>	Keep the Council advised of the affairs and needs of the City <i>1.110(2)(a)</i>

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Fixes the Administrator salary within the annual budget and may revise at its discretion <i>1.110(5)</i>	Proclamation of election results <i>1.210(7)(a)</i>	Chief administrative officer and head of the administrative branch <i>1.110(2)(b)</i>
If CA position is vacant may exercise hiring authority to hire department heads <i>1.118</i>		Hires, discharges, and disciplines all City employees. <i>Supervises but does not appoint Muni Judge</i> <i>1.110(2)(b)</i>
½ of the 10 member Budget Committee <i>1.125(2)</i>		Enforces all codes and ordinances of the City <i>1.110(2)(c)</i>
Order submission of election measures to voters <i>1.210(3)(a)(iii)</i>		Purchasing and contracting agent for all City departments (up to \$75K) <i>1.110(2)(d)</i>
Appoint Municipal Judge and Judge pro tempore with majority vote of members <i>1.305(2)(b)</i> <i>1.305(3)(a)</i>		Supervises the operation of all City owned and operated utilities and supervision power over all City owned personal and real property <i>1.110(2)(e)</i>
May remove Judge with majority vote of members <i>1.305(2)(c)</i>		Budget Officer and prepares annual budget for presentation to Budget Committee <i>1.110(2)(f)</i>
Sets Judge compensation <i>1.305(2)(d)</i>		Supervises all expenditures of all departments, divisions, boards, and services of the City <i>1.110(2)(g)</i>
Sets fines and penalties for code/ordinance offenses <i>1.305(10)(c)</i>		Develop and organize improvement projects and programs <i>1.110(2)(h)</i>
Designated Contract Review Board <i>1.600</i>		Make or cause to be made studies/surveys of duties & responsibilities of City personnel <i>1.110(2)(j)</i>
Initiation of Local Improvement Districts		Legislative policy making prohibited

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2.105(1)(a)		1.110(3)
Provide time and manner and award contracts for Public Improvements/LIDs 2.105(5)		Present election initiative measures to the Council 1.210(c)
Decides manner of assessment for LIDs 2.110		Check legal sufficiency of election petitions 1.210(4)(b)
Determinations regarding alteration or repair of unmaintained sidewalks and direct CA to issue notice 2.305(6)(a)		Give public notice of Mayor's election proclamation 1.210(7)(a)(ii)
Assess cost of sidewalk work against property owner by lien 2.305(8)		Designated Contracting Agency 1.600
Have charge of the water works, plant, and system 3.110		Enter into contracts up to \$75K Over \$75K with approval of Contract Review Board 1.610
Authorized and empowered to purchase, construct, keep, conduct, extend, and maintain water system 3.120(1)		Prepare documents for Public Improvements/LIDs and assessments 2.105 2.110
Power and authority to enter into necessary contracts/agreements to purchase material, equipment, supplies to conduct extension, operation, maintenance, and management of water system 3.120(2)		Supervise construction, alteration, or repair of sidewalks 2.305(5)
Power and authority to acquire by purchase or condemnation any waterworks or water plant 3.120(3)		Following Council order, issue notice to alter/repair unmaintained sidewalks 2.305(6)
Enact regulations for installation of water mains 3.120(4)		May complete unmaintained sidewalk repairs as ordered by Council 2.305(7)

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<p>May set specific days for irrigation or prohibit irrigation 3.120(6)</p>		<p>Water disconnections for non-payment appeals filed with CA and CA decision final. All other water disconnection appeals first heard by CA and CA decision can be appealed to Council 3.215(5)</p>
<p>Power and authority to set rates, deposits, fees, penalties and other charges for water use 3.125(1)</p>		<p>Appeal of sewer rate fees and disconnections. Decision can be appealed to Council 3.430(8) 3.460(3)</p>
<p>Power and authority to classify water services by pipe size, meter sizes, demand, nature of use, or other means deemed equitable and establish rates and minimum charges 3.125(2)</p>		<p>Collects SDCs fees for capital improvements and report to Council unpaid or uncollected SDCs 3.525(2)</p>
<p>Power and authority to enter into special agreements for usage at special rates greater or less than existing rates 3.125(3)</p>		<p>Tax Administrator for Transient Room Tax 4.205</p>
<p>Adjustments and refunds of water bills other than deposit 3.135</p>		<p>Shall enforce provisions of the Transient Room Tax Code 4.215(3)</p>
<p>Review and approval of new water service requests for subdivisions, major partitions, PUDs, industrial/commercial/multi-residential connections 3.150(1)(2)</p>		<p>Receive petitions to appear before the Council regarding discarded vehicle notice 5.115(3)</p>
<p>May grant requests for water service outside of city limits 3.155(5)</p>		<p>Receives notice and refers to Council objection of cost assessments for discarded vehicle abatement 5.155</p>
<p>Hear appeals of CA decisions on water</p>		<p>May abate noxious growth nuisances</p>

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disconnection 3.215(5)		5.235(5)
Hear appeal of CA decisions on sewer rate and disconnection appeals 3.430(8) 3.460(3)		Nuisance Abatement process 5.285
Set System Development Charges (SDC) for capital improvements 3.520(2)		Refer potential Dangerous Buildings to Council for hearing 5.365
Hearings on unpaid/uncollected SDCs, may accept, reject, or modify CA's report 3.525(2)		Implement Traffic ordinances, resolutions, and motions of the Council 6.110
Appeals of SDC methodology, SDC expenditures, or CA decisions regarding SDCs 3.545		
Final authority concerning business licenses: revoke, cancel, or suspend 4.170		
Power to adopt rules and regulations to aid the Tax Administrator in enforcing the Transient Room Tax Code 4.215(3)		
Hear appeals of Tax Administrator decisions 4.285		
Hear appeals of City Official Sign Code decisions 4.440(3)		
Hear Sign Code variance requests 4.445		
Hear petitions received from CA regarding discarded vehicle notices 5.115(3) 5.125		
Hears objections to assessment of abatement costs for discarded vehicles		

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5.155(2)		
Dangerous Building determinations 5.370		
Specify Dangerous Building abatement 5.385		
May approve certain areas as firing ranges 5.515		
Permission required from Council to dig up or remove anything at Parks. Permission required from Council to erect signs, markers, or inscriptions at Parks 5.700(6)(7) 5.705		
Written permission required from Council to set up or use PA system in Parks 5.700(16) 5.705		
Written permission required from Council to sell or consume alcohol in Parks 5.700(23) 5.705		
City traffic authority: designation of streets, crosswalks, safety zones, traffic lanes, truck routes, parking zones, time limitations, permissible parking and any fees charged, restriction of use of certain streets, initiation of proceedings to change speed zones 6.100(1)(2)		
Appellate body for Planning Commission appeals FDPO 4.5-1(3)(4) GBZO 9.040		
Amendments to Zoning Ordinance or Map GBZO 8.030		

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Rules & Policies-third in the hierarchy of laws enacted by the Council typically as Resolutions		
COUNCIL RULES First adopted October 1996 Current version R1314-08 Adopted February 2014		
Two Councilors may call a special Council meeting <i>Rule 2</i>	May call a special Council meeting <i>Rule 2</i>	May call a special Council meeting <i>Rule 2</i>
Two Councilors may call an executive session meeting <i>Rule 3</i>	May call an executive session meeting <i>Rule 3</i>	May call an executive session meeting <i>Rule 3</i>
Appoint Mayor Pro Tem in January each year <i>Rule 6</i>	Presiding officer. May speak on all matters in preference to any other member <i>Rule 5</i>	In absence of Mayor and Mayor Pro Tem, shall call meetings to order until a Temporary Mayor Pro Tem elected <i>Rule 7</i>
May request CA direct any employee to attend meetings to confer with Council <i>Rule 13</i>	Shall preserve decorum and decide order of meeting <i>Rule 9</i>	Shall attend all meetings, shall take part in all discussions, and perform other duties in meeting as ordered by Mayor or Councilors <i>Rule 11</i>
May appeal to other Council members a ruling by the Mayor <i>Rule 15</i>	May direct Sergeant-At-Arms to remove unruly/boisterous attendees <i>Rule 9(b)</i>	CA authorizes legal opinions. <i>Rule 12</i>
May change official Order of Business with approval of Mayor <i>Rule 22</i>	May limit speaker times at meetings <i>Rule 9(c)</i>	Shall prepare agenda of meetings <i>Rule 25</i>
May add items to agenda with majority approval of members <i>Rule 26</i>	Shall call the question by voice vote of each Councilor <i>Rule 16</i>	Shall give written notice to Council on expiration of terms of committee members; shall submit name of applicants for appointment to Council <i>Rule 38</i>
Shall interview all candidates for appointment to boards, commissions, committees <i>Rule 38</i>	Announces debate time for seconded motion <i>Rule 17</i>	Shall prepare and keep a list of current members of city boards, commissions, lay-committees, and council committees—present to Council annually

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		<i>Rule 44</i>
Council confirmation required of proposed Mayoral appointments to council committees <i>Rule 39</i>	Grants permission to Councilors to leave a meeting while in session <i>Rule 20</i>	
With majority approval of members, may establish at any time new boards, committees, commissions <i>Rule 41</i>	May change official Order of Business with majority approval of Council <i>Rule 22</i>	
Council confirmation required of proposed Mayoral Student Liaison appointments <i>Rule 42</i>	Shall interview all candidates for appointment to boards, commissions, committees <i>Rule 38</i>	
	Appoint council committees subject to confirmation by Council <i>Rule 39</i>	
	May appoint Student Liaisons subject to confirmation by the Council <i>Rule 42</i>	
GENERAL POLICIES		
Mayor Pro tem and one other designated councilor authorized to sign city checks <i>R1314-25 page 2</i>	Authorized to sign city checks <i>R1314-25 page 2</i>	Authorized to sign city checks <i>R1314-25 page 2</i>
Approve expenditures in excess of \$75K <i>R1314-25 page 3</i>		Approves all expenditures up to \$75K <i>R1314-25 page 3</i>
Shall annually adopt salary schedule for employees <i>R1314-25 page 3</i>		Shall review all payroll changes <i>R1314-25 page 3</i>
		Shall provide Council monthly with AP check registers, financial statements, and brief statement of reconciled cash <i>R1314-25 page 4</i>

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